1986 Handbook

Campuses at Caulfield and Frankston

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

Chisholm Institute of Technology is a multi-disciplinary tertiary education institution specialising in the technologies and applied science, business, art and design, education and the social and behavioural sciences.

It is the third largest of Victoria's Colleges of Advanced Education, with an enrolment of around 6,500 students in award programs to Associate Diploma, Diploma, Degree, Graduate Diploma and Master's Degree levels at its two campuses, Caulfield and Frankston.

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

At Caulfield, the full range of courses is offered in the Faculty of Technology's four divisions — Information Technology, Digital Technology, Engineering and Industrial Technology, and Mathematical and Environmental Sciences; the David Syme Business School, the School of Art and Design (with one exception), and the School of Social and Behavioural Studies.

At Frankston, the School of Education offers its full range of courses, and undergraduate programs are offered in the School of Art and Design, David Syme Business School, the School of Social and Behavioural Studies, and in the Division of Information Technology.

In addition to its award programs, Chisholm offers a wide range of short courses in its areas of expertise and enjoys a high reputation as a research and consultancy organisation to industry, business, government and the community.

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

The Frankston campus is linked by landline to the powerful computing facilities of the Computer Centre at Caulfield. In addition, there are supplementary computing units within the individual Schools.
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FACULTY OF TECHNOLOGY FT1
Division of Digital Technology FT2
Division of Engineering and Industrial Technology FT17
Division of Information Technology FT53
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COURSES

NOTE: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.

BACHELOR DEGREES

Bachelor of Applied Science (Computing) (C&F) FT55
Bachelor of Applied Science (Digital Technology) (C) FT4
Bachelor of Applied Science (Multi-discipline) (C) FT85
Bachelor of Applied Science/Bachelor of Business (C&F) BU13, FT55
Bachelor of Arts (C&F) SB4
Bachelor of Arts/Bachelor of Business (C&F) BU11, SB6
Bachelor of Arts (Ceramic Design) (C) AD4
Bachelor of Arts (Fine Art) (C) AD5
Bachelor of Arts (Fine Art) (Craft) (F) AD6
Bachelor of Arts (Graphic Communication) (C) AD7
Bachelor of Business (Accounting) (C&F) BU4
Bachelor of Business (Administration) (C/F) BU5
Bachelor of Business (Banking and Finance) (C/F) BU6
Bachelor of Business (Marketing) (C/F) BU8
Bachelor of Business (Office Administration) (C) BU9
Bachelor of Education (Fourth Year) (F) ED6
Bachelor of Engineering (Civil and Computing) (C) FT20
Bachelor of Engineering (Electrical and Computing) (C) FT21
Bachelor of Engineering (Industrial and Computing) (C) FT22
Bachelor of Engineering (Mechanical and Computing) (C) FT23

DIPLOMAS

Diploma of Art and Design (Graphic Design) (C/F) AD9
Diploma of Engineering (Mechanical) — Part-time (C) FT24
Diploma of Teaching (Early Childhood) (F) ED3
Diploma of Teaching (Primary) (F) ED4
ASSOCIATE DIPLOMAS

- Associate Diploma in Art and Design (Ceramic Design) (C&F) (AD8)
- Associate Diploma in Art and Design (Ceramic Design) — Part-time (F) (AD9)
- Associate Diploma in Marketing (C) (BU15)
- Associate Diploma in Police Studies (C) (SB8)
- Associate Diploma in Secretarial Studies (Legal) (C) (BU16)
- Associate Diploma in Secretarial Studies (Medical) (C) (BU16)
- Associate Diploma in Tribology (C) (FT5)
- Associate Diploma in Welfare Studies (C) (SB8)

GRADUATE DIPLOMAS

- Graduate Diplomas in Accounting Information Systems (C) (BU18)
- Graduate Diploma in Applied Numerical Analysis (C) (FT87)
- Graduate Diploma in Applied Polymer Science (C) (FT87)
- Graduate Diploma in Applied Psychology (C) (SB10)
- Graduate Diploma in Art Education (F) (ED8)
- Graduate Diploma in Banking and Finance (C) (BU18)
- Graduate Diploma in Business Technology (C) (BU18, FT37)
- Graduate Diploma in Ceramic Design (C) (AD11)
- Graduate Diploma in Communication and Information Studies (C) (SB10)
- Graduate Diploma in Community Education (C&F) (SB11)
- Graduate Diploma in Computing (C) (FT59)
- Graduate Diploma in Computing and Information Systems (C) (FT58)
- Graduate Diploma in Digital Communications (C) (FT6)
- Graduate Diploma in Fine Art (C) (AD11)
- Graduate Diploma in Highway and Traffic Engineering (C) (FT25)
- Graduate Diploma in Marketing (C) (BU19)
- Graduate Diploma in Outdoor Studies (F) (ED8)
- Graduate Diploma in Process Computer Systems (C) (FT25)
- Graduate Diploma in Project Management (C) (FT25)
- Graduate Diploma in Robotics (C) (FT6)
- Graduate Diploma in Secretarial Studies (C) (BU20)
- Graduate Diploma in Structural Computations (C) (FT26)
- Graduate Diploma in Tribology and Condition Monitoring (C) (FT7)
- Graduate Diploma in Water Science (C) (FT87)
- Graduate Diploma in Welfare Administration (C) (SB11)

MASTER’S DEGREES by Coursework

- Master of Applied Science (Computing) (C) (FT60)
- Master of Business (Marketing) (C) (BU20)

MASTER’S DEGREES by Thesis

- Master of Applied Science (C) (FT7, FT61, FT87)
- Master of Arts (C) (SB11)
- Master of Business (C) (BU21)
- Master of Education (F) (ED9)
- Master of Engineering (C) (FT26)
HOW TO USE THE HANDBOOK

The information contained in this handbook is accurate as at September 1985. Inevitably, changes will occur after publication so you should confirm details, such as references to required textbooks.

You should also note that the Council reserves the right to amend, postpone, or withdraw any course or subject being conducted or offered by Chisholm.

This handbook contains course details and subject synopses of courses offered by Chisholm.

You are referred to the Student Manual 1986, for information about enrolment, financial assistance available to students, scholarships and the regulations governing the relationship between Chisholm and its students.

The Manual is issued free through the Student Administration office (Caulfield) and from the Assistant Registrar (Frankston).

The handbook is broken up into sections which follow the academic boundaries within the Institute so there is a section for each School or Faculty.

Within each section, the courses offered are listed followed by brief synopses of subjects within each course.

Where a course is offered by more than one School or Faculty, for example, double degrees, it is listed under both but the subject synopses are included only in the School/Faculty which teaches them.

For rapid access to desired information, each course is listed in two tables of contents — in the alphabetical listing of all courses at the front of the book and in the listing at the beginning of each School/Faculty section.

Subject synopses are listed in alphabetical/numerical order by subject code, in the same way as they are identified in the course listings.

These synopses are designed to convey the flavour of the subjects as well as provide such necessary information as prerequisites, contact hours and, where possible, major reference books.

This book provides most of the information you need to plan a course. You should bear in mind, however, that because of staff commitments and timetabling constraints, you might not be able to undertake a particular subject in any given semester.

For more information:


Financial Assistance, Scholarships, Regulations, etc — Student Administration, Level 1, Boykett building (A block), Caulfield, 573 2115.

Particular Courses — School/Faculty Administrative Officer as appropriate.
## SUBJECT CODES

### Subject code prefix guide

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>School/Division</th>
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<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
<td>David Syme Business School</td>
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<td>ADM</td>
<td>Management</td>
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<td>ART</td>
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<td>Ceramic Design</td>
<td>School of Art and Design</td>
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<td>Chemistry and Biology</td>
<td>Division of Mathematical and Environmental Sciences</td>
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<td>CIV</td>
<td>Civil Engineering</td>
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<td>COM</td>
<td>Communication Studies</td>
<td>School of Social and Behavioural Studies</td>
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<td>EDP</td>
<td>Electronic Data Processing</td>
<td>School of Education</td>
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<td>ELE</td>
<td>Electrical and Electronic</td>
<td>Division of Engineering and Industrial Technology</td>
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<td>Finance and Law</td>
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<td>Graphic Design</td>
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<td>Humanities</td>
<td>School of Social and Behavioural Studies</td>
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<td>IND</td>
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<td>Literature</td>
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<td>Division of Mathematical and Environmental Sciences</td>
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<td>Mechanical Engineering</td>
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<td>Marketing</td>
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<td>Police Studies</td>
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<td>WEL</td>
<td>Welfare Studies</td>
<td>School of Social and Behavioural Studies</td>
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CHISHOLM COUNCIL

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Elected staff member — General
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    BA(Monash), GradDipLib(RMIT), ALAA

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  Ruth Dixon
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    DipBookProd(Lond)
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  Linda Parsons
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    CertAppSc(LibTech)(PCAEd)
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Carmel M. Evans
Operations Manager/Production Liaison Officer
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CertEDP
Chief Systems Programmer
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BAppSc, MACS
Computer Services Officer — Frankston
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Systems Programmers
George Scott
Simon McCoy
Computer Communications Officer
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BAppSc(CIT), MACS
Computer Services Officer
Andrew Matlakowski
Operations Supervisor
Yvonne P. Conyers
AACS
Senior Computer Operator
Richard Suggate
Computer Operators
Gerard Lyons
Malcolm Keith-Storey
Craig Matchen
CertEDP
Jenny Stanley
Andrew Wilson
CertEDP

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Marilyn Kennedy

Data Preparation Operators
Renata Burden
Andrew Marie

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Beryl R. Lalor — Caulfield

Terminals Room Supervisor
Anna Ambrosy
BA (Chisholm)

Caulfield City Council
Bernadette Allen
Marilyn Godley
BA, MPS-PH(USA)
Jo Quigley
SRN, SCM, IWN

Chisholm Group Care Centre
Nurse in Charge
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NNEB
Lois Boxer
Angela Hunt
NNEB

DENTAL SERVICE

Dentist
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(BDS(Melb), LBS(Vic)

Nurse

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BA(Melb), MA(Melb), MAPsS

Administrator
Kathryn l'Anson

Psychologist
Helena Aarons (Honorary)
BA(Monash), DipEdPsych(Monash)

Social Worker
Kate Grivas (Honorary)
BA(Monash), GradDipSecStud(GIT),
BSocAdmin(Flinders), AASW

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MBBS(Monash)

Medical Consultants
Christopher Hazzard
MBBS(Melb)
Simon Rose
MBBS

Optometrist

Receptionists

Chaplaincy

Chaplains
David Conolly (Anglican)
THL
Michael Katz (Jewish)
BA(Melb), BEd(Counselling)
Alan Wade (Uniting Church)
BTheol(MCD)

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Jenny McGowan
AssocDipWelfareStuds
Ann Garden

COMMUNITY SERVICES

Head
Kim Wyman
BA, DipSocStud(Melb), MAPsS

Deputy Head
Miriam Tisher
BA(Melb), MA(Melb), MAPsS

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DipYW(ISW), BSW(Phillip)
John Milburn (Welfare)
BA(Chisholm), CertWelfare(ISW), MAIW
Rosemary De Young (Honorary)
BA(Mon), DipEd, BEdCouns(LaTrobe)

Consultant Psychiatrist
Henry Bankier
MBBS, FRANZCP

Receptionists
Joanne Barker
Rowena Patton

CHAPLAINCY

Chaplains
David Conolly (Anglican)

Michael Katz (Jewish)
BA(Melb), BEd(Counselling)

Alan Wade (Uniting Church)
BTheol(MCD)

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AssocDipWelfareStuds
Ann Garden

VATF

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Community Lawyer
Marilyn Beebe
BJuris, LLB(Monash)

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AAII, ACIS, CertMkAdmin(RMIT), BA(VIC),
DipEdCounselling(RMIT), MAPsS
Careers Adviser
Maree Dermott

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MA(Hebrew U), MAPsS

Secretary
Liz McKinley

Medical Consultant
George Stathakopoulos
MBBS(Monash)

Nurse
Cath Collins
SRN, DipAppSc(Lincoln)

Careers Assistant
Christine Ashman

Public Relations Officer
Geoffrey Heard

Publications Officer
Sue Couttie
BA(Deakin)

Records Manager
Pervis Parakh
BA(Hons)(Bombay), CertFrench(Geneva), ZertiDeutsch(Heidlerberg)

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John Harris
MES(Monash), TPTC

MANAGEMENT INFORMATION SERVICES UNIT
Head
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AISA, MACS

Projects Manager
Robert A. Van Eyk
DipMM(The Hague), DipMarE, DipDP(Utrecht), MACS

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BSc(Wales), LRIC, MAIP, GradDipDP, MACS
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DipSc
Linda J. McCluskey

Programmer/Analysts
M. Samy Khalil
BSc(Ainshams)
Ross Anderson

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Systems & Planning Officer
Vacant

Statistical Officer
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BSc(Melb), MASOR, MABS

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Business Manager
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AASA

Finance Manager
Sam Jamieson
BCom(Melb), ACA

Building Projects Manager
Robin Bradnick

Domestic Services Manager
John D. Greenwood

Catering Officer
Alan Nicholson
MAGPC

Printing Services Manager
Merryl Sherriff

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Academic Registrar
To be appointed

Secretary
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Alan C. Young
BA(Monash)

Admissions Officer
Philip C. Irvine
BBus(VIC), GradDipDP(Chisholm)

Student Administrative Services Officer
Margaret M. A. Kiley

Systems and Records Officer
Sandy Kerr
BCom(Melb), GradDipDP(Chisholm), AASA, CPA, MABS

Assistant Registrar (Frankston)
Laurence J. E. Flynn
BA, BSc, BED(Melb), MEdAdmin(Hons)(UNE), TPTC, MACE

Academic Secretary
Paul Rodan
BA(Hons)(WA), MA(Qld)

Assistant Academic Secretary
Karen Crook
BA(Hons)(Melb)

Secretary
Wanda Van Nus

Legal Officer
V. Korman
BA, LLB, Barrister and Solicitor of the Supreme Court of Victoria
FRANKSTON CAMPUS MANAGER
Barry Bilham
AASA

STAFF OFFICE

Staff Officer
Timothy F. Smith
  BA(Monash), BEd(Melb), MIPMA

Assistant Staff Officer
Eric J. Formby
  BA(Deakin), HND(Bus), MIPMA

Appointments Officer
Pat Hanlon

Classification Officer
Judith R. Clarke

Staff Administration Officer
Gotu Tamhane
  BSc(Hons)(Bombay), MIPMA

Safety Officer
Alex Glennie
  ONC
School of Art and Design

Staff

**Undergraduate Courses:**
- Bachelor of Arts (Ceramic Design) (C) AD4
- Bachelor of Arts (Fine Art) (C) AD5
- Bachelor of Arts (Fine Art) (Craft) (F) AD6
- Bachelor of Arts (Graphic Communication) (C) AD7
- Associate Diploma in Art and Design (Ceramic Design) (C&F) AD8
- Associate Diploma in Art and Design (Ceramic Design) — Part-time (F) AD9
- Diploma of Art and Design (Graphic Design) (C/F) AD9

**Graduate Courses:**
- Graduate Diploma in Ceramic Design (C) AD11
- Graduate Diploma in Fine Art (C) AD11

**Subject Synopses**

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
SCHOOL OF ART AND DESIGN
Dean
Harold W. Farcy
DipTextileDesign(Bradford), TTTC, FRMIT, FRSA
Secretary to the Dean
Rita D. Hesse
School Administrative Officer
Eileen I. Wilson
BA(Monash)
Administrative Officer
Sandra C. Bolton
Stenographer
Enza A. D'Andrea
Clerical Assistant
Bronwyn L. Rolstone

DEPARTMENT OF CERAMIC DESIGN
Head of Department
Lindsay G. Anderson
DipArt(CIT), TSTC, SATC
Senior Lecturers
Maxwell J. Murray
DipAppArt(RMIT), CertArt(Swinburne), TTTC
Alan G. Thomas
DipFineArt(Painting), DipFineArt(Photomontage) (RMIT), TTTC, ARMIT, MBSMG
Klaus Zimmer
Stephen Fletcher
Higher DipT(MTC)
Lecturers
Melanie J. Cooper
BDes(Ceramic Design)(SACAIE), CeramicoCert(Otago Poly), TTCC(NZ)
Paul Davis
Christopher J. Myers
DipArt and Design(CIT), TPTC
James A. Williamson
MA(BrCol), TPTC, FRMIT
Senior Tutors
Ludmila Christoph
DipArt and Design(CIT), DipEd(Brunswick)
William Rawls
BA(Jacksonville)
Christopher Selwood
BA(UKE), DipEd(NR), Assoc.DipArt and Design(CIT)
Joseph A. Szirer
DipArt and Design(CIT), TTTC
John Wilson
DipArt and Design(Prahran)
Nicholas Wirdnam
Technicians
Tom Levkovski
Michael Nudha
Paul Pribyl

DEPARTMENT OF FINE ART
Head of Department
Raymond J. Giles
FRMIT

Senior Lecturers
Ron A. Simpson
DipFineArt(RMIT), TPTC
Max R. E. Thompson
DipFineArt(RMIT)
James D. Wingate
MA(Hons)(Glasgow), DipArt(Glasgow School of Art), CertArt(Jordanhill College of Education)

Lecturers
Leon F. Morrocco
DipArt(Edinburgh), ARSA
Kathleen M. Boyle
MA(San Francisco Art Institute), DipArt(Nev), TTTC
Craig Gough
Assoc in Art Teaching(WAIT), THC
Geoff F. La Gerche
TTTC
Christopher T. W. Pyett
DipFineArt(Tas School of Art)
Cole Sopov
DipSculpture(RMIT), DipFineArt(Rumania), FFA
Noel R. Teasdale
DipArt and Design(Bendigo), Grad DipVisArts(GIAE), TPTC
John Neeson
DipFineArt(RMIT), TTTC, FRMIT

Senior Tutor
Bernard Hoffert
BA(Hons)(La Trobe), DipArt(PIT)

Tutor
Henk Bak
HistDrs(Mijmegen)

Technicians
Jeffrey Campbell
Larry Parkinson
BA(FineArt)(Chisholm)

DEPARTMENT OF GRAPHIC DESIGN
Head of Department
Jack Larkin
BA(VIC)
Senior Lecturers
Michael Kitson
MSIAD
Brian J. Seddon
DipArt(RMIT), InstDip(EdDept)
Judy F. Spafford
AssDipFineArt(RMIT), FRMIT

Lecturers
Donald W. T. Glue
Arthur R. Stokes
MSIAD, MSTD
Gene Verstraeten
GradDipEd Technology(SCV), MIPT
Janet Carr
DipArt and Design (CIT), Grad DipEd(SCV), CertArt(Swinburne)
William Peperkamp
DipArt and Design(RMIT), CertArt(Prahran), TTTC

Senior Tutor
Jennifer Allen
BA(Graphic Design)(VIC)
Tutor
Geoffrey Bartlett
AssocDipFineArt(Sculpture)(RMIT), GradDipFineArt
(Sculpture)(RMIT)
Brian Potts
BA(VIC)

Technicians
Peter Garwood
Donald W. Page
UNDERGRADUATE COURSES

Bachelor of Arts (Ceramic Design)

Course Code: BC
Course Leader: Lindsay Anderson

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

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

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

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application. Mature Age students should present, where possible, references given by employers and evidence of any studies undertaken since leaving secondary school.

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

Assessment
1. An 80 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.
2. There will be two assessments by the examination panel — one in the middle and one at the end of the semester. Other assessments will be made by the lecturer in charge of the subject.
3. Each semester must be passed as a whole. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel.

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER101 Ceramic Design Theory and Practice</td>
<td>12</td>
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<tr>
<td></td>
<td>CER102 Ceramic Design Drawing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>CER103 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER104 Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CER105 Three-dimensional Modelling</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Semester 2</td>
<td></td>
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<tr>
<td></td>
<td>CER111 Ceramic Design Theory and Practice</td>
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<tr>
<td></td>
<td>CER112 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER113 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER114 Glazing and Decorating Techniques</td>
<td>3</td>
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<tr>
<td></td>
<td>*CER115 Design</td>
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<tr>
<td></td>
<td>CER116 Modelling and Mould-making</td>
<td>3</td>
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<tr>
<td>2</td>
<td>Semester 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER201 Ceramic Design Theory and Practice</td>
<td>9</td>
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<tr>
<td></td>
<td>CER202 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER203 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*CER206 Appreciation of Ceramics</td>
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<tr>
<td></td>
<td>CER205 Architectural Modelling for Ceramics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER207 Glass Studies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER208 Geology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CER209 Modelling and Mouldmaking</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Semester 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER212 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER213 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*CER214 Design</td>
<td>2</td>
</tr>
</tbody>
</table>

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

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

OR

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

*These subjects are interchangeable.
Bachelor of Arts
(Fine Art)

Course Code: BF
Course Leader: Raymond Giles

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major Studies</td>
<td>One only</td>
</tr>
<tr>
<td></td>
<td>FNE169 Painting</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FNE171 Printmaking</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FNE173 Sculpture</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sub Major Studies</td>
<td>One only</td>
</tr>
<tr>
<td></td>
<td>FNE170 Painting</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE172 Printmaking</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE174 Sculpture</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Related Studies</td>
<td>FNE176 Drawing</td>
</tr>
<tr>
<td></td>
<td>FNE147 History of Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Elective)</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Major Studies</td>
<td>FNE209/210 Painting</td>
</tr>
<tr>
<td></td>
<td>FNE218/219, Printmaking</td>
<td>18 or 12</td>
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<tr>
<td></td>
<td>FNE295/296 Sculpture</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Sub-Major Studies</td>
<td>FNE297 Painting</td>
</tr>
<tr>
<td></td>
<td>FNE298 Printmaking</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE299 Sculpture</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Related Studies</td>
<td>FNE286 Drawing</td>
</tr>
<tr>
<td></td>
<td>FNE247 History of Art</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Major Studies</td>
<td>FNE327/317 Painting</td>
</tr>
<tr>
<td></td>
<td>FNE374/375 Printmaking</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>FNE378/379 Sculpture</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Sub-Major Studies</td>
<td>Taken with a</td>
</tr>
<tr>
<td></td>
<td>FNE300 Painting</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE320 Printmaking</td>
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<tr>
<td></td>
<td>FNE330 Sculpture</td>
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<td></td>
<td>Liberal Studies</td>
<td>4</td>
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<td></td>
<td>Related Studies</td>
<td>FNE376 Drawing</td>
</tr>
<tr>
<td></td>
<td>FNE356 History of Art</td>
<td>3</td>
</tr>
</tbody>
</table>

The following subjects are available to students taking a Liberal Studies sub-major in the second or third year of the Bachelor of Arts (Fine Art) or as liberal study electives at first year. Unless otherwise stated, subjects are for one semester only.

<table>
<thead>
<tr>
<th>Subject Code &amp; Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNE100 Aesthetics, Philosophy and Art</td>
<td>2↑</td>
</tr>
<tr>
<td>FNE200 Aesthetics, Philosophy and Art</td>
<td>2↑</td>
</tr>
<tr>
<td>FNE340 Aesthetics, Philosophy and Art</td>
<td>2↑</td>
</tr>
</tbody>
</table>

Bachelor of Arts (Fine Art) (Craft)

Course Code: BQ

Course Leader: Alan Thomas

Content

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

Admission Requirements

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

Recommended: Pass in English at Year 12 level.

Enrolment Procedure for New Students

Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer, School of Art and Design, preferably before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work which must include examples of craft work, and school reports covering the entire period of their secondary education.

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

Progression Through the Course

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

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

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

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem 1</th>
<th>Sem 2</th>
<th>Subject</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FNE134</td>
<td>FNE135</td>
<td>Glass Studies</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE132</td>
<td>FNE133</td>
<td>Silversmithing and Jewellery</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE128</td>
<td>FNE129</td>
<td>Ceramics</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE136</td>
<td>FNE137</td>
<td>Craft Drawing/Design</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE130</td>
<td>FNE131</td>
<td>Materials and Technology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FNE138</td>
<td>FNE139</td>
<td>Crafts in Society</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>FNE234</td>
<td>FNE235</td>
<td>Glass Studies</td>
<td>9</td>
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<tr>
<td></td>
<td>FNE232</td>
<td>FNE233</td>
<td>Silversmithing and Jewellery</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>FNE230</td>
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<td>Materials and Technology</td>
<td>2</td>
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<td></td>
<td>FNE238</td>
<td>FNE239</td>
<td>Crafts in Society</td>
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<tr>
<td>3</td>
<td>FNE334</td>
<td>FNE335</td>
<td>Glass Studies</td>
<td>12</td>
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<td></td>
<td>FNE332</td>
<td>FNE333</td>
<td>Silversmithing and Jewellery</td>
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<td>FNE328</td>
<td>FNE329</td>
<td>Ceramics</td>
<td>12</td>
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<td></td>
<td>FNE344</td>
<td>FNE345</td>
<td>Glass Studies</td>
<td>24</td>
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<td></td>
<td>FNE342</td>
<td>FNE343</td>
<td>Silversmithing and Jewellery</td>
<td>24</td>
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<td>FNE338</td>
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<td>Ceramics</td>
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<tr>
<td></td>
<td>FNE336</td>
<td>FNE337</td>
<td>Craft Drawing Design</td>
<td>6</td>
</tr>
</tbody>
</table>

Bachelor of Arts
(Graphic Communication)

Course Code: BG
Course Leader: Jack Larkin

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

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

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

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GRA186 Graphic Design Theory</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>GRA187 Typography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA188 Audio-Visual Technology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>GRA189 Drawing</td>
<td>5</td>
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<td>GRA190 Graphic Design Practice</td>
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AD7
2 GRA290 Graphic Design Theory 2
GRA291 Print Technology 2
GRA292 Audio-Visual Technology 5
GRA293 Drawing 4
GRA294 Graphic Design Practice 6
GRA287 History of Art 2
COM296 Human Studies 3
MKT292 Marketing 2

3 Major Studies are offered in Graphic Design, Advertising Design, Illustration Design or Publications Design.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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|      | COM304 Communication Studies 4 —
|      | Illustration and Publication Majors | |
|      | GRA390 Graphic Design Theory 2 2 |
|      | GRA396 Studio Practice/Professional Activities 14 14 |
|      | GRA397 Evolution of Ideas and Visual Communication 3 3 |
|      | COM396 Human Studies 3 3 |
|      | GRA394 Audio-visual Design 4 4 |

4 Graphic Design, Illustration Design, Advertising and Publications Design Major
GRA496 Studio Practice/Professional Activities 17 17
GRA490 Graphic Design Theory 2 2

Associate Diploma in Art and Design
(Ceramic Design)

Course Code: QX
Course Leader: Lindsay Anderson

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

Enrolment Procedure for New Students
Prospective students are advised to contact the Administrative Officer of the School of Art and Design, preferably before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education. Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application. Mature Age students should present where possible references given by employers and evidence of any studies undertaken since leaving secondary school.

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

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

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

Course Structure

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<tr>
<th>Year</th>
<th>Subject</th>
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<tr>
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<td>First Semester</td>
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<td>CER103 Ceramic Methods of Production 3</td>
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<td>CER104 Appreciation of Ceramics 2</td>
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<td>CER105 Three-dimensional Modelling 3</td>
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<td>Second Semester</td>
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<td></td>
<td>CER111 Ceramic Design Theory and Practice 12</td>
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<td></td>
<td>CER112 Ceramic Design Drawing 3</td>
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<td></td>
<td>CER113 Ceramic Methods of Production 3</td>
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<tr>
<td></td>
<td>CER114 Glazing and Decorating Techniques 3</td>
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<td></td>
<td>CER115 Design 2</td>
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<td></td>
<td>CER116 Modelling and Mould-making 3</td>
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</table>
Third Semester
2
CER201 Ceramic Design Theory and Practice 9
CER202 Ceramic Design Drawing 3
CER203 Ceramic Methods of Production 3
CER204 Glazing and Decorating Techniques 3
CER206 Appreciation of Ceramics 2
CER205 Architectural Modelling for Ceramics 3
CER208 Geology 1
CER209 Modelling and Mouldmaking 3

Fourth Semester
CER221 Ceramic Design Theory and Practice 12
CER222 Ceramic Design Drawing 3
CER223 Ceramic Methods of Production 3
CER224 Kiln Design and Construction 3
CER225 Design 2
CER226 Studio Design and Management 1

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

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

Enrollment Procedure for New Students.
As for the full-time course above.

Progression Through the Course
As for the full-time Diploma above.

Assessment
As for the full-time Diploma above.

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>1 Semester 1</td>
<td>CER110 Ceramic Design Theory and Practice</td>
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<td>CER106 Ceramic Design Drawing</td>
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<td>CER103 Ceramic Methods of Production</td>
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<td>CER115 Design</td>
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<td>2 Semester 2</td>
<td>CER120 Ceramic Design Theory and Practice</td>
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<td>CER109 Ceramic Design Drawing</td>
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<td>CER105 3-D Modelling</td>
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<td>3 Semester 3</td>
<td>CER130 Ceramic Design Theory and Practice</td>
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<td>CER113 Ceramic Methods of Production</td>
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<td>CER104 Appreciation of Ceramics</td>
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<td>4 Semester 4</td>
<td>CER140 Ceramic Design Theory and Practice</td>
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<td>CER114 Ceramic and Decorating Techniques</td>
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<td>CER116 Modelling and Mouldmaking</td>
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<td>5 Semester 5</td>
<td>CER210 Ceramic Design Theory and Practice</td>
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<td>CER203 Ceramic Methods of Production</td>
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<td>CER204 Glazing and Decorating Techniques</td>
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<td>CER209 Modelling and Mouldmaking</td>
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<td>CER206 Appreciation of Ceramics</td>
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<td>CER205 Architectural Modelling for Ceramics</td>
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<td>CER208 Geology</td>
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<td>7 Semester 7</td>
<td>CER230 Ceramic Design Theory and Practice</td>
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<td>CER223 Ceramic Methods of Production</td>
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<td>CER224 Kiln Design and Construction</td>
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<td>8 Semester 8</td>
<td>CER240 Ceramic Design Theory and Practice</td>
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<td>CER222 Ceramic Design Drawing</td>
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<td>CER226 Studio Design and Management</td>
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<td>CER225 Design</td>
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</tbody>
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Diploma of Art and Design
(Graphic Design)
Course Code: DD
Course Leader: Jack Larkin

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

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

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

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

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

**Course Structure**

<table>
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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>1</td>
<td>GRA186 Graphic Design Theory</td>
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<td>GRA187 Typography</td>
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<td>GRA167 History of Art</td>
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<td>GRA290 Graphic Design Theory</td>
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<td>GRA291 Print Technology</td>
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<td>GRA385 Professional Practice</td>
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<td><strong>Electives</strong> — one of the following:</td>
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<td>GRA388 Illustration</td>
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<td>GRA389 Photographic Design</td>
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<td>GRA383 Film</td>
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<td>GRA384 Graphic Design Computer Studies</td>
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GRADUATE COURSES

Graduate Diploma in Ceramic Design

Course Code: PE1
Course Leader: Lindsay Anderson

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

Admission Requirements
To qualify for entry, the applicant should hold one of the following diplomas or an equivalent qualification from another tertiary college.
(a) Diploma of Art and Design (Ceramic Design).
(b) Bachelor of Arts (Ceramic Design).
Applicants who hold an Associate Diploma of Art and Design (Ceramic Design) will be considered for the course if they have professional experience and a demonstrated ability to study at this advanced level.
Applicants with any of the above qualifications may be required to undertake bridging studies to equip them to begin this postgraduate program.

Graduate Diploma in Fine Art

Course Code: PF
Course Leader: Raymond Giles

Content
This one-year full time or two-year part time course is suited to those students who wish to pursue the subject of their undergraduate courses at a higher level. It caters for the student who wishes to make a specialised study of a particular area, or the professional artist who wishes to study new directions or specific interests.
The emphasis of the course will be on studio practice. The student is required to plan, organise and carry out an individual investigation into some aspect of the visual arts. The areas available include drawing, painting, printmaking and sculpture or any combination of these. Before commencing, the student's proposed course of study must be submitted to, and approved by, the School Board of the School of Art and Design. The award of the qualification will depend upon the student mounting a professional exhibition and presenting a related paper.

Admission Requirements
To qualify for entry a student should hold one of the following:
(a) Diploma of Art and Design (Fine Art), or
(b) Bachelor of Arts (Fine Art).
Applicants with alternative or equivalent qualifications will be considered on their merits. It is expected that most potential students will have had some relevant experience in the practice of the arts.
SUBJECT SYNOPSES

CER101 (FT) Ceramic Design
CER110/120 (PT) Theory and Practice

Contact: Twelve hours per week for one semester full time; six hours per week for two semesters part-time.
Prerequisite: Nil.
Syllabus: This unit unit to develop in students an understanding of the clay and an appreciation of its qualities. Demonstrations acquaint students with the terms, basic forming methods and decorating techniques associated with clay. While skills and techniques receive emphasis, discussions dealing with aspects of design establish a foundation on which the rest of the course is built. The work dealt with in this unit is linked with studies in Ceramic Methods of Production CER101.

Preparation and recovery of clay used in the studio. Manipulation of plastic clay. Joining techniques. Decorative potential of coils. Coils and other clay forms with extrusion 'wad boxes'. Choice of clay for specific projects. Consideration of plastic and non-plastic properties, colour, firing temperatures and texture. Oxide decoration on bisque ware. Basic design is taught as an integral part of studio practice and concerns form, proportion, function and decoration.

Assessment: A panel reviews work at mid-semester in order to indicate progress to individual students. Final assessment is by presentation of work at the end of the semester and is judged by a panel consisting of lecturers involved and the year co-ordinator.

CER102 (FT) Ceramic Design
CER106/109 (PT) Drawing

Contact: Six hours per week for one semester full time; three hours per week for two semesters part-time.
Prerequisite: Nil.
Syllabus: The study is part of an integrated program designed to develop basic drawing skills and to stimulate visual and aesthetic awareness through a series of practical exercises. The various topics listed are studied in such a way that they will interact upon one another in a creative drawing program.


Figurative drawing exercises involve the use of models to help develop students' observational skills, eye/hand co-ordination and a sensitive reaction to actual visual form.

Assessment: A folio of work is presented mid-semester in order to advise individual students of their progress. The final presentation folio and sketch books of drawing is assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER103 Ceramic Methods of Production

Contact: Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class.

Prerequisite: Nil.
Syllabus: This subject introduces students to the materials, processes and terminology used in studio and industrial ceramics. Topics include: details on poisons and the safety procedures which should be adopted in the handling of ceramic materials; the geological origin of clays with details of the crystalline and physical properties and interpretation of the chemical analysis of clays; the development of ceramic bodies including laboratory procedures for standardised methods of test such as: Drying and firing shrinkage, Barelattograph curves of Moisture Content versus Drying shrinkage, Particle size distribution, Modulus of Rupture, Water Absorption, Porosity and Bulk Density with numerical and graphical methods of presentation. The production of ceramic bodies including mixing, blunging, ball-milling, filter pressing and, spray drying, will be discussed.

Students will obtain experience in the loading and operation of electric kilns, mixers, ball-mills, vibratory sieves and strength testing equipment.

Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.


CER104 Appreciation of Ceramics

Contact: One hour lecture and one hour tutorial each week for one semester.
Prerequisite: Nil.
Syllabus: This unit relates to the nature and understanding of ceramics in three directions — time, space and identity or meaning.

Time: The stages of development of human culture in which pottery arises reflect the needs and the consciousness of the people of different eras.

Space: Ceramics is a widespread phenomenon having arisen out of a variety of geographical conditions and cultural contexts. Areas such as that of the Incas, China, the Muslim world, Europe, Africa and New Guinea are to be studied.

Identity: This is studied through topics such as utility and symbol, craft and art, collective achievement and individual creativity.

Assessment: Each student is required to prepare a project developed from an aspect of the course, consisting of a written paper with appropriate visual material, 50 per cent.

An individual record of the course, 50 per cent.

References: To be advised.

CER105 Three Dimensional Modelling

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject introduces students to the problems associated with visualising and producing a three-dimensional object using additive and subtractive methods. Students gain experience in modelling which in turn helps them to decorate ware and produce forms which can subsequently be produced from a sprig-mould, a press-mould or be slip-cast.
Assessment: There is a progress report of work by the lecturer in charge of the subject at mid semester. Assessment is by the examination panel consisting of the lecturer in charge of the unit and the course co-ordinator.

CER111 (FT) Ceramic Design
CER130/140 (PT) Theory and Practice

Contact: 12 hours per week for one semester full-time; six hours per week for two semesters part-time.
Prerequisite: Nil.
Syllabus: Demonstrations and discussions deal with design factors, processes and techniques. Allowance will be made for students to learn the skills at their own rate and at different times throughout the semester. The studies for this unit are in four areas: wheel work, slab work, decoration and mould making. Equal time is devoted to hand-building and wheel work. Clay slabs, suitable clays and additives, clay slab construction methods and box forms. The use of plaster associated with handbuilding. Using press moulds, hump moulds and hollow moulds. Throwing on the potter's wheel, turning, for both technical and aesthetic refinement.
Assessment: Work is reviewed mid-semester in order to indicate progress to students. The folio presentation of the semester's work is assessed by a panel consisting of the lecturers involved and the year co-ordinator.

CER112 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisites: Ceramic Design Drawing CER102.
Syllabus: This unit leads to a further development of the basic drawing skills commenced in Ceramic Design Drawing CER102. Use is made of natural forms as the source of ideas for the design of three dimensional forms. The work is integrated with Ceramic Design Theory and Practice CER111.

The principles of one, two and multi-point perspective; Construction and rendering of three dimensional forms in space. The basic techniques of rendering using a variety of media. Practical investigation of the theory of colour. Application of two-dimensional decorative concepts on three-dimensional forms.
Assessment: As the unit is integrated with Ceramic Design Theory and Practice CER111 the folio and sketch book are presented and assessed with that subject by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER113 Ceramic Methods of Production

Contact: Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class.
Prerequisite: Ceramic Methods of Production CER103.
Syllabus: This subject continues to build upon the knowledge of materials and processes used in studio and industrial ceramics. Topics include: the production and properties of alpha and beta plaster of paris; plaster casting technology and drying techniques; clay slip preparation; inorganic and organic deflocculants; specific gravity of liquid suspensions, and methods of determination; Brogniart's formula. Thermal expansion characteristics of ceramic materials; engobes; slip-decoration; the reflective and refractive properties which cause a transparency, opaqueness and mattness in glazes; line-blending techniques; the loading and operation of gas fired kilns; temperature and atmosphere control of gas fired kilns; air pollution and toxic emissions; introduction to empirical formula; astatic theory — atoms, electron shells, valence, atomic weight, molecules, compounds, ions, ionic and covalent bonds, polar bonds; the period table, Seger Formula — RO groups Empirical Formula to batch recipe; correct presentation of batch recipes and calculation of molecular weights for substitution. Interpretation of glaze defects, and their cause.
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.

CER114 Glazing and Decorating Techniques

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject introduces students to a wide variety of techniques suitable for use in a studio situation. It is a practical outlet for much of what is taught in Ceramic Methods of Production CER103 and CER104. Topics include:
(a) The surface treatment of green ware; basic glazing techniques such as pouring, dipping and spraying, wax resist techniques, and the application of oxides and stains to enhance the textured surface of bisque ware.
(b) Techniques Clay: Surface treatment using texture — imprinting, incising, surface cracking; texture through open weave materials; carved and pierced decoration; lace work with a variety of cloths dipped into slip and applied to surface; use of decorating tools, scrapers, banding, facettting, flecking and skipping tools; applied and spray mould decoration; string and twisted cord cutting; coloured clay used together, moulding and laminating effects; wax resist etching.
(c) Engobe: using engobes for the finished surface and under the glaze; banding and painting with engobes; slip trailing, feathering, marbling, and mocha ware; sgraffito and inlaid decoration; combined wax resist and engobe decoration; using paper masks and stencils.
(d) Wax Resist: Wax resist on bases and galleries; use of alumina wash on porcelain type bodies; wax resist for decorative effects, glaze on glaze and oxide on glaze.
Assessment: As glazing and decorating is an integral part of studio, no separate presentation will be required for this subject. However, selected examples of three or more techniques will be included for assessment as part of the studio presentation at mid-semester and at the end of the semester.

CER115 Design

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course introduces the student to the elements and principles of design. It is a broad treatment of the subject but with examples relating to ceramic forms and the work being undertaken by students in the studies.
The course aims to encourage the development of perception, and an awareness of the material and man-made environment as a rich source for inspiration. Areas to be covered in lectures include: Design as a human activity—when and why man designs. Introduction to design terminology—a study of materials processes, function and ergonomics. Elements of design—point, line, shape, form, structure, texture and colour. Principles of design—movement, rhythm, balance, dominance, proportion, harmony and unity. The social and environmental influences of design on a community.

Assessment: Tutorial paper: each student is required to present a carefully prepared and documented paper on an aspect of the syllabus. It should be fully illustrated. Design reference book: this book is a record of the student’s study in this unit of work and will contain lecture notes, illustrations, personal comments and design exercises set by the lecturer. The work is assessed by the lecturer in charge of the unit and the course co-ordinator.

CER116 Modelling and Mouldmaking

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject will give students an understanding of the processes used in the production of ceramics. Skills in modelling and mouldmaking will be developed by a series of exercises and experiences. The techniques acquired will be used in studio pottery and production ceramics.
Assessment: Cumulative assessment of the work by the lecturer in charge of the subject, and the course co-ordinator.

CER201 (FT) Ceramic Design CER210/220 (PT) Theory and Practice

Contact: Nine hours per week for one semester full time; six hours (CER210) and three hours (CER220) per week part-time.
Prerequisite: Ceramic Design Theory and Practice CER111.
Syllabus: This is the final stage of the common course and at the end of the semester students move into either the diploma or degree streams. Teaching in this semester relates directly to design and techniques for wheel thrown forms.
Throwing on the potter’s wheel; lip pulling, pinching and modelling. Lid-making—thrown lids and ledges. Knobs for lids to be thrown, extruded or hand modelled. Pulling of handles for functional and decorative purposes; pre-forming and attaching in non-plastic state, attaching and pulling in the plastic state. Throwing of knobs and footrims. Throwing and attaching spouts. The use of mechanical devices in production throwing—the butterfly, templates, pointer and callipers.
Assessment: A mid-semester review of work indicates progress for the students. Final assessment is by a panel consisting of the lecturers involved and the year co-ordinator.

CER202 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: Ceramic Design Drawing CER112.

Syllabus: The unit continues to develop communicative drawing skills. Emphasis is placed upon the development of ideas for designs through creative drawing and the teaching of techniques of rendering and presentation. The designs developed are expected to be carried through to production in studio sessions.
Students are expected to begin to develop individual designs and pursue trends related to their personal preferences. Natural colour analysis. Orthographic, isometric and oblique projection. Presentation rendering of ceramic forms. Scale and proportion related to human activities, modular systems and structures.
Assessment: A folio of finished work and sketchbooks are presented at the end of the semester, with Ceramic Design Theory and Practice CER201 and assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER203 Ceramic Methods of Production

Contact: Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class.
Prerequisite: Ceramic Methods of Production CER113.
Syllabus: The subject concentrates on the development of a first principles knowledge of glass and ceramic glazes used in studio and industrial production. Topics include: raw material selection; limiting formulae; binary blending with $\text{Al}_2\text{O}_3$, $\text{SiO}_2$ variables; compounds and their influence on the physical properties of glass and glazes; chromofores, opacifiers, triaxial blending; the influence of combustion atmosphere on glass and glazes; the production and interpretation of firing—schedule graphs; simultaneous equations in glaze calculation; raw glazing and once firing techniques.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CER204 Glazing and Decorating Techniques

Contact: Three hours per week for one semester.
Prerequisite: Glazing and Decorating Techniques CER114.
Syllabus: This subject covers most aspects of glazing and decorating. Areas of study will include techniques associated with glaze—underglaze, onglaze, lustres and enamels.
Techniques Glaze: spraying, dipping and pouring; double dipping, glaze intaglio, juxtaposition of glazes, glaze painting majolica decoration; stains on other glazes. Underglaze: applying underglaze background, solid areas, spraying, sponging, spinning and moulding; using masks and stencils; sgraffito through underglaze backgrounds; brush work painting; banding dry brush. Overglaze: painting, stamping and screen-printing directly onto wares; production of ceramic decals by screen printing and lithographic printing; photographic aids used in the production of ceramic decals. Special Glazing: lustre, glazing enamel.
Assessment: There will be cumulative assessment of work by the lecturer in charge of the subject. Selected examples of work will be included for assessment as part of the studio presentation at mid semester and at the end of the semester.
CER205 Architectural Modelling for Ceramics

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

CER206 Appreciation of Ceramics

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

CER207 Glass Studies

Contact: Three hours per week of practical studio work for one semester.
Prerequisites: Nil.
Syllabus: This unit introduces students to glass and develops an understanding of the creative possibilities of working in hot and cold glass.
Topics include:
1) COLD GLASS: cutting methods/techniques; Methods of assemblage; Concept, designing for flat glass; Cartoon drawing/black and white.
2) HOT GLASS: glassblowing methods/techniques; Basic fusing/annealing methods; Ideas and design development.
Assessment: Will be by examination panel at end of semester. Equal weight will be given to both areas of study.

CER208 Geology

Contact: 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.

CER209 Modelling and Mouldmaking

Contact: Three hours per week for one semester.
Prerequisite: Modelling and Mouldmaking CER116.
Syllabus: To develop further those skills gained in Modelling and Mouldmaking CER116. In association with design studies, students will be introduced to product design as it relates to the mouldmaking techniques studied this semester.
Assessment: Cumulative assessment of the work by the lecturer in charge of the subject, and the course co-ordinator.

CER211 Ceramic Design Theory and Practice

Contact: Nine hours per week for one semester. Degree students.
Prerequisite: Ceramic Design Theory and Practice CER201.
Syllabus: Students develop the techniques studied in Ceramic Design Theory and Practice CER201. They are presented with a number of creative design problems. Demonstrations continue during this semester and planned individual work programs allow the students to specialise in areas most suited to their talents and concepts.
The throwing of large ceramic pieces, one-piece throwing, multi-stage pieces and thrown/coil pieces will be shown. Students may choose, in this semester, to further develop hand-building skills acquired in previous semesters.
Assessment: Work is reviewed mid-semester to indicate student progress. The final result is given by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER212/222  Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: Ceramic Design Drawing CER202.
Syllabus: This unit further enhances the general expectations of Ceramic Design Drawing CER202. In conjunction with Design CER214/225 students are encouraged to develop design ideas for production in the specialised studio areas. Architectural rendering. Decoration brush techniques. The use of symmetrical and asymmetrical grids for enlargement or distortion. Techniques of interpretation by the use of various media. Development of related shapes and forms.
Assessment: Students present a folio of completed work and sketchbooks. They are assessed with Ceramic Design Theory and Practice CER211/221 and Design CER214/225 by the examination panel consisting of the lecturers involved and the year co-ordinator and Head of Department.

CER213/223  Ceramic Methods of Production

Contact: Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class for degree and diploma students.
Prerequisite: Ceramic Methods of Production CER203.
Syllabus: The knowledge of glass and glazes will be extended to include batch recipe to empirical formula, fritting technology and ceramic slab production. The lectures will bring students to a minimum level of self-sufficiency in ceramic technology. Topics include: the development of coloured glazes using multiple triaxial blending techniques; the evaluation of iron-based glazes including: temmoku, teadust, oil spot, hares fur, tomato red, celedon and Chun; copper red glazes their colour layers and firing schedules; chrome-tin red and pink and nickel, red and mauve glazes; crystalline glazes including: aventurine and zinc orthosilicate; lustre glazes; salt glazing and its emission products; the production of calcined ceramic stains and colours; ash glazes and bizen style ware; firing reactions and their influence upon firing schedules; the thermal expansion of glass and glazes including dilatometric and theoretical methods for determining coefficients of thermal expansion.
Assessment: Students will be required to submit practical assignments 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.

CER214/225  Design

Contact: Two hours per week for one semester for diploma and degree students.
Prerequisites: Design CER115.
Syllabus: This unit requires students to develop a knowledge and understanding of the work sequence necessary for the solving of design problems. It relates to both the drawing program and the work being done in studio sessions. Criteria for good design in ceramic objects, both functional and non-functional, is the basis for discussion and for design projects. Areas of study include: Product design in terms of function and aesthetics. Scale and proportion as related to human activities. Source material for the development and application of individual designs. The design process: design brief, problem definition, data collection, analysis, development of a solution, testing, communication and presentation. Design for studio production. Assessment: Students are required to produce work throughout the semester for assessment and for the final presentation of a folio. It is assessed by the lecturer in charge of the unit and the course co-ordinator.

CER215  Architectural Ceramics

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

CER216  Glass Studies

Contact: Six hours per week for one semester.
Prerequisite: Nil.
Syllabus: This unit introduces students to the basic aspects of glass as a creative craft medium. The time is divided equally between cold and hot glass.
Cold Glass: The principles of cutting straight and curved lines, the use of different lead profiles, measuring and fitting of plain and coloured glass into cohesive small panels will be taught and augmented with exercises developing skills in linear design to be used as cutlines. Basic cartoon drawing is included.
Hot Glass: The teaching concentrates on basic aspects of glass blowing for making teardrops, paper weights and small hollow forms. Lectures are held, in conjunction with practical studio sessions, to deal with glass constituents and the theory of glass making. Colour slides are used to illustrate Australian and world glass trends.
Assessment: Students receive a mid-semester progress report and a final assessment by the lecturer in charge of the subject and the course co-ordinator.

CER217/226  Studio Design and Management

Contact: One hour per week for one semester for degree and diploma students.
Prerequisite: Nil.
Syllabus: This subject develops students' capacity to adapt a rational approach to work processes and planning. It meets their future needs as studio potters and acquaints them with some of their responsibilities as possible manufacturers or employers. It directs attention to the source of information and assistance available. Students are required to prepare plans for the type of studio associated with their particular discipline. Teaching is based on lectures, discussions and visits to studios, workshops and small factories.

Assessment: This takes the form of an assignment to cover the documentation and recording of the areas discussed during the semester. It is examined by the lecturer in charge of the unit.

CER218 Architectural Ceramics Including Concrete Studies

Contact: Six hours per week divided into a one hour lecture and five hours practical studio work for one semester.

Prerequisite: CER205.

Syllabus: This subject develops the theoretical understanding of architectural ceramics through a series of lectures on material studies with particular emphasis on concrete, design construction and firing methods. Practical assignments include:
a) drawing
b) the reproduction of maquettes into concrete
c) documenting and photographing architectural works.

Assessment: Assessment: concept 10%; research 10%, appropriate environment 10%, presentation 50%, photography 20%.


CER219 Ceramic Design Theory and Practice

Contact: Six hours per week for one semester.

Prerequisite: Ceramic Design Theory and Practice CER201.

Syllabus: Students develop the techniques studied in Ceramic Design Theory and Practice CER201. They are presented with a number of creative design problems. Demonstrations continue during this semester and planned individual work programs allow the students to specialise in areas most suited to their talents and concepts.

The throwing of large ceramic pieces, one-piece throwing, multi-stage pieces and thrown/coil pieces will be shown. Students may choose, in this semester, to further develop hand-building skills acquired in previous semesters.

Assessment: Work is reviewed mid-semester to indicate student progress. The final result is given by the examination panel consisting of the lecturers involved and the year co-ordinator.

References: To be advised.

CER224 Kiln Design and Construction

Contact: A one hour lecture and a two hour practical class each week for one semester.

Prerequisite: Ceramic Methods of Production CER203.

Syllabus: Topics include: temperature measuring techniques including: pyrometric cones, Bullers rings, optical pyrometers, thermocouples, galvanometric indicators, potentiometric indicators and solid state digital indicators; thermocouple types and compensating cable selection; analysis of kiln atmosphere by flue gas CO₂ and O₂ analysers and solid state oxygen probes; combustion graphs; fuels and their calorific values; oil and gas burners, venturi inspirators, air aspirators and nozzle mix burners; LPG cylinders, handling and storage procedures; safety devices including: flame-fail, valves, regulators, non-return valves, pilot burners, PE cells and flame rods. Kiln design parameters including size, shape, construction techniques and materials; thermal resistance, interface temperatures, conductive heat loss, thermal storage, combustion losses; kiln furniture; firing costs with comparisons of different kiln designs and comparisons of energy sources.

Assessment: Students are required to participate in group projects and submit practical assignments throughout the semester including a final project assignment at the end of the semester. A pass in all assignments is required.

CER221 (FT) Ceramic Design Theory and Practice

Contact: Twelve hours per week for one semester full time; six hours per week for two semesters part-time.

Associate Diploma students.

Prerequisite: Ceramic Design Theory and Practice CER201.

Syllabus: Students develop the skills learned in the previous three semesters. Emphasis is placed on the design quality of their work as this is important for their subsequent development as potters. Planned individual work programs give students the opportunity to specialise in areas suited to their own skills and concepts. Production throwing utilising mechanical devices. Throwing large ceramic forms — one piece throwing, multi-stage throwing, thrown/coil pieces.

Assessment: A mid-semester review of work indicates progress to students. The final presentation of work is assessed by the examination panel consisting of the lecturers involved and the course co-ordinator and Head of Department.

CER301/302 Ceramic Design Theory and Practice — Clay and Glaze

Contact: CER301: 12 hours per week for one semester, taken as a major study. CER302: Six hours per week for one semester, taken as supporting study for a major in either Concrete Studies CER311 or Glass CER321.

Prerequisite: Ceramic Design Theory and Practice CER211.

Syllabus: In clay and glaze at this level, students, in consultation with a study co-ordinator, arrive at a program of work that will extend their skills and design abilities to allow for individual development in specialised areas. Students are involved with three areas of study: further development of quantity production methods (functional or non-functional pieces), development of studio pottery, non-utilitarian forms to develop student's imaginative growth. Students explore scale, form and re
lated shapes, both functional and non-functional, and expand their overall knowledge of materials. CER302 students are encouraged to combine clay and glaze with the material of their major study.

Assessment: Students are given an indication of their progress at mid-semester and a final assessment by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER303 Ceramic Design Theory and Practice — Clay and Glaze

Contact: Thirteen hours per week for one semester; for those students who wish to specialise in clay and glaze as a single main study.

Prerequisite: Clay and Glaze CER301/302.

Syllabus: Some students may wish to specialise in the area of clay and glaze while others may use the combination of materials to produce work of a distinctly different character.

Students in this semester work on an approved program which is based on the central design structure of the course and which allows for individual development. These approved programs are determined by individual students in consultation with the lecturer in charge of the subject. Students may opt to study studio pottery, architectural ceramics, product design processes or quantity production.

Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CER306 Ceramic Design Drawing

Contact: Three hours per week for one semester.

Prerequisite: Ceramic Design Drawing CER212.

Syllabus: This unit is taught in conjunction with Design CER307. Emphasis is placed upon the preparation of drawings necessary for production work. Layouts and renderings for client presentation should reach a professional standard. Students are expected to work independently and plan their assignments in relation to studio and design projects.

The effects of natural and artificial light on materials and surfaces. Layouts, working drawings, plan and elevation and perspective renderings. Man-made forms and the creation of specific environments.

Assessment: Students present a folio of completed projects as well as sketchbooks. This unit is integrated with Ceramic Design Theory and Practice CER301/302 and Design CER307 and will be assessed with these units by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER307 Design

Contact: Two hours per week for one semester.

Prerequisites: Design CER214.

Syllabus: This unit requires students to define design elements and principles in relation to the material they have chosen for their major study — clay, glass or concrete. It relates both to the drawing program and the practical studio work. The responsibilities faced by today’s designers to both industry and the society will form part of the study.

Areas of work to be completed include: Exercises in colour analysis. The preparation of designs for the student’s particular area of specialisation. An environmental design project.

Assessment: Students are required to produce work throughout the semester for assessment and for the final presentation of a folio. It is assessed by the lecturer in charge of the unit and the course co-ordinator.

CER308 Appreciation of Ceramics

Contact: One hour lecture and one hour tutorial per week for one semester.

Prerequisites: CER206.

Syllabus: This unit of work relates to the social orientation of the ceramic craftsman. Each lecture allows for the presentation of a topic and the tutorial allows for student discussion and presentation of individual projects. Quality and style as a function of working conditions, studio design, the circle of customers and the market and gallery scene will be discussed. The artist/craftsman participates in three main functions of social life: as a producer/consumer taking part in economic life, as a creative person in cultural life, and as a human being concerned with human rights and human relations. In class projects students endeavour to clarify the relationships between these three functions as they relate to ceramic craftsmen.

Assessment: Each student will prepare a 3000 word paper or equivalent project involving investigation and personal comment. It will be supported by visual and diagrammatic material and be fully documented.

The topic will be chosen by the student in consultation with the lecturer in charge of the subject 100 per cent.

References: To be advised.

CER309 Kiln and Furnace Design and Construction

Contact: A one hour lecture and a two hour practical class each week for one semester.

Prerequisite: Ceramic Methods of Production CER203.

Syllabus: As listed for Kiln Design and Construction CER224 — but with additional emphasis in the major area of study for each degree student, i.e. glass, clay and glaze, and concrete.

Assessment: Students are required to participate in group projects and submit practical assignments throughout the semester including a final project assignment at the end of the semester. A pass in all assignments is required.

CER311/312 Ceramic Design Theory and Practice — Concrete Studies

Contact: CER311: 12 hours per week for one semester taken as a major study.

CER312: six hours per week for one semester taken as a supporting study for a major in either Clay and Glaze CER301 or Glass CER321.

Prerequisite: Ceramic Design Theory and Practice CER211, Concrete Studies CER215.

Syllabus: The unit requires students to gain an extensive understanding of the technical requirements of the composition of concrete and its industrial and studio application.
Basic testing of concrete materials techniques using original moulds. Tiles using light weight reinforcement and various cements. The decorative potential of concrete as an expressive medium.

Assessment: Students are given a progress report at mid-semester. The final assessment is by an examination panel consisting of the lecturers involved and the year co-ordinator.

CER313 Ceramic Design Theory and Practice — Concrete
Contact: Thirteen hours per week for one semester; for those students who wish to specialise in concrete as a single main study.
Prerequisite: Concrete CER311/312.
Syllabus: This unit allows the student to consolidate the skills, knowledge and experience in concrete gained in the previous semester. Lectures, laboratory and studio practice sessions are related to specific design problems involving the students in projects in concrete such as, murals and free standing sculpture relating to architectural environments.
Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CER314 Ceramic Design Drawing
Contact: Three hours per week for one semester.
Prerequisite: Ceramic Design Drawing 306.
Syllabus: The subject continues development of projects started in CER 306. In this study greater awareness of the environment and solutions to existing problems are emphasised. Increased emphasis is also placed upon the preparation of drawings necessary for production work and more advanced client presentation.
Assessment: A folio of finished work and sketch books are presented at the end of the semester and assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER316 Figuration Drawing
Contact: An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed as an elective study for those students who wish to develop their drawing skills and extend their experience so that drawing may be used as a means of artistic expression in its own right, or as a principal tool to further design investigation in their main area of study. Teaching is based on practical sessions using life models.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

CER317 Photography
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisite: 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.

CER318 Printmaking
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.

CER319 Metal Studies
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.

CER321/322 Ceramic Design Theory and Practice — Glass
CER321: 12 hours per week for one semester, taken as a major study.
CER322: six hours per week for one semester, taken as a supporting study for a major in either Clay and Glaze CER301 or Concrete Studies CER311.
Prerequisite: Ceramic Design Theory and Practice CER211 and Glass Studies CER216.
Syllabus: Cold Glass. This unit requires students to spend a considerable amount of time practising basic studio techniques to gain the skills necessary to complete their...
designs. Topics, such as "Australiana" will be researched and developed from initial sketches to layout, collage, colour rendering and cartoon. Methods of painting on glass, contouring, matting and staining, preparation and firing of glass are taught.

**Hot Glass.** As with cold glass students are required to spend considerable time practising basic studio techniques in order to gain skills necessary to carry through their designs. Emphasis is placed on design of blown glass and research into the history of glass. Students are encouraged to work with a master blower to execute their designs where their own skills are inadequate. Decorating techniques such as sand blasting, engraving, grinding and polishing are taught.

Students of both hot and cold glass are required to start a documented collection of slides of glass to be presented for the final assessment in semester 8.

**Assessment:** Work will be assessed at the end of the semester by the examination panel consisting of the lecturers involved and the year co-ordinator.

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**CER323 Ceramic Design Theory and Practice — Glass**

**Contact:** Thirteen hours per week for one semester, for those students who wish to specialise in glass as a single main study.

**Prerequisite:** Glass CER321/322.

**Syllabus:** Cold Glass. Students are to build on the skills and experience gained in the previous two semesters. Refinement in interpretation and rendering of ideas are reinforced and students are encouraged to choose a direction and develop a personal style. Glass-painting techniques are further pursued and problems of realism, stylisation and abstraction are resolved through a series of rondels (small round glass panels). Etching and other surface techniques are discussed and may be used in practice.

**Hot Glass.** Students are to build on the skills and experience gained in the previous two semesters. More advanced blowing techniques are learned to enable the development of larger and more complex forms. Students are encouraged to work with the master blower. Students design their own moulds for blown, slumped and cast forms. Investigation of techniques relevant to the designs developed by the individual students is presented with the final folio. A work plan is submitted to the design lecturer outlining the semester study.

**Assessment:** Work is assessed at the end of the semester by an examination panel consisting of the lecturers involved, the design teacher and the course co-ordinator.

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**CER326 Stained Glass Techniques**

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 decorating 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.

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**CER327 Ceramic Design Computer Studies**

**Contact:** 3 hours per week for one semester.

An elective for Ceramic Design degree students comprising a one and a half hour lecture per week, supplemented by a hands-on tutorial of one and a half hours per week.

**Prerequisites:** Nil.

**Syllabus:** The subject introduces students to the use of computers as a design tool and will also teach them to write simple programs in BASIC.

**Assessment:** Students will be required to submit practical assignments in the form of programs, at the end of the semester.

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**CER401 Ceramic Design Theory and Practice — Clay and Glaze**

**Contact:** Thirteen hours per week for one semester.

**Prerequisite:** Clay and Glaze CER303.

**Syllabus:** Students in this unit work on approved programs which are based on the central design structure of the course and allow for individual development. These programs are determined in consultation with the lecturers in charge of the subjects. At the beginning of this semester (7) students seek a design commission which, if approved by their lecturers concerned, they must complete during the final semester.

Areas from which students may select their programs include: Architectural ceramics, use and integration of ceramic materials into architectural environments. Product design: the solution of design based problems for quantity production, and the development of skills necessary for the production of prototypes. Studio pottery and non functional ceramics, the creative use of materials and ideas into individual hand-crafted pieces.

**Assessment:** Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

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**CER404 Ceramic Design Theory and Practice — Clay and Glaze**

**Contact:** Seventeen hours per week for one semester.

**Prerequisite:** Clay and Glaze CER401.

**Syllabus:** In the final semester of the degree course students are given the freedom to work in an independent way once their programs of work have been approved. The co-ordinator responsible for the study supervises their programs and gives guidance as it appears to be required or at the request of the students. Students must attend all programmed lectures, tutorials and seminars. The major task is the successful completion of the design commission commenced in the previous semester. The
success of this project is an important aspect of the final assessment. In addition to this the students work towards the final presentation exhibition of their work. 

Assessment: The final assessment is given by the examining panel consisting of the lecturers involved, the co-ordinator of the studies, the Head of Department, and an independent examiner chosen from outside the Institute.

CER406 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: Ceramic Design Drawing CER406.
Syllabus: This subject is designed to enable the student to express and communicate personal concepts and/or emotional reactions to environmental influence by means of media and materials with which he is already familiar. It emphasises the development of designs for studio production; and drawings as a means of personal expression.
Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers teaching the subjects and the course co-ordinator.

CER411 Ceramic Design Theory and Practice — Concrete

Contact: Thirteen hours per week for one semester.
Prerequisite: Concrete CER313.
Syllabus: Students whose main study is concrete, work with the lecturer in charge of the subject, to obtain practical design commissions which will be completed during the final semester. Individual programs extending interests, concepts and skills are followed by students.
Assessment: Work is assessed at the end of the semester by an examination panel consisting of the lecturers involved and the course co-ordinator.

CER414 Ceramic Design Theory and Practice — Concrete

Contact: Seventeen hours per week for one semester.
Prerequisite: Concrete CER411.
Syllabus: Students are given the freedom to work in an independent way once their programs of work are approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it is required or requested. The major task is the successful completion of the design commission begun in the previous semester. The success of this project is an important aspect of the final assessment. In addition to this the students work towards the final presentation exhibition of their work.
Assessment: The final assessment is given by the examination panel consisting of the lecturers involved, the co-ordinator of studies, the Head of Department and an independent examiner chosen from outside the Institute.

CER416 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: Ceramic Design Drawing CER406.
Syllabus: In this semester the emphasis is on the preparation of the final presentation folio and appropriate means of communicating with prospective clients through drawing.

Folio work will comprise designs and rendered work, individual drawings and slides.
Assessment:
1) Folio assessment by the examination panel and outside examiner.
2) A two thousand word paper dealing with the theoretical aspects of design.

CER421 Ceramic Design Theory and Practice — Glass

Contact: Thirteen hours per week for one semester.
Prerequisite: Glass CER323.
Syllabus: Students work with their lecturers to obtain practical commissions which are to be completed during the final semester. Within the first three weeks of the semester students must present to the lecturer in charge a typewritten work plan, setting out in detail their aims for the year. This includes the commission which must be completed before the final assessment of CER424.
Cold Glass. Students may choose to concentrate on architectural designs or independent works. Students must explain the techniques relevant to their projects whether they are experimental and innovative or more conventional. This plan must be approved by the Head of Department and the lecturer in charge of the subject prior to commencement of studio work.
Hot Glass. Students are required to develop designs integrating form, colour and applied decorative elements. A higher level of skill is expected at this stage. Students spend time in working in production teams to familiarise them with industrial work methods and to allow for greater flexibility in their individual pieces. Moulds and hand tool techniques are used to greater extent.
Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CER424 Ceramic Design Theory and Practice — Glass

Contact: Seventeen hours per week for one semester.
Prerequisite: Glass CER421.
Syllabus: As students have submitted a work program for the year in both hot and cold glass areas, it is anticipated that the lecturer in charge will closely monitor progress. Completion of the commission is an essential part of the final assessment. Presentation of the documented slide collection on stained and blown glass, assembled over the two years of their specialised study, provides proof of an ability to investigate historic and contemporary images.
Assessment: The final assessment is given by the examination panel consisting of the lecturers involved, the co-ordinator of studies, the Head of Department and an independent examiner chosen from outside the Institute.

CER426 Stained Glass Techniques

Contact: Three hours per week. A further development of Stained Glass Techniques taken in Semester 6 and the use of paints, stains and patinas.
Prerequisite: Stained Glass Techniques CER326.
Syllabus: A circular, autonomous panel will be designed and executed. It may be based on an interpretation of...
CER427 Ceramic Design Computer Studies

Contact: An elective for Ceramic Design degree students comprising 3 hours per week of 'hands-on' tutorial for one semester.

Prerequisites: CER327.

Syllabus: The subject will introduce students to the range of hard and software held at Chisholm Institute of Technology, in particular the Medusa and Movie B.Y.U. Modelling and Drawing programs. Students will work on selected assignments with their tutor.

Assessment: Students will submit their practical assignments for assessment at the end of the semester.

CER443 Figurative Drawing

A further development of Figurative Drawing to be taken for three hours per week. This subject is taught on a tutorial basis. Students use the studios and facilities of the drawing section to work on an individual drawing program.

Prerequisite: Figurative Drawing CER316.

Syllabus: Individual programs of work will be prepared by the students in consultation with the lecturers in charge of Figurative Drawing and Ceramic Design Theory and Practice.

As this is the final level of drawing studies the work will be assessed not only for its artistic merit but for the part it plays in assisting the creation of work in the main study. In general, students will not be encouraged to produce highly finished drawings merely for the sake of exhibition. The drawings will be assessed together with the finished work for which they provide the inspiration.

Assessment: Folio work will be assessed in conjunction with the practical work produced in Ceramic Design Theory and Practice by the examination panel and two lecturers in charge of the subjects. This will be done at mid-semester and at the end of the semester.

CER444 Photography

A further development of Photography CER317 to be taken for three hours per week. Students will be encouraged to use photography in a creative way and to seek possible applications to image development and decoration which will support their main study.

Prerequisite: Photography CER317.

Syllabus: This subject will be taught in a one hour lecture and demonstration class followed by a two hour practical studio and darkroom session. It will involve the further explanation of principles of photography, sensitised materials, mechanical and optical controls over image formation, laboratory processing, print finishing, including the basic principles of colour photography.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

CER445 Printmaking

A further development of Printmaking CER318 to be taken for three hours per week. Students will be concerned mainly with etching and lithography, although additional silk-screen printing will be encouraged.

Prerequisites: Nil.

Syllabus: Etching and lithography will be taught as parallel units to enable students to apply their experience gained in a broader way. Wherever possible, Printmaking is to work in close relationship with Ceramic Design Theory and Practice.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

CER446 Metal Studies

A further development of Metal Studies CER319 to be taken for three hours per week. Students will be introduced to a broader range of materials and processes.

Prerequisite: Metal Studies CER319.

Syllabus: Students may elect to study in one or more of the following processes: Mechanical methods of forming, use of spinning lathe; Hand methods of forming; Scope of handmade forms, shapes best suited to high raising method; electroforming on metallic and non-metallic surfaces; repoussé; chasing; etching; enamelling techniques and limitations; metal fabrication. Wherever possible Metal Studies is to work as an adjunct to Ceramic Design Theory and Practice.

CER447 Communication Studies

Contact: Two hour seminar per week for one semester.

Prerequisite: Nil.

The aim of this subject is to help students improve basic writing and communication skills and to investigate and analyse art criticisms that appear in print; to give insight into gallery management and the special requirements of small business management.

Syllabus: Students are required to write a 2,000 word essay which is a personal statement on their work. This is then condensed to become a short statement in the catalogue to accompany their exit exhibition at the end of the year. Another section will be devoted to the preparation of written and visual material for exhibition catalogues. Students will be involved in the writing of copy, proofing of type, selection and layout of photographs and the preparation of art work in readiness for printing.

Letter writing techniques are also covered. Students are advised how to apply for vacant positions and the correct way to draw up contracts with clients.

Instruction and practical experience in the day to day running of the on-campus student-operated shop is also given.

Lectures will be given by directors of galleries, officers of the Small Business Development Corporation, and organisations such as The Crafts Council of Victoria.
Assessment: The evaluation of a variety of written work and practical participation in activities associated with the 'Chisholm Concepts' shop and exhibitions.

**FNE100 Aesthetics/Philosophy and Art**

**Contact:** Two hours per week for one semester.

**Prerequisite:** Nil.

**Syllabus:** An explanation of the concepts of art will be conducted with emphasis in the variations of this concept and the relation of past notions of art to those of the present with their many diverse interpretations. The writing of various artists and philosophers will be examined with emphasis on their accounts of certain fundamentals basic to any interpretation of art, including Representation, Aesthetic Experience, the Expression of Evolution and Creativity. These topics will be studied theoretically, but illustrated by examples taken from a wide range of historic and cultural contexts.

**Assessment:** By assignment and class paper.

**References:** To be advised.

**FNE128/FNE129 Ceramics**

**FNE128** Six hours per week for Semester One

**FNE129** Six hours per week for Semester Two

**Prerequisites:** Nil.

**Syllabus:** The aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various handbuilding techniques are studied and students are introduced to wheel-work as well. Emphasis is placed on developing an understanding and appreciation of the ceramic medium.

**Assessment:** Progressive assessment of work throughout the year.

**FNE130 Materials and Technology**

**Contact:** One hour laboratory workshop and one hour lecture for one semester.

**Prerequisite:** Nil.

**Syllabus:** The subject is taught by the Department of Mechanical Engineering. It is designed to complement the major design and workshop disciplines offered in the Craft Major by acquainting students with the fundamental nature and structure of matter. Topics include: atomic structure and its relationship to properties of metals, plastics and ceramics; survey of materials, their properties and areas of application; testing of materials — hardness, tensile, inflammability, optical properties, colour stability and acoustic properties.

**Assessment:** Laboratory assignment. Written assignment. Cumulative tests.

**References:** To be advised.

**FNE131 Materials and Technology**

**Contact:** One hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.

**Prerequisite:** Materials and Technology FNE130.

**Syllabus:** The objective of this course is to further develop the students' familiarity with the properties and behaviour of metals. Topics include: cold working and recrystallisation of metals; basic phase changes in simple two alloy systems; heat treatment of plain carbon steels — annealing, normalising, hardening, temper colours; stress analysis of simple structures.

**Assessment:** Laboratory assignment. Written assignment. Cumulative tests.

**References:** To be advised.

**FNE132 Silversmithing and Jewellery**

**FNE133**

**FNE132** Six hours per week for first semester.

**FNE133** Six hours per week for second semester.

**Prerequisites:** Nil.

**Syllabus:** Students will work in copper, copper alloys, silver, stainless steel, and other materials used by the jeweller and silversmith. Projects are structured to impart specific fundamental techniques, but allowance is made for individual freedom in design. Emphasis is placed on the safe and correct methods of tool use; their care and maintenance; and excellence in craftsmanship.

**Assessment:** Progressive assessment by the lecturer and assessment by a panel at mid-semester and the end of each semester.

**References:** To be advised.

**FNE134 Glass Studies**

**FNE135**

**FNE134** Six hours per week for first semester.

**FNE135** Six hours per week for second semester.

**Prerequisites:** Nil.

**Syllabus:** Producing designs, suitable for production in glazes, cartoon making, pattern cutting, leading, use of tools, etc. Kiln firing, cementing, slumping, cold glass techniques, engraving, sand blasting.

