Gippsland Institute of Advanced Education

A College of Advanced Education

Switchback Road, Churchill, Victoria, Australia 3842.
Telephone: Churchill (051) 22 0200
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The Gippsland Institute of Advanced Education was established by an Order-in-Council in September, 1968 but, owes its origin to engineering diploma courses established in 1928 to service the developing electrical industry. The Council of the Institute includes members of the Gippsland community who are prominent in industry, commerce, education and the professions, the Director of the Institute, and representatives of the academic staff, of general staff, of students and of the Convocation of the Institute.

In 1972 the Institute occupied the first of its permanent buildings on a large campus in rural surroundings near the township of Churchill, ten kilometres south of Morwell and one hundred and sixty kilometres east of Melbourne. Engineering laboratories are temporarily located in buildings on the site of the Yalloum College of TAFE at Newborough and they will be consolidated on the Churchill campus by the end of 1985.

In 1974 new buildings were completed under a self-help program to house the School of Visual Arts. A building complex to provide the first stages of the permanent Library and the Union, and accommodation for the School of Business and Social Sciences was completed in 1976. An Education building, an Applied Science building, and student residential buildings for 108 student places were completed at the beginning of 1976. The Binishell, a multipurpose facility was completed in 1980.

On its establishment, the Institute assumed responsibility for the diploma courses which were previously offered by the Yalloum Technical College. These were diploma courses in Civil, Electrical, and Mechanical Engineering, Applied Chemistry, and Business, all of which were recognised by the appropriate professional bodies.

The Gippsland Institute of Advanced Education is the only centre of Higher Education east of Melbourne and offers a range of vocational courses at associate diploma, diploma, degree, graduate diploma and master levels to meet the educational needs of the Gippsland region. The Institute also has a very large commitment to a program on external studies.
The Institute offers courses leading to the following awards:

**DEGREES**

- Bachelor of Applied Science
- Bachelor of Arts (Multidisciplinary) (No new enrolments)
- Bachelor of Arts (Social Sciences)
- Bachelor of Business
- Bachelor of Engineering (Electrical, Electro-Mechanical, Mechanical & Civil)
- Bachelor of Education (Primary, Secondary, School Librarianship)

**DIPLOMAS**

- Diploma of Applied Science (Applied Chemistry) (No new enrolments)
- Diploma of Teaching
- Diploma of Arts (Visual Arts)

**ASSOCIATE DIPLOMAS**

- Associate Diploma in School Librarianship
- Associate Diploma in Welfare Studies
- Associate Diploma in Engineering Supervision
- Associate Diploma in General Administration
- Associate Diploma in Computing

**POSTGRADUATE DIPLOMAS**

- Graduate Diploma in Education
- Graduate Diploma in Visual Arts
- Graduate Diploma of Counselling Psychology
- Graduate Diploma in Labour Management Relations
- +Graduate Diploma in Accounting
- +Graduate Diploma in Mathematics Education (Primary)
- +Graduate Diploma in Computers in Education
- +Graduate Diploma in Engineering Maintenance Management (Terotechnology)

+Subject to approval or accreditation
## Calendar for 1985

### Monday - Sunday

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### Public Holidays Within Semester

- Labour Day: March 11
- Easter - Good Friday: April 15
- Easter Monday: April 18
- Easter Tuesday: April 19
- Anzac Day: April 25
- Queen's Birthday: June 10
- Board of Examiners: Mon & Tues 15 & 16 July
- Mon & Tues 9 & 10 Dec

### Welfare Studies Semester 2, 1985: From Week 30-37
- Two days per week placement (Thursday and Friday)
- First Year Internal Programmes Commence in Calendar Week 9
- Others Commence Week 8
- Visual Arts Programmes Conducted Over Two 16-Week Semesters
  (Except for Semester 1, Year 1)
- Academic Staff Providing Units Which Involve Students with Field Experience Will Indicate in Their Study Materials the Specific Way in Which the Problem of Absence of Students from Classes Will Be Dealt With
- Bachelor of Education Year 1 Only 10 Days Supervised Teaching in Calendar Weeks 27 and 28.
Officers, The Council and Committees

MEMBERS OF COUNCIL - 1984

Appointed by the Governor in Council

Samuel Brown ARMSTRONG
Appointed 6 September 1982; Present term expires 31 December 1985.

Colin Rowe BASSET, BVSc., MAC, VSC.

John Charles McGAURAN

Albert Lloyd George REES, C.B.E., DSc., PhD., Hon.DAppSc., DIC, FRACI, FAA

Dennis John SHORE, BE, MEng., MIE(Aust.)

TWO VACANCIES

Appointed by Co-option by the Council:

James Andrew Threlfall BEARD, BSc., MA, MACE.
Appointed 1 January 1977; Present term expires 31 December 1984.

Valerie Joy CALLISTER, BA.
Appointed 1 January 1983; Present term expires 31 December 1986.

Bishop Eric D'ARCY, MA, PhD., DD, DPhil.
Appointed 31 August 1981; Present term expires 31 December 1984.

Sheila FERGUSON, M.B.E.

Charles Hartley FORD, LLB, LLM.

Donald Robert HANNINGTON, TPTC.
Appointed 1 January 1975; Present term expires 31 December 1986.

Crofton Lee HATSELL, DipCE, DipTCP, FIE.Aust., M.ASCE, Aff.RAPI.
Appointed 1 January 1977; Present term expires 31 December 1986.

Appointed 1 March 1983; Present term expires 31 December 1986.

John James ROBERTSON, A.O., DipCE, MIEAust., AFAIM.
Appointed 1 January 1969; Present term expires 31 December 1984.

Valerie Lorraine WILLINGTON, RN, DipEd., DipAdmin., MS, FCNA.
Appointed 22 September 1975; Present term expires 31 December 1986.
Appointed by Minister of Education

Donald Archibald MacLEAN, MA, DipEd, DipEdAdmin.

Appointed by Academic Board of the Institute

Barry Thomas DUNSTAN, MSc., DipAppChem, TTTC, ARACI, MAIE

Elected by Academic Staff of the Institute

Martin Allan HOOPER, BSc., PhD., DipTertEd., ARACI.
Elected 7 March 1983; Present term expires 31 December 1984.

Elected by The Enrolled Students

VACANT

Elected by the Convocation

Bruce William KING, DipEng.

Member Ex-Officio - Director

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

OFFICERS OF THE INSTITUTE
(As at 24 October 1984)

Director and Principal:
T. KENNEDY, BSc, PhD, DipEd, CChem, FRIC, AFAIM, ARACI, MAIMM, MIEA, MITEA, MACE

Deputy Director:
N.W. Terrill, MSc(Brist), DipAppChem, TTTC, ARACI, FAIE

Deputy Principal:
F.R. Goddard, DipAppChem, TTechIC, ARACI

Assistant Director:
G.T. Smart, BSc(Melb), DipElecComp(CIT), TPTC

Acting Dean, School of Business and Social Sciences:
P.K. Harwood, MA(Auck), DipSocSc(Well)

Dean, School of Arts and Education:
A.G. Macalaine, MA(Tas), BED(Melb), PhD(Lond), FACE

Acting Dean, School of Engineering and Applied Science:
B.T. Dunstan, MSc(Monash), DipAppChem, TTTC, ARACI, MAIE

Chief Librarian:
J. Yocklunn, KCVO, BA(WA & ANU), MA(Sheff), ALAA

Head, Educational Services Division:
K.F. Smith, BA(Qld)

Computer Manager:
J. Dowsley, DipAppChem(RMIT), DipElecComp(CIT)M ARACI

Business Manager:
R. Klose, AASA (Senior)
Services Manager:
D.F. Kretlow, FAIPE, AAIM

Head of School of Business:
E.L.J. Thome, BSc(Aston & Lond), MA(Warwick)

Acting Head of School of Social Sciences:
G.F. Hoare, BA, BEd(Melb), MEd(Manit), PhD(Indiana)

Head of School of Visual Arts:
N.A. Creighton, BEd(LaT), FRMIT, TSTC

Head of School of Education:
L.J. Cartledge, BA, DipEd(Tas), MEd(James Cook), TTC, MACE

Head of School of Engineering:
K.R. Spriggs, BSc, BE(Syd), MEngSc(Qld), PhD(Flin), MIEAust, SMIEE, MACE

Head of School of Applied Science:
B.T. Dunstan, MSc(Monash), DipAppChem, TTTC, ARACI, MAIE
COUNCIL

Council is the corporate body which manages and controls the Institute.

ACADEMIC BOARD

The supreme academic advisory body in the Institute. It recommends the Institute's academic policies and developments, controls academic standards, and is concerned with related matters.

STAFF REVIEW COMMITTEES

The Institute has three Staff Review Committees, each reporting directly to Council concerning staff promotions and related matters.

APPEALS COMMITTEE

Handles appeals to Council by staff members.

FINANCE COMMITTEE

Concerned with budgeting the Institute's expenditures, approving accounts for payment and the general financial administration of the Institute's recurrent and capital expenditures.

STAFFING COMMITTEE

To advise Council on policies relating to staffing matters including the terms and conditions for employment of the various categories of staff employed by Council.

BUILDINGS COMMITTEE

Plans, recommends and co-ordinates the building and general campus development programme.

PROFESSIONAL SERVICES COMMITTEE

. To promote liaison between the Institute and the Regional community, particularly in areas which shall enhance the academic and professional standing of the Institute;
. To promote the use of staff expertise, equipment and facilities available at the Institute as an organised service to the general community.

ADMISSIONS & QUALIFICATIONS COMMITTEE

. Be responsible for drafting academic regulations;
. Review admission and qualifications of students;
. Be responsible for examination and assessment procedures;
. Assist Boards of Examiners to promote consistency across schools;
. Co-ordinate the accreditation of T.O.P.;
. Consider appeals for students on assessment matters;
. Function as a Higher Degree Committee.

TEACHING & ACADEMIC SUPPORT COMMITTEE

. Review the operation and quality of teaching, and of such related matters as the Academic Support Services;
. Shall encourage improvements in and research into the above.

ACADEMIC REVIEW COMMITTEE

. Review proposals for new courses;
. Review proposals for short courses and other educational programmes;
. Provide an overview and co-ordination of all educational proposals and developments;
. Ensure that staff and other resource requirements are referred to the Director for consideration by the Executive Committee.
Committee Structure

- Academic Board
- Staff Review Committees
- Appeals Committee
- Finance Committee
- Staffing Committee
- Buildings Committee
- Professional Services Committee
- Admissions & Qualifications Committee
- Teaching & Academic Support Committee
- Academic Review Committee
Staff

SCHOOL OF BUSINESS

Head:
Eric Lewis John THORNE, BSc(Aston & Lond), MA(Warwick)

Principal Lecturer:
Trevor William SWEATMAN, MCom(Sth Africa), PhD(Deakin), DipCom(Bendigo), AASA, ABIA

Senior Lecturers:
William Frederick BATTERSBY, MEc(Monash)
Michael John CROWLEY, BEd(Lat)
Venturino Giorgio VENTURINI, BA, Blitt, DipSocSc, SJD(Ferrara), LLM(Northwestern)
Maitland James VERTIGAN, BCom(Tas), AASA

Lecturers:
John Henry COONEY, BA, BEd(NE), AASA
Robert Alan de SOUZA-DAW, BBus(SAIT)
Robert George FOWLER, BBus(Ballarat)
Ian Andrew GIBSON, BEd, BA(Monash)
Robert Harold HALL, BA(Tas)
Ian Russell HENRY, BJuris, LLB(Monash)
Albert Leonard MOORE, BA, DipEd(Syd), LLB(Melb)

Senior Tutors:
Ava Gayle BUCKBEE, BEd(QLD)
Esther STERN, BA, LLB(Melb), MA(Essex)

Tutor:
Andrew James BILLINGTON, BEd(Lat)

SCHOOL OF SOCIAL SCIENCES

Head:
Peter Keith HARWOOD, MA(Auck), DipSocSc(Well)

Principal Lecturer:
Gavin Frederick HOARE, BA, BEd(Melb), MEd(Manit), PhD(Indiana)

Senior Lecturers:
Bryan Edward COLEBORNE, MA, DipEd(NE), PhD(NUI)
Ian Varcoe HAMILTON, BE, BO, DipTRP(Melb), MTh(Aberd), DipCE(Bendigo)
Patrick Vincent MORGAN, BA(Melb)
Daryl Evelyn NATION, BA, MEd(Monash)
Asim Kumar PAL, MSc(Calc), PhD(Birm), MAPsS
Parimal Kumar ROY, MA(Ranchi & WA), PhD(Ranchi)

Lecturers:
Neil Cameron Wilson COURTNEY, MA(Melb), DipEd
Lenore Adele COX, BEd, MA(Qld), TTC, TCDC
James Gordon DAWBER, BA(NZ), DipSocSc(Well)
Peter FARAGU, LLB(Melb), MA(Leeds)
Christopher Owen FRASER, BSc, PhDI(Cant)
Michael GRIFFITHS, BA(Wales)
Robert Neil HANLEY, BA(Ncle, NSW)
Malcolm James KENNEDY, BA(Melb), TPTC, TSTC
Anthony John PETERSON, BA(Wash)
Abu Kamal Abdur RAHMAN, MA(Rajsh and McG), PhD(McG), MAPsS, MBA
April Marianne ROBINSON, BA(Monash)
Hugh Leo THOMPSON, BSocSc(NE), DipEdC(RMIT), RTC
Senior Tutors:
Oonah Mary GRIFFITHS, BA(Wales), CertEd(Brist)
Margaret Lilian LYNN, BA(Monash), DipSocStud(Melb)
Priscilla Nancy TAYLOR, BA(Exeter), GradCertSocStud(Leic)

SCHOOL OF EDUCATION

Head:
Leslie John CARTLEDGE, BA, DipEd(Tas), MEd(James Cook), TTC, MACE

Senior Lecturers:
Graham William DETTRICK, BA, BEd(Qld), MS, PhD(Iowa), TPTC, MACE
David Hubert Philip HARVEY, BA(Cant&well), MA(Auck), PhD(Monash), ANZPsS

Lecturers:
Allan Lloyd BOX, BEd(SCV), TPTC
Jeffrey Charles Phillip EDWARDS, BA(Lond), MACE
John Herbert GOUGH, MSc, PhD(Qld), Med(NE)
Elaine Mary PASCOE, Med(Monash), BA, DipT(Massey), TPTC
Harry John PEARSON, BA, BEd(Monash), TPTC
Judith Leon PHILLIPS, BA(Monash), TPTC, TLLC
Leslie John REGAN, BA, BEd(NZ), MA(Macq), TCert
Paul William RICHARDSON, BA, DipEd(Ncle, NSW), MA(Syd)
Harbjeet SINGH, BSc, GCEd(SPac), MLib(Monash), DipLib(Lond), ALA, MACE
Keith Eric STEAD, BA, MSc(Well), DipEd(Monash), DipT, MNZPsS
Anthony Ian TAYLOR, BA(Exo), BEd(Brist), PhD(Camb), CertEd(Edim), DipEd(Lond)
John David WHITE, BSc, MEd(Melb)
Hua Min YEE, BA(Cheng Kung, Taiwan), DipLib(NSW), DipEd(Syd), BEdStud(Ncle, NSW)

SCHOOL OF VISUAL ARTS

Head:
Norman Andrew CREIGHTON, BEd(Lat), FRMIT, TSTC

Senior Lecturers:
Karen Eric BENSLEY, MA(Auck), MACE
Hedley Thomas POTTS, FRMIT, TACTCP, SATC, TPTC

Lecturers:
Euan Lindsay HENG, DA(Dundee)
Clive Justin MURRAY-WHITE, DipArt(PIT), TTTC
David THORP, CertArt(Hammersmith)

Senior Tutors:
Kaye Louise GREEN, BA(Tas), MA(New Mexico), TTC
Daniel Peter WOLLMERING, BA(St Johns)

SCHOOL OF APPLIED SCIENCE

Head:
Barry Thomas DUNSTAN, MSc(Monash), DipAppChem, TTTC, ARACI, MAIE

Senior Lecturers:
Keith Graeme HAMILTON, MSc, DipEd(Melb), TPTC, MAIP, WAPS, MAXAA
John Arthur HARRIS, MSc, DipEd(Melb), ARACI, MAIE
Raymond John HODGES, BSc(Ncle, NSW), PhD(NSW), ARACI, MInstF, MAIE
Martin Allan HOOPER, BSc, PhD(Qld), DipTertEd(NE), ARACI
Gupta Baikunth NATH, MA(Panj), PhD(Qld), FSS, MDS, MIASC, MASOR
Philip Robert PAYMENT, MSc, PhD(Melb), FSS
Lecturers:
Stephen Greville ABBOTT, MEngSc(Ncle, NSW), ARMIT(AppPhys), GradDipComp(WAIT), MAAS, GradIP, TTTC
John Robert ARKINSTALL, BSc, PhD(Adel)
Alistair Robert CARR, BSc, PhD(Melb), MAIP
Richard Rick EUGOO, BSc(Dar-es-Salaam), MSc(Lond)
Phillip John HIGGINSON, MSc, DipEd(Melb), GAIP, MISES, NAA
Leonard Keith MAKIN, BSc, DipEd(Monash), MSc(Essex & Oxon)
Paul Errington NASH, BSc, PhD(Monash)
Hanninder Balkhunth NATH, MA(Panj), MSc(Qld), FSS
Antonio Frank PATTI, BSc, PhD(Melb), GradDipEd
Robert Dixon TEASDALE, BSc(Melb), BSc(Hons)(Monash), MSc(ANU), AABS
Lesley Ree WARNER, BSc(NZ), MSc(Otago), PhD(Adel), DipEd(SACAE), FRSSA, ASP

SCHOOL OF ENGINEERING

Head:
Kenneth Raymond SPRIGGS, BSc, BE(Syd), MEngSc(Qld), PhD(Flin), MIEAust, SMIEE, MACE

Senior Lecturers:
Kevin Roy CALE, BEng(VIC), MSc(Manc), DipEE, ARMIT, MIEAust, CEng, MIEE, MIEEE
Keith Bryant ENDERS, MEngSc(Ncle, NSW), DipMechE, MIEAust, MASME
Graham James HARRISON, BSc, MEngSc(Melb), DipEE, TTTC, MIEAust, SMIEE, MIEEE
Patrick Joseph LOFTUS, BSc(Eng)(Lond), BA(VIC), MEngSc(NSW), MIEE(Lond), MIEAust, MACEV
Jean-Christophe OCHSENBEIN, L-ès-Sc(Phys)(Stras), DEA(Nuclinstrum), DoPhys(Louis-Pasteur, Stras), MIEEE
Ian James SPARK, BSc, PhD(Melb), MAIE
David WALKER, BSc(Eng)(Lond), MEngSc(Monash), CEng, MRAeS

Lecturers:
Leon Ilgva SOSTE, MEngSc(Monash), DipCE
Roderick Ian MACLEOD, ARMIT, TIC
Richard William HART, BEng(VIC), DipEd(Monash), FRMIT, MIEAust.
Geoffrey George VAINS, BEng(VIC), DipEd(Lat), DipM, MIEAust., MAIE
Leonard BRADSHAW, BSc(Salp), BSc(Manc), CEng, MIMechE
Peter John WALKER, BSc, MEngSc(Melb), GradDipMechEng(UNSA), LGE, MIEAust.
Devi Prasad SAINI, BE(Jodhpur), ME(Pilani), MIEEE
All Akbar MOHTAJI, BSc(Newcastle-upon-Tyne)
Hassan BATHISH, BSc(Aleppo), MSc, PhD(Leningrad)

SELECTED ACADEMIC SUPPORT SERVICES STAFF FOR STUDENT CONTACT DURING THE 1985 ACADEMIC PROGRAMME

Academic Registrar's Office
Contact People:
Jenny Hill
Vic Sabrinskas
Rowan Kennedy

Computer Centre
Computer Manager:
Jeff Dowsley
Computer Operator:
Brigitta Fuchs

External Studies Office
Head, External Studies:
John Evans
Senior External Studies Officer:
Dick Cohen
Liaison Officers:
Paul Barrance
Gina De Bolfo

Educational Development and Research
Head:
Michael Parer

Library
Deputy Librarian:
Janet Martin
User Services Librarian:
Neill Grant
Non-Book Materials Librarian:
Michele Harris

Services Manager's Office
Amenities Manager:
Andrew Winter
Student Counsellor:
Moira Cathcart
Student Information

MAIN INFORMATION SOURCES

Student Liaison Area - Academic Registrar's Office
The Student Liaison Area is located on the First Floor of the main building in Room 1S204. The Academic Registrar's Office provides a centralised information service for current and intending students. All enquiries and problems relating to student admission, enrolment, continuation, assessment, graduation, and student records should be directed initially to the Academic Registrar. The Academic Registrar's Office also provides general services such as the issue of travel concessions, the supply and receipt of statements of academic record, changes to student enrolment, change of enrolment forms and guidance on student administrative procedures. The Academic Registrar's office is open from 9.00 a.m. to 5.00 p.m. on weekdays and during Weekend Schools.

Student Liaison Area - External Studies
The Student Liaison Area is located on the First Floor of the main building in Room 1S204. All enquiries and problems relating to external studies, from either current or intending students should be directed to the External Studies Liaison Area.

The External Studies Area is open from 9.00 a.m. to 5.00 p.m. on weekdays and 8.45 a.m. to 5.00 p.m. on Weekend Schools.

Course Advisers
The Schools of the Institute appoint a member of staff to act as course adviser to students enrolling in that particular course. The course adviser will give advice to the student in drawing up his study program and in deciding what order he should take the units that comprise his course program. He will also be able to advise the student on any variation in his study program.

Notice Boards
The official notice boards located in the central reception foyer provide the main means by which the Institute communicates important information such as, lecture and tutorial locations and times, and examination time-tables.

Orientation
The Orientation serves as an Introduction to the Institute, during which new and continuing students, teaching staff and administrative staff are available to provide information on all aspects of college life for new and continuing students. Orientation includes a wide variety of activities including forums and discussions about studying at the Institute, involving staff and students, tours of campus and local areas, introduction to equipment and facilities available to students, cultural and sporting events, etc. A detailed program of Orientation events will be available to students in early February.

Reception Desk
Newcomers to the Institute are advised to make enquiries initially at the General Reception Desk located in the main entrance foyer.

EXTERNAL STUDIES

The external study option offered by the Institute makes a number of courses available to the many qualified people who are not able to attend regular on-campus classes. This opportunity to pursue a tertiary education is particularly suitable for people in full-time employment, for those with family commitments or for those who live too far from the campus to allow for more than occasional attendance.

Prospective students who live a considerable distance from The Institute should take into account that on-campus attendance is prescribed for some specific units in order to complete practical or laboratory work.
Courses Offered by External Studies in 1985

- Bachelor of Arts (Multidisciplinary) (No new Enrolments)
- Bachelor of Arts (Social Sciences)
- Diploma of Applied Science (No new enrolments)
- Bachelor of Applied Science
- Bachelor of Business
- Diploma of Teaching (Primary)
- Bachelor of Education (Primary, Secondary, School Librarianship)
- Graduate Diploma in Education
- Associate Diploma in School Librarianship
- Associate Diploma in Welfare Studies (1st Year Only)
- Associate Diploma in Engineering Supervision
- Associate Diploma in General Administration
  * Bachelor of Engineering (Part only)
  + Graduate Diploma in Labour/Management Relations
  + Graduate Diploma in Computers in Education
  + Graduate Diploma in Mathematics Education
  + Graduate Diploma in Accounting
  + Graduate Diploma in Engineering Maintenance Management (Terotechnology)

+ Subject to approval or accreditation

* A number of units in the Bachelor of Engineering degree are offered externally, providing an opportunity for holders of engineering diplomas to upgrade their qualifications to degree level.

For information regarding all these courses and for details of those units which are offered by external study within these courses, refer to the relevant chapters of this Handbook.

**Note:** The external study option for units offered in the area of Education is not available for students completing their secondary schooling in 1984. School leavers have the internal option only available to them.

**External study methods**

The GIAE external studies program offers a great deal of opportunity for personal interaction between lecturers and students, but it also calls on a variety of instructional techniques to overcome the problems of the student who is learning at a distance.

For independent study at home the student can expect to use study guides and other material prepared by lecturers, as well as textbooks and the usual library materials. Audio tapes will also be used in some units and a telephone tutorial network is being planned. Students will also have opportunities to meet with lecturers and other students either in study groups in their own districts or at on-campus weekend and vacation schools. There will be three weekend schools and a combined weekend and vacation school each semester during 1985.

The vacation schools are held during the school vacations in May and September. These schools, while providing the opportunity for regular contact with lecturers and fellow students, give the external student access to such campus facilities as the library, the computer centre and the bookshop.

Some external students will be required to attend one or more of the weekend and vacation schools in order to complete practical or laboratory requirements for some specific units.

Every effort is made to keep the attendance requirements to a minimum but this must depend on the nature of the course work involved in the specific units for which the student is enrolled.

**Who is eligible for external studies enrolment?**

Applicants must meet the normal entry requirements of the course in which enrolment is sought. The GIAE admissions policy is flexible enough to accommodate applicants with a wide variety of academic and work experience. Applications are therefore also invited from mature age applicants (21 years and over) who may not hold the required academic qualifications but who demonstrate in other ways, e.g. by academic or employment background, that they might reasonably be expected to succeed in the course in which they wish to enrol.
Further Information
The 1985 External Studies Booklet gives full details of units available externally. A free copy may be obtained by writing to -

Academic Registrar
Gippsland Institute of Advanced Education
Switchback Road
CHURCHILL Victoria 3842

ACADEMIC REGISTRAR'S OFFICE

The Academic Registrar's Office is responsible for all aspects of academic administration within the Institute. Its duties include processing and recording, and communicating to students, matters relating to admission (including deferred entry), enrolment and re-enrolment (including variations to personal records), course changes (including changes in units and withdrawals) and deferred studies, assessment and examinations (including credits and exemptions) and graduation.

Admission - Procedures and Requirements

Applicants for admission are administered through the Institute's Academic Registrar. Special cases are referred by the Academic Registrar to the Dean. In cases where the Dean is empowered to make a decision under the Admissions and Continuation Regulations, this decision is communicated to the Academic Registrar who proceeds with the application. In cases where the Dean or the Academic Registrar considers that a question of policy or precedent is involved, the application shall be referred to the Admissions and Qualifications Committee, with the Dean's recommendation. The Committee's decision in such cases shall be conveyed to the Academic Registrar for implementation. The Institute's admissions policy aims at the admission of able, highly motivated students and seeks to encourage students of mature age whose academic qualifications may appear to be formally incomplete. In considering an application for admission the Institute may take into account the applicant's purpose and motivation for undertaking the course of study, his extra-curricular interests and recommendations from referees.

Admission Requirements

Applicants are advised to read closely the admission regulations inclusive, on pages 242-244 of the Handbook, for detailed and specific admission requirements.

Application for Admission

NEW APPLICATIONS - PART-TIME AND EXTERNAL

Applications for part-time and external study must be made on the appropriate admission form, available on request from the Academic Registrar, and should be lodged together with a record of fees paid (i.e. $50.00 part-time, comprising of Union Fees $40.00 and General Service Fee $10.00) with the Academic Registrar. Applications should be made by 2 November 1985. Quota restrictions could apply to some courses and units, and applications received after that date may not be considered.

Applicants seeking admission to the Institute for the first time should include the original documentary evidence of their entrance qualifications. Applicants who have changed their names since the receipt of their qualifications, are required to include documentary evidence of their change of name.

Applicants seeking admission under the mature age provision should include the original references from their employers, and/or a reference from a suitably qualified person who can assess their ability to undertake a course of study at tertiary level.

Incomplete applications will be returned unprocessed to the applicant with a request for the necessary documentation. This may delay the receipt of the completed application beyond the closing date, and may result in the applicant's failure to gain a place in the Institute.

NEW APPLICATIONS - FULL-TIME INTERNAL

Applications for full-time, internal study must be made through the Victorian Universities Admissions Committee (V.U.A.C.), 40 Park Street, South Melbourne, Vic 3205. V.U.A.C. applications forms are available from the Secretary at the above address.

The following conditions apply to Undergraduate applications through V.U.A.C.:

(1) Normal closing date for applications is 2 November 1984
(ii) Late applications forwarded during the period to 31 December, 1984 should be accompanied by a late fee of $10.00 payable to V.U.A.C.

(iii) Applications forwarded during the period 31 December, 1984 to 6 January 1985 should be accompanied by a late fee of $15.00 payable to V.U.A.C.

Students are strongly urged to read carefully the relevant pages of the V.U.A.C. Guide to Prospective 1985 Students for further information regarding selection.

The following conditions apply to Diploma of Education applications through V.U.A.C.:

(i) Normal closing date for application is 23 November 1984.

(ii) Late applications forwarded up to the 7 December 1984 should be accompanied by a late fee of $10.00.

(iii) Late applications forwarded up to Thursday 20 December 1984 should be accompanied by a later fee of $15.00 thereafter $15.00 fee and authorisation required.

NEW APPLICANTS - INTERVIEWS

With some courses the Dean may require an interview with applicants. Applicants for these courses will be advised to contact the Dean to arrange a convenient time for an interview.

DEFERRED ENTRY

A person who has been offered a place in a full-time course and does not wish to take up the offer immediately may apply for deferment of the offer. Application for deferment must be made as a written request to the Academic Registrar, for consideration by the Dean, and must be supported by a clear statement of the reason for seeking deferral together with any supporting evidence. Deferral will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters, and only for entry to the particular course for which the original offer was approved. Applicants who have been granted deferment will be informed in writing by the Academic Registrar.

NEW APPLICATIONS - SINGLE SUBJECT

Applications for Single Subject enrolment must be made on the appropriate admission form available on request from the Academic Registrar, and should be lodged together with fees paid (i.e. $50.00 for each unit of one semester duration, $100.00 for each unit of two semesters duration) with the Academic Registrar. Applications should be made by 2 November 1984. Students may elect to pay the relevant Union Fee if they wish to take advantage of the benefits of Union Membership.

Enrolment and Re-Enrolment

Enrolment Part-Time and External

Part-time and external applicants, who have met the requirements for admission to an Institute course and whose applications have been approved by the Dean, will be offered a place in that course.

Enrolment - Full-time Internal - V.U.A.C.

Applicants who have applied through V.U.A.C. will receive a card from V.U.A.C. advising them of an offer of a place, and when they should attend the Institute for Interview and enrolment. Applicants should note that the V.U.A.C. card must be presented at the time of enrolment. Such applicants should note that Fees of $75.00 must be paid at the time of enrolment (comprising a Union Fee of $60.00 and General Service Fee of $15.00).

Confirmation of Enrolment

Once applications have been processed all approved students will receive a letter confirming the course and units for which they are officially enrolled. Students are expected to check that the confirmation of enrolment is correct in every particular. Any queries regarding the information contained in the letter should be directed immediately to the Academic Registrar.

Re-Enrolment

Continuing students (internal, external and part-time) are required to lodge their applications for re-enrolment, together with a record of fees paid, with the Academic Registrar no later than 14 January 1985. Application forms will be sent to all continuing students. The Dean may consider students' end-of-year assessment results when approving re-enrolment applications, and students will be advised of any necessary adjustments to their study program. A student who has previously been enrolled and has withdrawn from a College course or has been excluded from a College course and seeks re-admission in 1985 should follow the admission procedures outlined for new students.
Penalty for Late Enrolments
Applications for re-enrolment after 14 January shall incur a late enrolment penalty of:

$15.00 for re-enrolment applications received after 14 January but before 31 January.
$25.00 for re-enrolment applications received after 31 January but before 28 February.

The appropriate amount must accompany the late application.
No re-enrolment application received after 28 February 1985 will be approved for continuation in first semester.

Variations to Personal Particulars
Students who change their name, contact address or permanent address should notify the Academic Registrar by completing the appropriate form available on request from the Academic Registrar's Office. A contact address is that address by which a student may be contacted during the semester.

Identity Cards
Identity cards will be issued to all students on enrolment or re-enrolment. These must be carried at all times when the student is on campus and will be necessary for borrowing books from the library or claiming for student concessions and examination room entry. It must be shown on demand by officers of the institute.

Course Changes and Deferred Studies
Altemations to Enrolment
Students must notify the Academic Registrar, using the form available from the Academic Registrar's Office, of any change in their selection of units, or discontinuation of any or all of their units. Any change requires the approval of the Dean, before it can be acted upon.
No change of course or unit will be accepted after the fourth week of the semester in which the unit or course is offered, unless express permission is obtained from the Dean.