**Assessment:** Assessment will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester.

**References:** To be advised.

**FNE136 Craft Drawing/Design**

**FNE137**

**FNE136** Six hours per week for first semester.

**FNE137** Six hours per week for second semester.

**Prerequisites:** Nil.

**Drawing Syllabus:** This aspect of the syllabus is designed to equip the student with a wide range of fundamental skills in drawing and to provide the foundation for later specialisation and progress in major areas. Many exercises will be closely involved with design studies.

**Design Syllabus:** The aim of this subject is to integrate two-dimensional and three-dimensional forms into a comprehensive design study. Design Study requires the student to comprehend and apply a terminology through which he can implement his own artistic expression.

**Assessment:** Progressive assessment by a lecturer and assessment by a panel at mid-semester and at the end of each semester.

**References:** To be advised.

**FNE138 Crafts in Society**

**FNE139**

**FNE138** Two hours per week for first semester

**FNE139** Two hours per week for second semester.

**Prerequisites:** Nil.
FNE147  History of Art

Contact: Three hours per week for two semesters.

Prerequisites: Nil.

Syllabus: This subject is to be taken by all students in the first year as a related study. It is devoted to tracing the major developments in western art in the period prior to the 19th century. This will involve a study of the art and culture of the Classical, Medieval and Renaissance periods. The course will emphasise the interrelationship of art and culture and involve the student in a study of the ways in which mythology, religion and philosophy relate to the development of content and artistic form.

Assessment: By assignments and class test.

References: To be advised.

FNE169  Painting

Contact: Twelve hours per week for two semesters.

Prerequisites: HSC, TOP or equivalent, including an interview with folio.

Syllabus: Studio practice comprises a sequential development throughout the year which deals with basic problems concerned with colour, design, surface, space and form. Various projects including head and figure painting and colour studies are planned to provide a foundation of skills for the following years. Material studies will be an integral part of this course.

Assessment: Progressively by the assessment panel during the year.

FNE170  Painting

Contact: Six hours per week for two semesters.

Prerequisites: HSC, TOP or equivalent, including an interview with folio.

Syllabus: As with the 12 hour major study, this course will be concerned with the acquisition of basic skills relating to painting. To achieve these skills, various projects including head and figure painting, analysis of colour, design, form and space will be studied.

Assessment: Progressively by the assessment panel during the year.

FNE171  Printmaking

Contact: Twelve hours per week for two semesters.

Prerequisite: HSC, TOP or equivalent, including an interview with folio.

Syllabus: To introduce the processes of basic printmaking and to develop appropriate concepts through a study of old and modern masters in these fields. Studio practice will consist mostly of the traditional methods of intaglio, relief printing, screen printing and lithography.

Assessment: Progressively by the assessment panel during the year.

FNE172  Printmaking

Contact: Six hours per week for two semesters.

Prerequisite: HSC, TOP or equivalent, including an interview with folio.

Syllabus: As with the twelve hour major study, this course will be concerned with the acquisition of basic skills pertaining to printmaking. Various projects will be set throughout the year to assist the student to achieve these skills.

Assessment: Progressively by the assessment panel throughout the year.

FNE173  Sculpture

Contact: Twelve hours per week for two semesters.

Prerequisite: HSC, TOP or equivalent, including an interview with folio.

Syllabus: Studio practice comprises a sequential development throughout the year which deals with the basic problems of sculpture. A series of motivating projects will be used to present a variety of designing problems which will involve the student in the study of a wide range of materials and tools, sculptural techniques and aesthetic expressions.

Assessment: Progressively by assessment panel during the year.

FNE174  Sculpture

Contact: Six hours per week for two semesters.

Prerequisite: HSC, TOP or equivalent, including an interview with folio.

Syllabus: Studio practice will be concerned with the acquisition of skills and techniques relating to sculpture, through various projects of a permanent or non-permanent nature. Students will be encouraged to use different media such as clay, metal, wood, plaster, resin, paper and found objects.

Assessment: Progressively by the assessment panel during the year.

FNE176  Drawing

Contact: Six hours per week for two semesters.

Prerequisites: HSC, TOP or equivalent including an interview with file.

Syllabus: There will be two major components to this drawing course:
(a) Life drawing which will deal with fundamental issues involved in observational/perceptual drawing.
(b) The second component will be concerned to foster an intimate relationship between drawing and the major study. Here the emphasis will be on the students finding ways and means of drawing that can help them to develop as artists.

Assessment: End of year folio assessment with advisory tutorials during the year.

FNE200  Aesthetics/Philosophy and Art

Contact: Two hours per week for one semester.

Prerequisite: Nil.

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

Assessment: By assignment and class paper.

References: To be advised.
FNE209  Painting
Contact: Eighteen hours per week for two semesters.
Prerequisite: First year major study 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. A considerable proportion of this course will be devoted to the study and investigation of the formal aspects of figure painting, object painting, subject painting and abstraction.
Assessment: Progressively by the assessment panel during the year.

FNE210  Painting
Contact: Twelve hours per week for two semesters.
Prerequisite: First year major study or equivalent.
Syllabus: This course will be taken in conjunction with a sub major in printmaking, sculpture or theory. 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.

FNE218  Printmaking
Contact: Eighteen hours per week for two semesters.
Prerequisite: First year studies.
Syllabus: Further development of the basic skills obtained in first year, thus exposing students to the widest possible range of techniques and approaches within each of the media; e.g. intaglio screenprinting, relief printing, lithography; plus an introduction to photographic methods of photogravure, photolithography, transfers, multiples, etc.
Assessment: Progressively by the assessment panel throughout the year.

FNE219  Printmaking
Contact: Twelve hours per week for two semesters.
Prerequisite: First year major study or equivalent.
Syllabus: This course will be taken in conjunction with a sub major in painting, sculpture or theory. Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a program of work introducing students to more advanced printmaking techniques and concepts.
Assessment: Progressively by the assessment panel during the year.

FNE228  Ceramics
Contact: Nine hours per week for one semester.
Prerequisites: FNE129.
Syllabus: A continuation of hand-building at a personal level. Throwing techniques: Preparation of clay on the wheel-head; opening methods; drawing-up techniques; throwing cylinders: understanding proportion; throwing flat forms, bowls, round forms, bottles, basic turning. Basic glazing techniques: dipping: by hand and with tongs; spraying glazes; waxing bases. Firing methods: Stacking raw and gloss ware; firing cycles.
Assessment: 10% for theoretical assignment. 90% for studio folio. A pass in both areas is essential.

FNE229  Ceramics
Contact: Nine hours per week for one semester.
Prerequisites: FNE228.
Syllabus: Wheel Skills: Lip pulling, pinching and modelling; lid-making and fitting; gallery forming; Knobs: extruded and hand modelled; pulling handles for functional and decorative purposes; attaching handles; turning and throwing footrims; throwing and attaching spouts; using templates, pointers and callipers; throwing large pieces; multi-stage throwing; coil throwing. Commencement of a glaze testing program: making test pieces; glaze testing methods; recording results. Dcorating: oxide brush work; wax resist; using engobes by painting, banding slip trailing, feathering, marbling, sgraffito and inlaying; lustres, on-glaze and under glaze. Kiln technology: stacking kilns; care of shelves and furniture; oxidation firing; reduction firing; earthenware and raku; wood firing.
Assessment: 10% for theoretical assignment. 90% for studio folio. A pass in both areas is essential.
References: To be advised.

FNE230  Materials and Technology
Contact: One hour laboratory workshop and one hour lecture for the semester. Teaching Department: Mechanical Engineering.
Prerequisite: Materials and Technology FNE131.
Syllabus: The objective of this course is to further extend the students’ understanding of the properties and behaviour of materials with particular reference to failure of materials and how these failures can be overcome by good design and correct materials selection. Topics include: failure of materials; finishing of metal components; materials joining processes.
Assessment: Laboratory assignment. Written assignment. Cumulative tests.
References: To be advised.

FNE231  Materials and Technology
Contact: One hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.
Prerequisite: Materials and Technology FNE230.
Syllabus: The objective of this course is to extend the student’s understanding of the structure and properties of materials in ceramics, glass and concrete. Topics include: properties and testing of concrete, design of concrete mixes; solidification of metals-casting processes; sand, shell investment and die casting.
Assessment: Laboratory assignment. Written assignment. Cumulative tests.
References: To be advised.

FNE232  Silversmithing and Jewellery
FNE233
FNE232  Nine hours per week for the first semester.
FNE233  Nine hours per week for second semester.
Prerequisites: Silversmithing and Jewellery FNE132 and FNE133.
Syllabus: Students will be taught additional new techniques such as lost wax casting, enamelling, gem setting,
electroplating and electroforming. There will also be an emphasis on further developing skills acquired during the first year of the course.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.

References: To be advised.

FNE234 Glass Studies
FNE235
FNE234 Nine hours per week for first semester.
FNE235 Nine hours per week for second semester.
Prerequisites: Glass Studies FNE134 and FNE135.
Syllabus: During the first semester emphasis will be given to painting on glass. In the second semester, the emphasis will be on the construction of domestic panels, including the use of paint and/or techniques developed with hot glass, in particular with resin and oil bound sand forming processes.
Assessment: This will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester. The number of assignments to be completed will depend on size and complexity.
References: To be advised.

FNE236 Craft Drawing/Design
FNE237
FNE236 Six hours per week for first semester.
FNE237 Six hours per week for second semester.
Prerequisite: Craft Drawing/Design FNE136 and 137.
Drawing Syllabus: The syllabus designed to develop skills acquired during the first year of the course. There are two main study areas: (i) the human figure and (ii) general drawing. There will be different tutorial emphases, depending on the student’s major study, e.g. Mechanical Drawing.
Design Syllabus: This subject encourages the further development of artistic ideas and expression, and relates to studies already undertaken in Materials and Technology, Silversmithing and Jewellery, Glass Studies, and Ceramics. It includes a study of ergonomics to enable students to develop proficiency in solving design problems.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.
References: To be advised.

FNE238 Crafts in Society
FNE239
FNE238 Two hours per week for Semester One.
FNE239 Two hours per week for Semester Two.
Prerequisites: Crafts in Society FNE138 and FNE139.
Syllabus: This course continues the historical study of crafts covered in the first year of the course. It examines the connection between artistic thought and practice, and scientific thought and technology, together with an historical survey of these connections.
Assessment: Class assignments throughout the year, and a final essay on the particular medium in which the student intends to major. The essay will constitute 35% of the year’s marks, and class assignments 65%.
References: To be advised.

FNE247 History of Art
A course for degree students of two hours of lecture work and a one hour tutorial per week for two semesters.
Prerequisites: History of Art FNE147.
Syllabus: This subject is to be taken by all students in the second year of the course as a related study. It is devoted to tracing, throughout the history of Western art, the descriptive mode of image-making. This will involve the study of classical civilisations, the Renaissance and selected periods from the Renaissance to the present day. Thus emphasis will be thrown on the implications of the eye in production of visual images and involve the student in study of aspects such as the development of humanism, scientific thought, the perception and codifying of the visual image and the concepts of ideal beauty and visual truth. This thematic approach will thus continue to trace the durable and dynamic elements that seem to persist in artistic expression.
Assessment: By assignment and class tests.
References: To be advised.

FNE272 Art and Literature
Contact: Two hours 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.

FNE273 Art and Music
Contact: Two hours per week for one semester.
Prerequisite: First year degree or diploma course in Fine Art.
Syllabus: The subject may not be offered every year. The subject is designed to stimulate a sensitivity to form in music and an awareness of the parallels which often occur with other forms of cultural expression, in particular the visual arts. The lectures and tutorials will be conducted with both audio and visual comparisons and constant cross-references. Particular emphasis will be placed on the origins in the mass media of pop culture and pop music.
Other selected areas from the history of music will also be presented.
Assessment: By tutorial program and papers.
References: To be advised.

FNE274 Art and Psychology
Contact: Two hours 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.

FNE275 Cinematography and the Communications Media

Contact: Two hours per week for two semesters.
Prerequisite: First year of degree course in Fine Art.
Syllabus: The time allocated for this study is one year. The subject may not be offered every year. The first part of the subject will consist of a brief survey of the history and techniques of film-making, and the viewing and analysis of film classics and recent films. The second part of the subject will be a study of the nature and effects of the media from the point of view of world culture. It will trace interactions through a study of media samples and the work of such writers as Colin Cherry, Buckminster Fuller and Marshall McLuhan. Constant references will be made to current information published in journals.
Assessment: By assignment and examination.
References: To be advised.

FNE276 Gallery Management

Contact: Two hours per week for two semesters.
Prerequisite: First year of degree course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The subject is designed to provide an insight into the range of problems encountered in operating art galleries both large and small. Emphasis will be placed on practical matters but interest will be developed in the changing roles and significance of art galleries and museums in the 20th century.
Assessment: By assignment.
References: To be advised.

FNE277 History of Art

Contact: Two hours 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.

FNE278 Preservation, Restoration, Conservation

Contact: Two hours per week for two semesters.
Prerequisite: First year of degree course in Fine Art.

FNE279 Art Education

Contact: 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.

FNE286 Drawing

Contact: Six hours per week for two semesters.
Prerequisite: First year drawing or equivalent.
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 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.

FNE288 Art and Culture of Japan

Contact: Two hours per week for one semester.
Prerequisites: Nil.
References: To be advised.

FNE295 Sculpture

Contact: Eighteen hours per week for two semesters.
Prerequisite: First year sculpture major study or equivalent.
Syllabus: Studio practice will be a continuation and extension of the knowledge acquired in first year sculpture. In addition students will be introduced through formal and informal sessions to new problems associated with design techniques and media processes. 
Assessment: Progressively by the assessment panel during the year.

FNE296 Sculpture

Contact: Twelve hours per week for two semesters.
Prerequisite: First year sculpture major study or equivalent.
Syllabus: This course will be taken in conjunction with a sub major in painting, printmaking or theory. Studio practice is concerned with the application and extension of knowledge acquired in first year sculpture together with a structured program of studies.
Assessment: Progressively by the assessment panel during the year.

FNE297 Painting

Contact: Six hours per week for two semesters.
Prerequisite: First year sub major study or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. It is envisaged that at this level students will be encouraged to develop a relationship between this course and their major study course.
Assessment: Progressively by the assessment panel during the year.

FNE298 Printmaking

Contact: Six hours per week for two semesters.
Prerequisite: First year sub major study or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year printmaking. It is envisaged that at this level students will be encouraged to develop a relationship between this course and their major study course.
Assessment: Progressively by the assessment panel during the year.

FNE299 Sculpture

Contact: Six hours per week for two semesters.
Prerequisite: First year sub major study or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year sculpture together with a program of studies. Greater emphasis is placed on the generation of ideas and personal exploration suited to the needs of students.
Assessment: Progressively by the assessment panel during the year.

FNE300 Painting

Contact: Six hours per week for two semesters.
Prerequisite: Second year sub major study or equivalent.
Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach to painting. This individuality is encouraged at all stages during the year and relates closely to the development of the student in their major study.
Assessment: Final folio assessed by examination panel at the end of semester two.

FNE317 Painting

Contact: Twelve hours per week for two semesters.
Prerequisite: Second year major study or equivalent.
Syllabus: At all stages throughout the year individual development is related to the experience the student has been faced with in previous years of the course. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, landscape, still life or abstraction. Opportunities for work in many such areas are constantly available.
Assessment: Final folio assessed by the examination panel at the end of semester two.

FNE320 Printmaking

Contact: Six hours per week for two semesters.
Prerequisite: Printmaking FNE255.
Syllabus: An advanced study of Autographic Printmaking for students who wish to extend their printmaking experience into an area which may extend or relate to their major study area.
Assessment: Progressively by the assessment panel during the year.

FNE327 Painting

Contact: Eighteen hours per week for two semesters.
Prerequisite: Second year major study or equivalent.
Syllabus: This course is the culmination of the previous two years of study. At all stages through the year individual development is encouraged. In discussion with lecturers students may feel their development needs reinforcement by the study of figure, of landscape, still life or abstraction. Opportunities to work in many such areas are constantly available.
Assessment: Final folio assessed by the examination panel at the end of semester two.

FNE330 Sculpture

Contact: Six hours per week for two semesters.
Prerequisite: Second year sub major study or equivalent.
Syllabus: At this level students' knowledge enables them to concentrate on a more individual approach to their work. Sculpture in this context may be seen as an extension of the student's major study or as a spirited diversion from it.
Assessment: Final folio assessed by examination panel at the end of semester two.

FNE336 Craft Drawing Design

FNE337

FNE336 Six hours per week for first semester.
FNE337 Six hours per week for second semester.
Prerequisite: Craft Drawing/Design FNE236 and FNE237.
Drawing Syllabus: The emphasis is on particular techniques and media which relate to the student's area(s) of study.
Design Syllabus: The syllabus is designed to provide a synthesis of studies undertaken in earlier design units, and Materials and Technology units. It includes the study
of more complex design problems, and encourages an awareness of the responsibility of the designer to be responsive to social and community needs.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester. In both Drawing/Design, students are expected to develop a program which relates to their major subject area.

References: To be advised.

FNE338 Ceramics
FNE328

FNE338 Twenty-four hours per week for one semester.
FNE328 Twelve hours per week for one semester.
Students wishing to specialise in Ceramics will undertake the 24-hour sequence. The 12-hour sequence is for students undertaking a combined major with Silversmithing and Jewellery, or Glass Studies.

Prerequisites: Nil.

Syllabus: Formulation of an appropriate work plan for the final practical folio. Commencement of the final practical submission, after consultation with the staff involved with the subject. Completion of the glaze testing program and the development of laboratory procedures relevant to the production of ceramics.

Assessment: 10% will be for work completed in the theoretical and laboratory sessions. 90% of the mark will be for the studio folio. A pass in both areas is essential.

References: To be advised.

FNE339 Ceramics
FNE329

FNE339 Twenty-four hours per week for one semester.
FNE329 Twelve hours per week for one semester.

Students wishing to specialise in Ceramics will undertake the 24-hour sequence. The 12-hour sequence is for students undertaking a combined major with Silversmithing and Jewellery, or Glass Studies.

Prerequisites: FNE338/FNE328.

Syllabus: Continuation of the laboratory testing program and procedures relevant to the production of ceramics. Completion of the work plan commenced in the previous semester. Presentation of final folio submission.

Assessment: 10% of the final mark will be for work completed in the theoretical and laboratory sessions. 90% for the studio folio. A pass in both areas is essential.

References: To be advised.

FNE340 Aesthetics/Philosophy and Art

Contact: Two hours 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.

FNE332 and Silversmithing and
FNE333 or Jewellery
FNE342 and
FNE343

FNE332 Twenty-four hours per week for first semester.
FNE333 Twenty-four hours per week for second semester.
FNE342 Twelve hours per week for first semester.
FNE343 Twelve hours per week for second semester.

Students wishing to specialise in Silversmithing and Jewellery will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Silversmithing and Jewellery and Glass Studies.

Prerequisites: Silversmithing and Jewellery FNE232 and FNE233.

Syllabus: The student will be expected to initiate his own projects, in consultation with staff. Students will be guided in setting up their own workshop, and be given assistance in making specialist tools to add to their professional kit of tools. A significant part of the final year's presentation will include a major design undertaking.

Assessment: Progressively at mid-semester and at the end of each semester. In addition the student will be required to mount an exhibition of the year's work in an appropriate setting. A final interview by staff will be conducted at the exhibition.

References: To be advised.

FNE334 and Glass Studies
FNE335 or
FNE344 and
FNE345

FNE334 Twenty-four hours per week for first semester.
FNE335 Twenty-four hours per week for second semester.
FNE344 Twelve hours per week for first semester.
FNE345 Twelve hours per week for second semester.

Students wishing to specialise in Glass Studies will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Glass Studies and Silversmithing and Jewellery.

Prerequisites: Glass Studies FNE234 and FNE235.

Syllabus: Prior to starting this final year, each student must submit a written work plan, setting out aims to be achieved and techniques to be used. Students may choose to concentrate on a monumental work; on a folio with historical/traditional bias; or on a folio of innovative character. (Independence and self-motivation will be encouraged.)

Assessment: Assessment will be by a presentation of work, and interview with an examination panel. A private survey of glass-art/stained glass, in the form of a slide library, must be submitted with the folio presentation.
In addition the student will be required to mount an exhibition of his year’s work.

References: To be advised.

**FNE356  History of Art**

**Contact:** Two one hour lectures and a one hour tutorial per week for semester one and a one hour lecture and a one hour tutorial in semester two.

**Prerequisite:** History of Art FNE247.

**Syllabus:** This subject is offered for two semesters as a compulsory related study for degree students. The content of the course will emphasise aesthetic theories and the interrelationship of art, artists, and society in the 20th century. During the first semester the student will present a program of work for approval by the examination panel. This program will include a substantial research project requiring a high standard of scholarship in the History of Art, in the form of a dissertation. Students will be advised regarding choice of subject matter and research techniques at the end of course FNE247 and will be given tutorial assistance through course FNE340 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.

**FNE374  Printmaking**

**Contact:** Eighteen hours for two semesters.

**Prerequisite:** Second year major study or equivalent.

**Syllabus:** Having developed an understanding of printmaking methods in previous years, students will be encouraged to work on individual assignments in their chosen media. Emphasis will be given to the student’s capabilities as an emerging and maturing artist.

**Assessment:** Final folio assessed by an examination panel at the end of semester two.

**FNE375  Printmaking**

**Contact:** Twelve hours per week for two semesters.

**Prerequisite:** Second year major study or equivalent.

**Syllabus:** Having developed an understanding of printmaking methods in previous years, the third year of the program concentrates on developing a professional attitude, a critical awareness of contemporary printmaking, its historical perspective, and its present role in the visual arts.

**Assessment:** Final folio assessed by the examination panel at the end of semester two.

**FNE376  Drawing**

**Contact:** Six hours per week for two semesters.

**Prerequisite:** Second year drawing or equivalent.

**Syllabus:** In third year the student has a greater degree of autonomy and is expected to be self-motivated. Drawing at this level should show the personal development of the candidate and should complement the work of their major study area. Students will have the same opportunity to work from life as in first and second year. Drawing from life will form a component of the folio as in first and second year.

**Assessment:** End of year folio assessment with advisory tutorials during the year.

**FNE377  History of Art**

**Contact:** Two hours per week for two semesters.

**Prerequisite:** Second year of the Bachelor of Arts (Fine Art).

**Syllabus:** This subject is offered to Fine Art students majoring in the liberal studies area. It may not be offered every year. This subject will involve a full and detailed study of one selected theme or movement in the history of western art during the nineteenth and twentieth centuries. In addition to the stylistic analysis of the works concerned, detailed reference will be made to the comparative methods of historians and writers who have contributed to the scholarship of the area.

**Assessment:** By assignment and class tests.

**References:** To be advised.

**FNE378  Sculpture**

**Contact:** Eighteen hours per week for two semesters.

**Prerequisite:** Second year sculpture major study or equivalent.

**Syllabus:** This course is the culmination of the previous two years of study. It is expected that a student has developed specific interests and sound techniques that enable a deliberate working procedure. Work should show a more clearly defined attitude to their mode of expression and media.

**Assessment:** Final folio assessed by the examination panel at the end of semester two.

**FNE379  Sculpture**

**Contact:** Twelve hours per week for two semesters.

**Prerequisite:** Second year sculpture major study or equivalent.

**Syllabus:** Throughout the year the students’ individual development is related to the diversity of previous years experience.

**Assessment:** Final folio assessed by the examination panel at the end of semester two.

**GRA167  History of Art**

**Contact:** Two hours 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.

**GRA186  Graphic Design Theory**

**Contact:** Two hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** Introduccion to basic design and communication theory through a series of lectures and experiments, aimed at establishing a comprehensive understanding of 2D and 3D space manipulation. Colour and the psychology and use of colour in the design process through practical exercise.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year. References: To be advised.

GRA187 Typography

Contact: Three hours per week for two semesters.

Prerequisite: Nil.

Syllabus: Outline of the basic history of the alphabet and its development to type reinforced by practical exercises in letter form comprehension. Pen script and type rendering in various mediums linked to the basic design exercise in spatial manipulation. Type spacing, positive and negative areas, ligature and type modules to be covered in a series of structured projects.

Typography as translation of language into the mechanical form. Measuring system, type calculation and specification. Type nomenclature. Justified and unjustified type. Text faces, headline and display faces. Grids and organisational structures.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year. References: To be advised.

GRA188 Audio-Visual Technology

Contact: Four hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Introduction to basic principles of photography, sensitised materials, mechanical and optional controls over image formation, laboratory processing, print finishing. Distortion, lenses, their purpose. Lighting, lighting techniques, natural/artificial. Special characteristics of photographic image, camera as a recording tool, reportage. Industrial, educational uses, systems and sequences in photography. Introduction to overhead projectors, slide projectors and their usage. Types of camera, features and applications.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year. References: To be advised.

GRA189 Drawing

Contact: Five hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Drawing will be taught fundamentally as an analytical, organisational, and communication skill, though there will be allowances made, in the case of exceptionally gifted students, for the more expressive and emotive forms of illustration. Introduction to drawing instruments and techniques. Object drawing, basic geometric shapes, three-dimensional rendering. Principles of one and two point perspective. Architectural perspective. Basic anatomical studies. Figure drawing, draped, undraped. Topographical analysis of the body. Basic techniques of illustration: line, line and wash gouache, pastel.


Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year. References: To be advised.

GRA190 Graphic Design Practice

Contact: Seven hours per week for two semesters.

Prerequisite: Nil.

Syllabus: A series of applied projects over a wide range of problems in print, in 2D or 3D, which will be briefed and presented in stages and set over a longer time span than work conducted in Graphic Design Theory workshop period.

However, some projects initiated in the theory workshop could carry over into the Graphic Design Practice period when required. The nature of projects will be much more practical and based on the reality of the market situation although every attempt should be made to retain creativity within the concept and application. A high standard of finished artwork, finished roughs in rendered form, and typographic and photographic expertise will be encouraged. The overall aim within this subject would be to produce a student who could readily produce material, layout, design and finished artwork at a very competent standard.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year. References: To be advised.

GRA287 History of Art

Contact: Two hours per week.

Prerequisite: A pass in History of Art GRA167 or an approved equivalent study.

Syllabus: A series of lecture programs based on more advanced aspects of visual form, with an emphasis on aesthetics and design. An interrelated historical and contemporary study with reference to visual communication skills of the past.

Assessment: By research assignments throughout the year and class tests based on the content of the course.

References: To be advised.

GRA290 Graphic Design Theory

Contact: Two hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: A wide range of briefs in 2D or 3D, involving concept and application to rough stage within a given time. The basic knowledge and skills in typography, photography, illustration and design will be put to work in a series of intense projects. Decisions at speed and presentation of roughs to good comprehensive standard will be encouraged. Creativity and areas of specialist talents will also be encouraged. By class discussion and criticism of the particular brief and its solutions, all students will be exposed to group opinion and expected to defend their particular approach to problem solving.

Many of the projects commenced within this period can be carried to finish within the hours of Graphic Design Practice GRA294. The period can also be used as a remedial session should students seek assistance with particular skills.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

GRA291 Print Technology

Contact: Two hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: This subject will expand upon the knowledge gained in Typography GRA187. The technical aspects of type, typesetting, type measurement, mark-up, suitability and recent developments will be covered. Methods of production, printing techniques, platemaking, line and half-tone, the four colour process, paper selection.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

GRA292 Audio-Visual Technology

Contact: Five hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: Basic principles of colour photography, filters, processing, laboratory manual, machine print processing. Specialist photography, time regulated shots, high speed shots. Instruction and practice in audio-visual programs.

Basic techniques of animation. Introduction to filming procedures and practice, scripting, story-boarding, production, timing, shot sequence, nomenclature of shot, continuity, sequential presentation of information. Practice in use of equipment of film and animation, shooting, editing, sound recording, synchronising, voice/music over.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

GRA293 Drawing

Contact: Four hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: This subject will extend the program already taken in first year. There will be further study in life drawing, and full presentation renderings.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

GRA294 Graphic Design Practice

Contact: Six hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design Studies.

Syllabus: A series of projects which will require research and application of material across a broad subject range, reinforcing and expanding knowledge gained in Graphic Design Theory GRA290. This subject will deal with concept and application of problems in 2D and 3D. Projects will be brief and structured to be presented in stages, demonstrating the varying skills required at each stage. Projects should be set relative to skills acquired in other areas of study such as typography, photography, drawing, illustration, packaging, etc.

The demands of projects will increase and become more practical during the second semester; however, the overall aim for the subject is to create an atmosphere of enthusiasm and experiment in applications and to allow for a large degree of personal expression.

Within the projects, demands will be placed on such skills as use of instruments, applied perspective principles, paper and card constructions, rules of stabilising 3D structure, ergonomic factors involved in three-dimensional design. Grids and organisational structures and their application within the field of layout.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

GRA383 Film

Contact: Two hours per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design Studies.

Syllabus: This involves the participation in the production of projects directly related to the study (e.g. production of group film).

Assessment: By assignments throughout the year.

References: To be advised.

GRA384 Graphic Design Computer Studies

Contact: Three hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Students will receive tuition in the use of a software package for the production of computer graphics and in BASIC language for programming computer graphics. Teaching in first semester will comprise 1 1/2 hours of lectures in BASIC language, and 1 1/2 hours of tutorials, in which students acquire hands-on experience with micro-computers. In semester two students will attend 3-hour tutorials and receive hands-on instruction in the use of software packages.

Assessment: Two practical assignments will be submitted, each to receive an equal proportion of the mark.

References: To be advised.

GRA385 Professional Practice

Contact: One hour per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies.

Syllabus: A study of the structure of the design profession including advertising agencies, studio practice, freelance practice, design groups and design consultant services. A consideration of the problems of art direction, estimating, and the ethical issues that confront the designer. A short study of business methods applicable to the design studio.

Assessment: One two-hour written paper, together with notebook and assignments as required.

References: To be advised.

GRA387 History of Art

Contact: Two hours per week for two semesters.

Prerequisites: A pass in History of Art GRA287 and completion of the second year of the Fine Art degree course.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The program of lectures and tutorial meetings will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of major works of the time, a detailed study will be made of primary sources and the comparative methods of historians and writers who have contributed to the evaluation and analysis of art within the cultural context of the period.

Assessment: By assignment and class tests.

References: To be advised.

**GRA388 Illustration**

**Contact:** Three hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year Graphic Design studies.

**Syllabus:** A study of the problems of illustrations, of the work of prominent illustrators, advanced media techniques and applications. Advanced illustration project related to advertising or publication (or both).

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

**GRA389 Photographic Design**

**Contact:** Three hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year in Graphic Design studies.

**Syllabus:** Projects are selected for students within the areas of advertising, publication or film-TV-graphics and relate to specific problems of visual communication. This course also includes a study of colour, light and optics as related to the technologies of print and film.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

**GRA390 Graphic Design Theory**

**Contact:** Two hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year Graphic Design studies, and entry to the Degree course.

**Syllabus:** A series of lectures and intensive theoretical exercises covering concepts, principles and theories of visual communication introduced as an integral part of practical graphic design. Project work to be carried into Studio Practice/Professional Activities GRA393/396.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

**GRA393/396 Studio Practice/Professional Activities**

**Contact:** Six hours a week for first semester, 10 hours a week for second semester, (GRA393); 14 hours a week for two semesters (GRA396).

**Prerequisite:** Satisfactory completion of second year Graphic Design Studies, and entry to the degree course.

**Syllabus:** Students will undertake projects and design briefs for industry. All projects will be controlled by the lecturer in charge who is responsible for all financial transactions. Students will always work at Chisholm unless permission to work elsewhere is obtained from the lecturer in charge. Attendance in the design studio during the timetabled hours is mandatory.

**Assessment:** Assessment will be by a panel of examiners at the end of each semester.

References: To be advised.

**GRA394 Audio-Visual Design**

**Contact:** Four hours per week for two semesters.

**Prerequisite:** Satisfactory completion of Second Year Graphic Design Studies and entry to the degree course.

**Syllabus:** Projects are selected for students within the areas of advertising, publications, graphic design or illustration, and relate to specific problems of Audio-Visual Communication. This course includes a study of colour, light and optics as related to the technologies of print and film.

**Assessment:** This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

**GRA397 Evolution of Ideas and Visual Communication**

**Contact:** 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.

**GRA398 Graphic Design**

**Contact:** Two hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year Graphic Design Studies.

**Syllabus:** A series of intense theoretical exercises embracing all aspects of the course; typography, photography, film TV presentation, illustration, 2D or 3D, concentrating on concept and presentation, skills within the given time. Remedial work can be looked at in this session. Project work commenced can be carried into Graphic Design Practice GRA394.

**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.

**GRA399 Graphic Design Practice**

**Contact:** Ten hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year Graphic Design Studies.

**Syllabus:** A series of projects which will require research and application of material across a broad subject range, reinforcing and expanding knowledge gained in Graphic Design.
Design GRA398. The standard of projects will increase, and will be set relative to skills acquired in all the areas of the course. Students will be expected to achieve a high standard of skilful and imaginative presentation of their work.

Assessment: Students will be reviewed at the end of the first semester, and assessed at the end of the year by the examination panel.

References: To be advised.

GRA490  Graphic Design Theory

Contact: Two hours per week for two semesters.

Prerequisite: Satisfactory completion of third year Graphic Communication Studies.

Syllabus: Professional practice for the graphic designer in business. Presenting work to clients, costing and accounting. The laws of libel, copyright, statutory regulation regarding advertising material.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

GRA496  Studio Practice/
Professional Activities

Contact: Seventeen hours per week for two semesters.

Prerequisite: Satisfactory completion of the third year in Graphic Communication Studies.

Syllabus: Students will undertake projects and design briefs for industry of a more complex nature than in GRA393/396. Here the student will be required to be more involved in decision making and, as much as possible, be in complete control of the project in organising and subcontracting the necessary talents needed for the successful completion to the design brief.

Students will work at Chisholm unless permission to work elsewhere is obtained from the lecturer in charge of that year. Attendance in the design studio during the timetabled hours is mandatory. During this time the lecturer will be available for consultation and advice.

Assessment: Assessment will be by a panel of examiners at the end of each semester.

References: To be advised.
David Syme Business School

Staff

Undergraduate Courses:

- Bachelor of Business (Accounting) (C&F)
- Bachelor of Business (Administration) (C/F)
- Bachelor of Business (Banking and Finance) (C/F)
- Bachelor of Business (Marketing) (C/F)
- Bachelor of Business (Office Administration) (C/F)
- Bachelor of Arts/Bachelor of Business — double degree (C&F)
- Bachelor of Applied Science/Bachelor of Business — double degree (C&F)
- Associate Diploma in Marketing (C)
- Associate Diploma in Secretarial Studies (Legal)/(Medical) (C)

Graduate Courses:

- Graduate Diploma in Accounting Information Systems (C)
- Graduate Diploma in Banking and Finance (C)
- Graduate Diploma in Business Technology (C)
- Graduate Diploma in Marketing (C)
- Graduate Diploma in Secretarial Studies (C)
- Master of Business (Marketing) — by Coursework (C)
- Master of Business — by Thesis (C)

Subject Synopses

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
DAVID SYME BUSINESS SCHOOL

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BCom, MCom, BA(Auckland), PhD(London)

Secretary to the Dean
Margaret Hunt

Advisor to the Dean (Student Administration)
Noel Huggan
BCom, DipEd(Melb), ACA

Senior Administrative Officer
Gabrielle Gwynane
AsstDipPersAdmin(Vic), AIPMA, AAIM

Administrative Staff
Marianne Howard
Julie van de Garde
DipPhysEd(Melb), HDT(ScV/Melb)
Olivia Tepait
BSc(Phils)
Yvonne Kumar

Business Programs Co-ordinator
Margaret Butterley

Resource Centre — Caulfield
Dot Holmquest
Noela McKenzie
Edith Rosengarten
Kim Miller

Resource Centre — Frankston
Michael Knight
Lesley Greenwood

DEPARTMENT OF ACCOUNTING

Chairman of Department
Darrell Mahoney
BEc(Hons), Dip Ed, MAdmin(Monash), FASA

Secretary
Ann McInnes

Principal Lecturers
Dennis Fettes
BEc, BEd, MAdmin(Monash), AASA

June Gleeson
BEc(Monash), MS(San Diego), PhD (La Trobe), FASA, CPA

Dennis Taylor
BEc(Hons)(Monash), MBA(Melb), FASA, CPA (Principal Lecturer — Frankston Campus)

Senior Lecturers
Anne Clarke
BCom(Melb), DipEd(Monash), AASA, MACE, CPA

Gurcharan Singh Gill
BA(Hons)(Malaya), MBA(Alberta), CA(Canada), FASA, CPA

Ken Greenhill
DipCom(Preston TC), AssocDipAccEDP, BAppSc(CIT), AASA, MACS, FTIA, TTTC

Neil Smith
BCom, DipEd(Melb), MAdmin(Monash), AASA, CPA

Laurie Webb
BA, MAdmin(Monash), FASA, CPA, ACIS, FIBA

Lecturers
Lilli Allgood
BCom(Melb), Dip(SIA), ASIA, AASA

Bryan Baker
BA(Victoria University), MAdmin(Monash), AASA (Senior), CPA

Ian Beck
BBus(RMIT), DipEd(SCV), DipTerEd, MEdAdmin (UNE), FRMIT

Paul Berger
BCom(Melb), FASA, CPA

Lynette Ellis
BCom, DipEd(Melb), DipCommLaw(Monash), AASA, CPA

Jack Foley
BCom(Melb), ACTT, AASA

John Rice
MBE(Monash), AASA(Senior)

Eric Smith
BCom, DipEd(Melb), AASA

Senior Tutors
Peter Kreuger
BBusAce(Riverina CAE), AASA

Cynthia Wilson
BEc(Monash), AASA

Tutors
Mark Rule
BBus(CIT), DipEd, AASA, CPA

DEPARTMENT OF BANKING AND FINANCE

Chairman
Hasan Erononmez
BEc(Hons)(Ankara), MBA(Michigan State), ASIA, AFA

Secretary
Zandrine Mead

Senior Lecturers
Robin Edwards
BJuris, LLM(Monash), Barrister and Solicitor of the Supreme Court of Victoria

Daniel Khoury
BJuris, LLM, DipEd(Monash), Barrister and Solicitor of the Supreme Court of Victoria

Peter Leong
BEc(Monash), GradDipCorpFin(Swinburne)

Don Lyell
BA, DipEd(Monash)

Joan McPhee
MCom(Melb), ACTT, MACE

Keith Ronaldson
BEc, MAdmin(Monash), DBA(Kent), MACE

Lecturers
Suzanne Chapman
BA, LLB(Monash), Barrister and Solicitor of Supreme Court of Victoria, Solicitor of Supreme Court of New South Wales.

Richard Morgan
BA, BEd, LLB, DipCommLaw(Monash), DipEd (Monash), DipPrimTeach, Barrister and Solicitor of the Supreme Court of Victoria

Kris Nath
BA(Hons)(Madras), AASA, ACIS(London)

Stan O'Dwyer
LLB(Melb), Barrister and Solicitor of the Supreme Court of Victoria, RTA

Robert Semmel
BCom, DipEd(Melb), LLB(Monash), Solicitor of the Supreme Court of Victoria, Solicitor of the High Court of Australia, AASA, ACIS, CPA
Shashi Sharma  
  BSc(Hons), MSc(Ag Econ)(Pant Uni), MADE(ANU)  
Hank Sikkema  
  BCom(Tas), LLB(Monash)  
Claudio Silverri  
  BSc(Hons)(La Trobe)  
Greg Tucker  
  BA, LLB(Monash), Barrister and Solicitor of the Supreme Court of Victoria  
Mark Tucker  
  BSc(Hons)(La Trobe)  
Denise Wheller  
  BSc(Hons)(Monash), MSc(Agric)(Queensland), MAdmin(Monash)  
Yve Yamouni  
  LLB(Melb), Barrister and Solicitor of the Supreme Court of Victoria  
Senior Tutors  
Katherine Avram  
  BSc(Hons)(Monash), DipEd(Monash)  
Sydney Lambrick  
  BComm(Melb), DipEd(ICE)  
Anne Steeth  
  Solicitor of the Supreme Court of Victoria  
Tutor  
John Dick  
  Dip.AppChem(ASMB), MEnvSci(Monash)  

department of management  
Head of Department  
John Onto  
  BCom, MBA(Melb), PhD(Arizona State), AFAIM, FIBA  
Principal Lecturer  
Hazel Ryan  
  BCom(Hons), DipSocStud(Melb), FIPS  
Senior Lecturers  
William Barker  
  BCom(Melb), MAdmin(Monash)  
Tim Haslett  
  MA(Hons)(Auckland), MInt Admin(UNE), MAdmin(Monash), DipTeach(NZ)  
Kevin Hindle  
  BA(Hons)(ANU), MBA(Adelaide)  
Gwyneth Moore  
  CertEd(Dudley), BBus(CIT)  
Lecturers  
Paul Hall  
  MSc(Jerusalem), MAdmin(Monash)  
Ron Lane  
  BAppSc(VIC), DipAppChem(CIT), GradDipMktg(CIT), GradDipBusAdmin(Swinburne)  
Gerald Lascelles  
  BA(NZ), BA(Hons)(VUW), MAPsS  
Kevin Ralston  
  DipPSP(RMIT), GradDipEdAdmin(SCVH), TTTC  
Ivan Stagg  
  PhD(VE Pharmacy College), MAdmin(Monash), GradDipOrgDev(RMIT)  
Anne Bardoe  
  BSc(Hons), DipEdPsy(Monash)  
Principal Tutors  
Pat Davis  
  DipComPrc(RMIT), BA(La Trobe), TTTC  
Senior Tutors  
Denise Welch  
  BBus(DDIIE), MPhil(Brunel UK)  
Leah Spatz  
  BSc(Hons), MAdmin(Monash)  
Jeff McLean  
  BA(VIC), GradDipAppPsych(CIT), MAPsS, MIPMA  
Nellie Eastaughiffe  
  BBus(Chitholm), AIPS  

department of marketing  
Head of Department  
Peter Chandler  
  BCom(Melb), MA(Lancs), MAIEx  
Secretary  
Linda Slater  
Elders IXL Fellow in Agribusiness  
A. Clyde Vollmers  
  BS, MSc, PhD(Michigan State)  
Fellow in Retail Management  
David Carman  
  BCom(Melb), AIFRMA  
Senior Lecturers  
Graham Chant  
  BCom(Melb), MA(Lancs), MAPsS  
Michael Collins  
  MA(Cambridge), FRMIT  
Peter November  
  BSc(London), PhD(Nottingham)  
Lecturers  
Suzanne Baldwin  
  BCom(McGill)  
Ken Grant  
  BCom(Melb), MBA(Michigan State), MAIEx, AASA  
Garry Harris  
  DipBus(CIT), BBus(CIT)  
Peter Link  
  BAppSc(Melb), MAdmin(Monash), AAIM, AMRSA  
Irene Powell  
  BA(Hons)  
Peter Reed  
  BBus(CIT), GradDipMktg(CIT), AASA  
Ivan Ruzic  
  BSc(Hons), PhD(Monash)  
Mary Shiel  
  BA(Monash), GradDipAppSocPsych(Swinburne)
UNDERGRADUATE COURSES

Bachelor of Business (Accounting)

Course Code: BA
Course Leader: Neil Smith

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

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

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

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

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

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

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

BU4

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

The following credit transfers have been standardised by the Academic Board:
Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.

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

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

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

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

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

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

Calculator
Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distribution; two variable statistical functions (correlation and regression).
Course Structure for Students Enrolled before 1984

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

Course Structure

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

Bachelor of Business (Administration)

Course Code: BK
Course Leader: Ian Stagg

The Course

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

There are three related groups of subjects within the course:

The first is eight business subjects designed to provide a grounding in the major discipline areas that contribute to business studies.

The second group of eight subjects develops skills and increases knowledge in general management; it includes such subjects as Process of Management, Labour Relations, Management Decision Making and Strategic Planning.

The third group of eight subjects allows students to specialise in functional areas such as Marketing, Accounting, Computer Studies or Finance; alternatively elective units may be taken in administrative studies or any other area relevant to business practice.

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

Venue

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

Admission Requirements

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

(b) successful completion of an appropriate Tertiary Orientation Program (TOP), or other Year 12 course of study accredited or recognised by Chisholm, being passes in four subjects including English; or

(c) successful completion of the Certificate of Business Studies; or

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

Intending applicants are advised that:

(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;

(ii) except for mature age students studying part-time, preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.

(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

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

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

Diploma to Degree Conversion (Course Code XK1)

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

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

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

Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office. Holders of the AAIIB award from Australian Institute of Bankers are eligible for credit for up to six subjects to be determined by the Course Leader.

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

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

Electives
Provision of eight elective subjects enables students to specialise further in particular aspects of management (e.g., personnel, organisation change, entrepreneurship, international business), as well as undertaking major studies in another area of related interest (e.g., marketing, EDP, accounting and finance). Students should discuss their future choice of electives with the course leader by their second year of part-time attendance, as certain combinations of electives may be necessary to satisfy academic prerequisites and meet particular industry or professional requirements. Electives should be chosen so as to constitute an integrated program of study. For choice of electives see BU11.

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

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

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

Course Structure
Part-time Students

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADM121 Business Communication</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MAT161 Business Statistics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EDP172 Data Processing</td>
<td>4</td>
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<tr>
<td></td>
<td>ADM122 Organisational Behaviour and Performance</td>
<td>4</td>
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<tr>
<td></td>
<td>MKT112 Marketing Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>ACC103 Accounting and Financial Decision Making</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN171 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN111 Contract Law</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM232 Organisational Behaviour and Performance</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>ADM236 Process of Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM334 Labour Relations</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM261 Management Decision Making</td>
<td>4</td>
</tr>
<tr>
<td></td>
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<td>4</td>
</tr>
<tr>
<td>4</td>
<td>FIN271 Microeconomics</td>
<td>4</td>
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<tr>
<td></td>
<td>Elective</td>
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</tr>
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<td></td>
<td>FIN231 Money and Capital Markets</td>
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<td>5</td>
<td>ADM337 Management Environment</td>
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<td></td>
<td>ADM263 Consulting to Management</td>
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<td>6</td>
<td>ADM340 Business Policy</td>
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</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Bachelor of Business (Banking and Finance)

Course Code: BN
Course Leader: Don Lyell

The Course
This course is principally designed for students seeking a career with a financial institution or who are already employed in the banking and finance industry and are seeking a relevant tertiary qualification on a part-time basis. In addition to a broad business core, the course provides specialist study in a number of key functional areas of relevance for financial institutions management. Four elective subjects may be taken from the beginning of second year. For choice of electives see BU11.
Recognition
The banking and finance industry also supports a number of academic prizes for outstanding students. (See Student Manual 1986.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.
Calculator
Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distribution; two variable statistical functions (correlation and regression).

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>1</td>
<td>ACC103 Accounting and Financial Decision Making</td>
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<td>FIN171 Macroeconomics</td>
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<td>EDP172 Data Processing</td>
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<td>FIN231 Money and Capital Markets</td>
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<td>MKT112 Marketing Theory and Practice</td>
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<td>ACC104 Accounting — Systems and Procedures</td>
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<td>FIN240 Commercial Banking and Finance</td>
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<td>ACC245 Accounting — Company</td>
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<td>FIN219 Company Law</td>
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<td>FIN233 Monetary Theory</td>
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<td>FIN260 Banking and Lending Practice</td>
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<td>FIN333 International Banking and Finance</td>
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<td>FIN217 Business Statistics and Forecasting</td>
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<td>ACC360 Accounting — Business Finance</td>
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<td>FIN363 Investments and Portfolio Management</td>
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<td>FIN315 Financial Institutions Law</td>
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<td>FIN340 Financial Modelling</td>
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<td>FIN393 Taxation Law</td>
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</table>

Bachelor of Business
(Marketing)

Course Code: BM
Course Leader: Peter November

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

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

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

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

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

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

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

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

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

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

Electives
The inclusion of four 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 selling, retailing, advertising, international marketing (including the Japanese language), market research, banking and finance, EDP or accounting (and thereby satisfy the requirements for provisional membership of the Australian Society of Accountants). For choice of electives see BU11.

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>1</td>
<td>ACC103  Accounting and Financial Decision Making</td>
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<td>FIN171 Macroeconomics</td>
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<td>FIN111 Contract Law</td>
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<td>EDP172 Data Processing</td>
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<td>MKT112 Marketing Theory and Practice</td>
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<td>ADM122 Organisational Behaviour and Performance</td>
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<td>MKT113 Quantitative Methods in Marketing</td>
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<td>ADM232 Organisational Behaviour and Performance II</td>
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<td>FIN271 Microeconomics</td>
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<td>MKT212 Marketing Research</td>
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<td>ACC292 Marketing Controllership</td>
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<td>MKT213 Marketing Models</td>
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<td>MKT312 Marketing Management</td>
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<td>MKT346 Market Communication</td>
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<td>MKT347 Sales Strategy</td>
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<td>MKT348 Distribution</td>
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<td>MKT313 Strategic Marketing</td>
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Bachelor of Business
(Office Administration)

Course Code: BB
Course Leader: Gwyneth Moore

Content
This course prepares potential executive secretaries for their roles as members of a management team in the business environment of the 1980s. The course also offers people interested in a teaching career the opportunity to obtain a degree qualification in office administration. Areas studied include the aims and objectives of organisations, concepts of business administration, accounting, finance, marketing, law, economics, data processing and word processing as well as expert skills and knowledge of those tasks normally associated with the professional secretary. Communication, interpersonal skills...
and leadership training are also integrated into the curriculum through role-playing, case studies and simulated office situations. The course may be undertaken by full or part-time study.

**Venue**

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

**Admission Requirements**

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

Intending applicants are advised that:

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

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

**Diploma to Degree Conversion (Course Code XB1)**

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

**Credit Transfer**

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

The following credit transfers have been standardised by the Academic Board:
Certificate of Business (Secretarial) holders with a minimum of two years appropriate business experience may be granted exemptions in ADM133, ADM134, ADM235, EDP172 and ADM121 or ACC103. Holders of other recognised Certificates of Business Studies may, upon application, be considered for credit for up to a maximum of four subjects in the Bachelor of Business, to be determined by the Course Leader. Students who have completed an Associate Diploma in Private Secretarial Practice at Chisholm will, upon application, be granted exemption from a maximum of 13 of the prescribed subjects. The subjects they will be required to undertake will be specified.

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

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

**Right of Challenge**

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

**Transfer Between Major Strands**

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

**Electives**

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

**Assessment**

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

**Contact Hours**

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

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

**Private Study**

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>1</td>
<td>ADM133 Secretarial Studies I</td>
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<td>EDP172 Data Processing</td>
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<td>ACC103 Accounting and Financial Decision Making</td>
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<td>ADM122 Organisation Behaviour and Performance</td>
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**CHOICE OF ELECTIVE SUBJECTS FOR BBus STUDENTS**

Students enrolled in any of the Bachelor of Business strands should discuss their choices of electives with the course leader before entering the second year of the degree, so that a cohesive program can be planned. A student may take as electives in his/her own course any of the compulsory subjects offered in another BBus strand. In addition, there is a number of non-compulsory subjects which may be taken, provided always that the necessary prerequisites are met. They are:

- ACC262 Financial Management
- ACC268 Advanced Corporate Accounting and Law
- ACC269 Accounting Theory
- ACC280 Financial Controls and Management
- ACC364 Auditing Electronic Data Processing Systems
- ACC371 Public Sector Financial Management
- ACC380 Computerised Accounting Information Systems I
- ACC381 Computerised Accounting Information Systems 2
- ADM262 Management of Change
- ADM264 Administrative Communication
- ADM265 Government Administration
- ADM266 Personnel Administration
- ADM267 Entrepreneurship and Small Business Management
- ADM268 International Management
- ADM335 International Business
- EDP275 Data Processing
- EDP276 Data Processing
- EDP375 Data Processing
- FIN273 The International Economy
- FIN284 Business Decision Methods
- FIN320 International Law
- FIN350 Comparative Labour Studies
- FIN370 Labour Economics
- FIN395 Taxation Planning
- MKT250 Retail Management Principles
- MKT252/ MKT352 Basic Japanese (taught at Swinburne I.T.)
- MKT342 Advanced Marketing Research
- MKT350 Retail Buying and Merchandising
- MKT353 Multinational Marketing
- MKT360/ MKT361 Retail Internship
- MKT362 Advertising Management
- MKT363 Marketing Internship
- MKT364 Sales Management
- MKT365 Manufacturing Processes
- MKT366 Retail Project
- MKT367 Retail Cases
- MKT370 Advanced International Marketing

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

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

**Bachelor of Arts/Bachelor of Business**

**BA/BBus (Accounting)**

Course Code: JA

**BA/BBus (Administration)**

Course Code: JN

**BA/BBus (Banking and Finance)**

Course Code: JM

**BA/BBus (Marketing)**

Course Code: JB

Course Leader: Neville H. Knight

The Course

Each Double Degree program is designed to provide a broadly based business education together with a major study in one specialised area of business (accounting, administration, banking and finance, marketing or office administration), and one specialised area of arts (applied psychology, applied sociology, communication studies or political studies). In addition, minor studies are available in economics and applied psychology, applied sociology, communication studies, literature or political studies. In the BA a major consists of eight semester subjects in an approved sequence and a minor of four such subjects.
Recognition
By selecting appropriate subjects in the degrees a student may progress towards qualification for membership of one or more of: the Australian Society of Accountants, the Institute of Chartered Accountants in Australia, the Institute of Professional Secretaries (Australia), the Bankers Institute of Australia and the Australian Psychological Society. Full membership of these professional bodies may require additional study and work experience.

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

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

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

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 1 — Admission Requirements (See Student Manual 1986.)

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

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

- Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course.
- Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

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

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

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

Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted. In order to qualify for the awards of BA and BBus in a BA/BBus program, a student must achieve grades of P or above in at least 80 percent of the total number of both BA and BBus subjects required. For the purposes of counting in this exercise, two 2-hour subjects will be taken as equivalent to one 4-hour subject.) In a major of eight subjects in the BA, six must be completed with grades of P or above, and in a minor sequence of four subjects in the BA, two subjects must be completed with grades of P or above.

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

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

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

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

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

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

(2) BA/BBus (Administration)
- 30 1/2 full subjects
- Time Required: 4 years.

(3) BA/BBus (Banking and Finance)
- 32 1/2 full subjects
- Time Required: 4 years.

(4) BA/BBus (Marketing)
- 32 1/2 full subjects
- Time Required: 4 years.

(5) BA/BBus (Office Administration)
- 31 1/2 full subjects
- Time Required: 4 years.

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

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1:</strong></td>
<td><strong>Year 2:</strong></td>
</tr>
<tr>
<td>SOC102, POL153, SOC104, POL154, ACC103, MAT171*, FIN171, EDP172, ADM121** (1/2 subj.)</td>
<td>SOC212, SOC208, SOC210, FIN271, FIN231†, FIN111, MKT112, ACC104.</td>
</tr>
<tr>
<td><strong>Year 3:</strong></td>
<td><strong>Year 4:</strong></td>
</tr>
<tr>
<td>SOC216, SOC310, POL250, FIN240.</td>
<td>SOC352, POL252, FIN233†, ACC245 (1/2 subj.), FIN219 (1/2 subj.).</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1:</strong></td>
<td><strong>Year 2:</strong></td>
</tr>
<tr>
<td>PSY101, SOC102, MAT173*, MKT112, ADM121** (1/2 subj.)</td>
<td>PSY102, SOC104, FIN171, EDP172.</td>
</tr>
<tr>
<td><strong>Year 2:</strong></td>
<td><strong>Year 3:</strong></td>
</tr>
<tr>
<td>PSY201, SOC212, ACC103, MKT113.</td>
<td>PSY202, SOC208, FIN271, ADM122.</td>
</tr>
<tr>
<td><strong>Year 3:</strong></td>
<td><strong>Year 4:</strong></td>
</tr>
<tr>
<td>PSY301, PSY302, FIN111, FIN371†</td>
<td>PSY303, PSY304, ADM334†, FIN218.</td>
</tr>
</tbody>
</table>

Year 4:
- MKT212, ACC292, MKT246, MKT347, MKT213, MKT312, MKT348, MKT313.
- (Total: 32 1/2 full subjects)†

† A student undertaking a major or a minor in Applied Psychology is required to pass MAT173 or MAT171 and MAT172. A student undertaking a major in Applied Sociology or Communication Studies is required to pass MAT171 or MAT173. Since there is no Statistics prerequisites for the Political Studies major a student undertaking such a major would only be required to pass the business statistics half subject MAT161 but may pass MAT171 or MAT173 instead.

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

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

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

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

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

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

Course Code: BJ
Course Leaders: Rob Hagan Ken Greenhill

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

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

Recognition
Students will meet the academic requirements for entry to the professional year of the accounting bodies, and satisfy the knowledge requirements of the Australian Computer Society for admission to corporate membership to the grade of member.
Venue
Day and evening classes are offered at Caulfield and day classes only are offered at Frankston.

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

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 1 — Admission Requirements. (See Student Manual 1986.)

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EDP100 Computer Programming</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP101 Computer Systems</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MAT123 Mathematics for Computing or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADM121 Business Communication</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FIN111 Contract Law</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC103 Accounting and Financial Decision Making</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN114 Commercial Law</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ACC104 Accounting — Systems and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>EDP102 Information Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKT112 Marketing Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC241 Accounting — Cost</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC245 Accounting — Company</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FIN171 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN219 Company Law</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ADM122 Organisational Behaviour and Performance</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC360 Accounting — Finance</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN271 Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC246 Accounting — Intercompany Reporting</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>FIN220 Trusts and Legal Obligations</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EDP200 Computer Programming</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP204 Computer Systems</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>FIN393 Taxation Law</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC348 Accounting — Advanced Financial</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP203 Information Systems</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ACC264 Auditing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC351 Accounting — Management</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>EDP300 Computer Programming</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP303 Individual Experience</td>
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</tr>
<tr>
<td></td>
<td>Elective</td>
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</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP305 Computer Systems</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP306 Information Systems</td>
<td>5</td>
</tr>
</tbody>
</table>
Associate Diploma in Marketing  
Course Code: QM  
Course Leader: Peter Reed

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

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

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

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MKT112 Marketing Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAT161 Business Statistics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ADM121 Business Communication</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ACC103 Accounting and Financial Decision Making</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN171 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>FIN111 Contract Law</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP172 Data Processing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM122 Organisational Behaviour and Performance</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKT113 Quantitative Methods in Marketing</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>MKT412 Marketing Research Techniques</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN418 Marketing Law</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKT413 Case Studies in Marketing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKT411 Marketing Planning and Control</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>MKT446 Promotional Planning</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKT447 Personal Selling Strategy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives
Sales Management MKT464, Advertising Management MKT462, Product Management MKT443, Distribution Management MKT448, International Marketing MKT453, Retail Principles MKT470, Retail Merchandise Management MKT471. Students should note that not all electives are offered in each semester. The School Administrative Officer will have information on the availability of specific subjects before each enrolment period.

Students may, if they desire, select electives from BBus subjects subject to approval by the Course Leader.
Associate Diploma in Secretarial Studies
(Legal)

Course Code: QL
Course Leader: Gillian Stainforth

AND

Associate Diploma in Secretarial Studies
(Medical)

Course Code: QD
Course Leader: Anne Langdon

Content
These two year full-time courses provide a broad business education, advanced secretarial skills and basic management training for potential secretaries. Each course is based on the need for particular expertise in either the legal or medical secretarial area, and this expertise is an additional element to the normal competence and skills of the secretary.

Exemptions
Students who hold the Certificate of Business Studies (Secretarial) who wish to enter an Associate Diploma in Private Secretarial Practice and have a minimum of two years' appropriate business experience may, upon application, be granted ADM143, ADM144, FIN150, ADM121, and ACC198 or ACC199 provided their certificate includes the Advanced Typewriting 1B and 2A (Advanced Typewriting I and II in old course) and Secretarial Projects A and B.

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

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

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

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

(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

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

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

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

Course Structure and Duration
The Associate Diploma course is of two years (full-time) duration and comprises 18 units of study, which includes two units of work placement.

<table>
<thead>
<tr>
<th>Year Semester Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical</strong></td>
<td></td>
</tr>
<tr>
<td>1 1</td>
<td>ADM141 Secretarial Practice 1 5</td>
</tr>
<tr>
<td></td>
<td>ADM143 Secretarial Practice 2 8</td>
</tr>
<tr>
<td></td>
<td>ADM122 Organisational Behaviour and Performance 4</td>
</tr>
<tr>
<td></td>
<td>ACC198 Accounting (Medical) 4</td>
</tr>
<tr>
<td>2 2</td>
<td>ADM142 Secretarial Practice 3 5</td>
</tr>
<tr>
<td></td>
<td>ADM144 Secretarial Practice 4 Elective 8</td>
</tr>
<tr>
<td></td>
<td>ADM171 Australian Health Care Systems 2</td>
</tr>
<tr>
<td></td>
<td>ADM121 Business Communication 2</td>
</tr>
<tr>
<td></td>
<td>ADM273 Secretarial Practice (Medical) 1 8</td>
</tr>
<tr>
<td></td>
<td>ADM247 Practice Management Office Automation 4</td>
</tr>
<tr>
<td></td>
<td>ADM275 Medical Language 1 3</td>
</tr>
<tr>
<td></td>
<td>ADM274 Secretarial Practice (Medical) 2 8</td>
</tr>
<tr>
<td></td>
<td>ADM276 Medical Language 2 3</td>
</tr>
<tr>
<td></td>
<td>ADM240 Work Placement 8</td>
</tr>
<tr>
<td></td>
<td>ADM241 Work Placement</td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td></td>
</tr>
<tr>
<td>1 1</td>
<td>ADM141 Secretarial Practice 1 5</td>
</tr>
<tr>
<td></td>
<td>ADM143 Secretarial Practice 2 8</td>
</tr>
<tr>
<td></td>
<td>ADM122 Organisational Behaviour &amp; Performance 1 4</td>
</tr>
<tr>
<td></td>
<td>ACC199 Accounting (Legal) 4</td>
</tr>
<tr>
<td>1 2</td>
<td>ADM142 Secretarial Practice 3 5</td>
</tr>
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<td></td>
<td>ADM144 Secretarial Practice 4 Elective 8</td>
</tr>
<tr>
<td></td>
<td>FIN151 Legal Procedures 1 2</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>ADM121</td>
<td>Business Communication</td>
</tr>
<tr>
<td>ADM255</td>
<td>Secretarial Practice (Legal)</td>
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<td>ADM247</td>
<td>Practice Management Office Automation</td>
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<tr>
<td>FIN254</td>
<td>Legal Procedures</td>
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<td>ADM256</td>
<td>Secretarial Practice (Legal)</td>
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<td>FIN255</td>
<td>Legal Procedures</td>
</tr>
<tr>
<td>ADM240</td>
<td>Work Placement</td>
</tr>
<tr>
<td>ADM241</td>
<td>Work Placement</td>
</tr>
</tbody>
</table>
GRADUATE COURSES

Graduate Diploma in Accounting Information Systems

Course Code: PM1
Course Leader: Neil Lewis
This course was previously titled ‘Graduate Diploma in Accounting and Finance’. The course has been significantly reviewed and retitled ‘Graduate Diploma in Accounting Information Systems’. The revision was made in terms of the new Professional Schedule of the Australian Society of Accountants to satisfy its specialist designations of ‘Management and Cost Accounting’ and ‘Treasury’.

There is a strong theme of accounting information systems through this restructured award.

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

At the time of going to press, formal re-accreditation procedures for the restructural course were still in train. Prospective students should contact the Course Leader or the Administrative Office, David Syme Business School, for details.

Graduate Diploma in Banking and Finance

Course Code: GN1
Course Leader: Peter Leong

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

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

Admission Requirements
A recognised degree or diploma qualification, or equivalent as approved by the Institute Admissions Committee, and a minimum of two years’ work experience.

Course Structure
The program is based on an eight-unit structure, with two subjects of three class contact hours each per week per semester. Exemptions will not be granted from subjects within the course.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>ACC625 Financial Management and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Theory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN638 Banking Law and Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN626 Capital Markets and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funding Decisions</td>
</tr>
</tbody>
</table>

2          | FIN627 Funds Management for Financial Institutions |
2          | ADM628 Management and Strategic Planning          |
1          | FIN635 Portfolio Management and Theory             |
2          | FIN636 International Finance                       |
2          | FIN637 International Banking                       |
2          | ADM638 International Business                      |

Graduate Diploma in Business Technology

Course Code: PO
Course Leaders: Pearl Levin and Ken Greenhill

Content
Business Technology is the use of integrated computer and communications systems to support administrative procedures and management decision making in a business environment.

The aim of this course is to provide the opportunity for people such as business managers, professional office workers, computing professionals, business consultants, technology sales personnel and business systems analysts to develop expertise in the introduction and management of advanced technology into business organisations.

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

Course Structure
Students are required to successfully complete 16 units of study. The units are designated as foundation, core and elective units.

The course is organised into three separate streams to cater for students with differing backgrounds. Each stream consists of different combinations of foundation, core and elective units.

The streams of study are:

General Entry Stream — for students with little or no background in either business or computing.

Business Entry Stream — for students with a background in business.

Technical Entry Stream — for students with a background in computing.

All units are four hours of class contact per week for seven weeks.

General Entry Stream

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

- EDP711 Business Systems I 1
- ADM713 Social Implications of Business Technology 1
- EDP713 Data Analysis & Decision Support Systems 1
- EDP714 Communication Technology I 1
- ADM712 Behavioural Aspects of Business Technology 2
- FIN711 Legal Implications of Business Technology 2
- ADM711 Management of Business Technology 2

### Electives

One elective chosen from list below.

#### Business Entry Stream

**Foundation Units Year 1 Semester**

- EDP701 Computer Technology I 1
- EDP702 Computer Technology II 1
- EDP703 Computer Technology III 2
- EDP704 Applications of Converging Technologies to Business 2

**Technical Entry Stream**

**Foundation Units Year 1 Semester**

- ACC701 Business Management & Financial Control Systems I 1
- ACC702 Business Management & Financial Control Systems II 1
- ADM703 Business Management & Financial Control Systems III 2
- EDP704 Application of Converging Technologies to Business 2

**Business and Technology Entry Streams**

**Core Units Year 2 Semester**

- EDP711 Business Systems I 1
- ADM713 Social Implications of Technology 1
- ADM712 Behavioural Aspects of Business Technology 2
- EDP712 Information Storage and Retrieval 2
- EDP713 Data Analysis and Decision Support Systems 1
- EDP714 Communication Technology I 1
- FIN711 Legal Implications of Business Technology 2
- ADM711 Management of Business Technology 2

**Electives**

- Elective 1
- Elective 1
- Elective 2
- Elective 2

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### Graduate Diploma in Marketing

**Course Code: PJ1**

**Course Leader: Peter Link**

**The Course**

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

**Admission Requirements**

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 three years relevant business experience is also normally required.

**Course Structure**

**Note:** Some minor changes may occur in this course structure in 1986 as a result of the course accreditation process.

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

**First Year:**

- Semester 1
  - MKT616 Marketing Theory and Practice
  - MKT611 Buyer Behaviour

- Semester 2
  - MKT612 Marketing Research and Forecasting
  - ADM641 The Management Process

**Second Year:**

Four units from the following:

- MKT626 Marketing Communication Strategies
- MKT628 Sales Management
- ACC680 Marketing Financial Control
- MKT627 Product Management
- FIN615 Competition and Consumer Law
- MKT634 Marketing in Foreign Environments

Elective from Graduate Diploma in Accounting and Finance

Students are also required to complete a special Assignment (MKT635) in their final semester.
Graduate Diploma in Secretarial Studies

Course Code: PSI
Course Leader: Hazel A. Ryan

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

Admission Requirements
An approved degree or diploma.

Assessment
Satisfactory completion of ten subjects and a research paper.

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

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

The course aims to do three things for these people:
- Provide them with a comprehensive, intellectually demanding and up-to-date understanding of business concepts.
- Improve their current performance at work.
- Enable them to direct a complete marketing operation at the corporate level.

Admission Requirements
Normal entry requirements are a Bachelor degree in business, commerce or a related discipline such as economics in which the applicant has read business units at an acceptable level.

Entry is subject to the approval of the Master of Business in Marketing Board.

Students without a Bachelor degree in business, commerce or a related discipline will be eligible for entry provided they have both a Bachelor degree and bridging studies in business, such as an appropriate Graduate Diploma.

All applicants must normally have a minimum of five years relevant work experience.

Where an applicant is transferring from or has completed a course with equivalent units, exemptions may be granted for appropriate and equivalent units from Part 1 of the degree.

No exemptions will be granted for any part of Part 2 of this degree.

Course Structure
The course is divided into two parts, each of two years duration:
Part 1 is designed to up-date students in the foundation subjects of business providing a level, depth and breadth of knowledge that is not only appropriate for a marketing director but is at the forefront of current knowledge.

The subjects may be studied in any order.

The subjects in Part 1 are:
- ZBM501 Accounting
- ZBM502 Organisational Dynamics
- ZBM503 Decision Support Systems
- ZBM504 Economic Analysis and Public Policy
- ZBM505 Finance
- ZBM506 Legal Analysis
- ZBM507 Marketing Analysis
- ZBM508 Marketing Strategy and Tactics

Part 2 concentrates on the marketing director's job. This involves integrating the marketing function with other functions as well as simultaneously achieving integration within the marketing function. Part 2 tackles the problem through units studied serially, structured on a management process model.

The subjects in Part 2 are:
- ZBM511 Marketing Decision Making
- ZBM512 Marketing Planning
- ZBM513 Marketing Implementation
- ZBM514 Marketing Monitoring and Modification

Teaching Methods and Assessment
The whole course is taught using the seminar method with the Course Leader acting as a discussion facilitator and students providing the major part of the input.

Students are expected to prepare thoroughly for each seminar. This means perhaps 12 hours reading each week in addition to the time spent in seminars. All necessary reading matter is provided in the form of study packages for each seminar.

Master of Business (Marketing) — by coursework

Course Code: MM
Course Leader: Peter November

Content
This is a part-time evening course of four years duration. It involves attending the campus at Caulfield on one (or occasionally two) evenings a week for two semesters each year.

This course is designed for middle managers who intend to become marketing directors and marketing directors who recognise the need in their present job to substantially improve their professional expertise and effectiveness.

BU20
Since the course is a highly practical one in which students are expected to apply theory to practice, particularly in their own organisations, part of the discussion will involve an evaluation of the applicability of theory to practice and where necessary the creation of theory from practice.

The ability to communicate concisely and precisely on paper and verbally is important. Each subject is continuously assessed in terms of the preparation and presentation of views, analyses and papers at seminars. In some Part 1 subjects, this assessment is supplemented by end of semester examinations.

In addition to this ongoing assessment, each student must submit a portfolio of project work completed in Part 2 of the course and an article of publishable quality, for examination by the Master of Business in Marketing Board. These will be the subject of discussion at a final viva voce examination by the Board.

**Master of Business — by Thesis**

*Course Code: MB*

The David Syme Business School also offers a Master of Business program by research thesis.

Inquiries should be directed in the first instance to the Senior Administrative Officer of the School or the appropriate Head of Department.

Areas for Master's research within the School include:

- **Accounting** — by research. Studies in all areas of financial and Management Accounting, and Accounting Information Systems.

- **Marketing** — by thesis. This is a two year full-time or four year part-time course in which you can study any marketing topic in depth. One or more supervisors will be assigned to you, depending upon your topic. Contact the Master of Business in Marketing course Director to discuss possible topics.
SUBJECT SYNOPSES

ACC103 Accounting and Financial Decision Making

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of this course is to provide all students with an understanding of the nature and purpose of accounting information, so that they are able to use financial data to assist in the decision making and control processes of a business organisation. Topics include nature and environment of accounting, nature and purpose of accounting information and management accounting information for decision making purposes.
References: To be advised.

ACC104 Accounting — Systems and Procedures

Contact: Four hours per week for one semester.
Prerequisites: Accounting and Financial Decision Making ACC103.
Syllabus: The aim of this subject is to develop an accounting framework for financial reporting through the process of collecting, analysing, classifying and presenting financial information. Topics covered will include the basic accounting cycle, means of recording and classifying accounting information, profit measurement under accrual accounting and accounting for fixed assets and inventories.
References: To be advised.

ACC198 Accounting — Medical

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

ACC199 Accounting — Legal

Contact: Four hours instruction per week for one semester.
Prerequisites: Nil.
Syllabus: To give students a vocationally orientated as well as theoretical grasp of a double entry bookkeeping system of legal practitioners. This includes recording and summarising of transactions applicable to those practitioners.
Assessment: The PQ grading will apply.
References: To be advised.

ACC241 Accounting — Cost

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

Syllabus: This subject covers basic costing principles which can be used by the accountant to provide relevant financial information for management decision making, together with practical problem solving using costing techniques. Topics covered include cost accounting in commercial and not-for-profit organisations; cost concepts, chart of accounts and computerisation; cost-volume-profit analysis; accounting for materials, labour and overheads; job, process and standard costing; cost reporting.
References: To be advised.

ACC245 Accounting — Company

Contact: Two hours per week for one semester.
Prerequisites: Accounting and Financial Decision Making ACC104, Company Law FIN219 should be taken concurrently.
Syllabus: This subject will provide students with an understanding of the reporting processes applicable to public companies. Issues in financial reporting are explored, as well as accounting for and reporting of shareholders’ funds. In addition, accounting standards and professional reporting requirements, together with legal and stock exchange requirements, are examined.
References: To be advised.

ACC246 Accounting — Intercorporate Reporting

Contact: Two hours per week for one semester.
Prerequisite: Accounting — Company ACC245.
Syllabus: The subject aims to provide an understanding of the importance of intercorporate investments, the reporting requirements and their adequacy and to develop an understanding of the principles involved in preparing group accounts and reports.
References: To be advised.

ACC259 Computer Business Systems

Contact: Two hours per week for one semester.
Prerequisites: Accounting — Systems and Procedures ACC104 and Data Processing EDP172.
Syllabus: Students will obtain practical experience in the use of the PRIME operating system, EDITOR/S, computerised financial modelling and MODEL. Particular reference will be made to the accounting applicability of these systems.
References: To be advised.

ACC262 Financial Management

Contact: Four hours per week for one semester.
Prerequisite: Successful completion of Accounting and Finance ACC360.
Syllabus: Evaluation and formulation of an integrated, dynamic approach to corporate financial planning and model building. Determination and evaluation of optimal investment and financing strategy through time; extension of cost of capital analysis to incorporate taxes and growth; derivation of investment cut-off rates where capital structure is variable. Evaluation of the use of integrated corporate models; sensitivity analysis with regard to expected return and risk.
References: To be advised.
ACC264  Auditing

Contact: Four hours per week for one semester consisting of two hours of lectures and two hours of seminars or alternatively four hours of class instruction.
Prerequisites: Accounting — Company ACC245, Accounting — Intercompany Reporting ACC246, Company Law FIN219; Trusts and Legal Obligations FIN220.
Syllabus: Nature of Auditing; relationship between auditing philosophy and methodology; quality control and the audit process; an examination of audit standards; planning, delegation and supervision, audit evidence, documentation, and internal control; cycle approach to compliance testing of internal controls; substantive tests of transactions and balances resulting from each cycle; audit reporting; external conditions governing the audit; independence, due care, skill and competence; auditor's appointment, duties and liabilities; audit of EDP systems.
References: To be advised.

ACC268  Advanced Corporate Accounting and Law

Contact: A third year degree elective with four hours of class contact per week for one semester. The subject is divided into two units, ie., Merger/Takeovers and Corporate Failures.
Prerequisites: Accounting and Finance ACC245 and Corporate Law FIN319.
Syllabus: Attention is focused on legal, financial and accounting aspects of company acquisitions and failures. Mergers and takeovers — legal contraints and their avoidance, valuing target candidates and setting the bid price, financing the acquisition, pooling of interests. Corporate failures — law and practice. Causes of failures, predicting the company at risk, avoidance of failure.
References: To be advised.

ACC269  Accounting Theory

Prerequisite: A pass in Accounting and Finance ACC246 will normally be required.
Syllabus: Attention is focused on contemporary issues and problems associated with financial reporting. Topics relating to extensions of 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: To be advised.

ACC280  Financial Controls in Management

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will enable the non-accounting major to understand and interpret financial and management accounting data and reports. On completion of this unit students should be able to use financial and managerial accounting to plan and control business activities. In addition students will be able to explain the nature, purpose and limitations of accounting methodology and be able to converse with accountants in their own language, as well as to be able to use appropriate accounting techniques to analyse the financial impact of business actions and strategies.
References: To be advised.

ACC292  Marketing Controllership

Contact: Two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.
Prerequisites: Accounting and Finance ACC102, or Accounting and Financial Decision Making ACC103.
Syllabus: The subject aims to give marketers an appreciation of the financial implications of marketing decisions. Topics covered include the use of accounting information by marketers, cost-volume profit analysis and incremental profit analysis for decision making. The relationship between marketing strategies, financial resource requirements and the cost of capital will be investigated. Responsibility accounting and management control strategies to evaluate the marketing effort will be reviewed.
References: To be advised.

ACC296  Accounting Systems

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

ACC300/301  Reading/Research

Contact: One semester.
Prerequisites: Usually first and second year studies completed.
Syllabus: These units will be individual, designed for students in accordance with Department and School Board procedures.

ACC348  Accounting—Advanced Financial

Contact: Four hours per week for one semester.
Prerequisites: Accounting — Intercompany Reporting ACC246.
Syllabus: The aim of the subject is to develop further skills of evaluation and synthesis in the areas of financial accounting and reporting and, in the process, to create an awareness of current developments in the field. Topics covered include purpose and structure of financial accounting, alternative methodologies, alternative accounting valuation systems, continuously contemporary accounting, cash flow accounting and funds statements.
References: To be advised.
FIN350 Comparative Labour Studies

Contact: Four hours per week for one semester.

Prerequisites: Labour Relations ADM334 or Politics of Industrial Relations HUM262.

Syllabus: A study of the industrial relations systems of selected countries within a specified industrial relations framework. The dominant characteristics of those systems will be identified and the factors which have influenced the emergence of these systems will be explored and their significance evaluated. Comparisons will be made with the industrial relations systems studied with a view to understanding the reasons for the differences which emerge.

References: To be advised.

ACC351 Accounting — Management

Contact: Four hours per week for one semester.

Prerequisite: Accounting — Cost ACC241.

Syllabus: Design of financial planning, control and reporting systems, together with practical problem solving and a management simulation exercise. Topics covered include profit planning and control, responsibility centres, performance measures, relevant costing budgetary systems for planning and control.

Reference: To be advised.

ACC359 Advanced Computerised Business Systems

Contact: Two hours per week for one semester.

Prerequisites: Computerised Business Systems ACC259.

Syllabus: The purpose of this subject is to provide students with a guide to determining the requirements of an accounting system, the selection of the most appropriate method and the selection between various suppliers of accounting computer facilities. Topics dealt with include development of accounting information systems, evaluation of suppliers, requests for proposal, hardware, software, in-house computers, service bureaux and EDP controls.

ACC360 Accounting—Business Finance

Contact: Four hours per week for one semester.

Prerequisites: Successful completion of all first year subjects and at least four second year subjects.

Syllabus: Corporate financial objectives, financial planning and forecasting, financial mathematics, working capital management, capital budgeting, financing decisions, capital markets and introduction to portfolio theory.

References: To be advised.

ACC364 Auditing Electronic Data Processing Systems

Contact: Four hours per week for one semester. This course is sponsored by Hungerford, Hancock and Offner, Chartered Accountants. Senior personnel from Hungerford, Hancock and Offner teach approximately 60 per cent of classes.

Prerequisites: Data Processing EDP172, Computerised Business Systems ACC259, Auditing ACC264. Advanced Computerised Business Systems ACC359 should be undertaken prior to or concurrent with this subject.

Syllabus: This unit will offer an overview of auditing, the EDP environment and data processing systems. Within this context the unit will consider EDP Audit control objectives and techniques and apply them to aspects of the accounting cycle. In addition, the course will illustrate the application and operation of an audit package as well as give consideration to current issues concerning the EDP Auditor.

References: To be advised.

ACC371 Public Sector Financial Management

Contact: Four hours per week for one semester.

Prerequisites: ACC245 or equivalent.

Syllabus: The description of systems of financial management in the public sector in Australia (including control mechanisms, budgeting techniques, financial flows, financial reporting, management accounting practices) at the Federal, State and Local Government levels. Emphasis will be placed on financial management in Statutory Authorities and at the Federal and State Levels rather than at the Local Government level.

The evaluation of the appropriateness and adequacy of these systems, and to consideration of alternatives, in particular the need for expansion of the role and scope of accounting systems in order to provide more pertinent information in relation to performance measurement.

References: To be advised.

ACC372 Issues in Public Sector Financial Management

Contact: Four hours per week for one semester.

Prerequisites: ACC371.

Syllabus: An examination in depth of major contemporary issues in public sector financial management in Australia, building on topics in the pre-requisite. An examination will be made of future changes in public sector financial management practices in Australia.

References: To be advised.

ACC380 Computerised Accounting Information Systems 1

Contact: One semester of two hours per week or one half-semester of four hours per week.

Prerequisites: ACC259 or any equivalent "Introductory Modelling Unit." Normally taken with ACC381.

Syllabus: This unit provides students with an opportunity to develop decision making approaches which are sound and appropriate in the business environment of today, with "hands on" usage of computer equipment. Students will develop their ability to apply generalised software to the Accounting Information System in a distributed microcomputer environment and their ability to generate solutions to given problems when generalised software is not available or appropriate. In addition, students will gain an appreciation of the new trends and developing decision making techniques applicable in a business technology environment and the impact on the Accounting Information System and extend their ability
in using particular microcomputer modelling techniques beyond the introductory level from earlier units.

References: To be advised.

ACC381 Computerised Accounting Information Systems 2

Contact: One semester of two hours per week or one-half semester of four hours per week.
Prerequisites: ACC259 or any equivalent "Introductory Modelling Unit". Normally taken with ACC380.
Syllabus: This course provides students with an opportunity to develop decision making approaches which are sound and appropriate in the business environment of today, with "hands on" usage of computer equipment. Students will develop their ability to apply generalised software to the Accounting Information System in a centrally controlled data processing environment and their ability to generate solutions to given problems when generalised software is not available nor appropriate. In addition, students will gain an appreciation of the new trends and developing decision making techniques applicable in a business technology environment and the impact on the Accounting Information System and extend their ability in using particular centralised modelling techniques beyond the introductory level from earlier units.
References: To be advised.

ACC610 Accounting Information Systems

Contact: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: To review the range of computer technology (hardware and software) that can be involved in an accounting information system. This will enable the student to understand contemporary system development methodologies, including the importance of the logical data base approach in the context of an accounting information system. In addition students will experience, through practical applications on mainframe and microcomputer respectively, accounting information system usage.
References: To be advised.

ACC611 Financial Modelling

Contact: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: To develop a theoretical and practical appreciation of computer based financial models and decision support tools for decision makers to use interactively while they are formulating business plans and monitoring results. The subject will discuss the importance of matching the modelling package chosen and models created to the decision styles and needs of users and organisations. Students will investigate the sophisticated ways in which computer based financial models may be used (e.g. analytical techniques, data collection techniques, interactive techniques). The student's "hands-on" experience will be extended in building, testing and documenting financial decision models using a microcomputer package (e.g. Multi-Plan) and a main-frame computer package (e.g. SPS).
References: To be advised.

ACC620 Management Accounting Systems

Contact: Three hours per week for one semester.
Prerequisites: ACC610 and ACC611.
Syllabus: To review the essential elements of a management accounting system as a subsystem of a complete management information system operating in a distributed data-processing environment. Students will identify and discuss the aspects of effective management and operational control of a management accounting system. The subject will develop a practical working knowledge of the use of a computerised management accounting system that is concerned with profitability and cash flow accounting in the manufacturing, retail and service industries. This includes interpretation of results from this system in various case situations.
References: To be advised.

ACC621 Management Accounting Systems

Contact: Three hours per week for one semester.
Prerequisites: ACC620 as a prerequisite or concurrent subject.
Syllabus: To build on the structure of the management accounting system developed in the unit Management Accounting Systems ACC620. Uses of this structure are to be extended to more complex and controversial areas of management accounting and management decision-making. Students will identify and discuss the many implications of accounting information systems for managerial performance and decision-making, as well as for organisational structure and processes.
References: To be advised.

ACC625 Financial Management and Theory

Contact: Three hours per week for one semester.
Prerequisites: ACC610 and ACC611. (For Graduate Diploma in Banking and Finance students prerequisites NIL.)
Syllabus: To review the theoretical framework for financial management and policy. Students will become familiar with the application of analytical techniques to a wide variety of problems involving financial decisions and be exposed to the design and use of computer models for assisting in the resolution of financial management decisions. In addition students will use case material for an appreciation of the environment in which financial decisions are made.
References: To be advised.

ACC630 Financial Control of Production

Contact: Three hours per week for one semester.
Prerequisites: ACC620 and ACC621.
Syllabus: To develop a systems approach to the production function, with emphasis on computer-based techniques of financial control of both production processes and plans. Students will become familiar with the use of various mathematically-based decision models for financial decision-making by the production account.
References: To be advised.
ACC631 Management Accounting Issues

Contact: Three hours per week for one semester.
Prerequisites: ACC620 and ACC621.
Syllabus: To introduce students to problems areas and controversies in management accounting theory and practice, by presenting them with both a theoretical interpretation and a practical application of each of several management accounting topics. Topics selected for discussion will vary each year.
References: To be advised.

ACC680 Marketing Financial Control

Contact: Three hours class contact per week for one semester.
Prerequisites: Nil. Students with accounting studies at the undergraduate level are advised to seek permission from the Course Leader of the Graduate Diploma in Marketing to attempt another subject in lieu of ACC680.
Syllabus: To enable marketing students to understand and interpret major financial and management accounting data and reports. To explain the nature and importance of planning, co-ordination and control using financial data that particularly relates to the marketing function.
References: To be advised.

ACC701 Business Management and Financial Control Systems I

Aim: To introduce students to the major accounting and financial control systems available for a business enterprise.
Prerequisites: Nil.
Syllabus: Course introduction and approach. Accounting methodology, the accounting systems. The nature and purpose of selected accounting reports. Concepts and techniques of accounting of special relevance to break-even analysis, the vocabulary of the management accountant. Overview of Corporate Performance, techniques of analysis and interpretation, return on investment. Corporate planning and the place of financial information in those plans. The nature and importance of profit planning in the context of overall planning, the key to profit. Revenue and expense planning, the cornerstones of profit planning. Cash planning and working capital management, the key to survival and profitability.
References: To be advised.

ACC702 Business Management and Financial Control Systems II

Aim: To provide students with an understanding of how the major accounting and financial control systems affect adequate planning, co-ordination and control within a business enterprise.
Prerequisites: Nil.
Syllabus: Cash planning and working capital management, the key to survival and profitability. Planning inventory, techniques for managing inventory. Planning capital expenditures, the nature and use of time value of money concepts. Responsibility reporting and control, defining organisational units of responsibility and controlling their expense elements. Control of revenue and profit centres, the problem of transfer pricing. Control of investment centres, ensuring assets are profitably used. The application of techniques covered in both courses to project and strategy evaluations.
References: To be advised.

ACC721 Relevant Costing for Decision Making

Contact: One semester at two hours per week or one-half semester at four hours per week.
Prerequisites: ACC701/702, ACC680 or equivalent.
Syllabus: This subject will develop a student's ability to critically analyse, evaluate and use managerial accounting data for decision making purposes. Students will be able to choose data relevant for a specific purpose from a data bank and apply appropriate techniques to derive relevant information for managerial financial decisions. Topics include relevant costing, contribution margin approaches, departmental and product costing.
References: To be advised.

ACC722 Financial Decision Making Techniques

Contact: Four hours for 7 weeks.
Prerequisites: ACC701/702, ACC680 or approved equivalent.
Syllabus: Classes are based on discussion of case studies. Working capital management, service department and service industry cost control, marketing cost analysis, long-term cost control, marketing cost analysis, long-term cost control, marketing cost analysis. Lease or buy decisions.
References: Selected articles from current issues of accounting and management journals such as: Journal of Accounting Research The Accounting Review Journal of Management Studies Accounting and Business Research

ACC723 Financial Accounting Systems

Contact: One semester at two hours per week or one-half semester at four hours per week.
Prerequisites: ACC701 and ACC702.
Syllabus: Students will gain an understanding of systems and interfaces relating to financial accounting systems. The interrelationships between inputs, files and reports associated with general/subsidiary ledger systems will be explained. Merchandising, accounts receivable, payroll and fixed asset systems will be illustrated.
References: To be advised.

ACC724 Financial Management

Contact: One semester at two hours per week or one-half semester at four hours per week.
Prerequisites: ACC701 and ACC702.
Syllabus: This subject will develop a conceptual framework for financing and investing decisions within a business enterprise. Students will gain a working knowledge of financing and investing decision making.
References: To be advised.
ADM115 Introduction to Business

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will gain an understanding of:
• the theory and practice of business.
• practical business operations.
• current issues in Australian business.
This will be achieved by a combination of classwork, group entrepreneurial projects and discussion of current material in the business press. Projects will operate as real businesses, subject to the constraints and opportunities existing in the real business environment.

Preliminary Reading:
ENGLISH, J., How to Organise and Operate a Small Business in Australia, George Allen and Unwin, 1981.

ADM121 Business Communication

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit aims to develop and extend skills in their application of oral and written communication within a business environment. Common forms for verbal and non-verbal communication are explored and considerable emphasis is placed on strategies for effective letter and report writing. Opportunities are provided for students to obtain feedback on their ability to make brief speeches, and attention is also paid to the management of meetings.

Text and References: To be advised during the first week of classes.

ADM122 Organisational Behaviour and Performance I

Contact: One four-hour lecture and one two-hour tutorial per week for one semester.
Prerequisites: There are no prerequisites. It is a core subject for degree students.
Syllabus: This subject deals with the individual in the organisation, with an emphasis on the relationships between the individual and different types of organisation. Relationships between the individual and the group are examined both from an individual and group viewpoint. Consideration is also given to motivation and perception.

References:

ADM133 Secretarial Studies I

Contact: Five hours per week for one semester.
Prerequisites: Nil.
Syllabus: The role of the secretary in the changing business office; filing, mail handling, planning and organising time. The secretary’s personal effectiveness and development, receptionist techniques, typewriter main-
tenance and office supplies. Production of typewritten data with suitable presentation at 35 wpm. Composition at the typewriter with emphasis on quality and speed. Typing of tables, display materials; rough drafts, reports, business papers, reproduction materials.
Assessment: Based on class tests and assignments.
References:
CORISH, R., Tomorrow's Secretary, (7th edn.), Pitman (Aust), 1981.

ADM134 Secretarial Studies

Contact: Five hours per week for one semester.
Prerequisite: Secretarial Studies ADM133.
Syllabus: The role of the secretary as an originator and processor of information; effective dictation techniques, effective written and oral communication. The exposition of the principles of the Pitman 2000 shorthand system, and their application to the relevant vocabulary. Instruction will be in the Pitman 2000 system but students who have sufficient expertise in another system will be encouraged to continue speed development in that area. Development of pretranscription English skills for the secretary, typewriting data produced at 45 wpm.
Assessment: Based on class tests and assignments.
References:
KIDMAN, J., Type One, Melbourne, VCTA, 1977.

ADM141 Secretarial Practice 1

Contact: Five hours per week for one semester. It aims to introduce the alpha-numeric typewriter keyboard for students who have no previous typewriting experience.
Prerequisite: Nil.
Syllabus: An intensive course which concentrates on teaching students a thorough mastery of the typewriting keyboard including the acquisition of correct touch and manipulating techniques. Concentration will be placed on speed and accuracy development through the use of timed writings and pacing techniques. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 30-35 wpm.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Assessment is progressive and based on assignment and class tests.
References: To be advised.
Selection of typewriting texts available in the Office Administration laboratory.

ADM142 Secretarial Practice 3

Contact: Five hours per week for one semester. It aims to develop further the skill of typewriting and apply that skill to a variety of office typing tasks.
Prerequisite: Secretarial Practice ADM141.

Syllabus: Correct techniques for operation of the typewriter, speed and accuracy in typing letters, business forms, tabulation problems, manuscripts, and reproduction masters, concentration on further development of typewriting speed through the use of timed writings and pacing technique. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 35-40 wpm.

Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

Assessment: Assessment is progressive and based on assignments and class tests.

References: To be advised.

Selection of typewriting texts available in the Office Administration laboratory.

ADM143 Secretarial Practice 2

Contact: Eight class hours per week for one semester.

Prerequisites: Nil.

Syllabus: An overall view of private secretarial work including an analysis of the secretarial profession and the role of the secretary in the business world. An intensive study, using the functional approach, of the theory of Pitman Shorthand.

References:

ADM144 Secretarial Practice 4

Contact: Eight class hours per week for one semester.

Prerequisite: Secretarial Practice 2, ADM143.

Syllabus: A continuation of the introduction to the principles and practices of executive assisting procedures with studies in editing procedures, business documents, conference and social functions, travel arrangements and meeting procedures. A review of the principles of Pitman Shorthand and an examination of their application to a general vocabulary while developing notetaking skill.

Laboratory Facilities: Students are expected to use programmed materials in the Office Administration laboratory to supplement class work.

References: As for ADM143.

ADM171 Australian Health Care Systems

Contact: Two hours per week for one semester.

Prerequisites: Nil.


Assessment: One assignment and one two-hour examination.

References:

ADM232 Organisational Behaviour and Performance II

Contact: Two hours per week for one semester.

Prerequisite: Organisational Behaviour and Performance ADM122 should normally be completed before this unit is taken.

Syllabus: This unit continues directly on from ADM122 and is continuous from a learning viewpoint. The subject examines groups, dealing with individual and group response to leadership. Power is it a factor in relationships within an organisation? What impact does the technical system have upon behaviour? Management and decision making. Organisation change and contingency management.

Text:

References: To be advised.

ADM235 Secretarial Studies III

Contact: Five hours per week for one semester.

Prerequisite: Secretarial Studies ADM134.

Syllabus: The role of the secretary as an administrative assistant, decision maker, confidante and member of the support team. Duties of the secretary when deputising for the manager, ethical responsibilities, group decision making, function planning procedures, research methods and effective reporting. The development of proficiency in shorthand and typewriting to a level which will enable students to cope with a variety of integrated business tasks. Typewriting data produced at 50 wpm and shorthand note-taking at 80 wpm. An introduction to word processing concepts and machine operation.

Assessment: Based on class tests and assignments.

References:
HUNTER, G., The Administrative Secretary, Pitman (Aust), 1981.
SHEEDY, M., Shorthand for Today: Correlation Reading and Dictation, Pitman (Aust), 1976.

ADM236 Process of Management

Contact: A course of four hours per week for one semester.

Prerequisite: Organisational Behaviour and Performance ADM232.

Syllabus: This core subject within the Administration degree course introduces an applied action framework
for examining managerial activities and the development of process skills involved in the practical management of organisational operations. Detailed consideration is given to planning, organising and control issues.

Reference:

ADM237 Office Administration

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Evaluation of administrative techniques with emphasis on effective supervision; clerical methods improvement, preparation of office manuals, establishment of work standards and an appreciation of work simplification; objectives of office planning and layout; principles of forms and design and records control. Selection of office equipment; understanding and appreciation of functions and operation of office equipment.

Assessment: Based on class tests and assignments.

References:

ADM240/241 Practical Work Placement

A program of work experience of two full days per week during the final semester of the course.

Prerequisite: Satisfactory completion of the first three semesters of the Associate Diploma in Secretaries Studies (Medical or Legal).

Syllabus: Students will be required to work in approved placements during the final semester(s) of the course. Any organisation which is representative of the medical or legal environment may be selected for practice experience.

Assessment: Students will be visited by staff during this employment and will be evaluated by the supervising employer in conjunction with staff. Assessment will be based on contribution to the work of the organisation and the ability of the student to fit satisfactorily into the medical or legal environment. The PQ grading will apply.

ADM247 Practice Management — Office Automation

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: To develop an understanding of the principles and practices involved with supervising an office with particular emphasis given to the professional practice.

Assessment: Assessment will be progressive through assignments, case studies and final examination.

References:

ADM254 Office Automation

Contact: Four hours per week for one semester.

Prerequisites: Nil.


Assessment: Based on assignments, procedures writing, practical operating assignments, and class tests.

References:

ADM255 Secretarial Practice (Legal) 1

Contact: Eight hours per week for one semester.

Prerequisite: Private Secretarial Practice ADM144.

Syllabus: Introduction to legal shorthand and typewriting of legal documents with practical work timed to coincide with terminology taught in the subject Legal Procedures II. Reception duties, making appointments, telephone techniques, ethics and etiquette necessary in a legal office, time management, introduction to legal filing, consultation, professional confidence and secrecy, and client interviewing.

References:

ADM256 Secretarial Practice (Legal) 2

Contact: 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.

ADM261 Management Decision Making

Contact: Four hours per week for one semester.

Prerequisites: Business Statistics MAT161 and Organisational Behaviour and Performance ADM232.

Syllabus: This subject is designed to extend student awareness of quantitative techniques that can be used to aid management decision making. The course is presented entirely on microcomputers — but no computer literacy is assumed. It is necessary for students undertaking this subject to obtain a microcomputer software manual and at least one floppy disk. Satisfactory completion of the subject will not be possible without these
ADM262  Management of Change

Contact: Four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM122.
Syllabus: This elective subject develops and extends student awareness of practical problems in coping with and adapting to organisational change. Emphasis is placed on examining techniques for describing and anticipating change, as well as evaluating strategies for effective management of planned changes within work organisations.
References: A comprehensive list of reference materials will be provided during the first week of classes. This will include a wide range of journal references, as well as resource materials from the Productivity Promotion Council of Australia.

ADM263  Consulting to Management

Contact: Four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM232.
Syllabus: This core 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.

ADM264  Administrative Communication

Contact: Four hours per week for one semester.
Prerequisite: Business Communication ADM121 and Organisational Behaviour and Performance ADM122.
Syllabus: Content of the course is designed principally to improve verbal skills in a business context. Areas covered include communication theory and practice, workshops in oral communication, persuasive communication, interviewing techniques and the preparation and presentation of action-oriented reports.
Preliminary Reading:
References: Specific reference materials will be advised in first class.

ADM265  Government Administration

Contact: Four hours per week for one semester.
Prerequisites: Organisational Behaviour and Performance ADM122 and ADM232.
References: To be advised.

ADM266  Personnel Administration

Contact: Four hours per week for one semester.
Prerequisites: Organisational Behaviour and Performance ADM232.
References: Preliminary Reading: Choose from following:

ADM267  Entrepreneurship and Small Business Management

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: A course designed to assist participants to understand the elements of entrepreneurship and small business management. Topics covered include the personal characteristics of entrepreneurs, marketing and financial planning for a new venture, development of feasibility studies and business plans, philosophies of successful entrepreneurs. A special feature of this program will involve the participants working in groups of four on the conduct of a feasibility study and the
development of a business plan for a new venture. They will be provided with the opportunity to present business plans to a group of financiers and/or venture capitalists for evaluation.

References:
ENGLISH, J., How to Organise and Operate a Small Business in Australia, George Allen and Unwin, 1981.

ADM268  International Management

Contact: Four hours per week over one semester, to include classes, seminars and visiting speakers. Where offered during summer semester this course may incorporate overseas visits.

Prerequisites: Marketing Theory and Practice MKT112 and Organisation Behaviour and Performance ADM122.

Syllabus: Content of this elective subject relates management theory to varying cultures, as well as exploring the complex challenges of the multinational business enterprise and the significance of cross-cultural variables in the business environment. After an examination of the environment and concerns of international business, topics will focus on current issues associated with managerial values, practices and strategies.

References:

ADM273  Secretarial Practice (Medical) 1

Contact: 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 Language. 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:
LANGDON, A., The Australian Medical Secretary — A Course of Medical Secretarial Assignments, CIT, 1985.

ADM274  Secretarial Practice (Medical) 2

Contact: 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 Language, 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:

ADM275  Medical Language 1

Contact: Four hours per week for one semester.

Prerequisite: Nil.

Syllabus: Introduction to physiology, medical terminology, anatomical terminology — cells and tissues; planes and surfaces. The body as a whole. The skin and breast. Musculoskeletal system. Cardiovascular system. Respiratory system. In all units both medical and surgical procedures will be covered with common diagnostic tests (Pathology and Radiology).

Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

Text:

References:
Dorland's Pocket Medical Dictionary.

ADM276  Medical Language 2

Contact: Three hours per week for one semester.

Prerequisite: Medical Language ADM275.


In all units, both medical and surgical procedures will be covered with common diagnostic testing (Pathology and Radiology). Medical Terminology will be reinforced in Secretarial Practice 2 ADM274.

Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

Text:

BU31
References:
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorlands Pocket Medical Dictionary.

ADM331 Secretarial Studies IV
Contact: Five hours per week for one semester.
Prerequisite: Secretarial Studies ADM235.
Syllabus: The role of the secretary as a researcher, conference planner and meetings organiser; research techniques and their appropriate application, planning, organising and recording meetings. Development of proficiency in word processing equipment operation. Development of expertise in shorthand note-taking applied to oral instructions regarding the execution of tasks. Development of shorthand, typewriting and transcription rates at a minimum of 90 wpm, 55 wpm and 20 wpm respectively.
Assessment: Based on class tests, assignment and research project.
References:

ADM332 Secretarial Studies V
Contact: Five hours per week for one semester.
Prerequisite: ADM331.
Syllabus: The role of executive assistant and conference administrator: the planning and organisation of a major event such as a conference or seminar, preparation for gaining employment, success in employment, professional support, executive time management. Students are required to employ a variety of secretarial and administrative skills acquired in previous semesters, and display initiative, planning and decision making abilities. The development of shorthand, typewriting and transcription skills to a minimum of 100 wpm, 60 wpm and 25 wpm respectively.
Assessment: Based on planning activity and assignments.
References:

ADM334 Labour Relations
Contact: Four hours per week for one semester.
Prerequisites: Macroeconomics FIN171 and Organisational Behaviour and Performance ADM122.
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.

ADM335 International Business
The equivalent of four hours per week of classes and seminars for one semester. The summer semester offering may incorporate overseas visits.
Prerequisites: MKT112, ADM122.
Syllabus: The aim of the subject is to develop an understanding of business practice within and across national boundaries. On completion of the unit, students will be able to:
1. Understand the concept, role and challenges of the multinational and transnational corporation.
2. Appreciate cross-cultural influences.
3. Contribute conceptually to the role of Australian business on the international economy.
Areas include: The role of Australian business in the world economy; strategies and structures of the firm in international business, joint ventures, technology transfer; the role of the 'MNC', definition, threats, contributions, controls.
References: To be advised.

ADM337 Management Environment
Contact: Four hours per week for one semester.
Prerequisites: Organisational Behaviour and Performance ADM232, and Management Decision Making ADM261.
Syllabus: This core subject within the Administration degree course has been designed to develop student sensitivity to and awareness of future problems in the management of work enterprises, in the light of current and projected work environments.
References: From diverse sources, including current articles, texts and public affairs program.

ADM338 Information Management
Contact: Four hours per week for one semester.
Prerequisites: Office Administration ADM237 and Secretarial Studies ADM331.
Syllabus: The aims are to develop an awareness of office procedures and systems and their integration, to develop the skills and knowledge to adapt changing technological systems to the human need of the office and to enable the student to develop an awareness of the role of the administrative information manager and the need to provide a smoothly operating information complex. The subject will be studied in the general context of communication networks and office systems theory and will also specify telecommunication technologies, the inter-relationship of office functions and a range of leadership techniques.
References:
COVEY, D., Office Automation, the Productivity College, Prentice-Hall, 1982.
ADM340 Business Policy

Contact: Four hours per week over one semester, with emphasis on case study preparation and presentation.

Prerequisites: Completion of all common core subjects and substantial progress towards completion of a Bachelor of Business degree.

Syllabus: This integrative subject develops skills in the practical analysis and evaluation of business policy. Specific areas covered include business policy making and strategic management, the strategic decision process, policy implementation and evaluation.

References:

Students are required to read widely from current journals.

ADM601 Human Resource Management and Industrial Relations

Contact: Two hours per week for one semester.

Syllabus: Organisations and typologies: systems theory, the social and socio-economic subsystems. Progress of technological development, technical subsystems and socio-technical subsystems. The impact of technology on organisation structures, on local, national and international economic systems. Types of industry, their relationship. Rates of change imposed by economic use of technology. Resistance to change. The work force within industries; the work function, working conditions, enrolment, satisfaction. Productivity. The place of the worker organisations, unions and management. Attitudes to technological change. Sources and techniques of management for high productivity. Worker/management participation.

Assessment: Written tests and assignments.

References:


ADM605 Entrepreneurship and Small Enterprises

Contact: Two hours per week in a lecture seminar format. (Participants will be expected to work in their own time on assignment work and on the development of a business plan.)

Prerequisites: Nil.

Syllabus: To assist participants to understand the elements of the entrepreneurial function.
To provide opportunity for participants to examine the management process as it relates to the new business venture and to small business.
To provide opportunity for participants to experience the process of developing a business plan for a new business venture.

Text:
ENGLISH, J., How to Organize and Operate a Small Business in Australia, (2nd edn.), George Allen and Unwin.

References:

ADM613 Personnel Administration

Contact: Three hours per week for one semester.

Prerequisites: Nil.


Assessment: By assignments.

References:


ADM621 Organisational Behaviour and Management

Contact: Three hours per week for one semester.
Prerequisites: 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.

ADM622 Personnel Function

Contact: One and a half hours per week for one semester (for students in the Graduate Diploma in Secretarial Studies).
Prerequisites: Nil.
Syllabus: Students will be introduced to a range of personnel practices and techniques including manpower planning, recruitment, selection and assessment; compensation schemes; training and development, and industrial relations. Emphasis will be placed throughout on contemporary issues and developments in personnel management.
References: To be advised.

ADM628 Management and Strategic Planning

Contact: Three hours per week for one semester.
Prerequisites: ACC625 or FIN638, and FIN626.
Syllabus: Introduction to strategic management; strategic planning process; strategy formulation, evaluation and implementation, with emphasis on the financial services sector.
References: To be advised.

ADM638 International Business

Contact: Three hours per week for one semester.
Prerequisites: FIN635 and FIN636.
Syllabus: Evaluation of the role of Australian business in the world economy; strategies and structures of the firm in international business; international business and technology transfer; role of multinationals.
References: To be advised.

ADM641 The Management Process

Contact: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: 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.

ADM661 Research Paper

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.

ADM662 Office Procedures

Contact: One one-hour seminar per week for one semester.
Prerequisites: Nil.
Syllabus: This course consists of a study of modern office procedures. Students will obtain instruction in the selection, operation and maintenance of duplicating, tabulating and recording equipment. Discussion will be held on office planning and layout, management of stores, records management and office communications.
Assessment: Assessment will be continuous and based on class discussion and assignments.
References: To be advised.

ADM663 Basic Shorthand

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

ADM664 Basic Typewriting

Contact: Six hours per week for one semester.
Prerequisites: Nil.
Syllabus: This will be an intensive study of the principles of typewriting. Concentration will be placed on rapid, accurate production of material through the acquisition
of correct touch and manipulating techniques. It is anticipated that students will have developed the ability and judgment to reproduce data with suitable presentation at approximately 35 words per minute upon completion of the subject.

**Laboratory Facilities:** Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

**Assessment:** Based on class tests and assignments.

**References:**

**Working papers for Vocational Typing.**

ADM665 Business Structures and Systems

**Contact:** Two two-hour seminars per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** This course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraints under which they operate. The constraints discussed include those imposed by trade unions, government, the stock exchange and the legal system. Emphasis is also placed on the importance of communications in the business environment. Where appropriate, preparation and interpretation of business statistics and financial statements are included. Student discussion is at all times encouraged and developed. Speakers are invited to talk to students and, if time permits, external visits are arranged. Wherever possible the topics discussed are inter-related with other areas students are currently studying.

**Assessment:** Assessment is continuous throughout the semester and is based on class exercise, essays, practical projects, etc.

**References:** To be advised.

ADM666 Collective Secretarial Problems

**Contact:** Six hours per week for second semester.

**Prerequisites:** Office Procedures ADM662, Basic Shorthand ADM663, and Basic Typewriting ADM664.

**Syllabus:** This is a ‘finishing course’ for the potential professional administrative secretary. Emphasis in the subject is on the refinement of skills, attitudes and techniques needed by the professional secretary. The course includes a word processing component. Students are expected to reach minimum speeds of 100 wpm in shorthand and 50 wpm in typewriting non-technical general material. It is anticipated that at the end of the course students will be able to fill positions which require people of the very highest calibre.

**Laboratory Facilities:** Students are expected to use programmed materials in the office administration laboratory to supplement class work.

**Assessment:** Assessment is continuous and based on class projects and assignments.

**References:** To be advised.

ADM667 Effective Transcription

**Contact:** Six hours per week for one semester.

**Prerequisites:** Basic Shorthand ADM663 and Basic Typewriting ADM664.

**Syllabus:** This course will consist of practical shorthand writing and transcription of notes into accurate machine written matter. Students should develop the ability to record vocational material dictated at approximately 100 words per minute and to transcribe this material at no less than 30 words per minute.

**Assessment:** Assessment will be based on class exercises and practical assignments.

**References:** To be advised.

ADM669 Editing and Publishing

**Contact:** One and a half hours per week of lectures, tutorials and workshops for one semester.

**Prerequisites:** Nil.

**Syllabus:** A detailed history of the publishing and printing industry underpinning discussion of the modern book. The functions of the various specialists in a publishing house are analysed (commissioning editor, house editor, designer, production manager and sales manager.) The study of modern publishing is focused on Australia, and the place of the book in a multi-media society is considered. A practical course in copy editing and proof reading is followed in tutorials.

**Assessment:** Assignments and class tests.


ADM703 Business Management and Financial Control Systems III

**Aim:** To provide an overview of current theories of management and business operations.

**Prerequisites:** Nil.

**Syllabus:** Evolving administrative theory; the basis of individual behaviour in organisations; group behaviour and the development of teamwork; leadership practices in high technology environments; motivation and work structures for productivity; the management process.

**References:**

ADM711 Management of Business Technology

**Prerequisites:** Foundation units.

**Aims:** To examine the management of Business Technology with particular emphasis on the role of the Manager of a Business Technology System; to differentiate the Management of Business Technology Systems from that of conventional Data Processing Systems.

**Syllabus:** Corporate Planning for Business Technology role of Business Technology Manager, planning and implementation, systems development, facilities Resource Management, human Resources Management.
ADM712  Behavioural Aspects of Business Technology

Aim: To develop practical appreciation of the relationship between the social and technological subsystems of the organisation.

Prerequisites: Nil.

Syllabus: Open systems approach and its application to management of change in organisations. Socio-technical systems and its contribution to the introduction of new technology. Theories of planned change, including intervention theory, organisation development, action research.

Introducing change to organisations: development of relevant communications styles — person to person, person to machine, consulting styles, roles, role change, role conflict. Power; its sources, use and paradox. Values: client relationships.

References:

ADM713  Social Implications of Business Technology

Aims: To evaluate the impact of technological change on society.

Prerequisites: Nil.

Syllabus: Labour force analysis and types of employment and use, education issues of technological change, political and social issues, the information explosion, impact of technological change on the family, union movement, work and leisure, societal attitudes and values.

References:

ADM721  Corporate Strategy for Business Technology

Aim: To provide a brief theoretical introduction to corporate planning and strategic management to enable syndicates to compete in a simulated, competitive business environment.

Prerequisites: Nil.

Syllabus: Introduction to the concepts of corporate strategy, after which students will be formed into syndicates for the balance of the unit to play a business game which will require decision making on a continuous basis on key aspects of the business including planning, controlling, organising and behavioural processes, in the following functional areas: Marketing, Production, Personnel, Finance and Information Services.

References:

FIN111  Contract Law

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Contract law in Australia: elements of a contract; terms of a contract; matters affecting the validity and enforceability of a contract; parties' rights and obligations; discharge of a contract; and remedies for breach.

Reference:

FIN114  Commercial Law

Contact: Two hours class contact per week for one semester.

Prerequisites: Contract Law FIN111.

Syllabus: Agency, partnership, consumer credit, title to goods and lending on security of goods, consumer protection and creditors, remedies.

References: To be advised.

FIN151  Overview of Legal Systems and Procedures

Contact: Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: An understanding of the legal terminology and concepts in conveyancing, family law, corporate affairs, business names and criminal litigation.

Reference:

FIN171  Macroeconomics

Contact: One two-hour lecture and two hours of tutorial work per week for one semester. Tutorial work is broken down into workshop and discussion sessions.

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.

References:

Current economic journal articles and banking publications.
FIN211 Law of Business Administration
Contact: Four hours per week for one semester.
Prerequisites: Contract Law FIN111.
Syllabus: The law relating to organisations, including business and non-profit structures. Legal obligations of employers/employees; partners; company promoters, members; directors. Registration of business names and incorporation of companies, formulation of partnerships. The law relating to meetings.

FIN217 Business Statistics and Forecasting
Contact: Four hours per week for one semester.
Prerequisites: Business Statistics MAT161 (and Macroeconomics FIN171 and Data Processing EDP172 preferred).
Syllabus: Students will study the appreciation of power and limitations of a number of the important statistical and forecasting techniques used in the analysis of basic business problems. Topics covered include: Probability and commonly used probability distributions; Estimation and hypotheses testing; Analysis of variance; Correlation Analysis; Techniques of business forecasting; time series decomposition, simple linear and logarithmic regression, multiple regression, exponential smoothing, Gompertz curves.
References:
Prescribed Lecture Notes.
Recommended Books:

FIN218 Marketing Law
Contact: Four hours per week for one semester.
Prerequisite: Contract Law FIN111.
Syllabus: The focus of the course will be upon the current Trade Practices Act and an examination of the legal control of restraint of trade, monopolisation, exclusive dealing, mergers and price discrimination and the problems raised by these phenomena in the national economic context. The legislation will be discussed from the viewpoints of government, businessmen and lawyer. Legislation relating to justification of prices and consumer protection with the allied problems of product liability and techniques of marketing will also be examined.
References: To be advised.

FIN219 Company Law
Contact: Two hours a week for one semester.
Prerequisite: Commercial Law FIN114.
Syllabus: Types of companies, constitution of the company, management and control — directors, secretary and executive officers, general meetings. Director — duties, appointment and removal, shares, debentures, creditors protection and remedies.
References: To be advised.

FIN220 Trusts and Legal Obligations
Contact: Two hours per week for one semester.
Prerequisites: Commercial Law FIN114.
Syllabus: Trusts and other relationships, creating a trust, types of trusts and their roles, duties and obligations of trustee, rights and liabilities of beneficiaries, the company as a trustee, legal aspects of accounting for trusts. Nature of insurance, formation of the insurance contract — the proposal and role of cover notes and intermediaries. Disclosure, good faith, misrepresentation, insurable interest and the concept of indemnity, claims. Negotiable instruments — bills of exchange, promissory notes and cheques, the role of bills of exchange in raising finance — accommodation bills, the role of trade bills, the role of cheques and the banking system.
References: To be advised.

FIN231 Money and Capital Markets
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The purpose and function of financial markets; financial development; characteristics and functions of money and financial assets; money demand and money supply; financial flows; financial intermediation and financial institutions; the mathematics of finance; the determination of interest rates; types sources and conditions attached to short, medium and long-term business finance.
References:
Other references to be advised.

FIN233 Monetary Theory
Contact: Four hours per week for one semester.
Prerequisites: FIN231.
Syllabus: Money and the financial sector, the demand for money, the supply of money, IS/LM analysis, interest rates, formation table analysis, monetary policy, the transmission mechanism, inflation, the monetary approach to the balance of payments, Keynesian, monetarist and supply-side economics.
References: To be advised.

FIN240 Commercial Banking and Finance
Contact: A course of four hours per week for one semester.
Prerequisite: Money and Capital Markets FIN231.
Syllabus: The aim of the subject is to provide an overview of commercial banking, and to introduce students to the concepts and issues involved in the decision-making processes of bank management. Topics include the commercial banking environment, banking risks and capital
adequacy, liquidity management, lending principles and policies, investment management, and integrative asset-liability management concepts.

References:
Other references from reports, periodicals and journals will be advised.

FIN254 Legal Procedures

Contact: Four hours per week for one semester.
Prerequisites: Legal Procedures 1 FIN151.
Syllabus: A detailed working knowledge of the civil legal procedure and forms involved in legal work in Victoria: the parties and documents involved in civil litigation work, the structure of the courts and the role of solicitors and barristers.
References:
Supreme Court Rules, County Court Rules, Justices Act and Rules.
Other references to be advised.

FIN255 Legal Procedures

Contact: Four hours per week for one semester.
Prerequisites: 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 cost out.
References:
Other references to be advised.

FIN260 Banking and Lending Practice

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

FIN271 Microeconomics

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Examination of the inputs for decision making in respect to pricing and output by business firms in the Australian economy. An emphasis on those aspects of traditional economic theory which have applicability in the business world today.
References: To be advised.

FIN273 The International Economy

Contact: Four hours per week for one semester.
Prerequisites: Macroeconomics FIN171, and Microeconomics FIN271 to have been passed or studied concurrently.
Syllabus: Students should gain an appreciation of the economic development, structure and operation of the world economy and the impact that these factors have on the Australian economy. Topics include: development of the capitalist economic order; alternative approaches to economic development and the impact of these approaches on the world economy; world trade; international organisations and trading blocs; dynamic world influence on the Australian economy.
References:
Various international journals.

FIN284 Business Decision Methods

Contact: Four hours (2 x 2) per week for one semester.
Prerequisites: Business Statistics (MAT161) or equivalent.
Syllabus: Students will study the application of mathematical techniques to business decision problems. Contents: Business forecasting and corporate modelling; Decision analysis and the evaluation of information; Critical path analysis; Linear programming; Queueing theory and simulation; and Inventory control models and scheduling.
Reference:
Prescribed Book:
Recommended Books:

FIN297 Macroeconomics

Contact: 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 economy stability.
Assessment: Assignments and class tests.
References: To be advised.

FIN315 Financial Institutions Law

Contact: Two hours per week for one semester.
Prerequisites: Banking and Lending Practice FIN260.
Syllabus: Legislation and laws covering different types of financial institutions (banks, building societies, credit unions, finance companies, merchant banks), the laws pertinent to the operations of negotiable instruments in the money market, the laws relating to international trade and transactions (letter of credit, collection of trade bills of exchange, on demand guarantees, foreign exchange and exchange control regulations, standby letters of credit, performance bonds).

Reference:

**FIN319 Corporate Law**

A second year degree subject with four hours of class contact per week for one semester.

**Prerequisite:** Business Law FIN111.

**Syllabus:** Historical background; the corporate entity, its formation and constitution, kinds of company, liability for wrongs; corporate finance, the prospectus, loan and share capital; management and control; minority protection; trading in securities.

**References:**
Details to be announced during the first class of the semester.

**FIN320 International Law**

**Contact:** Four hours per week for one semester.

**Prerequisites:** Contract Law FIN111.

**Syllabus:** The subject examines the law affecting a person engaged in international business either in Australia or from Australia. Areas treated are international trade conventions, tariffs and trade, exports, carriage of goods by sea and air, bill of lading and The Hague rules, payment and documentary credits, negotiable instruments, international commercial arbitration, the role of confirming houses and merchant banks, marine insurance, taxation and the protection of trade marks and patents.

**References:** To be advised.

**FIN333 International Banking and Finance**

**Contact:** Four hours per week for one semester.

**Syllabus:** The international monetary system, debt and country risk, the foreign exchange market, the trade weighted index, hedging, corporate use of the foreign exchange market, the Euromarkets, project financing, foreign banks, multinational banking, tax havens and offshore financial centres.

**Reference:**

**FIN340 Financial Modelling**

**Contact:** Two hours per week for one semester.

**Prerequisite:** Business Statistics and Forecasting FIN217.

**Syllabus:** The purpose of the subject is to develop an appreciation of and competence in using modelling pack-ages to solve problems of particular concern to the banking and finance community. Topics include logging on to the Prime System, files and structure of “model”, modelling methodology, and case studies in capital budgeting/project financing, cost of money, lease or make versus buy, ratio analysis, risk analysis, forecasting sub-routines and optimisation (portfolio mixes).

**References:**

**Journal articles — various.**

**FIN350 Comparative Labour Studies**

**Contact:** Four hours per week for one semester.

**Prerequisites:** Labour Relations ADM334 or Politics of Industrial Relations POL262.

**Syllabus:** In this elective unit students will study the industrial relations systems of selected countries within a specified industrial relations framework. The dominant characteristics of those systems will be identified and the factors which have influenced the emergence of these systems will be explored and their significance evaluated. Comparisons will be made with the industrial relations systems studied with a view to understanding the reasons for the differences which emerge.

**References:** To be advised.

**FIN361 Law in Labour Relations**

**Contact:** Four hours per week for one semester.

**Prerequisites:** FIN111.

**Aim:** The aim of this subject is to provide students with a sound knowledge of the legal background to relationships between labour and management.

**Syllabus:** The contract of employment and the common law; the effect of Federal and State awards on the contract of employment; industrial injuries; discrimination; unemployment benefits and retraining.

**References:** To be advised.

**FIN363 Investments and Portfolio Management**

**Contact:** Four hours per week for one semester.

**Prerequisites:** 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.

**FIN370 Labour Economics**

**Contact:** Four hours per week for one semester.

**Prerequisites:** Successful completion of Macroeconomics FIN171 and Microeconomics FIN271.

**Syllabus:** A study of the Australian labour market with a view to identifying the factors which influence the supply of and the demand for labour in that market. An examination of the system of wage determination will be undertaken to ascertain what contributes to wage differentials and labour market issues such as institutional
rigidities and technological change will be considered. References: To be advised.

FIN371 Economic Policy Towards the Firm

Contact: Four hours per week for one semester. 
Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271. 
Syllabus: An overview of government agencies which affect operations of the firm. A study of three to four current economic issues such as: mineral resources policy, prices and incomes policy, government credit management policy; the degree of protection in Australia and its effects on resource allocation; urban problems and policies toward decentralisation. References: To be advised.

FIN380 Economics and Finance

Contact: Four hours per week for one semester. 
Prerequisites: Nil. 
Subject Content: Basic economic concepts, micro-economic principles, the macro-economy, corporate financial objectives and financial policy, risk and return concepts, yields, financial planning and strategy, working capital management, project evaluation, short and long-term financing.

FIN393 Taxation Law

Contact: Four hours class contact per week for one semester. 
Prerequisites: Corporate Law FIN319 or Company Law FIN219 and Accounting — Company ACC245. 
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.

FIN395 Tax Planning

Contact: 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. 
Prerequisites: Taxation Law FIN393. 
Syllabus: Tax planning with particular reference to legal decisions affecting trusts, partnerships, companies, tax avoidance, residence, source, objectives and appeals. References: To be advised.

FIN418 Marketing Law

Contact: Four hours class contact per week. 
Prerequisites: Contract Law FIN111. 
Syllabus: The regulation of marketing mix elements; the product itself, pricing, packaging, advertising, sales, distribution and after sales service. The regulation of competition. References: To be advised.

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FIN613 Advanced Company Law

Contact: Three hours per week for one semester. 
Prerequisites: 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: To be advised.

FIN615 Competition and Consumer Law

Contact: Three hours of class work each week for one semester. 
Prerequisites: Nil. 
Syllabus: In depth study of trade practices including cartelisation and its various forms — price fixing; exclusive dealing; contracts in restraint of trade. Monopolisation and its various forms — price discrimination, mergers, R.P.M. Consumer protection on a federal and state level and credit law affecting merchandising. References: Trade Practices Act (Federal). Other acts and references to be advised.

FIN617 Corporate Secretarial Practice

Contact: Three hours per week for one semester. 
Prerequisites: Nil. 
Syllabus: The course comprises two segments: The Administrative Function in Business and Government: Management fundamentals; investigations, planning co-ordination, control, communication, forecasting, budgeting, committees; departmental organisation; record maintenance, security; system analysis and design; documents and form design; office equipment and layout; management responsibility and EDP; credit management; insurance; business names, patents, trade marks, copyright; export and import procedures; the law and procedure of meetings. References: To be advised. 
The Law and Procedure of Meetings: Private and public meetings; conduct, notice, quorum, agenda; rules of debate; notions, amendments, addendums, proxies; defamation; terms; minutes; company meetings — directors, members, creditors; Stock Exchange requirements as to meetings of listed companies. References: To be advised.

FIN626 Capital Markets and Funding Decisions

Contact: Three hours per week for one semester. 
Prerequisites: Nil. 
Syllabus: Structure and operations of the Australian financial system; financial industry regulations and prudential controls; interest rate determination; sources of finance and borrowing/lending criteria. References: To be advised.
FIN627 Funds Management for Financial Institutions
Contact: Three hours per week for one semester.
Prerequisites: ACC625 or FIN638, and FIN626.
Syllabus: Risk-return evaluation; management of interest rate and liquidity risks; interest rate futures and swaps; capital adequacy and prudential management; pricing decisions.
References: To be advised.

FIN635 Portfolio Management and Theory
Contact: Three hours per week for one semester.
Prerequisites: FIN627 and ADM628.
Syllabus: Capital markets behaviour; valuation theory; portfolio analysis; asset pricing models; portfolio management and performance measurement; options; futures; fixed interest investments.
References: To be advised.

FIN636 International Finance
Contact: Three hours per week for one semester.
Prerequisites: FIN627 and ADM628.
Syllabus: Overview of the international financial system; exchange rate determination and forecasting; offshore financial centres; international borrowing/lending criteria; multinational financial management; countertrade practices.
References: To be advised.

FIN637 International Banking
Contact: Three hours per week for one semester.
Prerequisites: FIN635 and FIN636.
Syllabus: International banking operations; global asset-liability management; swaps and arbitrage operations; foreign currency operations; country risk analysis; evaluation of international financial controls and regulations.
References: To be advised.

FIN638 Banking Law and Practice
Contact: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Legal background of the Australian financial system; banker-customer relationship; negotiable instruments; legal aspects of international trade; securities law; lending on the security of proceeds.
References: To be advised.

FIN681 Quantitative Analysis in Marketing
Contact: Three hours per week for one semester.
Prerequisites: 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.

FIN691 Tax Planning
Contact: Three hours 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 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; the use of superannuation and other fringe benefits for employees; tax planning for senior executives; statutory attempts to avoid avoidance.
References: The relevant statutes. Others to be advised.

FIN693 Estate Planning
Aim: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Establishing estate planning objectives; the relationship between estate planning and tax savings; the use of gifts — outright, with tags, gift duty, State and Federal; what property is subject to probate and estate duties — actual estate, notional estate, stamp duty; what vehicles can be used — partnership, co-ownership, companies, trusts — discretionary or otherwise.
References: To be advised.

FIN711 Legal Implications of Business Technology
Aim: Students will be able to identify the legal problems involved with business technology systems.
Prerequisites: Nil.
Current journal articles.

FIN721 Industrial Relations Implications of Business Technology
Aim: This unit will enable students to understand the Australian Industrial relations environment relevant to business technology and to appreciate some of the industrial relations problems likely to arise in the field of business technology and be aware of ways of handling those problems.
Prerequisites: Nil.
Syllabus: The Industrial Relations Environment. What is industrial relations? The parties to industrial relations in Australia generally and in business technology in particular. Industrial relations processes in Australia (i.e. procedures for rulemaking and dispute settlements); levels at which such processes operate now and in the future. The problems due to the growth and development of business technology likely to affect the industrial relations environment. Conflict — its causes, manifestations, measurements, symptoms. Coping with the Industrial Relations environment in the field of business technology. The process of conflict and its resolution. Possible approaches to solving industrial relations problems.

References:
Books, periodicals and reports including:
Australian Bulletin of Labour
Journal of Industrial Relations
Work and People
Myer Report, Technological Changes in Australia.

FIN722 Business Technology in Banking and Finance

Aims: To demonstrate the uses of quantitative techniques in the management function in banking and finance, and to assess the implications of business technology for financial institutions management.

Prerequisites: Nil.

Syllabus: Optimisation techniques: balance sheet planning, capital planning, investment portfolio, Simulation/Sensitivity analysis: interest margins management, asset/liability management, portfolio strategies. Other Quantitative Techniques: loan evaluations (credit scoring models), financial distress prediction, pricing. Use of technology for corporate services (e.g. Banklink).

References:

Other texts to be advised.

MKT112 Marketing Theory and Practice

Contact: Four hours per week comprising two hours of lectures and a two hours of tutorial time.

Prerequisites: Nil.

Syllabus: The history of marketing and the development of the marketing concept; the analysis of marketing situations into organisation, market, competition, resources supply, regulation, pressure group and economics components; marketing strategy and public relations; tactical marketing including the product, pricing, packaging, advertising, direct mail, exhibition, sales literature, merchandising, sales promotion, selling, distribution and after sales service; organising and controlling marketing.

References:

MKT113 Quantitative Methods in Marketing

Contact: Four hours per week for one semester.

Prerequisite: Business Statistics MAT161.


References:
Students will be required to have the use of a suitable calculator.

MKT195 Marketing Fundamentals

Contact: 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.

MKT211 Buyer Behaviour

Contact: Four hours per week for one semester.

Prerequisite: Marketing Theory and Practice MKT112.

Syllabus: Introduction to consumer behaviour, the individual, personality, attitudes, attitudes change, culture, social influences, family influences, diffusion and adoption, decision processes, market segmentation, consumerism.

References:

MKT212 Marketing Research

Contact: Four hours per week for one semester.

Prerequisites: Four hours per week for one semester.

Syllabus: Quantitative Methods in Marketing MKT113.

Syllabus: Introduction, importance to marketing, decision process, problem identification, planning and overseeing a research project, sources of information, questionnaire design, sampling, research reporting, advertising research, observation techniques, group interviews, depth interviews, managing marketing research.

References: To be advised.
MKT213  Marketing Models
Contact: Four hours per week for one semester.
Prerequisites: Data Processing EDP172 and Quantitative Methods of Marketing MKT113.
Syllabus: Creating models for decision making in marketing, information needs of decision makers, data base utilisation, solving non-routine and financial marketing problems with software packages.

MKT250  Retail Management Principles
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: An overview of retailing from a management perspective. The development of retailing; the Australian retail industry and its environment; merchandising planning, control and distribution; pricing merchandising; selling and sales promotion; store location, layout and presentation.

MKT252  Basic Japanese
Contact: Full year subject.
Prerequisites: Nil.
Syllabus: Special teaching arrangements may be made for marketing students interested in undertaking this subject. Inquiries should be directed to the Course Leader.
References: To be advised.

MKT292  Marketing
A course for Graphic Design degree and diploma students of two hours per week for two semesters.
Prerequisites: A pass in first year Graphic Design studies.
Syllabus: Students will have the opportunity of gaining an insight into the nature of marketing and the practice of marketing management. In the first semester a framework for market planning will be developed which will include the role of market research, the marketing concept, marketing mix and customer motivation. During the second semester the role of promotion will be emphasised.

MKT300/301  Marketing Reading Units
A course of private study equivalent to four hours per week of contact for one semester.
Prerequisites: Nil.
Syllabus: Students opting for this subject need to find a subject in marketing which they want to study on their own with the assistance of a member of the marketing staff. Normally students will prepare a program of library research which they will clear with their supervisor. This program will then be executed and written up in the form of a minor thesis.
Assessment: Minor thesis and viva voce examination.

MKT312  Marketing Management
Contact: Four hours of class work for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The development of corporate marketing strategies; marketing planning procedure and administration; evaluation and control in marketing planning; Australian case studies in corporate marketing planning and strategy. Concepts of product management, designing a product strategy; monitoring existing products; developing new products.
CRAWFORD, C.M., New Products.

MKT313  Strategic Marketing
Contact: Four hours class work for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The development of appropriate market strategies and plans for a range of products, through the use of cases. This course builds on the theories explored in MKT112 and sharpens the students ability to analyse, evaluate and implement successful changes in the marketing mix. A theoretical grounding in sales management, marketing research, buyer behaviour and promotion will be helpful to the student undertaking this unit.
References: To be advised.

MKT342  Advanced Marketing Research
Contact: Four hours class work per week for one semester.
Prerequisites: Marketing Research MKT212 and Buyer Behaviour MKT211.
Syllabus: This course takes the prerequisite subject MKT212 on to an advanced level. The emphasis is on the logic of analysis and techniques associated with data analysis and marketing information systems. The course also covers the development of market specific models oriented towards forecasting.
References: To be advised.
**Syllabus:** This subject focuses on the marketing communication mix of marketing strategy based on a marketing management perspective. It reviews the role of advertising, 'sales' promotion, publicity and the interface with personal selling.

**Assessment:** Combination case study and examination.

**Reference:** RAY, M.L., Advertising and Communication Management, Prentice-Hall.

**MKT347 Sales Strategy**

**Contact:** Four hours class contact per week for one semester.

**Prerequisites:** Marketing Theory and Practice MKT112.

**Syllabus:** The role of selling and sales management in marketing today; the sales management process and determination of the field force effort; principles of territory and account management; development of call and sales strategies; communication and selling principles; practical application and development of personal communication skills.

**References:** To be advised.

**MKT348 Distribution**

**Contact:** Four hours class contact per week for one semester.

**Prerequisite:** Business Statistics MAT161 and Quantitative Methods in Marketing MKT113.

**Syllabus:** The course covers the essentials of business logistics. Physical distribution and supply as a major management function. The elements of a business logistics system. The role of purchasing and supply management. Transportation and the concept of door to door freight forwarding. How physical distribution and supply relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.

**Assessment:** Continuous throughout the semester based on class participation, assignments, and final examination.


**MKT350 Retail Buying and Merchandising**

**Contact:** Four hours class work per week for one semester.

**Prerequisite:** Retail Management Principles MKT250.

**Syllabus:** Merchandise planning and budgeting, including concepts of merchandise classification, stock replenishment, and retail inventory control; pricing and repricing; sourcing; selection and negotiation; sales management and sales force scheduling and productivity analysis; profit performance and information needs.


**MKT352 Basic Japanese**

**Contact:** Full year subject.

**Prerequisites:** Nil.

**Syllabus:** Special teaching arrangements may be made for marketing students interested in undertaking this subject. Inquiries should be directed to the Course Leader.

**References:** To be advised.

**MKT353 Multinational Marketing**

**Contact:** Four hours class contact for one semester.

**Prerequisites:** Marketing Theory and Practice MKT112.

**Syllabus:** Scope of multinational marketing, multinational environment, managing foreign markets, product policy in foreign markets, promotion in a foreign market, distribution and pricing, export procedures, finance and control of foreign marketing.

**Assessment:** Students are required to make detailed seminar presentations on a specific topic and prepare a major report on an aspect of multinational marketing. A semester test is also required.


**MKT360/361 Retail Internship**

**MKT360**

An attachment to a retail organisation on three days per week in the semester.

**Prerequisites:** Retail Management Principles MKT250, Retail Buying and Merchandising MKT350 (the latter may be taken in the same semester).

**Syllabus:** The aim of the internship is to provide students with in-company, practical experience. They will be required to undertake a range of tasks, carry responsibilities, and submit reports related to both retail buying and selling. Assessment based on projects completed and satisfactory performance.

**Assessment:** The PQ grading will apply.

**MKT361**

**MKT362 Advertising Management**

**Contact:** Four hours per week for one semester.

**Prerequisite:** Marketing Communication MKT346.

**Syllabus:** Students will obtain an understanding and appreciation of the role of advertising management and an appreciation of how an advertising agency works.


**MKT363 Marketing Internship**

**Contact:** Four hours per week for one semester (equivalent).

**Prerequisite:** A marketing elective.

**Syllabus:** The objective of an internship is to give students first hand experience in working in business in the marketing speciality in which they expect to be employed on graduation and to integrate theory with practice. Separate internship programs are drawn up for each student.

**References:** To be advised.
MKT364 Sales Management
Contact: Four hours per week for one semester.
Prerequisites: Sales Strategy MKT347.
Syllabus: Sales planning; sales force organisation; sales person selection, training supervision and compensation; sales operation analysis and control.
References: To be advised.

MKT365 Manufacturing Processes
Prerequisites: Distribution MKT346.
Syllabus: The nature of manufacturing processes, including production methods, resource requirements and quality control. The interrelationship between manufacturing and marketing including production planning and scheduling.

MKT366 Retail Project
Contact: One semester.
Prerequisites: MKT290.
Syllabus: Students undertake a project on an individual basis which requires an in-depth analysis, interpretation and formal presentation of a retail issue or problem.
References: To be advised.

MKT367 Retail Cases
Contact: One semester of four hours per week.
Prerequisites:
Syllabus: Framework for approaching retail management problems through case studies: break even analysis; marketing research, influence of consumer purchasing patterns, competition and the environment; formulation of merchandise, promotion, presentation, pricing, location and distribution strategies.
References: To be advised.

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

MKT393 Principles of Marketing
Contact: 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.


MKT411 Marketing Planning and Control
Contact: Two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The marketing planning function and types of marketing plans; the development of corporate goals and corporate marketing strategies to meet those goals; marketing planning procedures and the integration of marketing plans into corporate plans; the administration of planning; evaluation and control in marketing planning, analysis and compilation of marketing plans in practice.
References: To be advised.

MKT412 Marketing Research Techniques
Contact: Two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing Theory and Practice MKT112 and Business Statistics MAT161.
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.

MKT413 Case Studies in Marketing
Contact: Two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing Research Techniques MKT412 and Accounting Principles ACC297.
Syllabus: Framework for approaching marketing problems through case studies: break-even analysis, marketing research, demand concepts, influence of the consumer, product policy, pricing policy, advertising, sales management and competition. Seminars in effective communication.
References: To be advised.

MKT414 Buyer Behaviour
Contact: Four hours per week for one semester.
Prerequisites: Marketing Theory and Practice, MKT112.

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References:

MKT431 Retail Project
To qualify for the award of Associate Diploma in Retail Management a major project must be submitted. The project will be undertaken over a period of two semesters to provide students with an opportunity to integrate their studies, to advance the knowledge of retail management theory and practice, and to provide tangible evidence of the student’s capabilities as a result of undertaking this award. Students will select a topic in conjunction with the Subject Leader. It will require the development of a hypothesis or the identification of a problem, research of the subject, collection and analysis of data, and formulation of conclusions and recommendations for formal presentation. The topic may be either a major problem faced by the retail organisation employing the student with employer’s co-operation or a macro retail management issue.
Assessment: The PQ grading will apply.

MKT432 Practical Application
This subject is designed to enable students to develop further skills in the practical application of retail management concepts. It exposes students to additional techniques and requires them to apply these in their retail environment. It necessitates feedback on the practical application of the other units in the course.
Assessment: The PQ grading will apply.

MKT443 Product Management
Contact: Two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The product planning function and organisational structures for product management, including analysis of the product manager’s role; the nature, importance and development of product policies; monitoring, reviewing, revitalising and deleting existing products; developing new products from idea generation to test marketing and commercialisation; control of new product, analysis through the use of case studies and simulated management games.
References: To be advised.

MKT447 Personal Selling Strategy
Contact: Four hours per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.

MKT448 Distribution Management
Contact: Four hours per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The role of distribution in marketing, Australian transport system, Inventory analysis, distribution centres and distribution system design.

MKT453 International Marketing
Contact: Four hours class contact for one semester.
Prerequisite: Marketing Theory and Practice MKT112 and Marketing and Planning and Control MKT411.
Text: CATEORA, P.R., International Marketing, (5th edn.), Irwin, 1982.

MKT462 Advertising Management
An elective subject for the Associate Diploma in Marketing.
Contact: Four hours per week for one semester.
Prerequisite: Promotional Planning MKT446.
Syllabus: Students will develop the creative and media processes of advertising, building on the work conducted in Promotional Planning (MKT446).

MKT464 Sales Management
Contact: Four hours per week for one semester.
Prerequisite: Personal Selling Strategy MKT447.
Syllabus: Planning for sales management, organisation of the field force, performance measurement, selection
recruitment and training, supervision, compensation control and evaluation of sales staff.

References: To be advised.

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

MKT446  Promotional Planning
Contact: Four hours per week for one semester.
Prerequisites: Marketing Theory and Practice MKT112.
Syllabus: The process of controlling the promotional element of the marketing mix. The course focuses on a marketing/product management perspective of initiating and controlling the process of marketing communication, including the use of advertising, sales promotion, publicity and the interface with personal selling.
Reference:

MKT471  Retail Merchandise Management
Contact: Four hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The role of the retail buyer, strategic merchandising, the development, ranging, budgeting, and selection of merchandise, inventory control and ordering, negotiation, and merchandising arithmetic, channel relationships, interface with suppliers, information flow.
References:
SHUCH, M., Retail Buying and Merchandising, Little, Brown, 1981.
BOHLINGER, M.S., Merchandise Buying, W. C. Brown, 1983.

MKT601  Marketing and Procurement
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Assignment: Written tests and assignment work.
References:

MKT611  Buyer Behaviour
Contact: Three hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: Essential concepts in psychology and sociology relevant to consumer behaviour; essential frameworks, models and concepts; fundamental processes of motivation, perception and learning in individual behaviour; nature and influence of individual predispositions, including personality characteristics, attitude formation and change; the social influences of culture, class, reference groups and family; consumer decision processes; diffusions culture, class reference groups and family; consumer decision processes; diffusions of innovations and fads; aspects of industrial buying.
References: To be advised.

MKT612  Marketing Research
Contact: 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.

MKT616  Marketing Theory and Practice
Contact: 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.
Reference:

MKT626  Marketing Communication Strategies
Contact: 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.

BU47
MKT627  Product Management

Contact: Two hours of lectures per week for one semester.
Prerequisite: Marketing Theory and Practice MKT610.
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:

MKT628  Sales Management

Contact: Two hours of lectures and one hour of tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT612.
Syllabus: The nature, role and scope of sales management; the sales organisation; the selection, recruitment, training and development of salesmen; the motivation, compensation and evaluation of salesmen; the sales process; sales forecasting and estimating market potential; sales budgeting and profitability; planning sales territories; determining sales quotas and the optimum allocation of sales effort and resources.
References:

MKT629  Marketing Research Practice

Contact: Three workshop hours per week for one semester.
Prerequisite: Marketing Research MKT612.
References: To be advised.

MKT631  Analysis in Marketing

Contact: 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.

MKT632  Behavioural Applications in Marketing Research

Contact: Three hours per week for one semester.
Prerequisites: Marketing Research and Forecasting MKT612.
Syllabus: This course provides an advanced understanding of behavioural and attitudinal techniques and their application. Qualitative research techniques. Large group testing. Attitudes and Opinion Measurement Projective techniques. Image measurement. Advertising research. Consumer panels.
References: To be advised.

MKT633  Advanced Marketing Research

Contact: Three hours per week for one semester.
Prerequisite: MKT612.
Syllabus: The nature and role of Marketing research, advanced research design issues, information collection, advanced data analysis techniques, presenting results and their relationship with marketing recommendations, ethical issues in marketing research applications.
References: Various texts and journals will be recommended in classes.

MKT634  Marketing in Foreign Environment

Contact: 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.

MKT635  Special Assignment

To qualify for the award of Graduate Diploma in Marketing, each student is required to submit a major assignment on a subject relating to either a macro or micro marketing issue. This major assignment provides the student with the opportunity to advance marketing knowledge, especially with regard to Australian practices in marketing management. Furthermore, this subject is the culmination of studies in Marketing at the Graduate Diploma level and provides tangible evidence of the knowledge and ability gained by the student.
Assessment: The PQ grading will apply.

MKT636  Marketing Decision Systems

Contact: A course of three hours per week, for one semester.
Prerequisites: MKT616.
Syllabus: Review of marketing decision making concepts, modelling marketing phenomena, the concept of a marketing decision support system, the impact of current and future technological development and marketing.

References:

ZBM501 Accounting
Contact: Three hours per week.

ZBM505 Finance
Contact: Three hours per week.

BU49

MKT681 Digital Communications Marketing

Contact: Two hours per week for one semester.

Prerequisites: Nil.

Syllabus:
1. The analysis of marketing problems: finding out about customers, competitors, resources supplies, regulations, pressure groups, the economy, organisational constraints and opportunities.
2. Solving marketing problems: the use of product/market policy and tactical tools, particularly pricing, advertising, direct mail, sales literature, exhibitions, personal selling, distribution and after sales service.

References:

MKT691 Marketing Principles and Practice

Contact: 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:

MKT721 Business Technology in Retailing

Prerequisite: First year of course.

Syllabus: Introduction: The Retailing Industry, structure and trends, the development and impact of technology on retailing. The Computer in Retailing Today: point of sale and other systems and their applications.

References: To be advised.

ZBM502 Organisational Dynamics

Contact: Three hours per week.

Prerequisites:

Syllabus: A marketing function is part of an organisation which comprises people and other categories of resources. The control, allocation, and behaviour of people resources varies over time and in different circumstances and influences marketing performance and decision making. An understanding of the factors influencing behaviour within a contingency framework is a natural concern for marketing directors.

References: To be advised.

ZBM503 Decision Support Systems

Contact: Three hours per week.

Prerequisites:

Syllabus: The analysis of quantitative information, both ‘soft’ and ‘hard’ is central to successful marketing management. While few marketing directors will need to conduct their own analysis first hand, they need to know what can be achieved by others within the marketing function. They also need to know how to deal with the marketing function as a decision making sub-system and how to evaluate developments in the application of technology to business, and where appropriate, apply these to their own organisation decision needs and influences.

References: To be advised.

ZBM504 Economic Analysis and Public Policy

Contact: Three hours per week.

Prerequisites:

Syllabus: While economic phenomena are generally beyond the control of marketing directors, their impact on business conditions must be understood and as far as possible, anticipated. The political and regulatory environment is similarly crucial for the development of marketing plans.

This subject reviews international developments and their domestic impact. To begin with, the external origins of domestic determinants and political pressures are analysed. Responses and reactions by Australian economic and political agencies are then reviewed in the context of decision-making in today’s environment and the society of tomorrow.

References: To be advised.

ZBM505 Finance

Contact: Three hours per week.
Prerequisites:

Syllabus: Although a marketing director is not a financial director, financial matters do affect marketing decisions and marketing decisions affect financial matters. In many respects marketing directors are the main point of contact between the marketing function and the financial side of the enterprise. Therefore while marketing directors need some knowledge of finance they do not require the full skills and knowledge level of a financial director. However they do need to understand the financial limitations of their own organisation, of their customers and of competitors. While they do not need to know the technicalities they should be able to ask for and understand analyses and assessments of the financial limitations of any organisation.

References: To be advised.

ZBM506 Legal Analysis

Contact: Three hours per week.
Prerequisites:

Syllabus: Marketing has become one of the most heavily regulated sectors of business and yet many managers operating within a marketing function have a sketchy knowledge of the consequences of legal action or a competitor resulting from improper marketing action. As the director responsible for marketing operations, a marketing director carries heavy legal responsibilities.

References: To be advised.

ZBM507 Marketing Analysis

Contact: Three hours per week.
Prerequisites:

Syllabus: Analysis for marketing decisions, either on the small scale such as deciding what price to charge a customer for a product or on the large scale such as deciding product policy, is a basic ingredient for effective marketing decision making. A marketing director has to direct the analytical activities of the marketing function. Such a person therefore needs an appreciation of what methods are appropriate, and what costs and other limitations place restrictions on their use.