Withdrawal from Units or Courses
(a) First Semester: 15 March 1985 is the closing date for withdrawal without penalty from a unit or course which is taught and assessed in either first semester or the full year.
(b) Second Semester: 16 August 1985 is the closing date for withdrawal without penalty from a unit or course which is taught and assessed in second semester.
In all other cases the unit enrolment will be carried forward to the examination period and probably receive the "N" not satisfactorily completed result.

Deferred Studies
A student wishing to temporarily discontinue his studies may apply for deferment of his place in the course. Applications for deferment must be made as a written request to the Academic Registrar, for consideration by the Dean and must be supported by a clear statement of the reason(s) for seeking deferral together with any supporting evidence.
Deferral will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters. Students who have been granted deferral will be informed in writing by the Academic Registrar.

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

Special Consideration
If a student is hampered by illness or other serious cause which may have adversely affected his academic performance, the student is advised to apply at the earliest possible opportunity, to the Academic Registrar, with supporting evidence (such as doctor's certificate) if he wishes to have such illness or cause taken into account in the assessment of his work.
Students wishing to apply for special consideration in the assessment of any unit should do so in writing to the Academic Registrar before the examination period begins in any semester.
If performance in an examination is adversely affected by causes beyond a student's control an application to the Academic Registrar for special consideration must be made within 48 hours of the relevant examination. All applications for special consideration must be accompanied by appropriate medical or other evidence.
Appeal

All assessment matters are under the jurisdiction of the Board of Examiners and final results are determined after careful consideration of the student's overall performance. In addition to provision of special consideration which already exists, students who feel concerned about their assessment at any time during the year should initially consult with the lecturer concerned and if they remain dissatisfied they should seek consultation with the Head of School or the Dean. Students are reminded that they should initiate consultation with their lecturers to maintain a check on their own progress and general status within the course.

Examinations Timetable

A draft timetable will be issued to each student five weeks before the appropriate examination period and a final timetable will be issued two weeks before the examinations. Draft timetables should be checked carefully and any clashes reported to the Academic Registrar.

Times of all examinations indicated on the final timetable should be noted carefully. There is no entitlement to special consideration on the grounds of misreading the timetable.

Examinations at Approved Outside Centres

Together with the draft timetable mentioned above students will receive a list of examination centres where GIAE examinations can be taken. Students will be requested to inform the Academic Registrar immediately of the centre at which they wish to sit for the examination and the units for which an examination is required. Students who find themselves unable to sit for examinations at the centres listed should nominate to the Academic Registrar immediately any alternative centres where the examination may be undertaken together with possible supervisors so that formal arrangements can be made. Students who fail to nominate in the specified time may be required to attend the Institute.

Notification of Results

Assessment results will be mailed to each student as soon as possible after the end of the appropriate examination period. Results will be mailed to the student's latest address held by the Institute. Under no circumstances will assessment results be given over the telephone.

Unsatisfactory Progress

Students will be informed by letter if their academic progress has been reviewed by a Dean and deemed unsatisfactory. Such students may place before the Dean any information considered relevant by writing to the Academic Registrar. Students may appeal against a decision of a Dean in respect of unsatisfactory academic progress by writing to the Academic Registrar to that effect. The notification of appeal should be accompanied by any information which is considered relevant. Such appeals will be considered by the Admissions and Qualifications Committee.

Statements of Academic and/or Attendance Status

Students requiring special certification by the Academic Registrar of course and unit enrolments, examination results, or attendance status should apply to the Academic Registrar on the prescribed form available on request from the Academic Registrar's Office. The fee is $1.00 for each signed certificate and 20 cents for each additional signed copy of any certificate.

Graduation - Procedures and Requirements

Students who have satisfactorily completed all the requirements of the course for which they are enrolled or who are reasonably confident that, as a result of their performance in the end of year examinations, they will satisfactorily complete all the requirements of the course for which they are enrolled, are required to apply for the award of the appropriate diploma or degree. Students are advised to apply by 11 January of the relevant year and certainly no later than 11 January 1985. Application forms are available on request from the Academic Registrar.

Scholarships and Bursaries

Information concerning scholarships and bursaries may be obtained from the Student Counsellor. Publicity concerning all assistances, scholarships, studentships, bursaries and awards which are drawn to the Institute's attention will be posted on the Institute's notice boards.

Local Awards

Application forms for local area awards are available from the Student Counsellor at the commencement of the second semester. Applications close on the 30 September 1984. Awards are determined from the student's mid-year and previous year examination/assessment results. It is a condition of the award that the holder shall hold no other scholarship.
<table>
<thead>
<tr>
<th>Award</th>
<th>Number</th>
<th>Value</th>
<th>Tenure</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morwell Shire</td>
<td>1</td>
<td>$100</td>
<td>1 year</td>
<td>Full-time students who are residents of the Shire of Morwell. Preference to 1st year students.</td>
</tr>
<tr>
<td>City of Traralgon</td>
<td>1</td>
<td>$40</td>
<td>1 year</td>
<td>Full-time students who are residents of the Shire of Traralgon. Preference to students who have completed 1st year.</td>
</tr>
<tr>
<td>Australian Society of</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountants. Awarded to:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*the best 1st year student</td>
<td>1</td>
<td>$125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*the best 2nd year student</td>
<td>1</td>
<td>$125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*graduate</td>
<td></td>
<td></td>
<td></td>
<td>2 years free membership of the Society plus certificate.</td>
</tr>
<tr>
<td>Institute of Engineers,</td>
<td>1</td>
<td>Medallion</td>
<td></td>
<td>Awarded to the best final year student in Engineering.</td>
</tr>
<tr>
<td>Australia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postgraduate Awards at College of Advanced Education

Applications are called in September of each year for Postgraduate Awards at Colleges of Advanced Education. Application forms are available from the Student Counsellor and the closing date for applications is 31 October in any year.

Awards are administered by the Department of Education and Youth Affairs and are for full-time study in approved courses leading to the degree of Master by either course work or research. Awards are available to Australian citizens, who normally would have achieved better than pass results in individual subjects. Preference is given to applicants with relevant employment experience and there are no age restrictions. Allowances under the award consist of a living allowance, and in some circumstances, special allowances for dependants, travel to take up an award, establishment allowance and a thesis allowance. Award benefits are continued for the duration of the course, subject to satisfactory progress and the college recommending renewal of the award. It is possible for an Award-holder to hold concurrently with his Award or other awards of up to a value of $1,000 in one category and up to a value of $5,000 in another category.

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

See Student Counsellor for further information on scholarships for postgraduate study in Australia and overseas.

Student Counselling

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

The Student Counsellor is readily available to assist all students with the following services -

* Counselling of students and referral where necessary
* Allowances and scholarships
* Financial assistance for needy students
* Vacation and part-time employment
* Career guidance and employment opportunities

Chaplains

The Council of the Institute has appointed two part-time honorary Chaplains - the Reverend Brian Edgar, representing the Co-operating Churches in Churchill, and the Reverend Father Jeremiah Coffey, representing the Catholic Church in Churchill. The Chaplains will assist students with problems arising from their personal or college life, irrespective of their religious outlook. They can be contacted by telephone or through the Student Counsellor.
Assistance and Scholarships

Internal Loans Scheme

Students of the Gippsland Institute of Advanced Education who are in circumstances of extreme hardship can make application for financial assistance to the Institute from an emergency scheme to the total amount of $500 for specific purposes.

Application Forms for TEAS

The prescribed forms and information booklets are available from the student counsellor or from:

The Director,
Commonwealth State Office,
Department of Education and Youth Affairs,
17 Yarra Street,
Hawthorn, Victoria, 3122.
Telephone (03) 810 0933.

Forms when completed should be forwarded to the Regional Director at the above address. Application forms should be available in December 1984.

THE LIBRARY

The Library is for the use of the students, staff, graduates and members of Council of the Gippsland Institute. Members of the public are welcome to use the resources of the Library; the Librarian may approve borrowing privileges upon application.

The Library is housed on two floors of the multipurpose wing of the Institute. The Library collection now includes approximately 64,000 monographs, 11,500 serial volumes and 3,000 microforms, and it receives over 1,200 serial titles annually. Also included is a representative collection of children's fiction, picture books and non-fiction, and an extensive collection of non-book materials, including videorecordings, audiotapes and recordings, slides, motion pictures, filmstrips, overhead transparencies, games, kits, models, realia, maps, posters, pictures and computer software. The necessary hardware equipment is located adjacent to the collection. Seating is provided for about 120 readers.

The Library is a member of the consortium CAVAL (Cooperative Action In Victorian Academic Libraries). CAVAL administers a reciprocal borrowing scheme which allows GIAE students and staff access to the services of other libraries within CAVAL. Application forms for this scheme are available from the Circulation Desk in the Library. In 1983 the Library joined the Australian Bibliographical Network, a nationwide shared cataloguing program co-ordinated by the National Library of Australia, which has provided a centralised library cataloguing service with a catalogue on microfiche as an end product.

A postal service is provided for external students who do not live in the vicinity of GIAE, and a small basic collection of about 250 titles has been deposited in a library near each Off-Campus Student Centre. A microfiche catalogue of the GIAE Library's holdings since August 1980 is available in each of these libraries.

The Library supplements its range of printed bibliographies and indexes by using the facilities of the DIALOG Information Retrieval Service, giving staff and students access to a wide range of bibliographical Information. Inter-library loan services are also available; enquiries should be directed to the User Services Librarian.

More detailed information about the library and its services is contained in the "Guide to the Library" and in "Studying Externally at GIAE".

COMPUTER FACILITIES

The Gippsland Institute currently has several digital computers to support its academic and administrative functions.

The main facilities for students are based on the use of a Hewlett-Packard 3000 series III minicomputer. This system can support up to 64 terminals, and is currently equipped with 1.5 million characters of main memory, 410 million characters of disc storage, a 600 line per minute line printer, and two magnetic tape drives. Other peripherals include an upper/lower case 450 line per minute line printer, two digital plotters, and 2 letter quality printers. Two terminal laboratories, one equipped with twelve terminals, and the other with 30 terminals, are situated on the Churchill campus. Students at Newborough have dial-up access via the telephone network. External students in the eastern suburbs of Melbourne have access to three terminals at the Camberwell offices of the Victorian Teachers Union. External students have access to terminals at the McMillan Rural Studies Centres at Warragul. A microcomputer system is available at the Bairnsdale Study Centre for GIAE students. This micro computer will have an extensive range of software to enable students to carry out computing assignments across a wide range of disciplines. The range of terminals provided includes both printing and VDU types, some with graphics capability.
Software available on the HP3000 includes Text editors, language translators for FORTRAN, BASIC, COBOL, PASCAL and SPL, various system utilities (e.g. SORT/MERGE, File copier) and a range of educational application packages. Students within a 100 km radius of the Churchill campus are expected to use the Churchill facilities. Student access to terminals is available over extended hours, typically 7:30am to 11:00pm. The Computer Centre staff offer programming advice to students. During semesters, a terminal room will be opened 1 p.m. to 5 p.m. Saturdays and Sundays to allow students as much access as possible. A duty programmer will be available to assist students.

The Computer Centre has four full time staff, three of whom are professionally qualified.

Computer Centre Manager: J. Downley, DipAppChem(RMIT), GradDipData Proc(CIT), ARACI
Analyst Programmer: B. Dubaj, Engineer-Degree Cybernetics (Bratislavia)
Programmer: Appointment Pending
Computer Operator: B. Fuchs

For specialised software and access to more powerful computing facilities, students can submit jobs via a remote entry system on the HP3000 to a CYBER 73-730 at R.M.I.T. using a synchronous communication link over a leased Telecom line. Other smaller mini- and micro-computers are available to students on a more restricted basis.

The Computer Centre is staffed during the hours of 8:30am to 5:10pm.

Conditions for Use of GIAE Computer Facilities

Staff and students at the Institute are encouraged to use the computing facilities in their academic pursuits and the Computer Services staff will assist computer users as much as resources permit.

Due to third-party software licences and other matters, use of the Institute's computing facilities is conditional on the user accepting and agreeing to abide by the Conditions of Use.

All users of the Institute's computer facilities are subject to the Conditions of Use.

1. DEFINITIONS

In the conditions of Use of the Institute's computing facilities, listed hereunder the following definitions apply:

(a) "USER" means a person who uses the computing facilities.
(b) "WORK" means each job undertaken by the Institute in fulfilment of an order for work.
(c) "INTERNAL WORK" means work in support of the teaching, research and administrative functions of the Institute.
(d) "EXTERNAL WORK" means work other than internal work.

2. GENERAL CONDITIONS OF USE

(a) The Institute's computing facilities are primarily intended for use in the teaching, research and administrative functions of the Institute.
(b) All persons using the computing facilities shall be responsible to the Head of the Computer Centre for the appropriate use of the facilities provided and shall observe such conditions and times of usage as the said Head may determine.
(c) Any member of the Institute using the computing facilities for purposes other than teaching, research or administration shall be regarded as an external user and must comply with the requirements of Part "3" of these Conditions of Use.
   In any dispute as to whether work carried out in the Institute's computing facilities is related to teaching, research or Institute administration, the decision of the Director shall be final.
(d) The user will not record or process information which might be regarded as confidential without prior consultation with the Head of the Computer Centre.
(e) The Institute will endeavour to protect the confidentiality of information and material furnished by the user and will instruct all personnel engaged in the Computer Centre to protect the confidentiality of such information and material, but the Institute shall be under no liability whatsoever in the event of any improper disclosure.
(f) The Institute will endeavour to safeguard against the possibility of loss of information within the Institute's computing system but will not be liable to the user in the event of any such loss. The user must take all reasonable measures to further safeguard against any loss of information within the Institute's Computer System.
(g) If a loss of information within the system can be shown to be due to negligence on the part of the personnel employed in the Computer Centre or to any hardware or software failure which is beyond the user's means to avoid or control than the Computer Centre will endeavour to help the user restore the information and will not charge for computer time spent in such restoration.

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

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

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

(j) The Head of the Computer Centre may suspend any person from using the facilities of the Computer Centre, if, in the opinion of the Head, that person:

(i) was responsible for wilful physical damage to any of the computing facilities;
(ii) was in possession of confidential information obtained improperly;
(iii) was responsible for wilful destruction of information;
(iv) was responsible for deliberate interruption of normal services provided by the Computing Centre;

is likely to take action which would result in wrongful use of computing facilities as specified in (i), (ii), (iii), or (iv) above.

3. CONDITIONS RELATING TO EXTERNAL USE

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

(b) The Institute will supply the computer services ordered and the customer will pay the Institute for all services supplied pursuant to this agreement at the Institute's rates/prices in effect at the time such services are supplied, within 30 days of receiving the Institute's invoice for charges in respect of such services. For the purposes of this clause, the customer shall be deemed to have received an invoice 2 days after it had been posted to the customer.

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

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

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

(f) Work is undertaken by the Institute on condition that except as provided by Clause 2(g) neither the Institute nor any member of its staff shall in any circumstances be under any liability for breach of contract or in tort or for any matter or thing whatsoever nature arising out of or in connection with its undertaking the work including (but not limited to):

(i) Any loss or damage arising whether by reason of negligence (or otherwise howsoever) out of or in connection with the Institute's undertaking and or handling the work;
(ii) Any incidental or consequential damages of any nature or kind whatsoever;
(iii) Any loss or damage resulting from or in connection with delay in proceeding with or completing the work whether such delay is due to negligence or otherwise;
(iv) Any loss resulting from the failure of the customer adequately to safeguard himself against the possibility of loss of information within the system.

(g) The customer shall within 14 days of the completion of the work notify the Head of the Computer Centre in writing of any error resulting or alleged to have resulted in incorrect or lost results. Except for any error so notified, the work shall be deemed to have been accurately and correctly performed.

(iii) Subject to Clause (f) and sub-clauses (iii) and (iv) of this Clause where notification of any error has been received and it is established that a notified error has caused incorrect or lost results, the Institute will undertake a re-run of the work at no extra charge, provided that a re-run is reasonably practicable. In the event that a re-run is not reasonably practicable the Institute will refund to the customer an amount equal to the amount paid by the customer to the Institute as the cost of the run in which the error was detected but shall be under no other or greater liability.
(iii) If a notification is in respect of an error attributable to a fault which has been reported by the Institute in any of its Computer Centre publications, or, by memorandum to the customer or attributable to failure by the customer to conform with the procedures set out in the appropriate supplier's software manuals with such additions as are notified from time to time by the Institute in Computer Centre publications, or, by memorandum to the customer, the Institute will be under no liability to re-run or make any refund in respect of that error.

(iv) The Institute will be under no liability to re-run or allow credit where an error in results has resulted from an error in judgement or Interpretation by Computer Centre personnel.

**BANKING FACILITIES**

The National Australia Bank, Branch Agency, Morwell Branch, operates a branch agency on campus. Trading hours each month on first and third weeks - Monday, Wednesday and Friday between 12.30 and 2.00 p.m. - Second week and fourth weeks - Monday, Thursday and Friday between 12.30 p.m. and 2.00 p.m. The bank is located in Room 2N-103 in the "Knuckle" area.

**BOOKSHOP**

The on-campus bookshop is a branch of the University Co-operative Bookshop Ltd, which originated at the University of Sydney in 1957. Membership of the Co-operative is unrestricted; and it entitles members to most favourable rebates on purchases.

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

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

Enquiries about the bookshop should be made directly to:

The Manager,
University Co-operative Bookshop,
Gippsland Institute of Advanced Education,
Switchback Road,
Churchill, 3842.
Phone (051) 22 1771.

**CAFETERIA AND DINING FACILITIES**

The Institute has a large cafeteria-style dining area and a private dining room, each of which is served from a well Equipped modern kitchen in the Central Facilities building. The catering service provides a variety of foods, ranging from sandwiches and take-away foods to pre-prepared hot meals, to individually prepared à la carte meals. The main dining area is open from at least 9.00 a.m. to 10.00 p.m. on all normal Institute working days (including weekend schools for external students), with provision for extended hours according to demand and special reservations. The private dining room is available for dining on occasions where a higher standard of food and a personalised standard of service is required. Individuals or groups wishing to use this facility should contact the Catering Manager. The Institute's cafeteria and dining facilities are available not only to students, staff and Institute groups, but also to community groups for a range of appropriate activities. Enquiries and reservations for the use of the Cafeteria or Private Dining Room should be made to:

The Amenities Manager,
Gippsland Institute of Advanced Education,
Switchback Road,
CHURCHILL, Victoria. 3842.
Telephone: (051) 22 0236.

**COMMUNITY SERVICES**

The Institute maintains close contact with community organisations, schools, employers, unions and local, state, and federal government agencies which service the Gippsland Region.

The Institute's Community Services Officer is available to consult with all community organisations interested in the work of the Institute.

The Institute's information program, directed to both on-campus and external students, is designed to open up the educational opportunities of the Institute to the Gippsland community and beyond.
PROFESSIONAL SERVICES

Council has established a Professional Services Office to promote and co-ordinate the use of the Intellectual and physical resources of the Institute as a service to the regional community.

This is regarded as a vital role for the Institute consistent with the primary aim of providing vocationally oriented courses. The office facilitates opportunities for professional experience and development of staff within their Institute duties. The services including short courses, seminars, consultancy, social surveys, testing services, audio visual productions, and research and development are provided on a commercial basis.

Income obtained from such projects is applied by Council to the further development of the Institute.

STUDENT ACCOMMODATION

The Institute provides on-campus accommodation in residential unit blocks, off-campus accommodation in flats and houses, and a referral service for private board. It also acts as a "clearing-house" for students interested in sharing privately rented accommodation with other students.

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

An information service is available for students with problems associated with private rental accommodation.

Although the Institute can not guarantee that all students will find satisfactory accommodation, every effort will be made to assist students in obtaining accommodation.

On-Campus Residences

In 1984 the Institute had residential accommodation for 108 students on-campus. Each residence comprises 12 individual study/bedrooms with a common living area. In 1984 the fee for a room in these units was $520.00 per semester (approx. $30.00 per week). A small increase is anticipated in 1985.

It is expected that 60 new places will be ready for occupancy by the beginning of the 1985 academic year and for these it is planned to provide 4 evening meals per week within a higher semester fee. Students need only supply their own linen, cutlery and crockery (although a desk lamp is also highly recommended) as all other furniture and cooking equipment is provided.

Off-Campus Residences

Flats

The Institute leases a block of 10 flats located in the Churchill town area but within walking distance of the campus. These flats are used for both staff and student accommodation, usually with 3 students per flat. Students need only bring their own linen, cutlery and crockery (although a desk lamp is highly recommended). The semester fee for a place in the flats in 1984 was $520.00, with a marginal increase expected for 1985.

Houses

The Institute leases a number of large houses in the district for student accommodation. These houses are fully furnished and accommodate between 6 and 12 students. Most are located on 2-5 hectares with ample room for a leisurely outdoor lifestyle. The students need only supply their own linen, cutlery and crockery (although a desk lamp is highly recommended). The semester fee for a place in the houses was $520.00 in 1984 and a marginal increase may be anticipated for 1985.

Given the communal nature of the Institute's residential units, flats and houses, many students opt to contribute to a food kitty. Generally the weekly contribution ranges from $10.- $15 and has the added advantage of enabling students to save by bulk buying.

Application Procedure

Students seeking accommodation for the 1985 academic year should apply to the Amenities Manager on the application form for admission to the Institute's controlled accommodation by 30th November 1984.

Applications received on or before 30th November 1984 will be given a higher priority for available places, with special preference given to Gippsland students living outside a 30km radius from the Institute. Half of the available places will be allocated to new students and half to returning students.

New students will not receive an accommodation offer for an Institute controlled place until they have received a course offer through the V.U.A.C. system.
Other Accommodation

Private Board

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

Shared Houses

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

Houses and Flats

These are generally quite expensive in the Latrobe Valley area. Sources of information are estate agents, the local press, other students, G.I.A.E. Union and the Amenities Manager.

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

All enquiries regarding student accommodation should be directed to -

The Amenities Manager
Gippsland Institute of Advanced Education
Switchback Road
CHURCHILL Vic. 3842
Telephone: (051) 220 236

EDUCATIONAL MEDIA SERVICES

The Educational Media Services Unit (Educational Services Division), provides a combination of media consultancy and production services in support of the academic and administrative functions of the Institute.

Design Studio:

Services include collaboration with academic, course development, and External Studies staff to produce printed teaching materials for the Institute's External Studies programme and Photography, Art and Design services for the Institute's publicity and community information services.

Audio/Visual and Television Production Studios:

Provision of classroom services and equipment hire to students through the audio/visual loans store. Basic A/V training instruction for particular student groups. Photography, OHP and reprographic darkroom services. Design, scripting, production, editing and dubbing of audio and video programme material for teaching, instructional and publicity purposes.

GRADUATES' ASSOCIATION

The Graduates' Association was established in 1971 to enable graduates of the Institute to maintain contact with their fellow graduates and with the Institute itself, and to participate in the rapid and exciting developments now occurring. The objectives of the Association as laid down in its constitution are as follows:

1. To support and advance the character, status, and interests of the Institute and its associations.
2. To provide a meeting place for graduates to maintain or re-establish friendships.
3. To serve as a clearing house for information regarding activities and locations of graduates.
4. To act as a centre for liaison with industry, commerce and the community.
5. To assist the Institute to communicate with graduates, keeping them informed on courses and affairs of the Institute.
6. To assist in the future development of the Institute and of tertiary education.
7. To elect a graduate of the Institute to the Council of the Institute.
8. To assist the Institute by using the expertise available within the Association.

The Association is active in many different ways to achieve these objectives. Graduates are able to participate in Institute government through the graduates elected to the Institute Council and the Institute Union Board. The Association conducts seminars in co-operation with the institute and also various functions for members. A newsletter is also produced regularly.
GIPPSLAND INSTITUTE OF ADVANCED EDUCATION UNION

The Union Aims:

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

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

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

(d) To secure the co-operation of Institute people and Institute organisations and bodies in furthering the interests of the Institute and Union members.

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

Union Members:

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

The Role of the GIAE Union:

The Union is the community centre of the college. It provides the services, conveniences and amenities people need in their daily life on campus outside the classroom.

The Union is part of the educational program of the college. Through its Board, committees and staff, it provides a cultural, social and recreational program. In all processes it encourages self-directed activity, aiming to develop the person as well as the intellect.

Union Fees:

Since the abolition of Tuition Fees, Union fees are compulsory for all students.

1985 Union fees - External/Part-time students $40
Internal/Full-time students $60

A Building Fund levy of $6 and $12 is taken from Union fees and invested for Union Capital projects.

Staff Union fees: $40
Associate members $40

Note that the Institute levy a Services Fee of $10 and $15 in addition to the Union Fee upon enrolment.

Method of Payment:

Union fees may only be paid direct to a bank on the official deposit form which is forwarded to all intending students with enrolment and re-enrolment forms. Additional deposit forms may be obtained from the Student Liaison Centres, Churchill campus, or by writing to the Academic Registrar.

Fees may be deposited at the National Bank, Morwell or at any other bank. Where fees are deposited at banks other than the National Bank, Morwell, a Transfer Fee will be charged by the receiving bank, but generally this will be less than the cost of mailing a cheque. Deposit forms have two counterfoils, one of which should be stamped by the bank where the deposit is made and then attached to the enrolment form in the place provided before it is returned to the Academic Registrar. One of the two counterfoils is to be retained by the student for his/her records and is marked for this purpose.

Refunds:

Applicants who are not accepted will receive a refund of Union Fees paid. Union Fees will also be refunded to applicants who have been accepted but withdraw from all studies by 22 February 1985 provided that notice in writing of the withdrawal is in the hands of the Academic Registrar by that date. Applications for the refund of Union Fees after 22 February 1985 should be directed to the GIAE Union.

The Union Board:

Board Membership: President, Education Vice President, 8 Ordinary Board members, 3 first year Representatives, 5 Committee Chairpersons, Newspaper Editorship, Ex Officio: Residence Representative, Directors'/Councils' Representative, Student Centre Representative, Executive Officer, Immediate Past President.

The Union Board is the governing body of the Union and is elected in September/October of the year before office is held. A major By-Election is held in April each year to elect three first year students to the Board and fill any outstanding positions. Standing Committees of the Board elect Chairpersons who become
members of the Board. Committees are; Child Care, Women, Student Affairs, Sports and Activities. The Board appoints an Executive to make decisions between monthly Board meetings. The Institute, Residences and Student Centres have ex officio representation on the Board. Any Union member may attend Board, Executive and Committees meetings with full speaking rights.

Activities of the Union:
Committees are the major providers of activities directed towards non-academic participation of Union members as an integral part of the campus community. Activities throughout any one year include, film nights, plays, solo performances, forums, general meetings, sporting fixtures, cabarets, concerts, B.B.Q.'s, inter faculty socials, workshops as well as involvement in community activities eg. Open Day, Apex Fun Day.

PUBLICATIONS:
Two Newspaper Editors are elected annually to produce regular editions of the campus tabloid, Communique. Production facilities are provided by the Union and the Editorship is represented on the Union Board. The paper relies on campus/local content and always appreciates assistance from interested students. A weekly newssheet is produced by the Union Office as well as an External News included in the Institute External mailout. Union members are invited to utilise any of these forms of campus media. An Orientation/Survival Handbook is produced annually as a guide for new and returning students and is freely available at the beginning of the year.

CLUBS AND SOCIETIES
The Union Board subsidises various clubs and societies on campus as constituted under Union Board regulations. These sporting and general interest organisations encourage an intermingling of students across different disciplines and foster a corporate and community spirit on campus.

Affiliated Clubs & Societies in 1983 were:

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<thead>
<tr>
<th>Club</th>
<th>Club</th>
<th>Club</th>
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<tbody>
<tr>
<td>Aqua Club</td>
<td>Education Students Society</td>
<td>Football Club</td>
</tr>
<tr>
<td>Basketball Club</td>
<td>Residences Club</td>
<td>Badminton Club</td>
</tr>
<tr>
<td>Engineering Students</td>
<td>Welfare Collective</td>
<td>Applied Science Club</td>
</tr>
<tr>
<td>Association</td>
<td>Car Club</td>
<td>F.L.A.T.S.</td>
</tr>
<tr>
<td>W.A.N.C.C.A.</td>
<td>Board Riders Club</td>
<td></td>
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</tbody>
</table>

Any group of Union members may form a club or society and become eligible for funding under Union Board guidelines.

UNION SERVICES:
The CELL, the Union Shop on campus trading in secondhand books, a wide range of art materials, pens and stationery, windcheaters, engineering drawing scales and pens is open weekdays and weekend schools from 9 a.m. to 4.30 p.m.

Child Care on campus for pre-schoolers every week day and at weekend schools also providing activities for older children. The service is registered and fees are as economical as possible for Union members. The Union built the child care centre through the Unions building fund and where possible employs casual students as well as trained permanent staff.

Representation - The Union makes representation to various areas of the Institute on matters concerning the interests of students.

Casual Employment, equipment loans, concessions for the Churchill Leisure Centre, emergency loans, lockers, referrals are amongst other services the Union provides.

The Union Office is located in the Amenities Building and is open throughout the year and at weekend schools from 9 a.m. to 4.30 p.m. and members should feel free to 'drop in' anytime for assistance, advice, problems, etc. Union phone number (051) 221225, Internal 248. The Union employs a full-time Executive Officer, and part-time Administrative Assistant and Typist to assist in the Union's functions.
Educational Programmes

CORE STUDIES

Multidisciplinary Degrees and Diplomas

Core Studies units are designed to be broader in range than the specialist units which form the major area of a student's course. They embrace a number of disciplines and bring to bear a variety of approaches on a number of related topics. Core Studies units are taught by staff from different courses. Core Studies are designed to help students put their own specific units and course into a broader perspective, as well as providing them with a better understanding of conditions in the society in which they will pursue their vocations.

The essential characteristics of Core Studies units are their breadth and their inter-disciplinary nature. The courses offered by tertiary institutions, including the GIIE, involve specialisation in a limited number of disciplines. Core Studies units explicitly attempt to widen the narrow perspective which often results from this specialisation. Students are exposed to a wide range of disciplines from the various Schools in the Institute, thus providing a frame of reference for their specialist course. Specialisation tends to result in the division of knowledge into separate compartments, without any real understanding of the links between the compartments. One of the important features of core studies units is their role in integrating disciplines, for students and staff alike. All the Core Studies units offered i.e. 1130 Science and Society, 5190 Energy and Society, 6103 Economy and Society, 6131 Media Studies, 6133 Gippsland History, and 6185 Modern European History have retained these characteristics of integrating disciplines and widening perspectives.

The inter-disciplinary Core Studies units are a unique feature of the Multidisciplinary degree and are part of the Degree and Diploma programs in Arts, Applied Science and Engineering courses. They are available as electives to Business, Welfare Studies, Education and Visual Arts students. Core Studies units are based on general contemporary topics of which students are expected to have some knowledge and understanding so as to extend their awareness beyond their own specialist areas of interest. They provide an opportunity for contact and exchange of ideas between students and staff of different levels and from different schools.

Students enrolled in Arts (multidiscipline) and Applied Science courses take three Core Studies units as part of the requirements for their Degree or Diploma. In order to maintain the aim of encouraging students to mix in common units, students should do at least one unit from both the Humanities-based Core Studies units (Group 2) and the Science-based Core Studies units (Group 1). Normally, students should take only one Core Studies unit per semester.
Applied Science

Courses Offered:


DIPLOMA OF APPLIED SCIENCE (Applied Chemistry) - no new enrolments

ASSOCIATE DIPLOMA IN COMPUTING

BACHELOR OF APPLIED SCIENCE

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

The course has been designed to provide a flexible but sound entry into a professional life in industry, commerce or education. To achieve this a strong inter-disciplinary approach, in keeping with the demands of a technological society, is a feature of the course. It is also possible to pursue a course with major sequences in two science areas, or in one science and mathematics, or to follow a sequence coupled with business or social sciences. However, in every case careful course counselling and planning is essential and contact should be made with the Head of School in the first instance.

Major Studies

Major studies are available in Applied Chemistry, Mathematics, Applied Biology, Physical Science or Operations Research and Computing Methods.

The Applied Biology major is to be introduced in 1985, subject to completion of accreditation.