References: To be advised.

ZBM508 Marketing Strategy and Tactics

Contact: Three hours per week.
Prerequisites:

Syllabus: Marketing analysis is only one input into marketing decision making. While marketing directors may not be directly involved in the mechanics of analysis they will be involved in the mechanics of decision making, particularly high level decisions such as marketing strategy and general tactics.

This unit reviews all of the director-level marketing decisions. It then reviews the influences on these decisions which are covered in the other seven Part I units and builds a comprehensive model of decision making at the marketing director level.

References: To be advised.

ZBM511 Marketing Decision Making

Contact: Six hours per week.
Prerequisites:

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

References: To be advised.

ZBM512 Marketing Planning

Contact: Six hours per week.
Prerequisites:

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

References: To be advised.

ZBM513 Marketing Implementation

Contact: Six hours per week.
Prerequisites:

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

References: To be advised.

ZBM514 Marketing Monitoring and Modification

Contact: Six hours per week.
Prerequisites:

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

References: To be advised.
School of Education

Undergraduate Courses:
- Diploma of Teaching (Early Childhood) (F)  
- Diploma of Teaching (Primary) (F)  
- Bachelor of Education (Fourth Year) (F)  

Graduate Courses:
- Graduate Diploma in Art Education (F)  
- Graduate Diploma in Outdoor Studies (F)  
- Master of Education (F)  

Subject Synopses

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.

Important Notice for all Intending Students:

The School of Education advises all intending applicants for courses that the Diploma of Teaching (Early Childhood) and the Diploma of Teaching (Primary) are the only pre-service training courses it offers.

Either provides the holder with a sufficient qualification for registration as a primary teacher with the Victorian Education Department.

Those wishing to take other School of Education courses with a view to using the qualifications to gain full registration should apply for registration with the appropriate Teachers Registration Board before undertaking the course.
SCHOOL OF EDUCATION

Dean
H. Janice Williamson
BA, BEd(Melb), MEd
Admin(Hons)(UNE), TPTC

Secretary to the Dean
Audrey Tan

Administrative Officer
Michael Owens

Principal Lecturers
Trevor Jones
BMus, TPTC
Brian A. Parton
DipPhysEd(Qld), MSc, EdD(Oregon)

Senior Lecturers
Raymond McD. Anderson
BCom, BEd(Melb), MEd(Monash),
PhD(Stanford), TPTC
Robert Bilsborough
BMus(Melb), BEd(Monash), TPTC, Dalcroze Lic
Leon F. Costermans
MSc(Melb), TPTC
George L. Hughes
BSc, DipEd(Melb), MS, MSED(USC), TPTC, MACS
A. Dale Ingamells
BSc(Hons)(Monash), DipAgSc(Dookie), TPTC
Elizabeth J. Mellor
BA, AdvDipEd, DipSecEd(Adelaide),
MEd(Hons)(Waikato)
James N. Ogden
BMusEd(Melb), MMusEd(Kansas), TPTC
Phillip Perry
MEd, PTC(BrCol), CertArt(RMIT),
PhD(Washington), TPTC
Richard J. Trembath
BSc(Melb), MEd(Monash), PhD(Texas)
Ian S. Walker
BA, MEd(Monash), TPTC
Ronald T. White
BA, MEd(Monash), TPTC

Lecturers
E. Bernard Daly
BPE, MSc(Dalhousie), DipPhysEd(Melb)
DipEd(Monash)
Sheila Devapragasam
MA(Madras), MA(Oxford), DipEd(Monash),
MAPsS
Joseph Dora
BA, MEd(Monash), TPTC
David F. M. Gamble
MA(Dublin), BEd(Monash), TSTC
Robert Greaves
DipArt(RMIT), TACTC, TPTC
John R. Griffiths
BA, BEd(Melb), MA(Monash), TPTC
Margaret A. Guest
BA, BEd(Monash), TPTC
Robert R. Marshall
BA, BEd(Monash), DipPhysEd(Melb), TPTC
David Mellor
ARMIT, PTC(Alberta)
Charles Meyer
MA(Monash), DipEd(Melb),
GradDipESL(Wollongong)

Brian J. Murphy
BA, BEd(Monash), TPTC
Peter R. Robertson
BA(Monash), DipPhysEd(Melb), TPTC
Anthony C. Townsend
BA(Hons), MEd(Monash), TPTC, TACTC(Prim)
Richard L. Whyte
BA(Melb), BEd(Monash), TPTC

Support Staff
Marie Bunyan
Sharon Fotheringham
Helen Skinner
Jo Stewart
Allison Shaw

Technical Staff
Janice E. Drake
D. Rae Meredith
DipT(Primary)
Bruce Morton
BE(Monash), SMIREE, MIE(Aust)
Robert Pignolet
AsstCameraOpCerti(AFTS)
UNDERGRADUATE COURSES

Diploma of Teaching
(Early Childhood)

Course Code: DC
Course Co-ordinator: Elizabeth Mellor

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

The Course

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

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

*Applicants should contact the School of Education Administrative Officer, (03) 784 4211, for the closing dates for applications.

Admission Requirements

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

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

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

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

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

Exemptions

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

Deferments

No deferments are allowed.

Leave of Absence

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

Course Structure

<table>
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<tr>
<th>Year 1</th>
<th>EDN191</th>
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General Studies

General Studies (Sub-Major)

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<th>Foundation Studies</th>
<th>Studies in Curriculum</th>
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ED3
Subject Codes and Names


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<th>Hrs/Week</th>
<th>EDN191 Early Childhood Practicum 1 *</th>
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<td>EDN293 Studies in Early Childhood Education 2 2</td>
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<td>EDN393 Studies in Early Childhood Education 3 2</td>
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<td>EDN194 Curriculum Studies in Creative Arts (Early Childhood) 3</td>
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<td>EDN294 Curriculum Studies in Creative Arts (Primary) 3</td>
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<td>EDN195 Early Childhood Language Across the Curriculum 1 3</td>
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<td>EDN397 Curriculum Studies in Environmental Science (Early Childhood) 3</td>
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<td>EDN398 Curriculum Studies in Environmental Science (Primary) 3</td>
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<td></td>
<td>EDN399 Historical and Sociological Foundations of Education 3</td>
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*Not calculated on a weekly basis.

General Studies

For Year 1 students in 1986 only

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

Liberal Studies — Arts
EDN166 — Studio Arts — Ceramic Studies 1
EDN167 — Studio Arts — Ceramic Studies 2
ED4

or
EDN168 — Studio Arts — Fabric Studies 1
EDN169 — Studio Arts — Fabric Studies 2

or
EDN170 — Studio Arts — Painting Studies 1
EDN171 — Studio Arts — Painting Studies 2

or
EDN157 — Language Studies — German 1
EDN158 — Language Studies — German 2

or
LIT101 — Literature — The Nineteenth Century
LIT102 — Literature — The Twentieth Century

or
EDN161 — Music Studies 1A or 1B
EDN162 — Music Studies 1B and 2A
EDN163 — Music Studies 2
(Special Note: Students who demonstrate a satisfactory music background by approved qualifications or at an audition/interview will enrol for EDN162 Music 1B in Semester 1. Other students will enrol in EDN161 Music 1A in Semester 1.)

Liberal Studies — Science
EDN151 — Sports Studies 1
EDN152 — Sports Studies 2

or
EDN153 — Recreation Studies 1
EDN154 — Recreation Studies 2

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

or
EDN175 — Environmental Science 1
EDN176 — Environmental Science 2

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

Diploma of Teaching (Primary)

Course Code: DP
Course Co-ordinator: Elizabeth Mellor

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

The Course
The first three years of this degree course lead to the award of the Diploma of Teaching (Primary) which is a sufficient qualification for registration as a Primary Teacher. To be awarded the Diploma of Teaching (Primary) candidates must satisfactorily complete the prescribed units within each of the study areas below.

(a) Studies in Teaching
This includes an on campus program as well as an off campus program of practice teaching in schools.
(b) Studies in Education.
(c) Studies in Curriculum.
(d) Studies in General Education.
Admission Requirements

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

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

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

Exemptions

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

Deferments

No deferments are allowed.

Leave of Absence

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
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Hrs/Week

Structure of the First Three Years of the Bachelor of Education Course: Diploma of Teaching (Primary)
EDN235 Language Across the Curriculum 4
EDN334 Language Across the Curriculum 5
EDN335 Language Across the Curriculum 6
EDN336 Language Across the Curriculum 7
EDN337 Language Across the Curriculum 8
EDN338 Language Across the Curriculum 9
EDN139 Mathematics Education 1
EDN140 Mathematics Education 2
EDN239 Mathematics Education 3
EDN240 Mathematics Education 4
EDN339 Mathematics Education 5
EDN340 Mathematics Education 6
EDN241 Music Education 1
EDN341 Music Education 2
EDN142 Physical Education 1
EDN242 Physical Education 2
EDN243 Science Education 1
EDN343 Science Education 2
EDN144 Social Science Education 1
EDN344 Social Science Education 2

Studies in General Education
EDN175 Environmental Science 1
EDN176 Environmental Science 2
EDN275 Environmental Science 3
EDN276 Environmental Science 4
EDN375 Environmental Science 5
EDN376 Environmental Science 6
EDN377 Environmental Science 7
EDN378 Environmental Science 8
EDN151 Sports Studies 1
EDN152 Sports Studies 2
EDN251 Sports Studies 3
EDN252 Sports Studies 4
EDN351 Sports Studies 5
EDN352 Sports Studies 6
EDN153 Recreation Studies 1
EDN154 Recreation Studies 2
EDN253 Recreation Studies 3
EDN254 Recreation Studies 4
EDN353 Recreation Studies 5
EDN354 Recreation Studies 6
LIT101 Literature — The Nineteenth Century
LIT102 Literature — The Twentieth Century
LIT203 Literature — The Dramatist as Social Critic
LIT204 Literature — War and Literature
LIT305 Literature — Children’s Literature
LIT306 Literature — The Comic Spirit
LIT307 Literature — From Renaissance to Regency
LIT308 Literature — Word and Image
EDN157 Language Studies — German 1
EDN158 Language Studies — German 2
EDN257 Language Studies — German 3
EDN258 Language Studies — German 4
EDN357* Language Studies — German 5
EDN358* Language Studies — German 6
MAT181 Mathematics and Computer Studies 1
MAT182 Mathematics and Computer Studies 2
MAT-381* Mathematics and Computer Studies 5
MAT-382* Mathematics and Computer Studies 6
EDN161 Music Studies 1A
EDN162 Music Studies 1B
EDN163 Music Studies 2
EDN261 Music Studies 3
EDN262 Music Studies 4
EDN361 Music Studies 5
EDN362 Music Studies 6
EDN166 Studio Arts — Ceramics 1
EDN167 Studio Arts — Ceramics 2
EDN266* Studio Arts — Ceramics 3
EDN267* Studio Arts — Ceramics 4
EDN366 Studio Arts — Ceramics 5
EDN367 Studio Arts — Ceramics 6
EDN168 Studio Arts — Fabric Studies 1
EDN169 Studio Arts — Fabric Studies 2
EDN268 Studio Arts — Fabric Studies 3
EDN269 Studio Arts — Fabric Studies 4
EDN368 Studio Arts — Fabric Studies 5
EDN369 Studio Arts — Fabric Studies 6
EDN170 Studio Arts — Painting Studies 1
EDN171 Studio Arts — Painting Studies 2
EDN270 Studio Arts — Painting Studies 3
EDN271 Studio Arts — Painting Studies 4
EDN370* Studio Arts — Painting Studies 5
EDN371* Studio Arts — Painting Studies 6

Not all general studies subjects will necessarily be offered to every intake of students.
Subjects not offered in 1986

Bachelor of Education
Fourth Year of Study

Course Code: BT4
Course Co-ordinator: Ian Walker

This course, which takes a minimum of two years part-time study, will be conducted on the Frankston campus only.

Admission Requirements
Candidates should contact their employer regarding the suitability of this course for registration, promotion or other purposes.
Candidates must have:

either (a) Diploma of Teaching (Primary) or its equivalent registered with the ACAAЕ
or (b) Certificate A awarded by the Victorian Education Department or its equivalent awarded by the Catholic Education Commission.
or (c) equivalent to (a) or (b)
and (d) teaching or relevant field experience (usually of at least one year).

Deferments
No deferments are allowed.
Course Structure

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

Bachelor of Education (Fourth Year)

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EDN401</td>
<td>General Studies (Option)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Studies in Education or Studies in Curriculum (Option)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>EDN408</td>
<td>EDN409</td>
</tr>
</tbody>
</table>

Hours/Week 4 4

or equivalent

Subjects

Required Subjects
EDN401 Problems and Issues in Contemporary Education
EDN408 Field Studies in Education
EDN409 Project

Studies in Education
EDN402 Multicultural Education
EDN403 Issues in Multicultural Education
EDN404 Looking in Classrooms
EDN405 Critical Teaching Problems
EDN406 School Organisation and Management 1
EDN407 School Organisation and Management 2
EDN411 Assisting Children with Special Needs 1
EDN412 Assisting Children with Special Needs 2
EDN413 Advanced Studies in School and Community
EDN414 Case Studies in School and Community

Studies in Curriculum
EDN431 Advanced Curriculum Studies: Early Childhood Curriculum Issues and Design
EDN432 Advanced Curriculum Studies: Early Childhood Exceptionality
EDN433 Advanced Curriculum in Environmental Studies
EDN434 Advanced Curriculum in Art, Music and Movement
EDN435 Curriculum Evaluation and School Review
EDN436 Computers in Education 1
EDN437 Computers in Education 2
EDN438 Advanced Music Education

General Studies
EDN466 Computer Studies 1
EDN467 Computer Studies 2
CHE491 Advanced Studies in Environmental Studies 1
CHE492 Advanced Studies in Environmental Studies 2
EDN451 Sports Studies 7
EDN452 Sports Studies 8
EDN453 Recreation Studies 7
EDN454 Recreation Studies 8
EDN457 Language Studies: German 7
EDN458 Language Studies: German 8
LIT401 Literature Studies A (Australian)
LIT402 Literature Studies B (American)
LIT403 Film Studies 1
LIT404 Film Studies 2
EDN461 Music in Contemporary Australian Society
EDN462 Studies in Community Music
EDN463 Music for Special Groups

Note: Students must complete an approved sequence in Studies in Education or Studies in Curriculum and complete an approved sequence in General Studies.
GRADUATE COURSES

Graduate Diploma in Art Education

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

This is a one year full-time course (also available part-time) which is conducted at the Frankston campus only.

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

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

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

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

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

Examples of such equivalents may be:
Any first degree with an art major plus a Diploma of Education.
Any Diploma of Art plus a Diploma of Education.

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

Course Structure
The course has been organised as follows:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Studies —</td>
<td></td>
</tr>
<tr>
<td>EDN601 Aesthetics and the Arts</td>
<td>2</td>
</tr>
<tr>
<td>EDN602 Field Experience</td>
<td>*</td>
</tr>
<tr>
<td>EDN603 Issues in Art Education</td>
<td>2</td>
</tr>
<tr>
<td>EDN604 Material Studies</td>
<td>2</td>
</tr>
<tr>
<td>EDN605 Program Development in Art Education</td>
<td>2</td>
</tr>
<tr>
<td>EDN606 Research Methods and Existing Research in Art Education</td>
<td>2</td>
</tr>
<tr>
<td>EDN607 Project</td>
<td>*</td>
</tr>
<tr>
<td>* Not calculated on a weekly basis.</td>
<td></td>
</tr>
</tbody>
</table>

General Studies
One major studio study and two minor studio studies must be completed.

Major Studio Studies
- EDN611 Ceramic Arts 4
- EDN612 Fibre Arts 4
- EDN613 Printmaking 4
- EDN614 Metal Crafts 4
- EDN615 Painting 4
- EDN616 Glass Studies 4

Minor Studio Studies
- EDN621 Ceramic Arts 2
- EDN622 Fibre Arts 2
- EDN623 Printmaking 2
- EDN624 Metal Crafts 2
- EDN625 Painting 2
- EDN626 Glass Studies 2

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

Graduate Diploma in Outdoor Studies

Course Code: GO1
Course Co-ordinator: Richard Trembath

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

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

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

Practical and theoretical studies are important aspects of classwork and students are required to complete at least 16 days approved fieldwork during the two years of the course. The field experience will involve the students in developing competence in a range of activities, and using these skills in leading school and community groups.

Final assessment consists of a five-day field leadership program.

It is expected that students will continue to be employed on a full- or part-time basis.

Admission Requirements
To gain entry to the course students must:
A. (i) have satisfactorily completed a course leading to the award of UG1 or UG2 degree or diploma.
or

(ii) hold the Education Department of Victoria's Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (i) above.

or

(iii) show evidence of other attainments or calibre appropriate to the course.

and

B. have studies judged appropriate to the course by the School of Education, e.g. environmental sciences, geography, physical education, recreation, agriculture, teaching (primary, secondary, technical).

Course Structure

Semester 1

EDN671 (25), EDN672 (39), EDN675 (13), EDN677 (20)

Semester 2

EDN673 (39), EDN675 (13), EDN677 (20)

Semester 3

EDN674 (39), EDN675 (13), EDN676 (13), EDN677 (20)

Semester 4

EDN674 (39), EDN675 (13), EDN676 (13), EDN677 (20), EDN678 (25)

*Numbers in brackets are total hours per semester.

Subjects

EDN671 Orientation Program
EDN672 Foundation Studies A
EDN673 Foundation Studies B
EDN674 Integrated Field Studies
EDN675 Service Studies
EDN676 Specialist Study in an Outdoor Pursuit
EDN677 Field Experience as a Learner and a Leader
EDN678 Final Leadership Assessment Program

Students will be required to complete all eight units. Selections within Foundation Studies B (GOS403), to be taken during the second semester, will be based on an assessment of the needs of each individual student.

Master of Education

Course Code: MD1

The School of Education offers a Master of Education program by research thesis.

Inquiries should be directed in the first instance to Mr Ian Walker.

Areas for Master's research within this School include:

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

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

EDN101 Studies in Child Psychology 1

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course is an introduction to Child Psychology and aims to make students aware of the processes of development and learning in children. It familiarises students with the three areas of development: physical development, social and emotional development, and cognitive development (including learning). Particular emphasis is placed on the period of infancy. Relevant theories and recent research findings are discussed. There is an associated fieldwork program.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:

EDN102 Studies in Child Psychology 2

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This is a logical extension of the previous semester’s course. The emphasis is on the period of early childhood. Topics of particular importance to this stage are discussed and a related fieldwork programme provides further insight into child development.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:

EDN103 The School and the Community

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The subject includes discussion and comparison of the concepts of society, community and neighbourhood, and education and schooling. Visits to schools in two diverse communities provide case study material for discussion of issues related to school-community relationships. These issues include the effects of poverty or wealth, location, community attitudes, and social status on performance at school, parent participation, utilization of community resources and changing relationships between schools, regions, and the Education Department.
Assessment: One from Group B. One from Group F. (See Assessment Policy)

EDN104 The School and the Individual

Contact: Two hours per week for one semester.
Prerequisite: The School and the Community EDN103.
Syllabus: The subject commences with an examination of the social contexts of schools in Australia. The relationships between the school and individual pupils are examined with particular regard to the needs of the gifted, the disabled, the economically disadvantaged and the racially or culturally different. Discussion of the nature of the changing technologies for the school, the teacher and the child, are then examined. Finally, some influences of public television on the school and the child are discussed.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:
Australian Students and Their Schools, Canberra: Schools Commission, Commonwealth of Australia, 1979.

EDN121 Studies in Teaching 1

Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
Prerequisites: Nil.
Syllabus: The course consists of two complementary strands.
Strand A: An off-campus Practical Teaching Observation program of 10–15 days classroom teaching and management.
Strand B: An on-campus Teaching Skills and Planning program which focuses on the nature of teaching and the school, foundations of lesson planning and basic teaching methods and strategies.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).
References:
Dwyer, B. and Dwyer, J., K to 6, Best Years of Their Lives, Primary English Teaching Association, 1979.
Holt, J., How Children Learn, Pelican.
McCulla, N. and Walshe, R. D., Balance in the Classroom, Primary English Teaching Association, 1981.

EDN122 Studies in Teaching 2

Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
References:
Pettit, D., Opening up Schools, Pelican, 1980.
Prerequisites: Nil.

Syllabus: A course consisting of two compulsory and complementary strands.
Strand A: An off-campus Practical Teaching program of 15-20 days of programmed observations, including daily practice teaching sessions of a minimum duration of one hour.
Strand B: An on-campus Teaching Skills and Strategies program which examines basic factors affecting curriculum decision-making and development, and the acquisition of selected teaching skills.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).

References:
Dwyer, B. and Dwyer, J., K to 6, Best Years of Their Lives, Primary English Teaching Association, 1979.
Curriculum Development Centre, Core Curriculum for Australian Schools, 1980.

EDN132 Computer Education 1
Contact: Three hours per week of lectures and practical work for one semester.
Prerequisites: Nil.
Syllabus: Computer awareness; development of a conceptual model of a computer system, history of computers, computer applications and social implications. Computers in Primary Education; teaching about computers; teaching with computers, computer related curricula.
Computer literacy; the use and care of computers associated peripheral devices and media.
Assessment: One from Group B. One from Goup F. (See Assessment Policy).
References:

EDN133 Health Education
Contact: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The subject aims to develop an understanding and appreciation of the relationship between good health and the teaching-learning process. Consideration will be given to means for realising the role and responsibility of the primary school teacher in health education through studies of the various aspects of an effective school health programme; the health services offered, the provisions of a healthy school environment, and the development and implementation of a health teaching programme.
Assessment: One from Group B. One from Group F.
References:


EDN134 Language Across the Curriculum 1
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject overviews contemporary language curricula for primary schools with an emphasis on the concept of language across the curriculum. The theoretical basis of the language curriculum focuses on the context and nature of language, language acquisition and development and the way in which teachers and children use language. The subject will provide a model of language appropriate to the primary school.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:
EDUCATION DEPARTMENT OF VICTORIA, Drama is Primary, Victorian Government Printer, 1983.
Fehring, H. and Thomas, V., The Teaching of Spelling, Victorian Education Department, 1983.

EDN135 Language Across the Curriculum 2 (Oracy and Drama Across the Curriculum)
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The emphasis in this subject is on the development of the primary school child’s listening, speaking and dramatic skills. The following topics are included: the relationship between children’s listening, speaking and learning; the development of appropriate materials and activities to enhance children’s language, appropriate classroom organisation to foster listening and speaking; the provision of special assistance across the curriculum and the relationships between the teacher’s oral skills and the child’s learning. A drama component extends listening and speaking into such areas as choral and individual verse speaking, story telling, singing, sound effects and voice use in role play.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:
Hoey, A., Listening and Learning, Brookvale: Dominic, 1977.
EDN139 Mathematics Education 1

Contact: Two hours per week, for one semester.

Prerequisites: Nil.

Syllabus: This course is an integrated study of mathematics and mathematics learning at pre-school and junior primary school levels. The mathematics topics include a study of pre-number and associated language skills, the structure of the number system, basic properties of numbers and practical application of mathematics to the child's environment. Preparation planning and implementation of lessons for the pre-school and junior school with emphasis on the use of relevant unstructured and structured aids.

Assessment: One from Group A. One from Group D. (See Assessment Policy).

References:

EDN140 Mathematics Education 2

Contact: Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: The study of mathematics in the middle primary school. To develop algorithms related to the process for the operation of whole number and rational numbers. A further application of the number properties, practical mathematics of measurement, money, time and space. The study of mathematics will include the application of the theories of child development to curriculum planning in mathematics, remediation and diagnostic procedures in the classroom.

Assessment: One from Group A. One from Group D. (See Assessment Policy).

References:

EDN142 Physical Education 1

Contact: Three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject is concerned with the development of teaching procedures and material that is relevant to the primary school child in the area of physical education. Theoretical areas: definitions of sport, recreation play; sport and primary child; innovations in physical education; desired outcomes; planning the program; acquisition of motor skills; teaching techniques; remediation fitness and evaluation. Practical areas: fundamental movement skills; structure of physical education lesson; peer group teaching programs.

EDN144 Social Science Education 1

Contact: Three hours per week for one semester.

Prerequisites: Nil.

Syllabus: An introduction to the objectives and methods of teaching social studies in the infant and middle grades of the primary school. Emphasis is placed on presenting techniques to enable young children to develop important social concepts, skills and values. Students will gain experience in planning, teaching and evaluating social studies lessons as well as analysing a number of exemplary resources for social studies teaching.

Assessment: One from Group E. One from Group F. (See Assessment Policy).

References:

EDN151 Sports Studies 1

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Sport in Ancient Greece: sport and Homer; sport and religion; sport and art; sport and education; the Greek athletic festival. Sport in the middle ages and early modern times. Sport in modern Europe. Sport in Australia. Sport in other modern countries. Amateurs versus professionalism. Individual versus team sports. Participatory sports versus spectator sports. Participation in selected sports skills laboratories.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

EDN152 Sports Studies 2

Contact: Four hours per week for one semester.

Prerequisites: Nil.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN153 Recreation Studies 1
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Consideration of the relationships among work, leisure, play, recreation and sport in Australia since 1788 and the major historical events that have changed these relationships. Consideration of the role of recreation in Australia in general and selected segments of Australian society in particular.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:
MERCER, D. and HAMILTON-SMITH E. (Eds.), Recreation Planning and Social Change in Urban Australia, Melbourne: Sorret Publ., 1980.

EDN154 Recreation Studies 2
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Organisation of community recreation: consideration of the various agencies involved in community recreation — government, semi-government, commercial, voluntary agencies. Program needs and interests of different age groups. Field study techniques for collecting data about recreation needs and interests within a community. Investigation of recreation needs and interests of selected groups in a selected community field study of services and facilities available in the community.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

Recreation and the Law, Department of Youth, Sport and Recreation, Victoria: 1980.

EDN157 Language Studies — German 1
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This is primarily a language course for beginners or near beginners, but cultural and social aspects of the German-speaking countries of Europe will also receive attention. The teaching approach is that of communicative competence and emphasis will be placed upon comprehension and oral skills. Reading, writing and essential grammar are also seen as important and will be used or practised where necessary.
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:
NEUNER, SCHMIDT, WILMS and ZIRKEL, Deutschkultur 1, (Lehrbuch 1 and Arbeitsbuch 1), Berlin: Langenscheidt, 1981.

EDN158 Language Studies — German 2
Contact: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: This semester course continues the language study begun with EDN157.
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:
As for EDN157.

EDN161 Music Studies 1A
Contact: Four hours per week, one semester.
Prerequisites: Nil.
Syllabus: (a) Introduction to concepts in music. A sequential program in listening techniques, aural training through choral/ensemble, and basic music materials, designed to improve the musical perception of students with little or no musical background. Through a selected listening/reading and creative music program, sound as music is investigated, the various elements of music and basic theory are introduced and explored.
(b) Students elect to study at either 'beginner' or 'experienced' levels guitar, keyboard, recorder, singing or an approved orchestral instrument.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).

References:

EDN162 Music Studies 1B
Contact: Four hours per week, for one semester.
Prerequisites: A satisfactory background in music demonstrated by approved qualifications or at an audition/interview.
Syllabus: Although similar in content to Music Studies 1A, this subject requires that the student obtain higher standards of achievement.
Assessment: Two from Group B. One from Group D.
(See Assessment Policy).
References:

EDN163 Music Studies 2
Contact: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: (a) After studies of the basic materials of music in Music 1A/1B, students now move to a survey of Western cultures and their general characteristics. Work with basic music materials, formal structures, and aural training are continued at a more advanced level. (b) Practical studies elected in Music 1A/1B continue at a more advanced level. (c) Creative studies involve more advanced experiences using the elements of music, a variety of sound sources and appropriate notation.
Assessment: Two from Group B. One from Group D.
(See Assessment Policy).
References:

EDN166 Studio Arts — Ceramics Studies 1
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Upon successful completion of the subject a student should have an understanding of simple handbuilding techniques; have an understanding of simple decorative techniques and elements of design; know the differences between, and uses of, different types of clay; know the procedures for firing gas and electric kilns.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).
References:

EDN167 Studio Arts — Ceramics Studies 2
Contact: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Upon successful completion of the subject a student should have broadened skills and understanding gained in Studio Arts Ceramics 1 STU101; to be able to decorate ceramic pieces using a variety of methods; be able to use clay in an expressive way; be able to gain the basic skill of wheel throwing.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).
References:

EDN168 Studio Arts — Fabric Studies 1
Contact: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Upon successful completion of the subject a student should understand the methods of fibre construction; know how to execute basic decorative stitches; understand the properties and natural fleece, threads and fabrics; have developed drawing skills related to textile designs.
Content includes: (a) Construction of fibre — spinning natural fleece on a drop spindle. (b) Surface decoration. Basic embroidery stitches and variations of these stitches are carried out. Capabilities of primary school children will be discussed in relation to stitches. (c) Understanding properties of threades and fabrics. Staple and crimp of fleece; carding of fleece. Unravelling woven materials. Exploring properties of individual fibres to ascertain differences. (d) A folio of drawings and ideas related to textiles will be compiled.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).
References:
EDN169  Studio Arts — Fabric Studies 2

Contact: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Upon successful completion of this subject a student should be able to construct a woven fabric by several off-loom methods; have a comprehension of elementary weaving terminology; understand the resist method of the tie dying and appreciate the properties of hot dyes.
Content includes: (a) Off-loom weaving. Cardboard looms, styrofoam looms, weaving with straws, picture frame loom, free-form weaving. (b) Weaving terminology. Understanding of terms warp, weft, arc, shuttle, shed, tapestry, God’s Eye. (c) Weaving techniques: plain weave, tapestry slit, ghiordes knot, fringing loops, Soumak, tapestry joins. (d) Tie dying: Resist method of dyeing, random and controlled methods, use of string, stones, pegs and clips. (e) Use of hot water dyestuffs. Dyeing with several colours. (f) Drawing skills related to designs.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
MEILACH, Contemporary Batik and Tie Dyeing, Massachusetts: Davis, 1972.

EDN170  Studio Arts — Painting Studies 1

Contact: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Students will be introduced to basic painting skills and to an awareness of aesthetic values relating to painting. Students will be expected to develop an understanding of the techniques associated with water based painting, supports, and materials. Drawing studies will be taken.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:

EDN171  Studio Arts — Painting Studies 2

Contact: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Students will build on the skills gained in STU121. They will develop an understanding of painting in oils and develop techniques of preparation of support, ground, and materials; wet into wet; glazing and scumbling; palette knife techniques; varnishing. Drawing studies will be taken.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

EDN175  Environmental Science 1 — Introduction to Studies of the Natural Environment

Contact: Four hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisites: Nil.
Syllabus: Basic ecological terms and concepts are introduced. Simple observational, mapping, sampling, recording and other skills and techniques are practised in laboratory and field, and applied to a selection of contrasting ‘mini-environments’ such as a rotting log, a rock pool, a fresh-water pond. The evolution and basic genetic nature of the human species is considered, and various biochemical, physiological and social influences investigated to increase students’ understanding of human behaviour.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:

EDN176  Environmental Science 2 — Ecological Aspects of Human Biology

Contact: Four hours per week, comprising lectures and laboratory sessions.
Prerequisites: Nil.
Assessment: One from Group B. One from Group D. (See Assessment Policy).
References:
EDN191 Early Childhood Practicum 1

Contact: 29 days off-campus teaching practice and observation over two semesters.
Prerequisites: Nil.
Syllabus: In semester 1, students will undertake a teaching practice in pre-schools and the campus play group. In semester 2, students will undertake a further two-week teaching round in pre-schools as well as two-week teaching round in Day Care Centres.
References:

EDN192 Studies in Child Development 1

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: The course consists of two concurrent strands in each semester. Strand A is based on the growth of the developing child and in first semester, such topics as the physical, cognitive, language, social and emotional development of the infant acted upon by his environment are considered. In second semester the development of young children through exploration of their environment is considered. Strand B consists of a series of seminars based on *The Family* in first semester and *Play in second semester*. Included is an introduction to observation techniques. 
Assessment: Assignments on set-readings, folio of observation tasks, seminar paper, test.
References:

EDN193 Studies in Childhood Education 1

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: This course is designed to complement EDN192. In first semester content will be organised around the theme of *Providing Learning Experiences for Infants and Toddlers* and will include an overview of current pre-school services for young children. The theme for second semester will be *Facilitating Learning Through Play* and will include discussion of the theory and practices of Comenius, Pestalozzi, Froebel, Owen, the Macmillans, Montessori and Isaacs as the basis for contemporary early childhood theory and practice.
Assessment: Test, seminar papers.
References:

EDN194 Curriculum Studies in Creative Arts (Early Childhood)

Contact: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: Art (one hour/week): Study for artistic growth in infants and of the effects of physical and emotional condition, concept development, environment, and culture upon that growth. Practical study of art materials.
Music/Movement (two hours/week): Practical study of the piano. Study of rhymes, games, movement activities. The role of parent, teacher in developing an awareness of the elements of music.
Basic musical knowledge.
Assessment: Assignments and practical tests.
References:

EDN195 Early Childhood Language Across the Curriculum 1

Contact: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: This unit is an intensive study of the child’s language during early childhood and pre-school years. Emphasis is placed upon the nature of language, theories of acquisition of language, and its development.
In addition to an introduction to teaching the basic skills of handwriting and reading, including an examination of pre-writing and pre-reading activities, the unit includes an examination of both the importance of, and means of assisting, the development of verbal communication skills, an extensive language repertoire, and functional uses of language.
Attention is paid also to the provision of activities such as dramatic play, story-telling, and suitable literature for very young children in the nursery, pre-school, and junior school environment.
Assessment: Assignments and/or class tests.
References:
Pflaum, S. W., The Development of Language and Reading in the Young Child, Columbus, Ohio: Merrill, 1974.

EDN196  Studies in Mathematics Education 1

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: A study of the educational psychologists Piaget, Bruner, Stern, Cuisenaire Gattego and their theories related to mathematics learning and teaching. Planning and presentation of pre-school and junior school programmes with particular emphasis on mathematical ideas. The development of free play and directed activities in the pre-school using unstructured and structured aids. The importance of the language of mathematics as a prerequisite for mathematical understanding; an awareness of the environment.
Assessment: Unit tests and assignments.

EDN201  Studies in Child Psychology 3

Contact: Two hours per week for one semester.
Prerequisites: EDN101 and EDN102.
Syllabus: This course is a culmination of the course undertaken in the first year. It familiarises students with the three areas of child development: physical and emotional, and cognitive development. The major emphasis is on the period of middle childhood. Theories and recent research findings relevant to this period of development are discussed. Children’s learning is also studied. A related fieldwork programme provides the opportunity to increase understanding of theory.
Assessment: One from Group E. One from Group F. (See Assessment Policy).

EDN202  Studies in Child Psychology 4

Contact: Two hours per week, for one semester.
Prerequisites: EDN101 and EDN102.
Syllabus: This course is a progression from the previous semester’s course. The emphasis is on the period of late childhood and adolescent development. Topics of particular importance to this stage are discussed along with relevant theories. There is also a detailed investigation into the psychology of the learning and the teaching of children.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

EDN203  History of Education

Contact: Two hours per week for one semester.
Prerequisites: The School and the Community EDN103. The School and the Individual EDN104.
Syllabus: The subject commences by examining the meaning of the key concepts ‘education’, ‘schooling’ and ‘curriculum’ as they apply in Victoria today. The concepts are then examined historically, and their development traced as (a) a response to a particular social context or (b) a reaction to a particular social context. Seminal thinkers such as Plato, Locke, Rousseau, Dewey, Neill and Illch serve as key reference points for this aspect of the course. The latter section of the course focuses on the working out of the concepts in Victorian educational practice from colonial times to the present. Particular emphasis is given to the interplay between the political process and the educational process.
Assessment: One from Group B. One from Group D. (See Assessment Policy).
Other texts to be announced during the course.

EDN204  Philosophy of Education

Contact: Two hours per week for one semester.
Prerequisites: The School and the Community EDN103. The School and the Individual EDN104.
Syllabus: The subject introduces students to a number of concepts related to the processes of education. Relationships between concepts such as teaching, schooling, curriculum, education, training and indoctrination are analysed and several dichotomies which influence educational thought, including freedom and authority, punishment and discipline, theory and practice, method and content and fact and value are discussed. In addition, modern issues such as curriculum justification, the concept of need, equality of opportunity, the role of the teacher and values clarification are analysed.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
EDN221  Studies in Teaching 3
Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
Prerequisites: EDN121 and EDN122.
Syllabus: A course consisting of two complementary strands.
Strand A: An off-campus Practical Teaching strand of 20–25 days classroom teaching and management.
Strand B: An on-campus Class Management strand focusing on multi-group teaching and streaming within a single class situation and across class levels.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).
References:

EDN222  Studies in Teaching 4
Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips, and 25 days of school-based practice teaching.
Prerequisites: EDN121 and EDN122.
Syllabus: A course consisting of two complementary and compulsory strands.
Strand A: An off-campus Practical Teaching programme of 20–25 days guided teaching and classroom management with children from the middle levels of the primary school.
Strand B: An on-campus Teaching Problems and Curriculum Planning programme which focuses upon administrative and management features of a well-organised classroom, including an examination of concepts such as core curricula, school-based curricula, team teaching, open plan curricula.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).
References:
Core Curriculum for Australian Schools, Canberra: Curriculum Development Centre, 1980.

EDN231  Art Education 1
Contact: Three hours per week during third semester.
Prerequisites: Nil.
Syllabus: The unit enables students to develop an understanding of the nature and value of art education. It provides a knowledge and understanding of child art. On completing the unit students will have become familiar with a range of literature in art education and will have developed the ability to work freely, creatively, and creatively in the range of art/craft materials to be found in the Primary School.
Assessment: One from Group B, one from Group D. (See Assessment Policy).
References:

EDN234  Language Across the Curriculum 3 (Reading Across the Curriculum)
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The emphasis in this subject is on the development of the primary school child's literacy skills in reading, writing and literature. The theoretical basis for the teaching of reading will focus on the factors that affect the development of reading, the major skills and strategies involved in reading for meaning and the relationships between reading, other language skills and the broader curriculum. Students will examine a variety of approaches including language experience, shared reading and basal reading. The development of reading competence in children and the means whereby children requiring special assistance can be catered for in the reading program will be studied.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:

EDN235  Language Across the Curriculum 4 (Children's Literature and Writing Across the Curriculum)
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students' knowledge and appreciation of children's literature will be developed. The literature studied will also be used as a stimulus for oral and written language. Particular attention will be paid to the writing process and the means by which the teacher can best develop the child's written language across the curriculum.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:

EDN239  Mathematics Education 3
Contact: Two hours per week, for one semester.
Prerequisites: EDN139 and EDN140.
Syllabus: This course is a study of mathematics related to the upper primary school level. The study will include planning of mathematical experiences; the development of algorithms for addition, subtraction, multiplication and division of whole numbers, decimals and rationals. The planning, presentation and simplification of lessons suitable for the upper primary school and evaluation procedures for class assessment. Diagnosis and remediation procedures will be introduced.

Assessment: One from Group A. One from Group D. (See Assessment Policy).

References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.

EDN240 Mathematics Education 4

Contact: Two hours per week, for one semester.
Prerequisites: EDN139 and EDN140.

Syllabus: Applied number, the measurement of space, time and money. Aids suitable for the teaching of applied number and practical mathematics, the application of mathematics to the environment. Further detailed procedures for general assessment, diagnosing and remediation of children experiencing difficulties in mathematics. Enrichment activities for the slow and fast learner in mathematics. Planning and preparation of lessons suitable for the teaching of pure and applied number with related activities.

Assessment: One from Group A. One from Group D. (See Assessment Policy).

References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.

EDN241 Music Education 1

Contact: Three hours per week for one semester.
Prerequisites: Nil.

Syllabus: An introduction to music in the primary school; why teach music and what constitutes a balanced music program. A study of rudimentary musical notation and musical terminology which will enable students to perform on a variety of musical instruments — tuned and non-tuned percussion and the recorder.

Assessment: One from Group D. One from Group F. (See Assessment Policy).

References:
A GUIDE TO MUSIC IN THE PRIMARY SCHOOL, Education Department of Victoria, 1981.

EDN242 Physical Education 2

Contact: Three hours per week for one semester.
Prerequisite: Physical Education 1 EDN142.

Syllabus: This subject continues with the development of teaching procedures and material including a number of alternative areas to be chosen from: St. John Ambulance First Aid Certificate, Austswim Teacher of Swimming Certificate, Advanced Teaching Technique and Motor Skill Acquisition. A school based teaching program, skill teaching evaluation, clinical task analysis on student behaviour, and teacher behaviour will be included.

Assessment: One from Group D. One from Group E. (See Assessment Policy).

References:

EDN243 Science Education 1

Contact: Three hours per week for one semester.
Prerequisites: Nil.

Syllabus: The objectives of primary science identified through student participation in class activities. A sampling of topics and appropriate teaching strategies drawn from the breadth of the primary science curriculum: expository teaching and demonstration techniques, individual and group activities, games, excursions. Use of resources.

Assessment: One from Group D. (See Assessment Policy).

References:
EDUCATION DEPARTMENT OF VICTORIA. Science in the Primary School (5 parts), 1981-82.

EDN251 Sports Studies 3

Contact: Four hours per week for one semester.
Prerequisites: Nil.

Syllabus: Historical development of sport in general in Australia and of selected sports in particular. Spectator sports in Australian sport. Sport and the Australian woman. Sport and the Australian child. Sport and politics in Australia. Australia’s role in the international sports scene. Sport and the disabled. Participation in selected sport skills laboratories.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:
EDN252 Sports Studies 4

Contact: Four hours per week for one semester.
Prerequisite: Sports Studies 2 EDN152.

Syllabus: Nutrition — the base for human performance: Energy for physical activity; systems of energy delivery and utilisation; Enhancement of energy capacity; Work performance and environmental stress; Body composition, energy balance and weight control; Ageing and health related aspects of exercise; Participation in selected sports skills laboratories.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:


EDN253 Recreation Studies 3

Contact: Four hours per week for one semester.
Prerequisites: Nil.


Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

EDN254 Recreation Studies 4

Contact: Four hours per week for one semester.
Prerequisites: Nil.

Syllabus: Study of the principles of urban planning and renewal and the provision of recreation space. Study of the requirements, modern design and management patterns of a variety of recreation facilities including community centres, indoor sports complexes, fitness centres, playing fields, playgrounds, parks, trails. Field study of the design, usage and management patterns of selected recreation facilities in a particular community.

ED20

EDN257 Language Studies — German 3

Contact: Four hours per week, for one semester.
Prerequisites: EDN157 and EDN158.

Syllabus: Language and culture study at a more advanced level, together with use of additional written and audiovisual materials. Extensive use of German language in the classroom. Beginning reading of German language writing by selected authors. (Poetry, short stories).

Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:
HAAS, W., Die Deutschen und die Osterreicher.
MEYER, C., Articles on the early History of the German Speakers in Australia, VISE, 1984.

EDN258 Language Studies — German 4

Contact: Four hours per week, for one semester.
Prerequisites: Nil.

Syllabus: This semester course continues the language study begun with EDN257, together with further reading of German literary texts. In addition there will be a unit of study on the German speakers in Australia.

Assessment: One from Group B. One from Group C. (See Assessment Policy).

References: As for EDN257.

EDN261 Music Studies 3

Contact: Four hours per week, for one semester.
Prerequisites: EDN161 or EDN162 and EDN163.

Syllabus: (a) Music in the Life of Man: Art music. Man's use of music as a form of aesthetic expression. Through a detailed consideration of a number of representative works from the last 300 years this component studies how composers have modified their use of the elements of music to reflect the values and concerns of their contemporary society. (b) Practical studies, (c) Choral/ instrument ensemble, (d) Creative Workshop continue
to develop technique, reading, aural and interpretative skills, and repertoire.
Assessment: One from Group B. One from Group C. One from Group D. (See Assessment Policy).

References:

EDN262 Music Studies 4

Contact: Four hours per week, for one semester.
Prerequisites: EDN161 or EDN162 and EDN163.
Syllabus: (a) Music in the Life of Man: Traditional and Folk Music. How the ‘ordinary man’ has used simple easily understood music for self expression and recreation. It includes a study of characteristics of traditional folk music and influences which lead to the development of an Australian Folk Tradition. (b) Practical studies. (c) Choral/Instrumental ensemble work to develop instrumental and vocal repertoire, interpretative, aural, reading, technical and ensemble skills. (d) Creative Music Workshop includes more extensive use of electronic instruments and computer music, simple arrangements using seventh chords, appropriate to melodic, non-melodic percussion, keyboard and guitar.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).

References:

EDN266 Studio Arts — Ceramics 3

Contact: Four hours per week, in one session.
Prerequisites: EDN166 and EDN167.
Syllabus: Upon successful completion of this subject a student should be able to use hand building and wheel forming techniques to a reasonable standard; understand simple glaze technology; decorate and fire primitive pottery pieces.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

EDN267 Studio Arts — Ceramics 4

Contact: Four hours per week, in one session.
Prerequisites: EDN166 and EDN167.
Syllabus: Upon successful completion of the subject a student should have individualised and developed hand-building skills; extended and improved wheel throwing methods; developed an understanding of the place of ceramics in society.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

(This unit will not be offered in 1986).

EDN268 Studio Arts — Fabric Studies 3

Contact: Four hours per week, in one session.
Prerequisites: EDN168 and EDN169.
Syllabus: Upon successful completion of the subject a student should be able to spin fleece proficiently on a spinning wheel; have an understanding of natural dye-stuffs and their reactions with mordants; possess sufficient weaving skills to effectively teach weaving at all primary school levels.
Content includes: (a) Construction of fibre. Spinning of fleece on a spinning wheel, single and double band wheels, plying of spun threads, skeining, (b) Natural dyestuffs. Correct washing of skinned wool, reaction of natural dyestuffs with a variety of mordants. (c) Weaving techniques. Wrapping and movable warps. Importance of colour in weaving. Ethnic weaving: African and Navajo. (d) Drawing classes relate specifically to natural forms used in textiles.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

EDN269 Studio Arts — Fabric Studies 4

Contact: Four hours per week, in one session.
Prerequisites: EDN168 and EDN269.
Syllabus: Upon successful completion of the subject a student should understand the resist method of batik and appreciate the properties of cold water dyes; be proficient in combining paint, applique and stitchery; be aware of the three-dimensional possibilities of fibres and fabrics.
Content includes: (a) Surface decoration. Techniques of batik are introduced and developed. Appreciation of
ethnic and modern techniques. (b) Use of cold water dyestuffs; proportions of paraffin and beeswax and resulting patterns. (c) Creative development of stitchery. Various methods of applique. Techniques of painting directly onto fabric and spraypainting are explored. (d) Drawing skills relate to batik and stitchery.

Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

EDN270 Studio Arts — Painting Studies 3

Contact: Four hours per week, in one session.
Prerequisites: EDN170 and EDN171.

Syllabus: Students are involved in learning experiences to help solve basic colour/design problems. Drawing with various materials is encouraged as a means of recording ideas for future painting. Practical classes include demonstration of techniques and lectures on colour and composition.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

EDN271 Studio Arts — Painting Studies 4

Contact: Four hours per week, in one session.
Prerequisites: EDN170 and EDN171.

Syllabus: This subject aims to further develop students' visual and manipulative skills. It builds upon basic skills and encourages an awareness of aesthetic values related to painting by involvement in activities which place emphasis upon freedom to explore areas of individual interest. Drawing studies will be taken.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

EDN275 Environmental Science 3 — Human Ecology

Contact: Four hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisites: EDN175, EDN176.

Syllabus: Human population and the demand for resources — growth and distribution of population. Correlation between population growth and resource availability. The threats posed by various forms of pollution — practical measures of pollution. Detrimental effects in the human environment of such resources as radiation, drugs, alcohol.

Assessment: One from Group B. One from Group D. One from Group F. (See Assessment Policy).

References:

EDN276 Environmental Science 4 — Ecosystems

Contact: Four hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisites: EDN175, EDN176.

Syllabus: Ecosystems: structure of ecosystems' biogeochemical cycling; limiting factors in ecosystems; selected field survey techniques. The concepts and techniques introduced in earlier studies are extended and applied in selected ecological case studies of such areas as Westernport Bay. Field surveys lead to taxonomic work on fauna and flora. The impact of humans on the area is assessed. At least one of the sites selected will be the subject of current controversy and students will be expected to argue certain aspects of the case after the collection and interpretation of relevant data.

Assessment: One from Group D. One from Group F. (See Assessment Policy).

References:

EDN291 Early Childhood Practicum 2

Contact: 55 days of off-campus teaching practice and observation over two semesters.
Prerequisites: Nil.

Syllabus: In first semester students will carry out a five week teaching round in pre-schools with emphasis on setting objectives and development of management competencies. In semester 2, students will undertake two teaching rounds in primary school. The first round of five weeks will take place in junior primary grades where students will be required to plan lessons for small groups of children across a range of curriculum areas. This will be followed by a further two-week round in
November where students will be required to plan for and teach middle and upper primary grades.
Assessment: Practicum folio and practice teaching assessment.

References:

EDN292 Studies in Child Development 2

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: Strand A consists of a chronological study centred on the growth of the developing child from two to eight year olds. Material will be organised into two sequential stages around the themes of The preschool/preparatory grade child adjusting to an Expanding Environment and The junior school child achieving competency within his Environment. The theories of Piaget, Kohlberg, Berk, Erikson, Guilford, Gibson and H. S. Sullivan will be included where appropriate. Strand B consists of a seminar program based on The Peer Group in first semester and The Development of Self Concept in second semester.
Assessment: Folio of observation tasks, seminar paper and test.

References:

EDN293 Studies in Early Childhood Education 2

Contact: Two hours per week for two semesters.
Syllabus: In semester 1, there will be indepth consideration of two topics, fostering effective relationships and pre-school school transition. In the first, fostering teacher/child, teacher/parent, child/parent, and teacher/staff relationships will be considered with particular emphasis on the role of parent/community participation in preschools and primary schools. School readiness factors as well as transition strategies will be considered in the second topic. In semester 2, fostering relationships and planning learning experiences will be considered within the context of the primary school with emphasis on multi-group teaching.
Assessment: Folio, fields tasks and tests.

References:

EDN294 Curriculum Studies in Creative Arts (Primary)

Contact: Three hours per week, for two semesters.
Prerequisite: EDN194.
Music/Movement (two hours/week): Practical study of the guitar. The approaches of Orff, Kodaly, Dabroze and Schafer and their implementation into a balanced music program.
Assessment: Assignments and practical tests.

References:
HOLT, D. and THOMPSON, K., Developing Competencies to Teach Music in the Elementary Classroom, Merrill, 1980.

EDN295 Early Childhood Language Across the Curriculum 2

Contact: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: This course is a study of the development of language skills across the curriculum in the early and middle years of the primary school. In the literacy area, emphasis is placed upon methods of developing and consolidating reading performance.
Teaching approaches aimed at developing children's oral language, listening skills and writing skills are studied as are the roles of drama, children's literature and spoken English in an early and middle grades language program. Means of providing a variety of language experiences in the differing content areas of the curriculum are also studied. Although the main emphasis of this unit is on language development in children, students will be introduced to techniques of diagnosing and remediating language and reading disabilities experienced by middle primary school children. A critical appraisal of reading schemes and approaches in current use will also be included.
Assessment: Assignments and/or class tests.

References:
PFLAUM, S. W., The Development of Language and Reading in the Young Child, Columbus, Ohio: Merrill, 1974.
EDN296  Studies in Mathematics Education 2

Contact: Two hours.
Prerequisites: EEM106.
Syllabus: A study of mathematics in the middle and upper school. The use of structured apparatus in the development of algorithms for addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The number properties. A study of the metric system, spatial relations and environmental mathematics. Planning programs for middle and upper primary school. Remediation and diagnostic procedures for children experiencing learning difficulties with mathematics.
Assessment: Unit tests.
References:
UNDERHILL, R., Elementary School Mathematics, Charles E. Merrill, 1981.

EDN301 Life Span Development and Modern Life

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course continues the study of life span development begun in the first two years of the course with the study of child and adolescent development. Both normal and abnormal development are studied with particular emphasis on the forces of modern life that might influence development, from infancy to old age.
Assessment: One from Group D. One from Group F.
References:

(This unit will not be offered in 1986).

EDN302 School-Community Relationships

Contact: Two hours per week for one semester.
Prerequisites: Studies in Education I, II, III and IV (EDN103, 104, 203, 204).
Syllabus: The elective consists of an investigation of the underlying arguments for increased school-community interaction, and development of the skills necessary for an increased activity to succeed. Issues investigated include the development of community participation in schools; ways in which the community can participate; legislative developments; problem-solving; community resources; needs assessment; programs and processes.
Assessment: One from Group D. (See Assessment Policy).

EDN303 Philosophical Issues in Education (Elective)

Contact: Two hours per week for one semester.
Prerequisites: Studies in Education I, II, III and IV (EDN103, EDN104, EDN203, EDN204).
Syllabus: A variety of issues that impinge on a child’s attempt to succeed in schools are investigated. Students are encouraged to develop their own stance on each of these issues into a coherent philosophy of education. Issues that are investigated include racism, technological changes, changes in marital relations, the cult society, political oppression and education for unemployment.
Assessment: One from Group D.
References:

EDN304 Communication in Education

Contact: Two hours per week for one semester.
Prerequisites: Studies in Education I, II, III and IV (EDN103, EDN104, EDN203, EDN204).
Syllabus: Working with topics of their own choice, students develop small, learner-centred instructional packages. The steps in systematic design, including audience identification, task description, task analysis, media selection and validation, are introduced as required. Practical work is interspersed with tutorial discussions on various aspects of communication in education. At the end of the course, students are required to demonstrate their completed packages to the class.
Assessment: One from Group C. One From Group E. (See Assessment Policy).
References:

EDN305 Politics and Education (Elective)

Contact: Two hours per week for one semester.
Prerequisites: Studies in Education I, II, III and IV (EDN103, EDN104, EDN203, EDN204).
Syllabus: A theoretical and practical study of the key political concepts relating to the political and educational processes. These include the development of the Westminster system, Australian Federalism, Section 96 grants,
State Aid in theory and practice, pressure (interest) groups and the Schools Commission. There is a heavy emphasis placed on investigating the "working out" of these concepts in local schools in fieldwork situations.

Assessment: One from Group D. (See Assessment Policy).

References:

EDN306 Sociology and Education (Elective)

Contact: Two hours per week for one semester.

Prerequisites: Studies in Education, I, II, III, and IV (EDN103, EDN104, EDN203, EDN204).

Syllabus: This elective involves students examining a variety of educational and social settings experienced by primary school children. The needs of exceptional groups or individuals are identified within the context of Victorian society and appropriate helping strategies devised.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN307 Professional Issues in Education

Contact: Two hours per week for one semester.

Prerequisites: Studies in Education I, II, III and IV (EDS171, EDS172, EDS231, EDS241).

Syllabus: At the beginning of the semester key current social issues are determined by staff and students. Groups of four or five students are then assigned to work in close contact with a member of staff on a particular issue. Each group is to produce a seminar paper. Using fieldwork (where appropriate), readings, and critical discussions employing the methodological tools acquired in the previous units, this seminar paper attempts to resolve the issue tackled. At the end of the subject, the group is required to present its paper to the whole class in an appropriate manner and organise a critical response.

Assessment: One from Group D. (See Assessment Policy).

References: There are no specific references for the subject. Groups determine their own reading lists.

EDN321 Studies in Teaching 5

Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.

Prerequisites: EDN221 and EDN222.

Syllabus: A course consisting of three complementary strands.

EDN322 Studies in Teaching 6

Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 20-25 days of school-based practice teaching.

Prerequisites: EDN221 and EDN222.

Syllabus: A course consisting of three complementary strands.

Strand A: An off-campus Practical Teaching strand of 20-25 days classroom teaching and management.

Strand B: An on-campus School Organisation strand focusing on the practical organisation and management issues associated with the classroom and the school.

Strand C: An on-campus Curriculum Organisation strand developing the notion of curriculum development being a school-based enterprise, and focusing on the inter-dependence of the Education Department's policy, program and activities processes in that enterprise.

Assessment: Strand A — Practice Teaching. Strand B — one from Group F. Strand C — one from Group D. (See Assessment Policy).

References:
CURRICULUM DEVELOPMENT CENTRE, Core Curriculum for Australian Schools, Canberra: 1980.

EDN331 Art Education 2

Contact: Three hours per week during sixth semester.

Prerequisites: Nil.

Syllabus: This unit is designed to provide students with the knowledge and understanding necessary to enable them to develop and implement suitable art education curricula for a variety of developmental levels. It will also enable students to further their knowledge and understanding of a particular aspect of child art and/or
art education. The unit will be undertaken through lectures, workshops, visits and observations.
Assessment: One from Group B, one from Group D. (See Assessment Policy).
References:
HALL, W., and GREIG, S., Ready, Set...Art Teacher, Frankston: State College of Victoria at Frankston,
1980.

EDN332 Computer Education 2

Contact: Two hours per week of lectures and practical work for one semester.
Prerequisites: Computer Education 1 EDN132.
Syllabus: Computers in the school environment; educational applications, implications for teaching and school administration.
Hardware evaluation and selection; Commonwealth and State policies, characteristics of suitable hardware. Software evaluation and selection; the application of educational criteria, the use of evaluation checklists.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:
(This unit will not be offered in 1986.)

EDN333 Computer Education 3

Contact: Two hours per week of lectures and practical work for one semester.
Prerequisites: Computer Education 2 EDN332.
Syllabus: Computer related curricula in the primary school; an examination of existing curricula in the light of current theories of learning and the contributions of leading computer educators. Computer programming in the structural language LOGO.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:
(This unit will not be offered in 1986.)

EDN334 Language Across the Curriculum 5 (Oracy and Drama).

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235
Syllabus: Theoretical considerations and practical activities centred around: (a) The organisation of classroom programs across the primary grades in respect of speaking, listening, movement, mime, improvisation and role play. (b) The preparation and presentation of practical activities within the classroom programs. (c) Materials/resources development to aid in the development and implementation of programs. (d) Program assessment and evaluation.
Assessment: One from Group A. Two from Group C. One from Group F. (See Assessment Policy).
References:
PRIMARY SCHOOLS LANGUAGE COMMITTEE, Talking and Listening, 1982.
SANSOM, C., Speech and Communication in the Primary School, Black, 1978.
WAGNER, B. J., Dorothy Heathcote: Drama as a Learning Medium, National Education Association, 1976.

EDN335 Language Across the Curriculum 6 (Assisting the Child with Difficulties in Language and Reading)

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: The individual experiencing difficulties in aspects of language and/or reading and the means whereby the teacher can provide assistance is the main concern of this subject. The major causes of the individual having learning difficulties in language and/or reading are considered and a focus is given to the role played by the curriculum in this. Techniques of identification, diagnosis and remediation with an emphasis on the use of informal approaches are discussed and students are given the opportunity to practise and develop these techniques. The involvement of curriculum areas, other than language and reading, is included in an attempt to promote assistance across the curriculum.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:
HOWELL, K. and KAPLAN, J., Diagnosing Basic Skills, Columbus: Charles E. Merrill, 1980.

EDN336 Language Across the Curriculum 7 (Children's Literature)

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: This subject examines literature for the primary school child from the point of view of reader and writer. Students are encouraged to read and discuss selected books, analyse their literary merit and assess their appeal to children. Elements of fiction will be discussed and students will write for children. They will be encouraged to present this writing and the work of professional writers to children in the classroom.
Assessment: One from Group D. One from Group F. (See Assessment Policy).

References:
GLAZER, J. L., Literature for Young Children, Columbus: Merrill, 1981.

EDN337 Language Across the Curriculum 8
(The Multicultural Classroom)

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: Topics included in this subject are: Australia as a multicultural society; The migrant child and schools; The hidden curriculum; Success and failure in the multicultural classroom; Language needs and present policies. Is a bilingual classroom the answer?: The place of community languages. TESL for the multicultural classroom.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:

EDN338 Language Across the Curriculum 9
(Classroom Applications)

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: Students will be involved in structuring situations and experiences which cater for pupils’ language development in all areas of the curriculum. Practical organisation of the classroom as an environment conducive to the child’s language development will also be stressed. The unit draws together aspects of language across the curriculum which have been studied in previous units and explores ways in which they can be integrated in the primary school classroom.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References:
PRIMARY SCHOOLS LANGUAGE COMMITTEE, Position Papers on Reading, Spelling, Listening and Talking.

EDN339 Mathematics Education 5

Contact: Two hours per week, for one semester.
Prerequisites: EDN239 and EDN240.

Syllabus: A study of alternative mathematics programs developed in Australia, USA and Great Britain. Particular emphasis will be placed on the philosophy, sequential development and practical experiences generated within the programs. Assessment procedures, catering for individual differences, acceleration and enrichment procedures. A comparative study between the Victorian Mathematics program and the Nuffield Mathematics program. The use of text books and their relevance or otherwise to the Victorian Mathematics program.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:

EDN340 Mathematics Education 6

Contact: Two hours per week, for one semester.
Prerequisites: EDN239 and EDN240.
Syllabus: The use of testing and remediation procedures in the primary school for group assessment and individual assessment of mathematical achievement. The use of small group teaching as an aid to developing a mathematics program, an investigation of streaming into ability groups or otherwise. A detailed case study and task analysis for a group and an individual. Preparation and construction of tests and aids suitable for encouraging mathematics learning in a classroom.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.

EDN341 Music Education 2

Contact: Three hours per week for one semester.
Prerequisites: Music Education 1 EDN241.
Syllabus: An extension of musical notation and musical terminology which will enable students to consolidate their practical performance on a variety of percussion musical instruments, in particular the glockenspiel. A study and comparison of current approaches to music education: Dalcroze, Kodaly, Orff, Schaefer, and Self, culminating in the planning of a thematic unit suitable for use in the primary school.
Assessment: Two from Group D. One from Group E. (See Assessment Policy).
References:
A GUIDE TO MUSIC IN THE PRIMARY SCHOOL, Education Department of Victoria, 1981.

EDN343 Science Education 2

Contact: Three hours per week for one semester.
Prerequisites: Science Education 1 EDN243.
Syllabus: Application and extension of the principles and practices established in Science Education I. A series of sub-units based on each of the areas — living things in their environments, matter, energy, time, change, space — incorporating development of appropriate attitudes and relevant concepts, and adaptation of content and teaching strategies to specific primary school levels. Planning of curriculum units and programs.

Assessment: One from Group F. (See Assessment Policy).

References:


EDUCATION DEPARTMENT OF VICTORIA, Science in the Primary School (5 parts), 1981-82.


EDN344 Social Science Education 2

Contact: Three hours per week for one semester.

Prerequisites: Social Science Education I EDN144.

Syllabus: This subject builds upon the principles and methods introduced in EDN144 and extends their application to concepts, skills and values appropriate to senior primary grades. Emphasis will be placed on designing social studies units of work which incorporate a variety of inquiring activities. Various models of curriculum design will be presented, including an in-depth examination of the exemplary program, Man: A Course of Study.

Assessment: One from Group E. One from Group F. (See Assessment Policy).

References:


EDN351 Sports Studies 5

Contact: Four hours per week for one semester.

Prerequisites: Nil.


Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:


EDN352 Sports Studies 6

Contact: Four hours per week for one semester.

Prerequisites: Nil.


Assessment: One from Group B. One from Group D. (See Assessment Policy).

References:


EDN353 Recreation Studies 5

Contact: Four hours per week for one semester.

Prerequisites: Nil.


Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:


STEVENS, J. and FAIT, H., Recreation Service for the Ageing, Feberger.


EDN354 Recreation Studies 6

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Study of the general principles to be used in the promotion of safety and in accident prevention in a variety of recreational activity areas, including camping, sailing, canoeing, SCUBA, mountaineering, skiing, bushwalking, individual dual and team sport, swimming. Consideration of the roles to be played by recreational administrators and supervisors, parents, participants and the promotion of safety in recreation. Field study of safety promotion in a selected recreational area or activity.

Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

EDN357  Language Studies —  
German 5

Contact: Four hours per week, for one semester.  
Prerequisite: EDN258.  
Syllabus: Language study at a high level of communicative competence is aimed at including reading and writing skills. Culture studies cover in greater depth the history of Germany and the major contributions to European literature and thought of selected German writers and other figures. Students are introduced to literary works in various genres (plays, poems, short stories, novels).  
Assessment: Four from Group B. (See Assessment Policy).  
References:  
PAISLEY, R., Germany: A Companion to German Studies.  
Selected literary works.  
(This unit will not be offered in 1986.)

EDN358  Language Studies —  
German 6

Contact: Four hours per week, for one semester.  
Prerequisites: EDN258 and EDN357.  
Syllabus: This semester course continues the language study began with LAN305, plus reading and discussion of representative German literary periods (in particular the 19th and 20th centuries). In addition the history and contribution of the Germans in Australia will be studied.  
Assessment: Three from Group B. One from group D. (See Assessment Policy).  
References:  
As for LAN357.  
(This unit will not be offered in 1986.)

EDN361  Music Studies 5

Contact: Four hours per week, for one semester.  
Prerequisites: EDN261 and EDN262.  
Syllabus: (a) Aesthetics and Music in Contemporary Society. Topics include: How contemporary society perceives the role of music, music; the Music of contemporary society, viz. traditional serious music, 20th century composers and their ‘new’ music, jazz and popular music. (b) Practical studies. (c) Choral/instrumental ensemble are further developed and include individual and ensemble performances. Students are encouraged to arrange, organise and conduct ensembles. (d) Creative Music Workshop expands sound as an expressive medium; synthesizers and electronic instruments are used as direct sound sources and modifiers of sound; arrangements include secondary sevenths and progressions, chord symbol terminology.  
Assessment: One from Group B. One from Group C. One from Group D. (See Assessment Policy).  
References:  
AUSTRALIAN MUSIC CENTRE: Australian Composition; Orchestral Music; Instrumental and Chamber Keyboard; Vocal and Choral; Electronic Jazz; Folk; Pop and Rock. Sydney, 1976-1978.  
EDN367  Studio Arts — Ceramics 6
Contact: Four hours per week, in one session.
Prerequisites: EDN266 and EDN267.
Syllabus: Upon successful completion of this unit a student should be able to put together a small exhibition of works which show an individual style of working with clay; be able to work in a creative manner showing a competent degree of skill and craftsmanship; be competent in glazing techniques and firing procedures.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN368  Studio Arts — Fabric Studies 5
Contact: Four hours per week, in one session.
Prerequisites: EDN268 and EDN269.
Syllabus: Upon successful completion of the subject a student should be able to execute original designs showing a knowledge and appreciation of acquired textile skills; be able to plan sequential fibre curriculum for primary grades.
Content includes: (a) Construction of fabric. Hand and machine techniques of patchwork. History of patchwork. (b) Students choose one area of fabric construction or surface decoration to be executed in a series of pieces or one major piece. (c) Drawing skills relate to chosen areas.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
(This unit will not be offered in 1986.)

EDN369  Studio Arts — Fabric Studies 6
Contact: Four hours per week, in one session.
Prerequisites: EDN268 and EDN269.
Syllabus: Upon successful completion of the subject a student should be able to refine and selectively use skills and techniques; be able to pursue any of the studied fibre areas without further formal tuition.
Content includes: (a) Surface decoration. Machine embroidery, with or without padding and/or applique, trapunto. Combinations of this media with other techniques. (b) Students choose one area of fabric construction or surface decoration to be executed in a series of pieces or one major piece. (c) Drawing skills relate to chosen area.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
(THIS UNIT WILL NOT BE OFFERED IN 1986.)

EDN370  Studio Arts — Painting Studies 5
Contact: Four hours per week, in one session.
Prerequisites: EDN270 and EDN271.
Syllabus: This subject is designed to extend the knowledge and skills gained by students during the first four semesters of this major sequence of studies. Students carry through a series of paintings encompassing skills in water based or oil pigments. Drawing studies will be taken.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:
Art and Australia, Sydney: Ure Smith.

EDN371  Studio Arts — Painting Studies 6
Contact: Four hours per week, in one session.
Prerequisites: EDN270 and EDN271.
Syllabus: This subject is designed to allow students to work independently on problems relevant to their artistic development. Students are expected to develop a coherent series of paintings. Sessions allow for individual assistance, direction, and critiques. Individual development is stressed and encouraged. Drawing classes will be held regularly.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:

EDN375  Environmental Science 5 — Earth Studies
Contact: Four hours per week comprising lectures, laboratory sessions and field studies.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: The land form as a product of past and present forces acting on various rock masses. Palaeontology and
its use in establishing age relationships. The geology and major physiographic units of Victorian Coastal geomorphology, especially on Mornington Peninsula. Soil formation and the relationships between various physical factors such as climate and soil on vegetation type. Conservation problems in the field situation.

Assessment: One from Group B. One from Group E. (See Assessment Policy).

References:
BIRD, E. F. C., Coasts, Canberra: Australian National University, 1968.

EDN376 Environmental Science 6 — Environmental Problems and Prospects

Contact: Four hours per week comprising lectures and tutorials.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: Knowledge gained by students in studies previously undertaken is drawn together and applied to two major topics: (a) the future of the human species; (b) the future of the environment. Included in consideration of the former are such matters as population control, eugenics, human cloning, genetic engineering and radiation hazards. In dealing with the latter, students consider environmental management techniques and projects made necessary because of the extensive alterations the human species has made to its physical and biological environments and the resultant series of ecological problems with possible globle effects in the near future.

Assessment: One from Group C. One from group E. (See Assessment Policy).

References:

EDN377 Environmental Science 7 — Behavioural Ecology

Contact: Four hours per week comprising lectures and laboratory sessions.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: Studies involving selected examples of various animal groups illustrate the wide range of behaviours found in any one group and the behavioural differences between groups. Factors underlying the development of behaviour and the origin of certain behaviour patterns found in humans are investigated. The option is essentially practical in nature. Sessions spent in the animal house or the nature reserve develop the student's powers of using specialised measuring and recording equipment. Visits are also made to animal sanctuaries and research institutes, and to various selected sites for habitat studies.

Assessment: One from Group B. One from Group E. One from Group F. (See Assessment Policy).

References:

EDN378 Environmental Science 8 — Microbiology

Contact: Four hours per week comprising lectures and laboratory sessions.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: This is a practical subject, involving the development of various microbiological techniques and investigative methods. Lectures/discussions will be introduced where appropriate. Topics include: the roots of microbiology; the nature of microorganisms; microbial growth and its control; infection and immunity; decomposition; the spread of diseases; viruses and viral diseases; environmental, water, food, agricultural and industrial microbiology.

Assessment: One from Group B. One from Group C. One from Group F. (See Assessment Policy).

References:

A comprehensive reading guide is issued at the commencement of the subject.

EDN391 Early Childhood Practicum 3

Contact: 70 days of off-campus teaching practice and observation over two semesters.
Prerequisites: Nil.
Syllabus: At the beginning of first semester students will complete a one-week round observing children commencing pre-school. This will be followed by a five-week teaching round in pre-school where the chief emphasis will be on program planning. During second semester, students will carry out a further five-week teaching practice round in pre-school culminating in two weeks of sole charge. Throughout the year, students will also participate in play groups and other community-based programs for young children.

Assessment: Practicum folio and practice teaching assessment.
References:
Materials prepared by the School of Education, Chisholm Institute of Technology.

EDN392 Studies in Child Development 3

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: In semester one, students will undertake an introductory course in Children with special needs. This theme will be continued in semester 2 when stresses in children will be considered. The semester will conclude with an eight week unit in which the needs of multicultural children and their families will be considered. Child study skills will be included throughout both strands.
Assessment: Child Studio folio, test, seminar paper.
References:
HOWARD, W. L. and ORLANSKY, M. D., Exceptional Children, Charles Merrill, 1980.

EDN393 Studies in Early Childhood Education 3

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: First semester will be developed to indepth consideration of program planning with particular reference to developing programs based on individual records. Current issues and innovations in pre-school curriculum issues will also be considered. In the second semester, pre-school administration will be considered including such topics as reports, committee work, insurance and legal implications. Also included in this semester will be a three week program designed to assist students to seek employment in pre-school and primary schools.
Assessment: Folio of tasks and program plans, essay and test.
References:
MILLS, B. C., Understanding the Young Child and his Curriculum, Macmillan, 1972.
SEEFE LD, T., A Curriculum for Pre-School, Charles Merrill, 1980.

EDN395 Early Childhood Language Across the Curriculum 3

Contact: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: During the first semester, students are offered various elective studies from which to choose. These include children's literature (both at the pre-school and primary level), issues in language difficulties, language studies and oral English.
During the second semester, two major topics are studied. These are:
1 Methods of teaching English as a second language.
2 Organisation of language arts programs at the preschool, infant school and primary school levels.
Assessment: Assignments and/or class tests.
References:

EDN397 Curriculum Studies in Environmental Science (Early Childhood)

Contact: Three hours per week, for two semester.
Prerequisites: Nil.
Syllabus: Emphasis upon designing appropriate learning experiences which facilitate young children’s understanding of their environment through the development of concepts and skills derived from science, social science and health studies. Instruction will be organised into three one-hour concurrent strands each week. Emphasis will be placed on:
Science: skills of observation, discrimination, and classification, and relevant language and concept development.
Social Science: membership of social groups such as family, preschool and neighbourhood.
Health: physical, and special problems.
Assessment: Assignments.
References:
SEEFE LD, T., Social Studies for the Pre-School-Primary Child, Merrill, 1977.
SEEFE LD, T., Science Experiences for Young Children, N.A.E.Y.C.
REINISCH, E. and MINEAR, R., Health of the Pre-School Child, John Wiley and Sons, 1974.

EDN398 Curriculum Studies in Environmental Science (Primary)

Contact: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: This unit is organised so that teaching methods common to Health, Science and Social Studies are in-
tigated. The content is presented in modules to deal with:
1. teaching and organisational approaches appropriate to junior, middle and upper levels of the primary school;
2. topics/concepts selected from the main areas of each subject;
3. inquiry teaching strategies appropriate to the three subjects.
Assessment: Assignments.
References:

EDN399 Historical and Sociological Foundations of Education

Contact: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: The course comprises two strands and begins with an introduction to the major social, intellectual and political trends in the history of Australian education since World War 2. The substantive objective of the second strand is to develop an institutional (sociological) understanding of education. A theoretical framework will be developed which analyses education as being located within a framework of many other institutions, especially those concerned with economic and practical functions.
Assessment: Assignments.
References:

EDN401 Problems and Issues in Contemporary Education

Contact: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: Issues raised in this subject include centralisation and devolution of decision making, community involvement in education, effective teaching, learning alternatives and the impact of new technology. The skills to be developed are those of paper presentation, conducting a field investigation or literature review, and writing a group report involving elementary research skills.
Assessment: One from 2 major assignments.
References:

EDN402 Multicultural Education — Sub-Cultures and Education

Contact: Four hours per week, for one semester.
Prerequisites: Problems and Issues in Contemporary Education EDN401.
Syllabus: The course aims to develop an understanding of the multiplicity of cultures and sub-cultures that exist in Australian society with all their attendant concerns. There will be a special focus on the education needs of their children. Special attention will be paid to identifying and describing the variety of cultures and subcultures that exist in Australian society, and on understanding the concerns of these sub-cultures with special emphasis on the understanding of their cultural background and social and educational needs.
Assessment: One from Group B. One from Group D. (See Assessment Policy).
References:
BULLIVANT, B. M., Race, Ethnicity and Curriculum, Melbourne: Macmillan, 1981.

EDN403 Issues in Multicultural Education

Contact: Four hours per week, for one semester.
Prerequisite: EDN402.
Syllabus: This unit takes up some of the issues raised in the previous unit EDN402, emphasising problems and issues relevant to the multicultural classroom. The following areas will form the basis of the unit: bilingual education — pros and cons; the “hidden” curriculum — what is it and how can it be overcome?: ability and attainment of migrant children: materials development for the multicultural classroom; multiculturalism and the school syllabus; language development and ESL needs in the multicultural classroom.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN404 Looking in Classrooms

Contact: Four hours per week, for one semester.
Prerequisites: Problems and Issues in Contemporary Education EDN401.
Syllabus: An examination of the classroom and teacher effectiveness in the facilitation of learning. A study is made of classroom organisation, teacher-pupil interaction and the application of theories of teaching to the teaching-learning situation. Research into the teacher's
working day and examples from classrooms illustrating different approaches to the teaching-learning situation are presented to emphasise the teacher’s role in the classroom. A selection of important factors which affect the teacher’s ability to facilitate learning within the classroom, e.g., vandalism, multimedia, facility, availability, are examined.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

EDN405 Critical Teaching Problems

Contact: Four hours per week for one semester.
Prerequisites: Looking in Classrooms EDN404.

Syllabus: In this teacher-centred subject students identify critical teaching problems and devise trial and evaluate strategies to eliminate these problems. Classroom-based problems are identified by the application of a teacher-stress checklist. Problem areas are examined in relation to motivation theories, time management theories, alternative classroom organisational patterns and codes of discipline. Strategies for increasing career satisfaction are devised after analysing the nature of the classroom teacher’s task.

Assessment: Two from Group D. (See Assessment Policy).
Reference:

EDN406 School Organisation and Management 1

Contact: Four hours per week of lectures and workshops.
Prerequisite: EDN401.

Syllabus: The course consists of a study of the basic administrative concerns of those charged with running efficient and effective schools. It comprises the theory and practice associated with such matters as leadership, morale, motivation and effective communication.

Assessment: One from Group B. Two from Group C. (See Assessment Policy).

References:

EDN407 School Organisation and Management 2

Contact: Four hours per week of lectures and workshops.
Prerequisite: EDN406.

Syllabus: The course continues the study commenced in the previous semester but with a practical emphasis. Particular study is made of the administrative concerns of individual students. Specific emphasis is given to the administration of school reviews and the implementation of curriculum change.

Assessment: One from Group B. Two from Group C. (See Assessment Policy).

References:
Students are expected to use texts appropriate to their needs, choosing from the list supplied in class.

EDN408 Field Studies in Education

Contact: Four hours per week for one semester.
Prerequisites: The first subject in a Studies in Education or a Studies in Curriculum sequence.

Syllabus: The following components will form the basis of this subject:
(a) The role of literature pertinent to field investigation in education. Included in this will be — (i) instruction in computer and bibliographical search techniques; (ii) reviewing the literature; (iii) basic statistical procedures.
(b) Selecting questions to investigate in field settings.
(c) Introduction to methods of investigating questions in field settings. Emphasis will be placed on the techniques appropriate to case studies, experimental design, historical and philosophy enquiry and surveys.
(d) Project proposal writing.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:
GAY, L. R., Educational Research: Competencies for Analysis and Application, (2nd edn.), Columbus: Chas. Merrill, 1981.

EDN409 Project

Contact: The equivalent of eight hours per week for one semester.
Prerequisites: Field Studies in Education EDN408 and a sequence of two subject in Studies in Education of Studies in Curriculum.

Syllabus: The project is designed as an investigation or field study which relates to the previous studies of the student as well as to the school, classroom or other setting in which the student operates. As the major purpose of this subject is to enable the student to carry out an investigation or field study, the methodological emphasis in this unit will be on the student working in the field. This will be supported by seminar sessions in which the student presents the study and leads appropriate discussion, as well as regular and frequent attendance at supervision/consultation sessions with supervisors.

Assessment: One from Group E. (See Assessment Policy).

References:
CHISHOLM INSTITUTE OF TECHNOLOGY, School of Education, Project manual.
CHISHOLM INSTITUTE OF TECHNOLOGY, School of Education, Practicum and Project.
EDN411 Assisting Children with Special Needs 1

Contact: Four hours per week for one semester.
Prerequisites: Problems and Issues in Contemporary Education EDN401.

Syllabus: The following topics will be considered in detail:
(a) The identification of the characteristics and needs of children requiring special assistance in the primary school. These will include children experiencing difficulties in language and/or mathematics, children with emotional problems and/or problems of socialisation, children requiring curriculum modification or extension.
(b) The implications of special assistance for curriculum development and evaluation.
(c) The delineation of a variety of strategies of identification diagnosis and teaching to meet the special needs identified above. Special emphasis will be placed on utilising specific curriculum areas to meet special needs.

Assessment: One from Group D and one from Group E. (See Assessment Policy).

References:

EDN412 Assisting Children with Special Needs 2

Contact: Four hours per week for one semester.
Prerequisites: Assisting Children with Special Needs 1 EDN411.

Syllabus: This subject is a logical extension of the previous semester. It provides more detailed, specialised information on the topics, covered in the first semester.
The following topics will be considered in detail:
(a) An examination of techniques and strategies used in the identification, diagnosis and helping of children with special social and emotional needs.
(b) An examination of the basic counselling techniques and strategies to use with children, their parents, other professionals and para-professionals, and other members of the greater community.
(c) A detailed examination of how each component of the total curriculum could be used to assist children with special needs.
(d) The analysis of given case studies.
(e) Field work.

Assessment: One from Group D and one from Group E. (See Assessment Policy).

References:
LERNER, J., Cases in Learning and Behaviour Disorders, Houghton, Mifflen, 1981.

EDN413 Advanced Studies in School and Community

Contact: Four hours per week for one semester.
Prerequisite: EDN401.

Syllabus: An advanced study of the political and social context of the school in Australia, together with its relationships with the community it serves. Issues considered will include: agency co-operation, the development of school-based community education, parents in schools, administration of a community oriented school, the concept of a community oriented school and urban and rural differences in education needs.

Assessment: One from Group D, one from Group F. (See Assessment Policy).

References:

EDN414 Case Studies in School and Community

Contact: Four hours per week for one semester.
Prerequisite: Advanced Studies in School and Community EDN413.

Syllabus: This unit is designed to provide practical studies of the issues raised in Advanced Studies in School and Community EDN413. Emphasis will be placed on the practical implementation of school-based community education using case studies from Australia and other parts of the world. Issues considered will include: The school/community advisory committee, program and process, leadership, community participation, group workskils, program development and evaluation.

Assessment: One from Group D, one from Group F. (See Assessment Policy).

Reference:

EDN431 Advanced Curriculum Studies: Early Childhood Curriculum Issues and Design

Contact: Four hours per week for one semester.
Prerequisites: Problems and Issues in Contemporary Education. EDN401.

Syllabus: Sources of early childhood curriculum such as community expectations, issues, subject areas, theory and research will be explored. Principles and processes of curriculum design will be considered with particular reference to the Wheeler, Harrison and Clyde models.

Assessment: One from Group D. One from Group E. (See Assessment Policy).

References:
OTTO, W., Corrective and Remedial Teaching, Houghton Mifflen, 1980.
References:

EDN432 Advanced Curriculum Studies: Early Childhood Exceptionality

Contact: Four hours per week for one semester.
Syllabus: Though the subject seeks to provide a theoretical basis to the study of exceptionality, the chief emphasis will be on the curriculum and teaching implications of meeting the needs of exceptional young children. Topics will include an overview of issues and trends in special education, giftedness, sensory and perceptual — motor disabilities, intellectual and attention disabilities, language disabilities, and children suffering from chronic disabling diseases. An opportunity will be provided for students to carry out in-depth research in a specific area of exceptionality.
Assessment: One from Group C. One from Group D. One from Group F. (See Assessment Policy).
References:

EDN433 Advanced Curriculum Environmental Studies

Contact: Four hours per week for one semester.
Prerequisites: Science Education 2 EDN343 and Social Science Education 2 EDN344 and Health Education 1 EDN133 or the equivalent of these three subjects.
Syllabus: An examination of the places of Environmental Studies (see here as Science, Social Science and Health) in the primary school curriculum, with reference to existing programs and possible developments. Recognition of elements common to the three subject areas in terms of content and teaching methodology. An examination of one subject area in greater depth. Issues associated with these areas in terms of resources, matters of controversy, and curriculum development and evaluation.
Assessment: One from Group E. (See Assessment Policy).
References:

EDN434 Advanced Curriculum in Art, Music and Movement

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

EDN435 Curriculum Evaluation and School Review

Contact: Four hours per week for one semester.
Prerequisites: EDN352 or the equivalent.
Syllabus: Participants in this subject will explore ways in which school communities can evaluate their own policies and practices within particular school contexts. Topics included in the subject are: concepts and rationales for curriculum evaluation; planning an evaluation; methods of data collection; ethics; implementation and reporting. Participants will be expected to take an active part in workshops and seminar presentations.
Assessment: One from Group D. One from Group E. (See Assessment Policy).
EDN436  Computers in Education 1

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisites: Problems and Issues in Contemporary Education EDN401.

Syllabus: Computer awareness; the structure and organisation of a computer system in general terms, the history of computers, types of computers, modes of processing, computer applications and social implications.

Education applications of computers; computer awareness curricula and methodologies, CAL, CML, computers across the curriculum.

Computer literacy; the use and care of computers.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN437  Computers in Education 2

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisites: Advanced Computers in Education 1 EDN436.

Syllabus: Computers and society; applications and implications.

Evaluation and selection of hardware and software; the application of educational criteria.

Computer related curricula in the primary school.

Computer programming; the structured language LOGO, an introduction to BASIC.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN438  Advanced Music Education

Contact: Four hours per week for one semester.

Prerequisites: Music Education 1 EDN241 and Music Education 2 EDN341 or equivalent of these two subjects.

Syllabus: An advanced study of the approach to music education as advocated by Emile Jaques Dalcroze. The three main areas of study will be: (1) Eurhythms — movement activities, (2) Sol-fege—vocal activities, (3) Improvisation — practical music activities including tuned and non-tuned percussion instruments and the piano.

These activities will be presented at a level suitable for use in a music program for the primary school and also at the students own level of achievement.

Assessment: Two from Group D. (See Assessment Policy).

References:

EDN451  Sport Studies

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Sport as an art form. Sport depicted in various art forms from ancient times to the present. Use of photography in depicting sport as an art form and in communicating to the public, 'Sportugese', sport in the press, impact of television on sport and sport promotions. Requirements and skills of preparing sport reports and minutes of meetings of sports associations. Techniques required to prepare multi-media packages to promote sport.

Assessment: One from group C. One from group E. (See Assessment Policy).

References:

EDN452  Sports Studies 8

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Topics may vary from semester to semester but include those related to: Administration in sport; Sport, coaching and training; Drug control in sport; Women in sport; Children and sport; Sport and politics; Olympic games; Sports as Entertainment; Professionalism in sport.

References:

Selected articles from professional journals and relevant sport reports.

EDN453  Recreation Studies 7

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Topics for consideration may vary from semester to semester and include: Understanding the meaning of recreation. Recreation as an area of social concern. Changed view of leisure and recreation. Government role in recreation. Expanded services for special preparations. Growing environmental concerns.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:
Selected articles from relevant professional journals.

EDN454 Recreation Studies 8
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

EDN457 Language Studies — German 7
Contact: Four hours per week, for one semester.
Prerequisites: Major study in German.
Syllabus: A study of characteristics and styles within 19th century German literature (Poetic Realism; Realism; naturalism), using selected examples from the writings of Gottfried Keller, Otto Ludwig, Theodor Storm, Wilhelm Raabe, Theodor Fontane and Gerhart Hauptmann (in the German original).
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References: To be advised.

EDN458 Language Studies — German 8
Contact: Four hours per week.
Prerequisites: Language Studies: German 7 EDN457.
Syllabus: A study of characteristics and styles within 20th Century German literature, using selected examples from writers such as Thomas Mann, Franz Kafka, Berthold Brecht, Friedrich Durrenmatt, Heinrich Boll and Gunther Grass (in German original).
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References: To be advised.

EDN461 Music in Contemporary Australian Society
Contact: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: A detailed study of contemporary Australian musicians and their music. Australian music is studied in its own context and in relations to current world movements. Students elect from the following topics: The “Traditionalists”; The “Experimentalists”; Jazz; Theatre Music; Film Music; Popular Music; Commercial Music; Electronic Music; Computer Music. Personalities include: John Antrim, David Ahearn, Don Banks, Don Burrows, Colin Brumby, Bruce Clark, George Golla, George Dreyfus, Jennifer Fowler, John Sangster, Peter Sculthorpe, Bruce Smerlon, Percy Grainger.
Assessment: One from Group C. Two from Group D. (See Assessment Policy).

References:

EDN462 Studies in Community Music
Contact: The equivalent of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will investigate and study and/or participate in an approved area on community musical activity. Activities such as the following will be considered for approval: Music programs for children and youth, e.g., Frankston Community Music school, Peninsula Youth Orchestra, School's Band/Orchestrta programs; Music programs for special groups, e.g., mentally and physically disadvantaged, geriatrics, migrants or gifted; Music ensembles, choral societies or musical theatre groups.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References: To be advised.

EDN463 Music for Special Groups
Contact: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: A study of the use in music in contemporary society and in particular its use with disadvantaged sections of the population. Some examination of the psychological perceptions which relate to this use of music. The history and development of the use of music in therapy. Guidelines for the provision of services to special groups including mentally and physically disadvantaged, geriatrics, migrants and gifted. Behavioural objectives and evaluation procedures as applicable to these groups.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

**EDN466  Computer Studies 1**

**Contact:** Four hours per week of lectures and practical work for one semester.

**Prerequisites:** Nil.

**Syllabus:** The evolution of computers; their structure, organisation and mode of operation. Data; number systems, computer arithmetic, data representation and coding formats. Processing; the central processing unit. Stored program control, machine language, mnemonic codes and assembly. Programming; algorithm development, programming in FORTRAN 77.

**Assessment:** One from Group B. One from Group F. (See Assessment Policy).

**References:**
Prime Computer Manuals.

**EDN467  Computer Studies 2**

**Contact:** Four hours per week of lectures and practical work for one semester.

**Prerequisites:** Computer Studies 1 EDN466.

**Syllabus:** Mode of operation of a computer; data structures; file structures. Advanced programming in FORTRAN 77. Technological change: automation and unemployment, the impact of information systems.

**Assessment:** One from Group B. One from Group F. (See Assessment Policy).

**References:**

**EDN601  Aesthetics and the Arts**

**Contact:** Two for both semesters.

**Syllabus:** The subject aims:
1. To develop concepts of the nature of the arts.
2. To help students define and understand aesthetic response to the arts.
3. To develop the student's capacity to assess and evaluate artistic worth through a better understanding of the elements of artistic expression.
4. To explore expressions of similar concepts in different art forms.

**Assessment:** Assigned work, tutorials.

**References:**

**EDN602  Field Experience**

**Contact:** Variable.

**Prerequisites:** Nil.

**Syllabus:** Visits are designed to provide students with insights into the arts activities provided, and the problems faced, by various institutions.

**Assessment:** Two written reports — one planning and the other summarising the year's activities.

**References:** Nil.

**EDN603  Issues in Art Education**

**Contact:** Two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** The unit aims to provide the students with an understanding of the problems likely to be faced in the classroom, district or gallery situation, and methods of overcoming these difficulties.

Topics to be covered will include: a review of factors influencing human development in art; roles in art education; needs of pupils, schools, administrators; Education Department syllabus; overcoming blocks to creative expression; advocacy and communication.

**Assessment:** Essays and tutorials.

**References:**

**EDN604  Material Studies**

**Contact:** Two, in both semesters.

**Syllabus:** The unit aims to give students the opportunity to experiment with new materials and techniques for the purpose of:
1. extending their own understanding and knowledge of the qualities of the materials and the ways in which they can be used;
2. evaluating the material or technique for use by pupils of various age groups within various educational settings;
3. developing their own creative ideas with the materials used for experimentation.

**Assessment:** Students are required to keep a diary of experiences, findings and evaluation for each area studied. Assessment will be based on a presentation folio of the actual work covered together with the diary of their findings.

**References:**
Students will prepare their own bibliography of useful references for use in the classroom situation. Journals such as *Craft Australia and Interaction* will provide useful information.
EDN605  Program Development in Art Education
Contact: Two in both semesters.
Prerequisites: Nil.
Syllabus: The unit aims to provide students with the knowledge and skills required for satisfactory development of art/craft curricula to fit the needs of their local situation as art/craft specialists, district co-ordinators, or gallery education officers. Topics to be covered include: historical developments in art education; identification and formulation of desirable goals in art education; intended learning outcomes; strategies for teaching art; student performance objectives; planning and managing the program; evaluation.
Assessment: Essay, tutorials, program.
References:
HUNKINS, F., Curriculum Development: program Improvement, Columbus, Ohio: Merrill, 1980.

EDN613  Printmaking
Contact: Four, in both semesters.
Prerequisites: Graphic arts studies at third year level.
Syllabus: Students will develop practical projects of special interest. Use of specialised techniques will be demonstrated and encouraged. Students will gain practical knowledge in kiln design, construction and firing using a variety of fuels. Students will be encouraged to undertake personal research into geology and chemistry related specifically to their personal, practical projects. Students will also undertake personal research into aspects of history or philosophy.
Assessment: Each student is required to prepare and present an exhibition of completed ceramic works. A research submission must accompany the exhibition.
References:

EDN612  Fibre Arts
Contact: Four hours per week.
Prerequisites: Fibre arts studies at third year level.
Syllabus: Students are expected to develop their own weaving or embroidery skills and concepts to a high personal level. Students will be required to investigate the properties of the materials being used and to carry out experimental work in techniques and/or chemistry related to dyeing of fibres. An investigation will be conducted by the student in an area of his/her chosen specialisation.
Assessment: Each student is required to prepare and present an exhibition of completed works. An investigation must also be presented on an aspect of the student’s own specialisation.
References:
Students prepare their own bibliography to correspond with their chosen research area.

EDN606  Research Methods and Existing Research in Art Education
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The unit aims to provide students with the understanding and skills required to be able to draw upon existing research and initiate their own, in order to effect necessary program changes. Topics to be covered will include: observation as a basis for teaching and research; varieties of observation; the case study; identifying a researchable problem; measurement; research in art education; planning a research project.
Assessment: Tutorials, research proposal, examination.
References:

EDN607  Project
Contact: Variable, both semesters.
Prerequisites: EDN606 should be taken previous to, or concurrent with, enrolment in EDN607.
Syllabus: Students are required to carry out and present a research project related to art and education. Course work undertaken in EDN606, Research Methods and Existing Research in Art Education, will give the students background knowledge and will influence the choice of topic for independent research. Close and continued discussion between supervisor and student is expected throughout the duration of the research project.
Syllabus: Students will be expected to extend their conceptual abilities through drawing as well as other means of graphic communication. Serigraphic, intaglio and relief printing methods will be available but it is expected that at this level students will develop multi-media printing techniques to suit their own particular needs. Students will be required to investigate the properties of the materials being used, and to experiment with plates, grounds and inks. An investigation will be carried out on printmaking in Australia and the work of a selected Australian printmaker is to be studied in depth.

Assessment: Each Student is required to present: a folio of prints and drawings completed during the course, and a thesis on an Australian printmaker.

References:

EDN616 Glass Studies

Contact: Four hours per week in both semesters.
Prerequisites: Glass Studies at third year level.

Syllabus: Students are expected to develop skills and concepts to a high personal level. They will be expected to make contact with artists working in their area. Students will investigate the properties of the materials being used and, if applicable, will carry out experimental work in their area. They will also undertake personal research into aspects of the history and philosophy of the area.

Assessment: Each student is required to prepare and present an exhibition of completed works, accompanied by a folio of drawings, plans, and ideas. Students will also submit a review of the work of a well-known contemporary glass artist/craftsperson.

References: To be advised.

EDN621 Ceramic Arts

Contact: Two hours per week in one semester.
Prerequisites: Nil.

Syllabus: The unit aims to promote students' creative thinking through discriminating and sensitive use of clay as an artistic medium; to develop an understanding and knowledge of historic and contemporary styles in ceramic development; and to give an understanding of various methods in connection with ceramic production.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

EDN622 Fibre Arts

Contact: Two hours per week for one semester.
Prerequisites: Nil.

Syllabus: The unit is planned to give students an understanding of the properties of fibres and fabrics and develop in them a sensitivity to the way that these materials in weaving and embroidery. A knowledge of terminology and techniques associated with the arts will enable students to research and assimilate published information in the area. Work includes: natural dying of fibres, spinning; weaving; creative embroidery.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

EDN623 Printmaking

Contact: Two hours per week in one semester.
Prerequisites: Nil.

Syllabus: Students will explore the materials of the printmaker in a creative manner and will experience the
following methods: relief printing; intaglio printing; planographic printing; stencil printing.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

EDN624 Metal Crafts

Contact: Two hours per week.
Prerequisites: Nil.

Syllabus: The unit will cover basic techniques such as cutting, shaping, joining and gravity casting, using various metals including copper, brass and silver. Students will be encouraged to incorporate other materials into their designs.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

EDN625 Painting

Contact: Two hours per week.
Prerequisites: Nil.

Syllabus: The unit introduces the student to three painting methods: water colour, oil painting, acrylic painting. Students will be expected to develop an understanding of the requirements of each painting technique through: preparation of support; introduction to pigments; application methods; studio practice.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

EDN626 Glass Studies

Contact: Two hours per week in one semester.
Prerequisites: Nil.

Syllabus: The unit will extend the student’s range of artistic expression into the media of coloured and stained glass. Aspects to be studied include the design, the cartoon, the outline, the headline, glazing and finishing.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

EDN671 Orientation Program

Contact: Weekend residential camp at Portsea Annex.
Prerequisites: Nil.

Syllabus: An introduction to environmental issues, environmental perception, moving through the environment and management. Emphasis on practical participation.

Assessment: Satisfactory participation in all aspects of the program.

References: Nil.

EDN672 Foundation Studies A

Contact: Three hours per week comprising lectures and laboratory sessions.
Prerequisites: Nil.

Syllabus: Environmental perception and sensory awareness activities, as the basis of environmental studies. An introduction to ecological terms and concepts. Consideration of selected global environmental issues, with an emphasis on the role of humans in changing the biosphere, and the importance of political, economic and social constraints in relation to studies of the environment. Techniques for investigating environmental issues including literature searches, a range of social science techniques and field activities.

Assessment:
1. A practical investigation, using at least two different methodologies, of a local environmental issue.
2. Presentation of a tutorial, demonstrating the political/social/economic aspects of a selected environmental issue.

References:

EDN673 Foundation Studies B

Contact: Three hours per week comprising lectures, laboratory sessions, field studies and practical activities.
Prerequisite: Satisfactory completion of EDN672.

Syllabus: A counselled selection of three modules from: basic ecology, techniques of assessing the environment, environmental education, outdoor pursuits and base camping, base camp activities — land and aquatics, environmental science sailing, horse riding and trail riding.

Assessment: Written/practical examinations.

References:

EDN674 Integrated Field Studies

Contact: Three hours per week for 26 weeks or equivalent, comprising lectures, laboratory sessions and field work.
Prerequisites: Satisfactory completion of units EDN671, EDN672 and EDN673.
Syllabus: A variety of field techniques to assess the nature of selected environments. Collection and processing of field data in the various disciplines relevant to each selected environment, e.g. geology, geomorphology, meteorology, biology, physio-chemistry, soil science. The use of a diversity of outdoor pursuits in conjunction with investigations of each selected environment. Environmental assessment criteria. Design of learning experiences for various groups incorporating a combination of appropriate outdoor pursuits and field study techniques.

Selected environments for investigation: urban, freshwater aquatic, coastal aquatic, bushland. Assessment: Laboratory and field reports. Practical assessment of outdoor pursuits. Active participation in all practical and field work. Comprehensive group report of a particular environment.

References:
COSTERMANS, L. F., Native Trees and Shrubs of South-Eastern Australia, Rigby, 1981.

EDN675 Service Studies

Contact: One hour per week for 52 weeks or equivalent.

Prerequisites: Nil.


Assessment: Theoretical and practical requirements as laid down by Royal Lifesaving Society.

Theoretical and practical requirements for the St. John Ambulance Association First Aid Certificate.

Submission of photographic folio/slide tape.

Submission of completed video tape.

Practical test to demonstrate competency as user of audio-visual equipment. Theoretical and practical test of requirements for Chisholm Institute Power Boat handling Certificate.

References:

EDN676 Specialist Study in an Outdoor Pursuit

Contact: One hour per week for 26 weeks, or an equivalent time.

Prerequisite: EDN673.

Syllabus: Students must complete one of the following:
Scuba — C grade Certificate.
Canoeing — Proficiency Certificate.

Bushwalking and lightweight camping — VBMTAB Proficiency Certificate (or equivalent).

Assessment: As outlined in syllabus.

References:
MARTANTE, B., This is Sport Diving Technique, Hampshire: Nautical, 1977.

EDN677 Field Experience As a Learner and a Leader

Contact: eighty hours over the four semesters, or equivalent in approved field work.

Prerequisites: Nil.

Syllabus: Participation in a variety of field activities including half-and one-day excursions, and residential camps, with different groups, e.g. school children, youth groups, handicapped persons, adult groups. Participation as a learner and as a leader in field activities.

Assessment: Individual assessment of the level of participation as a learner and as a leader by course supervisors and approved external field experience leaders. Submission of a written report at the end of each session.

References: Nil.

EDN678 Final Leadership Assessment Program

Contact: Five day residential camp as an approved location.

Prerequisites: EDN671, EDN672, EDN673, EDN674, EDN675, EDN676, EDN677.

Syllabus: Organisation and presentation of an effective large-scale, five-day outdoor studies program.

Assessment: Submission of:
(a) planning details prior to program, and
(b) report at conclusion of activity.

Observation by approved field experience leaders.

References: Nil.
School of Social and Behavioural Studies

Staff

Undergraduate courses:
- Bachelor of Arts (C&F) SB4
- Bachelor of Arts/Bachelor of Business (C&F) SB6
- Associate Diploma in Police Studies (C) SB8
- Associate Diploma in Welfare Studies (C) SB8

Graduate courses:
- Graduate Diploma in Applied Psychology (C) SB10
- Graduate Diploma in Communication and Information Studies (C) SB10
- Graduate Diploma in Community Education (C&F) SB11
- Graduate in Welfare Administration (C) SB11
- Master of Arts (C) SB11

Subject Synopses

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
SCHOOL OF SOCIAL AND BEHAVIOURAL STUDIES

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BEd(Monash), MACE

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DipIPS, FIPS

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Maruta Ayres
BA, DipEd, SecTDip(Adelaide)

Administrative Officer
Liza Dale (Acting)
BA(Monash)

Typist
Alison Knight

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MA(Aberdeen), MSc(Monash)

Secretary
Kathryn Attard

Principal Lecturer
Arthur E. Crook
BA(Hons)(Qld), MA(Melb), MAPsS

Senior Lecturers
Ronald D. Francis
JP, MA(NZ), MA(Melb), DipCrim(Canab), FBPoS
F. Denis Kiellerup
BA(Hons), PhD(Melb), TPTC, MAPsS

Lecturers
Barry J. Evans
BA(UNE), GradDipFurtherEd,
GradDipEdAdmin(Adelaide CAE), GradDipAppSoc
PsyCh(Swinburne), MA(Chisholm)

Graeme Hyman
BA(CIT), MSc(Melb), MAPsS

Maxwell K. Jory
BSc, PhD(Monash), MAPsS

Russel A. Langley
MB, BS(Melb), DDM(Syd)

Peter G. Macris
BA, BEd, MEd(Monash), TPTC, MAPsS

Evelyn Morganroth
BA(CSU), MA(Melb), MAPsS

Principal Tutor
Leah Zaks
BA(Hons)(Monash), MAPsS

Tutors
Christine H. Ffrench
BA(Chisholm)

Mary R. Marsh

Technician
Ardel Shamsullah
BA(Chisholm)

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BD(Hons)(London), PhD(La Trobe)

Moni Storz
BA, PhD(Monash)

Lecturers
Joy E. Birjak
TeachersCent(London), BA(Hons), PhD(Monash)

R. Barry Ellem
BA(Hons)(Monash)

Christine Lloyd
BSc(Hons)(London), MA(Kent),
BEd(Coun)(La Trobe)

Ian M. Marshall
MA

James Ross
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Lecturer
Helen Tebbell
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Senior Tutor
Thomas Whelan
BA(Monash), GradDipAppSocPsyCh(Swinburne)

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Lecturers
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BA, DipEd(UNE)
David G. Kerr  
*BA, BEd(Melb), MA(Monash)*

Susan A. Tweg  
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Brian J. Costar  
*BA, PhD(Qld)*

David Muschamp  
*MA(WA)*

**Lecturers**

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*BA(Hons)(Tasmania)*

Dennis F. Woodward  
*BA(Hons), PhD(Flinders)*

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**Senior Lecturer**

Michael Singer  
*BSocSci, LLM(Monash), MAPsS, Barrister and Solicitor of the Supreme Court of Victoria*

**Lecturer**

Vincent A. Morfuni  
*BA, LLM(Melb), Barrister and Solicitor of the Supreme Court of Victoria*

**Secretary**

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**Lecturers**

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*BA, DipSocStud(Melb)*

Ian G. Murray  
*BA, DipSocWork(Sydney), MSW(Michigan)*

Margaret C. Safron  
*BA, DipSocStud(Melb)*

**Secretary**

Marie Kjer-Nielsen
UNDERGRADUATE COURSES

Bachelor of Arts

Course Code: BD

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

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

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

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

Admission Requirements

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

Credit Transfer

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

Admission with Advanced Standing

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

Class Hours

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

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

Assessment

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

Subjects are graded on the following scale:

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

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

Major and Minor Strands

APPLIED PSYCHOLOGY

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

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

APPLIED SOCIOLOGY

A major in Applied Sociology consists of eight semester subjects, the first two of which must be SOC102 and SOC104, normally taken in that order. (Varying that order requires consent of the department.) Students then select six upper division sociology subjects to complete a major, or two to complete a minor.

For a major, SOC210 and one of SOC350, 351 or 352
are required. Provided that prerequisites are satisfied, upper division subjects may be taken in any order, except that one of SOC350, 351 or 352 must be one of the final two subjects in the major. For SOC351 and 352, though not SOC350, SOC310 is a prerequisite. It is recommended that SOC210 precedes SOC310. An additional requirement for a major is Statistics MAT171 or equivalent.

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

**COMMUNICATION STUDIES**

The Communication Studies major and minor are not available to students whose first enrolment in the BA is in 1986. They are available to current BA students whose initial enrolment in the course pre-dates Semester 1, 1986. No existing BA students will be admitted to COM100, Introduction to Communication Studies, after the conclusion of Semester 2, 1986.

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM100 Communication Studies — Human</td>
<td>4</td>
</tr>
<tr>
<td>Communication Processes</td>
<td></td>
</tr>
<tr>
<td>COM102 Communication Studies — Message</td>
<td>4</td>
</tr>
<tr>
<td>Analysis</td>
<td></td>
</tr>
<tr>
<td>MAT171 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>COM202 Communication Studies — Audio-</td>
<td>4</td>
</tr>
<tr>
<td>Visual Languages</td>
<td></td>
</tr>
<tr>
<td>COM206 Communication Studies — Information</td>
<td>4</td>
</tr>
<tr>
<td>Diffusion</td>
<td></td>
</tr>
<tr>
<td>COM208 Communication Studies — Publishing</td>
<td>4</td>
</tr>
<tr>
<td>and Editing</td>
<td></td>
</tr>
<tr>
<td>COM210 Communication Studies — Interpersonal</td>
<td>4</td>
</tr>
<tr>
<td>and Group Communication</td>
<td></td>
</tr>
<tr>
<td>COM302 Communication Studies — Communication</td>
<td>4</td>
</tr>
<tr>
<td>Methodologies</td>
<td></td>
</tr>
<tr>
<td>COM304 Communication Studies — Organisational</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>COM306 Communication Studies — Communication</td>
<td>4</td>
</tr>
<tr>
<td>Technologies</td>
<td></td>
</tr>
<tr>
<td>COM308 Communication Studies — Seminar on</td>
<td>3</td>
</tr>
<tr>
<td>Professional Problems</td>
<td></td>
</tr>
<tr>
<td>COM310 Communication Studies — Mass</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
</tbody>
</table>

**POLITICAL STUDIES**

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL153 Political Studies — Introduction to</td>
<td></td>
</tr>
<tr>
<td>Australian Politics</td>
<td></td>
</tr>
<tr>
<td>POL154 Political Studies — Political Ideas</td>
<td></td>
</tr>
<tr>
<td>C 4</td>
<td></td>
</tr>
<tr>
<td><strong>Upper Division</strong></td>
<td></td>
</tr>
<tr>
<td>POL252 Political Studies — Advanced Australian Politics</td>
<td>4</td>
</tr>
<tr>
<td>POL256 Political Studies — Chinese Politics</td>
<td>4</td>
</tr>
<tr>
<td>POL258 Political Studies — Indian Politics</td>
<td>4</td>
</tr>
<tr>
<td>POL260 Political Studies — Australian State</td>
<td>4</td>
</tr>
<tr>
<td>Politics</td>
<td></td>
</tr>
<tr>
<td>POL262 Political Studies — Politics of</td>
<td></td>
</tr>
<tr>
<td>Industrial Relations</td>
<td></td>
</tr>
<tr>
<td>POL264 Political Studies — Comparative</td>
<td></td>
</tr>
<tr>
<td>Politics</td>
<td></td>
</tr>
<tr>
<td>C 4</td>
<td></td>
</tr>
<tr>
<td>POL266 Political Studies — Political Morality</td>
<td>4</td>
</tr>
<tr>
<td>POL350 Political Studies — Modern Political</td>
<td>4</td>
</tr>
<tr>
<td>Theory</td>
<td></td>
</tr>
<tr>
<td>POL352 Political Studies — International</td>
<td></td>
</tr>
<tr>
<td>Relations</td>
<td></td>
</tr>
<tr>
<td>POL360 Political Studies — Research and</td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td></td>
</tr>
<tr>
<td>C 2</td>
<td></td>
</tr>
</tbody>
</table>

**STATISTICS**

Statistics is available as a minor or as a cognate major. The first year units are structured so that students with different levels of mathematical background knowledge can be accommodated. Statistics MAT171 and MAT172 have been designed for non-mathematical students. Statistics MAT173 and MAT174 have been designed for students with a sound mathematical basis at year 12. This constitutes the first year of a major study in Statistics, viz. MAT173, MAT174, MAT273, MAT274, MAT373, MAT374. A further elective Statistics MAT275 is also available.

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

### Bachelor of Arts/Bachelor of Business

**BA/BBus (Accounting)**
- Course Code: JA

**BA/BBus (Administration)**
- Course Code: JK

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

**BA/BBus (Marketing)**
- Course Code: JM

**BA/BBus (Office Administration)**
- Course Code: JB

**Course Leader:** Neville H. Knight

#### The Course

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

#### Recognition

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

#### Venue

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

#### Admission Requirements

(a) successful completion of a Year 12 course of study accredited by VISE being passes in four subjects including English; or,

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

(c) successful completion of the Certificate of Business Studies; or,

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

#### Prerequisite

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

**Recommended:**

(i) Pass(es) in particular subject(s) at Year 12 level as stipulated in individual BBus strand entries.

(ii) HSC Group 1 subjects in preference to HSC Group 2 subjects.
(iii) Full-time Year 12 as in (a) or (b) above at one sitting in preference to accumulation of subjects. An accumulation of subjects is acceptable where those subjects have been studied solely on the part-time basis.

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 1 — Admission Requirements (See Student Manual 1986.)

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

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

- Holders of the AAIB award from the Australian Institute of Bankers are eligible for credit for up to six subjects.
- Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.
- Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course.
- Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

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

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

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

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

In order to qualify for the awards of BA and BBus in a BA/BBus program, a student must achieve grades of P or above in at least 80 percent of the total number of both BA and BBus subjects required. For the purposes of counting in this exercise, two 2-hour subjects will be taken as equivalent to one 4-hour subject. In a major of eight subjects in the BA, six must be completed with grades of P or above, and in a minor sequence of four subjects in the BA, two subjects must be completed with grades of P or above.

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

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

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

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

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

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1:</td>
<td></td>
</tr>
<tr>
<td>SOC102,</td>
<td>SOC104,</td>
</tr>
<tr>
<td>POL153,</td>
<td>POL154,</td>
</tr>
<tr>
<td>ACC103,</td>
<td>MAT171*,</td>
</tr>
<tr>
<td></td>
<td>FIN171, EDP172,</td>
</tr>
<tr>
<td>ADM121**</td>
<td>(½ subj.)</td>
</tr>
</tbody>
</table>

Year 2:
SOC212, SOC208, SOC210, FIN271, FIN231†, FIN111, MKT112, ACC104.

Year 3:
SOC216, SOC310, SOC352, POL252, POL250, FIN240, FIN233†, (ACC245 (½ subj.), FIN219 (½ subj.).

SB7
Year 4:
FIN260, ACC360, ADM122, FIN315 (½ subj.), FIN340 (½ subj.), FIN363, FIN393. (Total: 32½ full subjects)

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

Semester 1 | Semester 2
---|---
Year 1: | Year 2:
PSY101, SOC102, PSY102, SOC104, MAT173*, MKT112, FIN171, EDP172. ADM121** (½ subj.) | PSY201, SOC212, PSY202, SOC208, ACC103, MKT113. FIN271, ADM122.
Year 3: | Year 4:
PSY301, PSY302, FIN111, PSY303, PSY304, FIN371† | MKT212, ACC292, MKT246, MKT347, MKT213, MKT312. MKT348, MKT313. (Total: 32½ full subjects)‡

* A student undertaking a major or a minor in Applied Psychology is required to pass MAT173 or MAT171 and MAT172. A student undertaking a major in Applied Sociology or Communication Studies is required to pass MAT171 or MAT173. Since there is no Statistics prerequisites for the Political Studies major a student undertaking such a major would only be required to pass the business statistics half subject MAT161 but may pass MAT171 or MAT173 instead.

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

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

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

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

** Associate Diploma in Police Studies **

Course Code: QP
Course Leader: James J. Reilly

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

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

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

Course Structure
The course is designed around a core of ten compulsory semester subjects plus optional subjects, a total of 14. Students take two subjects per semester and are usually required to attend the Institute on two evenings per week. The compulsory subjects are: Police Studies PCE121, PCE123, and PCE221 (three units)
Legal Studies PCE125, PCE127, and PCE223 (three units)
Social and Behavioural Studies — Applied Psychology and Applied Sociology (four units)
Optional subjects may be selected from a wide range, e.g. Communication Studies, Political Studies, Accounting and Finance, Data Processing, Economics, Statistics.

** Associate Diploma in 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.

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

S88
Satisfactory Completion of the Course

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

Admission Requirements

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

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

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

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

Special Requirements:

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

Course Structure

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

Normally the course is taken in the following sequence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>PSY101 Psychology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC102 Sociology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Humanities Subject</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEL131 Welfare Studies</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>PSY102 Psychology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC104 Sociology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEL135 Welfare Law</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEL133 Welfare Studies</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>WEL239 Welfare Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEL231 Welfare Studies</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**WEL235 Welfare Fieldwork and Practice</td>
<td>38 days of practical experience in each semester, and a two hour seminar each week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**WEL237 Welfare Fieldwork and Practice</td>
<td>**38 days of practical experience in each semester, and a two hour seminar each week.</td>
</tr>
</tbody>
</table>

* For the range of subjects, students should refer to the subject synopses and the BA.

** 38 days of practical experience in each semester, and a two hour seminar each week.
GRADUATE COURSES

Graduate Diploma in Applied Psychology

Course Code: PY5
Course Leader: Arthur E. Crook

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

Admission Requirements
A degree with an accredited major in Psychology.

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

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

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 or her 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.

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Graduate Diploma in Communication and Information Studies

Course Code: PU
Course Leaders: Tony Keulemans
Pearl Levin

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

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

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

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

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

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

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

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

Course Code: PB1
Course Leader: Jim Ross

Content
This two year part-time course is designed to equip practitioners with conceptual understanding and practical skills in a variety of community education settings including community/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.

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

Course Structure
To complete the Graduate Diploma in Community Education, a student must complete 11 semester subjects. Three subjects are normally studied concurrently per semester with one subject option, namely interpersonal and socio-cultural communication studies of 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>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>SOC408 Sociology — Community Development</td>
<td>2</td>
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<td></td>
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<td>SOC402 Sociology — Human Growth and Development</td>
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<td>SOC403 Sociology — Group Reflection and Community Education Forum</td>
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<tr>
<td>2</td>
<td></td>
<td>SOC404 Sociology — Community Education: Neighbourhood Centres</td>
<td>2</td>
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<td></td>
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<td>SOC405 Sociology — Community Education: School and Community</td>
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<td>SOC406 Sociology — Processes in Community Education</td>
<td>2</td>
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<tr>
<td>2</td>
<td>1</td>
<td>SOC401 Sociology — Community Education Theory</td>
<td>2</td>
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<td>SOC407 Sociology — Administration in Community Education</td>
<td>2</td>
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<td>SOC409 Sociology — Methods of Teaching or SOC410 Sociology — Interpersonal and Sociocultural Communication</td>
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<td></td>
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<td>SOC411 Sociology — Community Education Practice: (Fieldwork)</td>
<td>4</td>
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</table>

Graduate Diploma in Welfare Administration

Course Code: PW1
Course Leader: Jim Ross

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

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

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

<table>
<thead>
<tr>
<th>Years</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>SOC422 Sociology — The Welfare Industry</td>
<td>3</td>
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<td>SOC430 Sociology — Social Policy</td>
<td>3</td>
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<tr>
<td>2</td>
<td></td>
<td>SOC421 Sociology — Organisational Structures and Processes in Welfare Systems</td>
<td>3</td>
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<td></td>
<td></td>
<td>SOC431 Sociology — Program: Planning, Implementation, Evaluation</td>
<td>3</td>
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<tr>
<td>2</td>
<td>1</td>
<td>SOC432 Sociology — Welfare Research</td>
<td>3</td>
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<td>SOC433 Sociology — Resource Management</td>
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<td>SOC425 Sociology — Project Design and Initiation</td>
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<td>2</td>
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<td>SOC429 Sociology — Project Implementation</td>
<td>5</td>
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<tr>
<td></td>
<td></td>
<td>SOC423 Sociology — Welfare Administration</td>
<td>3</td>
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</tbody>
</table>

Master of Arts

Course Code: MA

The School of Social and Behavioural Studies offers a Master of Arts program by research thesis. Inquiries should be directed in the first instance to the appropriate Head of Department.
Areas for Master's research within the School include:

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

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

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

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

**COM100** Communication Studies
Human Communication Processes

*Contact:* Four hours per week of lectures, tutorials and workshops for one semester.
*Prerequisites:* Nil.
*Syllabus:* This subject will focus on the following forms of communication: intrapersonal; interpersonal; small group; intercultural. Each of the above studies will involve an analysis of the different functions and effects of verbal and non-verbal communication.
*Assessment:* Cumulative, based on an essay, workshop reports, tutorial papers and an oral examination.

**COM102** Communication Studies
Message Analysis

*Contact:* Four hours per week of lectures, workshops and tutorials for one semester.
*Prerequisites:* Nil.
*Syllabus:* Introduction to semiotics and signification and the concepts of icon, index and symbol. Social codes. Language codes. Visual codes.
*Assessment:* Cumulative, based on an essay, tutorial paper, tests.

**COM180** Written and Oral Communication

*Contact:* Four hours per week, comprising lectures, tutorials and workshops for one semester.
*Prerequisites:* Nil.
*Assessment:* Class exercises and presentations, written reports and test.

**COM191** Oral and Written Communication

*Contact:* Two hours per week for one semester. The subject will be presented primarily by means of tutorials and workshops.
*Prerequisites:* Nil.
*Syllabus:* Structure of the English language; grammar, spelling rules, punctuation and logical argumentation in selected communicative contexts. Writing skills for summaries, letters, memoranda, reports, essays. Oral communication skills: reporting, public speaking, interviews, using telephones. Functions of non-verbal communication. Communication with non-English speaking migrants.

**COM196** Communication Studies

*Contact:* Five hours per week, consisting of two hours of typewriting and three hours of Communication Studies for two semesters.
*Prerequisites:* Nil.
*Syllabus:* Typewriting — development of basic keyboard competence and familiarity with the operation of the typewriter. Manuscript and report typing including: proofreading, quotations, footnotes, statistics, outlines, contents, bibliographies and appendices, letter typing and placement. Acquisition of a typing speed of 25-30 wpm on a five minute writing, with five or fewer errors. Acquisition of methodical work patterns. Communication — a practical emphasis and designed to increase competency in communication skills.
*• Mechanics of language — grammar, punctuation, logical argumentation.*
*• Verbal and non-verbal communication.*
*• Communication process.*
*• Effective letter and report writing.*
*• Group processes; meetings and interviews; structured and unstructured contexts.*
*Assessment:* Assessment for the typewriting component will be cumulative; assessment for the communication studies by oral and written exercises, assignments and tests.

**COM202** Communication Studies
Audio-Visual Languages

*Contact:* Four hours per week of lectures, tutorials and workshops for one semester.
*Prerequisites:* COM100 and COM102.
*Syllabus:* This subject focuses on the way in which audio-visual languages are constructed and how they operate. Film theory: semiotics; ideology and related areas. Narrative: the classic realist text; representation; identification; genre. Alternative and oppositional structures; the redefinition of film language and ideological structures.
Audio and video "hands-on" experience whereby theory is put into practice.

Assessment: Cumulative, based on an essay and audio-video projects.

References:

COM206 Communication Studies
Information Diffusion

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: COM100 and COM102.
Assessment: Cumulative, based on an essay, tutorial presentations, group projects and oral examination.
References:

COM208 Communication Studies
Publishing and Editing

Contact: Four hours per week of lectures and workshops for one semester.
Prerequisites: COM100 and COM102 or approved equivalent.
Syllabus: Literacy and levels of linguistic competence. Writing styles for differing purposes and differing audiences. The press (i) local, metropolitan and national; (ii) daily, weekly, monthly; (iii) specialist press. Interviewing for news gathering. Writing style, house style and newspaper styles. In-house public relations. External public relations. Copy writing and copy editing. The electronic media (i) radio, and (ii) television. The role of the public relations officer.
Assessment: Cumulative, based on essay, copy editing exercise and tests.
References:

COM210 Communication Studies
Interpersonal and Group Communication

Contact: Four hours per week of lectures, tutorials and practical sessions for one semester.

COM296 Communication Studies

A course for degree and diploma students of three hours per week for one semester.
Prerequisites: A pass in first year Graphic Design studies.
Syllabus: This is a practical course following on a sound knowledge of theory. Characteristics of mass communication. Forms and characteristics of each mass medium. Functions of mass communication. The advertisers' use of the media. Introduction to copywriting.
Assessment: Assessment will be on a cumulative basis with a formal examination.

COM302 Communication Studies
Communication Methodologies

Contact: Four hours per week of lectures, tutorials and seminars for one semester.
Prerequisites: A minor in Communication Studies and MAT171 (or equivalent).
Syllabus: This subject will focus on the main critical and empirical approaches covering the respective influences of the semiotic and "process" schools of thought. The subject will include studies of: the history and philosophy of science; scientific method; empirical research and underlying theories and models; humanistic/critical re­search; the North American traditions: public speaking, message and relationship communication styles; the European traditions: semiotics, linguistics, the Frankfurt School and later developments; rhetorical analysis and criticism; intercultural and international communication; contemporary and future developments.
Assessment: Cumulative, based on essays, seminar/tutorial presentations.
References:
COM304 Communication Studies Organisational Communication

Contact: Four hours per week of lectures, tutorials and workshops for one semester.

Prerequisites: A minor in Communication Studies (or equivalent).

Syllabus: This subject will focus on the main variables in organisational communication and include studies of: theory of organisations; classical school, human relations, human resources and systems theory; organisational diagnosis; managerial theory and practice; formats for organisational communication: message forms, content and direction; group processes: decision-making and conflict resolution; communication overload; innovation and change within organisations.

Assessment: Cumulative, based on tutorial papers, tests and reports.


COM306 Communication Studies Communication Technologies

Contact: Four hours per week of lectures and tutorials for one semester.

Prerequisites: Minor in Communication Studies (or equivalent).

Syllabus: The subject will focus on existing and emerging communication technologies and include detailed studies of such topics as: the concepts of the “Communications Revolution” and “Information Society”; the major providers and controllers of communication services; terrestrial and satellite communication networks; RSTV, CTV; videotex, teletext; teleconferencing — audio, video, computer. Applications and potentials; word processing and electronic mail; socio-economic and cultural impacts: national, international, organisational and individual; introduction to technology assessment and future research.

Assessment: Cumulative, based on a report, tests, and tutorial papers.


COM308 Communication Studies Seminar on Professional Problems

Contact: An average of three hours per week comprising seminars, individual supervision and/or an approved work experience program for one semester.

Prerequisites: A minor in Communication Studies and MAT171 (or equivalents).

Syllabus: The topics will vary from year to year, depending upon student requirements and/or the availability of participating host organisations. The range of topics can extend to various vocational issues and explore such areas as the dissemination and evaluation of communication within an organisation or the community generally. The appraisal of communication strategies, ethics and responsibility in communication are other examples of areas which may form the subject of individual or group projects.

Assessment: Based on major report or mini-thesis.

References: These will vary according to the approved topic or work experience program. Recent and contemporary publications will form a major component of the literature to be appraised in developing an approved project.

COM310 Communication Studies Mass Communication

Contact: Four hours per week comprising lecture and tutorial/workshop for one semester.

Prerequisites: Minor in Communication Studies (or equivalent).

Syllabus: This subject straddles both the process and socio-cultural approaches to mass communication and will include detailed studies of such topics as: forms and functions of the mass media; taxonomy of mass media theories; ideological functions of the media; “high” culture and mass culture; the effects of mass communication on culture and society.

Assessment: Cumulative, based on essays, tutorial papers and oral examination.


COM396 Communication Studies

Contact: Three hours per week for two semesters.

Prerequisites: Satisfactory completion of second year Graphic Design studies or entry to the degree course.

Syllabus: This is a course combining theory and practice. Information, communication diffusion, persuasion and change. Bases of persuasion: values, beliefs and attitudes. Theories of persuasion and change. Social and cultural contexts. Media selection. Designing strategies for information diffusion, persuasion, and innovation, e.g. advertising campaigns and other promotional activities.

Assessment: Assessment will be on a cumulative basis.


COM401 Communication Studies Communication in Organisations

Contact: Four hours per week for one semester.

Syllabus: A consideration of the perspectives from which
organisations may be analysed including the "auditing" of organisational effectiveness and the evaluation of communication technologies within organisational structures. Perspectives for organisational research: Theory of organisation. Internal and external communication systems. Auditing communication systems in organisations.

**Assessment:** Theory paper, tutorials and report.

**References:**

**COM402 Communication Studies Message Design for Communication Media**

**Contact:** Four hours per week for one semester.

**Syllabus:** A consideration of the main variables in message design with a view to constructing effective messages for various media of communication. Variables in message design. Features and applications of various recording and telecommunication media. In-house journals, annual reports, manuals etc. Features of educational and persuasive messages. Scripting, reporting, interviewing, editing, proofreading; production decisions. Computer graphics, videotext, teletext.

**Assessment:** Essay or report, production exercises and tutorial/workshop papers and presentations.

**References:**

**COM403 Communication Studies Communication Management**

**Contact:** Four hours per week for one semester.

**Syllabus:** The use of human, technological and economic resources, organisational intervention, conflict resolution, negotiation, innovation, advertising and public relations.

- Formal/informal communication patterns in organisations
- Interpersonal skills in the organisational setting
- Communication and organisation development
- Management of internal/external communication systems

**Assessment:** Theory paper, tutorials and report.

**References:**

**COM404 Communication Studies Futures Research and Technology Assessment**

**Contact:** Four hours per week for one semester.

**Syllabus:** The principal techniques and approaches to social and technological forecasting and the evaluation of the impact of technology on society. Introduction to futures research/futures studies. Methodologies: Trend extrapolation, Delphi, Cross-impact analysis, Simulation modelling, Scenarios etc. Technology Assessment, Socio-economic costs and benefits. Contemporary technological issues and problems. Communications policy and the "Information Society".

**Assessment:** Essay, report and tutorial papers/presentations.

**References:**
Australian Committee of Inquiry into Technological Changes in Australia, Report, Canberra; AGPS, 1980.

**COM405 Communication Studies Research in Communication and Information**

**Contact:** Four hours per week for one semester.

**Syllabus:** The methodologies used in communication and information research, including the theoretical and practical aspects of data collection, analysis and measurement.

- Scope of communication and information research.
- Experimental design; field studies and survey techniques.
- Statistical procedures and packages, eg., SPSS.
- Writing the research report.
- Content analysis.
- Information theory.
- Communication and Information economics.

**Assessment:** Research report, workshop exercises, tutorial papers and presentations.

**References:**

**COM491 Communication Studies**

**Contact:** Two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Introduction to human communication theory, interpersonal, group and mass communication. Existing telecommunication and recording media. New communication networks and services. Technology assessment, the socio-economic aspects of new communication and information technologies.

**References:**
Report on the Committee of Inquiry into Technological Change in Australia, Canberra; AGPS, 1980.

LIT101 Literature
The Nineteenth Century

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: A course which looks at the development in theory and practice of literature in the 19th century. An attempt will be made to isolate some of the factors which precipitated and/or hastened this change and determined the direction it would take. In essence, this course presents a study in romantic thought and expression which existed alongside realistic approaches, especially in fiction, throughout the century. The causes of the modern movement will be explored.
Assessment: Cumulative, by essays and tutorial papers.
References: Students will study the writings of some of the following: Charles Dickens, William Wordsworth, George Eliot and Thomas Hardy.

LIT102 Literature
The Twentieth Century

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: The course considers literary modes as practised in 20th century writing in English, and an exploration of the relationship between the chief movements in literature and social/political/intellectual trends of the 20th century. Modernism will be considered as a shaping force in the fiction, and verse and drama studied.
Assessment: Cumulative, by essays and tutorial papers.
References: Students should be familiar with the writings of some of the following: D. H. Lawrence, James Joyce, Henry James, T. S. Eliot, W. B. Yeats, Samuel Beckett, John Osborne.

LIT200 Literature
Fiction Writing: Theory and Practice

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalent.
Syllabus: A study of the art and craft of the Australian short story taken in parallel with the writing of the students’ own stories. The course is therefore part-critical, part-creative, equal time being given to both sections.
Assessment: Cumulative, by essay, tutorial papers and a folder of original narrative prose.

LIT203 Literature
The Dramatist as Social Critic

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: The Dramatist as Social Critic. Eight plays are chosen from classical Greek drama to modern drama. The aim is to encourage students to see the wider social implications of staged drama; plays grow out of and make comment on their particular culture. Students will be expected to develop their skills in historical and philosophical research, and will be guided to participate in reading aloud and develop theatrical skills through workshop sessions.
Assessment: Essays, research for tutorial papers, practical stagecraft and participation in an acted reading of one of the plays at the end of the semester. Teamwork is essential in the assessment.
References: To be advised.

LIT204 Literature
War in Literature

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A study of memoirs, poetry, fiction and drama of the First and Second World Wars. The study will emphasise the effects on the literature of the tensions produced by modern war on society and the individual. Writers to be studied will include Wilfred Owen, Siegfried Sassoon, Ford Madox Ford, Ernest Hemingway, Vera Britten and others.
Assessment: Cumulative, by essays and tutorial papers.
References: To be advised.

LIT206 Literature
Australian Literature

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A course in Australian literature from the beginnings in the convict era, bush-balladists, the diggings and first settlement, through the formative period of Australian styles and themes to modern writing. Students will look at important writers from these periods, including Henry Lawson, Marcus Clarke, Patrick White, Judith Wright, and David Williamson. The aim is to encourage a critical appreciation of Australian literature by understanding its development historically.
Assessment: By essays, seminars, and class exercises, with a strongly theoretical and conceptual emphasis.

LIT207 Literature
American Literature

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A thematic study of American Literature covering the following topics: the response of literature to the challenge of The American Landscape; the urbanisation of American Literature; the American dream in Literature; the complex fate of American writers; literature in relation to major historical movements in America's past and to issues of contemporary importance. Such authors as Nathaniel Hawthorne, Herman Melville, Henry James, Mark Twain, Scott Fitzgerald, Joseph Heller, Arthur Miller, Eugene O'Neill, Emily
Dickinson, Robert Lowell, Wallace Stevens and Jack Kerouac will be studied.
Assessment: Cumulative, with essays, a tutorial paper and one final test.
References: To be advised.

**LIT305 Literature**

**Children’s Literature**

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A study of the literary preoccupations of the authors of children’s literature in different countries. Comparisons will be made through a thematic approach. Elements of realism and fantasy and the historical and social contexts of works by various authors will be explored.
Assessment: Cumulative to include one major essay, one minor essay, a tutorial paper and class participation.
References: To be advised.

**LIT306 Literature**

**The Comic Spirit**

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: An exploration of the ways in which the comic spirit has manifested itself at various stages and in various modes in English literature. Students will consider the idea of comedy as a means of criticising man and society through the works of authors such as Shakespeare, Pope, Jane Austen, Dickens, Wilde, Stoppard.
Assessment: Cumulative, to include one major essay, one minor essay, a tutorial paper and class participation.
References: To be advised.

**LIT307 Literature**

**From Renaissance to Regency**

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A study of prose, poetry and drama designed to illustrate relationships between literature and society between approximately 1600 and 1800. A fundamental academic aim of the course is to develop a framework of critical concepts, which may be applied in textual analysis and evaluation, undertaken in the light of the historical circumstances in which the texts were produced.
Assessment: Cumulative, by essays and tutorial papers.
References: To be advised.

**LIT308 Literature**

**Word and Image**

Contact: Four hours a week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A study of texts which exist as novels and films to compare ways in which authors and film directors realise their respective visions within the modes and techniques available to them. The course emphasises the narrative processes involved in each medium.
In addition a chosen film script will be compared with the novel from which it was adapted.

Assessment: Cumulative, by essays and tutorial papers.

**LIT309 Literature**

**Drama Into Film**

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A study of texts which exist as plays and as film. To compare ways in which dramatists and film directors realise their respective visions within the modes and techniques available to them. The course emphasises a range of drama and a range of approaches to the Cinematic texts. Texts as varied as King Lear and Don't Pay may be considered. Topics include: dialogue in play and film; the question of realism, drama text and screenplay as blueprints for performance.
Assessment: Cumulative, by essays, tutorial paper, and test.
References: To be advised.

**LIT401 Literature Studies A — Australian**

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Students who have passed LIT206 are not eligible to enrol for this subject.
Syllabus: The main topics covered will be:
(a) **Colonial Literature**
(i) The struggle to modify English form and style to colonial conditions.
(ii) The emergence of nationalistic writers of verse and prose in the 1890s.
(iii) The colonies in retrospect in the works of Clarke and Richardson.
(b) **Twentieth Century Literature**
(i) The struggles for a language suitable to the environment in Australian poetry.
(ii) Social realism in Australian fiction.
(iii) The main strands in contemporary drama and fiction.
Assessment: One from Group D. One from Group F.

**LIT402 Literature Studies B — American**

Contact: Four hours per week for one semester.
Prerequisites: Nil.
(Students who have passed LIT207 are not eligible to enrol for this subject.)
Syllabus: Topics will include:
(a) The response of literature to the challenge of the American landscape.
(b) the “urbanisation” of American literature.
(c) The “American dream” in literature.
(d) The "complex fate" of American writers.
(e) Literature in relation to major historical move­
ments in America's past and to issues of contem­porary importance.

These topics will be pursued through a study of such authors as: Herman Melville, Henry James, Scott Fitz­
gerald, Joseph Heller, Eugene O'Neill, Emily Dickinson.

Wallace Stevens.

Assessment: One from Group F. One from Group D.

References:

Appropriate volumes in the series 20th Century Views and
Casebook.
American Theatre (Stratford-Upon-Avon Studies 10),
HEDLER, L.H., Love and Death in the American Novel,
MALKOFF, K., Cromwell's Handbook of Contemporary

LIT403 Film Studies 1

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject is essentially a study of narrative
in film, aiming at understanding of how films function
rather than at evaluation. Study will focus on a number
of core films by such directors as John Ford, Alfred Hitchcock,
Max Ophuls and others.

These films will be used as a basis for discussion of such
issues as:
(a) The film as a formal structure; (b) Style and meaning,
style and feeling; (c) Mise-en-scene and montage: how
meaning is made within and between shots; (d) Genre:
conventions and constraints; (e) How a film reveals the
preoccupations and ideology of its maker and the society
it depicts.

Assessment: One from Group D. One from Group F.
(See Assessment Policy).

References:

BORDWELL, D. and THOMPSON, K., Film Art: An
MONACO, J., How to Read a Film, New York: O.U.P.,
1977.
NICHOLLS, B., (Ed.), Movies and Methods, California:
PERKINS, V., Film as Film, Harmondsworth: Penguin,
1972.

LIT404 Film Studies 2

Contact: Four hours per week for one semester.

Prerequisites: LIT403 Film Studies 1.

Syllabus: This subject involves further study in "how to
read a film". Again, the chief stress will be on the making
of film narrative and on how certain stylistic elements
contribute to meaning.

The films for study will be chosen from contemporary
Australian, American and European film-makers and
will be used as the basis for discussion of such issues as:
(a) Critical approaches — auteurism, genre criticism, mise­
en-scene criticism; (b) Signs and meaning in the cinema;
(c) Some aspects of film theory; (d) The emergence of
contemporary directorial preoccupations; (e) Some com­parison
between recent films from various sources.

Assessment: One from Group D. One from Group F.
(See Assessment Policy.)

References:

BORDWELL, D. and THOMPSON, K., Film Art: An
WOLLEN, P., Signs and Meaning in the Cinema, London:
Secker and Warburg 1972.

PCE121 Police Studies

Contact: Three hours per week for one semester (part­time).

Prerequisites: Nil.

Syllabus: The subject examines the nature and operation
of formal organisations, concentrating on the evolution
of organisation theory and organisation analysis. Par­
ticular attention will be directed to the bureaucratic
model, to the formal structure of large organisations,
to the setting and achievement of goals and to systems
approaches. It is an introduction to the principal models
developed by practising administrators and by scholars
in their efforts to understand the 'world of work' with
particular reference to police organisations.

Assessment: A combination of cumulative work and formal
examination.

References:

BUNYARD, R.S., Police Management Handbook,
THIBAULT, E.A., LYNCH, L.M. and McBRIDE,
R.B., Co-Active Police Management, Prentice-Hall, New

PCE123 Police Studies

Contact: Three hours per week for one semester (part­time).

Prerequisite: Police Studies PCE121.

Syllabus: Individual and group behaviour that emerges
within the formal structure of police organisations. The
problems faced by the police administrator in enforcing
law and maintaining order, particularly the question of
administrative discretion. Styles of policing, police ac­
countability and the problems of reconciling the pro­tection
of individual rights with the protection of the community.

Assessment: A combination of cumulative work and formal
examination.

References:

ALDERSON, J., Law and Disorder, Hamish Hamilton,
University Press.

PCE125 Legal Studies

Contact: Three hours per week for one semester (part­time); 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.

PCE127  Legal Studies

Contact: Three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisite: Legal Studies PCE125.

Syllabus: A study of some specialised areas of criminal law including crimes without victims; compensation for crimes; the unmaking of criminal law; political crimes and civil liberties; administrative sanctions and redress (e.g. ombudsmen); legal rights of law officers; concepts of deviance and crime; interpretation of criminal statistics and the role of community agencies in the treatment of offenders.

Assessment: A combination of cumulative work and formal examination.

References: To be advised.

PCE191  Introduction to Legal Studies

Contact: Four hours per week for one semester.
Prerequisites: Nil. This subject is not available to students enrolled in the Associate Diploma in Police Studies.

Syllabus: A study of the law and in particular, the Australian legal system as it relates to and affects social processes within our community. Topics include: development and organisation of the law; legal standards of decision-making and community alternatives to formal law; types of law; functions and dysfunctions of law in society; the process of law reform.

Assessment: Cumulative, by an oral presentation of a seminar paper, essay, class participation in seminar discussion, and test.

References:

PCE192  Legal Regulation and Social Relationships

Contact: Four hours per week for one semester.
Prerequisites: Introduction to Legal Studies or approved equivalent. This subject is not available to students in the Associate Diploma in Police Studies.

Syllabus: Focus of study is to examine relationships between legal rules and social interaction affected by such rules. An attempt is made to understand the combined effects of legal and social regulation. Topics studied include — civil liberty and the legal notion of freedom; administrative review as legal regulation; the ambit of anti-discrimination law; family and individual relationships. Topics may vary, depending on emerging trends of social concern at the time.

Assessment: Cumulative, by oral presentation of a seminar paper, essay, class participation in seminar discussions and test.

References:

PCE221  Police Studies

Contact: Three hours per week for one semester (part-time).
Prerequisite: Police Studies PCE121.

Syllabus: The police officer’s perception of his professional role. Principles of police administration as a guide to practice, e.g. authority and responsibility, leadership, etc. The changing nature of police management; the development of administrative skills for handling tasks (problem solving, planning and research, budgeting) and for handling people (counselling, personnel management and selection). Police community relations.

Assessment: A combination of cumulative work and formal examination.

Reference:

PCE223  Legal Studies

Contact: Three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisites: Legal Studies PCE125 and PCE127.

Syllabus: A detailed study of two broad areas of substantive law:
(a) the law of persons, covering personal capacity, status and responsibility (e.g. citizenship, family law, privacy), and
(b) the law of property, covering such areas as fraud, embezzlement, negotiable instruments, hire purchase and allied transactions. In each case, the possible involvement and role of the police officer will be examined.

Assessment: A combination of cumulative work and formal examination.

References: To be advised.

POL153  Political Studies

Introduction to Australian Politics

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.

Syllabus: The course is designed as an introductory unit in political studies. It concentrates on the Australian political system. Some of the main topics to be discussed are: the nature of liberal democracy; the key concepts of politics; constitution and parliament; party and electoral systems; political socialisation and behaviour. A theme of the course will be "who rules Australia and how?".

Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References:

POL154 Political Studies
Political Ideas
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This is a course in political ideas. The syllabus will cover such areas as political language and argument, political sovereignty, obligation and freedom, equality, justice and rights.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.

POL252 Political Studies
Advanced Politics
Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: This is an advanced course in Australian politics. Each semester will be devoted to a detailed analysis of some of the following topics: parties and interest groups; electoral systems and behaviour; constitution and parliament; federalism; political elites; public policy.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

POL256 Political Studies
Chinese Politics
Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: A course in Chinese politics. It will include detailed studies of Mao Zedong, land and social reform, the Cultural Revolution, the roles of the People's Liberation Army and the Chinese Communist Party. The course will focus around the debates about the nature of modernisation in contemporary China.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

POL258 Political Studies
Indian Politics
Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: A course in Indian politics. It will include detailed studies of caste and village politics, the relationship between tradition and modernity, political integration and disintegration, the political elite, and social and economic change. The course will focus on the nature and impact of social change in contemporary India.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

POL260 Political Studies
Australian State Politics
Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: A course in Australian State Politics. It will include detailed analysis of the functions of State governments and comparative studies of State electoral systems, State party systems, leadership styles, and relationships to local government authorities.
Assessment: Continuous throughout the semester, based on essays, tutorial papers, and class participation. There will also be a final examination.
References: To be advised.

POL262 Political Studies
Politics of Industrial Relations
Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154 or approved equivalents.
Syllabus: This course examines the politics of industrial relations within the Australian context. Subjects covered will include: the Government, the State and industrial relations; structures of employee/employer organisations; political ideology and industrial relations; trade union involvement in political and social issues; unions and political parties; worker participation.
The themes of the course will be conflict and democracy in industrial relations.
Assessment: Continuous throughout the semester based on essays and class participation. There will also be a final examination.
References: To be advised.

POL264 Political Studies
Comparative Politics
Contact: Four hours per week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: This is a course in comparative politics. Some of the major topics to be discussed include: the diversity of political systems; political cultures; liberal democracy; totalitarianism; comparative ideologies; comparative political institutions. Some emphasis will be placed on the political systems of the U.S.A. and the U.S.S.R.
Assessment: Continuous throughout the semester based on essays and tutorial participation. There will also be a final examination.
References: To be advised.

POL266 Political Studies
Political Morality
Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: The unit is designed to develop in students a sophisticated appreciation of the interplay between moral theory and practical public decision making. Some of the main topics are: is there any difference between public and private morality? What should we decide about the morality of I.V.F., abortion, euthanasia, assassination and nuclear weapons? Has the environment an intrinsic value?
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

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

POL291 Political Studies
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course has two segments: psychology and sociology. In the psychology segment students will be introduced to some of the basic concepts in psychology and their relevance to an understanding of human behaviour. The sociology segment consists of a general introduction to the science of society with the objective of acquainting students with concepts, theory and knowledge accumulated in sociology.
Assessment: By class papers and assignment work. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

POL350 Political Philosophy
Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: This is a course in political philosophy: an examination of the arguments advanced by some major philosophical theorists in their discussions about such political issues as society and types of social regulation, rights, justice and the distribution of wealth, civil disobedience, punishment and democracy.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

POL352 Political Studies
International Relations
Contact: Four hours a week for one semester.

Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: This course examines three major aspects of international relations.
1. Interdependence and sovereignty of nations (nation state, imperialism, foreign aid, transnational bodies, etc.).
2. War and weapons (causes and nature of war, nuclear strategy, arms control, etc.).
3. Domestic determinants of foreign policy (case studies of selected countries).
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

PSY101 Psychology
Introductory
Contact: 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.

PSY102 Psychology
Introductory
Contact: Five hours per week, for one semester, including lectures, tutorials and laboratory sessions.
Prerequisites: 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.

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

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

References: To be advised.

PSY192 Applied Social and Behavioural Studies

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

Prerequisites: Nil.

Syllabus: The subject introduces basic concepts in Psychology and Sociology with an emphasis on their application to everyday life. The content of the subject is designed to enable students to make use of a variety of perspectives in examining individual behaviour and the social issues of contemporary society. Topic areas include socialisation, perception, personality, stress and anxiety, leadership, small groups and large organisations, social inequality, social change, social problems and the roles of psychology and sociology in post-industrial society.

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

References: To be advised.

PSY194 Psychology

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

Prerequisites: Nil.

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

References: To be advised.

PSY201 Psychology Human Development

Contact: Four 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 psychological bases of behaviour. Human development: the interaction of genetic and environmental factors; the importance of early experience; agencies of socialisation; maturation and learning; language acquisition and function; psycho-linguistics; cognitive development with special reference to the work of Piaget.

Skilled performance: component processes and performance capacities; the skilled operator and the limits of his efficiency.

Statistical methods: principles of good research design; hypothesis testing and estimation; applications of binomial, Poisson, and chi-squared distributions.

Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

References:

PSY202 Psychology Personality and Interpersonal Behaviour

Contact: 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; the determinants and structure of personality, a comparative study of major theories; abnormality and maturity.

Interpersonal behaviour: the nature of social attraction; person perception and the influence on the self concept of interpersonal experiences; theories and techniques of social communication, attitudes and attitude change; group processes; leadership and leadership; interpersonal factors in performance.

Statistical methods: other applications of chi-squared distribution; correlational techniques including uses of Fisher’s transformation; tests on two sample means; use of computer.

Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

References:


PSY291 Psychology

Contact: Four hours per week for one semester.

Prerequisite: Applied Psychology PSY191.

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

References: To be advised.