Entry to Courses

Formal entry requirements are detailed in the chapter on Admission to a Course. Level 1 Although Year Twelve studies in Science, Mathematics and English provide the normal basis for entry, some preparatory and bridging subjects in restricted mathematics and science areas are available: refer to the unit descriptions for 1180:Physical Science and 7160:Basic Mathematics.

First Level Studies

Since in many cases the final direction of a course may be unresolved at initial enrolment, studies at the first level are designed to give some choice in subsequent course plans. First level Applied Science studies are composed of units from the ‘Science’ Group, the ‘Mathematics’ Group (in these groups several choices or options are available), one unit of Scientific Thought and Methods and one unit of Core Studies.

Common Requirements

At least two Core Studies units are required; the specific feature of these units is that they are topic oriented and presented by inter-disciplinary teams. Students from various areas and levels are brought together to examine topics of current social interest, which receive less emphasis in other course units.

Scientific Thought and Methods is a unique requirement of Applied Science courses and consists of three sequential units spanning the three levels. This program aims at a clear understanding of the processes and methods used by the scientist in problem solving.

Degree Regulations

These regulations are to apply for all new enrolments from and including 1983. Students enrolled prior to this may apply to the Board of Studies in Applied Science for permission to proceed with their course under these revised regulations.

The Bachelor of Applied Science degree requirements are satisfied on the completion of at least 24.0 units of credit meeting the following conditions:

(a) There shall be a major sequence of at least 8.0 units of credit of which at least four will be at the third level.

(b) Excluding the units 1162 Scientific Thought and Methods and Core Studies, a maximum of 8.0 other units of credit at the first level may be included.

(c) The units 1162 Scientific Thought and Methods, 1262 Scientific Thought and Methods and 1362 Applied Research Project must be included. Students admitted with advanced standing may be allowed credit for part of 1162 and 1262, equal to one unit of credit. Such students shall undertake Unit 1264 Scientific Thought and Methods in place of Unit 1262.
(d) At least two units of Core Studies must be included in the course, comprising at least one from Group 1 and one from Group 2.

(e) At the first level, units of credit according to the following requirements must be included:

(i) For the Mathematics or Operations Research and Computing Methods Major Strands - At least 3.0 units of credit from the group:
   7160*, 7161, 7162, 7163, 7164, 7171, 7182, 7121+ or 7122, and
   at least 2.0 units of credit from the group:
   1180, 1181, 1182, 1183, 1184 (or 1188), 1186 (or 1187).

(ii) For the Applied Chemistry, Applied Biology or Physical Science Major Strands - At least 4.0 units of credit from the group:
   1181, 1182, 1183, 1184 (or 1188), 1186 and
   at least 2.0 units of credit from the group:
   7160, 7161 (or 7169), 7162, 7163, 7164, 7171, 7182, 7121+ or 7122.

* 7160 is not creditable towards the 8 units requirement of the Mathematics Major.
+ 7121 is a terminal unit and as from 1984 does not lead to second level computing units.

DIPLOMA OF APPLIED SCIENCE (Applied Chemistry)

Note: No further enrolments are being accepted in this course.

This course has been designed for entry into a career in industry or education. It differs from the B.App.Sc. (Applied Chemistry Major) in placing greater emphasis on laboratory practice, but not requiring an Independent research project at third level.

The Diploma of Applied Science requirements involve completion of at least 24.0 units of credit, including the following units:

(a) 1162: Scientific Thought and Methods and one unit of Core Studies at the first level, and either 1262: Scientific Thought and Methods or a second unit of Core Studies at the second level.

(b) At least 3.0 units of credit from the group:
   1181, 1182, 1183, 1184 (or 1188), 1186 and
   at least 2.0 units of credit from the group:
   7160, 7161 (or 7169), 7162, 7163, 7164, 7171, 7182, 7121+ or 7122.

(c) Chemistry units 1255, 1256, 1355, 1356
   Applied Chemistry Units 1275, 1276, 1375, 1376
   Physical Science Units 1281, 1282, 1381, 1382.

Numbering System for Applied Science Units

All units offered by the School of Applied Science have either a "1" or "7" prefix as part of a 4 digit sequence.

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

(b) The second digit, either 1, 2 or 3, indicates the level of the unit.

(c) The third digit indicates the area of study -

(I) For "1" prefix units the code is:
   3 = Core Study units
   4 = Biochemistry
   5 = Chemistry
   6 = Scientific Thought and Methods
   7 = Applied Chemistry
   8 = Physical Science
   9 = Physics
(ii) For "7" prefix units the code is:
1 = Associate Diploma in Computing units (listed separately)
2 = Programming Languages
5 = Data Processing
6 = Mathematics
7 = Statistics
8 = Operations Research
9 = Management Techniques

(d) The fourth digit distinguishes units, with digit 0 being used primarily for bridging courses.

**UNITS OFFERED IN 1985**

(Associate Diploma in Computing units are listed separately)

<table>
<thead>
<tr>
<th>UNIT NO.</th>
<th>UNIT NAME</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
<th>FULL YEAR</th>
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Note: Units marked * are not creditable to B.App.Sc or Dip. App.Sc.

### TYPICAL COURSE STRUCTURES

Within the five major strands of the Applied Science Degree, various subject area combinations are possible. Several examples in each major are shown, but other combinations are possible. Course counselling is essential, particularly when membership of professional societies is seen as an important future requirement. All students are expected to review their course plans at least once a year with the Head of School or one of the following members of the school staff:

- **Dr Ray Hodges** - Physical and Biological Sciences
- **Dr Baikunth Nath** - Mathematical Sciences

#### MAJOR COMBINATIONS

- **Applied Chemistry**
  - Chemistry & Applied Chemistry
  - Chemistry, Biochemistry & Applied Chemistry

- **Physical Science**
  - Physical Science & Chemistry
  - Physical Science & Mathematics

- **Applied Biology**
  - Biochemistry and Microbiology

---

**UNITS NOT OFFERED IN 1985**

- 1271 Applied Chemistry
- 1291 Physics
- 1341 Applied Biochemistry
- 1342 Applied Biochemistry
- 1372 Applied Chemistry
- 1391 Applied Physical Science
- 7261 Real Analysis
- 7264 Linear Algebra
- 7267 Difference Equations
- 7361 Philosophy of Mathematics
- 7371 Applied Modern Algebra
- 7371 Statistical Inference
- 7384 Reliability and Life-Testing
- 7392 Marketing Research Methods
### Major Combinations

**Mathematics**
- General Mathematics
- Statistics Emphasis

**Operations Research and Computing Methods**
- Operations Research and Computing Methods & Management
- Operations Research and Computing Methods & Statistics

### Physical Science Major with Supporting Mathematics

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### Mathematics Major: Pure and Applied Mathematics Emphasis

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*This sequence may be replaced by others from the "Science Group".

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* This sequence may be replaced by others from the "Science Group".
Note: Subject to accreditation, Levels 1, 2 and 3 will be introduced in 1985, 1986 and 1987 respectively. Units 1221-2, 1321-2 are Microbiology units; units 1273-4 are Applied Chemistry units designed for this major.

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ASSOCIATE DIPLOMA IN COMPUTING

General Information
The Associate Diploma in Computing involves two years of full-time study or the equivalent (usually about four years) of part-time study. It is currently offered only in the on-campus study mode. The course is designed to produce programmers to work at the sub-professional level in commercial and industrial applications areas, and as junior systems programmers. The course covers computer programming, computer architecture, systems programming, Information systems, operating systems, database management systems and includes a project unit. The first year also includes supporting studies in accounting, administration, human communication and mathematics.

The Australian Computer Society has given provisional accreditation of the course, thus allowing diplomates to become eligible for associate membership.

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

Course Requirements
To qualify for the award of the Associate Diploma in Computing, a student must satisfactorily complete the sixteen units listed below. The units are grouped so as to indicate the study program for a full-time student; the suggested sequence for part-time study is given subsequently.

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None of the second level units will be available in 1985; this handbook does not include outlines for them.

The suggested study program allowing part-time students to complete the first level over two academic years is as follows:

| Semester 1: | Units 3144 and 7111 |
| Semester 2: | Units 7112 and 7114 |
| Semester 3: | Units 1163 and 7115 |
| Semester 4: | Units 3168 and 7116 |
Visual Arts

DIPLOMA OF ARTS (IN VISUAL ARTS)
GRADUATE DIPLOMA IN VISUAL ARTS

Important Note:
Both courses in Visual Arts were restructured and re-accredited in 1982, and are therefore subject to changes in structure and content from 1983. New students will follow the restructured courses as described below. Re-enrolling students wishing to continue under the pre-1983 course structure and regulations must consult the Head of School for enrolment information.

Further enquiries should be directed to the Head of School of Visual Arts prior to enrolment.
Phone (051) 220 261

DIPLOMA OF ARTS (IN VISUAL ARTS)

Introduction
The course for the Diploma of Arts (in Visual Arts), involving three years of full-time study or the equivalent in part-time study, offers a sequence of study areas relating to the general motivation and specific intentions of the student, within the limits of the facilities and expertise available.

The course presently offers study in the studio areas of Painting, Sculpture, Printmaking, Ceramics, Drawing, Photography, and Woodcraft with Theory and History of Art also offered. The course has been structured to allow for students to select and design an individual course from the range of major and minor studios and supporting disciplines. After a common first semester of introductory studies, the orientation of the student's course is developed in consultation with the appropriate lecturers, selecting from or combining those areas listed above. Up to two approved units from other courses offered by the Institute may also be included in the course as non-art elective units.

Employment possibilities, after completion of the course, depend on the specialisation, inclination or versatility of each student. A student's future might lead towards becoming an independent creative artist, an art and craft teacher, or employment in any one of the variety of occupations where visual intelligence and artistic or craft skills are relevant and important.

Selection of Students
Selection of students will take place on the basis of enrolment information and an interview. During interview the prospective student will be able to discuss his/her background, previous general education and art education to date. Specific interests in this type of course and other related questions can also be discussed. Candidates should bring a selection of recent work to the interview. It should be understood that, after acceptance, the first semester will be considered introductory, exploratory and provisional, to determine each student's suitability and specific direction within the course.

Credits & Exemptions
Students who are transferring from another College, or have already gained some tertiary education may be granted credits and exemptions by the Board of Studies in Visual Arts in accordance with the Institute's guidelines.

Cost of Materials
Although some materials are provided, students should expect some expenditure on art equipment, materials and supplies. Students should own, or have access to, a single lens reflex camera. Students should also be prepared to purchase any prescribed textbooks, and to contribute to their participation in optional excursions organized by the School to Galleries and Art Collections.

General Conditions
The Institute reserves the right to retain the work executed by students as part of their course studies. Work not required by the Institute may be claimed by the student after it has been assessed.
Course Structure

Regulations:

(a) Each student's study program shall consist of twenty-four units of credit taken over a minimum of three years of full-time study or the part-time equivalent according to the course structure as described below.

(b) Each student's study program shall include a major studio which will be four semesters of advanced work within one studio discipline.

(c) Not more than two units may be included from approved units taught outside the School of Visual Arts.

(d) Each student's study program shall be approved by Head of the School of Visual Arts.

Studio Units
Each studio unit (Major or Minor) consists of studies in one of the areas of Painting, Drawing, Printmaking, Ceramics, Sculpture, Photography, and Woodcraft and should be chosen in consultation with the lecturing staff. Assessment is continuous throughout the semester of study, but a final submission of work at the end of the semester is a normal requirement.

Course Structure Diploma of Arts (in Visual Arts)
(Restructured & reaccredited 1982)
Six semesters of full time study. Twenty four units credit value.

YEAR ONE

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Hrs/Week</td>
</tr>
<tr>
<td>Foundation Studies 20 *</td>
<td>8</td>
</tr>
<tr>
<td>Foundation Studies 30 *</td>
<td>8</td>
</tr>
<tr>
<td>Foundation Drawing</td>
<td>4</td>
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<tr>
<td>History &amp; Theory of Modern Art</td>
<td>4</td>
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YEAR TWO

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Hrs/Week</td>
</tr>
<tr>
<td>Major Studio *</td>
<td>16</td>
</tr>
<tr>
<td>Two of Minor Studio, * or Renaissance and Baroque Art or Non-art elective *</td>
<td>8</td>
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<tr>
<td></td>
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YEAR THREE

<table>
<thead>
<tr>
<th>Semester 5</th>
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<tbody>
<tr>
<td>Unit</td>
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<tr>
<td>Minor Studio</td>
<td>8</td>
</tr>
<tr>
<td>Art Theory Project</td>
<td>N/A</td>
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</tbody>
</table>

* See explanatory notes.
Explanatory Notes:

1. Foundation Studies 2D
   A first semester introductory program including experiences in the painting and printmaking studios.

2. Foundation Studios 3D
   A first semester introductory program including experiences in the ceramics, sculpture and woodcraft studios.

3. Developmental Studio A
   A first year level course taken after successful completion of Foundation Studies, and chosen from one of the disciplines of Painting, Printmaking, Ceramics, Sculpture, Photography, and Woodcraft.

4. Developmental Studio B
   A course similar to Developmental Studio A but chosen from a different discipline.

5. Major Studio
   A course of four advanced semesters in one of the disciplines of Painting, Printmaking, Ceramics, or Sculpture. The prerequisite for which is the prior completion of the corresponding Developmental Studio. (Photography and Woodcraft may be chosen as a Minor Studio).

6. Minor Studio
   Single units of one semester's duration to be chosen from studio disciplines other than the Major. Minor studio may be chosen from Painting, Printmaking, Ceramics, Sculpture, Photography, or Woodcraft, after completion of any two Developmental Studios.

7. Non-Art Elective
   Approved units which may be chosen from other courses taught by the Institute.

8. Professional Practice
   A single unit dealing with the preparation of the artist for professional exhibitions, art dealership practice and elementary business practice.

9. Art Theory Units;
   HISTORY AND THEORY OF MODERN ART. The study of modern art and the related history of ideas with an emphasis on late 19th and early 20th century art movements.
   HISTORY AND THEORY OF RECENT ART. The study of recent art giving consideration to both artistic achievements and ideas and issues prevalent in today's art world.
   RENAISSANCE AND BAROQUE ART. Selected topics in the history of art and the history of ideas with an emphasis on the Renaissance and Baroque periods of European art.
   ART AND PSYCHOLOGY. Topics include perception, aesthetic preferences, children's artistic growth, art and the insane, psychoanalysis and art, etc.
   ART THEORY PROJECT. Research assignment in History and Theory of Art; supervised research into an approved topic; participation in tutorials. Presentation of substantial research essay or dissertation.
### TABLE OF VISUAL ARTS UNIT NUMBERS
DIPLOMA OF ARTS (IN VISUAL ARTS)

#### A. FOUNDATION UNITS

<table>
<thead>
<tr>
<th>Year One: Semester One:</th>
<th>2001</th>
<th>Foundation Studies 2D</th>
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<tr>
<td></td>
<td>2002</td>
<td>Foundation Studies 3D</td>
</tr>
<tr>
<td></td>
<td>2003</td>
<td>Foundation Drawing</td>
</tr>
<tr>
<td></td>
<td>2004</td>
<td>Basic Photography</td>
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#### B. STUDIO UNITS

<table>
<thead>
<tr>
<th>Yr./Sem./Type</th>
<th>Painting</th>
<th>Printmaking</th>
<th>Ceramics</th>
<th>Sculpture</th>
<th>Photography</th>
<th>Woodcraft</th>
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<tr>
<td>Year One:</td>
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<td>Sem. 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Developmental</td>
<td>Studio</td>
<td>2110</td>
<td>2120</td>
<td>2130</td>
<td>2140</td>
<td>2150</td>
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<td>Year Two:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sem. 1. Major</td>
<td>2211</td>
<td>2221</td>
<td>2231</td>
<td>2241 *(2151)</td>
<td>*(2161)</td>
<td></td>
</tr>
<tr>
<td>Sem. 2. Major</td>
<td>2212</td>
<td>2222</td>
<td>2232</td>
<td>2242 *(2252)</td>
<td>*(2262)</td>
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<tr>
<td>Sem. 1. Minor</td>
<td>2213</td>
<td>2223</td>
<td>2233</td>
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<td>2263</td>
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<td>Sem. 2. Minor</td>
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<td>2224</td>
<td>2234</td>
<td>2244</td>
<td>2254</td>
<td>2264</td>
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<td>Year Three:</td>
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<td></td>
</tr>
<tr>
<td>Sem. 1. Major</td>
<td>2311</td>
<td>2321</td>
<td>2331</td>
<td>2341 *(2351)</td>
<td>*(2361)</td>
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<tr>
<td>Sem. 2. Major</td>
<td>2312</td>
<td>2322</td>
<td>2332</td>
<td>2342 *(2352)</td>
<td>*(2362)</td>
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<tr>
<td>Sem. 1. Minor</td>
<td>2313</td>
<td>2323</td>
<td>2333</td>
<td>2343</td>
<td>2353</td>
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Professional Practice 2300

#### C. HISTORY AND THEORY UNITS:

<table>
<thead>
<tr>
<th>Year One: Semester One:</th>
<th>2191</th>
<th>History and Theory of Modern Art</th>
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<tbody>
<tr>
<td>Year One: Semester Two:</td>
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<td>History and Theory of Recent Art</td>
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<tr>
<td>Year Two: Semester One:</td>
<td>2291</td>
<td>Renaissance and Baroque Art</td>
</tr>
<tr>
<td>Year Two: Semester Two:</td>
<td>2292</td>
<td>Art and Psychology</td>
</tr>
<tr>
<td>Year Three: Semester One:</td>
<td>2391</td>
<td>Art Theory Project</td>
</tr>
</tbody>
</table>

* Not offered in 1985

### Unit Syllabuses

**Foundation Studies (First Semester)**

Foundation studies are common to all students and comprise a framework of study which serves as an Introduction to all specialist studios offered in the School of Visual Arts.

The course aims to ease the transition from secondary to tertiary art education and to provide a vital climate in which an informed choice of specialist subjects can be made but without undue emphasis on this area at the expense of a sound, rounded basic education in Art.

The common first semester units are: Foundation Studies 2D, Foundation Studies 3D, Foundation Drawing, Basic Photography, History & Theory of Modern Art.

**Second and Third Year Units**

After the common Foundation Studies (first semester) and the Developmental Studios (second semester), the course specialises into a Major and a Minor Studio sequence for the remaining two years.

In 1985 students may choose a Major from:

- Painting
- Printmaking
- Ceramics
- Sculpture

Students may choose a Minor from any studio. Minor Studios can become a sequence in one studio or a series of...
single electives in studios different from the Major.

Unit syllabuses describe the Major and Minor courses in each studio. Second year History & Theory Units are also outlined.

GRADUATE DIPLOMA IN VISUAL ARTS

The Graduate Diploma in Visual Arts course aims to provide an opportunity for the continuation and extension of studies in visual arts. To complete the requirements for the Graduate Diploma, students must achieve satisfactory accreditation in an eight-unit course of advanced work. Completion of an exhibition of work, approved research projects including a written assignment, and supervised studies in the visual arts at advanced levels will be required.

The course may be completed in one year of full-time study or the equivalent in part-time study. Submissions from individual students will largely determine the content and character of their course. Acceptance of a student's study proposal will be determined by the availability of specialist staff to supervise the project and the availability of suitable space, facilities and equipment.

Graduate Diploma students may concentrate their advanced studies within any of the disciplines, or combinations of disciplines, taught in the school. In this regard, the course should be seen as oriented towards investigations of ideas/subjects/themes, rather than towards studio disciplines per se.

The Graduate Diploma consists of an extensive course of professional training and, therefore, only a limited number of students will be admitted to the course at any time. Priority for admission depends on both the previous work history of the applicant and on the nature and quality of the applicant's proposals for advanced study projects. Applications will be carefully considered by the Board of Studies in Visual Arts and applicants will be expected to submit a written account of their previous training, work history and proposed advanced studies. Selected applicants are required to attend for a personal interview at which they are required to show evidence of their work to date and to elaborate on their proposed studies to members of the Board of Studies. Enquiries and submissions should be directed to the Head of School of Visual Arts, phone (051) 220261.
ASSOCIATE DIPLOMA IN GENERAL ADMINISTRATION

This course is primarily for persons occupying supervisory positions in industry, government or agriculture, e.g., office manager, credit manager, factory manager, section head or farm manager. The aim of the course is to enable such persons to be better equipped to perform the functions required of them in their chosen employment.

The course consists of eight units of study over two years by external study only. It is expected that those wishing to undertake such a course will probably be in employment already and will undertake the course outside normal working hours. The external study mode is particularly appropriate for such people. Persons completing the course will be eligible for associate membership of the Institute of Business Administration.

Entry Level
Admission to the course will be open to applicants who possess an appropriate post-secondary qualification, e.g. a T.A.F.E. Certificate.

Course Outline
To qualify for the award students have to successfully complete six compulsory units and two elective units.

The normal course followed by an external student would be:

Year One
- 3168 Principles of Administration
- 3171 Economic Analysis
- 3170 Data Processing
- 3149 Financial Management

Year Two
- 3169 Personnel Management
- 3181 Business Applications

Two of the following electives -
- 3164 Office Administration
- 5255 Factory Administration
- 3167 Farm Administration
- 3180 Marketing
- 3172 Health Administration

The normal load for an external student is two units per semester. All of the Year One units will be available in 1983 onwards. Year Two units will be available in 1984 although it is not expected that all of the elective units will be offered each year.

Students must have completed Year One of their studies before being eligible to undertake second year units.

For further information on the course, please contact the Course Co-ordinator, Mr Robert Hall.

BACHELOR OF BUSINESS

The course was introduced in 1978 and provides an opportunity for both school leavers and those already in employment to undertake a Business course that is flexible and adaptable, not only to the specific needs of each individual but also to a constantly changing economic and industrial environment.

To qualify for the Degree:

(a) A candidate must complete at least twenty-four semester units from units approved for the degree including a Compulsory "core" comprising:-
(b) A candidate must complete

(i) A major study of at least six semester units in at least one business teaching area, and two sub-majors of at least four semester units in two other business teaching areas, or

(ii) Two major studies of at least six semester units in two business teaching areas.

The business teaching areas are:

- ACCOUNTING
- ADMINISTRATIVE STUDIES
- ECONOMICS
- LAW

At the present time, Accounting, Economics and Administrative Studies are available as majors and/or sub-majors whilst Law is available as a sub-major only;

(c) A candidate may include up to six semester units, offered at degree level by other schools at the GIAE

BACHELOR OF BUSINESS (Conversion Course)

This course is available to those persons who hold a Diploma of Business from GIAE or other Colleges of Advanced Education and who wish to upgrade their qualification.

To qualify for the award, candidates shall successfully complete six units of study from the areas of Accounting, Law, Economics, Administrative Studies, Data Processing or Quantitative Methods. A minimum of four units must be third level units with the remainder drawn from second level units. The candidate will only be allowed to enrol in units which have not been part of or similar in content to, previous studies.

UNITS AVAILABLE FOR STUDY INCLUDE:

**ACCOUNTING**

- 3343: Accounting Research Project
- 3344: Project Planning and Control
- 3348: Advanced Financial Accounting
- 3349: Business Finance II

**LAW**

- 3350: Administrative Law
- 3351: Industrial and Labour Law
- 3352: Advanced Taxation
- 3356: Creditors Rights
- 3353: Consumer Law

**ECONOMICS**

- 6300: Economic Development
- 6301: Economics of the Environment
- 6303: Labour Economics
- 6304: Money and Banking *(Not available in 1985)*
- 6306: Applied Economics Research
- 6307: Regional Economics *(not available in 1985)*

**DATA PROCESSING**

- 7251: Data Processing 2

**QUANTITATIVE METHODS**

- 7291: Quantitative Methods 2

**ADMINISTRATIVE STUDIES**

- 3360: Organisation Change and Development
- 3361: Business Planning and Policy
- 3362: Industrial Relations
- 3363: Public Enterprise
- 3364: Advanced Seminar and Research in Administration
- 3365: Personnel Management
- 3366: Marketing and Society.
External Studies

Most of the units in the Bachelor of Business course will be offered externally. Details can be found in the Description of Units section.

Prerequisites

A student may not enrol in any unit for which prerequisites have not been successfully completed. Exemptions from this requirement may be given in certain circumstances, and applications to this effect should be made in writing to the Academic Registrar.

Academic Progress

Students select their program of studies with guidance from academic staff and subject to the approval of the Head of School in Business. This guidance will extend to counselling concerned with meeting the requirements for membership of professional bodies.

Business Teaching Areas

ACCOUNTING (Major)

As from 1984 the course includes an Accounting Major with a minimum of six units. Additional accounting units are also provided for students who wish to make a career in Accounting.

The following Accounting units are available to students undertaking the Bachelor of Business Degree.

- 3140 Introductory Accounting A
- 3141 Introductory Accounting B
- 3242 Cost Accounting
- 3244 Management Accounting
- 3245 Corporate Accounting
- 3345 Business Finance I
- 3348 Advanced Financial Accounting
- 3341 Accounting Theory and Current Issues
- 3342 Auditing
- 3349 Business Finance II
- 3344 Project Planning and Control
- 3343 Accounting Research Project

To major in Accounting the first five units are compulsory. Students seeking membership of either the Australian Society of Accountants or the Institute of Chartered Accountants in Australia, must complete the Bachelor of Business Degree including not less than nine accounting units and not less than four law units. These units are:

- 3140 Introductory Accounting A
- 3141 Introductory Accounting B
- 3242 Cost Accounting
- 3244 Management Accounting
- 3245 Corporate Accounting
- 3345 Business Finance I
- 3348 Advanced Financial Accounting
- 3341 Accounting Theory and Current Issues
- 3342 Auditing
- 3150 Introduction to Law
- 3151 Contracts
- 3250 Business Organisation
- 3251 Taxation Law and Practice

Full details of all units to be offered in 1985 appear in the description of units section.

Students who have successfully completed part of the accounting major of eight units in existence prior to 1984 may if they wish complete that major. To complete that major of eight units it will be necessary to take equivalent units from the restructured accounting program set out above.
EQUIVALENTS MAJOR PRIOR TO 1984

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>3140</td>
<td>Introductory Accounting A</td>
</tr>
<tr>
<td>3141</td>
<td>Introductory Accounting B</td>
</tr>
<tr>
<td>3340</td>
<td>Corporate Accounting</td>
</tr>
<tr>
<td>3241</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>3240</td>
<td>Decision Making and Business Finance</td>
</tr>
<tr>
<td>3342</td>
<td>Auditing</td>
</tr>
<tr>
<td>3341</td>
<td>Accounting Theory and Current Issues</td>
</tr>
<tr>
<td></td>
<td>Accounting Elective</td>
</tr>
</tbody>
</table>

Those who complete the business course in 1985, including the old accounting major with equivalent units, will meet the requirements of the Australian Society of Accountants and the Institute of Chartered Accountants. However, students who will complete the degree in later years may find it necessary to do Advanced Financial Accounting 3348 as well. This will be a matter for individual counselling.

Internal Students

A suggested study program which would meet the requirements of the professional accounting bodies is as follows:

YEAR ONE

Semester One
- *3140 Introductory Accounting A
- *3150 Introduction to Law
- *6100 Introduction to Economics
- *3161 Introduction to Administrative Studies

Semester Two
- *3141 Introductory Accounting B
- *3151 Contracts
- *6201 Macroeconomics
- *3162 Administrative Theory and Functions

YEAR TWO

Semester One
- 3243 Cost Accounting
- 3250 Business Organisation
- 6101 Microeconomics
- *7191 Quantitative Methods 1

Semester Two
- 3245 Corporate Accounting
- 3244 Management Accounting
- 3251 Taxation Law & Practice
- *7151 Data Processing 1

YEAR THREE

Semester One
- 3345 Business Finance 1
- 3348 Advanced Financial Accounting
- Plus two optional units

Semester Two
- 3342 Auditing
- 3341 Accounting Theory and Current Issues
- Plus two optional units

Optional units should be selected after consultation with members of the academic staff. In selecting these units due regard must be had for the major, sub-major requirements of the degree.

ADMINISTRATIVE STUDIES (Major)

Rationale and Objectives

The aim of the course is to develop conceptual understanding and basic skills in a vocationally oriented academic discipline relevant to the full spectrum of professional, business and governmental occupations. Wherever possible, the course will build upon the previous experience of students, many of whom will be part-time and external students with a background of administrative work and responsibility. The course is designed, first, to equip students with the basic knowledge, concepts, tools and techniques necessary to appraise problems and make decisions within complex organisational contexts and to take account of a wide variety of social, economic, and political factors; second, to provide a rigorous academic framework for the development of leadership skills based upon Human Relations Training; third, to establish a sound basis for the subsequent assimilation of administrative study and experience.

The major is designed as a broad-based course to meet the changing needs of practising professionals as well.
as providing an academic framework for personnel involved in more general fields of people-management and business decision-making. As such, it recognises that increasingly the professions are practised by salaried employees working within the context of small, medium or large organisations. In acknowledging the shift of most professional settings away from the single-practitioner model towards corporate employment, the course attempts to come to terms with the way in which professionals today are acquiring increasing managerial responsibility as well as widening obligations not just to individual clients but to society at large.

Structure of the Administrative Studies Major

To complete the major a student would be required to satisfy the examiners in six of the following units. Those units which are marked with an asterisk are compulsory.

Level One
*3161 Introduction to Administrative Studies
*3162 Administrative Theory and Functions

Level Two
*3265 Organisational Behaviour
*3266 Management Methods and Decision Making

Optional Units available in Years Two and Three:

3360 Organisational Change and Development
3361 Business Planning and Policy
3362 Industrial Relations
3363 Public Enterprise
3364 Advanced Seminar and Research in Administration
3365 Personnel Management
3366 Introduction to Marketing

Students completing a sub-major in Administrative Studies would be required to complete the units:

3161 Introduction to Administrative Studies
3162 Administrative Theory and Functions
Plus two of the other units listed above.

Students who plan an Administrative Studies Major will find it useful to undertake studies in Law, Economics and Accounting, whilst other units such as Organisational Psychology and Politics may well be complementary. On completion of the major in Administrative Studies, students are eligible to gain membership of the Institute of Business Administration. In addition, depending on course design, it is anticipated that students will gain eligibility for membership of the Institute of Personnel Management of Australia.

ECONOMICS (Major)

Students enrolling in the Bachelor of Business degree may elect to complete a major of at least six units of Economics, or may select fewer Economics units as electives to support their chosen majors. Units available to Bachelor of Business students are:

6100 Introduction to Economics
6201 Macroeconomics
6101 Microeconomics
6202 Advanced Macroeconomics
6300 Economic Development
6301 Economics of the Environment
6303 Labour Economics
6304 Money and Banking *Not available in 1985
6306 Applied Economics Research Unit
6307 Regional Economics (not available in 1985)

Students enrolling in Economics at the Institute for the first time will normally take 6100 Introduction to Economics in first semester and 6201 Macroeconomics in second semester of their first year, and 6101 Microeconomics in first semester of second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at school are not prerequisites for the study of Economics at the Institute - the only prerequisite is the desire to understand how economic systems operate.

Full details of all units to be offered in 1985 appear under the Description of Units section.
LAW (Sub-Major)

Law is offered as a sub-major in the Bachelor of Business Degree. Students who major in Accounting will need to complete four units: 3150 Introduction to Law, 3151 Contracts, 3250 Business Organisation, 3251 Taxation Law and Practice, if they wish to gain admission to the professional accounting bodies. Students majoring in other areas may wish to take a law sub-major or a number of law units which will support their area of major study. In addition to the four units mentioned above, a number of optional units will be available from time to time both to internal and external students. Availability will depend on the other commitments of the members of staff in charge and the number of students opting for a unit. Subject to that, the following units will be available as options:

- 3350 Administrative Law
- 3351 Industrial and Labour Law
- 3352 Advanced Taxation
- 3353 Consumer Law
- 3356 Creditors Rights

In addition to supporting areas of major studies, the law component in the Business Degree is designed to acquaint students with the legal problems they might encounter in their careers, and to equip accountancy students for professional practice. The law units are also available for study by students undertaking the Institute's multidisciplinary degree. Full details of all units to be offered in 1984 appear under the Description of Units section.

GRADUATE DIPLOMA IN LABOUR/MANAGEMENT RELATIONS

The course is designed primarily for graduates employed in Labour/Management Relations or wishing to pursue employment in that area, and for those with substantial industrial relations and/or personnel management experience wishing to pursue formal studies.