PSY301 Psychology

Contact: 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; 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.
PSY302  Psychology
Vocational Development

Contact: Five hours per week for one semester, including lectures, tutorials and practical skills training.
Prerequisite: Psychology PSY202.
Central theme: Applied Psychology.
Syllabus: The person and the organisation. Theories of organisation; group behaviour and organisation communication; job satisfaction and morale; factors affecting output; status and authority in organisations; styles of leadership; communication; motivation and organisational climate; conflict in organisations.
Vocational development: theories of vocational development; vocational development as a process of personal growth; the value of test and other information-gathering devices in vocational and guidance.
Personnel psychology: performance evaluation and staff development; personnel management and the management of personnel; employer-employee relations; employee attitudes; the contribution of personnel management to productivity; organisation development and action research; problems confronting the change agent.
Assessment: Cumulative based on short tests, assignments, projects, essays and tutorial papers. An examination may be included.
References:

PSY303  Psychology
Professional Development

Contact: Four hours per week for one semester.
Prerequisite: Psychology PSY202.
Central theme: Professional development.
Syllabus: Career planning; the selection interview; the curriculum vitae; conducting a meeting; information retrieval; psychologists' reports; negotiation; legal ethical and professional issues affecting psychological practice. Other professional issues as suggested in class.
Assessment: By class assignment and participation.
References:

PSY304  Psychology
Theory and Systems

Contact: Five hours per week for one semester, including lectures, tutorials and practical work.
Prerequisite: Psychology PSY202.
Central theme: Theory, research and experimental design.
Syllabus: Theory and systems in psychology: the historical development of psychological methodologies; schools of psychology; the philosophy of the physical sciences and its bearing on psychology; theory construction; a critical evaluation of psychology as a 20th century behaviour science; current issues and developments.
Statistical methods: random, stratified, cluster, and two-stage sampling methods; non-parametric and parametric one-way and two-way analysis of variance; selected comparisons among multiple groups; linear regression analysis.
Assessment: A combination of tests, assignments and a final examination.
References:

PSY305  Psychology
Community Psychology

Contact: Five hours per week for one semester, including lectures, practical sessions and seminars.
Prerequisite: Psychology PSY302.
Syllabus: Origins and characteristics of Community Psychology; individual ad social psychology; conceptions of social intervention; the evaluation of change; change and alternative institutions; change and community organisations; intervention hypotheses.
Assessment: Cumulative, based on an essay, seminar presentation and performance in practical sessions.
References:

PSY306  Psychology
Psychology and the Law

Contact: Four hours per week for one semester.
Prerequisite: Psychology PSY202.
Central theme: Applications of the law to professional psychology.
Syllabus: Ethical and legal obligations of professional practice; Family Law; anti-discrimination legislation, industrial, criminal and civil law, as they affect the practice of psychology; court processes and expert evidence.
Assessment: Cumulative, based on essays, tests and tutorial participation. An examination may be included.
References:
AUSTRALIAN PSYCHOLOGICAL SOCIETY, Code of Professional Conduct and Advice to Members.
Psychological Practices Act (Vic.) 1965 (as amended).
Other references to be advised.
PSY307 Psychology
Experimental Introduction to Counselling

Contact: Five hours per week for one semester.
Prerequisite: Psychology PSY202.

Control theme: Introduction to Counselling.

Syllabus: Introduction to counselling theory and practice. Themes to be covered include general issues of counselling, individual approaches, group approaches and systems approaches to counselling.
A strong focus of this subject will be on developing skills of empathic listening and increasing self-awareness.
Classes will include formal lectures, regular weekly workshops and a two-day workshop, to be arranged during the semester.

Assessment: Cumulative, based on an essay, a videotaped interview, participation in weekly workshops, and participation in a two-day workshop.

References:

PSY391 Psychology

Contact: Four hours per week for one semester.
Prerequisite: Applied Psychology PSY291.


References: To be advised.

PSY401 Psychology
Advanced Psychological Assessment and Classification

Contact: Six hours per week. Discussions, lectures, guided study groups and practical classes to develop assessment skills.
Prerequisite: See Graduate Diploma in Applied Psychology.

General objectives: At the completion of this subject students will be able to:
(a) critically evaluate and select assessment procedures to achieve specified purposes;
(b) apply and utilise assessment procedures and monitor their effectiveness with a minimum of supervision from an experienced psychologist.

Syllabus:

2. Behavioural assessment procedures: introduction to behavioural assessment theory and methods; relevance to clinical applications.
3. Classification systems: objectives and types of classification systems; psychometric, organisational and other factors affecting classification decisions. Organisational and individual decisions making.

Assessment: Cumulative, based on seminar participation, case study report, assignments and practical exercises.

References: To be advised.

PSY402 Psychology
Changing Behaviour

Contact: Six hours per week for one semester.
Prerequisite: See Graduate Diploma in Applied Psychology.

General objectives:
(a) To examination theories about behaviour change, at the levels of: the individual; the small group; the organisation; and society/culture.
(b) To identify and develop a conceptual framework within which various theories may be accommodated.
(c) To develop students’ skills as ‘change agents’.

Syllabus:
1. Theories about changing behaviour: Theory-building and criteria of a ‘good’ theory. Communities 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.
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; test. Details of assessment are finalised with students at the beginning of the subject.

References:

PSY403 Psychology
Multivariate Data Analysis

Contact: Three hours per week for two semesters.
Prerequisite: See Graduate Diploma in Applied Psychology.

It is expected that students will have an understanding of the use in psychological research of the common types of univariate and bivariate data collection, description, and analysis, including analysis of variance, correlation and regression analysis.

General objectives: To understand and be able to use the main multivariate techniques in psychological research. The course is based on computer work.

Assessment: Assessment involves periodic written assignments (reporting analysis of data) and a short examination at the end of each semester.

References: To be advised.

Students must also own a pocket calculator and at least one general statistics book such as SNEDECOR, G.W. and COCHRAN, W.G., Statistical Methods (7th edn.), Iowa State University Press, 1980.

PSY404/ Psychology
PSY405 Professional Experience

Two placements, each of 25 working days in a professional (psychology) agency, under the direct supervision of a qualified psychologist. Placements are arranged by the Department of Applied Psychology.

In addition two-hour seminars are held fortnightly to discuss issues relevant to placements.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:
(a) to acquaint students with some of the professional roles undertaken by applied psychologists and the settings in which they do so;
(b) to introduce students to the use of concepts, knowledge, skills and technique in 'real-life' settings;
(c) to acquaint students with the various ethical and legal issues encountered in applied work; and
(d) to give students some basic professional skills (such as administering and scoring psychological tests, assisting in applied research, or conducting interviews).

Syllabus: In the seminar program associated with the placements, the following topics are explored: the nature of the organisation; the nature of psychologists' roles in the organisation (e.g. primary objectives, organisational structure and 'climate', boundaries, relationships with its external environment); analysis of the conceptual frameworks and methods used in the psychology unit; legal and ethical responsibilities.

Assessment: Based on the report which each student is required to present concerning his or her placement experiences.

References:

PSY406 Psychology
Applied Research Project

A research-based unit with fortnightly seminars of two hours' duration over two semesters.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: To ensure that students become familiar with the planning and conduct of a piece of applied research, and with the written and oral presentation of research findings.

Syllabus: Issues covered in the seminar program include: how to identify a research area and a particular problem or question; ethical issues in research; use of library and other resources for research purposes; preparing and presenting research proposals.

Specific methodological, research design and data analysis issues are discussed in individual consultations with the student's supervisor. Since the unit PSY403 (Multivariate data analysis) deals with research design and data analysis issues which are likely to be highly relevant to the applied research project, students are normally advised against enrolling in PSY406 until they are concurrently enrolled in or have completed PSY403.

Assessment: Assessment based on (a) a progress report, in which the student presents a complete research proposal; and (b) a final report, in journal article form, which states the research issue, outlines previous research and theory bearing on the research issue, describes the research design and data analysis methods, presents the findings, and comments on their significance.

References: See PSY403. Additional references to be advised.

SOC102 Sociology
Introductory

Contact: Four hours per week (one lecture, one tutorial, one workshop) for one semester.

Prerequisite: Nil.

Syllabus: Introduction to sociology. The nature of sociology — some of the basic concepts, perspectives and methods that sociologists use. The processes and structures that affect the way in which individuals become members of society. The structure of modern society. Some contemporary social issues. Concepts and institutions examined include socialization, power, social stratification, family, education and work.

Assessment: Cumulative, based on tutorial presentations, essays, workshop reports, tests and class participation.

Reference:

SOC104 Sociology
Introductory

Contact: Four hours per week (one lecture, one tutorial, and one workshop) for one semester.

Prerequisites: Sociology SOC102.

Syllabus: Introduction to sociological perspectives and research. The nature and relevance of sociological perspectives, such as: functionalist, interactionist and conflict, as shown in studies of deviance, social inequality and religion. An overview of the research process; introduction to research design; use of qualitative and quantitative data in social research; constructing and interpreting contingency tables.

Assessment: Cumulative, based on tutorial presentations, essays, workshop reports, tests and class participation.

Reference:

SOC105 Sociology

Contact: Four hours per week for one semester.

Prerequisite: Nil.

Syllabus: An interdisciplinary approach to the study of women. Four themes will be addressed from the perspectives of sociology and psychology, together with an exploration of these themes in relation to women in literature. The themes are: sexism, gender and its construction, women and family and the women's movement.
Assessment: Cumulative, based on papers, projects and contributions to workshop sessions.

References: To be advised.

SOC150 Sociology Technology and Society

Contact: Four hours per week of lectures, tutorials and workshops for one semester.

Prerequisites: Nil.

Syllabus: This subject is designed to broaden students' understanding of social issues in technological change. Technology in historical perspective. Social theories of technological change. The inter-relation between technological development in different social contexts — Australia, Asia, Europe. Contemporary developments in three key areas of change — micro-electronics, robotics, communications. Technological change and business. Industrial issues. The role of government. Technology and the individual. Controlling the future.

Assessment: Cumulative, based on one 3000 word essay, one workshop report, one book review, and class participation.


SOC191 Sociology

Contact: Three hours per week for one semester.

Prerequisites: Nil.

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

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


SOC193 Sociology

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

Prerequisites: Nil.

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

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

References: To be advised.

SOC194 Sociology

Contact: Two hours per week for one semester. Intended primarily for Digital Technology students.

Prerequisites: Nil.

Syllabus: This subject is intended to broaden student perspectives on society. It will provide a better understanding of society through the study of social organisations (groups, families), inequalities (class, sex, race), social change (immigration, unemployment, work, technology and environment).

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

References: To be advised.

SOC202 Sociology

Mass Media

A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, consisting of one essay, one book review, a contribution to workshop sessions, and one test.


SOC204 Sociology

Immigration and Minority Relations

A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and 104.

Syllabus: Immigration and minority relations. Concepts and models of intergroup relations; ethnicity and ethnic identity; Social implications of an increasingly plural society; pressures for assimilation. The response of Australian social institutions to pluralism (e.g., law, education, industry, unions). Characteristics and values of particular ethnic groups in Australia (e.g. Turkish, Aboriginal, Vietnamese). Relevant theoretical and research literature.

Assessment: Cumulative, based on essays, tests, and topical assignments.


SOC206 Sociology

Sociology of Community Organisation

A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Community organisation. Community organisation as an approach to social change; change strategies;
locality development, social planning, social action; locality as a base for 'people power', community power structures; impact of wider decision making bodies; participation, group formation, neighbourhood development; issues and controversies: ideology, politicisation of community work, personal and structural change. 
Assessment: Cumulative, one major essay and a research project on a local community.

SOC208  Sociology
SOCiology of Organisations
A subject of four hours per week (learning cells and lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, consisting of a tutorial paper, an essay or a case study, a test and class participation.
References:
SALAMAN, G., Class and the Corporation, Fontana, Glas-gow, 1981.

SOC210  Sociology
Theory and Methodology
Contact: Four hours per week (one lecture, one tutorial and workshop) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Social theory and methodology. The subject presents some of the key theoretical perspectives and related methodological issues in sociology. These theoretical perspectives are studied through the work of particular theorists.
Assessment: Cumulative, based on one tutorial paper, reading reviews and a test.
References:
RITZER, G., Contemporary Social Theory, Alfred A. Knoff, New York, 1983.

SOC212  Sociology
Sociology of Youth
Contact: 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:

SOC214  Sociology
Sociology of Education
Contact: Four hours per week for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: Sociology of Education: an outline of the main theoretical orientations as exemplified by research in this field, i.e. structural functionalism and the many varieties of conflict analysis including Marxism. An examination of structured inequalities in education: class, race, ethniciy and gender, in order to illustrate the relationships between the education system and society. Emphasis is placed on critically examining research in the area of education focusing on the relationship between the researchers theoretical framework and the methodology utilised.
Assessment: Cumulative, based on two major essays, one tutorial paper, and class exercises on the prescribed reading.
References:

SOC216  Sociology
Industrial Sociology
A subject for degree students of four hours per week (one lecture, one seminar, one tutorial) for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: Historical summary of the origins of industrialism, developing patterns of industrial growth and conflict, consumerism, alienation, the growth and power of the corporation, organizational development, the effects of technology, environmental issues, the energy crisis and post-industrial society.
Assessment: Cumulative, consisting of two essays, one tutorial paper, and one test.
Reference:

SOC218  Sociology
Sociology of Prisons
A subject for degree students of four hours per week (one lecture, one tutorial, one seminar) for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: 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, reform, alternatives.

Assessment: Cumulative, based on one seminar paper, one long essay, and class exercises.


SOC220 Sociology

Sociology of Ageing

A subject for degree students of four hours per week (two lectures, two tutorials), for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, consisting of class exercises, one tutorial paper and one test.


SOC291 Sociology

Contact: Four hours per week for one semester.

Prerequisite: Applied Sociology SOC191.

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

Assessment: Cumulative, based on class assignments and tests.

References: To be advised.

SOC302 Sociology

Deviance and Social Control

A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Sociology of deviance and social control. Introduction to the field of study — definition and nature of the concept of social deviance. What constitutes the field of study? Theoretical approaches: (a) psychological approaches (e.g. psychoanalytical, behavioural); (b) sociological approaches — structural-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.

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.


SOC304 Sociology

Urban Sociology

A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Urban sociology. Theoretical approaches to urbanisation: Weber, the Chicago School, rural-urban contrasts, Simmel, etc. Social structure of the city (class, status, ethnicity). Urban managerialism and housing classes. Power and the distribution of scarce urban resources: Harvey, Pahl, etc. Spatial inequality. Implications of the theoretical approaches for modern urban planning and urban policy. Focus on urbanism in Australia.

Assessment: Cumulative, based on one tutorial paper, three short papers and one long essay.


SOC306 Sociology

Sociology of Welfare

Sociology of Welfare

A subject for degree students of four hours per week (one lecture, two-hour seminar).

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, consisting of one major essay, one tutorial paper and one book review.


SB29
SOC310 Sociology
Social Research Methods

(Offered only in first semester of each year.)

A subject of four hours per week (two lectures, two tutorials) for one semester. The course includes preparation under supervision of a research proposal intended for later implementation in SOC352.

Prerequisites: SOC102, SOC104 and MAT171.

Syllabus: Social research methods. Social research in its historical, social and sociological contexts. Different theoretical perspectives and their significance for methods used. The methods of social research: an overview of the research process; selecting and formulating a research problem; designing and administering a study; research strategies; techniques for the collection and measurement of data; recording processing, analysing and presenting data; interpreting results; writing report.

Assessment: Cumulative, consisting of one research proposal and class exercises. Students passing the subject will be awarded a PQ grade.

References: To be advised.

SOC312 Sociology
Sociology of Religion

A subject for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, based on one tutorial paper, a project report and two tests.

References:

SOC314 Sociology
Social Stratification

A subject for degree students of four hours per week (lecture, tutorial, workshop) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Class and social stratification. An evaluation of different sociological perspectives of class and social stratification. The changing class structure of the advanced societies. Class, status and power in Australian society. The debate regarding the role of the state. Gender as a dimension of stratification.

Assessment: Cumulative, consisting of one tutorial presentation, one essay, one project and one test.

References:

SOC350 Sociology
Library Dissertation

A subject for final year degree students which entails individual library study under supervision on a topic of the student’s choice, the submission of a dissertation, and attendance at special seminars. It is possible for a student to write a dissertation in an area not previously studied. Such a student may be required to attend lectures and tutorials in that area (where assistance in the choice of a topic will be offered). The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, and at least five upper division sociology subjects, the last of which may be taken concurrently with this subject. The student who is not attending lectures and tutorials in the topic area will be required to submit before enrolment an outline of the topic and indicate the range of the literature review.

Syllabus: Dissertation: a thorough and careful analysis of literature on a sociological topic. The topic should be well defined and focused on a particular problem or issue reflecting empirical, conceptual, theoretical, methodological or applied concerns, or on a particular theorist, controversy or development.

Assessment: A dissertation of approximately 12,000 words to be submitted for examination, or, in the case of the student who is required to attend lectures and tutorials, a dissertation of approximately 8,000 words.

References: To be advised.

SOC351 Sociology
Research Practicum — Individual

A subject for final year degree students which entails participation under supervision in a group research project nominated by the Applied Sociology Department. The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, SOC310 (wherein a research proposal has been successfully completed by the student), and at least four upper division subjects, the last of which may be taken concurrently with this subject.

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.

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.

SOC352 Sociology

SB30
Students must have their research design approved by the Applied Sociology Department before enrolment in this subject.

**Syllabus:** Student initiated research practicum. Students carry out the field work which culminates in a research report.

**Assessment:** One research report of approximately 8,000 words to be submitted for examination.

**References:** To be advised.

**SOC401 Sociology**

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. Alternative, individual research projects may be carried out under supervision.

**Prerequisites:** Applied Sociology SOC191 and SOC291.

**Syllabus:** A project of social research, involving the following stages: formation of a sociological problem, theoretical conceptualisations, coding and analysis of data, and the writing and presentation of a research report.

**Assessment:** One research report of approximately 8,000-12,000 words to be submitted for examination.

**SOC402 Sociology**

**Community Education**

A part time subject of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** 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:**


**SOC403 Sociology**

**Group Reflection and Community Education Forum**

A part time subject of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum enables students to pursue particular interests or respond to current issues and events, and provides an opportunity for others engaged in community education to participate regularly and thereby find an avenue to share and develop ideas. Special sessions will be included, e.g. effective listening, information diffusion, sensitivity training.

**References:** To be advised.

**SOC404 Sociology**

**Community Education — Neighbourhood Centres**

A part time subject of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Community/neighbourhood centres in community education; origin and growth of learning centres; aims and programs of learning centres; philosophy of education of learning centres; role of centres in educating wider community; community involvement and community resource utilisation in community centres; issues raised by community/neighbourhood centres; access to education; political economy of education; integrated services to meet total education needs; relationship between formal and informal learning systems as a feature of continuous education; special needs of adults returning to study; case studies of learning centres and community education programs in Victoria.

**Reference:**


**SOC405 Sociology**

**Community Education — School and Community**

A part time subject of two hours per week for one semester.

**Prerequisite:** Nil.

**Syllabus:** 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:

**SOC406 Sociology**

**Processes in Community Education**

A part time subject of two hours per week for one semester.

*Prerequisites*: Nil.

*Syllabus*: 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:*

**SOC407 Sociology**

**Administration in Community Education**

A part time subject of two hours per week for one semester.

*Prerequisites*: Nil.

*Syllabus*: 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:*

**SOC408 Sociology**

**Community Development**

A part time subject of two hours per week for one semester.

*Prerequisites*: Nil.

*Syllabus*: 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:*

**SOC409 Sociology**

**Methods of Teaching**

A part time subject of two hours per week for one semester.

*Prerequisite*: Nil.


*References:*

**SOC410 Sociology**

**Interpersonal and Socio-cultural Communication**

A part time subject of two hours per week for one semester.

*Prerequisites*: Nil.

*Syllabus*: 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:*
Syllabus: Placements at a number of centres and agencies involved in fieldwork. A fieldwork report will be required for each student.

SOC412 Sociology Group Reflection and Community Education Forum

A part time subject of two hours per week for one semester.
Prerequisites: All other subjects listed in course guide for the Graduate Diploma in Community Education.
Syllabus: This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum will not only enable 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.

SOC421 Sociology Organisational Structures and Processes in Welfare Systems

A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit will utilise the open systems model of welfare organisations as a framework to explore: Input: the welfare industry, consumers, resources. Transformation process: management, administration, social policy and planning, budgeting and accounting, innovations. Output: products, services, rewards; service delivery and withdrawal; public welfare tasks; policy, program and service definition; program research and evaluation.
Assessment: A written assignment relating to an analysis of a welfare agency using the open systems framework.
References:

SOC422 Sociology The Welfare Industry

A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Models of welfare; welfare structures, both government and non-government; welfare issues: control, conflict and change, participation in decision making, accountability, de-professionalisation. Emerging modes of welfare: self help, regionalisation, community based programs, multi-discipline teams. Social constraints on welfare: power structures, legal issues, competition for resources; welfare administration in non-profit organisations — values, consumerism, voluntarism, intangible rewards and profits.

Assessment: Group problem-solving exercises.
References:

SOC423 Sociology Welfare Administration

A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Historical Development of Welfare Administration, definitions, concepts; relating the organisation to the environment and negotiating permeable boundaries within and between systems; transforming the uncertainty of the environment into economic and technical rationality necessary for goal attainment; relations with other organisations — co-operation, program collaboration, consultation, inter-organisational conflict; translating the welfare philosophy and values into organisational processes; planning for change; communication systems; funding sources.
Assessment: Written assignments.
References:
WILTSHEIRE, K., An Introduction to Australian Public Administration, Collier Macmillan, 1974.

SOC425 Sociology Project Design and Initiation

A part time subject of two hours per week for one semester.
Prerequisites: SOC421 or SOC422.
Syllabus: Project design and initiation: the formulation and construction of a project design to be determined in relation to the student’s learning needs and interests and resources available in the course.
Assessment: Evaluation of student’s project design.
References: To be advised.

SOC429 Sociology Project Implementation

A part time subject of one hour per week for one semester and four hours per week for one semester.
Prerequisites: SOC421 and SOC422.
Syllabus: This subject is the culmination of the project begun earlier in SOC425, and will include the presentation of a final report.
Assessment: 8,000-10,000 words project report.
References: To be advised.

SOC430 Sociology Social Policy

Contact: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Social Policy — Historical developments, definitions and concepts, theoretical perspectives, models
of analysis; issues in social policy; processes of influencing policy formation and change; substantive areas in social policy: low income, housing, child care, aged — depending on interest and choice by students. 

Assessment: Cumulative, based on an assignment, seminar presentations, and a literature review.

References:

SOC431 Sociology
Planning, Implementation, Evaluation

Contact: Three hours per week for one semester.
Prerequisites: SOC422, SOC430.

Syllabus: Need: Different concepts and models of need; values and assumptions; methods of need assessment; translation of need and values into policies. Program: perspectives on program — systems, action; programs in the light of residual, institutional development models; types of programs: new programs, pilot programs, change in existing programs. Program planning: concept of planning, problem and value clarification; constraints; operationalising aims and objectives; program implementation; program evaluation — formative and summative evaluation.

Assessment: Cumulative, based on an assignment and seminar presentation.
References: To be advised.

SOC432 Sociology
Welfare Research

Contact: Three hours per week for one semester.
Prerequisites: SOC430, SOC422.

Syllabus: Objectives of Welfare Research: exploration, description, finding associations, explanation, needs assessment, program development and evaluation, action research, policy research, development of social indicators. Selecting and formulating a research problem; searching the literature; the logic of research design; different types of designs; sampling; data collection techniques; processing, presenting and analyzing data; ethical considerations in welfare research.

Assessment: Cumulative, based on a research proposal, tutorial presentation, exercises and class participation.
References:


SOC433 Sociology
Resource Management

Contact: Three hours per week for one semester.
Prerequisites: SOC422, SOC430.

Syllabus: Funding: funding as a resource; funding sources; funding submissions; fundraising. Financial Management: budgeting, program budgeting, financial statements, balancing financial resources between multi-delivery centres. Buildings and Equipment Management: depreciation; insurance. Staff Management: staff as resources, recruitment, supervision, training, controlling, protecting, enabling, facilitating; terminating contracts; working with superiors; team work, delegation, interdisciplinary co-ordination; autonomy and accountability within the organization.

Assessment: Cumulative based on exercises, seminar presentation and class exercises.
References: To be advised.

WEL131 Welfare Studies

Contact: Four hours each week including lectures, seminars and tutorials, for one semester.
Prerequisites: Nil.

Syllabus: The course aims to describe briefly the evolution and provision of social welfare services in Australia, particularly in Victoria.

A survey of the key social legislation, the expansion in government administration, and the accompanying revolution in administrative practice and style. The role of private, church and charitable bodies will be assessed and sources of funding examined. The course will concentrate on the skills of obtaining resources on behalf of individuals and groups.

Assessment: Cumulative assessment by means of seminar papers and a major assignment.
References: To be advised.

WEL133 Welfare Studies

Contact: Four hours each week including lectures, seminars and tutorials, for one semester.
Prerequisites: Nil.

Syllabus: Changing concepts of social problems, social needs and social welfare practice; the change from charity-duty values to social rights theories; the change from supportive-alleviating to intervening-manipulative aims and styles of social welfare will be examined.

A study will be made of the findings of the major Australian inquiries into social security and social problems. Where appropriate, selected comparative studies of developments in other societies (Great Britain, USA, USSR, Sweden, India) will be undertaken.

Assessment: Cumulative assessment by means of seminar papers and a major assignment.
References:
WEL135 Welfare Law

Contact: Four hours each week for one semester.
Prerequisites: Nil.

Syllabus: The sources of Australian Law; the role of courts; sentencing and the role of the welfare worker; the law relating to families and children, landlords and tenants, consumers, employees, mental health and hospitals, citizens' rights, policing and bail, imprisonment and probation, administrative and appeals tribunals and the processes available for enforcement of welfare rights; special groups, e.g. women, migrants, homosexuals, death and inheritance; sources of legal assistance.

References: To be advised.

WEL231 Welfare Studies

Contact: Lectures and seminars averaging four hours each week, for one semester.
Prerequisites: Welfare Studies WEL131.

Syllabus: A study of the composition, training and deployment of personnel and the allotment of capital facilities in the provision of welfare services in Australia. The role of the social worker; professionalism; the evolving role of welfare workers; the volunteer. Inter-organisation relations and strategies in the use of resources and the provision of services: government departments, municipal authorities, voluntary agencies and co-ordinating bodies. An assessment of community resources in the State of Victoria, against the setting of Commonwealth and State powers, policies and attitudes.

Assessment: Cumulative assessment by means of seminar papers and a group assignment report.

References: To be advised.

WEL233 Welfare Studies

Contact: Lectures and workshop sessions averaging four hours each week for one semester.
Prerequisites: Welfare Studies WEL133.

Syllabus: In consultation with staff, each student will choose two specialist modules which may include the following options:
- Migrant welfare
- Welfare planning
- Welfare of youth
- Family welfare
- Pre-school age child welfare
- Community health welfare
- Geriatric welfare
- School welfare
- Institutional welfare
- Vocational welfare
- Welfare and public relations.

Assessment: Cumulative assessment by means of reports and completion of tasks.

References: To be advised.

WEL235 Welfare Field Work and Practice

Contact: Thirty-eight days of practical experience in each semester, plus a two-hour seminar each week.
Prerequisites: Welfare Studies WEL131 and WEL133.

Syllabus: The organisational setting. Working in an office.

Welfare Practice: the course provides the student with the opportunity to develop, in conjunction with other units of study, the skills necessary in negotiating with committees, community groups, the official bodies in the planning, administration and implementation of specific welfare programs.

Field work: the student will participate in supervised agency-based projects of the kind traditionally recognised as 'field work training' but these will be varied and reinforced by on-campus strategies designed to develop the student's personal and professional sensitivity and capacity.

Assessment: Students are required to report orally, to maintain a logbook, and where requested to present self-evaluating written reports on their learning experiences.

References: To be advised.

WEL237 Welfare Field Work and Practice

Contact: 38 days of practical experience in each semester, plus a two-hour seminar each week.
Prerequisites: Welfare Field Work and Practice WEL235.

Syllabus: Community development: students should gain a working knowledge of a range of community development and action research strategies, and develop interviewing skills suitable for data collection in social surveys.

Case 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.

WEL239 Welfare Psychology

Contact: Four hours each week, including lectures, tutorials and group sessions, for one semester.
Prerequisites: Psychology PSY101 and PSY102.

Syllabus: An intensive course on the theory underlying the acts of self-perception, the perception of others, interpersonal relations and group processes.

The welfare officer's role: identification with client on the one hand and organisation on the other. Factors promoting the self-concept of welfare officers; perception of self as intervening in client's private affairs; and the implication of this for work performance.

Students will have a choice of participation in 'self-awareness' groups, involvement in self-discovered and approved 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.

WEL241 Welfare Sociology

Contact: Three hours each week, including lectures and seminars, for one semester.

SB35
Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative assessment by means of tutorial papers, a major essay and a community project.

References:


Faculty of Technology

Staff
Division of Digital Technology
Division of Engineering and Industrial Technology
Division of Information Technology
Divisions of Mathematical and Environmental Sciences

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DIVISION OF DIGITAL TECHNOLOGY

Staff

Undergraduate courses:

Bachelor of Applied Science (Digital Technology)  (C)  FT4
Associate Diploma in Tribology (C)  FT5

Graduate Courses:

Graduate Diploma in Digital Communications (C)  FT6
Graduate Diploma in Robotics (C)  FT6
Graduate Diploma in Tribology and Condition Monitoring (C)  FT7
Master of Applied Science  FT7

Subject Synopses  FT8

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
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Laboratory Technicians
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Rodney Cutts
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Alison Hall
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Peter Oliver
CertElectTechComp, CertCompFieldService

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Senior Lecturers
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BSc(Hons)(Melb)
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BA, MA (Oxon), MIEEE, MACM, MACS
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Lecturer
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Senior Tutors
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BAppSc(WAIT), MAppSc(OIT), MEngSc(Sydney), MIEEE, HPA, ACP/M, GAIP
Kin Keong Wong
BEng(Hons)(Monash), MEngSc(Monash), MIEEE

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PhD(Monash), MSc, DipEd(Melb), ARMIT(AppPsy)
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Lecturers
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David R. Williams
BSc(Melb), MSc(La Trobe)
Peter D. Norman
BSc, BEd(Melb)

Senior Tutor
Stephen F. Collins
BSc(Hons), PhD(Melb), GAIP

Tutor
Andrew Cramond
BAppSc(VIC), MAppSc(Chisholm)
UNDERGRADUATE COURSES

Bachelor of Applied Science (Digital Technology)

Course Code: BR
Course Leader: Dr. W. Lindemans

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

Admission Requirements:
(a) successful completion of a Year 12 course of study accredited by VISE; or,
(b) successful completion of an appropriate Tertiary Orientation Program, or other Year 12 course of study accredited or recognised by Chisholm; or,
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Prerequisite:
(i) Pass in either Pure Mathematics or General Mathematics at Year 12 level and a pass in at least Year 11 Physics.

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

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

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

FT4
Associate Diploma in Tribology
Course Code: QA
Course Leader: R.F. Pugh

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>1</td>
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<td>MEC171 Introduction to Lubricants and Lubrication</td>
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<td>MEC143 Materials Science</td>
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<td></td>
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<td>MAT105 Mathematics</td>
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<td>PHY101 Scientific Principles</td>
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<td>2</td>
<td>MEC172 Introduction to Bearings</td>
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<td>MEC243 Materials Science</td>
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<td>COM191 Oral and Written Communication</td>
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<td>PHY102 Scientific Principles</td>
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<td>PHY201 Scientific Principles</td>
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<td>MAT208 Mathematics</td>
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<td>MEC271 Lubricants and Lubrication</td>
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<td>MEC272 Bearings</td>
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<td>PHY202 Scientific Principles</td>
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<td>MEC273 Friction and Wear</td>
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<td>MEC251 Machine Maintenance</td>
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<td></td>
<td>MEC211 Elements of Machine Design</td>
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<td>PHY301 Scientific Measurement and Instrumentation</td>
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<td>PHY302 Tribological Problems Case Studies</td>
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<td>MEC351 Reliability and Physics of Failure</td>
<td>2</td>
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<td></td>
<td>MEC361 Machining and Surface Finishes</td>
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<td></td>
<td>MEC371 Gears and Mechanisms</td>
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<td>MEC381 Machine Design</td>
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<td>PHY401 Machine Health Monitoring</td>
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<td>MEC461 Machine Design</td>
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<td>PHY402 Project</td>
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<td>PHY403 Tribological Problems Case Studies</td>
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<td></td>
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<td>PHY404 Energy Management Aspects of Tribology</td>
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<td>2</td>
<td>PHY402 Project</td>
<td>4</td>
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</tbody>
</table>
GRADUATE COURSES

Graduate Diploma in Digital Communications

Course Code: PX1
Course Leader: D. Rowe

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

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

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

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

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

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

Group 1 RDT602 Computer Systems
RDT611 Computer Systems II
EDP613 Systems Analysis and Design
EDP611 Information Storage and Retrieval

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

Group 3 ELE634 Communication Systems
COM491 Communication Studies
ELE633 Teletraffic Engineering
MAT670 Queuing Theory

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

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

Group 6 MKT681 Digital Communications Marketing
ADM605 Entrepreneurship and Small Enterprises
EDP612 Operations Management
EDP614 Systems Management
EDP615 Systems Selection and Procurement

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

Graduate Diploma in Robotics

Course Code: PI
Course Leader: J. Breen

Note:
This course was the subject of a major review at the time of going to press in order to update and further improve the content. Prospective students should check with the Course Leader or the Administrative Officer, Division of Digital Technology, for the latest information on changes to the syllabus.

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

The aim of the course is to provide specialised training in Robotics for those people who will work as planners, managers or technical specialists in the manufacturing industry with special interests in robotics and its applications or marketing specialists interested in the field.

To achieve this aim the course has been designed around three objectives:
(a) as an educational program to update practitioners with the rapid advances in computer-based manufacturing technology;
(b) as a process to bridge the gap between the software and hardware specialists in robotic applications and design;
(c) as a training program to provide in-depth appreciation of the technical and behavioural needs of the users and providers of robots in industry.

Admission Requirements
The normal entry requirement is at least a three year degree or diploma in a course which provides a relevant foundation for studies in robotics or an equivalent qualification approved by the Chisholm Admissions Committee. For example, a degree or diploma in Computer Science, Data Processing, Engineering or Physical Sciences would be acceptable. Employer support will be well regarded in the selection process.

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

Course Structure

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Orientation</th>
<th>Weekly Contact Hours</th>
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<tbody>
<tr>
<td>Semester 1:</td>
<td>RDT630 Robotics I ) compulsory</td>
<td>2</td>
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<tr>
<td></td>
<td>RDT633 Robotics Practical I ) compulsory</td>
<td>2</td>
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<tr>
<td>Group 1 Electives*</td>
<td>RDT636 Computing Systems &amp; Software</td>
<td>2</td>
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<td>RDT637 Control Systems</td>
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<td></td>
<td>RDT638 Digital Electronics</td>
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<td>RDT639 Physical Instrumentation</td>
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<td>MEC621 Principles of Mechanics of Machines</td>
<td>2</td>
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<tr>
<td>Group 2: Core Subjects</td>
<td>RDT631 Robotics II ) compulsory</td>
<td>2</td>
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<tr>
<td>Semester 2:</td>
<td>RDT634 Robotics Prac. II ) compulsory</td>
<td>2</td>
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<tr>
<td>Semester 3:</td>
<td>RDT632 Robotics III ) compulsory</td>
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<tr>
<td></td>
<td>RDT635 Project ) compulsory</td>
<td>2</td>
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<tr>
<td>Group 2 Electives*</td>
<td>RDT640 Production Planning &amp; Management</td>
<td>2</td>
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<td>MEC622 Machines &amp; Mechanisms</td>
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<td>RDT641 Software Development</td>
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<td>RDT642 Industrial Systems &amp; Human Factors</td>
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<td>ADM601 Human Resource Management &amp; Industrial Relations</td>
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<td>ADM605 Entrepreneurial &amp; Small Enterprises</td>
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<td>MKT601 Marketing &amp; Procurement</td>
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<td>Semester 4</td>
<td>RDT635 Project</td>
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<td></td>
<td>RDT643 Advanced Mechanisms</td>
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<td>RDT644 Computer Aided Design with Graphics</td>
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<td>RDT645 Robot Communication &amp; Control</td>
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<td></td>
<td>RDT646 Microelectronic Technology &amp; Design</td>
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<td></td>
<td>RDT647 Artificial Intelligence</td>
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<td>RDT648 Sensory Instrumentation</td>
<td>2</td>
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</tbody>
</table>

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

Graduate Diploma in Tribology and Condition Monitoring

Course code: PT
Course Leader: Dr. Peter Wells

Content

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

Admission Requirements

An approved degree or diploma in Applied Science or Engineering.

Course Structure

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>1</td>
<td>1</td>
<td>MAT651 Mathematics</td>
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<tr>
<td>1</td>
<td>1</td>
<td>MAT652 Numerical Analysis and Computation Techniques</td>
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<td>1&amp;2</td>
<td>CHE621 Machine Health Monitoring</td>
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<td>1&amp;2</td>
<td>CHE622 Applied Science Practical</td>
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<tr>
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<td>2</td>
<td>MEC610 Fluid Dynamics</td>
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<td>2</td>
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<td>MEC611/612/613 Surface Mechanics, Friction and Wear</td>
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<td>MEC611/612/613 Surface Mechanics, Friction and Wear</td>
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<td>MEC618 Lubrication</td>
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<td>MEC616 Bearings</td>
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<td>MEC619 Project</td>
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<td>2</td>
<td>1&amp;2</td>
<td>MEC619 Project</td>
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Master of Applied Science

Course Code: MS5

The Faculty of Technology offers a Master of Applied Science program by research thesis. Inquiries should be directed in the first instance to the Administrative Officer, Division of Digital Technology. Areas for Master’s research within this Division include:

**Computer Science** — compiler design and development, design of operating systems, microelectronic circuit design, data communications systems, machine vision, robotics.

**Applied Physics** — acoustics, particularly propagation of impulsive noise; materials, structures and detection of faults in materials by tomography and other techniques; computer imaging for monitoring and control.

FT7
SUBJECT SYNOPSES

PHY101  Scientific Principles 1
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Revision of kinematic and dynamics with applications conservation of momentum and energy. Friction between dry surfaces in contact. Work, energy and power with application. Simple machines involving application of the above. Efficiency of machine and causes of energy wastage. Motion in a circle. Rotational dynamics and moment of inertia, conservation of angular momentum. Precession and the associated force couples.
References:
MARTIN, S. L. and CONNOR, A. K., Basic Physics Vol. 1 and 2, Whitcombe and Tombs.

PHY102  Scientific Principles 2
Contact: Two hours per week for one semester.
Prerequisites: Nil.
References:
MARTIN, S. L. and CONNOR, A. K., Basic Physics Vol. 1 and 2, Whitcombe and Tombs.

PHY130  Computer Science
Contact: Four hours per week including lectures, tutorials, and laboratory work.
This course aims to give Bachelor of Applied Science (multi-discipline) students some aspects of computer science.
Prerequisites: Nil.
Syllabus: Structures program design and data structures using Pascal. Introduction to digital circuits including number storage and operations, codes and parity, logic, multiplexers, ROM, RAM, PLA. Introduction to Computer Systems and Architecture including coding, error detection, peripheral devices, CPU and memory, control and bussing. Introduction to micro computer systems: CPU, memory, bus, DOS, software, Basic, assembler, monitor, input/output, peripheral cards.
References:
MOORSE, L., Foundations of programming with PASCAL, Horwood.
Apple II Users Guide.

PHY150  Physics
Contact: Two hours per week for two semesters.
Prerequisites: Nil.
References:
PHY150 The Physics of Measurement (Course Notes).
Chisholm Institute of Technology, Department of Applied Physics, 1986.

PHY190  Physics 1
Contact: Two hours lecture per week for two semesters.
Prerequisites: Nil.
Subject content: Applied Mechanics, Waves, Optics, Quantum and Solid State Physics, Electromagnetism.
References: To be advised.

PHY207  Art and Science/ Technology
Contact: 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.

PHY226 Physical Astronomy
Contact: Three hours per week for two semesters.
Prerequisites: To have attempted the first year of the Applied Science multidiscipline course.
This subject is a half point elective of interest to all science students and especially to prospective teachers. It is available to multidiscipline degree students. The course includes the use of telescopes, the planetarium and excursions to astronomical observations.
Syllabus: Basic concepts of astronomy, including use of star charts and catalogues; theory of space, time, matter and gravitation; measurement techniques; telescopes, detectors, instrumentation; the space program; Earth and the solar system; solar and stellar astronomy including stellar evolution, gravitational collapse, novae, pulsars, black holes; galaxies; quasars; cosmology.

PHY228 Milestones in Contemporary Science
Contact: Four hours per week for one semester, or two hours per week for two semesters.
Prerequisites: Nil.
Syllabus: An overview of the process of science via readings in some milestones in contemporary science, e.g. the Nobel Awards. Also to examine the social and economic implications of science on contemporary society and vice versa. Scientists as human beings and debates on the social responsibilities of scientists.
The course is to be learner-orientated rather than instructor-orientated. Students will be allowed a reasonable amount of freedom in the choice of topics for assignment work.
Assessment: Written assignments, oral presentation and class participation.
References: To be advised.

PHY235 Scientific Photography
Contact: Two hours theory per week and two hours per fortnight of laboratory work for two semesters.
Applications: Use of conventional, high speed, time lapse. Holographic, Schlieren and special forms of photography in areas such as biology, ecological studies, physics, chemistry and engineering (e.g. microscopy, crack detection, shock wave analysis, densitometry, thermography).

PHY236 Computer Imaging
Contact: A course of two hours theory per week and two hours per week of laboratory work for two semesters.
Prerequisite: Nil
Analogue imaging systems.
3D TV images — computer generated holograms.
References: To be advised.

PHY250 Physics
Contact: Three hours theory and two hours laboratory work per week for two semesters.
Prerequisite: Physics PHY120.
Syllabus: AC and network theory, field theory, quantum physics, acoustics, nuclear physics, optics.
References:
EISBERG, R. and RESNICK, R., Quantum Physics, Wiley.
KITTLE, C., Introduction to Solid State Physics, Wiley.

PHY260 Physics
Contact: Two hours theory and three hours laboratory work per week for two semesters.
Prerequisite: PHY120.
Syllabus: Instrumentation, solid state, digital electronics, analogue electronics. Introduction to microprocessors.
References:
BISHOP, R., Basic Microprocessors and the 6800, Hayden.
MILLMAN, J., Microelectronics, McGraw.
Second Year Laboratory Manual must be purchased.

PHY290 Physics II
Contact: Two hours lecture per week for two semesters.
Prerequisite: Physics 1 PHY190.
Subject Content: Electrical and magnetic properties of solids, optics — opto-electronic devices, fibre optics, Fourier optics.
References: To be advised.
PHY307 Art and Science/Technology

Contact: A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: This subject is offered as an alternative related study for areas other than liberal studies areas. The subject is also available for selection by those majoring in the theoretical areas 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.

PHY330 Contemporary Physics

Contact: Two hours per week for two semesters.
Prerequisite: To be admitted to the final year of the Bachelor of Engineering (Mechanical) course. This course is designed to give engineers an appreciation of the use of Physics in a modern society.
Assessment: The assessment will be a combination of report and examination (approximately equal weight).

PHY336 Advanced Computer Imaging

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


PHY350 Physics

Contact: Four hours theory per week and six hours laboratory per week. This subject is taken by students doing Bachelor of Applied Science course.
Prerequisites: Physics PHY250 and Physics PHY260.
References: To be advised.
Third Year Laboratory Manual must be purchased.

RDT120 Computer Systems and Software I

Contact: Two hours lecture and two hours laboratory/tutorial per week for two semesters.
Prerequisites: Nil.
Syllabus: Basic computer structure, algorithms, high level language to describe algorithms. A study of a selected computer language, e.g., Pascal. Program design, data structures, basic principles of operating systems and compilers.
References: To be advised.

RDT121 Digital Technology

Contact: Two hours lecture, one hour tutorial and two hours laboratory per week for two semesters.
Prerequisites: Nil.
Syllabus: Number systems and binary arithmetic, combinational logic, logic families, sequential logic. Introduction to microprocessors: architecture, I/O, assembly language programming.
References:

RDT220 Computer Systems and Software II

Contact: Two hours lecture and two hours laboratory/tutorial per week for two semesters.
Prerequisite: Computer Systems and Software I RDT120.
Syllabus: Data processing, scientific computation and symbol manipulation. Operating systems requirements, secondary storage devices, file organisation and management, synchronisation, memory management. Program development utilities: editor, compilers, assemblers, interpreters, linkers, loaders and debugging systems. System programming languages.
References:

RDT221  Data Communications
Contact: Two hours lecture per week for two semesters.
Prerequisites: Mathematics IA MAT124.
Subject Content: Signals, spectra, system response and noise, filters. Analogue and digital modulation and demodulation techniques. Multiplexing. Information theory, coding, error detection and correction, transmission lines.

RDT222  Digital Systems
Contact: Two hours lecture and two hours laboratory/tutorial per week for two semesters.
Prerequisites: Digital Technology I RDT121
References: To be advised.

RDT223  Digital Technology II
Contact: Two hours lecture and two hours laboratory/tutorial per week for one semester.
Prerequisite: Digital Technology I RDT121
References: To be advised.

RDT224  Interface Technology and Instrumentation
Contact: Two hours lecture per week and two hours laboratory/tutorial per fortnight for two semesters.
Prerequisites: Electrical Networks ELE103, Electronics I ELE130.
Syllabus: Transistor families, amplifiers, oscillators, operational amplifiers, phase-locked loops. Classification of physical parameters, measurement, accuracy, resolution, repeatability, dynamic range, errors. Signals conditioning, noise, sensors, analogue and digital instrumentation parameters, display devices, A/D and D/A conversion, programmable instrumentation, interface bus standards.
References: To be advised.

RDT225  Control Systems
Contact: Two hours lecture and two hours laboratory/tutorial per week for one semester.

RDT226  Software Design and System Implementation
Contact: Two hours lecture/tutorial per week for two semesters.
Prerequisites: Computer Systems and Software I RDT120.
Subject Content: Techniques for problem analysis, desirable program attributes, top-down and bottom-up design, analysis of data and data structures, finite state machines, structured programming. Tools for software development. Production of large software systems.
References: To be advised.

RDT281  Computer Science
Contact: Six hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisites: MAT103 and PHY130.
Syllabus: Advanced Pascal and assembly language programming, systems analysis and design, data structures, operating systems, microcomputer systems, data communications.
References: To be advised.

RDT320  Computer Networks
Contact: Three hours lecture per week for one semester.
Prerequisites: Data Communications RDT221
References: To be advised.

RDT321  Signal Processing
Contact: Two hours lecture and three hours laboratory/tutorial per week for two semesters.
Prerequisites: Mathematics II MAT227.
Subject Content: Periodic and aperiodic signals, time and frequency domain descriptions, Fourier and Laplace transforms, network response, analogue filters, sampled data, Z transform, FIR and IIR filters, discrete Fourier transforms, FFTs, spectral analysis, applications of digital signal processing to speech, audio and image processing.
References: To be advised.

RDT322  Intelligent Systems
Contact: Two hours of lecture/tutorial per week for two semesters.
Prerequisites: Computer Systems and Software II RDT220, Digital Systems RDT222.
Syllabus: Artificial Intelligence and its role in robotics, information, data, language and communication. LISP and its use in AI. Data stream analysis, feature extraction, knowledge representation and processing, pattern recognition, levels of understanding, problem solving, expert systems.
References: To be advised.

RDT323 Microchip Design

Contact: One hour lecture and three hours laboratory/tutorial per week for semester 1 and three hours laboratory/tutorial per week for Semester 2.
Prerequisites: Digital Technology II RDT223
Syllabus: MOS devices and circuits, integrated system fabrication, data and control flow, structural design methodology for LSI and VLSI implementation of integrated system designs.
References: To be advised.

RDT324 Project

Contact: Six hours per week for two semesters.
Prerequisites: Completion of the second year of the course.
Syllabus: Each student will undertake a major project involving the design, construction and testing of software and/or hardware. The project is designed so that students will gain skills in project management, system design, software testing and debugging, commercial factors in product design and report writing.
References: To be advised.

RDT325 Real-Time Programming

Contact: Two hours lecture and two hours laboratory/tutorial per week for one semester.
Prerequisites: Computer Systems and Software II RDT220.
Syllabus: Applications for real-time systems, problems of implementation, basic principles of realtime programming, tasking and processor scheduling, synchronization, interprocess communication, multiprocessor systems, reliability, design methodologies, concurrent high level languages.
References: To be advised.

RDT326 Computer Graphics

Contact: Four hours per week for one semester.
Prerequisites: Computer Systems and Software II RDT220.
Syllabus: Graphics hardware — terminals, hard copy units, plotters, light pens, etc. Graphics algorithms — coordinate systems, transformations, scaling, primitives, modelling, imaging, feature extraction. Graphics support and infrastructure — operating systems for turnkey installations, data transmission, standards and packages.

RDT327 Robotics

Contact: Four hours per week for one semester.
Prerequisites: Control Systems RDT225.
Syllabus: Introduction and history of robotics, architecture, geometry and kinematics, actuators, and effectors, sensors, control, programming industrial robots, applications.
References: To be advised.

RDT381 Computer Science

Contact: Six hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisite: RDT281
Syllabus: Computer architecture and hardware implementation, systems programming, software engineering, real-time systems, computer graphics, data base management systems.
References: To be advised.

RDT601 Communication Project

Contact: Four hours per week for one semester. Students must enrol in this subject in two semesters.
Prerequisites: The student is expected to have completed all subjects relevant to the selected project area.
Syllabus and Assessment: In conjunction with the lecturer, a student will select a project associated with one of the core subject areas. The project will involve practical work and the presentation and submission of a substantial report.

RDT602 Computer Systems I

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Computer hardware: CPU, input/output and storage devices, buses, interfaces, device controllers, cache and associative memories.
Operating systems: their role, scheduling, resource allocation, multiprogramming. Compilation, assembly, linking, loading, execution, macros.
Assembly language, programming: instructions, addressing, input/output, interrupt processing, re-entrant code, timing considerations.

RDT603 Computer Networks I

Contact: Two hours per week for one semester.
Syllabus: Data and communication codes, computer network components, line control protocols, common carrier services and tariffs, network architecture, network design, teleprocessing systems, trends in data communications.
References:
BLACK, U. D., Data Communications, Networks and Distributed Processing, Reston, Reston, 1983.

RDT604 Computer Networks II
Contact: Two hours per week for one semester.
Prerequisite: Computer Networks I.
Syllabus: Circuit, message and packet switching, routing algorithms, satellite systems, packet radio, packet cable, network architectures, protocol levels, distributed databases, distributed processing and operating systems.
References:
MARTIN, J., Computer Networks and Distributed Processing, Prentice-Hall, 1981.

RDT605 Computer Networks III
Contact: Two hours per week for one semester.
Prerequisite: Computer Networks I.
Syllabus: Feasibility studies and planning, network analysis and design, optimisation of network design, simulation techniques in network design, operations and system implementation, network management, future network developments.
References:
GEE, K., Proprietary Network Architectures, NCC Publications, 1981.

RDT606 Real-Time Programming I
Contact: Two hours per week for one semester.
Prerequisite: Computer Systems.
Syllabus: Data structures and program design, screen handling, real-time/transaction processing, memory management, scheduling, recovery/restart, data base management, network handling.

Operating system considerations; user privileges, security, program development.
References: To be advised.
Specific manufacturers’ manuals will be used.

RDT607 Real-Time Programming II
Contact: Two hours per week for one semester.
Prerequisite: Real-Time Programming I.
Syllabus: The requirements of real-time languages, high level languages, categories of language, the development of real-time languages.
A study of one or more existing languages, e.g. PASCAL, ADA, CHILL. Programming considerations.
References:
CCIT Study Group XI documentation on CHILL.

RDT608 Real-Time Systems I
Contact: Two hours per week for one semester.
Prerequisite: Computer Systems.
Syllabus: Basic terms and definitions, applications, system components, hardware requirements, the process concept, scheduling, processor and memory allocation, security and control, the file subsystem.
Analysis and design considerations, modelling and simulation.
References:

RDT609 Real-Time Systems II
Contact: Two hours per week for one semester.
Prerequisite: Real-Time Systems I.
Syllabus: SPC Systems: introduction, hardware configurations, software structures, function and load sharing, scheduling, monitors, packages, call-processing, reliability, recovery, system specification, design and development techniques, typical systems, e.g. AXE.
References:
Selected articles from IEEE transactions on Communications and The Telecommunication Journal of Australia.
RDT610  Robotics and Communication

Contact: Two hours per week for one semester.
Prerequisites: Computer Systems, Computer Networks I.
References:
BANDY, BURSTALL, WEIR and YOUNG, Artificial Intelligence: an introductory course, North-Holland Press.
BODEN, M., Artificial Intelligence and Natural Man, Harvester Press.
NILLSEA, N., Problem Solving Methods in Artificial Intelligence, Trigen Press.
DODD, G. S. and RONSAL, L., Computer Vision and Sensor Based Robots, Plenman Publishing Co.

RDT611  Computer Systems II

Contact: Two hours per week for one semester.
Prerequisites: Computer Systems RDT602 or equivalent.
Syllabus: The objective of this unit is to give students sufficient knowledge and experience with the UNIX operating system and the C programming language to be able to develop applications using these tools.
The UNIX operating system. Its purpose and structure.
The file system. The Shell and its command language. Editors and other utilities.
The C programming language, syntax and semantics. Techniques for writing in C.
Tools and techniques for developing and debugging programs in C under UNIX. Methods for developing portable programs.

RDT630  Robotics I

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Overview of industrial robotics in manufacturing systems; The Industrial Robot: basic architecture; simple aspects of articulation; degrees of freedom; kinematics and geometries; comparative studies on robot designs; common actuators and transmission systems; end effectors; control systems; robotic languages, sensors.
Economic and financial considerations. Social issues.
Assessment: Written tests and assignments.
References:

RDT631  Robotics II

Contact: Two hours per week for one semester.
Prerequisite: Robotics 1 RDT630.
Syllabus: Operational constraints and design considerations on end-effectors.
Operating principles of common sensors such as pressure and temperature transducers, sonars and video cameras. Sensor applications in robotics.
Control systems for robotic devices.
Analysis of existing robotic applications.
Assessment: Written tests and assignment work.
References:
COIFFET, P., Modelling and Control, Kogan Page, 1983.
Proceedings of International Symposium on Industrial Robots.
Selected journal articles and research papers.

RDT632  Robotics III

Contact: Two hours per week for one semester.
Prerequisite: Robotics II RDT631.
Syllabus: Application Case studies including consideration of financial and social issues; System Approach to Robotics in manufacturing; Group Technology; Flexible Manufacturing Systems; R&D in Robotics; Project MUM; Factories of the Future; Artificial Intelligence and Robotics; selected research papers.
Assessment: Written tests and assignments.
References: To be advised.

RDT633  Robotics Practical I

Contact: Two hours per week for one semester.
Co-requisites: Robotics 1 RDT630.
Syllabus: Laboratory work and exercises to acquaint the student with the structure, geometry and programming of typical robots.
Assessment: Laboratory work, assignments and reports.
References: Selected Robot Manuals and journal articles.

RDT634  Robotics Practical II

Contact: Two hours per week for one semester.
Prerequisite: Robotics Practical I RDT633.
Syllabus: This unit will consist of a set of experiments on sensor operations, positioning, movement and control of robots at machine level. Case studies of current applications of robots including plant visits.
Assessment: Laboratory work, assignments and reports.
References: Manufacturers’ manuals and journal articles.

RDT635  Robotics Project

Contact: Two hours per week for two semesters.
Prerequisites: Robotics II RDT631 and Robotics Practical II RDT634.

Syllabus: Projects may be of an investigational, research or constructional nature in relation to the applications of robotics.
Assessment: Practical work, written reports and oral presentation.

RDT636 Computing Systems and Software

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The digital computer: architecture, control, manipulation and storage of data as binary code. Relationship between hardware and software. Operating systems, compilation, assembly, linking, loading and execution of programs. User friendly systems and man-machine interface.
References:

RDT637 Control Systems

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Assessment: Written tests and assignment work.
References:

RDT638 Digital Electronics

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Number systems, logical functions and gates, combinational logic, sequential logics and their applications. LSI devices — ROM, RAM, PLA and microprocessors. The structure and operation of commonly used microprocessors and addressing modes, program and interrupt control, input/output devices.
References:

RDT639 Physical Instrumentation

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction to transducers, signal interfacing, amplification, linearization, noise. Analogue and digital instrument parameters and limit sensing. Concept of accuracy, precision, dynamic range, resolution, errors and repeatability.
Assessment: Written tests, laboratory work and assignments.
References:

RDT640 Production Planning and Management

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction to elementary accounting and financial decision making.
Production system fundamentals; work flow analysis; group technology.
Production management; man-machine and the workplace; industrial and employee relations, wages and awards.
Assessment: Written tests and assignments.
References: To be advised.

RDT641 Software Development

Contact: Two hours per week for one semester.
Prerequisites: Computer Systems and Software RDT636; Digital Electronics RDT638; or equivalent.
Assessment: Written tests, laboratory work and assignment.
References:
Manufacturers' manuals.

RDT642 Industrial Systems and Human Factors

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Human factors: signal detection theory, the 'ideal observer', information processing and decision making, the human operator as tracker, controller and supervisor, decision errors, causes of human error, vigilance, information overload. Factors causing fatigue and stress. Effect upon performance.

Design of systems for efficient use of labour, the robotic environment. Shift in the workforce. Job design, enrichment, motivation, satisfaction. New tasks, effects on education and retaining requirements.

References:


Selected papers and articles.

RDT643 Advanced Mechanisms

Contact: Two hours per week for one semester.
Prerequisite: Machines and Mechanisms MEC622.


Arrangements of actuators and applications of kinematic synthesis to robot design.

Energy usage in robot devices, inertia, force transmission vibration.

Precision robotic devices — geometry, actuation and control.

Specialised robotic devices, structure, dexterity and volume efficiency.

References:

COIFFET, P., Modelling & Control, Kogan Page, 1983.

Selected research papers and journal articles.

RDT644 Computer Aided Design with Graphics

Contact: Two hours per week for one semester.
Prerequisites: Computer Systems and Software RDT636, or equivalent.


References: To be advised.

RDT645 Robot Communication and Control

Contact: Two hours per week for one semester.
Prerequisites: Robotics II RDT631, Software Development RDT641, or equivalent.

Syllabus: Computer network architecture. The flexible manufacturing system as a partial data-driven automation system. Application of real time systems in robot communication and control.

Assessment: Written tests and assignment work.

References: To be advised.

RDT646 Microelectronic Technology and Design

Contact: Two hours per week for one semester.
Prerequisites: Digital Electronics RDT638, or equivalent.

Syllabus: Introduction to present fabrication technology for microelectronic devices. Design rules for existing processing technique. Design tools commonly used in VLSI design.

References:


RDT647 Artificial Intelligence

Contact: Two hours per week for one semester.
Prerequisites: Computer Systems and Software RDT636 or equivalent.

Syllabus: The role of artificial intelligence in robotics with emphasis in processes like pattern recognition, natural language understanding and multidimensional presentation. Simple problem solving algorithms. Programming languages for artificial intelligence systems.

Assessment: Written tests and assignment work.

References: To be advised.

RDT648 Sensory Instrumentation

Contact: Two hours per week for one semester.
Prerequisites: Nil.


Assessment: Written tests, laboratory and assignment work.

References:

Faculty of Technology
DIVISION OF ENGINEERING AND
INDUSTRIAL TECHNOLOGY

Staff FT18

Undergraduate courses:
- Bachelor of Engineering (Civil and Computing) (C) FT20
- Bachelor of Engineering (Electrical and Computing) (C) FT21
- Bachelor of Engineering (Industrial and Computing) (C) FT22
- Bachelor of Engineering (Mechanical and Computing) (C) FT23
- Diploma of Engineering (Mechanical) — (Part-time) (C) FT24

Graduate courses:
- Graduate Diploma in Highway and Traffic Engineering (C) FT25
- Graduate Diploma in Process Computer Systems (C) FT25
- Graduate Diploma in Project Management (C) FT25
- Graduate Diploma in Structural Computations (C) FT26
- Master of Engineering (C) FT26

Subject Synopses FT27

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
R. Damian Kennedy  
BE(RMIT), MSc(NorthWestern),  
GradDipMan(RMIT), MIEEE, MIEEE  
Daniel Phelan  
DipMet(RMIT), BSc(Hons)(Melb), TTTC  
Donald Scutt  
DipMet(RMIT), TTTG, MIM  
Arvind K. Shrivastava  
BE(Hons)(Japalpur), ME(Indian Inst. of Science),  
MEngSc(Monash),  
Kees Sietsma  
BEng(Elec)(Syd)  
David Weiss  
BE(Mech)  
R. Paul Wellington  
BSc(Hons)(Adelaide), DipEd, MEd(Monash), ARACI  

Technical Staff  
Jack Craig  
Ian Dent  
Thomas Heron  
Ivor G. Little  
Arthur Turnock  
Costa Sarris
UNDERGRADUATE COURSES

Bachelor of Engineering

All the Bachelor of Engineering courses have been extensively restructured and the content revised to reflect changes in professional engineering practice and in the technology available to and utilized by engineers. The words ‘and Computing’ have been added to the name of each of the engineering degrees to reflect these changes.

The new structure provides for a core of studies to be taken in common by all students with specialisation beginning to develop in the second year of the four year course.

Students who enrolled prior to 1985 will continue to follow the course of study detailed in previous Handbooks.

Bachelor of Engineering
(Civil and Computing)

Course Code: BV

Content

The course provides for a broad training in the profession of Civil Engineering and covers the large integrated range of subjects which are required in civil engineering practice. It provides a sound knowledge of the principles and applications of computing necessary to operate effectively as a professional engineer working in industry. Students will also be expected to attend a one week Engineering Field Camp during the later years of the course.

Recognition of Course

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

Admission Requirements

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

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

(c) successful completion of Stages A and B of an appropriate Certificate of Technology;

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

Prerequisites:

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

Recommended:

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

Progression Through the Course

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

To pass a year of a course a student must —

(a) obtain a pass mark at the annual assessment in each subject of the year; or,

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

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

Industrial Experience

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

Diploma to Degree Conversion

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per semester</th>
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<tbody>
<tr>
<td>1</td>
<td>MAT112</td>
<td>Mathematics</td>
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<td>PHY150</td>
<td>Physics</td>
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<td></td>
<td>ENG101</td>
<td>Electrical Technology</td>
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<td></td>
<td>ENG102</td>
<td>Applied Mechanics</td>
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<td>ENG103</td>
<td>Engineering</td>
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<td>ENG104</td>
<td>Communications</td>
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<td>ENG105</td>
<td>Computer Science</td>
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<td>ENG106</td>
<td>Computer Applications I</td>
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<td>2</td>
<td>ENG204</td>
<td>Engineering Material Science</td>
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<td></td>
<td>ENG205</td>
<td>Computer Applications II</td>
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<tr>
<td></td>
<td>ENG206</td>
<td>Engineering Management I</td>
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<tr>
<td></td>
<td>MAT212</td>
<td>Mathematics II</td>
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<td>CIV211</td>
<td>Engineering Surveying</td>
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<td></td>
<td>CIV212</td>
<td>Mechanics of Solids</td>
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<td></td>
<td>CIV213</td>
<td>Structural Mechanics</td>
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<td>MEC202</td>
<td>Fluid Mechanics I</td>
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<td>3</td>
<td>ENG305</td>
<td>Computer Applications III</td>
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<tr>
<td></td>
<td>ENG306</td>
<td>Engineering Management II</td>
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</tbody>
</table>

FT20
Bachelor of Engineering (Electrical and Computing)

Course Code: BE

Content
This is a four year full-time course providing a broad training in the profession of Electrical Engineering. Students may specialise in Electrical Power or Communication Engineering in the final year. It provides a sound knowledge of the principles and applications of computing necessary to operate as a professional engineer working in industry.

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

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

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

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

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

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

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

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td>1</td>
<td>MAT112 Mathematics</td>
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<td></td>
<td>PHY150 Physics</td>
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<td>ENG101 Electrical Technology</td>
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<td>ENG102 Applied Mechanics</td>
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<td>ENG103 Engineering Communications</td>
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<td>ENG104 Computer Science</td>
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<td>ENG105 Computer Applications I</td>
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<td>2</td>
<td>ENG204 Engineering Material Science</td>
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<td>ENG206 Engineering Management I</td>
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<td>ENG205 Computer Applications II</td>
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<td></td>
<td>MAT212 Mathematics II</td>
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<td>ELE204 Networks &amp; Energy Conversion</td>
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<td>ELE236 Electronics I</td>
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<td>ELE262 Signals and Communications</td>
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<td>ENG306 Engineering Management II</td>
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<td>ENG305 Computer Applications III</td>
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<td>ENG307 Industrial Project I</td>
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<tr>
<td></td>
<td>ELE340 Control Systems</td>
<td>3</td>
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</tbody>
</table>
Bachelor of Engineering
(Industrial and Computing)

Course Code: BL

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

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

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

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

Recommended:
English, Pure and Applied Mathematics, Physics and Chemistry at Year 12 level are the ideal preparation. Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1986.)

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

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

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

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

Course Structure

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester</th>
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<td>MAT212 Mathematics II</td>
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<td>MEC207 Workshop Practice</td>
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<td>IND251 Manufacturing Processes</td>
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<td>IND252 Methods Engineering</td>
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<td>IND253 Organisation &amp; Methods</td>
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<td>ELE237 Electronics</td>
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<td>MEC356 Thermo-fluids</td>
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<td>ELE337 Electronic Systems</td>
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<td>IND352 Materials Handling &amp; Plant Layout</td>
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<td>ACC310</td>
<td>Engineering Accounting I</td>
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<tr>
<td>IND351</td>
<td>Design of Machine Components</td>
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<tr>
<td>ENG406</td>
<td>Engineering Management III</td>
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<td>ACC311</td>
<td>Engineering Accounting II</td>
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<td>IND454</td>
<td>Operations Research</td>
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<td>IND452</td>
<td>Production Planning &amp; Control</td>
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<td>IND453</td>
<td>Safety &amp; Environmental Engineering</td>
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<td>IND451</td>
<td>Design of Productive Systems</td>
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<td>ADM310</td>
<td>Personnel Administration &amp; Industrial Law</td>
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<td>IND456</td>
<td>System Reliability</td>
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<tr>
<td>MEC409</td>
<td>Automation: Mechanisms &amp; Control</td>
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</table>

**Bachelor of Engineering (Mechanical and Computing)**

**Course Code: BH**

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1986.)

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

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

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

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

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

**Diploma to Degree Conversion**
Provision is made for 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**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>PHY150</td>
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<td>MEC207</td>
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<td>IND251</td>
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<th>Course Title</th>
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<td>Engineering Management II</td>
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<tr>
<td>ENG305</td>
<td>Computer Applications III</td>
<td>4 4</td>
</tr>
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<td>ENG307</td>
<td>Industrial Project I</td>
<td>2 2</td>
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<tr>
<td>MEC305</td>
<td>Mechanics of Solids II</td>
<td>2 2</td>
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<td>MEC303</td>
<td>Mechanics of Machines II</td>
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<td>MEC301</td>
<td>Mechanical Engineering Design II</td>
<td>2 2</td>
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<tr>
<td>MEC306</td>
<td>Thermodynamics I</td>
<td>2 2</td>
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<tr>
<td>MEC302</td>
<td>Fluid Mechanics II</td>
<td>2 2</td>
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<td>MEC304</td>
<td>Engineering Materials</td>
<td>3 3</td>
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<tr>
<td>MEC308</td>
<td>Process Control</td>
<td>2 2</td>
</tr>
<tr>
<td>ENG406</td>
<td>Engineering Management III</td>
<td>3 3</td>
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<tr>
<td>ENG405</td>
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<td>MEC405</td>
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<td>Mechanics of Machines III</td>
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<td>MEC401</td>
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<td>MEC416</td>
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<td>MEC408</td>
<td>Lubrication and Wear</td>
<td>2 2</td>
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<tr>
<td>MEC409</td>
<td>Automation: Mechanisms and Control</td>
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</table>

Diploma of Engineering (Mechanical) (part-time)

Course Code: DT

**Content**

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

**Recognition**

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

**Admission Requirements**

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1986.)

**Progression Through the Course**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>1</td>
<td>MEC123 *Applied Mechanics</td>
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<tr>
<td></td>
<td>MAT111 Mathematics</td>
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<tr>
<td></td>
<td>PHY215 Physics</td>
<td>3</td>
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<tr>
<td></td>
<td>HUM291 Social Science</td>
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<tr>
<td>or MEC110* Engineering Drawing</td>
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<tr>
<td></td>
<td>(Semester 1)</td>
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<tr>
<td>2</td>
<td>ELE101 Electrical Engineering</td>
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<tr>
<td></td>
<td>MEC140 Engineering Materials</td>
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<td>MAT251 Mathematics</td>
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<td></td>
<td>MEC230 Mechanics of Fluids</td>
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<tr>
<td></td>
<td>MEC111 Engineering Design</td>
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<td></td>
<td>(Semester 2)</td>
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<td>MEC240 Engineering Materials</td>
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<td>ELE232 Electronics</td>
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<td>MAT351 Mathematics</td>
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<td>MEC330 Mechanics of Solids</td>
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<td>MEC160 Thermodynamics</td>
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<td>MEC220 Mechanics of Machines</td>
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<td>MEC260 Thermodynamics</td>
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<td>MEC470 Mechanics of Fluids</td>
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<td>6</td>
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<td>MEC350 *Industrial Management</td>
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<td>PHY330 Contemporary Physics Elective</td>
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<td>MEC150 Production Technology Elective</td>
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*For ex HSC students.
GRADUATE COURSES

Graduate Diploma in Highway and Traffic Engineering

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>CIV671 Highway Design</td>
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<td>CIV672 Construction Planning</td>
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<td>CIV673 Project</td>
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<td>CIV674 Traffic Engineering</td>
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<td>CIV675 Bridge Engineering</td>
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<td>CIV676 Pavement Design</td>
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<td>CIV677 Hydrology and Drainage</td>
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<td>CIV678 Project</td>
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<td>Highway Elective Stream</td>
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<td>2</td>
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<td>CIV679 Bridge Engineering</td>
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<td></td>
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<td>CIV680 Highway Construction</td>
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<td>CIV681 Project</td>
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<td>CIV682 Geotechnical Engineering</td>
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<td>CIV683 Highway Design</td>
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<td>CIV684 Project</td>
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<td>Traffic Elective Stream</td>
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<td>CIV685 Traffic Flow Theory</td>
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<td>CIV686 Systems Analysis</td>
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<td>MAT631 Advanced Statistics</td>
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<td>CIV687 Computer Aided Design</td>
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<td>CIV688 Project</td>
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<td>CIV689 Transportation Engineering</td>
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<td>CIV690 Regional and Urban Planning</td>
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<td>CIV691 Traffic Engineering</td>
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<td>CIV681 Project</td>
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</table>

*Electives, one of two to be selected.

Graduate Diploma in Process Computer Systems

Course Code: PC
Course Leader: Max L. Telfer

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
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<td>1</td>
<td>ELE650 Process Modelling</td>
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<td>ELE651 Digital Logic and Components</td>
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<td>ELE652 Process Simulation</td>
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<td>ELE653 Process Control and Identification</td>
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<td>ELE654 Small-computer Software</td>
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<td>2</td>
<td>ELE655 Measurement and Instrumentation</td>
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<td>ELE656 Computer Architecture and Interfacing</td>
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<td>ELE657 Computer Process Control</td>
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<td>ELE658 Operating System Software</td>
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<td>ELE679 Project</td>
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<td>4</td>
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Graduate Diploma in Project Management

Course Code: PH

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

Admission Requirements
An approved degree or diploma.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
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<td>1</td>
<td>MEC631 Project Management I</td>
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<td>MEC635 Project Technology I</td>
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</table>
Graduate Diploma in Structural Computations

Course Code: PZ
Course Leader: W. J. Spencer

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
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<td>EDP640 *Computer Programming</td>
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<td>EDP641 *Computer Systems</td>
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<td>CIV603 Skeletal Frame Analysis</td>
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<td>CIV604 Computer Application I</td>
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<tr>
<td>2</td>
<td>1 &amp; 2</td>
<td>EDP642 *Digital Computer</td>
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<td>CIV606 Finite Element Analysis</td>
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<td>CIV607 Numerical Analysis</td>
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<td>CIV608 Computer (Project)</td>
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* Subject to be taught by the Department of Electronic Data Processing (School of Computing and Information Systems).

Master of Engineering

Course Code: ME

The Faculty of Technology offers a Master of Engineering program by research thesis. Inquiries should be directed in the first instance to the Administrative Officer, Division of Engineering and Industrial Technology.

Areas for Master’s research within this Division include:

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

Electrical and Electronic — avionics; communications; electric power.

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

Industrial — methods engineering; operations research; work place layout; ergonomics.
CIV211 Engineering Surveying

Contact: A course of four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:

WILSON, R.S.P. Land Surveying, McDonald & Evans, 1971.

CHISHOLM, Practical Notes and Past Examination Papers.

CIV212 Mechanics of Solids

Contact: A course of two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:


CIV213 Structural Mechanics

Contact: A course of two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:


CIV234 Geotechnics I

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:

CHISHOLM, Geological Maps and Laboratory Notes, 1983.

CIV325 Structural Engineering

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Analysis and design philosophies; limit state design, codes of practice. Indeterminate structures; influence lines, moment distribution, plastic analysis, yield line theory. Reinforced concrete; working stress, ultimate strength. Structural steel; elastic design, plastic design. Introduction to timber and prestressed concrete.

References:

BHP, Structural Steel Design Sheets, BHP 1981.

CIV326 Water Engineering

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:

**CIV428 Civil Engineering Design**

**Contact:** Five hours per week for two semesters.

**Pre-requisites:** As prescribed under Progression Through the Course.

**Syllabus:** The students are required to complete at least three engineering designs working individually or as a member of a team. Designs will be selected which require students to use tools such as computers, research papers, library resources and standard codes of practice. The designs include topics selected from public health engineering, structural engineering, geotechnical area, water engineering areas and construction. Typical designs are: 1. Design of a structure incorporating use of both structural steel and concrete. 2. The forward planning of a city water reticulation system using packaged programs and including economic analysis. 3. The design of a section of a rural highway working to CRB standards. 4. Feasibility study for the establishment of a rock quarry including operational schedules and equipment selection. In addition students will be required to participate in a series of design oriented seminars covering such issues as conceptual design, project planning, construction methods and equipment and technological impact.

References: To be advised.

**CIV429 Structural Computations**

**Contact:** Three hours per week for two semesters.

**Pre-requisites:** As prescribed under Progression Through the Course.

**Syllabus:** Matrix methods, general stiffness method, assembly method, direct stiffness method. Initial strains, support settlements, analysis software packages. Stability of frames: lateral stability, elastic critical loads. Structural dynamics; one-degree systems, multi-degree systems. Finite element method: plane stress, plane strain, plate bending elements, higher order elements.

References:
WHITE, R.N. et al. *Structural Engineering, Combined


**CIV430 Civil Engineering**

**Contact:** Five hours per week for two semesters.

**Pre-requisites:** As prescribed under Progression Through the Course.


References:

**CIV431 Project Management**

**Contact:** Two hours per week for two semesters.

**Pre-requisites:** As prescribed under Progression Through the Course.

**Syllabus:** Organisation — Types, formal, line, and staff, matrix, project management matrix. Client’s obligations: project brief, finance, site, time frame, budget, government controls, public relations. Project Manager’s responsibility: defining client’s requirements, conceptual design and planning, budgeting and cost control, project organisation. Fees and Charges: lump sum, percentage fee, combination fee, cost plus fee. Staff Management: authority, responsibility, resources, training,
unions. Equipment and techniques in civil engineering projects. Construction techniques used for building, bridges, mineral access, offshore and underground.

References:

CIV671 Highway Design
Contact: Two hours per week.
Prerequisites: Nil.

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 finite element methods.

References:

CIV607 Numerical Analysis
Contact: Two hours per week.
Prerequisites: Nil.

Syllabus: Solution of linear equations; Gauss-Jordan reduction, Jordan method of successive transformations, Gaussian elimination, skyline and wave front solvers, Choleski method.
Eigenvalue solutions; vector iteration including deflation, transformation methods (Jacobi and Householder), polynomial iteration including simplified approximations.
Finite differences; forward, backward and central differences, error terms interpolation, extrapolation, solution of DEs, initial and boundary value problems.

References:

CIV608 Computer Application II
(Project)
An industrially based project involving an application relevant to finite element analysis.

CIV670 Planning for Transportation Systems
Contact: 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.

CIV606 Finite Element Analysis
Contact: Two hours per week.
Prerequisites: Nil.

CIV604 Computer Application I (Project)
An industrially based project involving an application relevant to skeletal frame analysis and design.

CIV603 Skeletal Frame Analysis
Contact: Two hours per week.
Prerequisites: Nil.


References:

CIV671 Highway Design
Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: Geometric design and standards for the various road classes, design speed and economic implications, capacity, mid-block intersection designing, channelisation, rotary, signalised, grade separated. Safety considerations, human factor engineering, road furniture. Earthworks, manual and computer analysis.
Assessment: To be based on a series of submitted assignments during the semester.
References:
ARRB, CRB and NAASRA publications to be advised during the course.
CIT, Highway Design 1, 1977.

CIV672 Construction Planning
Contact: Two hours per week.
Syllabus: Job planning, preliminary and detailed scheduling of operations, bar charts, critical path methods. Job estimates. Project organisation, the resident engineer, labour, plant and material control and costing, job financing, cost indices. Job safety, industrial relations, demarcation disputes. Day labour and contract options, contract documents, legal considerations, arbitration.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:
ANTILL, J. and RYAN, P., Civil Engineering Construction, Angus and Robertson, 1974.
Australian Federation of Construction Contractors, various publications.

CIV673 Project
An industrially based project involving an advanced design or review, or an experimental investigation together with a 5,000-word report, which is to be submitted at the end of the year.
Assessment: To be based on a typewritten report submitted at the end of the year.

CIV674 Traffic Engineering
Contact: Two hours per week.
Assessment: To be based on an open book examination at the end of the semester.
References:

CIV675 Bridge Engineering
Contact: 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.

CIV677 Hydrology and Drainage
Contact: One hour per week.
Prerequisites: Nil.
Syllabus: Hydrologic analysis, rainfall-runoff estimation and probability, flood control methods. Hydraulic analysis, flow in various conduits, control structures, culvert design, scouring effects. Erosion and sedimentation control. Drainage, surface and sub-surface design.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

CIV676 Pavement Design
Contact: One hour per week.
Prerequisites: Nil.
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.

CIV679 Bridge Engineering
Contact: 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.

CIV680 Highway Construction
Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: Plan preparation. Clearing, excavation, hauling

Assessment: To be based on submitted assignments and open book examination at the end of the semester. 

References: 


NAAandra and SRA publications to be advised during the course.

CIV681 Project 
As Project CIV673 above.

CIV682 Geotechnical Engineering

Three hours per week for one semester. 

Prerequisites: Nil. 


References: 


CIV683 Highway Design

Contact: Three hours per week. 

Prerequisite: Highway Design CIV671. 


Assessment: To be based on submitted assignments throughout the semester. 

References: 

NAAandra and SRA publications to be advised during the course. 


CIV685 Traffic Flow Theory

Contact: 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: 


CIV686 Systems Analysis

Contact: 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.

CIV687 Computer Aided Design

Contact: Two hours per week. 

Prerequisites: Nil.

CIV689 Transportation Engineering

Contact: 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: 


CIV690 Regional and Urban Planning

Contact: 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: 


CIV691 Traffic Engineering

Contact: 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:

ELE103 Electrical Networks
Contact: Two hours lecture per week and two hours laboratory/tutorial per fortnight for two semesters.
Prerequisites: As prescribed under Admission Requirements to First Year.
Subject Content: Electrical units. Resistive, capacitive and inductive circuits. Power sources, basic circuit analysis, frequency and time response of simple networks. AC circuits, polyphase systems, transformers and motors.
References:

ELE130 Electronics I
Contact: Two hours lecture per week and two hours laboratory/tutorial per fortnight for two semesters.
Prerequisites: Nil
Subject Content: Electrical properties of semiconductors, diodes, transistors; transistor models, single stage amplifiers, introduction to operational amplifiers, transistors as switching device.
References:

ELE204 Networks and Energy Conversion
Contact: Two hours of lectures and two hours of laboratory and tutorial classes per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:
NILSON, J.W., Electrical Circuits, Addison-Wesley, 1983.

ELE236 Electronics I
Contact: Two hours of lectures per week and two hours of laboratory/tutorial work per fortnight for two semesters.

Prerequisites: As prescribed under Progression Through the Course.
References:

ELE237 Electronics
Contact: Two hours of lectures and laboratory/tutorial work per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:
HP 9845B Computer Software Manuals.

ELE261 Communications
Contact: Two hours of lectures, tutorials and laboratory work per week for one year.
References:
ELE262  Signals and Communications

Contact: Three hours of lectures, tutorials and laboratory work per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: An introduction to the mathematical presentation of the properties of signals and systems using Fourier series analysis and Fourier transforms. The analogue and digital modulation techniques (envelope, angle and pulse modulation) with emphasis on communication systems implementation. The basic concepts of information theory and coding as well as the general properties of the transmission media and network organisation are introduced.

ELE310  Design I

Contact: Three hours of lectures and design tutorials for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: (a) Study of the fundamental concepts and principles of electrical design including CAD methods. Heating and cooling of machines with thermal transients and cyclic loading. Design of busbars, electromagnets and other items with and without CAD packages. (b) Design of operational amplifiers as general purpose building blocks in conjunction with power transistors and digital circuits in a variety of applications.
References:
ELECTRICAL DESIGN CLASS NOTES, CHISHOLM.

ELE325  Electrical Machines

Contact: Two hours of lectures per week and two hours of laboratory tutorial work per fortnight for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:

ELE330  Electronics II

Contact: Two hours of lectures per week and two hours of laboratory/tutorials per fortnight for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: The application of transistors in amplifiers, switching circuits and integrated circuits. Special circuit techniques in wide band, tuned and power amplifiers. Feedback and its consequences in various types of circuits including oscillators. Regulators and switched mode power supplies.
References:

ELE337  Electronic Systems

Contact: Two hours theory each week and two hours practice each alternate week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: This subject introduces a range of electronic systems and the corresponding signals encountered in monitoring, control and supervisory applications. Signals are considered in terms of spectrum, convolution and correlation properties, coding and modulation/demodulation are examined. Examples of transmission media and practices are studied. Principles of open loop and closed loop control analog and sampled systems are examined. Components and techniques used in Industrial Electronics are studied.
References:
OGATA, K., Modern Control Engineering, Prentice-Hall, 1976.

ELE340  Control Systems

Contact: Two hours of lectures per week and two hours of laboratory/tutorials per fortnight for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:

ELE364  Fields in Communications

Contact: Two hours per week of lectures, laboratory and tutorials for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: This subject reviews the electrostatic field, magnetostatic field, Gauss's, Ampere's, Biot-Savart laws, Poisson's and Laplace's equations. Maxwell's equations in differential and integral form and their implications are introduced. Propagation involving ground wave, ionosphere and tropospheric scattering are considered. Microwave, waveguide and transmission lines are studied and compared. Antenna theory is presented and measurements made. Travelling and standing waves situations are analysed and discussed including consideration of impedance mismatch and transformation. Microwave sources and amplifiers are studied. Extensive use is made of computer analysis and computational methods.

References:

ELE425 Power Electronics and Machine Control

Contact: Two hours of lectures and two hours laboratory/tutorial work per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:
RAMSHAW, R.S. Power Electronics — Thyristor Controlled Power for Electric Motors, Chapman and Hall, 1975.

ELE446 Computer Control

Contact: Two hours of lectures and two hours of laboratory/tutorial work and plant visits per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Process Concepts: basic process elements; plant, measurements, controller. Control loop topolo-

References:
SKINSKEY, F.G., Controlling Multivariable Processes, ISA 1981.

ELE465 Communication Systems

Contact: Four hours of lectures, tutorials and laboratory work per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: An introduction to the system design concepts of telecommunication networks. The course discusses the teletraffic characteristics of networks and the application of advanced technologies towards an integration of the communication services in the digital network. The topics include studies of digital and analog transmission techniques applicable to guided and radio media. The developments in switching techniques and signalling are covered with emphasis on computer communication techniques and the value added services.

References:
BRILEY, B.E. Telephone Switching, Addison-Wesley, 1983.

ELE480 Power Systems II

Contact: Four hours of lectures, laboratory and tutorial classes per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:

ELE630 Digital Electronics I

Contact: Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Logical functions and gates, logic families, combinational logic, K maps, multiplexers, decoders, counters, shift registers. LSI circuits — ROM, RAM, PLA, algorithmic state machines.

References:

ELE631 Digital Electronics II

Contact: Two hours per week for one semester.

Prerequisite: Digital Electronics I.

Syllabus: CPU structure and operation, addressing modes, program and interrupt control, input/output devices, semiconductor memories and memory mapping.

References:

ELE632 Propagation Systems

Contact: Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Transmission lines, waveguides, fibre optics, sources and detectors, radio-wave propagation, satellites, antennas.

References:

ELE633 Teletraffic Engineering

Contact: Two hours per week for one semester.

Prerequisite: Computer Networks I.

Syllabus: Basic concepts of teletraffic theory, probability theory, traffic models, interconnecting methods, link systems characteristics, queueing and delay-loss systems, traffic simulation and measurements, network design considerations.

References:

ELE634 Communication Systems

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction, signal analysis, random signal and noise, sampling and pulse modulation, discrete signal processing, amplitude modulation systems, angle modulation systems, information and digital transmission.
References:

ELE650 Process Modelling

Contact: Four hours per week for one semester, including lectures, laboratory and tutorial.
Assessment: Written examination. Laboratory and assignment work.
References:

ELE651 Digital Logic and Components

Contact: Two hours per week for one semester, including lecture, laboratory and tutorial.
Assessment: Written examination. Laboratory and assignment work.
References:
Manufacturers’ Data and Application Manuals.

ELE652 Process Simulation

Contact: Two hours per week for one semester including lectures, laboratory and tutorials.
Prerequisites: Nil.
Assessment: Written examination. Laboratory and assignment work.
References:

ELE653 Process Control and Identification

Contact: Four hours per week for one semester including lectures, laboratory and tutorials.
Prerequisites: Nil.
Syllabus: Control criteria: stability; observability; controllability; system error; gain and phase margins; integral criteria; controllers for process control. Compensation: design of forward and feedback path controllers for continuous S.I.S.I. systems using root locus; design of state variable tuning techniques. Adaptive gain, techniques and applications, feedback control laws: use of z transform techniques for compensation of discrete system.
Assessment: Written examination. Laboratory and assignment work.
References:

ELE654 Small-Computer Software

Contact: Four hours per week for one semester including lectures, laboratory and tutorials.
Prerequisites: Nil.
Assessment: Written examination. Laboratory and assignment work.
References:
ELE655 Measurement and Instrumentation

Contact: Two hours per week for one semester, including lectures, laboratory and tutorials.

Prerequisites: Nil.

Syllabus: Measurement concepts: limit and probable errors, error analysis. Process variables: transducers and transmitters for important variables such as displacement, motion, pressure, temperature, flow. Signal conditions and manipulation: amplifiers, bridge circuits; mathematical manipulation; linearisation, voltage-to-frequency; analogue-to-digital and digital-to-analogue conversion. The nature and sources of noise: accurate measurement in the presence of noise — filtering, averaging, correlation; common mode rejection; cabling — grounding, shielding, isolation, crosstalk; human factors in data display.

Assessment: Written examination. Laboratory and assignment work.

References:

Analog Devices — Non-Linear Circuits Handbook.

ELE656 Computer Architecture and Interfacing

Contact: Two hours per week for one semester including lectures, laboratory and tutorials.

Prerequisites: Nil.


Assessment: Written examination. Laboratory and assignment work.

References:

ELE657 Computer Process Control

Contact: Two hours per week for one semester including lectures, laboratory and tutorials.

Prerequisites: Nil.

Syllabus: Computer hardware for process control: history, DDC, supervisory control, sequencing, management information systems, computer configurations, system security, human interface, alarm handling. DDC controllers: interacting and non-interacting forms of 3 term controller, reset windup, auto manual transfer, tuning criteria for set point and disturbance inputs.


Assessment: Written examination. Laboratory and assignment work.

References:

ELE658 Operating System Software

Contact: Two hours per week for one semester, including lectures, laboratory and tutorials.

Prerequisites: Nil.


Assessment: Written examination. Laboratory and assignment work.

References:

ELE674 Digital Information Processing

Contact: 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.

ELE679 Project

Contact: Four hours per week for two semesters.

Prerequisites: Nil.

Syllabus: To complete either one major project or several minor projects which unify the various subjects of the course. The normal project will include as many of the topics as possible from the following: Instrument and measurement plan behaviour. Propose a plant model. Identify the model parameters. Specify
a control objective. Design a suitable controller. Implement the controller, using either high level languages or at microprocessor level as appropriate on simulated plant. Construct and test an appropriate interface to plant. Allocate several software/hardware tasks (e.g., controller, status, alarming, data logging) and run on real-time operating system. Implement and test on plant. Assessment: To be based on a report submitted at the end of the year.

ELE682 Digital Computer Equipment

Contact: Four hours per week for seven weeks.
Prerequisite: Computer Equipment, EDP653.
References:

ELE683 Digital Computer Equipment

Prerequisite: Digital Computer Equipment ELE682.
Syllabus: Microprocessor types, Machine Codes, instruction types, Addressing modes, instruction execution and timing, interrupt handling, Direct Memory Access, Communications protocol, emulation and simulation, microcomputer algorithms and programming techniques.
References:

ENG101 Electrical Technology

Contact: Three hours per week for two semesters.
Prerequisites: As prescribed under Admission Requirements to First Year.
Syllabus: Introduction to circuit analysis electric and magnetic fields. Study of the main principles and concepts relating to transformers, rotating machines, electric power systems, lighting and electrical safety. Introduction to electrical measurements.
References:

ENG102 Applied Mechanics

Contact: Three hours lectures, tutorials and laboratory work for two semesters.
Prerequisites: As prescribed under Admission Requirements to First Year.

References:

ENG103 Engineering Communications

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Admission Requirements to First Year.
References:
SHARP et al., Background to Engineering Design, Prentice-Hall, 1981.

ENG104 Computer Science

Contact: Two hours of lectures and two hours of laboratory/tutorial work per week for two semesters.
Prerequisites: As prescribed under Admission Requirements to First Year.
References:

ENG105 Computer Applications I

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Admission Requirements to First Year.

Syllabus: Keyboard skills: use of peripheral equipment. Introduction to Operating Systems: files, directories, commands, editing. Programming Skills: algorithmic solution to a problem, structured programming, program development, documentation and specification. Programming Languages: modern programming language — PASCAL, BASIC, comparisons between BASIC and PASCAL. Restrictions of computation; finite word length, speed, memory. Use of Packages: use of packages, word processing, spread sheets, simple data bases.

References:

ENG204 Engineering Materials Science

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


References:
Basic guide to Concrete Construction — Cement and Concrete Associations of Australia. Chisholm printed notes.

ENG205 Computer Applications II

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Problem solution techniques; task allocation between humans and machines. Programming languages; FORTRAN, PASCAL. Microprocessor assembler language programming. Comparison of compiled versus interpreted. Characteristics and functions of compilers, assemblers, interpreters, linkers, operating systems. File structures; data files, access to data structures, search algorithms. Use of Packages; statistical database management systems. Topics will also be selected from a range of applications relevant to the specialisation of each student group.

References:
Manufacturers' and Software Package Manuals

ENG206 Engineering Management I

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


References:
STANDARDS ASSOCIATION OF AUSTRALIA, AS1837 — Ergonomics in the Office and Factory, S.A.A.

ENG305 Computer Applications II

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Software engineering; data structures (lists, linked lists, trees), design principles for maintainable and modifiable software. Documentation. Programming; use of pointers, application to lists and graphs. Networks; interconnection of computers, error handling, data highway arbitration and control. Instrumentation; connection of data loggers, plotters. General purpose interface bus overview. Graphics; uses of computer graphics, computer aided design and drafting. Geometric principles, defining and manipulating objects, simple and complex graphics data bases. Graphics algorithms; scaling, clipping, windowing, three dimensional object definition, hidden line and hidden surface removal. Introduction to graphics editor principles; menu driven operations.

References:

ENG306 Engineering Management II

Contact: Three hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


References:
WU, N., and COPPINS, R., Linear Programming and Extensions, McGraw-Hill.

ENG307 Industrial Project I

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: In a nominal 2 hour/week to undertake an investigation into an industrial problem related to a student’s particular field of interest. The investigation may be either Institute or industry based, and where possible, be developed on data generated by industry. The investigation may be supported by laboratory work, field studies or literature searches as is appropriate. Students will work singly or in groups depending upon the complexity of the project undertaken. Assessment will be based on the examination of a type-written report submitted at the end of the year along with a public defence of the report, 90% of marks will be allocated for the project report assessment and 10% for an oral defence. Assessment may be carried out in conjunction with an industrial supervisor where this is appropriate.

ENG405 Computer Applications IV

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


References:

ENG406 Engineering Management III

Contact: Two hours lecture and one hour tutorial per week for two semesters.
Prerequisites: As prescribed under Progression through the Course.


References:
STANDARDS ASSOCIATION OF AUSTRALIA, AS2124-1981 General Conditions of Contract, S.A.A.
CAFFREY, B.A., Guidebook to Contract Law in Australia, CCH, 1981.

ENG407 Industrial Project II

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: In a nominal 2 hours/week to undertake an investigation into an industry problem related to a student’s particular field of interest. It is intended that, where possible, the investigation be industry based or if this is not possible, that it be based on data generated by industry. The investigation may be supported by laboratory work, field studies or literature searches as is appropriate. Students may work singly or in groups depending upon the complexity of the project undertaken. It is generally expected that this project will require greater engineering knowledge than the project undertaken in Industrial Project I. Assessment will be based on the examination of a typewritten report submitted at the end of the year along with a public defence of the report, 90% of marks will be allocated for the project report assessment and 10% for an oral defence. Assessment may be carried out in conjunction with an industrial supervisor where this is appropriate.

IND102 Methods Engineering

Contact: Five hours per week for one semester.
Prerequisite: Nil.
Syllabus: Introduction; brief historical survey, contributions of Taylor and Gilbreth, the growth of industrial engineering with special reference to quantification and socio-technical systems. Definitions of scope of motion and time study, historical development, limitations, work methods design, process analysis, activity charts, operation analysis, micro-motion study, motion economy, mechanisation. Work measurement; activity sampling, recording and measuring existing methods, time studies, equipment, rating factors, time standards. Predetermined time systems; introduction, motion-time analysis. MTM, MODAPTS, use of the techniques in particular situations. Human factors; physiological work measurement, fatigue, learning curves, motivation, incentives, job enlargement. Assessment: By assignments, laboratory reports and a formal examination.

References:

IND251 Manufacturing Processes

Contact: Two hours per week for two semesters. Prerequisites: As prescribed under Progression Through the Course.


References:
DE GARMO, E.P., Material Processes and Manufacturing, Collier Macmillan.

IND252 Methods Engineering

Contact: Two hours per week for two semesters. Prerequisites: As prescribed under Progression Through the Course.


References:

IND253 Organisation and Methods

Contact: Two hours per week for two semesters. Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Systems Analysis and Design: introduction, the systems development cycle, traditional systems analysis, data flow and data structure approaches, the tools of structured analysis, the stages of systems analysis, interfaces between analysis and design, physical design approaches, summary. Organisation and Methods: Introduction, the O & M approach, methods studies, work sampling, work measurement, forms control and design, office automation, office layout and work flow, organisation analysis and communications, summary.

References:

IND302 Engineering Accounting I

Contact: Two hours per week for two semesters. Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Managerial accounting objectives; planning and control systems and reporting, performance evaluation, cost behaviour patterns, variable and fixed costs, analysis of costs, cost volume profit relationships and direct (variable) costing. Absorption costing; process and job costing, flow of costs, production and inventory control systems, standard costing and variance from standard as a control mechanism. Control of service department costs: cost allocation, relevant costs, engineering appraisals of costs.

References:
GARRISON, R.H., Managerial Accounting.
IND305  Control of Quality

Contact: Four hours per week for one semester.
Prerequisite: Engineering Statistics IND301.
Syllabus: Economic and organisational bases of the control of quality. The cost of quality. Specifications and standards. Functional relationships and special aspects such as visual inspection.
The inter-relationship between sample size, goodness and confidence as the fundamentals of sampling theory. The central role of data interpretation in design development and evaluation, in supplier quality assurance and incoming goods inspection, in process control and maintenance of plant, and in the monitoring of field performance.
The use of variables in control charting, capability studies, cu-sum approaches and acceptance sampling.
The use of attributes via the properties of the O.C. curve and the binomial nomogram.
Concepts of experimental design to allow optimum statistical analysis; full and fractional factorial design in product and process improvement. Other strategies in multi-variable situations.
Assessment: By assignments and final examination.
References:

IND351  Design of Machine Components

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: Design Principle: the phases of design—feedback and iterative aspects; the needs analysis (input-output analysis) as an aid to defining the problem, various methods for creative thinking-inversion, analogy. Model formulation including application of solid mechanics and machines theory to design of real components with static and dynamic loads. Specification of design by detail drawings and assembly drawings. Factors of safety. Effects of shock loads. Detail Design beams and column design to AS1250 Structural Steel code, keys for shafts, bolted and welded joints. Reduction of stress concentration, modifications of Goodman diagram for fatigue design. Torsion of non-circular sections. Design of shafts to AS1403. Selection of flat, vee, belt and chain drives including belt conveyors; selection of bearings including both ball or roller types and boundary lubricated type. The influence of forming and fabrication on design solutions. Selection of gear trains, springs, brakes and clutches.
References:

IND352  Materials Handling and Plant Layout

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:
AUSTRALIAN STANDARDS AS1418, Crane and Hoist Code; AS2359, 1980. SAA
INDUSTRIAL TRUCK CODE (Part 2 Operation) Manufacturers Catalogues. TRANSIT MODAPTS.

IND353  Quality Assurance

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: Management: Economic and organisational bases of the control of quality, the cost of quality, specifications and standard, functional relationships and special aspects such as visual inspection. Total Quality Control programmes and their effective use. Product liability and life cycle costing. Theory: The inter-relationship between sample size, goodness and confidence as the fundamentals of sampling theory. The use of attributes sampling via the properties of the O.C. curve and the use of the binomial nomogram. The use of variables in control charting, capability studies, cu-sum approaches and acceptance sampling. The central role of data interpretation in the development and evaluation of design in supplier quality assurance and incoming goods inspection, in process control and the maintenance of plant and in the monitoring of field performance. Concepts of experimental design for optimum statistical analysis; full and fractional factorial design in product and process improvement. Other strategies in multi-variable situations, which affect the economics of quality and reliability.
References:


IND402 Engineering Accounting II

Contact: Two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus:
Segmented reporting: fixed costs, direct and common costs, breakdown of sales, inventory evaluation, contribution approach. Cost planning: budgeting, budget period, human relations, sales forecasting, sales budget, production budget, materials budget, administration budget, cash budget, zero-based and program budgeting. Flexible budgets and overhead analysis. Control of decentralised operations: information flow, investment profit, management performance, rate of return, transfer pricing, opportunity cost. Capital budgeting and investment decisions. Analysis and evaluation of projects.

References:


GARRISON, R.H., Managerial Accounting.

IND406 Personnel Administration and Industrial Law

Contact: Two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:


IND451 Design of Productive Systems

Contact: Two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: The student is required to integrate industrial engineering concepts in the design of productive systems. Students are required to work on productivity orientated projects covering technological, administrative, management or physical distribution situations as either separate or as integrated problems. Designs so produced are to be presented as formal reports and assessed, wherever possible, in collaboration with engineers in organisations external to Chisholm. Considerable emphasis is to be placed on the standard of report presentation. Topics, to be covered both in lectures and the design projects, include micro and macro productivity measurement, process types, production flow analysis, facility selection, technology change and its introduction, manufacturing new materials, strategies, new products, group technology concepts, value analysis, sales, research and marketing within the total scene. Design aspects to be covered will include the achievement of reliable systems by techniques such as fault tree analysis and failure modes and criticality effects analysis.

References:


IND452 Production Planning and Control

Contact: Two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Multiple stations, multiple operations, group technology strategies. PERT, time, cost, line of balance, activity-on-arc, activity-on-node. Advanced PPC: Introduction to experience curves, share-momentum graphs, growth share and product-process matrices, strategic planning.

References:

IND453 Safety and Environmental Engineering

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Principles of accident prevention: the methodology of safety, strategies for protection, comparison with classical methods of accident prevention and safety design concepts, system redundancy and diversity, the systematic identification of effective safety strategies in the areas of design, organisation and human and social factors. Safety programs: the epidemiological approach to accident prevention, the choice and use of descriptive and analytical accident statistics and rates, criteria for the selection of accident statistics, the role of multi-dimensional statistics in practical accident prevention, assessing priorities in safety strategies, the use of epidemiological and statistical data with causal analysis, experience and prognosis, the design of practical programs. Major environmental problems of Industry. Common methods of monitoring and analysis associated with waste disposal to land, water, air, noise, radiation and health. Various legislative and administrative approaches to pollution control.

References:

IND454 Operations Research

Contact: A course of three hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


References:

IND456 System Reliability

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: The economics of reliability: cost/benefit analysis and life cycle costing, catastrophic failure. Configuration improvement: fault tree analysis failure mode and effect analysis, reliability mathematics as the basis of the design function. The physics of failure approach: failure mechanism, environmental engineering and life testing. Contractual reliability: planning, organising and controlling a programme through its definition, design and development, production and operational stages. Testing for reliability: production, apportionment and statistical inference with constant and variable time schedules. Maintenance, monitoring and maintainability: data retrieval, data banks and further reliability improvement via the use of engineering statistics.

References:

MEC143 Material Science I

Contact: Two hours per week for one semester.
Prerequisites: Nil.

Syllabus: Crystal structure of Metals: metallic bonding, solid solutions, allotropy of iron, microscopic examination in conjunction with laboratory demonstrations, polycrystalline structure. Phase Diagrams: solubility, diffusion in the solid state, binary alloy systems, Cu-Ni phase diagram, Fe-Fe₃C phase diagram in conjunction with laboratory demonstrations. Deformation and Fracture of Metals: elastic and plastic deformation of crystals, plastic deformation of polycrystalline metals, recrystallisation in conjunction with laboratory demonstrations. Tensile testing of metals in conjunction with laboratory demonstrations, hardness testing in conjunction with laboratory demonstrations. Ductile and brittle fracture, fatigue. Chain structure of polymer, molecular weight distribution. Tg-relationship with monomer structure. Tensile stress strain behaviour — effects of temperature and time. Fracture — factors affecting the brittle ductile transition temperature. Environmental properties — UV
resistance and flammability. Corrosion; electro-chemical oxidation, electrode potential, galvanic cells in conjunction with laboratory demonstrations, polarisation, corrosion prevention, poubax diagrams, protective surfaces, cathodic protection.

Reference: SCHLENKER, Material Science.

MEC243 Material Science II

Contact: Two hours per week for one semester.
Prerequisites: Nil

MEC171 Introduction to Lubricants and Lubrication

Contact: Two hours per week for one semester.
Prerequisites: Nil
Syllabus: Lubrication Systems: Introduction to various methods of lubrication such as total loss lubrication to internal lubrication systems. Lubricants: Types, properties of liquid lubricants and greases, composition of lubricants. Selection of Lubricants: Factors that control the choice of oil, greases solid lubricants. Other liquids. Lubrication of Components: Lubrication of journal bearings, rolling element bearings, thrust bearing, gears. Lubrication in metal cutting and metal working.

RANNEY, M.W., Synthetic Oils and Greases — Recent Developments, Moyes Data Corp.

MEC172 Introduction to Bearings

Contact: Two hours lecture per week for one semester.
Prerequisites: Nil

MEC201 Mechanical Engineering Design I

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: Description and use of stock machine elements and components. Further topics in engineering drawing: surface texture symbols, size and geometric tolerancing. Functional and spatial design through the use of layouts and assembly drawings; influence of basic manufacturing processes on design. The “design cycle” of a product. Introduction to creative design. Selection of materials and working stresses, “factors of safety”, shock loads, secondary design problems. Analysis and design of components, e.g. beams, shafts, keys, bolted and welded joints with central and eccentric loading. Simple boundary-lubricated bearings. Design to resist fatigue failure.

MEC202 Fluid Mechanics I

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

References:

MEC203 Mechanics of Machines

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Friction: Laws of friction between two contacting surfaces; motion on inclined plane, screw threads, modification of V-thread, overhauling. Clutches and Thrust Bearings; Centrifugal clutches, uniform wear and uniform pressure theories, disc and cone clutches and thrust bearings. Brakes: Types of brakes, band brakes, internal and external shoe drum brakes. Belt Drives: Ratio of belt tensions, modification for V-grooves pulley, effect of centrifugal tension, initial tension, power transmitted, creep. Flywheels: Cyclic fluctuation of energy, design of flywheel to control speed fluctuation due to energy fluctuation. Gear Trains: Kinematic analysis and synthesis of simple, compound and epicyclic gear trains, input, output and casing torque, computer aided synthesis of gear trains, harmonic drives.

References:

MEC205 Mechanics of Solids I

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Stress Analysis: Analysis of plane stresses, combined stresses, Mohr’s circle, principal stresses in beams, principal stresses in shafts. Torsion of thin-walled non-circular sections. Stresses and deflections of close coiled helical springs. Analysis of forces and stresses in bolted and welded joints. Analysis of thin-walled vessels subjected to internal pressures. Bending stresses in beams due to moments not in principal places. Theories of static failure. Introduction to photoelasticity, stress concentration. An introduction to the strength of gear teeth.


References:

MEC207 Workshop Practice

Contact: Twenty-eight hours.
Prerequisites: As prescribed under Progression through the course.


References:
AMSTEAD, OSTWALD, BEGEMAN, Manufacturing Processes, Wiley and Son.

MEC299 Engineering Science

Contact: Four hours theory per week for two semesters.
Prerequisites: A pass in Mathematics MAT102 and Physics PHY125.

Syllabus: Electrical: electrical sources and elements; electrical circuits; electrical measurement; non-sinusoidal wave forms; steady state AC circuits, transformers. Mechanical: an introduction to mechanical engineering problems and their solution; concepts of statics; internal forces in parts; deflection, strain energy and impact; plane stresses including principal stresses; kinematics; dynamics and vibration.

Assessment: Two written examination papers; one at mid-year and one at the end of the year, together with performance in assignment work.

References: To be advised.

MEC301 Mechanical Engineering Design II

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Preliminary design decisions, optimisation in design, design for reliability and noise control, design of dynamic systems, design against wear and corrosion. Introduction to tribology, rolling-element bearings, journal bearings and lubrication. Detailed design of spur gears, selection of fluid power units, detailed design of structures, lifting equipment and pressure vessels in accordance with Australian Standard Codes.

References:
CARTER, A.D., Mechanical Reliability, Macmillan, 1972.
STANDARDS ASSOCIATION OF AUSTRALIA:
AS 1250 Steel Structures Code
AS 1403 Shafts for Power Transmission
AS 1418 Crane Code
AS 1210 Unified Pressure Vessel Code.

MEC302 Fluid Mechanics II

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:
DUNCAN, W.J. THOM, and YOUNG, Mechanics of Fluids, Arnold.
MIRONER, A., Engineering Fluid Mechanics, McGraw-Hill.

MEC303 Mechanics of Machines II

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:

MEC304 Engineering Materials

Contact: Three hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:

MEC305 Mechanics of Solids II

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:

MEC306 Thermodynamics I

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
References:
MEC308  Process Control

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

References:


MEC356  Thermo-Fluids

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: Properties of fluids: thermodynamic properties of simple compressible substances, thermodynamic property tables, ideal and perfect gas approximations. Psychrometry: thermodynamic properties of air-water vapour mixtures, psychrometric chart; application to air-conditioning, comfort considerations. Control volume analysis: applications of the continuity, momentum and first law of thermodynamics equations to control volumes involving compressible and incompressible flows. Heat transfer: fundamentals of heat transfer by conduction, convection and radiation, applications to heat exchanger design. Dimensional analysis: principles of similarity and dimensional analysis. Applications to internal and external flows, rotodynamic machinery and convective heat transfer. Instrumentation: measurement of pressure, temperature, flow and power.

References:


MEC399  Engineering Science

Contact: 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 structure; 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.

MEC401  Mechanical Engineering Design III

Contact: Five hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: A major design project involving a complex engineering system, under the auspices of an industrial organisation and Chisholm. Layout planning, specification for plant and selection of thermal or fluid equipment will be involved, as well as detailed investigation of selected design problems. Lectures will cover some of these topics plus advanced design organization, noise control, environmental issues, advanced computer modelling and selection of proprietary items of plant such as pumps.

References:

INDUSTRIAL DOCUMENTATION: CURRENT TECHNICAL LITERATURE.

MEC403  Mechanics of Machines III

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

References:


**MEC405 Mechanics of Solids III**

**Contact:** Two hours per week for two semesters.

**Prerequisites:** As prescribed under Progression Through the Course.

**Syllabus:** Analysis of stress and strain: equations of equilibrium and compatibility in two and three dimensions, stress distribution in beams, compound thick cylinders, rotating discs, thermal stresses in long cylinders, experimental techniques (strain gauges, photoelasticity). Bending of flat plates. An introduction to plasticity, plastic deformation of thick cylinders. Introduction to matrix analysis of structural frames and the Finite Element technique of stress analysis. Introduction to fracture mechanics.

**References:**

**MEC406 Thermodynamics II**

**Contact:** Two hours per week for two semesters.

**Prerequisites:** As prescribed under Progression Through the Course.

**Syllabus:** Maxwell relations, determination of enthalpy and entropy from measureable quantities, use of computer to generate property data. First and second law analyses of reacting ideal gas mixtures, equilibrium composition of an ideal gas mixture, combustion of hydrocarbon fuel/air mixtures, effect of variables on IC engine performance and exhaust emissions. Numerical solutions of continuity, momentum and first law equations applied to unsteady flow processes.

**References:**

**MEC408 Lubrication and Wear**

**Contact:** Two hours per week for two semesters.

**Prerequisites:** As prescribed under Progression Through the Course.


**References:**
- MALLING, Principles of Tribology, Macmillan.
- SPONSORS I: MECH. E., *Engineering Science Data Sheets*.

**MEC409 Automation: Mechanisms and Control**

**Contact:** Two hours per week for two semesters.

**Prerequisites:** As prescribed under Progression Through the Course.

**Syllabus:** Algebraic and co-ordinate transformation methods; differential relationships; motion trajectories — joint and cartesian; Lagrangian mechanics — dynamic equations. Control theory — an overview of hydraulic, pneumatic, electrical elements; actuators — step motors, modelling, drive and control; sensors and digital sampling, position servo control, force feedback control and adaptive control models. Forces; forces and torques in various co-ordinate frames and joint forces and torques. Compliance; force, touch, vision and position feedback related to homogeneous transformations. Computers: control strategies and programming languages.

**References:**

**MEC416 Heat and Mass Transfer**

**Contact:** Two hours per week for two semesters.

**Prerequisites:** As prescribed under Progression Through the Course.

References:

MEC471 Lubrication
Contact: Three hours of lectures per week for one semester.

MEC610 Fluid Dynamics
Contact: One hour per week for one semester.
Prerequisites: Nil.

MEC611/612/613 Surface Mechanics, Friction and Wear
Contact: One hour per week in one semester, two hours per week in the next semester and one hour per week in the third semester.
Prerequisites: Nil.

MEC616 Bearings
Contact: One hour per week in one semester and two hours per week in the following semester.
Syllabus: Classification — by operation, by load and shape. Types — dry, impregnated, fluid-film and rolling contact.

Selection — based upon load, speed, environment and materials.
Bearing failure — thermal effects, distortion, effect of lubricants, etc.

MEC619 Project
Contact: One hour per fortnight consultation with his or her supervisor in the third semester and three hours of supervised project work in the fourth semester.
Prerequisites: Nil.
Syllabus: The object of this unit is to give students experience of tribology problems to be met in industry. Students are given an object to achieve; they have to manage the resources available to them in the best possible manner; and have to communicate results satisfactorily to their supervisor.
Assessment: Students will be assessed on their performance throughout the semester and on the standard of their written and oral reports.

MEC618 Lubrication
Contact: Two hours per week in one semester and one hour per week in the next semester.
Syllabus: Lubricant types, lubricant properties, lubrication practice — water and steam turbines, gas turbines, gears and drives, hydraulic transmissions, compressors, machine tools, mobile plants, cutting oils, grease lubrication, metal rolling operations. Off-shore lubrication and lubrication in hostile environments. Seals. Fire and explosions:

MEC621 Principles of Mechanics of Machines
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Elementary kinematics and kinetics of particles in rectilinear and curvilinear motion. Motion of rigid body. Components of machines and mechanisms. Displacement, velocity, acceleration and simple force transmission in planar linkages and other mechanisms. Vibrations in simple mechanical systems, damping, forcing and excitation.
Assessment: Written tests and assignments.
References:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Contact Details</th>
<th>Prerequisites</th>
<th>Syllabus</th>
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</thead>
<tbody>
<tr>
<td>MEC622</td>
<td>Machines and Mechanisms</td>
<td>Two hours per week for one semester.</td>
<td>Two hours per week for one semester.</td>
<td>Principles of Mechanics of Machines MEC621; or equivalent.</td>
<td>Structure of planar and spatial mechanisms. Degrees of freedom, mobility, multi-freedom mechanisms and actuation. Principles of synthesis of mechanical movements. Computer applications for movement synthesis and for kinematic and kinetic analysis.</td>
</tr>
<tr>
<td>MEC631</td>
<td>Project Management</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Nil.</td>
<td>Market research and tendering, project research. Project organisation.</td>
</tr>
<tr>
<td>MEC632</td>
<td>Project Management</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Nil.</td>
<td>Schedules and budgets. Network analysis. Progress data collection, presentation and use.</td>
</tr>
<tr>
<td>MEC634</td>
<td>Project Management</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Nil.</td>
<td>Case study.</td>
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<tr>
<td>MEC635</td>
<td>Project Technology</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Nil.</td>
<td>Facility location, equipment selection. Plant layout.</td>
</tr>
<tr>
<td>MEC636</td>
<td>Project Technology</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Three hours per week of evening study for one semester.</td>
<td>Nil.</td>
<td>Codes. Stress analysis background to statutory codes. Control systems.</td>
</tr>
</tbody>
</table>
Faculty of Technology
DIVISION OF INFORMATION TECHNOLOGY

Staff

Undergraduate courses:
- Bachelor of Applied Science (Computing) (C&F)  
- Bachelor of Applied Science/Bachelor of Business (Computing and Accounting) (C&F)

Graduate Courses:
- Graduate Diploma in Business Technology (C)
- Graduate Diploma in Communication and Information Studies (C)
- Graduate Diploma in Computing (C)
- Graduate Diploma in Computing and Information Systems (C)
- Master of Applied Science (Computing) — by Coursework (C)
- Master of Applied Science — by Thesis (C)

Subject Synopses

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
DIVISION OF INFORMATION TECHNOLOGY

Chairman
Jack Greig (Acting)
BSc (Melb), GradDipDP(CIT), DipEd(Melb)

Secretary
Lisa Tonkin

DEPARTMENT OF COMPUTER TECHNOLOGY

Head of Department
John Daly (Acting)
BSc(Syd), GradDipDP(CIT), MACS

Senior Lecturer
David Goble
BSc(Melb), GradDipDP(CIT), MACS

Lecturers
Des Buckmaster
BTech(Brunel)

Noel Crkaske
BSc(Hons) (Flind), GradDipCompStuds(CCAE), MSc(ANU), MACS

Ewen McPherson
BSc(Monash), GradDipDP(Chisholm), TPTC

Chris Freeman
BAppSc(CIT)

Bob Sier
BAppSc(CIT), MACS

John Symington
BSc(Monash)

Max Warlond

Senior Tutors
Peter Wong
BBus(Warrnambool)

Eli Fryher
BAppSc(VIC), GradDipDP(CIT)

Joe Heuvel
BAppSc(Chisholm)

Technical Officers
Leigh Snell
BAppSc(Chisholm)

Anne Livnat
ARMIT(MLT), GradDipDP(CIT)

Warren Taylor

DEPARTMENT OF INFORMATION SYSTEMS

Head of Department
David Arnott (Acting)
BEc(Hons)(Newcastle), MACS

Senior Lecturers
E. Pearl Levin
CertEDP(CIT), BAppSc(VIC), MACS, MACM

Graeme Shanks
BSc, DipEd(Monash), GradDipCEIS(Chisholm), MACS

Phillip Steele
DipBusStuds, BAppSc(VIC), MACS, MACM

Peter Torokfalvy
BSc(Melb), GradDipDP(CIT), MACS

Lecturers
Dan Eaves

Sally Fitts
DipBusStuds, BAppSc(Chisholm), MACS

Renae Kasch
BSc(Arch), GradDipDP

Helen Smith
BSc(Melb), DipEd(Monash)

Senior Tutors
Chris Rodrigues
BAppSc(Chisholm)

Lindy Stewart
BA(Monash), MLS(Arizona)

DEPARTMENT OF SOFTWARE DEVELOPMENT

Head of Department
Maurie Fabrikant (Acting)
PostDipCertMechEng, DipMechEng(CIT), BAppSc(VIC), MACS

Senior Lecturer
Robert Hagan
BSc(Hons)(Monash), MSc(Monash), MACS

Lecturers
Peter Binding
BAppSc(VIC)

John Boutland
ThL(Hons)(ACT), GradDipDP(CIT), MACS

Raymond Canning
DipEE, BAppSc(VIC), MBA(Melb)

Ilona Jagielska
MSc

Gerald Middleton
BAppSc(Chisholm), AASA, MACS

Robert Westcott
BA(Hons) (Monash), DipEd(Monash), MA(Hons)(LaTrobe), GradDipDP(CIT)

Senior Tutors
Slavika Boskovski
BAppSc(VIC)

Peta Darke
BA(Hons)(Monash)

Ann Leak

Jan Miller
DipBusStuds(DP), BAppSc(Comp)

Sylvia Tucker
BA, DipEd(QLD)
UNDERGRADUATE COURSES

Bachelor of Applied Science (Computing)

Course Code: BP
Course Leader: R. Hagan

Intending students are advised that micro computers are used in a wide range of courses within the Division of Information Technology.

Students intending to purchase a micro computer should consult the Division before purchase to ensure compatibility with Chisholm facilities.

Content

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

Admission Requirements

(a) Successful completion of Year 12 course of study composed of Group 1 subjects, accredited by VISE. Students who successfully complete a Year 12 course of study which includes one or more Group 2 subjects, accredited by VISE, may be considered for admission on an individual basis.

(b) Successful completion of an appropriate Tertiary Orientation Program or other year 12 course of study accredited by Chisholm, or

(c) Successful completion of the Certificate of EDP (Operating and Coding), or

(d) Qualifications and/or experience acceptable to the Admissions Committee.

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

Exemptions

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

Part-time

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

Course Structure

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

COURSE CODE: BP

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td></td>
<td>EDP100 Computer Programming</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>EDP101 Computer Systems</td>
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<td>EDP102 Information Systems</td>
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<td></td>
<td>COM180 Written &amp; Oral</td>
<td>4†</td>
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<tr>
<td>2</td>
<td>EDP200 Computer Programming</td>
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<td>EDP204 Computer Systems</td>
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<tr>
<td></td>
<td>ACC296 Accounting Systems</td>
<td>4†</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4†</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4†</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4†</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EDP300 Computer Programming</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP303 Industrial Experience</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EDP305 Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP306 Information Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4†</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4†</td>
</tr>
</tbody>
</table>

† = Single semester subject

Students may take any elective from the following areas providing they have the pre-requisite required. Any other four hour, single semester subject may be taken upon approval from the course leader(s).

Accounting
Administrative Studies
Communication Studies
Economics
Electronics
Marketing
Mathematics (esp. MAT223 to MAT226)
Psychology
Sociology

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

Course Code: BJ
Course Leaders: Rob Hagan Ken Greenhill

The Course

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

Awards

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

Recognition

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

Venue

Day and evening classes are offered at Caulfield. Day classes only are offered at Frankston.

Admission Requirements

(a) Successful completion of a Year 12 course of study accredited by VISE, namely the Higher School Certificate (HSC); or
(b) successful completion of an appropriate Tertiary Orientation Programme (TOP), or other Year 12 course of study accredited or recognised by Chisholm; or,

c) successful completion of the Certificate of Business Studies; or,

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

Intending applicants are advised that:

(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;

(ii) preference will be given to students completing a full-time Year 12 course of study accredited by VISE (HSC) or accredited or recognised by Chisholm (TOP) who have passed at least four subjects including English at one sitting;

(iii) an accumulation of subjects will be accepted as meeting entry requirements where those subjects have been studied on a part-time basis.

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 1 — Admission Requirements. (See Student Manual 1986.)

Credit Transfer

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

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

Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

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

Right of Challenge

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

Assessment

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

Private Study

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

Calculator

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

Course Structure

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EDP100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MAT123</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>ADM121</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN114</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ACC104</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM122</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC360</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN271</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC246</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FIN220</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKT112</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC241</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC245</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN219</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ADM122</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC360</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN271</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC246</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FIN220</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP204</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>FIN393</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC348</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP203</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ACC264</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC351</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP303</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EDP304</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EDP305</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP306</td>
<td>5</td>
</tr>
</tbody>
</table>
GRADUATE COURSES
Graduate Diploma in Business Technology

Course Code: PO
Course Leaders: Pearl Levin and Ken Greenhill

Content
Business Technology is the use of integrated computer and communications systems to support administrative procedures and management decision making in a business environment.

The aim of this course is to provide the opportunity for people such as business managers, professional office workers, computing professionals, business consultants, technology sales personnel and business systems analysts to develop expertise in the introduction and management of advanced technology into business organisations.

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

Course Structure
Students are required to successfully complete 16 units of study. The units are designated as foundation, core and elective units.

The course is organised into three separate streams to cater for students with differing backgrounds. Each stream consists of different combinations of foundation, core and elective units.

The streams of study are:
- General Entry Stream — for students with little or no background in either business or computing.
- Business Entry Stream — for students with a background in business.
- Technical Entry Stream — for students with a background in computing.

All units are four hours of class contact per week for seven weeks.

General Entry Stream

Foundation Units

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACC701</strong></td>
<td>Business Management &amp; Financial Control Systems I</td>
</tr>
<tr>
<td><strong>ACC702</strong></td>
<td>Business Management &amp; Financial Control Systems II</td>
</tr>
<tr>
<td><strong>EDP701</strong></td>
<td>Computer Technology I</td>
</tr>
<tr>
<td><strong>EDP702</strong></td>
<td>Computer Technology II</td>
</tr>
<tr>
<td><strong>ADM703</strong></td>
<td>Business Management &amp; Financial Control Systems III</td>
</tr>
<tr>
<td><strong>EDP704</strong></td>
<td>Application of Converging Technologies to Business</td>
</tr>
<tr>
<td><strong>EDP703</strong></td>
<td>Computer Technology III</td>
</tr>
<tr>
<td><strong>EDP712</strong></td>
<td>Information Storage and Retrieval</td>
</tr>
</tbody>
</table>

Core Units

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDP711</strong></td>
<td>Business Systems I</td>
</tr>
<tr>
<td><strong>ADM713</strong></td>
<td>Social Implications of Business Technology</td>
</tr>
<tr>
<td><strong>EDP713</strong></td>
<td>Data Analysis &amp; Decision Support Systems</td>
</tr>
<tr>
<td><strong>EDP714</strong></td>
<td>Communication Technology I</td>
</tr>
</tbody>
</table>

Electives

One elective chosen from those offered.

Business Entry Stream

Foundation Units

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

Technical Entry Stream

Foundation Units

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

Business and Technology Entry Streams

Core Units

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

Electives

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

All Streams

Electives

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDP721</strong></td>
<td>Business Systems II</td>
</tr>
<tr>
<td><strong>EDP722</strong></td>
<td>Decision Support Systems</td>
</tr>
<tr>
<td><strong>EDP722</strong></td>
<td>Technological Trends</td>
</tr>
<tr>
<td><strong>FIN722</strong></td>
<td>Business Technology in Banking and Finance</td>
</tr>
<tr>
<td><strong>ADM721</strong></td>
<td>Corporate Strategy for Business Technology</td>
</tr>
<tr>
<td><strong>FIN721</strong></td>
<td>Industrial Relations Implications of Business Technology</td>
</tr>
</tbody>
</table>
EDP725 Strategic Systems Planning for Business Technology
MKT721 Business Technology in Retailing
Other electives may be offered as appropriate.
Students may select electives from other Graduate Diploma courses subject to consultation with and approval of the Course Leader.

Graduate Diploma in Computing and Information Systems
Course Code: PCI
Course Leader: Phillip Steele

Content
This course is offered to those who have existing tertiary qualifications in computing and/or data processing or equivalent work experience, and who are interested in furthering their knowledge in computing at a post-graduate level. Completion of this course may be counted as a prerequisite to a masters qualification. This course aims to:
• present the ‘state of the art’ in commercial data processing;
• pursue specialised areas in depth by both course work and thesis.

On completion of the course, the graduate should be able to contribute at a higher level to the work in their place of employment and to the benefit of their profession. They should also be prepared for further advanced study and research in the field.
The course is a two-year part-time course and will be conducted over four consecutive academic semesters with eight hours per week class contact.

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

Course Structure
A student will be required to take eight semester subjects. Each subject involves four hours class contact per week for one semester.
To complete the course a student must accumulate eight credit points by passing:
• Three of the basic subjects 3 credit points
• Two advanced subjects of the selected major stream 2 credit points
• A project from one of the significant areas related to the major stream selected 2 credit points
• One subject of free choice (not a second project) as approved by the Course Leader 1 credit point

Total: 8 credit points

*The project is equivalent to two semester subjects and in exceptional circumstances two semester subjects may be completed instead. Such action requires the recommendation of the course leader and approval of the Dean.

Subject Credit points

<table>
<thead>
<tr>
<th>Basic Subjects</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP620 Computer Systems</td>
<td>1</td>
</tr>
<tr>
<td>EDP621 Systems Theory</td>
<td>1</td>
</tr>
<tr>
<td>EDP622 Systems Development</td>
<td>1</td>
</tr>
<tr>
<td>EDP623 Information Storage and Retrieval</td>
<td>1</td>
</tr>
<tr>
<td>EDP624 Programming Systems</td>
<td>1</td>
</tr>
<tr>
<td>EDP635 Distributed Systems</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Subjects</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP625 Systems Theory</td>
<td>1</td>
</tr>
<tr>
<td>EDP626 Systems Theory</td>
<td>1</td>
</tr>
<tr>
<td>EDP627 Systems Development</td>
<td>1</td>
</tr>
<tr>
<td>EDP628 Programming Systems</td>
<td>1</td>
</tr>
<tr>
<td>EDP629 Programming Systems</td>
<td>1</td>
</tr>
<tr>
<td>EDP630 Information Storage and Retrieval</td>
<td>1</td>
</tr>
<tr>
<td>EDP631 Information Storage and Retrieval</td>
<td>1</td>
</tr>
<tr>
<td>EDP636 System Development</td>
<td>1</td>
</tr>
<tr>
<td>EDP639 Distributed Systems</td>
<td>1</td>
</tr>
<tr>
<td>EDP643 Information Storage and Retrieval</td>
<td>1</td>
</tr>
<tr>
<td>EDP644 Intelligent Systems</td>
<td>1</td>
</tr>
</tbody>
</table>

Project
EDP638 Project 2

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

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

(b) Information Storage and Retrieval Stream (EDP623, EDP630, EDP631)
This stream studies the storage and retrieval of information with particular emphasis on database. Major topic areas include:
• The structuring of data, data models and database architecture, with emphasis on CO-DASYL and relational DBMS.
• End user facilities including database query languages.
• Database administration including the role of database dictionary/systems and distributed database.
• Future directions of data models and database architecture and facilities.

(c) Programming Systems Stream (EDP624, EDP628, EDP629)
The aim of this stream is to present the state-of-the-art in the programming area. The major topic areas covered are:
• A review of the latest programming techniques with emphasis on the programming of real-time systems.
• Programming in a database environment.
• Interactive graphics programming.
• Software management including the evaluation, customising and implementation of software packages.
• The monitoring of system performance and tuning of a system.

(d) Systems Theory Stream (EDP621, EDP625, EDP626)
The major aim of this stream is to develop an understanding of complex systems. The potential of the computer as an aid to understanding and control of organisations will be studied. The major topic areas are:
• Consideration of organisational structures from a systems perspective.
• The use of information systems to support managerial decision making, especially the design of decision support systems.
• The use of modelling to study complex systems. Both financial and system dynamics modelling will be studied. (NB: No special accounting or mathematical knowledge is assumed.)
• An investigation of systems concepts in different disciplines.
• A study of control theory as applied to business organisations.
• Consideration of the effect of systems thinking on the system development task.

Graduate Diploma in Computing
Course Code: PP1
Course Leader: Graeme Shanks
Intending students are advised that micro computers are used in a wide range of courses within the Division of Information Technology. Students intending to purchase a micro computer should consult the Division before purchase to ensure compatibility with Chisholm facilities.

Content
The Graduate Diploma in Computing is designed for those with a tertiary qualification in any discipline wishing to gain a first qualification in the computing field. The aims of the course are:
1. To provide appropriately trained professionals in the field of commercial computing.
2. To provide a conceptual framework for students to keep pace with developments in this area.
3. To provide students with a practical knowledge of computer hardware and software which can be put to immediate use.
4. To develop a professional approach to computing and an awareness of social implications.
The course is offered both full-time and part-time.
• The duration of the full-time course is one year (two semesters) with 20 hours per week of class contact.
• The duration of the part-time course is two and a half years (5 semesters) with 8 hours per week of class contact.

Admissions Requirements
The minimum entry standard is:
1. A recognised diploma or degree qualification or
2. The equivalent as approved by the Chisholm Admissions Committee.

Course Structure
The course consists of two major streams, the data processing stream and the information analysis stream. The data processing stream is designed for the traditional analyst-programmer role and gives students a wide coverage of relevant subjects. The information analysis stream is oriented towards the end-user with heavy involvement in computing or the information centre analyst and places emphasis on systems development rather than programming. Students choose the appropriate stream for their requirements at course entry.
The data processing stream consists of sixteen compulsory or core subjects and three elective subjects. The information analysis stream consists of fifteen core subjects and four elective subjects. It should be noted that some subjects are shared between streams.
Subjects are allocated point scores as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Result</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP644 (Case Study)</td>
<td>0-34</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>35-49</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>50-64</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>65-100</td>
<td>6</td>
</tr>
<tr>
<td>All other subjects</td>
<td>0-34</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>35-49</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>50-64</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>65-100</td>
<td>3</td>
</tr>
</tbody>
</table>

To successfully complete the course a student must complete nineteen subjects, obtaining at least one point in every subject, and an aggregate score of at least forty. Any core subject for which a point score of zero is obtained must be repeated. Any elective subject for which a point score of zero is obtained, must be repeated or replaced by another elective subject.
The information analysis stream is only offered part-time. All subjects in the part-time course are offered in the evening. Some elective subjects may not be offered from time to time due to staff unavailability or low demand.

The core subjects for each stream and elective are listed below:

Data Processing
EDP650 Introduction to Programming
EDP651 Introduction to Systems
EDP652 Programming I
EDP653 Computer Equipment
EDP654 Operating Systems
EDP655 Data Oragnisation and Storage
EDP656 Programming II
EDP657 Data Base
EDP658 Systems Development I
EDP659 Distributed Systems I
EDP660 Systems Development II
EDP661 Programming III
EDP662 Distributed Systems II
EDP663 Systems Development III
EDP664 Case Study
EDP694 Structured Programming
Information Analysis
EDP650 Introduction to Programming
EDP651 Introduction to Systems
EDP653 Computer Equipment
EDP654 Operating Systems
EDP655 Data Organisation and Storage
EDP657 Data Base
EDP658 Systems Development I
EDP659 Distributed Systems I
EDP660 Systems Development II
EDP664 Case Study
EDP676 Management Information Systems
EDP682 Microcomputers
EDP692 Fourth Generation Languages
EDP693 Introduction to Office Technology
EDP694 Structured Programming
Electives
EDP670 Computer Security
EDP671 Advanced Data Base
EDP672 Computers in Education
EDP673 Computers in Society
EDP674 EDP Management
EDP675 System Software
EDP677 Systems Theory
EDP684 Assembler Programming
EDP685 PL/1 Programming
EDP686 RPG Programming
EDP687 FORTRAN Programming
EDP688 Basic Programming
MAT622 Numerical Modelling
ELE682 Digital Computer Equipment I
ELE683 Digital Computer Equipment II

Master of Applied Science (Computing) — by Coursework
Course Code: MCI
Course Leader: David Arnott

Introduction
The Masters of Applied Science (Computing) is a two-year part-time degree by course work with an emphasis on the industrial relevance of high technology.

The aims of the course are:
(a) To provide the conceptual and theoretical framework within which the student can appreciate and integrate the rapidly changing and increasingly sophisticated technologies (software, hardware and methodological) such that they can be used by the graduate to develop solutions within an information technology context to the complex problems facing our society.
(b) To advance the depth of theoretical knowledge of students in specific areas of interest to a level appropriate to a higher degree such that students will have the intellectual and conceptual foundation to play a leading role in the development of the information technology industry.

Admission Requirements
To be admitted to the course, students will require:
1. Prior undergraduate study such as an honours degree in Computing Science or Information Science and at least two years of relevant work experience, or
2. A three year undergraduate degree in Computer Science or Data Processing and a Post-Graduate Diploma course in Information Systems, Digital Technology or similar area having a significant postgraduate Computer Studies content and at least two years relevant work experience, or
3. There may be provision for students to enter the course with some non computing tertiary study and several years' work in the computer industry, provided they have also completed an appropriate postgraduate diploma course, or
4. Those students, who, in the pursuit of their occupation, or by other means, have demonstrated their ability to successfully undertake studies at the Master's degree level and have also completed an appropriate Post-Graduate Diploma course (or equivalent) shall require the approval of the Institute's Admissions Committee before admission to the course.

Only applicants of high academic ability, as shown by their performance in prior studies, will be admitted to the course.

Bridging Studies
Because of the highly specialised nature of the course, students may be required to take particular units from one of the Post-Graduate Diploma courses offered by the Faculty before commencing particular subjects in the Master's course.

Bridging Studies do not count as assessable subjects in the course structure.

Duration of the Course
It is expected that the student will complete the course in a minimum of two years of part-time study. Students will be required to complete the course within a maximum of four years, except where exceptional circumstances exist.

Course Structure
The course will consist of six subjects each requiring four hours class contact per week for one semester, plus a minor thesis. The minor thesis is considered to be the equivalent in workload to two subjects and will require the attendance and participation of the student in a seminar programme.

Each student should study two subjects each semester. Due to the dynamic nature of this field of study, new subjects will be introduced as is deemed appropriate. Not all subjects will run in any year.

Students will be required to discuss their subject selections with course and subject leaders prior to enrolment to ensure the subject is appropriate to their objectives.

The currently approved subjects are:
ZAB511 Artificial Intelligence
ZAB512 Advanced System Development
ZAB513 Convergent Technology
ZAB514 Information Modelling
ZAB515 Decision Support System Development
ZAB516 Decision Support System Software
ZAB517 Advanced Interactive Graphics
ZAB518 Software Engineering
ZAB519 Advanced Computer Communications
ZAB520 Distributed Processing
ZAB521 Advances in Sensory Devices
ZAB522 Robot Applications
ZAB523 Flexible Manufacturing Systems
ZAB524 Microchip Design
ZAB525 Advanced Microprocessor Applications
ZAB510 Minor Thesis

Students may negotiate to undertake the study of up to two subjects of equivalent standard and content offered by another tertiary institution.
Master of Applied Science — by Thesis

Course Code: MS5

The Faculty of Technology offers a Master of Applied Science program by research thesis. Inquiries should be directed in the first instance to the Administrative Officer, Division of Information Technology. Areas for Master's research within this Division include the organisation of large data systems; data processing in small business; the architecture of data processing systems; theory of systems; the design and application of 'intelligent' systems; machine-assisted management systems.
SUBJECT SYNOPSES

EDP100  Computer Programming
Contact: Five hours of classes per week for two semesters.
Prerequisite: Nil.
Syllabus:
Programming Design Theory: Study of current program structured design methodologies.
Programming Techniques: For example, table handling, data representation and movement, file handling.
Study of COBOL Programming Language: COBOL syntax rules, implementation of programming techniques using COBOL.
Study of Common Types of Application Programs: For example, report generating programs, update programs, validation programs, enquiry programs.
References:
GRAUER, R.T., Structured Methods Through COBOL, Prentice-Hall.

EDP101  Computer Systems
Contact: Five hours of classes per week for two semesters.
Prerequisite: Nil.
Syllabus:
Computer Equipment: Functional overview of a computer system, stored data and logic, storage technology, input/output devices, communications between machines.
Machine Architecture: Computer arithmetic, execution at machine level, comparison of micro, mini and mainframe computers.
Operating Systems I: Files and Directories, Security and Access Controls, Job Control Language, Commands, Syntax, Macros. Basic features of an operating system, Memory Management and buffering, Multi programming, Resource allocation.
Assembler I: Instruction Sets, Addressing Modes, Data definitions, Input-Output generator, Operating System interface, Subroutines and Macros, Relocatable code and Link-Editing.
References:
Manufacturers Reference Manuals.

EDP102  Information Systems
Contact: Four hours per week for two semesters.
Prerequisite: Course Entry.
Syllabus:
Systems View of Business Information Applications: Introduction to systems theory, characteristics of systems, notational techniques, investigation of selected applications.
File Organisation: Serial and sequential, indexed sequential, indexed serial, relative, random organisation, hashing, inverted files.

Comparative Information Systems Design: Machine processing style, file organisation, language considerations of systems design.
Infrastructure of Systems Development: User visible design philosophies, project planning and control, technical reviews.
References: To be advised.

EDP110  Data Processing
A course of four hours per week for one semester.
Prerequisites: Nil.
Aim: To familiarise students with a commercial programming language and generally acceptable programming techniques; develop programs interactively; become familiar with features available in a representative computer operating system.
Syllabus: Program design tools and techniques; COBOL language features including sequential and other file handling techniques; interactive program development; use of operating system features—file handling, editing, copying.
Assessment: Assignment work and examination.
References: To be advised.

EDP172  Data Processing
A course of four hours per week for one semester.
Prerequisites: Nil.
Aim: To introduce students to the use of computers in Business.
Syllabus: Hardware: components of a computer, classification of computers, evaluating hardware requirements, future directions.
Software: introduction to operating systems, PRIMOS interactive file manipulation and editing, introduction to application programs.
Information Systems: computer-based operational and information systems, use of computers for transaction processing, use of computers for decision support, development of information systems, evaluating system requirements.
Assessment: Practical work and examination.
References:

EDP200  Computer Programming
Contact: Five hours per week for two semesters.
Prerequisites: EDP100, EDP101, EDP1.
Syllabus:
Software Development II: design of interactive programs, state driven programs, physical constraints, processing indexed sequential files, comparison of commercially available products.
Language Studies II: students will choose a number of languages to study based on contact hours per language offered. Languages offered may vary from year to year and include RPG, PL/1, C, Assembler II, Prolog, Pascal, Fortran, Basic, Comparative language essay.
References:
Manufacturers Manuals.

EDP202 Computer Systems

Contact: Four hours per week for two semesters.
Prerequisites: Computer Programming EDP100, Computer Systems EDP101, Information Systems EDP102.
Syllabus: Overview of microcomputer hardware and software and networking; database concepts including data models and typical database software and the storage structures on which they are based; basic hardware and software concepts for teleprocessing.
Manufacturers/Vendors manuals as appropriate.
Assessment: 50% theoretical, 50% practical.

EDP203 Information Systems

Contact: Four hours per week for two semesters.
Prerequisites: EDP100, EDP101, EDP1.
Syllabus:
Structured Development Methodologies: system life cycle, structured analysis stages, data flow diagrams, structured design including structure charts, coupling and cohesion, design heuristics, packaging, interface to structured programming, case study.
References:

EDP204 Computer Systems

Contact: Four hours per week for two semesters.
Prerequisites: EDP100, EDP101, EDP1.
Syllabus:
Operating Systems II: review of operating system fundamentals, objectives and components of a complex operating system with emphasis on job control and macro processing.
Database Management Systems: database concepts including design, relational and CODASYL approaches, query languages, data dictionary, database administration, distributed database, trends in database architecture, micro vs mainframe implementations.
References: Chisholm Computer Centre Manual
KNOWLEDGE MANAGER reference manual.
OLLIE, W.T., The CODASYL Approach to Data Base Management.
Manufacturers Reference Manuals.

EDP275 Data Processing

Contact: Four hours per week for one semester.
Prerequisite: Data Processing EDP172 or equivalent.
Aims: To familiarise students with a commercial programming language and generally acceptable programming techniques; develop programs interactively; become familiar with features available in a representative computer operating system.
Syllabus: Program design tools and techniques; COBOL language features including sequential and other file handling techniques; interactive program development; use of operating system features — file handling, editing, copying.
Assessment: Assignment work and examination.
References: To be advised.

EDP276 Data Processing

Contact: Four hours per week for one semester.
Prerequisite: Data Processing EDP172 or equivalent.
Aims of Unit: To enable the student to:
• understand the role of the systems analyst/designer in the commercial environment;
• participate as an active (user-orientated) member of a system development team.
Syllabus: Concepts of on-line, batch, real-time, database; systems analysis techniques; systems design techniques; system implementation including file creation, user training, system testing, cutover, system maintenance, post-implementation review.
References: To be advised.

EDP282 Programming

Contact: Two hours lectures and one hour tutorial per week for two semesters.
Prerequisite: MAT103.
Syllabus: FORTRAN 77 — a complete study of the language; algorithms, program design, applications including numerical integration, matrix operations numerical solutions of differential equations, iterative techniques, least squares polynomial fitting, solution of linear and non-linear equations. The emphasis will be on the use of existing software packages such as MATLAB (PRIME), LINPACK, ITPACK, TWO-DEPEP, IMSL library, NAG library.
References: To be advised.
EDP300  Computer Programming
Contact: Five hours per week for two semesters.
Prerequisites: EDP200, EDP203, EDP204.
Syllabus:
Language Studies III: Fourth Generation Languages: characteristics, application areas, detailed study of a number of 4GLs.
Software Development III: Advanced Applications: team programming and testing. Real Time Programming; characteristics and requirements. Transaction Processing monitors, hardware for real time systems, security and recovery, process control systems. System Software; compilers and interpreters, multitasking and concurrent programming, system operations and management.
References:
Manufacturers Reference Manuals.

EDP303  Industrial Experience
Contact: Two hours practical work per week for two semesters.
Prerequisites: EDP200, EDP203, EDP2.
Syllabus:
Students work in project groups (usually four people) on systems development tasks of an application or system software orientations. Projects involve users both internal and external to Chisholm. In general, projects involve all technical aspects of the system life cycle. Project management aspects of system development are stressed.

EDP305  Computer Systems
Contact: Four hours per week for two semesters.
Prerequisites: EDP200, EDP203, EDP204.
Syllabus:
Data Communication and Distributed Systems: introduction to data communications, network components, common carrier services, network architecture and design, distributed system analysis and design.
Office Automation: the office environment, OA technologies, current office automation facilities, information services (e.g. VIDEOTEX), implementation strategies, organisational impacts.
References:

EDP306  Information Systems
Contact: Four hours per week for two semesters.
Prerequisites: EDP200, EDP203, EDP204.
Syllabus:
Decision Support Systems: EDP vs MIS vs DSS, managerial work DSS development, DSS technologies including financial modelling.
User Driven Computing: Products relevant to UDC, computing professionals role in UDC, Information Centre concept and operation.
Introduction to Knowledge Engineering: Artificial intelligence and Expert Systems; applications, architecture, development and use of expert systems shells. Fifth generation project.
Social Implications of Computing: Social impact of high technology including unemployment, job skills, privacy, crime. Professional ethics.
References:

EDP375  Data Processing
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP276.
Syllabus: Mass storage, information systems, telecommunications; real-time; database; information retrieval; case study research involving projects in selected areas.
References: To be advised.

EDP382  Programming
A course of three hours per week for two semesters.
Prerequisite: EDP282 or a satisfactory stage of development in programming.
Syllabus: A study of the COBOL language and its application to commercial data processing problems. The course will emphasise design and construction techniques which promote ease of program testing and maintenance.
Assessment: Programming assignments and a final examination.
Reference: Manufacturers' COBOL reference manual as appropriate.

EDP401  Computer Literacy
Contact: Four hours per week for one semester.
Syllabus:
• A brief history of computer development.
• Overview of a computer system.
• Study of some typical business/administrative problems and the development of a solution using packages and/or a fourth generation language.
• Significant 'hands on' experience to enable students to feel comfortable using a computer.
• User based computing and the role of the Information Centre in an organisation.
• Discussion of the system development 'life cycle' and its relevance today. The user's role in the various phases of the life cycle.
Assessment: Practical and written assignments.
References:
EDP402 Computerised Information Systems

**Contact: Four hours per week for one semester.**

**Syllabus:** The power and ease of use of Decision Support System software. The systems approach to problem solving in the realm of complex systems, and how dynamic simulation can aid understanding of a system's behaviour.

- An information system explained.
- The difference between operational and managerial computing. Decision Support Systems — nature, the manager's role, design and implementation, case studies.
- The organisation as a dynamic system. Dynamic simulation of system behaviour. Experimentation with the system model.
- The systems approach and its relation to the control of the organisation.

**Assessment:** Practical assignments and a written report.

**References:**


EDP403 Information Systems Development

**Contact Hours Per Week: Four hours per week for one semester.**

**Syllabus:** The role of computer user and his/her role in the development of the logical data and procedure model of his/her own system.

- The systems development process.
- Logical Specification of a system. Methods of developing a 'logical model' of an organisation in terms of data and procedure.
  - The Entity-Relationship model, Functional model, Context diagram, Procedure specification (data blow diagram, pseudo code etc.) and their inter-relationships.
  - Case Study.
- Approaches to system implementation.

**Assessment:** A case study and a written report.

**References:**


EDP404 Communication and Information Technology

**Contact Hours Per Week: Four hours per week for one semester.**

**Syllabus:** The technologies on which the 'information society' will be built and the application and integration of these technologies within the organisation.

- Computer Technology Overview
- Communications Technology
- Information Technology

- Application of Integrated Technology. Electronic funds transfer, Conferencing, Message Systems and Information services.

**Assessment:** A written test and a report.

**References:**


MARTIN, JAMES, Viewdata and the Information Society, Sydney; Prentice-Hall, 1982.