The course is available on an external studies basis only. It consists of eight units of study, two week-long residential schools in each year of study and weekend schools. Most participants will be in employment and will need to recognise considerable personal commitment and employer support is essential to successful completion of the course.

The course has a common first year program. Thereafter students will specialise in either Labour Relations or Personnel Management.

Entry Level

Admission to the course will normally be open to applicants possessing an acceptable degree or diploma coupled with at least two years work experience or an acceptable degree or diploma and work experience in the field of industrial relations or personnel management or significant work experience in a specific and relevant work area.

Applicants will be required to attend an interview session at the GIAE or in Melbourne. A letter of intent from employers or organisations confirming that they are aware of course requirements and commitments expected of the student will be required. (N.B. this may be waived in certain exceptional circumstances).

Course Outline

Students will be required to successfully complete six compulsory units and two elective units for award of the Diploma.

Year One - (common year)
3901 Management Theory and Practice
3902 Industrial Relations A
3903 Personnel Management A
Elective (see below)

Year Two - Module 1: Industrial Relations
3905 Industrial Law
3906 Industrial Relations B
3907 Research Project in Industrial Relations
Elective (see below)

Year Two - Module 2: Personnel Management
3905 Industrial Law
3908 Personnel Management B
3909 Research Project in Personnel Management
Elective (see below)
There are no exemptions for course units. Normally external students will take two units per semester.

Year One program for 1985 will be as follows -

Semester One  Management Theory and Practice
             Industrial Relations A

Semester Two  Personnel Management A
             Elective

Electives

The following electives will eventually be available subject to staff availability and student demand:

- Issues in Labour Economics
- Industrial Relations: Contemporary Issues
- Industrial Sociology
- Organisational Psychology
- Labour Economics
- Special Topics in Labour/Management Relations

For further information on the course, please contact Mr Eric Thorne, Head, School of Business.

GRADUATE DIPLOMA IN ACCOUNTING

This course has been designed to provide an entry to professional accounting bodies for graduates of non-business courses. Successful completion of the course will satisfy the educational requirements for admission to the qualifying studies of either the Chartered Accountants of Australia or the Australian Society of Accountants.

Entry Requirements

To be eligible for admission to the course, the following requirements must be met:

Either:

(i) a degree from a recognised University or College of Advanced Education

or

(ii) a three year post High School Certificate Diploma from a College of Advanced Education

or

(iii) qualifications deemed equivalent to the above.

In all cases, the first qualification must be in a non-accounting area.

It is expected that all applicants for the course would attend a personal interview to discuss the course and their qualifications and experience.

The key selection criteria will be an assessment of whether the applicant possesses the experience and ability likely to lead to successful completion of the course as indicated by previous academic achievement and work experience.

Duration of the Course

The course will only be offered on an external basis. The course consists of 14 units normally expected to be taken over a period of five semesters.

Credits and Exemptions

Credits up to a maximum of five units may be granted for equivalent units completed in previous study within the last five years before admittance to this course.
<table>
<thead>
<tr>
<th>Year</th>
<th>Semester One</th>
<th>Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3810 Introductory Accounting</td>
<td>3830 Accounting Theory</td>
</tr>
<tr>
<td></td>
<td>3814 Business Law</td>
<td>3811 Economic Policy</td>
</tr>
<tr>
<td></td>
<td>3812 Quantitative Methods</td>
<td>3815 Commercial Data Processing</td>
</tr>
<tr>
<td>2</td>
<td>3824 Business Finance</td>
<td>3825 Taxation</td>
</tr>
<tr>
<td></td>
<td>3813 Cost Accounting</td>
<td>3821 Corporate Accounting</td>
</tr>
<tr>
<td></td>
<td>3822 The Law of Companies, Partnership and Trusts</td>
<td>3820 Management Accounting</td>
</tr>
<tr>
<td>3</td>
<td>3823 Advanced Financial Accounting</td>
<td>3831 Auditing</td>
</tr>
</tbody>
</table>
INTRODUCTION

General:
The School of Education.
Courses Offered.
Aims of Teacher Education.
Course Admission, Approval, Enrolment.
Course Advisers.
Credits and Exemptions.
Study Modes.
Presentation of Work for Assessment.
Graduating Students.
Table of Professional Operating Units.
Supervised School Experience and General Studies.

Course Structure:
Diploma of Teaching
Bachelor of Education (Primary).
Bachelor of Education (Secondary).
Bachelor of Education (School Librarianship)
Associate Diploma in School Librarianship
Graduate Diploma in Education
* Graduate Diploma in Mathematics Education
* Graduate Diploma in Computers in Education
(* Offered subject to Accreditation).

Description of Professional Units

GENERAL INFORMATION

The School of Education


The School of Education provides courses leading to professional qualifications for primary and post-primary teachers and school librarians.

Staff of the School of Education provide professional studies units and staff of other schools usually provide general studies units for teacher education courses.

Courses Offered

Diploma of Teaching, Graduate Diploma in Education (Secondary) and Bachelor of Education (Secondary) courses offered by the School are essentially for the initial professional preparation of teachers.

The Bachelor of Education course is a multi-purpose course, the alternative programmes of which are designed for both Initial and post-initial professional educational training in the primary, post-primary and school librarianship fields. The Bachelor of Education (School Librarianship) and the Associate Diploma in School Librarianship courses are for qualified teachers and are offered in the external mode only.

A Graduate Diploma in Mathematics Education and a Graduate Diploma in Computers in Education will be offered, subject to accreditation, in the external mode. These two programmes are for qualified teachers practising at the primary or junior post-primary school levels.

Enquiries about these courses should be directed to the Academic Registrar.

All courses meet the requirements of registration and employing authorities.

Rationale: Context, Aims and Objectives

In a rapidly changing society with the emphasis on greater community participation in education, educators must display flexibility of mind and an understanding of the framework of principles in which they can make effective educational judgements. The "professional educator" assumes the responsibility of educating others, initiating them into worthwhile forms of knowledge, understanding and awareness.
The achievement of the above aim, with the given context described, involves at least four objectives which combine intimately to prepare the professional educator. Teachers in preparation will:

- receive a general education, thereby acquiring a breadth of cognitive perspective and achieving competence in various forms of knowledge and enquiry;
- receive a professional education, comprising those additional and specialised aspects of the liberal disciplines distinctly appropriate to the education profession;
- receive an adequate vocational training in practical teaching, communication skills, general and specific teaching methods, use of technological aids;
- acquire certain norms and standards of conduct commensurate with worthwhile community values inextricably bound up with the notion of effective and morally justifiable teaching.

Course Admission, Approval, Enrolment and Re-enrolment

Admission
See details of Admission, p242.

Course Approval, Enrolment and Re-enrolment

Guidance and information will be provided in the selection of units for an approved course. All students wishing to enrol or change enrolments in courses or units in the School of Education should consult with the relevant course adviser. This procedure applies to students who are full-time, part-time or external. Teachers who are employed as teachers should arrange a counselling interview with the course adviser to assess the feasibility of their study plans.

Course Advisers

<table>
<thead>
<tr>
<th>Diploma of Teaching</th>
<th>Mr. H.J. Pearson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Education</td>
<td></td>
</tr>
<tr>
<td>- primary programme</td>
<td>Mr. A. Box</td>
</tr>
<tr>
<td>- secondary programme</td>
<td>Mr. P. Edwards</td>
</tr>
<tr>
<td>- school Librarianship</td>
<td>Mr. L. Yee</td>
</tr>
<tr>
<td>Graduate Diploma in Education (Secondary)</td>
<td>Dr. T. Taylor</td>
</tr>
<tr>
<td>Graduate Diploma in Mathematics Education</td>
<td>Mr. A. Box</td>
</tr>
<tr>
<td>Graduate Diploma in Computers in Education</td>
<td>Mr. J. White</td>
</tr>
<tr>
<td>Associate Diploma in School Librarianship</td>
<td>Mr. L. Yee</td>
</tr>
</tbody>
</table>

1. Credits and Exemptions Guidelines

- In order to satisfy the requirements of a course at the Institute, candidates must complete at least the equivalent of one year of full-time study in new studies approved by the Dean. One-half of such new studies must consist of advanced level course work.
- Candidates are required to make formal application for credits and/or exemptions, supported by certified and detailed documentation relating to previous academic studies and teaching experience.
- Credits and exemptions are not given automatically. Each application is assessed on its merits according to the relevance and recency of previous study and practical experience. Particular regard will be given to the date when previous studies were completed.
- Credits and exemptions may be granted in respect of successfully completed tertiary level studies which are adjudged to be the equivalent to, or a satisfactory alternative to studies in the relevant Institute course, with particular reference to the ratio of professional education studies to other studies.
- Credits and exemptions are recommended for decision to the Dean, who may delegate this responsibility. The Dean has discretionary power to vary requirements.

2. Credits and/or Exemptions for Specific Courses:

- Diploma of Teaching (Primary): 3 years: up to 16 units.
- Bachelor of Education (Primary - upgrading from Diploma of Teaching): 1 year: no credits or exemptions.
- Bachelor of Education (Primary or Secondary): 4 years: up to 16 units.
- Bachelor of Education (Secondary - upgrading from a Degree plus a Diploma of Education): 1 year: no credits or exemptions.
- Bachelor of Education (School Librarianship): 4 years up to 16 units.
- Bachelor of Education (School Librarianship) - upgrading from a Diploma of Teaching or from a Degree plus a Diploma in Education): 2 years: two exemptions in respect of two curriculum studies units plus up to four credits for equivalent librarianship units completed within the previous ten years through a recognised tertiary institution or 'rarianship authority.
Associate Diploma in School Librarianship: 2 years: up to 8 units.
Graduate Diploma in Education: 1 year: no credits or exemptions.
Graduate Diploma in Mathematics Education: 1 year: no credits or exemptions.
Graduate Diploma in Computers in Education: 1 year: no credits or exemptions.

STUDY MODES:
On-campus: Attendance and other requirements are specified for individual units.
Off-campus: The School of Education specialises in the use of the external and interactive study mode of teaching for its upgrading programs in teacher education and for initial teacher preparation of graduates through the Graduate Diploma in Education (Secondary course).

Study guides are provided. Lecturers are available to assist external students at Weekend and Vacation Schools or at other times mutually convenient to both lecturer and student; tutorials may be arranged and other study resources are available through GIAE Student centers in Bairnsdale, Leongatha, Sale, Warragul, Dandenong and Camberwell. Do not hesitate to seek advice from any staff member.

Attendance and other requirements are specified for individual units.

Presentation of Work for Assessment:
All work presented for assessment must be of good academic quality, including sound English expression. Written work must be clearly legible and all references used must be acknowledged in the list of references and bibliography. Late work, without prior permission, may not be assessed towards the result in the particular unit. Details of workload and assessment will be given in the First Study Guide.

Supervised School Experience:
Printed on page 5 is the calendar of school placement times for supervised school experience.

During these periods of time, it is possible that some students will be absent from formally scheduled general studies units. Academic Staff have been requested by the Academic Board, to indicate in their study materials the specific way in which the problem of absence from classes will be dealt with.

Students are requested to consult with academic staff regarding their study in a particular unit of work, to inform the academic staff member(s) about their practice-teaching sessions and ensure that satisfactory study arrangements are made in relation to their periods of absence from classes.

Graduating Students:
The School of Education is interested in your career following graduation from the Institute. Sometimes employers will contact the Institute looking for teaching appointments. Also the School can benefit from information you are able to provide about course relevance and your continuing needs.

PROFESSIONAL EDUCATION STUDIES UNITS

Unless otherwise specified, units are of one unit value.

Introduction to Teaching and School Experience

4003 School Experience (no unit value)
4006 Introduction to Teaching (no unit value)
4011 Introduction to Teaching (half unit value)
4012 Introduction to Teaching (half unit value)
4015 Introduction to Teaching
4016 Introduction to Teaching

Foundation Studies Units

4121 Foundation Studies: Mathematics (half unit)
4122 Foundation Studies: Language and Communication
4133 Foundation Studies: Creative Arts A
  (Music, Phys.Ed., Art/Craft)
4231 Foundation Studies: Mathematics (half unit)
4233 Foundation Studies: Creative Arts B
  (Music, Phys.Ed., Art/Craft)
Other Professional Studies
4113 Human Growth and Development
4215 Learning and Individual Differences
4235 Introduction to Science
4301 Curriculum Development
4303 Philosophical Foundations of Education
4311 Basic Issues in Education

Curriculum Studies - Primary
*4220 Curriculum Studies: Social Studies
*4260 Curriculum Studies: Science
4270 Curriculum Studies: Language Arts A
*4340 Curriculum Studies: Creative Arts
*4350 Curriculum Studies: Mathematics
4370 Curriculum Studies: Language Arts B
* offered in alternate years - see unit outlines.

Curriculum Studies - Secondary
4321 Curriculum Studies: Social Studies
4323 Curriculum Studies: History
4331 Curriculum Studies: Business Studies
4341 Curriculum Studies: Creative Arts
4342 Curriculum Studies: Creative Arts (double method)
4351 Curriculum Studies: Mathematics
4352 Curriculum Studies: Mathematics (double method)
4361 Curriculum Studies: Science
4363 Curriculum Studies: Biology
4364 Curriculum Studies: Chemistry
4371 Curriculum Studies: Language Arts
4372 Curriculum Studies: Language Arts (double method)

Fourth Year Professional Studies
4422 Educational Psychology
4423 Sociological Foundations of Education (not offered in 1985)
4424 Philosophy of Education
4426 Curriculum Theory and Evaluation
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties
4429 Curriculum Studies: Children's Literature in the Primary and Secondary School
4436 History of Education
4437 Measurement and Evaluation
4438 Language and Learning
4455 The School Administrator
4456 Psychology and Education of the Atypical
4457 Alternatives in Education
4458 Computers in Education

School Librarianship
4001 School Librarianship Practicum (no unit value)
4121 Children's Literature
4122 The Growth of Library Services
4124 Bibliographic Organisation of Library Materials 1
4225 Bibliographic Organisation of Library Materials 2
4226 Collection Building
4227 Library Resource Centre Reference Services and Activities
4228 Organisation and Administration of the Resource Centre
4229 Libraries and Computerisation
Graduate Diploma in Mathematics Education

4511 Planning a Primary School Mathematics Curriculum
4512 Learning Theories Applied to Mathematics Education
4513 History and Philosophy of Mathematics
4514 An Introduction to Educational Research
4515 In-service Models for Primary Mathematics
4516 Teaching Practicum
4517 Mathematics and the Atypical Child
4518 Probability and Statistics
4519 Computer Awareness

Graduate Diploma in Computers in Education

4611 Computers in the Classroom
4612 Computer Facilities for Use in the Classroom
4613 Computer Languages
4614 Computers and Learning Theories
4615 Computers and Learning Practice
4616 Computers and School Resource Management
4617 Project
4618 Facilitating Computers in Education

COURSES

Structure of Courses

Diploma of Teaching and Bachelor of Education courses contain three inter-related components:

Professional Studies provide the basis of students' understanding of children, learning, teaching, the nature of education and its relationship to society. Emphasis is placed on skills in curriculum design, implementation and evaluation.

School Experience provides the student with carefully guided contact with children in schools and increasing responsibility in the classroom. Students are encouraged to involve themselves in the wider contexts of educational situations. For pre-service students completing the Diploma of Teaching and Bachelor of Education (Secondary) a minimum of 100 days of supervised school experience is required. School experience is related to the Professional units, and students must elect to complete school experience in the same study period as that in which they complete the relevant professional units.

General Studies are intended to extend the education of students and to give them deeper understanding of the subjects which they are studying with a view to becoming teachers of these subjects in schools, e.g. Mathematics, Science, English, Creative Arts. Diploma of Teaching students also complete Foundation Studies units directly related to the subjects presently taught in Primary schools.

The Graduate Diploma in Education contains only Professional studies and a minimum of 45 days of supervised school experience.

Two courses in School Librarianship are offered by the School of Education: the Associate Diploma in School Librarianship and the Bachelor of Education (School Librarianship program). Both courses are offered primarily to enable qualified teachers to gain the qualifications needed to work in school libraries and they are also upgrading courses for teachers. A minimum of 40 days of school experience and field work is required for the School Librarianship component.

A Graduate Diploma in Mathematics Education will be offered for post-initial education of qualified teachers (subject to accreditation).

A Graduate Diploma in Computers in Education will be offered for post-initial education of qualified teachers (subject to accreditation).

DIPLOMA OF TEACHING (Primary)

The Diploma of Teaching is a three year course providing initial preparation for primary teaching. In addition, certificated teachers up-grading qualifications may be admitted to the course to study on-campus or in the external mode. Eight General units will be chosen from: English, Mathematics, Politics, History, Psychology, Science, Sociology, Visual Arts or other subjects approved for degree purposes. Studies in Education (8 units), Curriculum and Introduction to Teaching (8 units) and 100 days of supervised school experience must also be completed.
Curriculum and Foundation Studies - Primary

All units are offered on-campus. Off-campus studies are offered in alternate years in the following units:

1985:
- 4220 Curriculum Studies - Social Studies
- 4260 Curriculum Studies - Science
- 4270 Curriculum Studies - Language Arts
- 4370 Curriculum Studies - Language Arts
- 4233 Foundation Studies - Creative Arts

1986:
- 4133 Foundation Studies - Creative Arts
- 4270 Curriculum Studies - Language Arts
- 4340 Curriculum Studies - Creative Arts
- 4350 Curriculum Studies - Mathematics
- 4370 Curriculum Studies - Language Arts

A full time student is required to complete:

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester Offered</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Year</td>
<td>4011 Introduction to Teaching (half unit) and 20 days of School Experience</td>
</tr>
<tr>
<td>1</td>
<td>4131 Foundation Studies: Mathematics (half unit)</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4132 Foundation Studies: Language and Communication</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4133 Foundation Studies: Creative Arts A</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4113 Human Growth and Development</td>
</tr>
<tr>
<td>1,2 &amp; Whole Year</td>
<td>Life on Earth OR 4235: Introduction to Science - Whole Year courses</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Semester Offered</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Year</td>
<td>4012 Introduction to Teaching (half unit) and 35 days of School Experience</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4215 Learning and Individual Differences</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4220 Curriculum Studies: Social Studies</td>
</tr>
<tr>
<td>1</td>
<td>4231 Foundation Studies: Mathematics (half unit)</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4233 Foundation Studies: Creative Arts B</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4260 Curriculum Studies: Science</td>
</tr>
<tr>
<td>2</td>
<td>4270 Curriculum Studies: Language Arts A</td>
</tr>
<tr>
<td>1 and 2</td>
<td>Two General Studies Units</td>
</tr>
</tbody>
</table>

THIRD YEAR

<table>
<thead>
<tr>
<th>Semester Offered</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Year</td>
<td>4016 Introduction to Teaching, and 45 days of School Experience</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4301 Curriculum Development</td>
</tr>
<tr>
<td>2</td>
<td>4311 Basic Issues in Education</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4340 Curriculum Studies: Creative Arts</td>
</tr>
<tr>
<td>Whole Year</td>
<td>4350 Curriculum Studies: Mathematics</td>
</tr>
<tr>
<td>1</td>
<td>4370 Curriculum Studies: Language Arts B</td>
</tr>
<tr>
<td>1 and 2</td>
<td>General Studio units</td>
</tr>
</tbody>
</table>

The eight General units must involve at least two and not more than four separate subject areas. These units must include four units from one of these subject areas such as English, Mathematics, History, Politics, Psychology, Science, Sociology or Visual Arts.

First year students should enrol in two subject areas, that is, first and second semester units in each subject area. The following table indicates the units first year students should choose from:
# Diploma of Teaching Sequence for External Students

Students enrolled externally will normally be required to take units in the following manner:

## Units

### Year 1
Four General Education Studies units (including English)

### Year 2
- **4131** Foundation Studies: Mathematics (half unit)
- **4011** Introduction to Teaching (half unit) and 20 days School Experience
- **4132** Foundation Studies: Language and Communication
- **4133** Foundation Studies: Creative Arts A  
- **4113** Human Growth and Development

### Year 3
Two General Studies units (including either 1187: Life on Earth or 4235 Introduction to Science)
- **4215** Learning and Individual Differences
- **4270** Curriculum Studies: Language Arts A.

### Year 4
- **4012** Introduction to Teaching (half unit) and 40 days school experience
- **4231** Foundation Studies: Mathematics (half unit)
- **4233** Foundation Studies: Creative Arts B  
- **4311** Basic Issues in Education
- **4370** Curriculum Studies: Language Arts B

### Year 5
Two General Studies units
- **4220** Curriculum Studies: Social Studies  
- **4260** Curriculum Studies: Science  
- **4350** Curriculum Studies: Mathematics  
- **4340** Curriculum Studies: Creative Arts

### Year 6
- **4016** Introduction to Teaching and 40 days School Experience
- **4301** Curriculum Development
- **4350** Curriculum Studies: Mathematics  
- **4340** Curriculum Studies: Creative Arts  
- **4220** Curriculum Studies: Social Studies  
- **4260** Curriculum Studies: Science

This sequence enables curriculum studies and school experience to be taken closer to the completion of the Course.

*The above units are offered in alternate years*

## Bachelor of Education (Primary)

On completion of the Diploma of Teaching, and normally after some teaching experience, students may take fourth year studies leading to the Bachelor of Education by studying two General units which will build previous studies into a major or sub-major, and 6 Professional units selected from the following units.

Note: These units are offered subject to staff availability and student demand.
Semester 1
4429 Curriculum Studies: Children's Literature in the Primary and Secondary School.
4437 Measurement and Evaluation
4438 Language and Learning
4436 Psychology and Education of the Atypical

Semester 2
4422 Educational Psychology
4426 Curriculum Theory and Evaluation
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties
4455 The School Administrator
4457 Alternatives in Education
4458 Computers in Education
4436 History of Education

Whole Year
4424 Philosophy of Education

GRADUATE DIPLOMA IN EDUCATION (SECONDARY)

The Graduate Diploma in Education is a one year pre-service course for intending secondary teaching offered to applicants with an approved degree or three year diploma from a recognised tertiary institution.

The Graduate Diploma in Education consists of eight Professional units and a minimum of 45 days of supervised school experience.

Professional Education Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Name of Unit</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>4015</td>
<td>Introduction to Teaching and 45 days School Experience</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4113</td>
<td>Human Growth and Development</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4215</td>
<td>Learning and Individual Differences</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4301</td>
<td>Curriculum Development</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4303</td>
<td>Philosophical Foundations of Education</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4311</td>
<td>Basic Issues in Education</td>
<td>Whole Year</td>
</tr>
<tr>
<td></td>
<td>Curriculum Studies - Method 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Curriculum Studies - Method 2</td>
<td>Whole Year</td>
</tr>
</tbody>
</table>

BACHELOR OF EDUCATION (SECONDARY) - UPGRADING

Upon completion of the Graduate Diploma in Education or its equivalent, and normally after some teaching experience, students may undertake additional studies leading to the Bachelor of Education, by completing eight of the units listed below.

Note: These units are offered subject to staff availability and student demand.

Semester 1
4429 Curriculum Studies: Children's Literature In the Primary and Secondary School
4437 Measurement and Evaluation
4438 Language and Learning
4456 Psychology and Education of the Atypical

Semester 2
4422 Educational Psychology
4426 Curriculum Theory and Evaluation
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties
4455 The School Administrator
4457 Alternatives in Education
4458 Computers in Education
4436 History of Education

Whole Year
4424 Philosophy of Education
BACHELOR OF EDUCATION (SECONDARY)

The pre-service Bachelor of Education (Secondary program) is a four year on-campus concurrent course for the preparation of secondary teachers in Mathematics, Physical Sciences, Business Studies and Humanities. The Bachelor of Education (Secondary program) consists of 30 units: 8 are Professional units and 22 are General Studies units approved for degree purposes. A minimum of 100 days of supervised school experience is required.

A full time student is required to complete:

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4113 Human Growth and Development</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4006 School Experience 10 days</td>
<td>Whole Year</td>
</tr>
<tr>
<td>---- Seven General Studies Units</td>
<td>1 &amp; 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4011 Introduction to Teaching (half unit) and</td>
<td>Whole Year</td>
</tr>
<tr>
<td>School Experience 20 days</td>
<td></td>
</tr>
<tr>
<td>4215 Learning and Individual Differences</td>
<td>Whole Year</td>
</tr>
<tr>
<td>---- Six General Studies Units</td>
<td>1 &amp; 2</td>
</tr>
<tr>
<td>(by the end of second year, students must have completed sub-majors of 6 units in each of two approved teaching areas)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4012 Introduction to Teaching (half unit) and</td>
<td>Whole Year</td>
</tr>
<tr>
<td>School Experience 35 days</td>
<td></td>
</tr>
<tr>
<td>---- Curriculum Studies: Method 1</td>
<td>Whole Year</td>
</tr>
<tr>
<td>---- Six General Studies units</td>
<td>1 &amp; 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4003 School Experience 45 days (no unit value)</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4301 Curriculum Development</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4303 Philosophical Foundations of Education</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4311 Sociological Issues in Education</td>
<td>2</td>
</tr>
<tr>
<td>---- Curriculum Studies: Method 2</td>
<td>Whole Year</td>
</tr>
<tr>
<td>---- Three General Studies units</td>
<td>1 &amp; 2</td>
</tr>
</tbody>
</table>

The selection of 22 General units must include at least two and not more than five separate subject areas. Students must complete two majors of 8 units each or one major of 8 units and two sub-majors of 6 units each. Students who are studying General studies degree units as a background to curriculum studies teaching methods are normally required to enrol in the following order for majors and sub-majors:

<table>
<thead>
<tr>
<th>Year 1:</th>
<th>2 unit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2:</td>
<td>2 unit value (sub-major)</td>
</tr>
<tr>
<td></td>
<td>3 unit value (major)</td>
</tr>
<tr>
<td>Year 3:</td>
<td>2 unit value (sub-major)</td>
</tr>
<tr>
<td></td>
<td>3 unit value (major)</td>
</tr>
</tbody>
</table>

Students enrolling in major studies are requested to seek guidance from the relevant curriculum studies lecturer before finalising course enrolment. Teachers who wish to upgrade their qualifications to a Bachelor of Education may be given some credits and exemptions for study completed successfully at a recognised tertiary institution. Upgrading can be undertaken in either the on-campus or off-campus study mode.

BACHELOR OF EDUCATION (SCHOOL LIBRARIANSHIP)

The Bachelor of Education (School Librarianship) caters for two major categories of students: qualified and experienced teachers wishing to become teacher librarians, and classroom teachers wishing to upgrade or to obtain a further qualification.

The course consists of units selected from Professional studies units, together with General Studies degree units in the Social Sciences, Humanities or Applied Science and Business approved by the Dean, Arts and Education.

There is also a requirement to successfully complete eight School Librarianship units and to undertake 20
days' supervised practical experience in a school library and 20 days' approved special fieldwork.

Students should complete first level Librarianship units (i.e. those in 41.. series) before proceeding on to second level units (i.e. those in 42.. series).

Unit 4001 (School Librarianship Practicum) should be taken towards the end of the course and not before completion of half the Librarianship units. Students beginning the course in School Librarianship should be aware that all students undertaking either the Bachelor of Education (School Librarianship) or the Associate Diploma in School Librarianship at G.I.A.E. must undertake 20 days of practical training. These 20 days will be supervised by trained teacher/librarians in schools chosen by the Institute's Librarianship staff. This is a compulsory unit for all students and no student will be able to complete the qualification without having met the requirements.

Those students requiring other Professional or General units to complete their courses should take these units concurrently with School Librarianship units.

ASSOCIATE DIPLOMA IN SCHOOL LIBRARIANSHIP

Teachers holding at least a two year teaching qualification are eligible for admission. The Associate Diploma in School Librarianship, which is a course of 16 units, requires two years' full-time study or the part-time equivalent. The School Librarianship component consists of 8 units in School Librarianship plus a compulsory Practicum of 20 days' supervised practical experience in a school library and 20 days' approved special fieldwork. The non-Librarianship component consists of 8 units in General Studies from degree courses in Education, Social Sciences, Humanities or Applied Science. These 8 units must be selected from at least 2 subject areas.

GRADUATE DIPLOMA IN MATHEMATICS EDUCATION

The proposed Graduate Diploma is designed to allow primary teachers with an interest in the teaching of mathematics to strengthen their mathematical and educational skills so that they may become better fitted to undertake a mathematics education leadership role within the educational community.

The course is offered in the external mode and, initially over a minimum of two years.

The part-time course consists of 9 units and it is expected to offer the first five of these units in 1985.

4511 Planning a Primary School Mathematics Curriculum
4512 Learning Theories Applied to Mathematics Education
4513 History and Philosophy of Mathematics
4514 An Introduction to Educational Research
4515 In-service Models for Primary Mathematics
4516 Teaching Practicum
4517 Mathematics and the Atypical Child
4518 Probability and Statistics
4519 Computer Awareness

GRADUATE DIPLOMA IN COMPUTERS IN EDUCATION

The PG1: Computers in Education course is designed to develop knowledge, skills and uses of computers in education to establish a practising teacher as a proficient user of computers in education, and as leader, in the school community, for the uses of and the management of computers in education. The course is offered in the external mode and, initially over a minimum of two years.

The part-time course consists of the following 8 units and it is expected to offer the first four of these units in 1985.

4611 Computers in the Classroom
4612 Computer Facilities for Use in the Classroom
4613 Computer Languages
4614 Computers and Learning Theories
4615 Computers and Learning Practice
4616 Computers and School Resource Management
4617 Project
4618 Facilitating Computers in Education
PROFESSIONAL EDUCATION UNITS

Definitions

Contact Time: Timetabled lecture, tutorial and workshop time, seminars;

Course Adviser: Staff member in the School of Education who is adviser to students wishing to enrol or re-enrol in particular courses and units.

External: Interactive mode of study, largely off-campus. For all subjects offered externally, appropriate study guides and readings will be provided and weekend and vacation classes will be scheduled.

Semester: Academic unit of time - approximately fifteen weeks of teaching.

Unit Adviser: A staff member who is responsible for teaching a unit: its planning, implementation and evaluation.

Unit: A segment of the course involving both contact time and study time. It is equivalent to one semester, usually of 4 hours class contact time in the Internal Study Mode, plus at least 4 hours of individual study time.
The School of Engineering offers the following awards:

**BACHELOR OF ENGINEERING** - Electrical - Professional; Four Year Full Time Courses.
- Electro-mechanical
- Mechanical
- Civil

**ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION** - Para Professional; By external study only (equivalent two year full time course).

**GRADUATE DIPLOMA IN ENGINEERING MAINTENANCE MANAGEMENT (Terotechnology)** - To be offered, subject accreditation for the first time in 1985.

**MASTER OF ENGINEERING** - Research Master Degree

All of the engineering degree courses may be studied either full-time or part-time, and certain units within the courses are offered by external study.

The engineering courses are equally appropriate for men and women students; there are excellent career prospects for both.

The normal entry requirement is four subjects at H.S.C. or equivalent level including English, at least one Mathematics, at least one Science, and preferably one further subject from the area of Mathematics and Science. In considering an applicant for admission the Institute may take into account the applicant’s motivation, extra-curricula interests, and recommendations from referees. The Institute seeks to encourage students of mature age whose academic qualifications may appear formally incomplete. Preparatory or bridging tuition in Physical Science and Mathematics is available to facilitate the entry of such students.

**BACHELOR OF ENGINEERING**

The GIAE Bachelor of Engineering is a four-year fully professional course and offers specialisation in any of the following areas:

- Civil
- Electrical
- Electro-Mechanical
- Mechanical

The four Bachelor degrees have a common first year, thus students do not have to select their speciality until after some study experience.

In each specialisation there are opportunities at final year level to take electives suited to student interests.

**Course Recognition**

All degree courses are approved by the Victorian Post-Secondary Education Commission and accredited by the State Accreditation Board. The Bachelor of Engineering (Electro-Mechanical) is fully recognised by the Institution of Engineers, Australia and qualifies the holder for graduate membership of that Institution. The Bachelor of Engineering (Electrical) and (Mechanical) are in the process of final recognition by the Institution of Engineers, Australia. The Bachelor of Engineering (Civil), the full four years which will be running for the first time in 1985, will also be submitted for Institution of Engineers recognition in 1985.

**COURSE OUTLINES**

**Civil Engineering Degree**

In the Civil Engineering Degree course students are academically equipped to work as professional civil engineers. Particular areas of specialisation include structures, water engineering, traffic engineering, and environmental engineering.
## CIVIL ENGINEERING DEGREE SCHEDULE

<table>
<thead>
<tr>
<th>Unit No</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Level 1</strong>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>8.0</td>
</tr>
<tr>
<td>1183</td>
<td>Science - An Interactive Approach</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
<td>0.5</td>
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<td>5100</td>
<td>Drawing and Design</td>
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<tr>
<td>5101</td>
<td>Engineering Practice</td>
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<tr>
<td>5120</td>
<td>Civil Engineering I</td>
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<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
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<tr>
<td>5160</td>
<td>Mechanical Engineering I</td>
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<tr>
<td>7122</td>
<td>Computer Programming IA</td>
<td>0.5</td>
</tr>
<tr>
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<td>Vectors &amp; Matrices</td>
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</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Level 2</strong></td>
<td></td>
</tr>
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<tr>
<td>5223</td>
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<tr>
<td>5224</td>
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<tr>
<td>5280</td>
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<tr>
<td>5282</td>
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<tr>
<td>7171</td>
<td>Probability and Statistics</td>
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<td>0.5</td>
</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
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<td><strong>Total</strong></td>
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<tr>
<td></td>
<td><strong>Level 3</strong></td>
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<tr>
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<tr>
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<td>5321</td>
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<tr>
<td>5322</td>
<td>Hydraulic Design and Construction</td>
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<tr>
<td>5323</td>
<td>Water Supply and Waste Water Treatment</td>
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<tr>
<td>5324</td>
<td>Theory of Structures I</td>
<td>1.0</td>
</tr>
<tr>
<td>5326</td>
<td>Road Design and Construction</td>
<td>1.0</td>
</tr>
<tr>
<td>5380</td>
<td>Engineering Materials II</td>
<td>0.5</td>
</tr>
<tr>
<td>7189</td>
<td>Operations Research for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Elective***</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>8.0</td>
</tr>
</tbody>
</table>
Level 4

5400 Engineering Project 2.0
5401 Engineering Management and Industrial Relations 1.0
5402 Engineering Project Management 1.0

2 Electives to be chosen from:
5403 Environmental Engineering 1.0
5420 Structural Design II 1.0
5422 Hydrology 1.0
5423 Construction Practice 1.0
5424 Theory of Structures II 1.0
5426 Traffic Engineering

2 Additional Electives to be chosen from:
- the above Subjects
- Approved electives from other Engineering Disciplines
- Other approved Electives

Total 8.0

* Level 1 Common to all Engineering degrees
** Industrial Experience, to be completed after Level 2 and Level 3 studies and during the Institute Vacation period, to total a minimum of 12 weeks
*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).

Electrical Engineering Degree

In the Electrical Engineering Degree course students are academically equipped to work as professional electrical or electronic engineers. Particular areas of specialisation include electronics, computers, and power applications.

ELECTRICAL ENGINEERING DEGREE SCHEDULE

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1183</td>
<td>Science - An Interactive Approach</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td>5100</td>
<td>Drawing and Design</td>
<td>0.75</td>
</tr>
<tr>
<td>5101</td>
<td>Engineering Practice</td>
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</tr>
<tr>
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<td>Civil Engineering I</td>
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</tr>
<tr>
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<td>Electrical Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>5160</td>
<td>Mechanical Engineering I</td>
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</tr>
<tr>
<td>7122</td>
<td>Computer Programming IA</td>
<td>0.5</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
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</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
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</tr>
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</table>

Total 8.0
### Level 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5200</td>
<td>Industrial Experience I**</td>
<td>-</td>
</tr>
<tr>
<td>5201</td>
<td>Measurement and Instrumentation</td>
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</tr>
<tr>
<td>5240</td>
<td>Electrical Design II</td>
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</tr>
<tr>
<td>5241</td>
<td>Electrical Machines I</td>
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</tr>
<tr>
<td>5242</td>
<td>Electronics</td>
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<tr>
<td>5243</td>
<td>Digital Electronics and Computers I</td>
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</tr>
<tr>
<td>5244</td>
<td>Circuits and Systems</td>
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</tr>
<tr>
<td>5261</td>
<td>Applied Mechanics</td>
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</tr>
<tr>
<td>5263</td>
<td>Thermodynamics I</td>
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</tr>
<tr>
<td>5264</td>
<td>Fluid Mechanics I</td>
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<tr>
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</tr>
<tr>
<td>7221</td>
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</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
<td>0.5</td>
</tr>
<tr>
<td>7268</td>
<td>Integral Transforms</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Total</td>
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</tbody>
</table>

### Level 3

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Industrial Experience II**</td>
<td>-</td>
</tr>
<tr>
<td>5301</td>
<td>Control Theory and Systems</td>
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</tr>
<tr>
<td>5340</td>
<td>Electrical Design III</td>
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</tr>
<tr>
<td>5341</td>
<td>Electrical Machines II</td>
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</tr>
<tr>
<td>5342</td>
<td>Analog Electronics</td>
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</tr>
<tr>
<td>5343</td>
<td>Digital Electronics &amp; Computers II</td>
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</tr>
<tr>
<td>5345</td>
<td>Power Electronics</td>
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</tr>
<tr>
<td>5346</td>
<td>Digital Systems</td>
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</tr>
<tr>
<td>7171</td>
<td>Probability and Statistics</td>
<td>0.5</td>
</tr>
<tr>
<td>7189</td>
<td>Operations Research for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Elective***</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
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</tr>
</tbody>
</table>

### Level 4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>5401</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>5402</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>2 Electives to be chosen from:</td>
<td></td>
</tr>
<tr>
<td>5440</td>
<td>Power Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5441</td>
<td>Industrial Power Applications</td>
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</tr>
<tr>
<td>5443</td>
<td>Electronic Instrumentation Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5445</td>
<td>Communications Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5446</td>
<td>Advanced Digital Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5447</td>
<td>Advanced Control Systems</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>2 Additional Electives to be chosen from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- the above Subjects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Approved electives from other Engineering Disciplines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Other approved Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>8.0</td>
</tr>
</tbody>
</table>

* Level 1 Common to all Engineering degrees

** Industrial Experience, to be completed after Level 2 and Level 3 studies and during the Institute Vacation period, to total a minimum of 12 weeks.

*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).
Mechanical Engineering Degree

In the Mechanical Engineering Degree course students are academically equipped to work as professional mechanical engineers. Particular areas of specialisation include thermodynamics, engineering design, and machinery applications.

**MECHANICAL ENGINEERING DEGREE SCHEDULE**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1183</td>
<td>Science - An Interactive Approach</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td>5100</td>
<td>Drawing and Design</td>
<td>0.75</td>
</tr>
<tr>
<td>5101</td>
<td>Engineering Practice</td>
<td>0.75</td>
</tr>
<tr>
<td>5120</td>
<td>Civil Engineering I</td>
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</tr>
<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>7122</td>
<td>Computer Programming IA</td>
<td>0.5</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>8.0</strong></td>
</tr>
</tbody>
</table>

| **Level 2** |                                          |            |
| 5200       | Industrial Experience II**               |            |
| 5201       | Measurement and Instrumentation          | 0.5        |
| 5241       | Electrical Machines I                    | 0.75       |
| 5242       | Electronics                              | 0.75       |
| 5243       | Digital Electronics & Computers I        | 0.5        |
| 5260       | Mechanical Design II                     | 0.5        |
| 5261       | Applied Mechanics                        | 1.0        |
| 5262       | Manufacturing Engineering                | 0.75       |
| 5263       | Thermodynamics I                         | 0.5        |
| 5264       | Fluid Mechanics I                        | 0.75       |
| 5280       | Engineering Materials I                  | 0.5        |
| 7221       | Computer Programming A                   | 0.5        |
| 7265       | Numerical Methods                        | 0.5        |
| 7268       | Integral Transforms                      | 0.5        |
| **Total**  |                                          | **8.0**    |

| **Level 3** |                                          |            |
| 5300       | Industrial Experience II**               |            |
| 5301       | Control Theory and Systems               | 1.0        |
| 5360       | Mechanical Design III                    | 1.0        |
| 5361       | Mechanics of Materials and Structures    | 1.0        |
| 5363       | Thermodynamics II                        | 0.75       |
| 5364       | Fluid Mechanics II                       | 0.75       |
| 5367       | Vibrations and Noise Control             | 1.0        |
| 5380       | Engineering Materials II                 | 0.5        |
| 7171       | Probability and Statistics               | 0.5        |
| 7189       | Operations Research for Engineers        | 0.5        |
| Elective***|                                          | 1.0        |
| **Total**  |                                          | **8.0**    |
Electro-Mechanical Engineering Degree

In the Electro-Mechanical Degree Course students are academically equipped to work as professional engineers in either electrical or mechanical engineering plant. A wide variety of final year options allows the student to tailor the course to their interests.

ELECTRO-MECHANICAL ENGINEERING DEGREE SCHEDULE

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Science - An Interactive Approach</td>
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<tr>
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<td>Physical Science for Engineers</td>
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<tr>
<td>5100</td>
<td>Drawing and Design</td>
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<td>5101</td>
<td>Engineering Practice</td>
<td>0.75</td>
</tr>
<tr>
<td>5120</td>
<td>Civil Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>5160</td>
<td>Mechanical Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>7122</td>
<td>Computer Programming I A</td>
<td>0.5</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>8.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>5200</td>
<td>Industrial Experience I**</td>
<td>-</td>
</tr>
<tr>
<td>5201</td>
<td>Measurement and Instrumentation</td>
<td>0.5</td>
</tr>
<tr>
<td>5240 or 5260</td>
<td>Electrical or Mechanical Design II</td>
<td>0.5</td>
</tr>
<tr>
<td>5241</td>
<td>Electrical Machines I</td>
<td>0.75</td>
</tr>
<tr>
<td>5242</td>
<td>Electronics</td>
<td>0.75</td>
</tr>
<tr>
<td>5243</td>
<td>Digital Electronics &amp; Computers I</td>
<td>0.5</td>
</tr>
<tr>
<td>5244</td>
<td>Circuits and Systems</td>
<td>0.75</td>
</tr>
<tr>
<td>5261</td>
<td>Applied Mechanics</td>
<td>1.0</td>
</tr>
<tr>
<td>5263</td>
<td>Thermodynamics I</td>
<td>0.5</td>
</tr>
<tr>
<td>5264</td>
<td>Fluid Mechanics I</td>
<td>0.75</td>
</tr>
<tr>
<td>5280</td>
<td>Engineering Materials I</td>
<td>0.5</td>
</tr>
<tr>
<td>7221</td>
<td>Computer Programming A</td>
<td>0.5</td>
</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
<td>0.5</td>
</tr>
<tr>
<td>7268</td>
<td>Integral Transforms</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>8.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5343</td>
<td>Digital Electronics &amp; Computers II</td>
<td>0.75</td>
</tr>
<tr>
<td>or</td>
<td>Manufacturing Engineering</td>
<td>0.75</td>
</tr>
<tr>
<td>5300</td>
<td>Industrial Experience II**</td>
<td>-</td>
</tr>
<tr>
<td>5301</td>
<td>Control Theory and Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5341</td>
<td>Electrical Machines II</td>
<td>0.75</td>
</tr>
<tr>
<td>5342</td>
<td>Analog Electronics</td>
<td>0.75</td>
</tr>
<tr>
<td>5361</td>
<td>Mechanics of Materials and Structures</td>
<td>1.0</td>
</tr>
<tr>
<td>5363</td>
<td>Thermodynamics II</td>
<td>0.75</td>
</tr>
<tr>
<td>5367</td>
<td>Vibrations and Noise Control</td>
<td>1.0</td>
</tr>
<tr>
<td>5380</td>
<td>Engineering Materials II</td>
<td>0.5</td>
</tr>
<tr>
<td>7171</td>
<td>Probability and Statistics</td>
<td>0.5</td>
</tr>
<tr>
<td>-</td>
<td>Elective***</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>8.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>5401</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>5402</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>4 Electives to be chosen from:</td>
<td></td>
</tr>
<tr>
<td>5403</td>
<td>Environmental Engineering</td>
<td>1.0</td>
</tr>
<tr>
<td>5345</td>
<td>Power Electronics</td>
<td>1.0</td>
</tr>
<tr>
<td>5440</td>
<td>Power Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5441</td>
<td>Industrial Power Applications</td>
<td>1.0</td>
</tr>
<tr>
<td>5443</td>
<td>Electronic Instrumentation Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5445</td>
<td>Communications Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5447</td>
<td>Advanced Control Theory</td>
<td>1.0</td>
</tr>
<tr>
<td>5460</td>
<td>Mechanical Design IV</td>
<td>1.0</td>
</tr>
<tr>
<td>5462</td>
<td>Rotodynamic Machines</td>
<td>1.0</td>
</tr>
<tr>
<td>5463</td>
<td>Thermodynamics III</td>
<td>1.0</td>
</tr>
<tr>
<td>5465</td>
<td>Fuel and Combustion Technology</td>
<td>1.0</td>
</tr>
<tr>
<td>5480</td>
<td>Engineering Materials</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>8.0</td>
</tr>
</tbody>
</table>

* Level 1 Common to all Engineering degrees
** Industrial Experience, to be completed after Level 2 and Level 3 studies and during the Institute Vacation period, to total a minimum of 12 weeks
*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s)
Diploma to Degree Conversion

A Diploma Conversion Course consists of additional course work following the diploma course which a student has already completed. The total program exposes the student to the same course work and level of examination as that required in the degree course. A conversion course will therefore require at least one year of full-time or equivalent part-time study. In certain cases - notably when the conversion course is undertaken by external studies - there are complications in obtaining Institution of Engineers, Australia recognition. Therefore intending applicants should make preliminary enquiries to the Head, School of Engineering who will be able to advise on the admission requirements of the I.E. Aust. Following such advice intending students may make formal application through the Academic Registrar. Formal applications should include a transcript of diploma studies if the student is not a GIAE graduate, a certified copy of the Diploma, a description of industrial experience since graduation and an outline of proposal for an engineering project. Applicants will be evaluated by the Board of Studies in Engineering, and a statement of the course to be completed to qualify for the degree will be given if the application is approved.

GRADUATE DIPLOMA IN ENGINEERING MAINTENANCE MANAGEMENT (Terotechnology)

Subject to accreditation procedures (current at time of printing) the School of Engineering will be offering a Graduate Diploma course in Engineering Maintenance Management for the first time in 1985.

Engineering maintenance management is one of the few areas of management or engineering activities in which there is still tremendous opportunities for improvements and scope for contributing significantly to an organisation's profitability.

The past ten years has seen a revolution in the technical and management techniques available to the Maintenance Engineer or Maintenance Manager. This Graduate Diploma is aimed at bringing together these techniques to enable the practising engineer to play a more effective role within his organisation.

This part-time course is to be offered only on an external studies basis. It consists of 8 units and normally takes two years of external study to complete.

Entry Requirements

To obtain admission to the course the following requirements need to be met:

(a) A recognised degree or diploma in an engineering or related area coupled with at least two years experience, or

A recognised degree or diploma in an engineering or related area coupled with work experience in the field of Maintenance Engineering or Maintenance Management, or

Extensive work experience in a specific and relevant area, for example: a Maintenance Manager or Senior Maintenance Engineer who must have an adequate background and the ability to cope with the course. There will be a restriction on non/graduate/diplomate entrants of a maximum of one-third of enrolments.

(b) Letter from employers/organisations confirming that the employer/organisation is aware of the course requirements and commitments (including residential school) expected of the students.

This requirement may be waived on the recommendation of the course adviser where the applicant is self-employed, or in other exceptional circumstances, provided the applicant can provide assurances about ability to meet the time commitments of the program, and in respect to access to practical situations as required for the completion of field projects and research.

Progression Through Course

Students will progress through the course in the format given in the following table. This will normally take two years to complete on an external part-time basis.

In all cases, advancement to higher units will depend on the successful completion of the necessary prerequisites.
<table>
<thead>
<tr>
<th>UNIT NO</th>
<th>UNIT TITLE</th>
<th>SEMESTER OFFERED</th>
<th>PREREQUISITES</th>
<th>UNIT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5701</td>
<td>TEROTECHNOLOGY AND LIFE CYCLE COSTS</td>
<td>1</td>
<td>NIL</td>
<td>1</td>
</tr>
<tr>
<td>5702</td>
<td>MAINTENANCE MANAGEMENT</td>
<td>1</td>
<td>NIL</td>
<td>1</td>
</tr>
<tr>
<td>5703</td>
<td>QUANTITATIVE TECHNIQUES FOR ASSET MANAGEMENT</td>
<td>2</td>
<td>5702</td>
<td>1</td>
</tr>
<tr>
<td>5704</td>
<td>INDUSTRIAL TECHNIQUES FOR MAINTENANCE MANAGEMENT</td>
<td>2</td>
<td>5701, 5702</td>
<td>1</td>
</tr>
<tr>
<td>5705</td>
<td>FAULT DIAGNOSIS AND CONDITION MONITORING</td>
<td>3</td>
<td>5702</td>
<td>1</td>
</tr>
<tr>
<td>5706</td>
<td>MAINTENANCE ENGINEERING</td>
<td>4</td>
<td>5702</td>
<td>1</td>
</tr>
<tr>
<td>5707</td>
<td>COMPUTER APPLICATIONS IN TEROTECHNOLOGY</td>
<td>3 + 4</td>
<td>5702, 5703, and have demonstrable computer programming literacy (Refer to section 4.1.2)</td>
<td>1</td>
</tr>
<tr>
<td>5709</td>
<td>PROJECT</td>
<td>3 + 4</td>
<td>Completion of at least 3 units.</td>
<td>1</td>
</tr>
</tbody>
</table>

Special Requirements for Unit 5707 Computer Application in Terotechnology

Students may not proceed to unit 5707 until they have demonstrable computer programming literacy of at least the equivalent of GIAE unit 7121 Introduction to Computing, or GIAE unit 7122 Computer Programming A.

This requirement does not preclude students from commencing units offered in semesters 1 and 2 (as shown in the above Table) provided that the normal entry requirements have been met.

Students failing to meet the computer programming literacy requirement for unit 5707 may study either unit 7121 or unit 7122 as preparatory units. Units 7121 and 7122 do not constitute part of the Graduate Diploma course.

Students not able to provide documentary evidence of their computer programming literacy, but who feel that they have the required level of computer programming literacy, may attend for a computer programming literacy test at the GIAE or at an approved Centre.

Credits and Exemption Policy

All students will be required to complete 8 units to qualify for the Graduate Diploma. Up to 4 credits may be allowed for students who have partially completed a similar PG1 course.

External Study

The Institute's external studies program offers a range of degree and diploma courses for those adults whose work, family commitments, or whose geographical location precludes them from full-time courses of internal study.

With this program the Institute accepts the obligation to provide as many of the necessary resources as practicable to enable the student to complete his course off-campus. In the case of the Graduate Diploma course in Engineering Maintenance Management, students will be sent study materials which enable them to do their work effectively at home and, once each semester, they will be required to attend a one week residential school at GIAE. The objectives of these residential schools are to provide an intensive interactive learning experience and to provide the necessary access to laboratory, workshop and computer equipment. They are also to provide opportunities for presentation by outside speakers.

The dates for residential schools for 1985 are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
<td>22 May 1985</td>
<td>26 May 1985</td>
</tr>
<tr>
<td>2nd semester</td>
<td>30 October 1985</td>
<td>3 November 1985</td>
</tr>
</tbody>
</table>

Further information may be obtained from the Course Co-ordinator, Mr. Len Bradshaw.
MASTER DEGREES

Master degree programs are available by research and are individually tailored to suit the needs of applicants. Encouragement is given to programs which are industry based. Candidates must demonstrate that they have the necessary background to succeed: approval to undertake a program will only be given where appropriate supervisors and adequate resources are available. Anyone contemplating a Masters Degree program should contact the Head, School of Engineering to discuss its suitability.

ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION

The Associate Diploma in Engineering Supervision is a two year equivalent full-time course offered by external study to provide a general para-professional engineering education combined with development of skills in labour supervision, and basic business and management procedures. The course provides good training for people wishing to work as engineering associates in such positions as technical officers, engineering assistants, and engineering supervisors. The engineering associate normally works in a supporting role to professional engineers, but can also work independently in smaller organisations which do not employ professional engineers. In other organisations employing professional engineers, they may also work independently on reaching senior positions.

The course emphasises the practice of engineering and requires less mathematical ability than a professional engineering course. The course also gives particular attention to the needs of small and medium sized industrial businesses.

It is particularly designed for part-time study; causing minimum interference to employment by use of external study with concentrated vacation and weekend schools. Each level of the course has a total value of eight units corresponding to a one year full-time study load. Well-motivated part-time students can reasonably undertake four units each year, thus permitting completion of the course by four years external study. The course is, however, designed to allow maximum flexibility for each student to proceed through the course at a rate appropriate to his or her particular circumstances.

The course offers the opportunity for specialisation in particular technical areas through electives in Mechanical, Maintenance, Civil, and Electronic subjects.

Preparatory Units
Mature age students who do not meet the normal entry requirements may need to do one or both of these units - they are preliminary units and do not constitute part of the course.

1180 Physical Science
7160 Basic Mathematics

Students should have passed year 11 Mathematics or equivalent before enrolling in unit 7160.

Availability of Units
Not all units are offered each year - the availability depending on student demand for particular units. Intending students are advised to consult with the Course Co-ordinator Mr Keith Enders before completing an application for enrolment in order to determine which units are available in 1984.

Course Outline
To complete the course students must complete all of the level one and two units but do not have to complete all level one units before doing level two units.
# ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION - COURSE SCHEDULE

## Level 1 - Core Units

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500</td>
<td>Engineering Supervision</td>
<td>1.0</td>
</tr>
<tr>
<td>5501</td>
<td>Human Communications</td>
<td>0.5</td>
</tr>
<tr>
<td>5502</td>
<td>Drawing and Design</td>
<td>0.75</td>
</tr>
<tr>
<td>5540</td>
<td>Electrical Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5541</td>
<td>Electronics and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td>5560</td>
<td>Statics</td>
<td>1.0</td>
</tr>
<tr>
<td>5561</td>
<td>Dynamics</td>
<td>1.0</td>
</tr>
<tr>
<td>5580</td>
<td>Engineering Materials</td>
<td>0.5</td>
</tr>
<tr>
<td>7121</td>
<td>Introduction to Computing</td>
<td>0.5</td>
</tr>
<tr>
<td>or 7122</td>
<td>Computer Programming IA</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Level 1 Elective Units (One unit of 1.0 value to be chosen from the units below)**

- 5520 Engineering Surveying
- 5542 Digital Electronics
- 5562 Thermodynamic Principles
- 5563 Plant Engineering

**Level 1 Unit Total** 8.0

## Level 2 - Core Units

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3243</td>
<td>Engineering Finances</td>
<td>1.0</td>
</tr>
<tr>
<td>3256</td>
<td>Industrial Law (Engineering)</td>
<td>1.0</td>
</tr>
<tr>
<td>3362</td>
<td>Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>5600</td>
<td>Engineering Management Methods</td>
<td>1.0</td>
</tr>
<tr>
<td>5601</td>
<td>Safety and Environmental Management</td>
<td>0.5</td>
</tr>
<tr>
<td>5602</td>
<td>Engineering Project Supervision</td>
<td>0.5</td>
</tr>
<tr>
<td>5603</td>
<td>Industrial Control Systems</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Level 2 Elective Units (Two units, each of 1.0 unit value to be chosen from the following or Level 1 Electives)**

### Mechanical:

- 5661 Mechanics and Design
- 5662 Thermodynamic Systems

### Maintenance:

- 5663 Maintenance Supervision
- 5664 Fault Diagnosis and Condition Monitoring

### Civil:

- 5621 Structural Design
- 5622 Road and Drainage Design

### Electronic:

- 5641 Industrial Electronics
- 5642 Computer Engineering

**Level 2 Unit Total** 8.0

## Notes:

1. Most of level 1 units should be passed before attempting Level 2 units.
2. Other approved units may be substituted for the above electives.
Social Sciences

BACHELOR OF ARTS (Social Science)
BACHELOR OF ARTS (Multi-disciplinary)
ASSOCIATE DIPLOMA IN WELFARE STUDIES
GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY
MASTER OF ARTS: Research Master Degree

BACHELOR OF ARTS (Social Science)

General Aim

The Bachelor of Arts (Social Science) requires a minimum of three years of full-time study or the equivalent in part-time study. The new Bachelor of Arts (Social Science) commenced in 1984 and proved to be a very popular course.

The principal reason for undertaking a study in B.A. (Social Science) is to understand the society we live in and to learn how to approach the socio-economic problems from a perspective which embraces several related areas of study.

A major attraction in the B.A. (Social Science) is its orientation towards the learning and application of a wide range of professional skills to suit a diversity of occupational requirements. The Bachelor of Arts (Social Science) degree is also generally recognised as a stepping stone for further specialist post-graduate study in a wide range of 'people based' activities.

The course places strong emphasis on a basic core of units that will provide students with a sound foundation for working effectively in different social settings. This core of studies is designed to provide students with some basic social research skills that can be applied across a range of vocational fields.

Note that the Institute is phasing out the previous degree, the Bachelor of Arts (Multi-disciplinary), and all new students since 1984 are admitted to the Bachelor of Arts (Social Science) course. Students who have not completed the B.A. (Multi-disciplinary) will be enrolled in the B.A. (Social Science) from 1987 onwards. This means that students will be entitled to full credits and exemptions from their previous B.A. (Multi-disciplinary) degree in the new B.A. (Social Science) degree. Advice on this decision can be sought from the Academic Registrar or from individual course consultants in the school.

Entry Requirement

VISE Year 12 Certificate (HSC Group 1, Group 2 and STC, to include English) or TOP, to include English, or TAFE Middle-Level Certificate. Mature age entry provisions apply.

COURSE STRUCTURE

To qualify for the Bachelor of Arts (Social Science) a candidate shall:

1. Complete a total of 24 units of study.
2. Complete a minimum 8 of 10 common core units.
3. Complete major studies in at least one major discipline approved for the degree. Approved major studies are available in English, Psychology and Sociology. For the purpose of the degree, major studies comprise a minimum of 8 units and a maximum of 10 units in one discipline. The first two units of a major are normally in the common core and the remaining 6 to 8 units are taken at the second and third levels.
4. Complete a minimum of 6 units and a maximum of 10 units of supporting studies to complement the major.
5. All upper level units will require prerequisites.
The following diagram illustrates the relative weighting of each component of the total degree program.

<table>
<thead>
<tr>
<th>COMPONENTS OF THE B.A. (Social Science)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Social Science Core</td>
</tr>
<tr>
<td>Substantive Major Study</td>
</tr>
<tr>
<td>Supporting Studies</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

The specific purpose and content of each of the three components of the degree can be outlined as follows:

(a) **Common Social Science Core (8-10 units)**

All students will be required to take at least 8 out of 10 units of basic studies designed to equip them for further work in all of the major study areas. In order to achieve this aim, students will be required to complete the core component within the first 16 units taken.

The ten common core units are:

- 6113: Introduction to English A
- 6114: Introduction to English B
- 6190: Introduction to Psychology A
- 6191: Introduction to Psychology B
- 6120: Sociology 1 (Credit: 2 units)
- 6185: Modern European History
- 6186: Australian Politics
- 6123: Methods of Social Research A
- 6124: Methods of Social Research B

All students will be required to take the English, Psychology and Sociology units and Methods of Social Research A and either Modern European History or Australian Politics.

Students majoring in Psychology are required to take Methods of Social Research B.

Students majoring in Sociology are required to take Methods of Social Research B, Modern European History and Australian Politics.

(b) **The Substantive Major Study (6-8 upper level units)**

Major studies will be offered in three substantive disciplines, namely:-

- English
- Psychology
- Sociology

Since 2 introductory units of English, Psychology and Sociology are included in the common core, a minimum of 6 additional units must be taken to constitute a major in those areas. Two extra units may be chosen to augment the major if desired.

(c) **Supporting Studies**

6-10 units of supporting studies may be selected to complement the major. They will come from outside the major discipline, and they will be chosen on the basis of their relevance to the major study and their perceived relationship to students' vocational goals. Students may include in their supporting studies units from any one or more of the following areas:

(i) Units representing major areas of study

(ii) Politics and History units.
(iii) Selected units from the Bachelor of Business, the Bachelor of Education, Diploma of Visual Arts or the Bachelor of Applied Science programs, such as Economics, Administrative Studies, Accounting, Mathematics, Education or Computing.

(iv) Approved relevant units from a degree course at another tertiary institution.

(d) Additional Major Study

At the discretion of the Board of Studies in Arts, students will be permitted to undertake a second major, selected from within the school or from another school at GIAE.

Course Plan

The course plan for a single major can be diagrammatically represented as follows.

<table>
<thead>
<tr>
<th>FIRST</th>
<th>LEVEL</th>
<th>SECOND</th>
<th>LEVEL</th>
<th>THIRD</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Semester</td>
<td>First Semester</td>
<td>Second Semester</td>
<td>First Semester</td>
<td>First Semester</td>
</tr>
<tr>
<td>6190 Intro. to Psychology A</td>
<td>6191 Intro. to Psychology B</td>
<td>6123 Methods of Social Research A</td>
<td>6124 Methods of Social Research B</td>
<td>6124 Methods of Social Research B Net compuls, for English major</td>
<td></td>
</tr>
<tr>
<td>6120 Intro. to Sociology One</td>
<td>6120 Intro. to Sociology One</td>
<td>Major Study</td>
<td>Major Study</td>
<td>Major Study</td>
<td></td>
</tr>
<tr>
<td>6113 Intro. to English A</td>
<td>6114 Intro. to English B</td>
<td>Supporting Study</td>
<td>Supporting Study</td>
<td>Supporting Study</td>
<td></td>
</tr>
<tr>
<td>6185 Modern European History</td>
<td>6186 Australian Politics</td>
<td>Supporting Study/Addtional Major Study</td>
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Credits and Exemption Policy

Students with previously completed or partially completed tertiary studies should apply to the Academic Registrar for credits and exemptions.

Work Loads and Student Progress

a) Full-time students shall not take more than 4 units in any one semester without the permission of the Chairperson of the Board of Studies in Arts.

b) Part-time or external students shall not normally take more than 2 units (and are generally advised to regard 2 units as the maximum) in any one semester without the permission of the Chairperson of the Board of Studies in Arts.

c) The Chairperson of the Board of Studies in Arts will review the general progress of Arts and Welfare Studies students at least once during the course of each semester. Subsequently, students may be required to discuss their progress and/or continuation with teaching staff or make appropriate submission in writing to the Chairperson of the Board of Studies in Arts through the Academic Registrar.

BACHELOR OF ARTS (SOCIAL SCIENCE) - TEACHING AREAS AND UNITS

This section contains information about the following areas of study:

Major Subjects: English Psychology Sociology
Common Core Subject: Social Research
Supporting Subjects: Politics History

Students wanting more detailed information or advice should contact the Academic Registrar or the individual course consultants in the following areas:

English - Dr Bryan Coleborne
Psychology - Dr Chris Fraser
Sociology - Mr Ian Hamilton
Politics & History - Mr Peter Farago

ENGLISH

The English teaching team offers units in literature, language and media studies. The units in literature cover the significant fields of English literary history and some important areas of writing in the language since the mid-nineteenth century. They aim at developing an understanding of the major literary genres and at teaching the skills of literary criticism. The study of language, which is combined with the study of literature at first-year level, is extended at second-year level to include a descriptive and analytic account of the features of contemporary English usage. The study of media involves an introductory unit, which analyzes the role played by the media in modern society, and a second-level unit in film. These units cater for the needs of students who are developing careers in the areas of the social sciences, administration and education. They are also available as supporting studies for students in Welfare, Business, Visual Arts and Applied Science. They are recognized and supported by the Victorian Department of Education for professional purposes. The units which will be offered in any one year will be dependent upon the availability of staff and resources.

PSYCHOLOGY

Psychology concerns itself with the description and explanation of human behaviour, and the application of such knowledge in clinical, industrial, organisational, educational and other settings.

Students who intend to practise as professional psychologists should plan an appropriate program. GIAE is one of the few Colleges of Advanced Education in Australia whose psychology major has been accredited by the Australian Psychological Society. This means that students who complete a major in psychology at GIAE will have fulfilled the first three years of the four year academic requirement for Associate Membership of the A.P.S.
SOCIOMETRY

Sociology is the study of people and their social relationships, and sociologists apply themselves to a wide range of social issues. The Sociology Teaching Team offers a wide range of units which draw upon the diverse field of sociological endeavour.