EDP405 Interdisciplinary Project

**Contact Hours Per Week: Four hours per week for one semester.**

**Syllabus:** This project will include relevant studies from the social sciences and information sciences and demonstrate the theoretical and practical contribution that studies in one area can contribute to the other. Project work will be supplemented by periodical seminars and tutorials serving to integrate the relevant disciplines and providing opportunities to discuss "state of the art" developments in communication and information technologies.

**Assessment:** A substantial report or "mini-thesis" plus seminar papers.

**References:**

Learned journals and other sources to be advised according to topic. For general report or thesis writing: AGPS, Style Manual for Authors, Editors and Printers, 3rd edn., Canberra, 1978.


EDP611 Information Storage and Retrieval

Two hours per week for one semester.

**Prerequisite:** Computer Systems RDT602.

**Syllabus:** The concept of data and its structure, data structures, access and storage techniques, the data base concept, a review of current approaches and trends in data base structuring and access.

**References:**


EDP612 Operations Management

Two hours per week for one semester.

**Prerequisite:** Nil.

**Syllabus:** Support software; operating systems, compilers, assemblers, editors, loaders, packages. Operations management: setting up a computer centre, software, equipment, security aspects, fault detection and solution, test equipment, performance monitoring, statistics, simulation, maintenance philosophies.
References:
AUERBACH PUBLISHERS INC., Computer System Performance Measurement.

EDP613 Systems Analysis and Design

Two hours per week for one semester.
Prerequisite: Computer Systems RDT602
Syllabus: The system life cycle, the scope of analysis, traditional techniques, structured approach. The relationship between analysis and design, systems design tasks, design methodologies, physical design considerations.
References:

EDP614 Systems Management

Two hours per week for one semester.
Prerequisites: Nil.
References:
PORTER, L. and LAWLER, E., Managerial Attitudes and Performance, Homewood: Irwin, 1968.

EDP615 Systems Selection and Procurement

Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Technical and cost criteria, proposal preparation, tendering, software and equipment evaluation, testing, benchmarks, contracts and negotiation.
References:

EDP620 Computer Systems

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Microcomputer hardware and software: CPU operations, peripherals, CPUs and support chips, Micro Operating systems (CP/M and MS-DOS), Common software (Word processors, Spreadsheets, graphics etc.). Computer Architecture: Von Neumann machines, microprogramming multiple CPU systems, distributed systems, new architectures. Fifth generation machines.

Electronic Office concepts: the office environment, technology: word processing, communications networks, applications, implementation, management workstations, management issues.
References:
Manufacturers' Manuals.
Related journals, Research papers and Conference proceedings.

EDP621 System Theory

Contact: Four hours per week for one semester.
Prerequisites: Nil.
References:
Related Research Papers.

EDP622 Systems Development

Contact: Four hours of class contact per week for one semester.
Prerequisite: Nil.
Syllabus: Structured Analysis: The system life cycle, the organisation chart, the context diagram, data flow diagrams, data dictionary, structured English, decision tables, decision trees, walkthroughs. The specification of systems using these tools, qualification and selection of options, logical design specifications. Introduction to physical design considerations. Information Modelling: The entity-relationship model, functional models, collection of data items, normalisation, data structure diagrams, introduction to file and database design, design of procedures to maintain and retrieve data, interfaces with other approaches.
References:

EDP623 Information Storage and Retrieval


EDP624 Programming Systems

Contact: Four hours per week for one semester. Prerequisites: Nil. Syllabus: Application program design and development tools, with demonstrations of 4GLs such as FOCUS and INFO, and some program generator packages. Appropriate use and limitations of these tools. Comparison of several program, design and development techniques with small case study exercises. Commercial Transactions Processing systems. DG/TPMS, IBM/CICS, PRIMOS/P-PRIMEWAY and Honeywell/TDS with discussion of the program development cycle for each system. The programmers interface to file management systems. DG/INFO, DG/DBMS, PRIMOS/MIDAS, PRIMOS/DBMS, IBM/IMS and Honeywell/FMS, with demonstration or presentation on the common use of these packages in industry. References: ALAGIC, S. and ARBIB, M., The Design of well structured and Correct Programs, Springer-Verlag, 1978. JACKSON, M., Principles of Program Design, Academic Press, 1975.

EDP625 Systems Theory


EDP626 Systems Theory


EDP627 Systems Development

Contact: Four hours per week for one semester. Prerequisites: System Development EDP622. Syllabus: Structured Design: Structured design concepts; coupling and cohesion; morphology of systems; design heuristics; transform analysis; packaging; implementation. Corporate Strategic Planning: A Study of Corporate Strategic Planning and its importance in system development. Project Management: Project scope and justification; project control and documentation; resource estimation of project costing; project management systems; project team, group problem solving; change control; roles for users and data processing professionals. References: CANNING, R. (ed.), Project Management Systems, EDP Analyzer Vol. 14, No. 9, September, 1976. MARTIN, J., Strategic Data Planning Methodologies, Prentice-Hall, 1982.
EDP628 Programming Systems

Contact: Four hours per week for one semester.
Prerequisite: Nil.


References:

Manufacturers’ Manuals.

EDP630 Information Storage and Retrieval

Contact: Four hours per week for one semester.
Prerequisite: Information Storage and Retrieval EDP623.
Syllabus: M-machine dialog, BCS query language recommendations, Using VISTA query language on PRIME ORACLE-IAG; Natural language Query Systems — On-line English; Deductive Database Systems; Storage and retrieval of text; Parsing and indexing techniques; Commercial document retrieval systems — DIALOG, AUSINET, LEXIS etc; Videotex database systems; Commercial videotex systems — PRESTEL, — TELIDOL; Standards for videotex systems; Image Database systems; Stage and retrieval for office automation.

References:
MARTIN, J., Application Development Without Programmers, Savant Institute, 1981.
WINSTON, P.H., Artificial Intelligence.

Selected reference manuals and research papers.
Syllabus: Data Dictionary/directory concepts, Typical facilities and features provided in DD/DS, BCS recommendations for DD/DS, Study of Commercial Dictionaries and how these products are being used. Different approaches and tools for the database design process DBDA, automated database design DBPROTOTYPING, Design and optimisation of physical storage structures HASHING, INDEXING and other organisations, Database administration, roles and responsibilities, data administration.

References:
CLARK, J.D., Data Base Selection, Design and Administration, Praeger, 1980.
MARTIN, J., Managing the Database Environment, Savant Institute, 1981.
ROSS, R.G., Data Dictionaries and Data Administration, AMACOM, 1978.

Selected reference manuals and research papers.

EDP635 Distributed Systems
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Basic Concepts: Analog and digital signals, code, carrier modulation, switched and leased lines, circuit, message and packet switching, line control protocols, error control, networks.
Equipment: Processors, terminals, modems, multiplexors, concentrators, linesplitters, interfacing equipment.
References:

EDP636 Systems Development
Contact: Four hours of class contact per week for one semester.
Prerequisites: System Development EDP622.
Syllabus: Systems Development Aids: An investigation of the latest tools available to assist in the development of applications for the computer. Automation of parts of the system development process. Use of fourth generation languages such as FOCUS, MAPPER and INFORMATION in system development. Future directions in system development including the use of natural language. Investigation of such methods as the Nissen Information Analysis Method (NIAM).
User Driven Computing: Information centres; user rights; fourth generation languages; query languages; analysis and design methodologies for the user; application generators.
References:
Relevant Research Manuals.
Literature describing the commercial products.
MARTIN, J., Applications Development without Programmers, Savant Institute, 1981.

EDP638 Project
This subject will be two semesters in duration. The first seven weeks will consist of four hours of class contact.
The remainder of the subject will consist of student research in an approved area under the supervision of an academic staff member.
Prerequisites: The successful completion of at least 4 subjects in the course.
Syllabus: (Weeks 1-7). Introduction to research and the research process; selection and formulation of a research problem; literature search approaches; research design; thesis writing techniques; questionnaire construction; data analysis techniques. Each student will be required to present a project proposal and literature review of the approved area during weeks 1-7.
Each student will be required to submit a project on an approved topic, which will count for 100% of assessment.
References:
CHISHOLM INSTITUTE OF TECHNOLOGY, Department of E.D.P., The Citation of References, Chisholm Institute Printing Services, 1984.

EDP639 Distributed Systems
Contact: Four hours of class contact per week for one semester.
Prerequisites: Distributed Systems EDP635.
Design choices: Distributed analysis of events, volumes, locations, response times; candidates for real-time and batch development, partitioning the data model and the processing, design calculations, hardware considerations, common carrier offerings, network software, file and database design, security and recovery.
Implementation: Testing a distributed system, control and co-ordination, performance data collection and analysis, the Communications Manager.
EDP640 **Computer Programming**

*Contact:* One hour per week for two semesters.

*Prerequisites:* Nil.

*Syllabus:* Introduction to Programming: Problem definition and solution using algorithms defined by logic diagrams such as flowcharts, structure diagrams and decision tables; the benefits of modular and structured programming methods.

*Programming Techniques:*
- the need for adequate program documentation and techniques to achieve this; 'forced self-documentation' possibilities;
- introduction to secondary storage data structures and file processing;
- division of a program into logically separate and hierarchically structured modules which are either 'manager' or 'worker' oriented;
- test data selection, use of trace facilities and general debugging techniques.

*Programming Languages: BASIC, ANSI FORTRAN IV.*

*References:*

Manufacturers' Programming Reference Manuals to be decided.

EDP641 **Computer Systems**

*Contact:* One hour per week for two semesters.

*Prerequisites:* Nil.

*Syllabus:* Operating Systems:
- definition of operating systems;
- the evolution from simple, batch orientation through developmental stages to complex batch-streaming and/or multiple-access, on-line orientation;
- the objectives of a typical modern operating system, its functions and its constituent components;
- the study of a typical modern operating system job control language;
- an overview of the facilities offered by a typical modern operating system.

*Computing Systems:*
- investigation of criteria for selection of hardware and software;
- specification of requirements for purchasing purposes.

FT70

References:
- BLACK, D., *Data Communications Networks and Distributed Processing*, Reston, 1983.

EDP643 **Information Storage and Retrieval**

*Contact:* Four hours for one semester.

*Prerequisites:* Information Storage and Retrieval EDP631 and Distributed Systems EDP635.


*References:*

EDP644 **Intelligent Systems**

*Contact:* Four hours per week for one semester comprising lectures, presentations and practical work.

*Prerequisite:* Nil.

*Syllabus:* This subject provides students with a conceptual understanding of artificial intelligence and its commercial applications. Particular emphasis is placed on the development and use of expert systems and methods of knowledge representation and acquisition. A study of the objectives and implications of the fifth generation project is included.

*References:*

EDP650 **Introduction to Programming**

*Contact:* Four hours per week for seven weeks.

*Prerequisites:* Nil.
Syllabus: Historical development of Program Design Methods. An in-depth study of a program design approach based on data structures. Data Structures and transformations. Correctness of Logical design, test data, debugging, modifying the design.

References:

EDP651 Introduction to Systems

Contact: Four hours per week for seven weeks.
Prerequisite: Nil.

References:

EDP652 Programming I

Contact: Four hours per week for seven weeks.
Prerequisite: Structured Programming, EDP694.
Syllabus: Commercial computer programming, program design, development, documentation, testing and debugging. The COBOL language — 4 DIVISIONS, purpose of each. File, record, field definition, group and elementary items, picture clauses, condition names. Procedural statements, verb, comments, Programming for change, qualities of good programs, coupling and cohesion. Simple file handling, multiple record types. Sequential updating. Validation. Simple table handling (1 dimensional) OCCURS REDEFINES.

References:

EDP653 Computer Equipment

Contact: Four hours per week for seven weeks.
Prerequisite: Nil.

References:

EDP654 Operating Systems

Contact: Four hours per week for seven weeks.
Prerequisite: Nil.
Syllabus: Historical development of operating systems. The need for and functions of an operating system — Input-Output handling, memory management, program and resources scheduling, file management protection and security, access controls. Features of standard terminals. Using the system. Command languages, macros, packages, compilers, editors, debuggers.

References:
Computer Centre Handbook, Chisholm Institute of Technology
Relevant Manufacturers’ Manuals.

EDP655 Data Organisation and Storage

Contact: Four hours per week for seven weeks.
Prerequisite: Computer Equipment EDP653.

References:

EDP656 Programming II

Contact: Four hours per week for seven weeks.
Prerequisite: Programming I, EDP652.
Syllabus: File processing — sequential, relative and indexed. Array processing. Use of COPY concepts, sub-programming including parameter passing and mixed language processing. Internal data representation and efficiency considerations.
References:

EDP657 Database
Contact: Four hours per week for seven weeks.
Prerequisite: Data Organisation and Storage EDP655.
Syllabus: The database concept, logical data modelling, relational data model, ORACLE DBMS, Hierarchical and network data models, CODASYL recommendations.
References:
Relevant Manufacturers' Manuals.

EDP658 Systems Development I
Contact: Four hours per week for seven weeks.
Prerequisite: Introduction to Systems EDP651.
Syllabus: Introduction to the system development process: the role of the end user. Strategic planning, entity-modelling and function modelling. Detailed data requirements and normalisation. Defining the procedure model base on the data model. Prototyping as a system development methodology.
References:

EDP659 Distributed Systems I
Contact: Four hours per week for seven weeks.
Prerequisite: Computer Equipment EDP653.
References:
MARTIN, James, Introduction to Teleprocessing, Prentice-Hall, 1972.

MARTIN, James, Telecommunications and the Computer, Prentice-Hall, 1976.

EDP660 Systems Development II
Contact: Four hours per week for seven weeks.
Prerequisite: Systems Development I, EDP658.
Syllabus: The Systems development life cycle, characteristics of systems analysis, tools of structured analysis — data flow diagrams, data dictionary, minispecs. Stages of structured analysis, technical reviews, interface between analysis and design.
References:

EDP661 Programming III
Contact: Four hours per week for seven weeks.
Prerequisite: Programming II, EDP656.
Syllabus: Screen handling; video terminal hardware and control mode, comparison of screen support software, screen layout and design. File handling; indexed sequential file handling for multi-keyed, shared files, ISAM file structure, ISAM file utilities.
References:

EDP662 Distributed Systems II
Contact: Four hours per week for seven weeks.
Prerequisite: Distributed Systems I, EDP659.
Syllabus: Design of real-time systems, designing messages, dialogues and files. Program structure and logic, network design and computer centre operations. Transaction processing — concepts and terminology, program structure, restart and recovery, priorities and scheduling transactions.
References:
Relevant Manufacturers' Manuals.

EDP663 Systems Development III
Contact: Four hours per week for seven weeks.
Prerequisite: Systems Development II, EDP660.
Syllabus: System design — coding and testing programs and systems, conversion, cutover and parallel running. Project Planning and management, hardware selection, ordering and installation. Clerical procedures and user training.

References:

**EDP664 Case Study**

**Contact:** Four hours per week for fourteen weeks.
**Prerequisite:** For Data Processing Stream: Programming III, EDP661 and Systems Development III, EDP666. For Information Analysis Stream: Fourth Generation Languages, EDP692 and Systems Development II, EDP660.

**Syllabus:** The case study will involve a realistic business problem. Students will be required to undertake the analysis, design and implementation of an appropriate data processing system.

References:

**EDP670 Computer Security**

**Contact:** Four hours per week for seven weeks.
**Prerequisite:** Nil.

**Syllabus:** Types of audit and auditors, internal control in EDP systems, system development controls, operational controls, security controls, audit approach to computer based accounting systems, computer assisted fraud, CITICARB.

References:

**EDP664 Advanced Database**

**Contact:** Four hours per week for seven weeks.
**Prerequisite:** Database EDP657.

**Syllabus:** Advanced CODASYL DBMS, Concurrency control and locking, transaction processing using RIME DMS, database administration, restart and recovery, query languages, data dictionary systems, distributed database.

References:

**EDP672 Computers in Education**

**Prerequisite:** Nil.

**Syllabus:** The computer resource requirements for education, application of computers to teaching and learning, computer-managed learning; the design and development of educational software; use of computers in educational administration; an examination of existing syllabi; major learning based systems, e.g. PLATO.

References:
Computing and Education, 1984 and Beyond, Sixth Annual Conference, Computer Education Group of Victoria, 1984.

**EDP673 Computers in Society**

**Contact:** Four hours per week for seven weeks.
**Prerequisite:** Nil.

**Syllabus:** Privacy and the computer age, computer crime, repetion strain injury, ergonomics, technology and unemployment, role of government.

References:

**EDP674 EDP Management**

**Contact:** Four hours per week for seven weeks.
**Prerequisites:** Programming III EDP661 and Systems Development III EDP666.

**Syllabus:** Project planning and control, resource allocation, organisation and staffing, standards, documentation, management packages, trends towards automation, maintenance considerations, equipment and software selection and procurement.

References:


**EDP675 Systems Software**

**Contact:** Four hours per week for seven weeks.

**Prerequisite:** Operating Systems EDP654.

**Syllabus:** Operating Systems — Concurrent programming, synchronisation and multi-tasking. Compilers — interpreters, lexical and syntactic analysis, code generations and optimisation. Software system maintenance — computer peripherals, disk structures, operating system generation, system performance and tuning.

**References:**


**Relevant Manufacturers’ Manuals.**

**EDP676 Management Information Systems**

**Prerequisite:** Systems Development I EDP658.

**Syllabus:** Descriptive analysis of managerial work, prescriptive and descriptive theories of decision making, evolutionary process for decision support system development, case studies. Hardware and software for DSS with emphasis on integrated packages and modelling.

**References:**


**Relevant Journal articles and Manufacturers’ Manuals.**

**EDP677 Systems Theory**

**Contact:** Four hours per week for seven weeks.

**Prerequisites:** Nil.

**Syllabus:** General systems theory, cybernetics, systems analysis, relation to scientific method, characteristics of systems, systems thinking in different disciplines, principles and laws of control systems, system dynamics, implications for information technology.

**References:**


**EDP680 Data Processing**

**Contact:** Three hours of classes per week for one semester.

**Prerequisite:** 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.

**EDP681 Data Processing**

**Contact:** One and a half hours of classes per week for one semester (for students in the Graduate Diploma in Secretarial Studies).

**Prerequisites:** Nil.

**Syllabus:** Business Systems: a review of the significance of, and need for data processing; the data processing cycle; basic business operations.

Data processing systems: types of computers; elements of an EDP system — hardware, software, staffing; management and the computer.

Computer programming: stored program concept, program flowcharting, writing simple programs, program documentation.

**References:** To be advised.

**EDP682 Microcomputers**

**Contact:** Four hours per week for seven weeks.

**Prerequisite:** Computer Equipment, EDP653 and Operating Systems, EDP654.

**Syllabus:** Microprocessor families, major microcomputer product characteristics, networking, major operating systems, typical software packages (word processing, spreadsheet and database).

**References:**


**Relevant Journal articles.**

**Relevant Manufacturers’ Manuals.**

**EDP684 Assembler Programming**

**Contact:** Four hours per week for seven weeks.

**Prerequisite:** Operating Systems EDP654.

**Syllabus:** Introduction to assembler programming, labels, instructions, comments. Categories of instruction, byte-handling instructions, use of subroutines, calling system macros.

**References:**


**Relevant Manufacturers’ Manuals.**

**EDP685 PL/1 Programming**

**Contact:** Four hours per week for seven weeks.

**Prerequisite:** Structured Programming EDP694.

**Syllabus:** Program structure, global and local data, types of program statements. Simple I/O, format statements, screen handling, arrays and structures, making system calls.

**References:**


EDP686 RPG Programming

Contact: Four hours per week for seven weeks.
Prerequisite: Structured Programming EDP694.
References:
MYERS, S.E., RPGII and RPGIII with Business Applications, Reston, 1983.

EDP687 FORTRAN Programming

Contact: Four hours per week for seven weeks.
Prerequisite: Structured Programming EDP694.
Syllabus: Development of FORTRAN. Programming in FORTRAN; data storage, arithmetic expressions, control statements, I/O statements, program structure, character manipulation, file processing capabilities.
References:
Relevant Manufacturers’ Manuals.

EDP688 Basic Programming

Contact: Four hours per week for seven weeks.
Prerequisite: Structured Programming EDP694.
Syllabus: Programming in BASIC: numbers, strings and arrays, basic statements and commands. I/O control, functions and error control.
References:

EDP692 Fourth Generation Languages

Contact: Four hours per week for seven weeks.
Prerequisites: Structured Programming EDP694.
Syllabus: Procedural and non-procedural languages, prototyping systems, controlling the use of 4GLs. Supporting the end user, the information centre concept.
References:
Relevant Manufacturers’ manuals.

EDP693 Introduction to Office Technology

Contact: Four hours per week for seven weeks.
Prerequisite: Computer Equipment EDP653.
References:
Relevant Journal articles.

EDP694 Structured Programming

Contact: Four hours per week for seven weeks.
Prerequisites: Introduction to Programming EDP650.
Syllabus: Development of Structured programming, basic elements of algorithm structure. Designing, testing and debugging structured programs.
References:
Relevant Manufacturers’ Manuals.

EDP701 Computer Technology I

Aim: To provide an introduction to computer technology.
Prerequisites: Nil.
Syllabus: Introduction to Computing Systems; a study of the development of computing hardware and software systems. Data representation and storage techniques. Fundamental programming concepts. Software systems; operating systems, systems utilities, applications software.
References:

EDP702 Computer Technology II

Aim: To provide an introduction to computer programming concepts and skills.
Prerequisites: Nil.
Syllabus: Program design methodologies, programming, operating system considerations.
References:
Language Reference manuals.

EDP703 Computer Technology III

Aim: To provide an introduction to end-user computing.
Prerequisites: Nil.
Syllabus: Software for application development; language for end-users; database user languages; applications generators; user/system interface; performance considerations; information centres; future developments.

References:
Applications software manuals.

EDP704 Applications of Converging Technologies to Business

Prerequisites: Nil.
Aims: To develop an understanding of the evolution of various technologies and their convergence; to study the application of these technologies to business functions.

Syllabus: The fundamental technologies; computer and communication.
Developing technologies; data and text processing, audio processing, image processing — graphics, micrographics, optical systems, video. Artificial intelligence.
Applications of Technology; office automation — composite document processing electronic mail document output processes, teleconferencing, document storage and retrieval, expert systems.
Information system services; telex, teletex, videotex, Commercial information networks.
Other applications; Electronic Funds Transfer systems, Electronic Publications, video/audio education systems.

References:
NAFFAH, N., Office Information Systems, North Holland, 1981.
State of the Art Reports.
Office Automation Infotech, Series 8, Number 3.
Integrated Office Systems, Series 10, Number 5.

EDP711 Business Systems I

Aims: To understand the analysis and documentation methods appropriate to business systems and the components of a technologically based business system; to appreciate aspects of the integration of traditional data processing with office automation.

Prerequisites: Nil.
Syllabus: Introduction to Information Systems: management information needs, introduction to systems development, the system life cycle, the need for logical and physical representations of a system. Structured Analysis Methodology: the development of logical model of an organisations operation, the context design, data flow diagrams, levelling of functions to reduce complexity, definition of data requirements, system walkthrough. The Office Environment: use of the above approach to defining work flow in an office environment, discussion of automating these systems, design of an automated office including integration of physical components. Integration of EDP and Office Systems: discussion of integration problems case study.

References:

EDP712 Information Storage and Retrieval Systems

Aims: To provide an understanding of information management; to provide an awareness of a range of techniques available for computerised storage and retrieval of information; to provide a knowledge of information services available and their use.

Prerequisites: Nil.

References:

EDP713 Data Analysis and Decision Support Systems

Aim: To introduce students to the concept and practice of Decision Support Systems.

Prerequisites: Foundation Units.
Syllabus: Overview of classical Management Information Systems and Decision Support Systems, (DSS). Characteristics of managerial work, including decision making and how managers currently use computers. Decision support System concepts, including differences to MIS/EDP, System development methodologies, relevant technologies and success factors. DSS case studies of both ad hoc and institutional systems. Financial Modelling as an example of a DSS tool. Students will be required to build a computer-based financial model.

References:
Relevant journal articles.

EDP714 Communications Technology I

Aims: To understand the basic concepts, hardware and software components of communication systems. To
understand the characteristics of alternative communication systems available in Australia.

**Prerequisites:** Foundation units.


**References:**
- CSABA, L., SZENTIVANYI, T., TARNAY, K. (Eds.), *Networks from the User's Point of View*, North-Holland, 1981.

**EDP721 Business Systems II**

**Aims:** To understand the organisation as an information system; to understand the technologies on which an information system can be built.

**Prerequisite:** BTC001.

**Syllabus:** The information Engineering Methodology: the Entity-Relationship (E-R) model of an organisation, the Functional model of an organisation, levelling of E-R model using functions, detailed data design, developing a correct data model, walkthrough of information requirements of the system, procedure modelling, an information system.

Data design: the database concept introduction to relational and Codasyl database and retrieval languages. Development of models for information or document retrieval. An integrating Case Study.

**References:**

**EDP722 Technological Trends**

**Aims:** To acquaint students with the pattern of emerging technology which may impact on business technology; to stimulate students to explore beyond their current limited perception of technology.

**Prerequisites:** Nil.

**Syllabus:** Physical limits to computing. Probable progress in semiconductor technology, VLSI trends, packaging trends. Very large scale systems and software technology of their creation, languages of these systems. Optical computing; density, power, speed and packaging. Bio-destructive systems, limits. Trends in communications systems, bandwidth trends, local and communications systems, use of space technology. Security, encryption, processes. Intelligence systems, graphics and support systems. Implications for business, industry and domestic fields.

**References:**
- State of the Art Reports Periodicals and Journals:
  - ACM Journal
  - ACM Transaction on Graphics
  - ACM Transaction on Office Information Systems
  - IEEE Publication
- Relevant journal articles.

**EDP723 Decision Support Systems**

**Aims:** To build upon acquired DSS knowledge, especially in the areas of system development methodologies and relevant software and hardware technologies.

**Prerequisites:** Nil.

**Syllabus:** Review of Decision Support System concepts, Design Methodologies for DSS, evolutionary vs. life cycle approaches, relevance of information engineering and structured analysis. Technologies for Data Oriented DSS and their adaptation for managerial use. Technologies for Model Oriented DSS. Incorporation of soft information into a DSS. Techniques and problems of software integration.

**References:**
- Manufacturers' software manuals.
- Relevant journal articles.

**EDP725 Strategic Systems Planning for Business Technology**

**Aims:** To provide students with different problem solving techniques to enable the evaluation of the application of business technology to large complex systems.

**Prerequisites:** Nil.

**Syllabus:** Methods of scientific thought, e.g. classical analysis vs. the systems approach and its relevance to business technology. The characteristics of complex systems including feedback mechanisms, hierarchies and recursion, evolution systems stability and collapse, Technological forecasting including brainstorming, Delphi scenario analysis, system dynamic modelling.

**References:**

**ZAB510 Minor Thesis**

**Prerequisites:** The student will be required to have studied a minimum of four of the Master's subjects of which
at least two are highly relevant to their thesis topic prior to the commencement of the minor thesis.

**ZAB511 Artificial Intelligence**

**Prerequisite:** No specific prior study is required before commencement of this subject. Course entry standard will be sufficient.

**Syllabus:** Overview of the philosophical foundations of artificial intelligence. Techniques appropriate to the development of artificial intelligence systems including topics such as learning methods, search methods, general problem solver, production rules specified as situation action pairs, optimisation heuristics, case studies. Expert Systems, Concepts and definitions, the components of an expert system, the fifth generation computer project and its implications for the future.

**ZAB512 Advanced System Development**

**Prerequisite Knowledge:** System Development EDP622 and Information Storage and Retrieval EDP623 from the Graduate Diploma in Computing and Information Systems or equivalent.

**Syllabus:** Generalised system modelling; Organisational information systems and components thereof. Operational information systems development processes. A framework for the automation of the information system development process. The conceptual schema and the data dictionary. A review of products available, or under development, that may assist in the system development process. The appropriateness of products to different developmental environments. Organisation structures or system development. Review of the traditional system life cycle and its relevance to system development in an automated system development environment. New approaches to the system development process. Changing professional roles within the system development environment.

**ZAB513 Convergent Technology**

**Prerequisites:** No specific prior study is required before commencement of this subject. Course entry standard will be sufficient.

**Syllabus:** Study of the various technologies and their evolutionary path. This would include some study of technologies that are still being initiated. Technologies that would be covered currently include: computer architecture, high level software, user based computing, management decision support systems, communications, distributed processing, and the automation of the office, image processing, text processing, graphics, audio processing, robotics, human factors and artificial intelligence. Study of the types of convergence of the technologies that could occur and an exploration of some likely consequences. Study of the social, psychological and economic forces that will affect the convergence process. Planning for change. Study of the organisation and organisational functions and structures. Exploration of consequences of the convergence of technologies on the structure and function of the organisation.

**ZAB514 Information Modelling**

**Prerequisite Knowledge:** System Development EDP622 and Information Storage and Retrieval EDP623 from the Graduate Diploma in Computing and Information Systems or equivalent.


**ZAB515 Decision Support System Development**

**Prerequisite Knowledge:** System Theory EDP621 from the Graduate Diploma in Computing and Information Systems or equivalent.

**Syllabus:** Theoretical foundations for decision support systems (DSS) with emphasis on the development process. Topics considered include: Evolutionary system development, Managerial Learning Styles, DSS tailoring, Evaluating System Effectiveness, Personal vs. Group Support Systems, Soft Information, Organisational Structures for DSS Provision, Experimental Development of a DSS.

**ZAB516 Decision Support System Software**

**Prerequisite Knowledge:** ZAB515 Decision Support System Development.

**Syllabus:** Review of the nature of managerial work and DSS development methodologies. Theoretical consideration of the nature of "ideal" DSS technologies. Topics considered include: DSS generators, Managerial Work Stations, Automated integration of software, Automated system tailoring, Psychology and Linguistics of man-machine interface. Study critical evaluation of a selection of hardware and software products. The development of a software specification for a generalised but not global DSS Generator.

**ZAB517 Advanced Interactive Graphics**

**Objectives:**
1. To develop an understanding of interactive graphics and its application to evolving information systems.
2. To gain knowledge of graphics presentation and action techniques for user/machine dialogue.
3. To be aware of model representation, transformation, viewing processes and associated algorithms.
4. To explore the development of interactive graphics interfaces to information data base structures.

**Syllabus:**
The interactive graphics model; graphics system architecture; interactive hardware and software techniques; graphics standards development. Introduction to computational geometry and object modelling; geometric transformations; viewing operations and algorithms. Human factors for interactive systems — presentation techniques, action techniques, the use of colour; introduction to document composition. Business graphics; presentation graphics; graphics interfaces to data bases (record, text and image); document production. Image processing — composite document (data, text, graphics, image); image capture techniques; transformation processes, viewing operations; pattern recognition techniques; image storage techniques; image compression, indexing considerations; applications.

**References:**

**ZAB518 Software Engineering**

**Prerequisites:** Programming Systems EDP624 and System Development EDP622 from the Graduate Diploma in Computing and Information Systems or equivalent.

**Syllabus:** The need for better methodologies, increasing software cost-effectiveness. Factors affecting software development, such as information theory advances, rapidly increasing communications needs, increased technical, theoretical and operations capabilities. Current software engineering environments, software development support systems. Software reliability and analysis, including formal methods of program verification and specification. Software complexity metrics and prediction. Software portability, patentability. Language processing tools. Computer program synthesis methodologies, including prototyping. Development of computer software for parallel processing. Application of underlying principles to complex concurrent programming.

**ZAB519 Advanced Computer Communications**

**Prerequisite Knowledge:** Distributed Systems EDP635 from the Graduate Diploma in Computing and Information Systems. Computer Networks II RDT605 from the Graduate Diploma in Digital Communications or equivalent.

**Syllabus:** Review of the classes of problems to be solved in computer communications i.e. establishment and release of links, synchronisation, addressing, error control, encryption, flow control and congestion avoidance, routing and multiplexing. The principle of layered structuring of communications functions. Protocols as mechanisms for communication within layers. Examples of protocol mechanisms for solving the above problems. Formal models for specifying and verifying communication protocols.

The theoretical model of the ISO Reference Model. The functions of the layers within the ISO Reference Model. Examples of some protocols implementing layers within the ISO Reference Model.

Examination of some alternative structures for communications systems, e.g., local area networks, proprietary network architectures, SWIFT.

Review of the problems involved in network design, i.e. achieving required levels of performance, achieving desired levels of reliability and minimising cost.

Topological methods for deciding on the placement of concentrators or switching nodes.

Methods for assessing the vulnerability of networks to failures and for evaluating the most effective ways of adding redundancy to improve reliability.

Methods of assessing throughput and delay characteristics of networks by means of analytic queuing theory and simulation.

**ZAB520 Distributed Processing**

**Prerequisite Knowledge:** Distributed Systems EDP635 and Information Storage and Retrieval EDP623 from the Graduate Diploma in Computing and Information Systems. Computer Networks II RDT605 and Information Storage and Retrieval EDP611 from the Graduate Diploma in Digital Communications or equivalent.

**Syllabus:** The range of system configurations for distributed systems, e.g., tightly coupled multiprocessors, shared memory-loosely coupled systems, systems linked by high bandwidth connections and by low bandwidth connections.

Issues involved in shared memory systems, e.g. mutual exclusion and synchronisation. Specific mechanisms such as semaphores and monitors. Communication in non-shared memory systems, e.g., message passing and remote procedure calling mechanisms. Languages which support concurrent processing, e.g. Ada.

Issues in distributed operating systems, e.g. naming, error control, resource management, security and deadlock control. Issues in distributed data bases, e.g. concurrency control and methods of synchronisation.

Methods of developing software for the distributed environment. Role of the host and its relationship to issues such as auditability.

Criteria for assessing the degree of distribution suitable for an application. Methods for partitioning databases and applications software. Methods for the detailed analysis and design of distributed systems. The operation aspects of distributed systems. Case studies of distributed systems.

**ZAB521 Advances in Sensory Devices**

**Objectives:** On completion of the course, the student will:
1. comprehend and have a conceptual framework describing the physical and other processes which govern real measurement systems involved in sensory data acquisition.
2. Have a knowledge of the principles, both theoretical and practical, governing the design and operation of sensory devices and to evaluate the device designs critically. In particular, the student will be familiar with the hardware/software alternatives which are available in modern measurement practice.
3. Be aware of the devices currently available or under development in the field of sensory data acquisition, in particular, those associated with automatic devices.

Syllabus: Overview of the physiology and psychology of human sensory processes and comparison with machine systems and environments covering vision, audition and the sensory mechanisms; generalised measuring system concepts, structures and classifications of measuring systems; characteristics of measuring systems; validity and reliability of measurements; role of computers in measuring systems; analogue and digital representations; data stream analysis and feature extraction.

Overview of sensors for automatic devices: sensory systems in the robotic environment; contact sensors; non-contact sensors; techniques and practical problems in sensory technology.

Review of modern integrated sensory systems and future development.

References:


ZAB522 Robot Applications

Objectives:
1. To develop a conceptual understanding of the operation of a robotic device.
2. To gain a thorough knowledge of automation in industry.
3. To become aware of the trends of development of robotics.

Syllabus: Basic mechanisms of robot movement, its geometry, kinematics and dynamics; methods of actuation, transmission, sensing and control of typical robotic devices; common methods of programming commercial robots; present application of robots in industry; examination of the trend of development of robotics.

References:


ZAB523 Flexible Manufacturing Systems

Objectives: The student on completion of the unit will:
1. Have in-depth understanding of requirements in flexible manufacturing systems.
2. Have acquired knowledge of the technical requirements of a flexible manufacturing system and skills for applications.
3. Become aware of the social and economic effect of the introduction of flexible manufacturing systems.

Syllabus: Elements in a manufacturing process. Their functions and interrelationships with respect to the overall performance. Concept of group technology and workflow analysis.

Design concept of flexible manufacturing systems. Importance of man-machine interface and the operation of a flexible manufacturing system.

Trends of development, present technical problems and foreseeable technical difficulties. Conceptual structure of the factory of the future.

Unmanned manufacturing systems — case studies.

The social impact of the introduction of flexible manufacturing systems; the impact on skill required, working conditions and social structure; economic issues, both local (to the factory) and global (to the society as a whole).

References:


ZAB524 Microchip Design

Objectives:
1. To develop the knowledge and skills required to enable the student to design and have manufactured, complete digital systems on a silicon chip.
2. To develop an awareness of the digital systems architecture concepts, particularly suitable for very large scale integration.
3. To provide familiarity with, and experience in, using typical software tools for the design, verification and simulation of chip designs.

Syllabus: MOS devices and circuits. Integrated system fabrication and design rules. Two phase clocks and storage registers. Data and control flow in digital processors. The systematic design of complex structures. The interface to manufacture; Caltech Intermediate Form for LSI layout description.

Students will be expected to design an LSI system or subsystem of equivalent complexity for fabrication on a multi-project chip.

References:


ZAB525 Advanced Microprocessor Applications

Objectives:
1. To equip students with the knowledge and skills needed to undertake the development of a complex microprocessor-based system.
2. To explore the interaction between hardware and software and the efficient balancing of the two in a system design.
3. To survey the range of currently available hardware and software components and their role in the system design.

Syllabus: Introduction to the microprocessor development system and its tools.

Microprocessor hardware development: Bus standards, processor, memory and I/O support modules.
Multi-tasking systems: Design of multi-tasking executives, the use of ready-made software components. 
Inter-process communication: The use of buffers, mutual exclusion, synchronisation, interrupts. 
Real-time systems: Design of multi-tasking systems for optimum real-time performance. 
Special purpose hardware: Intelligent peripheral controllers, disk controllers and their interface to the system, co-processors, communication controllers, programmable parallel and serial I/O devices. 
Multi-processor systems: Tightly coupled systems, shared memory, bus arbitration techniques, system optimisation. 
Distributed systems: Systems formed from intelligent workstations and servers linked by a high speed data pathway; work-station design, file servers, special purpose processors, system partitioning, network requirements. 
The use of customer VLSI for performance enhancement.
Faculty of Technology
DIVISION OF MATHEMATICAL AND ENVIRONMENTAL SCIENCES

Staff

Undergraduate courses:
Bachelor of Applied Science (Multi-discipline) (C)

Graduate courses:
Graduate Diploma in Applied Numerical Analysis (C)
Graduate Diploma in Applied Polymer Science (C)
Graduate Diploma in Water Science (C)
Master of Applied Science (C)

Subject Synopses

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
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BSc, DipEd(Adelaide), MSc(Monash)

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W. Peter Wright
BSc(Melb), PhD(Monash), TSTC

Lecturers
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Lindsay H. Evans
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John W. Hille
BSc, BEd(Melb), MSc(Monash)

John S. jeavons
BSc(Hons)(Melb), MSc(Monash)

Ian M. Kirkwood
BSc(Hons), DipEd, PhD(Monash), Grad DipDP(CIT)

Manfred J. Krautschneider
BA, BSc(Hons), MSc, PhD(Monash)

Graham R. Leary
BSc, DipEd(Melb), Grad Dip Data Proc(CIT), ARIMA

Clive C. McCann
BSc(Melb)

Frank R. Smith
BSc(Hons), MSc, PhD, Grad Dip CompSci(Melb)

C. Roy Stather
BSc(Hons), PhD(La Trobe)

Anthony P. Van Oosterwijck
BSc, DipEd(Melb), MAdmin(Monash)

Principal Tutor
Keith M. Anker
BA(Melb)

Senior Tutors
Peter A. Grossman
BSc(Hons), PhD(Monash)

Roman Sandler
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Head of Department
Barry T. Hart
DipAppChem(Bendigo), DipChemEng(Swinburne), BSc(Hons), PhD(Monash), FRACI

Senior Lecturers
Jayant B. Bapat
BSc(Hons)(Bombay), DipGerman, MSc(Baroda), MSc(East Anglia), PhD(Monash), FRACI

Ronald Beckett
BSc(Hons), PhD(Melb), ARACI

Sydney J. Bone
BSc(Hons)(Panjab), PhD(Dunelm), CChem, FRIC, FRACI

David G. Hewitt
BSc(Hons), PhD(WA), DIC(Imperial College), FRACI

Lecturers
Robert R. Burford
BSc(Hons)(Adelaide), DipEd(Monash), ARACI

Ian C. Campbell
BSc, MSc, PhD(Monash), MIBiol

Kevin R. Chynoweth
BSc(Melb), MSc(La Trobe), TSTC, ARACI

Thomas H. Davies
DipAppChem(Sydney Tech Coll), DipManagement, BSc(NSW), MAppSci(Chisholm), ARMIT, ARACI

Cornelius G. Duyvestyn
BSc, BEd(Melb), MEnvSc(Monash)

A. J. Finch
BSc(Melb), MSc(La Trobe)

Pat Hyland
BSc(Hons), BScEd(Melb), BA(Monash)

Tutor/Demonstrator
Ian D. McKelvie
DipAppChem(CIT), MAppSci(VIC), ARACI

Laboratory Manager
Peter Moulder
BSc(Hons)(Adelaide)

Laboratory Staff
Nabil Bouguiedy
BSc(Alexandria)

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Ngoc Phuoc Le
BAppSc(RMIT), GRACI

Robert MacGregor
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Sandra Sdraulig
BSc(La Trobe)
UNDERGRADUATE COURSES

Bachelor of Applied Science (Multi-discipline)  

Course Code: BS  
Course Leader: R.G.W. Adlem

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

Admission Requirements
Successful completion of a Year 12 course of study accredited by VISE, a TOP course or other equivalent program approved by Chisholm. Preference will be given to students who have passed in English, Mathematics (preferably Pure and Applied) plus two other Science subjects (preferably Physics and Chemistry).

Careers
The primary aim of the Bachelor of Applied Science is to train graduates for careers in science, however, the training they receive, combined with elective options available from schools within Chisholm allows them to enter an even wider range of careers. Further advice on appropriate subject selection and career opportunities should be sought from the Divisional Administrative Officer.

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

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

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

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

Minor Studies

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT204 Applied Numerical Analysis</td>
<td>6</td>
</tr>
<tr>
<td>RDT281 Computer Science</td>
<td>6</td>
</tr>
</tbody>
</table>

Major Studies

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

Alternative Course Structures

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subjects</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Five subjects</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Minor Minor</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Major Major</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subjects</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Five subjects</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Minor Minor</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Major Minor</td>
<td></td>
</tr>
</tbody>
</table>

Elective Subjects
Electives may be taken from the list below, or subjects can be taken from other schools subject to the approval of the Applied Science course coordinator.
Credit point values are listed for Applied Science electives on the table below. Elective values are calculated on the basis of one credit point — minimum of 5 hours per week for two semesters, or \( \frac{1}{2} \) minimum of 3 hours per week for one semester. Additional major and minor studies may be used as elective points, as well as subjects offered by other Schools at Chisholm (subject to Course Leader’s approval).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any subject in the list of major and minor studies of at least five hours duration.</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>PHY336 Advanced Computer Imaging</td>
<td>4</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>CHE333, PHY333, MAT333, RDT333</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>Applied Science Thesis Project</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>CHE280 Biology (Principals and Applications)</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>CHE334 Chemical Technology</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PHY236 Computer Imaging</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>MAT205 Mathematical Methods</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PHY226 Physical Astronomy</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>EDP282 Programming</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>EDP382 Programming</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PHY235 Scientific Photography</td>
<td>3</td>
<td>( \frac{1}{2} )</td>
</tr>
</tbody>
</table>

An approved course cannot contain:
(a) MAT205 as well as MAT201.
GRADUATE COURSES

Graduate Diploma in Applied Numerical Analysis
Course Code: PN1
Course Leader: Kenneth J. Mann

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

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

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

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

Graduate Diploma in Applied Polymer Science
Course Code: PL1
Course Leader: Kevin R. Chynoweth

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

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

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

Course Structure
This part-time course requires two years of attendance on two evenings per week. Ten hours per week are devoted to formal lectures, discussion groups, practical work and field trips.

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

Master of Applied Science
Course Code: MS5
The Faculty of Technology offers a Master of Applied Science program by research thesis. Inquiries should be directed in the first instance to the Administrative Officer, Division of Mathematical and Environmental Sciences.
Areas for Master's research within this Division include:

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

**Mathematics** — mathematical modelling of large physical systems; models of the patterns of deposition of strontium 90 in Australia; of power production systems in Victoria; or rainfall runoff.
CHE111  Chemistry

Contact: Three hours lectures and four hours practical work per week in two semesters.

Prerequisites: Nil.

Syllabus: Physical (45 hours); Phase relationships, one and two component systems, Clapeyron equation, Raoult’s and Henry’s laws, practical distillation, cooling curves, colligative properties, Electrochemistry; electrolytes, conductivity, pH and other electrolyte equilibria, including acid-base titration, back titration, oxidation-reduction, disproportionation, solubilities, electrode potentials, cells and the Nernst equation, Kinetics, first, second and third order reactions, differential and integral methods of driving rate constants. Thermo-chemistry; enthalpy, internal energy, heat capacity. Kirchoff equation. Spectroscopy; atomic structure, energy levels, Beer’s law, I.R. and U.V. simple molecules.

CHE210  Organic Chemistry

Contact: Three hours lectures and four hours practical work per week in two semesters.

Prerequisites: CHE111.

Syllabus: Reduction, conjugation, reactions, synthesis. Organic Chemistry. Functional group chemistry and medical compounds, etc.

CHE225  Basic Chemistry

Contact: Four hours lectures and four hours practical work per week for two semesters.

Prerequisites: Completion of first year.


CHE229  Applied Chemistry

Contact: Four hours lectures and four hours practical work per week for two semesters.

Prerequisites: Completion of first year. To be taken only in conjunction with CHE225.


References: To be advised.

**CHE290 Aquatic Science**

**Contact:** Four hours of lectures and two hours of practical work a week for one semester.

**Syllabus:** Origin of lake basins, morphology of lakes, temperature, stratification, sediment transport, chemical features of Australian lakes, sources and mechanisms of ion supply, chemistry of lake sediments, vertical and horizontal gradients, biota of lakes, major biological communities, biological production, energy flow, limiting nutrients, river characteristics, stream order, flow regimes, sediment transport in streams, influence of flow on water chemistry, composition of river biota, factors controlling distribution of biota, longitudinal zonation of biota.

References: To be advised.

**CHE291 Aquatic Science**

**Contact:** Four hours of lectures and two hours of practical work per week for one semester.

**Prerequisite:** Aquatic Science CHE290.

**Syllabus:** River management, flood control programmes, introduced species, river 'improvement', catchment management, point and non-point sources of pollutants, transport of pollutants, biological accumulation, toxic effects, toxicity testing, eutrophication, nutrient budgets, lake management, unit processes for wastewater treatment, anaerobic and aerobic treatment processes, physico-chemical treatment, advanced waste water treatment, packaged treatment plants, process modification water re-use, effluent monitoring.

References: To be advised.

**CHE333, Applied Science**

**PHY333, Thesis/Project**

**MAT333,**

**EDP333**

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

**CHE334 Chemical Technology**

**Contact:** Three hours per week for two semesters. Approximately half the time will be devoted to formal lectures, and the other half to industrial visits and project work.

**Prerequisites:** Chemistry CHE111.

**Syllabus:** Chemical Engineering Unit Processes: Pollution Control Technology — study of the technology used in the control of water, air and noise pollution, energy usage, resource recovery. Industrial processes — a study of the processes of such industries as petroleum refining, organic coatings, dyestuffs, paper making, food processing, resin and polymer production, paint production, textile dyeing and brewing.

Reference:


**CHE335 Basic Chemistry**

**Contact:** Four hours lectures and six hours practical work per week for two semesters.

**Prerequisite:** CHE225.

**Descriptive Chemistry:** Co-ordination Chemistry, Metals and non-metals. Organic Chemistry.

**Preparative Chemistry:** Classification of reaction types. Reaction mechanisms. Industrial processes.

**Separation and Purification Processes:** Chromatography.


**Industrial Chemistry:** Topics to be selected from the chemistry of pigments and dyes; surface coatings; agrichemicals, polymers, lubricants, surfactants.

References:


CIT, *Analytical Chemistry III Notes*.


CIT, *Pharmaceutical Chemistry Lecture Notes*.

CIT, *Practical Organic Chemistry Notes*.

**CHE339 Applied Chemistry**

**Contact:** Five hours lectures and five hours practical work per week for two semesters.

**Prerequisites:** CHE225, CHE229. To be taken only in conjunction with CHE335.


References: To be advised.

**CHE491 Advanced Studies in Environmental Studies 1**

**Contact:** Four hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** This subject will incorporate studies in environmental sciences, law, economics and politics. Topics studied will be examined from a diversity of perspectives in order to develop a greater understanding of decisions made by various sectors of the community when dealing with environmental questions. Environmental issues considered will range from those relevant to the individual in terms of health, such as cancer, to global considerations of issues, such as populations and energy.

**Assessment:** Two from Group D. (See Assessment Policy).
References:

CHE492 Advanced Studies in Environmental Studies 2
Contact: Four hours per week for one semester.
Prerequisites: CHE491 Advanced Studies in Environmental Studies 1.
Syllabus: Students will carry out, as members of a team, an investigation of a specific environmental issue. During this investigation students will be expected to identify the various disciplines relevant to the selected issue and to gather appropriate information. Data collected by individuals will be analysed, interpreted and integrated with information obtained by other members of the team in the production of an integrated group report.
Assessment: Two from Group D. (See Assessment Policy).

CHE601 Water Science Concepts
Contact: Ten hours per week for lectures, discussions and practical work for one semester.
Prerequisite: A relevant degree, diploma or equivalent.

CHE602 Water Systems
Contact: Ten hours per week for one semester of lectures, practical work and field excursions.
Prerequisite: Water Science Concepts CHE601.

CHE603 Water Pollution
This subject consists of six hours per week for one semester for lectures, discussions, practical work and field trips.

CHE604 Water Management
Contact: Six hours per week for one semester.
Prerequisite: Water Pollution CHE603.

CHE605 Water Science Project
Contact: Four hours per week for two semesters.
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.

CHE611 Polymer Structure and Synthesis
Contact: Eight hours per week for one semester for lectures, practical work and field trips.
Prerequisite: A relevant degree, diploma or equivalent.

CHE612  Polymer Characterisation

Contact: Eight hours per week for one semester of lectures and practical work.
Prerequisite: Polymer Structure and Synthesis CHE611.
Syllabus: Molecular weight average distributions, relation to reaction mechanism and conditions of synthesis. Experimental methods of measurement of molecular weights and molecular weight distributions, including osmometry, light-scattering, 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.

CHE613  Polymer Degradation and Thermodynamics

Contact: Eight hours per week for one semester for lectures and practical work.
Prerequisite: Polymer Characterisation CHE612.

CHE614  Polymer Processing

Contact: Eight hours per week for one semester for lectures, project work and field trips.
Prerequisite: Polymer Degradation and Thermodynamics CHE613.

CHE621  Machine Health Monitoring

Contact: Two hours per week for two semesters.
Prerequisite: This unit can only be studied in combination with the Applied Science Practical CHE622.
Syllabus: It is designed to provide an understanding of the operation of a wide range of scientific instrumentation which can be used to monitor the performance of machine components. The course covers the essential principles of each technique and details of the means by which data gathered in this way can be used to diagnose faults and predict impending failures. The range of instrumentation available is illustrated by the following sample: spectrometric methods of oil analysis; tergometry; electron microscopy; capacitance; temperature profiles; vibration analysis; X-ray fluorescence; viscometry; and acoustics.

References: To be advised.

CHE622  Applied Science Practical

Contact: One hour per week for two semesters.
Prerequisites: This hour can only be studied in combination with the Machine Health Monitoring CHE621.
Syllabus: It is designed to provide practical instruction in the techniques which form the basis of the Machine Health Monitoring unit.

References: To be advised.

MAT103  Mathematics

Contact: Four hours per week for two semesters.
Prerequisite: An HSC mathematics or equivalent.

References:

MAT104  Mathematics

Contact: Four hours per week for two semesters.
Prerequisite: An HSC mathematics or equivalent.
Syllabus: Vectors and Dynamics (two hours per week): This section aims to introduce students to mathematical modelling of physical systems by particle dynamics models, rigid body dynamics models and analogue computer models. Kinematics of a particle: general orthogonals components, tangential and normal components, radial and normal components. Dynamics of a particle: introduction to mathematical modelling, linear motion,
angular motion. Dynamics of a rigid body: plane motion, rotation about a fixed axis, general motion.

Statistics (two hours per week): Particular discrete and continuous distributions; sampling theory; estimation concerning means, variances, proportions; hypothesis testing; introduction to distribution-free methods; simple linear regression (emphasis given to applications in Applied Science and Engineering).

References:

MAT105 Mathematics

Contact: Two hours per week for one semester.
This unit is for those students who have insufficient mathematics background to cope with the course due to the lapse of time since they last studied mathematics.

Prerequisites: Nil.

Syllabus: Review of functionality explicit and implicit functions.
Graphical representation of — polynomials, circular functions, exponentials and natural logarithms. Functions and inverse functions, functional notation. The determination of the slope of a line between two points on a graph leading to the limiting case of the tangent at a point to a graph to introduce concept of derivative. Related rates. Antidifferentiation as a means of measuring the area under a graph. Introductory statistics — the representation of data by table or histogram. Mean, mode, median. Standard deviation and variance concept of probability.

References:
FITZPATRICK, J.B. and GALBRAITH, B.L., Pure Mathematics, Jacaranda Press.
LYNCH, B.J., ANDREWS, L.E. and KEATINGS, H.K., General Mathematics, Sorrets.

MAT112 Mathematics

Contact: Five hours per week for two semesters.

Prerequisite: An HSC mathematics or equivalent.


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.

Matrices and determinants: solution of simultaneous equations, consistency, dependency, conditioning.

Assessment: By assignments and formal examination at the end of each semester.

References:

MAT123 Mathematics for Computing

Contact: Four hours per week for one semester.

Prerequisite: Year 11 Mathematics or equivalent.

Syllabus: Set Theory — terminology, operations, relations and functions. Boolean Algebra — propositions and connectives, truth tables, Karnaugh maps, conditional connectives, applications to switching and computer logic. Modulo Arithmetic — binary, octal and hexadecimal, relationship to computer arithmetic. Descriptive Statistics — A comparison of 'classical' and 'modern' techniques to summarize data including an examination of techniques available in computer packages. Sampling — Ideas of census and sample, concepts of simple random sampling, stratified sampling, cluster, sequential, quota, ratio, sample summary statistics as point estimates of population parameters.

MAT124 Mathematics 1A

Contact: Four hours per week for two semesters.

Prerequisites: Pure Mathematics at Year 12 (or equivalent), or General Mathematics at Year 12 (or equivalent) if MAT125 is taken concurrently.


Assessment: By class tests and formal examination each semester.

References:
MAT125  Mathematics 1B
Contact: Two hours per week for two semesters.
Prerequisites: General Mathematics at Year 12 (or equivalent).
Syllabus: Basic algebra and binomial theorem. Permutations and combinations. Functions: composition, inverse for polynomial, rational algebraic and circular functions. Calculus: limits and continuity; derivatives and integrals of rational algebraic, circular and exponential functions; change of variable in integration; areas between curves; volumes of revolution; curve sketching; optimization problems. Analytic geometry: cartesian equations of simple curves (including conics); parametric specifications; tangents, normals; simple locus problems.
Assessment: By class tests and formal examination each semester.
References:

MAT161  Business Statistics
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Use and interpretation of statistics; frequency distribution; association of variables; summary statistics for average value, variation, correlation; time series; simple linear regression; graphical techniques.
Reference:
Students will be required to have the use of a suitable calculator.

MAT171  Statistics
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: A course in descriptive statistics for students with a non-mathematical background, looking at data collection, representation and reduction. This includes an introduction to sampling, tabular and graphical representation of data, measures of location, dispersion and correlation, empirical probability and probability distribution. An introduction to the concept of significance testing will be given.
References:

MAT172  Statistics
Contact: Four hours per week for one semester.
Prerequisite: Statistics MAT171.
Syllabus: A course in inferential statistics designed to give a selection of statistical tools useful in social science analysis. This includes point and interval estimation, tests of hypothesis about location, dispersion, correlation and equality of two populations.
References:
CHISHOLM, MAT172 Notes and Exercises, 1985.

MAT173  Statistics
Contact: Five hours theory and tutorials per week.
Objectives: Students are expected to master a variety of basic operations and methods in statistics. These methods will be applied to obtain the solution of a wide range of problems in the social and behavioural areas. The physical interpretation of statistical results will have to be given when appropriate.
Prerequisite: Year 12 General Maths or equivalent.
References:

MAT174  Statistics
Contact: Five hours theory and tutorials per week.
Objectives: This course is a continuation of Statistics

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MAT173, further developing statistical skill and associated mathematical concepts required for interpretation and understanding of the problems found in social and behavioural areas.

Prerequisites: Statistics MAT173 or its equivalent.

Syllabus: Hypothesis tests: power of test, two population tests on mean, on the variance, k population tests on means — ANOVA.

Distribution Free tests: based on binomial distribution, based on ranks, chi-squared, contingency table, goodness of fit.

Simple linear regression: parameter estimation, significance testing.

Matrix algebra: basic operations, partitioned matrices, transformation of vector space.

Calculus: differentiation and integration of polynomials, exponential function and logarithmic function; integration by parts (for moment calculations), partial differentiation — as a basis for further studies in estimation.

Assessment: Two examinations equally spaced throughout the semester and each carrying the same number of marks.

References:

MAT175 Statistics

Contact: Two hours per week for one semester.

Prerequisites: Business Statistics MAT161.

Syllabus: A study in empirical probability and probability distributions. An examination of some commonly used measures of association. An introduction to the concepts of significance testing will be given and applied to test for significance of association in a contingency table.

References:

MAT181 Mathematics and Computer Studies 1

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisites: Nil.

Syllabus: Properties of the number system including integers, rationals, irrationals and complex numbers. Elements of number theory; properties of primes, composites and modulo arithmetic. Structures in algebra; groups and fields. Mode of operation of a computer; data representation and coding formats, modes of processing, operating systems and utilities. Algorithm development; programming in FORTRAN 77.

Assessment: One from Group B. One from Group F.

References:
MALCOLM, W.G., Number and Structure, Reed Education, 1975.

MAT182 Mathematics and Computer Studies 2

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisites: Nil.


Assessment: One from Group B. One from Group F.

References:
LUMSDEN, J., Elementary Statistical Method, University of Western Australia Press, 1974.
Prime Computer Manuals.

MAT201 Applied Mathematics

Contact: Six hours per week for two semesters. Credit will not be given for both this subject and Mathematical Methods MAT205.

Prerequisites: Mathematics MAT103 and Mathematical Methods MAT104.

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.

Complex Variables: Differentiation of complex functions. Cauchy theorems: Introduction to conformal mapping and applications.

Non-linear ordinary differential equations. Trajectories in the phaseplane, equilibrium points: Conservative systems, damped systems, limit cycles. Approximations to nearly periodic solutions.

Perturbation methods.

References:
DORF, R.C., Modern Control Systems, Addison-Wesley, 1974.
MAT202  Statistics and Operations Research

Contact: Six hours per week for two semesters.
Prerequisites: Mathematics MAT103 and Mathematics MAT104.
Syllabus: Distribution theory, joint distributions, distributions of functions of random variables, moment generating functions; hypothesis testing including likelihood ratio, power function. Neyman-Pearson lemma and an introduction to Bayesian inference; quality control and acceptance sampling, introduction to design and analysis of experiments; non-parametric procedures. Multiple regression analysis, theoretical background and effective use of suitable computer packages. Stochastic processes, Markov chains, simple queueing models. Linear programming and variants, with management applications and computer oriented case studies; critical path analysis.
References: To be advised.

MAT203  Pure Mathematics

Contact: Six hours per week for two semesters.
Prerequisites: Mathematics MAT103, Mathematics MAT104.
References:

MAT204  Applied Numerical Analysis

Contact: Six hours per week for two semesters.
Prerequisite: Mathematics MAT103.
Syllabus: The course emphasises the application of numerical analysis to those problems which are likely to be encountered in industrial and scientific research and development. Topics: zeros of polynomials, linear algebraic systems, non-linear equations, non-linear systems, orthogonal functions, approximations of functions, differentiation, quadrature, ordinary differential equations.
References:

MAT205  Mathematical Methods

Contact: Three hours per week for two semesters. Credit will not be given for both this subject and Applied Mathematics MAT201.
Prerequisites: Mathematics MAT103 and MAT104.
Reference:

MAT211  Mathematics

Contact: Five hours per week for two semesters.
Prerequisite: Mathematics MAT111.
References:

MAT212  Mathematics

Contact: Four hours per week for two semesters.
Prerequisite: Mathematics MAT112.
Syllabus: Laplace Transforms: definition, use of standard list, theorems involving standard list, theorems involving derivatives and translation, inverse Laplace transforms including Heaviside theorems, unit step and delta functions, solution of differential equations.


References:

MAT223 Quantitative Management and Planning Techniques

Contact: Four hours per week for one semester.
Prerequisites: Mathematics for Computing MAT123 or equivalent.

References:

MAT224 System Simulation

Contact: Four hours per week for one semester.
Prerequisite: Mathematics for Computing MAT123 or equivalent.

References:
MAT225 System Measurement and Evaluation

Contact: Four hours per week for one semester.
Prerequisite: Mathematics for Computing MAT123 or equivalent.


MAT226 Forecasting and Inventory Control

Contact: Four hours per week for one semester.
Prerequisite: Mathematics for Computing MAT123 or equivalent.
Syllabus: Forecasting — concepts and model requirements, regression methods, moving average, exponential smoothing, seasonal models, Box-Jenkins model. Applications and case studies utilizing computer packages. Inventory Control — variables and basic model requirements, deterministic models with static demand, stochastic models, model assessment, sensitivity analysis.

References:

MAT227 Mathematics II

Contact: Three hours per week for two semesters.
Prerequisites: Mathematics IA MAT124.
Assessment: By class tests, assignments and formal examination each semester.

References:
FREUND, J.E. and MILLER, I., Probability and Statistics for Engineers, (2nd edn.).

MAT273 Statistics

A course for degree students of five hours per week for one semester.
Prerequisites: Statistics MAT174 (or a suitable result in 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*, computer aided

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data analysis*, probability methods, statistical inference, multiple linear regression, multivariate data analysis.

**MAT172**

**References:**


**MAT274** Statistics

A course for degree students of five hours per week for one semester.

**Prerequisites:** Statistics MAT174 (or a suitable result in 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*, computer aided data analysis*, probability models, statistical inference, multiple linear regression, multivariate data analysis.

*May be taken by a student with a suitable result in MAT172.*

Details of topic content available from the Mathematics Department.

Topics chosen may not include those taken in MAT273.

**References:** As for MAT273.

**MAT275** Statistics

A course for degree students of five hours per week for one semester.

**Prerequisites:** Statistics MAT174 (or a suitable result in 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*, computer aided data analysis*, probability models, statistical inference, multiple linear regression, multivariate data analysis.

*May be taken by a student with a suitable result in MAT172.*

Details of topic content available from the Mathematics Department.

Topics chosen may not include those taken in MAT273 or MAT274.

**References:** As for MAT273.

**MAT281** Mathematics and Computer Studies 3

**Contact:** Four hours per week of lectures and practical work for one semester.

**Prerequisites:** MAT181 and MAT182.

**Syllabus:** The axiomatic method; inductive and deductive proof; mathematical induction. Symbolic logic; truth tables for common connectives; an algebra of propositions; logical equivalence; valid argument forms and methods of proof; logic and switching circuits. Computing: Data structures, file structures and access methods, searching and sorting. Advanced programming using FORTRAN 77.

**Assessment:** One from Group B. One from Group F.

**References:**


**MAT282** Mathematics and Computer Studies 4

**Contact:** Four hours per week of lectures and practical work for one semester.

**Prerequisites:** MAT181 and MAT182.

**Syllabus:** Discrete and continuous probability distributions; binomial, geometric, uniform and normal distributions. Introduction to concepts of hypothesis testing and development of testing procedures involving normal, t- and x² distributions. Computing: Numerical methods; approximations and errors, solution of equations. Switching theory; logic functions, Boolean algebra, circuits.

**Assessment:** One from Group B. One from Group F.

**References:**


**MAT301** Applied Mathematics

**Contact:** 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:


**References:**


**MAT302** Statistics and Operations Research

**Contact:** Six hours per week for two semesters.

**Prerequisites:** Statistics and Operations Research MAT202.

**Syllabus:** Statistics: probability theory; occupancy problems, probability generating functions, convolutions,
random sums, compound distributions, transforms. Estimation theory: point estimation, properties of estimators, interval estimation, applications. Experimental design and analysis, general principles of design, review of basic designs, factorial designs, 2K designs. Order statistics; distributions estimation; extreme value statistics. Sample survey design and analysis; simple random sampling, stratification, optimal allocation, ratio and regression estimation, cluster sampling. Decision analysis: decision trees and expected value of information. Operations research: simulation; models and the scientific method. Dynamic programming. Inventory; rationale for inventory modelling, development and application of prototype models for deterministic and stochastic demand. Queuing: development and application of prototype models including multiserver, general service time and machine interference models. Where appropriate the study of a topic will be supported by computer oriented case studies.

References: To be advised.

MAT303 Pure Mathematics

Contact: Six hours per week for two semesters.

Prerequisite: Pure Mathematics MAT203.


Geometry: Projective geometry: duality, perspectivity of triangles, projectivities, harmonic sets, conics, poles and polars.

Affine geometry: Parallelism, types of conics, perpendicularity, circles. Linear spaces and metric spaces: Revision of normed vector spaces. Metric spaces, open and closed sets in a metric space, finite and infinite dimensional spaces. Limit points of a set, frontier points. Convergence, Cauchy sequences, completeness. Transformation 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 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.

MAT341 Mathematics

Contact: Four hours per week for one semester.

Prerequisite: Mathematics MAT211.

Syllabus: Complex Variable: complex calculus, differentiability of elementary functions, Cauchy-Riemann equations; complex integrals, Cauchy’s theorem, conformal transformation.

Statistical methods: Hypothesis tests on the mean and proportion, non-parametric tests, linear regression. Ordinary differential equations: variation of parameters, solutions by series, method of Frobenius Bessel’s equation and functions, Legendre’s equation and functions.


MAT351 Mathematics

Contact: Two hours per week for two semesters.

Prerequisite: Mathematics MAT211.

Syllabus: Complex variables: differentiation and integration theorems, conformal mapping.

Non-linear vibrations

2. Non-autonomous systems (forced oscillations). Free and forced components for a linear system, decay of transients for damped systems. Periodic solutions for non-linear systems with the period equal to that of the forcing term, dependence on initial values. The jump phenomena. Chaotic solutions.


MAT373 Statistics

A course for degree students of five hours per week for one semester.

Prerequisite: Statistics MAT174.

Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory, computer aided data analysis. Topics chosen may not include those taken in MAT273 and MAT274. Details of topic content available from the Mathematics Department.


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MAT374  Statistics

A course for degree students of five hours per week for one semester.

Prerequisite: Statistics MAT174.

Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory, computer aided data analysis.

Details of topic content available from the Mathematics Department.

Topics chosen may not include those taken in MAT273, MAT274 and MAT373.

References: As for MAT373.

MAT381  Mathematics and Computer Studies 5

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisites: MAT281 and MAT282.

Syllabus: Formal proofs using valid argument forms. The number and sum of divisors of N; divisibility, properties of primes, continued fractions. Introduction to the history and philosophy of mathematics; famous problems in mathematics.

Computer architecture: Calculators, microcomputers, minicomputers, mainframe architecture.

Programming in Pascal: Pascal program structure, modular programming.

Assessment: One from Group G. One from Group F.

References:


MAT382  Mathematics and Computer Studies 6

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisites: MAT281 and MAT282.

Syllabus: Application of statistical concepts to problems in psychology and education including parametric and non-parametric methods, linear regression and correlation, ANOVA and sample survey techniques.


Assessment: One from Group B. One from Group F.

References:


MAT441  Production Control

Contact: Two hours per week for one semester.

Syllabus: Overview of decision problems in production control and scheduling. Formulation as a linear programming model and graphical analysis. Basic concepts for general LP model solution. Simplex procedure and computer solution; sensitivity analysis. Case studies in production control, utilising LP models and computer solution. Transportation and Assignment models. Introduction to demand forecasting, and basic inventory models.

References:

LEWIS, C.D., Scientific Inventory Control, Butterworths.


MAT603  Computational Linear Algebra

Contact: Forty-five hours lectures/tutorials.

Prerequisites: As for entry into the course.


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:


MAT604  Mathematical Modelling and Approximation

Contact: Forty-five hours of lectures/tutorials.

Syllabus: Mathematical modelling of physical systems (30 hours).

Introduction to modelling. Formulation and approximations to 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. Approximate analytical methods which extract limited information about the general nature of the problem without actually obtaining a 'computer solution'. Graphical methods (isoclines and curvatures methods). Phase-plane solutions. Perturbation methods. Approximate methods as a prelude to computer solutions.

Case studies involving equations and systems of equations arising in this unit and other units of the course.
Data Analysis (15 hours).
The problem of curve fitting to data where the data includes a random component. Least squares curve fitting, derivation and solution of the normal equations. Polynomial curve fitting including the use of polynomials which are orthogonal over a given data set. Statistical tests on the choice of the degree of the polynomial. Fourier least squares approximations, data smoothing, and Fast Fourier Transform algorithm.

References:

MAT605 Non-Linear Systems and Numerical Calculus

Contact: Forty-five hours lectures/tutorials.
Prerequisites: Computational Linear Algebra MAT602.

References:
Numerical differentiation: difference operators; interpolation formulae; derivation and order of accuracy of finite difference analogues for various order derivatives; Richardson extrapolation.
Numerical quadrature (continuous and discrete integrals): derivation and error estimates of quadrature formulae (general and composite Newton-Cotes); Romberg quadrature; Gaussian quadrature; ill-behaved integrands.

References:
GERALD, C.F., Applied Numerical Analysis.

MAT606 Ordinary Differential Equations

Contact: Forty-five hours lectures/tutorials.

Syllabus: Initial value problems (linear and non-linear): Taylor series, line multistep and Runge-Kutta methods. Extension to higher order systems and stiff ordinary differential equations. Boundary value and eigenvalue problems: finite difference, shooting, collocation, variational (Rayleigh-Ritz) and Galerkin methods. Applications include cooling, diffusion, chemical reactions, population kinetics, free and forced vibrations, and planetary motion.

References:

MAT607 Partial Differential Equations

Contact: Forty-five hours lectures/tutorials.
Prerequisites: Computational Linear Algebra MAT603, Nonlinear Systems and Numerical Calculus MAT605, Ordinary Differential Equations MAT606.

References:

MAT608 Finite Element Analysis

Contact: Forty-five hours lectures/tutorials.
Prerequisites: Computational Linear Algebra MAT603, Nonlinear Systems and Numerical Calculus MAT605, Ordinary Differential Equations MAT606.
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. Selected applications are discussed.

References:
MAT609 Mathematical Modelling and Approximations II

Contact: Forty-five hours of lectures/tutorials.
Syllabus: Mathematical modelling of physical system (15 hours).
A number of case studies will be examined using a "mathematical modelling approach". Where possible, the case studies will be chosen according to the interests of specific groups of students. However, it is anticipated that specific examples will include: Water Quality Modelling and Air Quality Modelling. Approximations to functions and data (30 hours).
Polynomial interpolation: Langrangian interpolation including osculatory interpolation; finite difference interpolation formulae, Newton formulae and other variants; the use of orthogonal polynomials in interpolation and discussion of the concept of conditioning. Rational functions: the construction and evaluation of Pade approximations. Minimax approximations: Chebyshev polynomials and Chebyshev expansions; Chebyshev polynomials in rational approximations. Splines: limitation of global polynomial approximation and the case for piecewise polynomials; the B-spline basis for piecewise polynomials; spline interpolation including discussion on the choice of knots; smoothing splines and least squares approximations using splines.
References:
FOX, L. and PARKER, I., Chebyshev polynomials in numerical analysis, Oxford University Press, 1968.

MAT610 Further Numerical Topics

Contact: Forty-five hours lectures/tutorials.
Prerequisites: All first year units.
Syllabus: A selection from the following topics:
(a) 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).
(b) Numerical optimisation techniques
(c) Numerical analysis in industry.
(d) Specific examples from invited experts.
References:
Numerical analysis in industry
Specific examples from invited experts.
References:
Text and journal articles as selected by the lecturer.

MAT622 Numerical Mathematics

Contact: Four hours per week for seven weeks.
Prerequisite: Fortran Programming EDP687.
Syllabus: Solution of linear equations, zeros of non-linear function, numerical integration, approximation of functions, differential equations, errors.
References:

MAT631 Advanced Statistics

Contact: 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.

MAT651 Mathematics

Contact: Two hours per week for one semester.
Aim: To provide students with appropriate skills in mathematical modelling techniques and method of solution of equations relevant to the application of mathematics to the physical problems of fluid flow, heat conduction and elasticity.
Syllabus: Revision of general methods of solution of partial differential equations.
Mathematical modelling of problems in fluid flow, heat conduction, elasticity, etc.
Particular solutions of these problems for a given set of conditions corresponding to typical lubrication situations. Dimensional analysis techniques.
References: To be advised.

MAT665 Statistics for Marketers

Contact: 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 distribution, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term forecasting and least squares curve fitting techniques.
References:

MAT670 Queueing Theory

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Subject Content: Review of probability and probability distributions. Introduction to queueing theory, M/M/1 queues, priorities, service distributions, multiserver, systems of queues.

References:

MAT652 Numerical Analysis and Computation Techniques

Contact: One hour per week for one semester.
Aim: To introduce students to some of the techniques that are used in obtaining useful analytical data about the performance of various types of bearings and in other tribological situations.
Prerequisites: Nil.
References: To be advised.