Our offering caters for students with a wide range of interests and needs; it allows students to complete a specialised qualification in social research, or to study a number of substantive areas of sociology, or to just obtain an introduction to sociology. Students enrolled in Arts, Welfare, Business, Education, Visual Arts and Applied Science are able to take units in sociology.

POLITICS

The study of the political process is part of the students' training in citizenship. It also promotes the understanding of the nature of power to make, influence and frustrate decisions made in society.

Political studies are interdisciplinary, they pull threads together from English, Psychology, Sociology, History, Philosophy, Law and Economics. They can therefore help the student to form a coherent view of society and of his/her own place in it.

Australian Politics is a unit in the common core. Upper level Politics units are offered as supporting units to the major studies in English, Sociology and Psychology.

The following Politics units will be taught in 1985:

6186 Australian Politics (common core)
6182 Politics and Society
6280 U.S. Politics
6281 Government and Society of the Soviet Union
3363 Public Enterprise (also in Administrative Studies)

Units not offered in 1985:

6380 Politics of Transition
6381 Developing Countries.

Note:
1. Depending on the availability of suitable staff, Developing Countries is scheduled for 1986.
2. Politics and Society, Public Enterprise, U.S. Politics, Government and Society of the Soviet Union, Developing Countries and Politics of Transition are units in the old B.A. (Multidisciplinary) degree.
3. All the above Politics units can be credited to the new B.A. (Social Sciences) degree as supporting units.

HISTORY

The study of History is the study of change in society. We live in times of unprecedented and very rapid change resulting in social dislocation but also providing opportunities for building a better future. In such a period the study of History is particularly important as it contributes to our understanding of forces that created and continue to shape modern societies.

Upper level History units are offered as supporting units to the major studies in English, Sociology and Psychology.

The following History units will be taught in 1985:

6185 Modern European History is offered as one of the common core of units in the B.A. (Social Science) degree. It is also a core study in the B.A. (Multidisciplinary) degree and in the B.A. Applied Science.
6152 Australian History and 6133 Gippsland History are the two upper level History units to be offered.

Modern South East Asian History will be offered as soon as suitable staff are appointed.
BACHELOR OF ARTS (Multi-disciplinary)

Regulations:

For students continuing in the old B.A. (Multi-Disciplinary), the basic requirements remain as before:

To qualify for the Bachelor of Arts a candidate shall:

1. Complete a total of 24 units.
2. Complete 3 units of Core Studies including at least 1 unit with a Social Science emphasis and at least 1 unit with a Science emphasis.
3. Complete major studies in at least one major approved for the degree which generally comprises a minimum of 3 years study.
4. Complete studies in at least 3 and not more than 5 separate disciplines (excluding Core Studies) at first level.
5. Complete a minimum of 6 units and a maximum of 10 units at first level in at least 3 disciplines (excluding Core Studies).

Major Studies

For the purpose of the degree, major studies comprise a minimum of 8 units in one discipline, including at least 4 units at third level. Approved major studies are available in English, Psychology, Sociology and Mathematics.

Sub-Major

In addition to the approved major studies listed above, students may undertake sub-major(s) in any of the above subject areas, or may undertake up to a maximum of 6 approved units in Politics, Administrative Studies, Education, Economics or Physical Science.

Other Minor Sequences

In addition to the approved units listed above, students may undertake approved studies in any of the major or sub-major subject areas listed above or from the following: Accounting; Law; first level Art Theory; or any other approved subject areas of the multidisciplinary degree.

For full descriptions of the above units see respective entries in this Handbook.

Units Offered

The units offered within the School in 1984 for the B.A. (Multi-Disciplinary) will be the same as for the B.A. (Social Science), with the following exceptions:

(a) The two Methods units, Methods of Social Research A & B, will not be available for the old B.A.
(b) Old B.A. students will be able to take Core Studies units, including the following units which also exist in the new B.A.:

611 Media Studies
6133 Gippsland History
6185 Modern European History

These units need no prerequisite when taken within the old B.A. For details of these units see Core Studies section in this handbook.

ASSOCIATE DIPLOMA IN WELFARE STUDIES

General

This course is designed to provide academic and practical training for students wishing to become welfare officers. It will equip them for employment with statutory bodies, private welfare agencies and local councils, and for work in a wide variety of social settings. Accordingly, it will combine a sound intellectual and experiential grounding in welfare studies with a practical acquaintance of field situations.

A minimum of two years of equivalent or full-time study is required to complete the course. The first year is available on a part-time or external basis over two years, whilst the final year, largely devoted to welfare practice, is offered only on a full-time basis.
In addition to meeting standard entry requirements, **ALL APPLICANTS ARE REQUIRED TO COMPLETE A WELFARE STUDIES COURSE ADMINISTRATION FORM.** This form can be obtained from the Academic Registrar, Gippsland Institute of Advanced Education, Switchback Road, Churchill, 3842, and must be returned to GIAE by October 29, 1984. All applicants short-listed on the basis of information contained in these forms will be interviewed at the Institute during November and December. Applicants are strongly advised that academic criteria are not the only ones for entry into the course. Other factors such as work and life experience, personal qualities and maturity, are taken into account.

**Course Structure**

**Year One:** Eight units to be taken throughout the year and in single semesters.

1. 6120 Sociology I                                      Full year
2. 6140 Welfare Methods A                             Semester 1
3. 6141 Welfare Methods B                             Semester 2
4. 6142 Welfare Issues                                Semester 1
5. 6143 Welfare Administration                        Semester 2
6. 6190 Introduction to Psychology A                  Semester 1
7. 6191 Introduction to Psychology B                  Semester 2

**Year Two:** Eight units to be taken in single semesters.

1. 6240 Welfare Studies IIA                             Semester 1
2. 6241 Welfare Studies IIB                             Semester 2
3. 6246 Fieldwork and Practice A                        Semester 1
4. 6247 Fieldwork and Practice B                        Semester 2
5. Sociology elective from:
   a. 6224 Sociology of Ethnic Relations                 Semester 1
   b. 6320 Sociology of Deviance                        Semester 1
   c. 6322 Sociology of the Family                     Semester 1
6. 6326 Sociology of Health and Welfare              Semester 2
7. 6396 Clinical Psychology A                          Semester 1
8. 6397 Community Psychology                          Semester 2

**Diagrammatic Course Structure**

<table>
<thead>
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<th>First Year (Full-time, Internal) Eight Units</th>
<th>Semester One</th>
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<tr>
<td>SOCIOLOGY I</td>
<td>INTRODUCTION TO PSYCHOLOGY A</td>
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<td>WELFARE ISSUE</td>
<td>WELFARE METHODS B ADMINISTRATION</td>
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<th>First Year (Part-time or External) Semester One</th>
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<td>SOCIOLOGY I</td>
<td>INTRODUCTION TO PSYCHOLOGY A</td>
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<td>SOCIOLOGY I</td>
<td>INTRODUCTION TO PSYCHOLOGY B</td>
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<th>Second Year (Part-time or External) Semester One</th>
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<td>WELFARE METHODS A</td>
<td>WELFARE METHODS B ADMINISTRATION</td>
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<td>WELFARE METHODS B</td>
<td>WELFARE METHODS B ADMINISTRATION</td>
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<th>Final Year (Full-time, Internal) Semester One</th>
<th>Semester Two</th>
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<tr>
<td>WELFARE FIELDWORK AND STUDIES II A</td>
<td>CLINICAL SOCIOLOGY</td>
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<td>WELFARE FIELDWORK AND STUDIES II B</td>
<td>PSYCHOLOGY A ELECTIVE</td>
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<tr>
<td>WELFARE FIELDWORK AND PRACTICE A</td>
<td>COMMUNITY SOCIOLOGY OF HEALTH AND WELFARE</td>
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<tr>
<td>WELFARE FIELDWORK AND PRACTICE B</td>
<td>PSYCHOLOGY HEALTH AND WELFARE</td>
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**Note:** Students enrolled prior to 1983 should note that there is a change in the specific welfare units, and that first-year electives have been discontinued.
GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY

This course will not be offered in 1985.

Unit Outline: The unit constitutes two main areas of study: a panel, and social psychology. It is selective in orientation, focusing on one, advertising and two recent themes: human growth and development, social psychology, and social cognition. These areas include issues central to the nature and validity of the facts involved, including the interplay of social, psychological, and biological factors. A critical perspective is taken on theories, models, and techniques. The emphasis is on the development and application of concepts and methods, with a critical analysis of existing research and theory.
Unit Descriptions

CORE STUDIES OFFERED IN 1985

Group 1

1130 Science and Society

Unit Adviser: Dr A. Carr

Throughout the year: one Lecture and one Tutorial per week - unit value of 1 - internal and external study.

Prerequisites or Corequisites: Nil.

Unit Outline: This unit examines some of the factors which influence technological developments in our society. A detailed case study of a major current project is used to highlight the impact of Science and Society upon each other. Emphasis is placed on the political, social, economic and environmental implications of this interaction. Students are expected to develop sound criteria for assessing future projects and generally become aware of the need to critically examine technological progress.

Assessment: Assessment is based on written work, other evidence of personal involvement and participation.

5190 Energy and Society

Unit Adviser: Dr I. Spark.

Throughout the year: 2 hours per week - unit value of 1 - internal and external study.

Prerequisites: Nil.

Unit Outline: The basic theme of the unit is the investigation of the key role of energy, especially mechanical and electrical power, in the development and sustenance of human society - past, present and future. The primary emphasis is on modern technologically-based or industrialised society. Special attention is given to the interactions between energy technology, economics and social policy. After an introduction to the role of energy in modern society, the historical development and application of energy technology are reviewed. The environmental effects of energy-intensive civilisations are considered in detail. Surveys of world energy resources, including alternative energy sources, are used as a basis for an Introduction to the economics of energy. National and international energy and economic politics are discussed, including potentials for energy conservation especially in the field of transportation. The remainder of the unit is devoted to detailed consideration of specific topics in energy and the environment which are of particular interest in Victoria and/or Australia. These may include: Electric power supply in Victoria and its environmental effects. The utilisation of Victorian brown coal. Energy considerations in agriculture and food supply. Australian uranium and nuclear energy policy. Australian energy policy, with special attention to international trade in energy resources.

Group 2

6103 Economy and Society

Unit Adviser: Mr I.A. Gibson

Second Semester: 4 hours per week - unit value of 1 - internal and external study.

Prerequisites: Nil.

Unit Outline: This unit aims to promote an understanding of contemporary Australian society by studying the role of the economy in various types of societies in the past and present, drawing upon theories and experiences of comparative economic systems, history, sociology and anthropology. In particular, the unit concentrates on change in economic systems, studying the economic, social, political, and technological causes and consequences of such change. A series of seminars will be held covering aspects of changes in Latin America.

Assessment: Students who successfully participate and complete written assignments and projects will not be required to sit for an examination.
6131 Media Studies

Unit Adviser: Mr N. Hanley.

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

Prerequisites: Nil.

Unit Outline: The unit considers four main areas of media in Australia - print, radio television and film. It is selective in orientation, focusing on news, advertising and two recent 'quality' films. Topics covered include: issues central to the nature and functions of the media (economic basis, ownership, ideological control, bias, constructions of reality, processes of legitimisation, regulation and control); what is 'news?; news presentation; TV news; sex roles in the media; for and against ads; advertising techniques; TV ads; introduction to film criticism.

Teaching Methods: lectures, tutorials/workshops, film and video screenings. Study guides and classes are provided for external studies.

Assessment Procedures: Progressive Assessment 100%

PRESCRIBED TEXTS:


RECOMMENDED READING:


6133 Gippsland History

Unit Adviser: Mr P. Morgan.

Second Semester: 4 hours per week - unit value of 1.0 - internal and external study. Classes will be held from 6-9 p.m. Tuesdays. The first class is compulsory.

Prerequisites: 6183 and 6184, or permission of lecturer.


Teaching Methods: Lectures, seminars, tutorials, excursion.

Assessment Procedures: Progressive Assessment and Field Visits 100%

RECOMMENDED READING:


6185 Modern European History - (Replaces 6184)

Unit Adviser: Mr P. Farago

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

Prerequisite: Nil

Unit Outline: This unit deals with the main lines of social, political and economic development in the 19th and 20th Centuries up to the beginning of the Second World War. The focus of the unit will be on developments in Britain and France, with reference to other European nations. The major emphasis of the unit will be in the development of modern European society, its institutions and ideologies.
Topics: 1) Europe before 1789
2) The French Revolution
3) The Industrial Revolution
4) The Triumph of the Middle Classes and their Ideas;
   Nationalism
   Liberalism
   Conservatism
5) 19th Century European Politics Reform and Constitutionalism
6) Growth of Working Class Parties
7) Europe in 1900
8) The Causes of the First World War
9) Picking up the Pieces. The 1920s. The Depression.
10) Revolution in Russia and its Consequences
11) The Rise of Fascism in Italy
12) Nazism
13) The Spanish Civil War

Teaching Methods: lecturers and tutorial/seminar classes.

Assessment Procedures: Essay Work 50%
Examination 50%

PREScribed TEXTs:

RECOMMENDED READING:

APPLIED SCIENCE
1162 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

2 hours of lectures per week throughout the year - unit value of 1.0 - internal and external study.

Prerequisites or Corequisites: Nil.

Unit Outline: The importance of "scientific method" in any science-based course cannot be overestimated. The capacity for logical thought and the ability to define and solve problems is central to both the learning and the practice of science. The aims of this unit are:

- to develop:
  - the ability to think logically;
  - the ability to use the literature and information of science in an intelligent and aggressive manner;
  - some understanding of the process of thinking and thought communication;
  - an understanding of the inter-relations present in the scientific community; and
  - the ability to define and carry out scientific tasks in accordance with good scientific method.

This subject is developed as a three level course. The three levels will each carry three main themes:
1. Information Classification, Retrieval and Presentation;
2. Problem Definition and Solution;
3. Thinking and Thought Processes.

The culmination of the course in Level 3 (unit 1362) is an applied research project involving a literature search, an experimental investigation and presentation of a detailed report.
PRESCRIBED TEXT

Campbell, M. "Reference and Information Sources in Chemistry and Biochemistry". 2nd ed., Griffith University, 1983.
or

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


RECOMMENDED READING

Nil.

1180 Physical Science

Enrolment in this unit will only be accepted after consultation with the Unit Adviser or Head of School.

Unit Adviser: Dr M.A. Hooper

Full Year Unit

Throughout the Year: Requiring 25 hours of compulsory laboratory attendance - unit value of 1.0 - external study only.

Prerequisites and Corequisites: Special entry conditions - such as inadequate background or refresher course.

Unit Outline: This unit is designed as an introduction to the physical sciences. It is oriented towards the student with limited scientific background. One important aim is scientific literacy and awareness. Areas of study are properties of matter, structure, energy and reactivity. Study area examples are related to the science of our every day world used to explain natural phenomena.

PRESCRIBED TEXT


RECOMMENDED PURCHASE


1181 Science - An Interactive Approach

Unit Adviser: Dr M.A. Hooper

First Semester: 4 hours of Lectures, 3 hours of Laboratory per week - unit value of 1.0 - internal and external study.

Prerequisites or Corequisites: Normally, qualifications providing entry to course.

Unit Outline: This unit together with unit 1183 provides a basis for further studies in the chemical, physical and biological sciences. The two units emphasise the interactive aspects of all natural sciences. The two units may be studied either concurrently or consecutively. This unit is designed to give a general introduction to the following areas: chemical periodicity; molecular geometry and bonding; carbon chemistry including biological macromolecules; chemical equilibrium; cell structure and function; kinetics and evolution.

PRESCRIBED READING


RECOMMENDED READING

or
1182 Physical Science
Unit Adviser: Dr M.A. Hooper
Second Semester: 3 hours of Lectures, 3 hours of Laboratory per week - unit value of 1.0 - internal and external study.

Prerequisites and Corequisites: 1181

Unit Outline: The unit further develops some of the concepts and principles introduced in unit 1181. Topics covered are pre-transition elements, gaseous and solution equilibria, the structure and properties of carbon compounds, and electrochemical concepts.

PRESCRIBED READING
or

1183 Science - An Interactive Approach
Unit Adviser: Mr K.G. Hamilton
First Semester: 3 hours of Lectures, 3 hours of Laboratory per week - unit value of 1.0 - internal study only in 1985.

Prerequisites or Corequisites: Normally, qualifications providing entry to the course.

Unit Outline: (Read Unit Outline 1181.) This unit provides studies in principles of measurement, the fundamentals of atomic and molecular structure, kinetic molecular theory and thermodynamics, electromagnetic field theory, an introduction to quantum and nuclear physics and a study of the kinetics of chemical reactions.

PRESCRIBED READING

RECOMMENDED READING

1184 Physical Science
Unit Adviser: Mr P.J. Higgins
Second Semester: 3 hours of Lectures, 3 hours of Laboratory per week - unit value of 1.0 - internal study only in 1985.

Prerequisites or Corequisites: 1183 or by permission of Unit Adviser.

Unit Outline: This unit further develops and introduces topics relevant in particular to physics and physical science. Topics covered will include an introduction to relativity, to wave theory and to physical optics. Thermal and electrical properties of materials, x-rays and their applications, applied mechanics and hydrodynamics and a study of electrical conduction in the gaseous, liquid and solid states.

PRESCRIBED READING
RECOMMENDED READING

Nil.

1186 Biological Science

Unit Adviser: Dr L. Warner

Second Semester: 3 hours of Lectures, 3 hours of Laboratory per week - unit value of 1.0 - internal and external study.

Prerequisites and Corequisite: 1181

Unit Outline: An introductory unit in biological principles and processes which extends some of the basic studies from 1181 Science - An Interactive Approach into the life sciences. Topics covered in this unit include animal functions, plants, perpetuation of life (including genetics) and ecology.

PRESCRIBED READING

Nil.

RECOMMENDED READING


1187 Life on Earth

Unit Adviser: Dr L. Warner

Throughout the Year: 3 hours per week of lectures, seminars, field work and laboratory experience - unit value 1.0 - internal and external study.

Prerequisite: Nil.

Unit Outline: An introductory unit in biology for students who are not undertaking a physical science major. Topics to be covered include the basic unity of life, life processes, animal and plant diversity, perpetuation of life and evolution. Considerable emphasis is placed on the exploration of habitats within the Gippsland region (internal students) or of localities with which the student wishes to become familiar (external students).

RECOMMENDED READING


1189 Physical Science for Engineers

Unit Adviser: Mr P.J. Higgins

Second Semester: 3 hours of Lectures and 3 hours of Laboratory or associated activity per fortnight - unit value of 0.5 - internal study only.

Prerequisite or Corequisite: 1183 or by permission of Unit Adviser.

Unit Outline: This unit further develops fundamental science principles with particular emphasis on engineering situations. Topics covered include - Properties of real gases, generation and behaviour of waves, the properties and detection of radiation and an introduction to special relativity.

PRESCRIBED READING

RECOMMENDED READING
Nil.

1241 Biochemistry
Unit Adviser: Mr R.D. Teasdale
First Semester: 3 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - internal study only.
Prerequisites: 1181 and 1186.
Unit Outline: The objective of this unit is to examine the fundamentals of life processes at the molecular level. Basic relationships between protein conformation and biological function are discussed, attention being directed primarily at transport, structural and enzymic proteins, and illustrated by examples of clinical relevance. The fundamental pathways of carbohydrate, lipid and amino acid metabolism, common to all living cells are also examined. Considerable importance is attached to practical work where modern techniques of protein isolation and study are used to complement the lecture program.

PREScribed TEXT

RECOMMENDED READING

1242 Biochemistry
Unit Adviser: Mr R.D. Teasdale
Second Semester: 4 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - internal study only.
Prerequisites: 1241.
Unit Outline: This unit extends the metabolic studies commenced in unit 1241. Following an outline of the reactions of photosynthesis, the biosynthetic routes of lipids, amino acids and nucleotide formation will be traced, prior to consideration of the roles of nucleic acids in the storage, transmission and expression of genetic information in both procaryotic and eucaryotic cells, and also viruses. The unit will finalise with control and integration of metabolism at enzymic, cellular and whole organism levels.

PREScribed TEXT

RECOMMENDED READING
As for unit 1241.

1251 Chemistry
Unit Adviser: Dr A. Patti
First Semester: 4 hours of Lectures, 4 hours of Laboratory work per week - unit value of 1.0 - internal study only (next external offering 1986).
Prerequisites: 1181, 1182.
Unit Outline: This unit is a continuation of the principles of Chemistry commenced in the first level units 1181 and 1182. The unit is presented by a principles approach in the following areas:
- atomic and molecular structure
- reaction mechanisms and kinetics
- structure and chemical bonding
- phase equilibria
- reactive intermediates and carbon chemistry
- aromatic compound chemistry
- comparative chemistry.

The Laboratory program is integrated with the lecture topics.

Assessment Procedure: Assignments and progressive unit tests as well as an end of semester test are used in assessment. Laboratory work contributes to the final assessment.

PRESCRIBED TEXTS


1252 Chemistry

Unit Adviser: Dr A. Patti

Second Semester: 4 hours of Lectures, 4 hours of Laboratory work per week - unit value of 1.0 - internal study only (next external offering 1986).

Prerequisites: 1251, 1281.

Unit Outline: This unit continues the study of the principles of Chemistry commenced in 1251. The areas of study in this unit are electro-chemistry, co-ordination chemistry, organic nitrogen compounds, reactive intermediates, natural products, dilute and electrolytic solutions, states of matter, transition metals, carbonile and heterocyclic compounds.

PRESCRIBED TEXTS


1262 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

Throughout the year: 2 hours of Lectures per week - unit value of 1.0 - internal and external study

Prerequisite: 1162

Unit Outline: Refer to unit 1162 outline. The work of unit 1162 in Theme 1 - Information and Theme 2 - Problem Definition and Solution is extended, and Theme 3 - Thinking and Thought Processes is developed.

PRESCRIBED TEXT

Nil.

RECOMMENDED READING


1264 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

Throughout the year: 2 hours of Lectures per week - unit value of 1.0 - external study only

Prerequisite: Appropriate tertiary level studies. This unit is intended only for students entering the Bachelor of Applied Science course with advanced standing which includes relevant studies in Scientific
Method, etc.

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

PRESCRIBED TEXT

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

RECOMMENDED READING


1271 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

Not Offered in 1985

First Semester: 7 hours per week of integrated Lectures and practical work - unit value of 1.0 - internal and external study.

Prerequisites: 1182 and 1184 or equivalent studies.

Unit Outline: The emphasis in this unit is to teach the important classical wet way methods of analysis which cannot be achieved by the modern instrumental methods. Integrated with this unit is a thorough treatment of the equilibria and complex pH systems that affect aqueous solution chemistry and the theory of separation.

Topics covered are gravimetric, volumetric, aqueous and non-aqueous acid-basic, compleximetric, oxidation reduction, solvent extraction techniques, and an introduction to the water industry.

PRESCRIBED TEXT

or

1272 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated Lectures and practical work - unit value of 1.0 - internal and external study.

Prerequisites: 1182 and 1184 or equivalent studies.

Unit Outline: In this unit the student is given a thorough grounding in the techniques and theory applicable to basic instrumental analysis. The unit specifically details the way certain combinations of components are chosen to make up each instrument. The emphasis is on accuracy and technique in practical work.

Topics covered are UV-Vis. methods of analysis, Atomic absorption, liquid and gas chromatography. Assessment: By practical work, assignments and examination.

PRESCRIBED TEXT

or
or
**1281 Physical Science**

Unit Adviser: Dr M.A. Hooper

First Semester: 6 hours per week of integrated Lectures and Laboratory work - unit value of 1.0 - Internal and external study.

Prerequisites: 3 units of Science Group at Level 1

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

**PRESIGNED TEXT**


**RECOMMENDED READING**

To be advised.

**1282 Physical Science**

Unit Adviser: Mr K.G. Hamilton

Second Semester: 6 hours per week of integrated Lectures and Laboratory work - unit value of 1.0 - Internal and external study.

Prerequisites: 3 units of the Science Group at Level 1

Unit Outline: This unit extends the theme of spectroscopy but emphasises the application of instrumentation. Resonance spectra theory is discussed in relation to instrumentation and chemical analysis. The basic principles of sources, detectors and their combination into spectroscopic instruments are studied. The study program will provide a thorough grounding for final year studies in applied science.

**PRESIGNED TEXT**


**RECOMMENDED READING**


**1291 Physics**

Unit Adviser: Mr P.J. Higgins

First Semester: 8 hours per week of integrated Lectures and Laboratory work - unit value of 1.0 - next offered in 1986.

Prerequisites: 3 units of the Science Group at Level 1.

Unit Outline: The unit briefly revises the fundamental laws of physics. Aspects of quantum mechanics are introduced and the scope of this topic in extending physics investigation is discussed. The remainder of the unit is directed to an extensive study of electro-magnetism and electronics. The topics have been chosen especially for students who wish to achieve an understanding of fundamental physics whilst at the same time preparing for a final year of physical science studies.

RECOMMENDED READING
Nil.

1292 Physics

Unit Adviser: Mr P.J. Higgins
First Semester: 8 hours per week of integrated Lectures and Laboratory work - unit value of 1.0 - internal and external study.
Prerequisites: 3 units of the Science Group at Level 1.

Unit Outline: This unit is on aspects of applied physics. The scope of statistical mechanics as a tool for investigating physical laws is explored. The applied nature of acoustics, fluids and radiation physics forms the remainder of the course with the inclusion of a practical project involving the construction of electronic devices related to one of the above topics. Topics have been chosen especially for students who wish to achieve an understanding of fundamental physics whilst at the same time preparing for a final year of physical science studies.

1351 Chemistry

Unit Adviser: Mr J.A. Harris
First Semester: 4 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - internal study only.
Prerequisites: 1251, 1252, 1281, 1282.

Unit Outline: This unit extends the studies of 1251 and 1252 in Inorganic, Organic, and Physical Chemistry. The unit includes topics from Heterocyclic Chemistry, Thermodynamics, Absolute Rate Theory, Surface and Colloid Chemistry, Electrochemistry, Photochemistry, Natural Products, Organometallic Chemistry.

PRESCRIBED TEXT

RECOMMENDED READING
Nil.

1352 Chemistry

Unit Adviser: Mr J.A. Harris
Second Semester: 4 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - internal study only.
Prerequisites: 1351.

Unit Outline: This unit continues studies commenced in 1351. Topics include: Modern Synthetic Methods; Thermodynamics; Absolute Rate Theory; Surface and Colloid Chemistry; Electrochemistry; Bioinorganic Chemistry.

PRESCRIBED TEXT

RECOMMENDED READING
Nil.
1355 Chemistry

Unit Adviser: Mr J.A. Harris

First Semester: 3 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - Internal study only.

Prerequisites: 1256, 1281, 1282.

Unit Outline: This unit has a lecture program concerning approximately one third of the lecture material of 1351 with topics chosen from the main streams of 1351.


RECOMMENDED READING

Nil.

1356 Chemistry

Unit Adviser: Mr J.A. Harris

Second Semester: 3 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - Internal study only.

Prerequisite: 1355.

Unit Outline: This unit extends the studies commenced in 1355.


RECOMMENDED READING

Nil.

1362 Applied Research Project

Unit Adviser: Mr R.D. Teasdale

Throughout the year: 4 hours per week - unit value of 1.0 - Internal study only

Prerequisites: 1162 and 1262

Unit Outline: The three themes of 1162 and 1262 are brought together in the form of an individual project. Project topics should relate to the student's major area of study. Requirements to be met include a major literature search, an experimental investigation and preparation of a detailed scientific report.

PRESCRIBED TEXT

Nil.

RECOMMENDED READING

Nil.

1371 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

Second Semester: 4 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - Internal and external study.

Prerequisites: 1252, 1272 or equivalent approved studies.
Corequisite: 1252.

Unit Outline: Renewable and non-renewable resources are discussed from both an industry viewpoint and an analytical viewpoint. Topics covered include economic geology, mineral processing, Victorian fuel resources, catalytic hydro processing and water resources. The relevant instrumental techniques, such as A.A., U.V., X.R.F., and O.E.S., together with sample preparation are discussed in detail in relationship to industry requirements.

PRESCRIBED TEXT


RECOMMENDED READING


1372 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

Second Semester: 4 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - not offered in 1985; next offered in 1986, internal and external study.

Prerequisites: 1271 or approved equivalent studies.

Corequisite: 1252.

Unit Outline: In contrast to 1371 where the theme is resource and recovery methods, this unit involves case studies relating to products and their refining, including polymers. Industrial safety, chromatography, quality control, process control, combustion chemistry, pollution monitoring and their analytical requirements, will be extensively discussed.

PRESCRIBED TEXT


RECOMMENDED READING

To be advised.

1381 Physical Science

Unit Adviser: Mr K.G. Hamilton

First Semester: 6 hours per week of integrated Lectures and Laboratory work - unit value of 1.0 - internal study only.

Prerequisite: 1282.

Unit Outline: This unit includes the use of spectroscopic techniques of nuclear magnetic resonance, infra red, ultra violet and mass spectrometric techniques to elucidate molecular structure, x-ray diffraction techniques, atomic emission spectroscopy and vibrational spectroscopy.

PRESCRIBED TEXT


RECOMMENDED READING

Nil.
1382 Physical Science

Unit Adviser: Mr P.O. Higgins

Second Semester: 6 hours per week of integrated Lectures and Laboratory work – unit value of 1.0 – internal study only.

Prerequisites: 1381 or by special permission of unit adviser.

Unit Outline: A continuation of the studies commenced in 1381 on spectroscopic techniques particularly X-Ray Diffraction followed by a study of microprocessor applications. In addition, a study of vacuum technology and cryogenic science completes the unit.

PRESCRIBED TEXT


RECOMMENDED READING


1391 Applied Physical Science

Unit Adviser: Mr P.J. Higgins

Second Semester: 4 hours of Lectures, 4 hours of Laboratory per week – unit value of 1.0 – next offered in 1986.

Prerequisites: 1291.

Corequisite: 1282.

Unit Outline: This unit extends the studies of units 1291/2 and 1281/2 by examining the applications of physical science. Topics include: Electronics and instrumentation; Non-fossil energy sources; Physical Science education and applications of lasers and holography.

PRESCRIBED TEXT


RECOMMENDED READING

Nil.

1392 Applied Physical Science

Unit Adviser: Mr K.G. Hamilton

Second Semester: 4 hours of Lectures, 4 hours of Laboratory per week – unit value of 1.0 – internal and external study.

Prerequisite: 1292.

Corequisite: 1282.

Unit Outline: This unit continues the theme of 1391 and in particular looks at the techniques of measuring pollution parameters together with wider applications of radioisotopes and environmental acoustics.
1481 Introduction to Master Applied Science

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

PRESCRIBED TEXT

Nil

RECOMMENDED READING

To be advised.

1482 Master Applied Science

As for 1481.

VISUAL ARTS

2001 Foundation Studies 2D

Unit Adviser: Mr E. Heng

First Semester: eight hours per week - unit value of 1 - internal study only.

Prerequisites: Nil.

Unit Outline: An Introductory program including experiences in the Printmaking and Painting studio.

(a) This subject is designed to establish the foundation knowledge of image making by developing a strong visual awareness involving the ability to manipulate and relate to each other, the basic elements of line, tone, colour, form and texture and to encourage an individual interpretation based on objective observation, personal experiment and free enquiry.

(b) To acquire practical studio/workshop skills and theoretical knowledge related to the range of materials, processes and media available to the artist.

(c) To encourage committed personal motivation.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in each studio area. The final assessment will be conducted by all staff involved in Foundation Studies as a group and will include an element related to the students' achievements in a general creative way and will not simply be a summation of their performance in individual studios.

PRESCRIBED TEXTS

Nil.

RECOMMENDED READING

List of reading material will be provided in class.

2002 Foundation Studies 3D

Unit Adviser: Mr H. Potts

First Semester: eight hours per week - unit value of 1 - internal study only.

Prerequisites: Nil.

Unit Outline:

(a) An Introductory program including experiences in the ceramics, sculpture and woodcraft studios.

(b) This unit is concerned with building a foundation of art-work processes. It is concerned with the value of active participation in art making, encouraging the confrontation of problems as they arise during the work process. Students will be introduced to the work of professional artists, whose work processes will be analysed. Projects will be set to enable students to experience similar work-processes, but with sufficient freedom for individual discovery of personal ways of doing, thinking, seeing and problem solving.
solving.

(c) A structured introduction to the safe use of the School's Wood & Metal machines and equipment.

(d) By the conclusion of the unit students will be familiar with the basic equipment, materials and safe procedures for operation in the sculpture, woodcraft and ceramics studios, and have sufficient confidence to begin deeper studies in these areas.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in each studio area. The final assessment will be conducted by all staff involved in Foundation Studies as a group and will include an element related to the students' achievements in a general creative way and will not simply be a summation of their performance in individual studios.

PRESCRIBED TEXT
Nil.

RECOMMENDED READING
List of reading material will be provided in class.

2003 Foundation Drawing

Unit Adviser: To be advised.

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

Prerequisites: Nil.

Unit Outline: This subject is concerned with the exploration of basic possibilities in drawing, its methods, and its materials. Through exercises in observation and imaginative expression, this unit is designed to develop perceptive and manipulative skills through the study of proportion, line, form, rhythm, shape and pattern.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Drawing. (See also final group assessment under Foundation Studies 2D and 3D.)

PRESCRIBED TEXT:
Nil.

RECOMMENDED READING
Reading references will be provided in class.

2004 Basic Photography

Unit Adviser: Mr C. Suggett.

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

Prerequisites: Nil.

Unit Outline:
(a) The camera: light theory, basic history, basic optics.
   Lenses: focal length, focus, depth of field, perspective characteristics.
(b) Sensitometry and Exposure: emulsions, A.S.A., aperture and f-stops. Shutter speed reading, exposure-depth of field.
(c) Lighting: available light/artificial light, colour temperature.
(d) Processing and Printing: black and white darkroom techniques.
(e) Film/Video/Introduction to super 8 film; live action/animation.

Assessment: Progressive assessment based on participation and the submission of finished work. Assessment will be the responsibility of staff involved in teaching photography. (See also final group assessment under Foundation Studies 2D and 3D.)
Nil.

RECOMMENDED READING

Other references will be provided in class.

2191 History and Theory of Modern Art

Unit Adviser: Mr K. Bensley

First Semester: Four hours per week - unit value of 1 - Internal study only.

Prerequisites: Nil.

Unit Outline: A survey of the important features of modern art and ideas including an introduction to nineteenth century European Art, and with an emphasis on the first half of the twentieth century. Included are sections on Impressionism, Fauvism, Expressionism, Cubism, Constructivism, Surrealism, and other important movements.

Assessment: Assessment is based on participation, periodical tests, essays, and tutorial papers. All work required to be submitted will count towards the overall assessment.

PRESCRIBED TEXT


RECOMMENDED READING

Additional references are provided in study guides.

Developmental Studio Units (Second Semester)

After completion of the common first semester of Foundation Studies, students begin a sequence of studies in studio work which will lead to a selection of Major and Minor Studio units later in the courses.

Two developmental studios may be chosen from:

- Painting
- Printmaking
- Ceramics
- Sculpture
- Photography
- Woodcraft

In selection of Developmental Studios students are advised that one should be taken from a studio offering a Major sequence, i.e., Painting, Printmaking, Ceramics, Sculpture.

History and Theory of Recent Art is the Art Theory subject available in second semester.

2110 Developmental Studio - Painting

Unit Adviser: Mr E. Heng

Second Semester: Twelve hours per week - unit value 1.5 - Internal study only.


Unit Outline: Students will be expected to participate in a number of set projects to extend visual awareness, develop analytical processes in terms of 'objective' and 'subjective' reality and attain basic skills in drawing and painting. Students will be expected to produce paintings, the subject matter and visual language of which will be of their own choice.
Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Painting.

PRESCRIBED TEXT

Nil.

RECOMMENDED READING

Other references will be provided in class.

2120 Developmental Studio - Printmaking

Unit Adviser: Mr E. Heng

Second Semester: twelve hours per week - unit value 1.5 - internal study only.


Unit Outline: A broad and experimental approach to this unit is designed to give the student an introduction to Printmaking, using monotype, collographic, relief, intaglio, and planographic processes.

Students will be expected to become familiar with methods of workshop practice as used in print studios.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

PRESCRIBED TEXT Nil.

RECOMMENDED READING Refer to text list for printmaking Studios.

2120 Developmental Studio - Ceramics

Unit Adviser: Mr H. Potts

Second Semester: twelve hours per week - unit value 1.5 - internal study only.


Unit Outline: Main topics include the following:

- Introductory clay preparation
- Introductory form development
- Introductory bisque packing and firing
- Introductory glaze preparation
- Introductory glaze testing procedures
- Introductory glaze packing and firing

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of ceramics.

PRESCRIBED TEXT


RECOMMENDED READING

An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.
2140 Developmental Studio - Sculpture

Unit Adviser: Mr C. Murray-White.

Second Semester: twelve hours per week - unit value 1.5 - internal study only.


Unit Outline: This subject is in two parts. In one part general concepts, arguments, philosophies and practical topics are discussed with the aim of ensuring that every student comes in contact with the broadest range of sculptural concerns. The other part is solely directed towards the development of the student's individual sculptural potential. Emphasis is placed on broadening outlooks, challenging values, searching for motivations, suggesting alternatives and above all anything that increases the student's awareness of all things sculptural.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of sculpture.

PRESCRIBED TEXT

Nil.

RECOMMENDED READING

Particular references are chosen by the staff to suit the needs of each individual student as those needs become identified.

2150 Developmental Studio - Photography

Unit Adviser: Mr C. Suggett.

Second Semester: twelve hours per week - unit value 1.5 - internal study only.


Unit Outline: Major topics include the following:

Cameras: introduction to specialist cameras, including 5 x 4 plate cameras and 2 1/4 inch square format.

Lenses: including zoom, and for special effects.

Exposure: special conditions, special effects, lighting for colour.

Processing: development controls, printing controls, special effects.

Presentation: options and techniques for presentation.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of photography.

PRESCRIBED TEXT

Nil.

RECOMMENDED READING


Other references will be advised in class.

2160 Developmental Studio - Woodcraft

Unit Adviser: Mr D. Wollmering.

Second Semester: twelve hours per week - unit value 1.5 - internal study only.


Unit Outline: An open approach examining the inherent properties of the medium of wood will link with various working areas of carving, construction, lamination and woodturning. Students will be encouraged to develop a personal approach with the medium.
Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the studio. Criteria for assessment will include participation, completion of various set exercises/projects and personal development conceptual and technical.

Students are expected to adhere to studio safety regulations and develop an awareness with precautions in the working environment. Proper footwear and clothing will be required at all times in the studio and machine room.

PRESCRIBED TEXT

Nil.

RECOMMENDED READING


2192 History and Theory of Recent Art

Unit Adviser: Mr K. Bensley

Second Semester: four hours per week - unit value of 1 - internal study only.

Prerequisite: Nil, but 2191 History & Theory of Modern Art is recommended.

Unit Outline: A survey of art and ideas relevant to art with an emphasis on developments since the middle of the twentieth century. Included are sections on Abstract art, Pop art, Minimal art, Artificial Realism, Assemblage, Kinetic art, Conceptual art, and other recent and prevailing emergent art forms.

Assessment: Assessment is based on participation, periodical tests, essays and tutorial papers. All work required to be submitted will count towards the overall assessment.

PRESCRIBED TEXT

Calas, N. and E., "Icons and Images of the Sixties". Dutton, 1971.

RECOMMENDED READING

Additional references are provided in study guides.

Painting Studios, in x Painting Studios

Unit Adviser: Mr E. Heng

2211 Major Studio - Painting I

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2110 Developmental Studio - Painting.

Unit Outline: This unit will continue with the development of drawing and painting and teach students the need for some formal basis to their work. Students will be expected to pursue work of an individual nature as well as their formal studies and to acquire a curiosity about the work of other painters by visiting galleries when possible, and by extensive reading.

2212 Major Studio - Painting II

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2211 Major Studio - Painting I.

Unit Outline: Students will continue in the manner prescribed for Major Studio but will also be expected to begin to analyse their paintings in relation to their overall understanding of painting and pursue specific
themes or problems that they deem particularly relevant in the light of their previous two semesters' work.

2311 Major Studio - Painting III

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2212 Major Studio - Painting II.

Unit Outline: Students will be encouraged to apply the teaching and experience of the previous three semesters to examine seriously problems in painting such as formalism, subject matter (content), the social responsibility of the artist, and continue in the development of a personal means of expression with such issues in mind.

2312 Major Studio - Painting IV

1st and 2nd Semesters: twenty four hours a week - unit value 3 - internal study only.

Prerequisite: 2311 Major Studio - Painting III.

Unit Outline: Students having attained a degree of technical ability and theoretical understanding as to the possibilities contained within the medium, will be involved in the process of exploring their own ideas in painting and producing work of a professional standard.

Minor Studio Units in Painting:

2213 - Minor Studio - Painting (Prerequisite: Two Developmental Studios)
2214 - Minor Studio - Painting (Prerequisite: 2213)
2313 - Minor Studio - Painting (Prerequisite: 2214)

Unit Outline: Each Minor studio unit is available in first and second semesters and involves eight hours per week. Up to three Minors may be taken. Students undertaking Painting as a Minor subject will not be expected to attain the same depth of understanding as those majoring in the subject. They will be taught basic skills in drawing and painting and encouraged to develop a personal means of expression based on formal understanding and an overall appreciation of painting.

Painting Assessment (All units)

Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of painting.

PREScribed Text

To be advised.

Printmaking Studios

Unit Adviser: Mr E. Heng

The subject of Printmaking aims to assist the student develop knowledge of printmaking methods and materials and the aesthetics associated with the graphic processes.

To encourage the development of a personal visual language resulting from investigation and experimentation.

Drawing is considered an activity central to the study of all printmaking units.

2221 Major Studio - Printmaking I

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2120 Developmental Studio - Printmaking.

Unit Outline: This unit will consolidate the basic processes of printmaking studied at first year level (developmental) with the introduction of the screen print process. Students will be expected to continue working with processes previously studied.

2222 Major Studio - Printmaking II

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.
Prerequisite: 2221 Major Studio - Printmaking I.

Unit Outline: This subject complements Printmaking I, but at this stage of the course specialisation in one process of printmaking is permissible according to the direction a student's work is taking.

2321 Major Studio - Printmaking III

1st and 2nd Semesters: Sixteen hours per week - unit value 2 - Internal study only.

Prerequisite: 2222 Major Studio - Printmaking II.

Unit Outline: Students will be encouraged to proceed to an individually approved program of study in which a personal approach to printmaking is derived.

2322 Major Studio - Printmaking IV

1st and 2nd Semesters: twenty four hours per week - unit value 3 - Internal study only.

Prerequisite: 2321 Major Studio - Printmaking III.

Unit Outline: This unit complements Major Studios III. As this is the final unit of printmaking practice, prints/print editions are expected to be of a professional level.

Minor Studio Units in Printmaking:

2223 Minor Studio Printmaking (Prerequisites: Two Developmental Studios).
2224 Minor Studio Printmaking (Prerequisite: 2223).
2323 Minor Studio Printmaking (Prerequisite: 2224).

Unit Outline: Each Minor studio unit is available in first and second semester and involves eight hours per week. Units up to a maximum of 3 Minors are available. It is not envisaged that students enrolled in printmaking units as a Minor Studio or elective will reach the same level of competence as a student who has majored in the area.

Participation at this level would enable a student to gain a critical awareness and understanding of processes rather than a mastering and utilisation of skills and knowledge of printmaking.

Printmaking Assessment
(All units)

Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

PRESCRIBED TEXT

NIL.

RECOMMENDED READING


Students are also encouraged to use:
(a) The G.I.A.E. Slide Collection (upstairs in the Library);
(b) The Latrobe Valley Art Centre (Print Collection),
(c) The Print Council Office and Gallery, 105 Collins Street, Melbourne,
(d) The National Gallery Print Room (Bookings necessary), St. Kilda Road, Melbourne.

Films, slides and examples of original work will be shown throughout the year.

Ceramic Studios:

Unit Adviser: Mr H. Potts

2231 Major Studio – Ceramics I

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2130 Developmental studio - Ceramics.

Unit Outline: Further development in the whole rhythm of ceramics, building on the major topics in 2130. Regular firing cycles in shared kilns are encouraged for the constant building of understanding of the whole process. Participation in the group projects organised by senior students and staff.

PRESERVED TEXT

2232 Major Studio – Ceramics II

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2231 Major Studio Ceramics I.

Unit Outline: Further development towards the individual discipline of regular work cycles in the whole spectrum of ceramics from clay to fire. Regular private firings in small kilns are encouraged throughout the semester.

PRESERVED TEXT

2233 Major Studio – Ceramics III

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2232 Major Studio - Ceramics II.

Unit Outline: Three and four week cycles of production are encouraged, but will vary with the creative intentions of the individual. Specializations should be emerging and may develop in areas of low fire, raku, stoneware, saltfire, woodfire or any area for which staff and facilities can be made available. Technical back-up continues as appropriate.

PRESERVED TEXT

2234 Major Studio – Ceramics IV

1st and 2nd Semesters: twenty four hours per week - unit value 3 - internal study only.

Prerequisites: 2231 Major Study – Ceramics III.

Unit Outline: Individual work cycles are encouraged in order to follow personal directions towards developing objects of quality. In so doing the student should have developed a healthy understanding of the main areas of the process, with some areas of specialisation. It must be acknowledged in the final semester of a ceramics course, that the student is now only at the threshold. The three year course is merely a "springboard" base for a possible lifetime of exploration and discovery in the medium of clay.
Achievements should include the following:

- The ability to gain deep satisfaction and enjoyment from the ceramic processes and products.
- Appropriate skill levels and confidence with ceramics equipment and materials.
- Attitudes which make further discovery obligatory.
- Creativity limited only by goals and experimentation.


**Minor Studio Units in Ceramics**

**2233 Minor Studio Ceramics**

1st and 2nd Semester: eight hours per week.

Prerequisites: Two Developmental Studios.

Unit Outline: Further development on the major topics of 2130 with emphasis on skills of form development. Students are encouraged to fire frequently in shared kilns, and participate in group projects such as pit firing and wood firing.


**2234 Minor Studio Ceramics**

1st and 2nd Semester: eight hours per week - unit value 1 - internal study only.

Prerequisite: 2233.

Unit Outline: Continued development in the whole rhythm of ceramics. Form development continues and frequent firing gives the opportunity for glaze experimentation.

**Shafer, T., "Pottery Decoration". Watson-Gupfill New York 1976.**

**2333 Minor Studio Ceramics**

1st and 2nd Semester: eight hours per week - unit value 1 - internal study only.

Prerequisite: 2234.

Unit Outline: Development of studio work towards the individual discipline of regular spectrum of ceramics from clay to fire. Regular private firings in small kilns are encouraged throughout the semester.

**De Boos, J., et al, Handbook for Australian Potters, Methuen, 1984.**

Ceramics Assessment:

(All units).

Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturers involved in the teaching of ceramics.

**Recommended Reading**

An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. (The 1984 bibliography listed 226 monographs and 11 journals). Technical information references and an index to useful journal articles are available in the studio.
Sculpture Studios

Unit Adviser: Mr C. Murray-White.

Intending Sculpture students should note that the full sequence in Sculpture begins with unit 2140 Developmental Studio - Sculpture.

2241 Major Studio Sculpture I

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2140 Developmental Studio Sculpture.

Unit Outline: Although attendance at regular lecture sessions and participation in projects is compulsory, special emphasis on development of each student's individual direction is seen as most important in this unit.

2242 Major Studio - Sculpture II

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2241 Major Studio - Sculpture I.

Unit Outline: Continuation of programs introduced in previous semesters with greater emphasis placed on each student's individual direction.

2341 Major Studio - Sculpture III

1st and 2nd Semesters: sixteen hours per week - unit value 2 - internal study only.

Prerequisite: 2242 Major Studio - Sculpture II.

Unit Outline: In this unit students are expected to undertake major self-selected projects which must be worked through thoroughly. Special emphasis is placed on the working processes and the establishment of personal integrity.

2342 Major Studio - Sculpture IV

1st and 2nd Semesters: twenty four hours per week - unit value 3 - Internal study only.

Prerequisite: 2341 Major Studio - Sculpture III.

Unit Outline: This unit complements major studies III. By this stage students are expected to have reached a high level of competence in both the production and theoretical aspects of Sculpture.

Minor Studio Units in Sculpture

2243 Minor Studio Sculpture (Prerequisites: Two Developmental Studios
2244 Minor Studio Sculpture (Prerequisite: 2243
2343 Minor Studio Sculpture (Prerequisite: 2244

Unit Outline: Each sculpture Minor studio unit is available in first and second semester and involves eight hours per week. Unit value up to 3 Minors available. It is not expected that students undertaking a Minor will develop the same awareness and sculptural vocabulary as a student in the major course. Participation in a range of sculpture projects will be expected.
Sculpture Assessment

(All units).

Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of sculpture.

PRESCRIBED TEXT

Nil.

RECOMMENDED READING

Particular references are chosen by the staff to suit the needs of each individual student as the needs become identified.

Photography

(Photography is not available as a Major Studio in 1985).

Minor Studio Units in Photography

2253 Minor Studio Photography (Prerequisites: Basic Photography - 2004 and any two Developmental Studios).
2254 Minor Studio Photography (Prerequisite: 2253).
2353 Minor Studio Photography (Prerequisite: 2254).

Unit Outline: Each Minor Photography unit is available in first and second semesters and involves eight hours per week. Unit value up to 3 Minors is available in photography. The Photography Studio offers four areas of study: Photography, Art Documentation, Lighting and Studio Technique, and approved Project. Not all units are available each semester. Further information should be sought from the course adviser.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of photography.

PRESCRIBED TEXT

To be advised.

Woodcraft

(Woodcraft is not available as a Major Studio in 1985).

Minor Studio Units in Woodcraft

2263 Minor Studio Woodcraft (Prerequisites: two Developmental Studios).
2264 Minor Studio Woodcraft (Prerequisite: 2263).
2363 Minor Studio Woodcraft (Prerequisite: 2264).

Unit Outline: Each Minor Studio unit is available in first and second semester and involves eight hours per week. This unit is an extension of earlier work in woodcraft. Students will be encouraged to develop specialisation in one area of study. Individuals are encouraged to develop an articulation on various aspects of design/aesthetic qualities of their work. More extended information will be provided and demonstrated in the various skills area. Individual instruction will supplement discussion with the elements of design and working methods. Students enrolled in this unit will develop a frame of reference to materials and methods which are available for achieving solutions to aesthetic/functional problems.

Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturers involved in the 3D studio areas.

PRESCRIBED TEXT

To be advised.
Art History and Theory Units

2291 Renaissance and Baroque Art

Unit Adviser: Mr K. E. Bensley.

First Semester: four hours per week - unit value of 1 - internal study only.

Prerequisites: 2191, 2192.

Unit Outline: A selection of historical topics will be introduced. The complexity and fascination of the study of symbolism, especially during the Renaissance; the contribution to art and to artistic ideas of major artists of the period. Philosophical views, customs, manners, historical events, stylistic developments and other aspects of the history of ideas. The course covers the period from just before the fifteenth century up to the development of Baroque aesthetics in the seventeenth century.

Assessment: Assessment is based on participation, the submission of written work, and the presentation of seminar papers. All work required to be submitted will count towards the overall assessment.

PRESCRIBED TEXT


RECOMMENDED READING


Additional references are provided in study guides.

2292 Art and Psychology

Unit Adviser: Mr K.E. Bensley.

Second Semester: four hours per week - unit value of 1 - internal study only.

Prerequisites: 2191,2192.

Unit Outline: Background and history of the Psychology of Art. Problems of perception; experiments with artistic material; the empirical study of aesthetic judgments and preferences; psychoanalysis and art; the art of the insane; children's art; the analysis of composition in works of visual art; personality and preferences for art.

Assessment: Assessment is based on participation, the submission of written work, and field assignments. All work required to be submitted will count towards the overall assessment.

PRESCRIBED TEXT


RECOMMENDED READING


Additional references are provided in study guides.

2391 Art Theory Project

Unit Adviser: Mr K.E. Bensley.

First Semester: unit value of 1 - internal study only.

Prerequisites: Passes in two second year level Art Theory or non- Visual Arts elective units approved for the purpose.

Unit Outline: This unit consists predominantly of a guided reading program which prepares the student for the
submission of a substantial research assignment based on an approved topic. The research assignment will normally have a bearing on the students' artistic interests. Class sessions will be conducted on research techniques and assignment writing for advanced work and students will be required to report progress in tutorials.

Assessment: Assessment is based on the submission of a major research assignment, and on a journal reflecting the guided reading program.

2300 Professional Practice

Unit Adviser: To be advised.

Second Semester: sixty hours for the semester - unit value of 1 - internal study only.

Prerequisites: Semester 5 Major Studio, i.e. 2311 or 2321 or 2331 or 2341.

Unit Outline: This single unit subject deals with the preparation of the artist for professional practice. Elementary business practice, exhibition planning, art dealership, promotion and other aspects of professional artistic practice will be included. Subject matter will be related to the student's Major Studio work and relevant to aspects of their own particular art form. Aspects of health and safety will be considered.

Teaching Method: The unit involves attendance, during the semester, at lectures, workshops and tutorials. Some excursions may be undertaken.

Assessment: Assessment will be progressive and will be the responsibility of the lecturers teaching Professional Practice. Some written and practical projects may be required for assessment.

PRESCRIBED TEXT

Nil. Reading lists will be provided in class.

Graduate Diploma in Visual Arts - Unit Numbers

<table>
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Unit Adviser: Mr C. Murray-White

Unit Outlines: See Course Entry Page 43.

Assessment: Assessment is based on participation and on submission of studio work and written work as appropriate to the investigations carried out. Before the completion of the course, a final submission of work in an approved form, normally an exhibition, is required.

BUSINESS

Bachelor of Business - Accounting

3140 Introductory Accounting A

Unit Adviser: Mr J. Cooney

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

Prerequisites: Nil.

Unit Outline: Introductory Accounting A is aimed at developing a broad perspective of the concepts of business and accounting. Students will be introduced to a wide range of issues including: the concept of business and business objectives; the concept of accounting; basic business systems; the theoretical bases of accounting; accounting procedures; design and operation of records and systems, classification and control of data; report formats.
To be advised.

3141 Introductory Accounting B

Unit Adviser: Mr J. Cooney

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

Prerequisite: 3140.

Unit Outline: This unit examines a number of specialist areas in accounting whilst further developing the concept studied in 3140. Major topics are: the development of accounting standards, advanced accounting classification, partnerships, not-for-profit organisations, pastoral accounts, basic statements of source and application of funds, basic analysis and interpretation of financial statements.

To be advised.

3242 Cost Accounting

Unit Adviser: Mr M. Vertigan.

First Semester and Second Semester: 4 hours per week - unit value of 1 - internal and external study.

Prerequisites: 3141 Introductory Accounting B.

Unit Outline: The nature or cost and management accounting, cost classification behaviour and prediction, cost accounting systems, accounting for materials, labour and overheads, job costing, process costing, standard costing, joint and by-product costs, absorption and direct costing, relevant costs and evaluating alternatives, gross profit analysis, relevant costs for decision making.

To be advised.

3244 Management Accounting

Unit Adviser: Mr M. Vertigan.

Second Semester: 4 hours per week - unit value of 1 - internal and external study.

Prerequisites: Cost Accounting 3242.

Unit Outline: Decision theory, decision tree analyses, linear programming, network analyses, management information systems, management by objectives, setting corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, long range planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.

To be advised.

Readings from other texts will be prescribed from time to time during the course. Use will be made of current articles where appropriate.
3245 Corporate Accounting

Unit Adviser: Mr M. Vertigan and Mr R. Fowler

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

Prerequisites: 3141 Introductory Accounting B
3250 Business Organisation

Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity. Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, consolidation of group accounts and accounting for combinations.

PRESCRIBED TEXTS:


3341 Accounting Theory and Current Issues

Unit Advisers: Dr T. Sweatman and Mr R. Fowler

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

Prerequisite: 3245 Financial Accounting

Unit Outline: This unit examines accounting theory and some current issues confronting the profession. Topics include the development of accounting thought and literature, the social context of accounting, the objectives of financial statements, an examination and assessment of four accounting models namely historical cost, index accounting, current cost accounting and continuously contemporary accounting. In the final part of the unit an examination is made of some current issues in accounting.

PRESCRIBED TEXT


RECOMMENDED READING

The Prescribed reading will be supplemented by other relevant reading during the course of the Unit.

3342 Auditing

Unit Advisers: Mr R. Fowler and Dr T.W. Sweatman

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

Prerequisites: 3245 Financial Accounting and 3250 Business Organisation.

Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

PRESCRIBED TEXT


3343 Accounting Research Project

Unit Adviser: To be advised.

Throughout the Year: unit value of 1 - internal and external study

External students will be required to consult regularly with the supervisor of the project.

Enrolment in the Unit: Students should note that, before enrolment in the unit, a submission must be made to
the Accounting teaching team describing the proposed study and the problem to be examined. The submission should specify the source of data, the methodology to be used, and the supervisor of the project. The required submission should reach the Accounting teaching team not later than two weeks before the enrolment date each semester.

Unit Outline: The unit involves the application of skills gained on the course to the researching and reporting on specific problems in accounting and business. Although a literature-based project is possible, it is expected that most projects will be industry-based. Industry-based projects may involve the identification of a specific problem and the development of suggestions or systems to meet the problem. The completed project will be of an appropriate level of presentation and expression, technically sound and relevant to the problem defined in the submission.

Assessment: Completed projects will be assessed by the supervisory staff member, and a second staff member appointed by the Accounting teaching team.

3344 Project Planning and Control

Unit Adviser: Mr M. Vertigan

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

Prerequisite: 3244 Management Accounting.

Unit Outline: The aim is to further develop this topic as introduced in 3244 Management Accounting. Teaching will be based on techniques currently used by industry to ensure the successful implementation of projects. The attributes of the approach in each industry will be closely examined. Particular attention will be paid to the function of the accountant in the planning and control of projects. Each example will be considered with a corresponding appreciation of the physical work involved. Specific attributes to be investigated include: the use of estimates, methods of estimate preparation, authorisations to proceed, variations from estimates, revision of estimates, escalations, calculation of work completed and the extent of the use of critical path methods.

Instruction will be through normal course work but some investigations will be carried out by students. All students will be required to present their findings in class.

3345 Business Finance I

Unit Adviser: Dr T.W. Sweatman.

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

Prerequisites: 3245 Corporate Accounting, 3250 Business Organisation.

Unit Outline: Major sources of corporate and non-corporate finance, Capital market in Australia, the short term money market, debt and equity issues, short term debt and bills financing, securities, securities legislation and the Campbell Report, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.

PRESERVED READING


RECOMMENDED READING

Students will be referred to relevant journal articles, government statistical reports and supporting text material where applicable.

3348 Advanced Financial Accounting

Unit Adviser: Dr T. Sweatman and Mr R. Fowler

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

Prerequisites: 3245 Financial Accounting

Unit Outline: This unit is an extension of 3245 in that it continues to examine the effect of individual
Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital and Current Cost Accounting.

PRESCRIBED READING


3349 Business Finance II

Unit Adviser: Dr T.W. Sweatman.

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

Prerequisites: 3345 Business Finance I


PRESCRIBED READING


ADMINISTRATIVE STUDIES

3161 Introduction to Administrative Studies

Unit Adviser: Mr E.L.J. Thorne

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

Prerequisites: Nil

Unit Outline: This unit has two parts. The first part provides a broad overview of organisation theory from its foundations in classical sociological theories to contemporary concepts. The second part covers a basic introduction to individual differences in the context of perception, ability, personality, motivation and behaviour. Interpersonal communication processes and group dynamics are examined at a basic level.

PRESCRIBED READING


3162 Administrative Theory and Functions

Unit Adviser: Mr R.J. de Souza-Daw

Second Semester: 4 hour per week - unit value of 1.0 - internal and external study

Prerequisites: 3161 Introduction to Administrative Studies

Unit Outline: Through this unit the student will examine the development of management thought and the contribution of major theorists. Through an examination of the functions of management the student will be introduced to problem-solving and decision making, the characteristics of formal organisations, the management of organisational change, and the management of the human resources of the organisation. An opportunity will be taken to examine contemporary issues in management development.

PRESCRIBED TEXT


3265 Organizational Behaviour

Unit Adviser: Mr R. Hall

First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 3162 Administrative Theory and Functions

Unit Outline: This unit examines the behaviour of individuals and groups in organizational contexts. This involves the study of such topics as motivation, worker satisfaction and alienation, bureaucracy, informal organization, intergroup relations, leadership, employee participation, the management of change, innovation and conflict resolution. Throughout the course, the theoretical contributions of Weber, Durkheim and Marx to the analysis of modern organizations will be examined and connections drawn between these analyses and more recent theories.

PRESCRIBED TEXTS


3266 Management Methods and Decision Making

Unit Adviser: To be advised

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

Prerequisite: 3265 Organisational Behaviour

Unit Outline: This unit is designed to provide the student with the necessary skills to make decisions and solve problems with complex business organisations. The unit is structures around three areas of study:
1. Quantitative Methods: Basic Statistics - a review; Mathematical Programming - introduction to linear programming, network analysis; decision analysis - quantifying uncertainties, decision trees.
2. Problem Solving and Decision Making: General Approaches, the Keprel-Thegoe approach.
3. Management by Objectives.

PRESCRIBED TEXT

To be advised.

3360 Organizational Change and Development

Unit Adviser: Mr R. Hall

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

Prerequisites: 3266 Management Methods and Decision Making

Unit Outline: This unit will examine organizational problems engendered by rapid social, economic, political and technological change. The range of topics considered includes 'post-industrialism'; research and development; opportunistic surveillance, organizational intelligence, change agency; intervention strategies; re-organization and participation.

PRESCRIBED TEXT


3362 Industrial Relations

Unit Adviser: To be advised

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

Prerequisites: 3162 or equivalent

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, trade union and employer associations, industrial law, methods of resolving Industrial conflict, establishing and
administering the rules of the work place, with special reference to compulsory arbitration, collective bargaining and worker participation.

**PRESCRIBED TEXT**


* Only one of these

**3363  Public Enterprise**

Unit Adviser: Mr R. Hall

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

Prerequisites: 3162 or any one of 6122, 6180, 6181, 6182, 6185, 6186.

Unit Outline: This unit seeks to introduce students to a range of literature, and to engender attitudes of enquiry, about the conduct of public enterprise organizations in contemporary society. The content of the course covers such topics as the origins and types of public enterprise; an introduction to Australian public administration and finance; an examination of public enterprise in Western Europe, Japan, Canada and the United States; issues relating to the role of the state; and non-state public organizations.

**PRESCRIBED TEXTS**


**3364  Advanced Seminar and Research in Administration**

Unit Adviser: To be advised

Throughout the Year: unit value of 1.0 - internal and external study.

Corequisites: 3360.

Note: Students may not enrol in this unit without prior consultation with unit adviser.

Unit Outline: Students are required to undertake a research project which is designed in consultation with Administrative Studies staff.

**3365  Personnel Management**

Unit Adviser: Mr R. Hall

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

Prerequisite: 3162

Unit Outline: The aim of this unit is to give students an understanding of problems and practice in the administration of employment relationships. Topics examined include manpower planning; recruitment and selection; job design; training and development; occupational health and safety; wage and salary administration; and performance appraisal. In addition, contemporary issues in labour-management relations such as the impact of technological change and equal employment opportunity will be discussed.

**PRESCRIBED TEXTS**


**3366  Introduction to Marketing**

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 3162 or equivalent.

Unit Outline: The course is aimed at providing an understanding of the marketing concept, what it involves and its relationships to society as a whole. Most of the texts in the subject tend to take a "micro" approach (from the organization's viewpoint) and whilst this will be followed to some extent, overlaying the unit will be a consideration of the impact of marketing strategies, policies, distribution, pricing, etc., to the community as a whole. Put simply, the unit will cover the marketing function but will be re-appraised from a more extensive and broader aspect than "is it right for the firm".

PRESCRIBED READING

To be advised.

3367 Business Planning and Policy

Unit Adviser: Mr E. Thorne

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

Prerequisite: 3360.

Unit Outline: This unit first examines business planning in relation to management control systems, information systems and the implementation of these, before concentrating on corporate strategy determination and implementation. A case study approach is predominantly used.

PRESCRIBED TEXT


Economics

6100 Introduction to Economics

Unit Advisers: Mr I.A. Gibson, Mr M.J. Crowley, Ms A. Buckbee, Mr W.F. Battersby

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

Prerequisites: Nil.

Unit Outline: This unit introduces a range of approaches to economic theory. The basic principles of orthodox microeconomics and macroeconomics are covered, together with a number of alternative approaches to economic analysis.

PRESCRIBED TEXT

To be advised

6101 Microeconomics

Unit Advisers: Mr W.F. Battersby, Mr I.A. Gibson

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

Prerequisite: 6100.

Unit Outline: This unit is an intermediate course in microeconomics, which develops the microeconomic theory introduced in 6100 Introduction to Economics. The aim of the unit is to provide training in the use of economic theory and tools of analysis in helping to elucidate and solve the problems involved in the allocation of resources to meet society's material wants.

PRESCRIBED TEXT

To be advised.
6201 Macroeconomics

Unit Adviser: Mr M.J. Crowley

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisite: 6100.

Unit Outline: An introductory course in macroeconomics which considers the determinants of the level of production, employment and income in the economy. The theory developed provides a basis for consideration of the effectiveness of policy aimed at achieving economic stability. Consideration will be given to the performance of the Australian economy.

PRESCRIBED TEXT
To be advised.

6202 Advanced Macroeconomics

Unit Adviser: Mr W.F. Battersby

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisite: 6201.

Unit Outline: This unit builds on the material introduced in 6201 Macroeconomics. An emphasis is given to more recent developments in economic theory. Current macroeconomic problems of the Australian economy and a consideration of policy options form a major segment of the unit.

PRESCRIBED TEXT
To be advised.

6300 Economic Development

Unit Adviser: Mr M.J. Crowley

First Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisites: 6101, 6201.

Unit Outline: This unit involves the study of a number of aspects of development economics, including the causes of under-development, trade and aid, development strategies and population problems.

PRESCRIBED TEXT
To be advised.

6301 Economics of the Environment

Unit Adviser: Mr I.A. Gibson

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisite: 6101.

Unit Outline: This unit involves the study of economic aspects of environmental issues, such as the causes of environmental deterioration, the economics of pollution and conservation and the economics of environmental protection policies.

PRESCRIBED TEXT
To be advised.

6303 Labour Economics

Unit Adviser: Mr W.F. Battersby
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisite: 6101.

Unit Outline: Topics to be considered include the supply of and demand for labour as a factor of production; the wage structure; income distribution; money, wages and inflation; incomes policy; manpower planning. The unit looks not only at the economic theory of labour markets but at the role of institutions, e.g. trade unions in the wage determination process. Close consideration is given to the operation of the Australian labour market.

PRESCRIBED TEXT
To be advised.

6304 Money and Banking

Not offered in 1985

Unit Adviser: Mr M.J. Crowley

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

Prerequisite: 6201.

Unit Outline: The unit involves a study of the financial markets and institutions of the Australian Economy. Major emphasis is given to the nature and role of monetary variables and the way in which they influence the level of economic activity.

PRESCRIBED TEXT
To be advised.

6306 Applied Economics Research Unit

Unit Advisers: Mr M.J. Crowley, Mr W.F. Battersby, Mr I.A. Gibson

First and Second semesters: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: 6101, 6202

Unit Outline: The unit involves research and reading in an area specifically approved by the Economics teaching staff. The unit is consciously vocational, being designed to provide students with practical experience in the use of their training in Economics. It is a step between their academic training and their future roles as professional economists, or other positions requiring the use of economic skills. As such, students are encouraged to design research projects which will be of positive benefit to the community.

6307 Regional Economics

Not offered in 1985.

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

Prerequisites: 6101, 6201.

Unit Outline: This unit involves a study of the economic forces underlying regional development and under-development in Australia. It will look at the regional impact of current economic changes and the social and political policy implications that follow these changes. Emphasis will be placed on empirical research and practical studies which are relevant to regional economic problems in Victoria.
3150 Introduction to Law

Unit Adviser: Mr I. Henry

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

Prerequisites: Nil.

Unit Outline: This unit aims to provide the student with an insight into the operation of our legal system. It is designed both to provide a basis for the study of future law subjects or for the student with a general interest in law only who will not be doing further law units. The unit is a prerequisite for most other law units. Specific topics include the nature of law, the function of law, understanding the operation of our legal process, the Commonwealth Constitution, Statutory interpretation and the precedent system.

PREScribed Reading


Assessment: One assignment worth 20%  
Two assignments worth 10%  
One examination worth 60%

3151 Contracts

Unit Advisers: Mr I. Henry, Dr V.G. Venturini

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

Prerequisite: 3150.

Unit Outline: This unit, as the name suggests, involves a study of contractual law. The subject commences by examining what a contract is and the general principles of contractual law. We then move on to examine specific types of contracts such as agency, sale of goods, insurance, negotiable instruments.

PREScribed Reading

and one of  
Borrie, G.J. & Greig, D.W., "Commercial Law". 2nd ed., 1978 OR  

Assessment: One assignment worth 20%  
Two assignments each 10%  
One examination worth 60%

3250 Business Organisation

Unit Adviser: Dr V.G. Venturini

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

Prerequisites: 3150, 3151.

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).

PREScribed TEXT


Notes containing text, extracts from cases and materials on trusts, partnerships and companies will be distributed during the semester.
3251 Taxation Law and Practice

Unit Adviser: Mr I. Henry.

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisites: 3150, 3141.

Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students who wish to go into Advanced Taxation. Specific topics include The Scheme of the Act; Assessable Income; Derivation of Income; exempt income; deductions; Taxation of Partnerships, Companies Trusts and Superannuation Funds, Objections and Appeals.

PRESCRIBED READING

Casebook yet to be prescribed.

Assessment: Two assignments each 20%
One examination 60%

3350 Administrative Law

Unit Adviser: Mr A.L. Moore

First Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisite: 3150.

Unit Outline: A study of that copy of rules which relates to the exercise of power by governmental and semi-governmental authorities, including delegation of the law making authority and the legal constraints on this process, the remedies available to the citizen when adversely affected by an administrative decision, ultra vires, the place of natural justice, the role of the Ombudsman and the operations of administrative tribunals.

3351 Industrial and Labour Law

Unit Adviser: Mr A.L. Moore

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisite: 3150.

Unit Outline: This unit is a study of basic industrial law within the common law and statutory framework. It examines the constitutional basis and sources of the labour powers of the Commonwealth and the States; the Conciliation and Arbitration Act; the history and legal status of Australian trade unions; the relationship between State and Federal industrial law systems and resultant problems; industrial torts and workers health, safety and welfare.

Texts: "Conciliation and Arbitration Act". C.C.H.

3352 Advanced Taxation

Unit Adviser: Mr A.L. Moore

First Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisite: 3251. This unit is optional.

Unit Outline: The aim of this unit is the better to equip students for taxation practice and to provide an opportunity for students majoring in other areas within the Bachelor of Business degree to study taxation in greater depth. Specific topics covered include: objections and appeals, detailed examination of specific
types of taxpayers such as companies, trusts, primary producers and superannuation funds. A brief study of international agreements and other forms of taxation is included. Legislation will also be considered.

PRESCRIBED TEXT

To be advised.

3353 Consumer Law

Unit Adviser: Dr V.G. Venturini

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

Prerequisites: 3151, 3250.

Unit Outline: This unit deals with commercial transactions and the purchasing of goods; fraud, misrepresentation in, and illegality of, commercial contracts, the study of consumer protection, federal and state laws and the identification of developing trends in other jurisdictions and their possible application to Australian consumer protection legislation.

PRESCRIBED TEXT

3354 Creditor's Rights

Unit Adviser: Mr I. Henry.

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

Prerequisites: 3150, 3151, 3250.

Unit Outline: This unit deals with the illness and death of the enterprise, whether individual or juridicial. In particular it considers how the Bankruptcy Act provides an equitable distribution of the debtor's assets among creditors, how an unfortunate trader may be discharged so as to be permitted to resume trading afresh. The unit also considers other methods of satisfying creditors through composition and assignment, and completes the study of the Companies legislation by treating in depth liquidation and winding up.

PRESCRIBED TEXT

To be advised.

Associate Diploma in General Administration

3149 Financial Management

Unit Adviser: To be advised.

Second Semester: unit value of 1.0 - external study

This unit is provided for the Associate Diploma in General Administration.

Unit Outline: The course will cover the following topics:
(a) Overview of business environment and financial management.
(b) Capital Investment Analysis - time value of money; techniques for capital investment analysis and introduction to risk concepts.
(c) Financing Decisions - sources of finance, leverage and capital structure.
(d) Management of Working Capital.
(e) Tools of Financial Analysis and Control - financial statement analysis; funds analysis and financial forecasting and budgeting and performance measurement.

PRESCRIBED TEXT

3164 Office Administration

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - external study

Objectives:
1. to concentrate on the processing of information and the inter-relationships among employees, equipment and work processes;
2. to consider selected aspects of the process of office management.

Content:

Function and location of the office
Information and office management
Systems analysis and design
Records management
Report writing
Equipment (including computers)
Quality and quantity control
Budgetary and cost control.

PRESCRIBED TEXT


3167 Farm Administration

Unit Adviser:

First Semester: unit value of 1.0 - external study.

Objectives:
1. to introduce the student to farm recording systems, both physical and financial;
2. to provide an understanding of the uses of records to aid farm management decision making;
3. to provide an appreciation of the applications of financial analysis, budgeting and control to administration of the farm business.

Content:
1. The role and function of the farm office
2. Records for management and tax
3. Physical records - types and uses;
4. Financial records - types and uses
5. Using records as management aids
6. Farm business planning and financial control
   Physical farm planning
   Financial analysis
   Farm budget; partial, whole farm, cash flow, financial control.

PRESCRIBED TEXT

3168 Principals of Administration

Unit Adviser: Mr R. de Souza-Daw

First Semester: unit value of 1.0 - external study.

Objectives:

1. The unit is designed to introduce the student to management theory and to relate the theory to public and private organizations.

2. To provide a framework in which management functions and issues can be examined.

Content:

Management theorists - Taylor
   Fayol
   Weber
   Mayo
   Woodward
   Herzberg

Organization analysis
Management functions
Issues

PRESCRIBED TEXT


3169 Personnel Management

Unit Adviser: Mr R. Hall

Second Semester: unit value of 1.0 - external study

Objectives:

1. To outline and place in perspective the role of the personnel function in an organisation.

2. To consider particular aspects of the personnel function.

Content:

1. Functions of the Personnel Department
   Organisation of Personnel
   Staff v. Line activities; respective responsibilities

2. Recruitment
   Job Descriptions
   Management Specifications
   Interviews
   Testing Procedures
   Induction
   Salary Administration
   Performance Appraisal
   Counselling

3. Personnel in the small business

PRESCRIBED TEXT

To be advised.
3170 Data Processing

Unit Adviser: Dr P. Nash

First Semester: unit value of 1.0 - external study.

Objectives: Upon completion of the course, a student should be able to:

(a) Write a (simple) computer program.
(b) Design a (simple) computer program.
(c) Appreciate the role and importance of Systems Analysis.

Course Content: Emphasis is placed on computers as a means of processing data but manual and other techniques are briefly examined.

Look at questions such as "What is a computer?", "How does it work?", "What can it do?".

Survey of types of data processing activity in a business, e.g., accounts receivable, inventory control. Brief look at range of input/output media and devices, e.g., OCR, OMR, MICR, bar codes, punched tags, punched cards, punched tape, teletype terminals, V.D.U. terminals, point-of-sale terminals, magnetic tape and magnetic disc. Closer look at magnetic tape and disc, including speeds and capacities. File organisation methods: sequential, random, indexed sequential. Study examples of business and other data processing applications, using system flowcharts.

Survey of system analysis.

Look at social effect of computers and automation.

Programming Section: Flowcharting and the BASIC programming language are covered. Students have to write and successfully run several BASIC programs.

Coverage includes data files and string variables.

PRESCRIBED TEXT


3171 Economic Analysis

Unit Adviser: Mr W Battersby

Second Semester: unit value of 1.0 - external study.

Objectives: The objective of the unit is to specifically meet the needs of course participants, which were seen to be as follows:

To provide a broad and general introduction to Economics, which concentrates on pragmatic issues rather than conceptual rigour. It is to be as well-rounded as a single semester unit permits, and is to concentrate on the application of simple economic tools towards an understanding of current economic issues.

Content:

1. A brief introduction to the existing business structure, tracing the history of industrial concentration and the advent of the multinationals.
2. An introduction to the basic micro-economic concepts of supply and demand, elasticity, costs of production and marginality, monopolistic and oligopolistic behaviour.
3. An introduction to the Australian economic system and its increasing interdependence with the international economy. An examination of the use of wages, monetary, fiscal, protection and exchange rate policies as economic tools for the achievement of the economic objectives of growth/development and stability, "full" employment, income distribution and balance of payments equilibrium.

PRESCRIBED TEXT

3180 Marketing

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - external study.

Objectives:

1. This unit services to identify marketing as a function of management and to differentiate this from sales, advertising, etc.

2. The unit will identify particular aspects of the marketing function and integrate these aspects to give a full picture.

3. The unit will encompass restrictions on 'open' marketing by reference to certain legislation including the Trade Practices Act.

Content:

Marketing and its place in the firm
Distribution channels
Identifying the market
Market research
Packaging
Pricing
Sales promotion and advertising
Legislative and other restrictions on free marketing

PRESCRIBED TEXT

To be advised.

3181 Business Applications

Unit Adviser: To be advised.

Second Semester: unit value of 1.0 - external study.

Objectives: To integrate the academic and practical work of students in the Associate Diploma in General Administration.

Content: The unit is broken into four sections:

1. Management Theories
2. Employment Problems: Grievances and Discipline
3. Organisational Change

PRESCRIBED TEXT

Detailed reading lists will be provided for each section of the course.

3172 Health Administration

Unit Adviser: Mr R. Wellard

First Semester: unit value of 1.0 - external study.

Objectives: This unit is designed to:

1. Provide students with an overview of the social and economic environment of health care in Australia and the structures, functions and processes which occur in the health care delivery system.

2. Examine major themes and issues in health administration and develop appropriate and relevant management knowledge and skills.

Content: The content of the unit will use a simple organizational systems model as the framework for the themes and topics introduced to students. The model is derived from the work of Leavitt (1964) and uses the following categories for organizing the content of the course:
1. The Environment of Health and Health Care Provision.
2. The Institutional and Organizational Structures in Health Care Provision.

In addition to the above categories there will be a segment designed to provide an introduction and overview and a final segment designed to provide students with a review of their learning and suggestions about ways in which they might further develop and apply their ideas.

**PRESCRIBED TEXT**

To be advised.

**5255 Factory Administration**

Unit Adviser: Mr D. Saini

First Semester: unit value of 1.0 - external study

Objectives:

To familiarize students with factory administration.

To familiarize students with the major factory administration decisions of a business.

To outline and discuss the major techniques of factory administration.

To allow students to gain insight into factory administration through the use of case studies.

Content:

1. Introduction to the manufacturing function.
2. The Product: The design, choice control of variety and quality of the product.
3. The Factory: Location, design, layout, equipment, maintenance, budgets and budgetary control of the factory.
4. Manufacture: Types of production, workstudy, ergonomics of the workplace, materials handling, estimating and planning, control of quality, costing.
5. The Timetable: Production planning and control line of balance, material control, buying, storekeeping, inventory control.

**PRESCRIBED TEXT**


**Graduate Diploma in Accounting**

**3810 Introductory Accounting**

Unit Adviser: Mr J. Cooney

First Semester: unit value of 1.0 - external study.

Prerequisites: Nil

Unit Outline: This unit assumes no prior knowledge of accounting. It aims to establish basic bookkeeping skills and introduce functional accounting systems with an emphasis on computerised accounting systems. Topics covered include necessary assumptions, basic accounting procedures, design and operation of records and systems, treatment of cash, debtors, creditors, wages, inventory and fixed assets, and of period procedures, reporting format, internal control and the audit function, the computerised accounting system, partnership and company accounts, fund statements, analysis and interpretation of financial statements. In the course of studying this unit students will become familiar with the use of computers.

**PRESCRIBED READING**


**3811 Economic Policy**

Unit Adviser: Mr M.J. Crowley

Second Semester: unit value of 1.0 - external study.
Unit Outline: This unit assumes no prior knowledge of economics. The units represent a broad introduction to economics and the Australian economy. It is divided into three sections. The first section is a brief introduction to the economy and the study of economics and an overview of the Australian economy. The second section is concerned with how a society makes decisions about the use of productive resources. The final part looks at the role of governments in the economy.

PRESCRIBED READING


3812 Quantitative Methods

Unit Adviser: Dr B. Nath

First Semester: unit value of 1.0 - external study.

Unit Outline: Basic mathematical concepts - arithmetic and algebra, functions and their graphical representation, exponential and logarithmic functions, arithmetic and geometric progressions; financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; simple calculations of index numbers; introductions to matrices; graphical method in linear programming. Statistics - nature of statistical investigations; collections, presentation and interpretation of data; measures of centrality and dispersion; population distributions, the normal distribution; present values, rules for calculation of probabilities; the sampling distribution of the sample mean; decision making; introduction to simple linear regression.

PRESCRIBED READING

To be advised.

3814 Business Law

Unit Adviser: Mr I. Henry

First Semester: unit value of 1.0 - external study.

Unit Outline: This unit involves an introduction to legal systems and a study of the general theory of contract embodying necessary elements of specific contracts such as agency, bailment, negotiable instruments, consumer credit, insurance and suretyship and guarantee.

PRESCRIBED READING


3815 Commercial Data Processing

Unit Adviser: Dr P. Nash

Second Semester: unit value of 1.0 - external study.

Prerequisites: Nil

Unit Outline: Computer data processing equipment - historical development of data processing techniques and equipment, the components of installation; computer programming - flow charts, nature of programming language, programming concepts, use of packages, business systems - elements of systems analysis and design, commercial applications, e.g. payroll, inventory control, accounts receivable. While undertaking this unit, students will gain 'hands on' experience with the computer equipment at the college.

PRESCRIBED READING

To be advised.
3830 Accounting Theory

Unit Adviser: To be advised.

Second Semester: unit value of 1.0 - external study.

Prerequisites: 3810 Introductory Accounting

Unit Outline: This unit examines the history and development of accounting theory and re-examines basic concepts. It then looks at the problems associated with accounting for inflation and discusses four alternative accounting methods. The unit then looks at some current problems facing the profession such as accounting for goodwill, cash flow forecasts and government accounting.

PRESERVED READING


Other selected readings as chosen by the Lecturer in charge of the unit.

3901 Management Theory and Practice

Unit Adviser: Mr R. de Souza-Daw

First Semester: unit value of 1.0 - external study.

Unit Outline: This unit provides an introduction to management theory and contemporary issues. It examines the development of management thought and the contributions of the major theorists. The characteristics of formal organisations, organisational change and organisational behaviour are studied.

PRESERVED READING


(A number of suitable alternatives are readily available).


3902 Industrial Relations A

Unit Adviser: To be advised

First Semester: unit value of 1.0 - external study.

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, an historical perspective of Australian industrial relations, trade union and employer associations, Australian Industrial Relations Tribunals (including the Victorian Industrial Commission), methods of resolving industrial conflict, establishing and administering the rules of the work place, and discussion of compulsory arbitration, collective negotiation and worker participation.

PRESERVED READING


3903 Personnel Management A

Unit Adviser: Mr R. Hall

Second Semester: unit value of 1.0 - external study.

Unit Outline: The aim of this unit is to give students an understanding of problems and practice in the administration of employment relationships. Topics examined include manpower planning; recruitment and selection; job design; training and development; occupational health and safety; wage and salary administration; and performance appraisal. In addition, contemporary issues in labour-management relations such as the impact of technological change and equal employment opportunity will be discussed.
3904 Issues in Labour Economics

Unit Adviser: Mr W.F. Battersby

Second Semester: unit value of 1.0 - external study.

Unit Outline: This unit gives an introduction to Labour Economics and its significance for industrial relations in the economy and the organisation. A descriptive rather than an analytical and theoretical approach will be used.

The following areas will be considered:

The economy, trade unions and organisations. Inflation, wages policies and their effects. Labour market policy - the effect of government action. Employment levels and the effect on trade unions - supply and demand for labour. Wage determination - market forces, trade unions and relativities. Wage structure and payment systems - their effect on industrial relations within the organisation.

PREScribed Reading


3905 Industrial Law

Unit Adviser: Mr A.L. Moore.

First Semester: unit value of 1.0 - external study.

Unit Outline: This unit is designed to examine in more depth some of the legal issues which were raised in Industrial Relations A. The principal topics to be covered will be:

- the individual employment relationship (including the implied duties of employer and employee, discipline and termination, common law and statutory remedies for arbitrary dismissal).
- the law relating to occupational health and safety, with special emphasis upon the prevention of work-related death and injury.
- the law and industrial conflict, including the "industrial" torts, and statutory provision such as s.45D of the Trade Practices Act.
- the Commonwealth conciliation and arbitration system (this would include an examination of the Industrial Conciliation and Arbitration Act; registered organisations, and the relationship between State and Federal systems).
- the law relating to equal opportunities in the employment situation.

PREScribed Reading

"Guidebook to Australian Industrial Law". C.C.H.

3906 Industrial Relations B

Unit Adviser: Mr E.L. Thorne.

First Semester: unit value of 1.0 - external study.

Unit Outline: The emphasis in this course will be on the operational aspects of industrial relations. Teaching will be by the case study approach and will include:
Formulating, submitting and negotiating a log of claims.
Arbitration procedures.
Dispute resolution via collective bargaining.
Grievance procedures.
Bargaining and advocacy techniques.
Dispute resolution - current issues.
Development of industrial relations policies.

PRESCRIBED READING

Detailed reading lists will be issued throughout the course.

3907 Research Project in Industrial Relations

Unit Adviser: To be advised.

Second Semester: unit value of 1.0 - external study.

Unit Outline: Students are required to undertake a research project in either Industrial Relations or Personnel Management. The project must be designed in consultation with the appropriate staff member and will involve the presentation of a final report of about 10,000 words.

PRESCRIBED READING

No prescribed reading. Reading lists will be issued at the commencement of the course.

3908 Personnel Management B

Unit Adviser: Mr R. Hall

First Semester: unit value of 1.0 - external study.

Unit Outline: This unit will place special emphasis on the development of understanding and skills in the administration of employment relationships. By means of case work, exercises and experiential learning activities a range of personnel management functions and topics will be examined in detail. These will include manpower planning and forecasting; job analysis procedures, performance appraisal techniques, selection and staffing methods, training and development programmes, wage and salary administration; motivation theories.

PRESCRIBED TEXTS


3909 Research Project in Personnel Management

Unit Adviser: Mr E.L. Thorne.

Second Semester: unit value of 1.0 - external study.

Unit Outline: Students are required to undertake a research project in either Industrial Relations or Personnel Management. The project must be designed in consultation with the appropriate staff member and will involve the presentation of a final report of about 10,000 words.

PRESCRIBED READING

No prescribed reading. Reading lists will be issued at the commencement of the course.

3910 Industrial Relations - Contemporary Issues

Unit Adviser: To be advised.

Second Semester: unit value of 1.0 - external study.

Unit Outline: The aim of this course will be to introduce students to contemporary issues in labour/management relations. The course will be taught via visiting lecturers, case studies, excursions, as well as via the
normal external mode. Seminars will include:

- Approaches to Industrial Relations
- Union and Management Ideology
- Industrial Conflict: Its Relevance and Meaning
- Industrial Relations: Contemporary Issues - occupational health & safety
  - the law
  - redundancy

Case Studies: e.g. 35 hour week
- Live Sheep Export Issue
- Tax Free Housing
- Loy Yang Strike
- Occupational Health and Safety

PRESCRIBED READING

Reading lists will be issued throughout the course.

3911 Special Topics in Labour/Management Relations

Unit Adviser: Mr E. Thorne

Second Semester: unit value of 1.0 - external study.

Unit Outline: The program will involve the development and enhancement of topics dealt with in other parts of the course. The precise syllabus will be topics dealt with in other parts of the course. The precise syllabus will be determined from time to time depending on staff availability, staff interests, and the interests and competence of visitors who may, from time to time, be available for use in the teaching programme.

PRESCRIBED READING

To be advised.

Electives: The following electives will eventually be available subject to staff availability and student demand:

- Issues in Labour Economics
- Industrial Relations: Contemporary Issues
- Industrial Sociology
- Organisational Psychology
- Labour Economics
- Special Topics in Labour/Management Relations

Other Units Offered by School of Business

3144 Accounting

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

This unit is provided for the Associate Diploma in Computing Course.


PRESCRIBED TEXT

RECOMMENDED READING


3243 Accounting

Unit Adviser: To be advised.

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

This unit is provided for the Associate Diploma in Engineering Supervision.


EDUCATION

Introduction to Teaching and School Experience

4003 School Experience

Unit Adviser: Mr L. Regan

Whole Year: One hour per week or equivalent block session - unit value 0.0 - Internal study

Prerequisite: Unit 4012.

Unit Outline: 45 days of supervised school experience in secondary schools.

Teaching Methods: Conferences with lecturers before and after practice; close liaison with co-operating teachers and in-school practice co-ordinators.

Assessment: Satisfactory completion of supervised school experience; satisfactory School Experience File of lesson notes and self-evaluation of lessons.

PRESCRIBED TEXTS


4006 Introduction to Teaching

Unit Adviser: Mr L. Regan

Whole Year: One hour per week or equivalent block sessions - unit value of 0.0 - Internal study.

Prerequisite: Nil.

Unit Outline: Students will be placed in schools for 10 days to observe teachers and children at work. These observations will provide an orientation for future studies in Introduction to Teaching and Curriculum units.

Teaching Methods: Conferences with lecturers before and after school visits.

Assessment: Satisfactory participation in planned activities, written report on school activities and observations (100%).
4011 Introduction to Teaching

Unit Adviser: Mr J. Pearson

Whole Year: Internal - 2 hours per week, External - 2 hours at weekend and 3 hours at vacation schools - unit value of 0.0 (Dip.T). No external enrolment for B.Ed.(Sec.).

Corequisite: 20 days of supervised experience in schools.

Unit Outline: This unit will introduce students to practical teaching skills required in the organisation and management of classroom learning. Aspects include observations, planning, questioning, classroom management and the use of instructional media.

Teaching Methods: Lectures, workshops, micro-teaching class, supervised experience in schools.

Assessments: Examination (50%), school experience tasks (50%). Satisfactory school experience program, handling of audio-visual equipment.

PREScribed TEXT


4012 Introduction to Teaching

Unit Adviser: Mr J. Pearson

Whole Year: Internal - 2 hours per week, External - 2 hours at weekend schools and 3 hours at vacation schools - unit value of 0.5.

Corequisite: 40 days of supervised experience in schools.

Prerequisite: Unit 4011

Unit Outline: This unit will include organisation and management of learning, measurement, evaluation and reporting of pupil progress, use of resources, media and audio-visual equipment in teaching.

Teaching Methods: Lectures, workshops, micro-teaching, supervised teaching in schools.

Assessment: Assignment 1 (25%)
Assignment 2 (25%)
Examination (50%)
Satisfactory school experience report.

PREScribed TEXTS


4015 Introduction to Teaching

Unit Adviser: Mr L. Regan

Whole Year: Internal - 3 hours per week, External - 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0.

Corequisite: 45 days of supervised experience in secondary schools.

Prerequisite: Degree or Diploma.

Unit Outline: Students will study and apply the teaching skills of Reinforcement, Basic Questioning, Variability, Explaining, Introductory Procedures and Closure, and Advanced Questioning. Techniques of lesson planning, self-evaluation and classroom observation will also be studied, use of instructional media.

Teaching Methods: Workshops, micro-teaching, seminars, tutorials, lectures, supervised school experience, conferences with lecturers before and after school visits.

Assessment: Satisfactory completion of supervised school experience; short tests (50%); school-based tasks
(50%); School Experience File of lesson notes and self-evaluation of lessons.

PRESCRIBED TEXTS


4016 Introduction to Teaching

Unit Adviser: Mr L. Regan.

Whole Year: Internal - 2 hours per week, External - 2 hours per weekend school and 4 hours per vacation school - unit value of 1.00.

Corequisite: 40 days of supervised experience in primary schools.

Prerequisite: 4011, 4012.

Unit Outline: Students will study and apply the teaching skills of reinforcement, basic questioning, variability, explaining, introductory procedures and closure, and advanced questioning. Techniques of lesson planning, self-evaluation and classroom observation will also be studied, use of instructional media.

Teaching Methods: Workshops, micro-teaching, seminars, tutorials, lectures, supervised school experience, conferences with lecturers before and after school visits.

Assessment: Satisfactory completion of supervised school experience; short tests (50%); school-based tasks (50%); school experience file of lesson notes and self-evaluations of lessons.

PRESCRIBED TEXTS


4131 Foundation Studies: Mathematics

Unit Adviser: Mr A. Box.

First Semester: Internal - 2 hours contact per week, External - 2 hours per weekend school and 3 hours at each vacation school - unit value of 0.5.

Prerequisite: Nil

Corequisite: Nil

Unit Outline: Foundation Studies Mathematics is concerned with the exploration of modern mathematical ideas and historical concepts of mathematics which underlie the mathematics content of the primary school syllabus. This necessitates a deeper and more detailed investigation of mathematical ideas which can be used in an elementary classroom. Attention will also be given to personal mathematic competence, particularly at the primary school level.

Teaching Methods: Small Group Assistance, Mastery Learning Model. Workshops, Mini Lectures.

Note: Students who require remedial assistance in basic primary mathematics will be required to undertake a self-instructional course of study in Semester II under supervision on an individual basis.

PRESCRIBED TEXTS

Victorian Education Department, "Background in Mathematics". 2nd ed., ACER, 1972.

RECOMMENDED READING

Victorian Education Department, "Guidelines in Number Levels 1-5.
4132 Foundation Studies: Language and Communication

Unit Adviser: Ms E. Pascoe

Whole Year: Internal - 2 hours per week, plus tutorial session of 1 hour per week; External - 2 hours per weekend school and 3 hours at vacation school - unit value of 1.00.

Prerequisite: Nil.

Corequisite: Nil.

Unit Outline: An introduction to the general issues of language in education. Students will be expected to develop and extend their own language abilities and to explore the nature of language in relation to all areas of the primary language arts curriculum.

Teaching Methods: 1 hour lecture, 1 hour seminar, 1 hour tutorial per week. Tutorials are provided for students who may require assistance in developing written language skills.

Assessment: Two major essays, each worth 30% of total marks; class tests and exercises worth 40% of total mark.

PRESCRIBED TEXT


4133 Foundation Studies: Creative Arts A

Unit Adviser: Mr G. Jones.

Whole Year: 6 hours per week - 80% attendance is compulsory - unit value of 1.00 - internal study.

Unit Outline: This unit is designed to introduce and develop basic skills in the areas of music, physical education/health and art/craft, and to provide a basis for confident expression through a variety of experiences in all the areas of creative arts.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include practical tests, resource books, group exercises, teaching tasks.

PRESCRIBED TEXTS

Victorian Education Department Physical Education Guides - Government Printer.
Huff'n'Puff Teachers Manual. Leongatha District Education Committee.
A small levy to cover art/craft materials is charged.

4231 Foundation Studies: Mathematics

Unit Adviser: Mr A. Box

First Semester: Internal - 2 hours contact, External - 2 hours each weekend school and 3 hours at vacation school - unit value of 0.5

Prerequisite: 4131.

Unit Outline: Unit 4231 continues to lay the foundation for later work in curriculum studies by exploring further strategies, activities and the study of mathematical concepts essential to the beginning teacher of mathematics. It is structured in such a way as to present material in an on-going creative problem-solving form. 4231 will raise broader issues about the nature of mathematics in today's society.

Teaching Methods: Workshops, Lectures.

Assessment: Internal: Evaluated workshops 25% and teaching tasks 75%.
External: 5 assignments 75% and 1 teaching task 25%. 

4220 Curriculum Studies: Social Studies Primary

Unit Adviser: Mr J. Pearson

Whole Year: Internal - 2 hours per week, External - 3 hours each weekend school and 6 hours at vacation schools. Attendance at the May Vacation School is compulsory - unit value of 0.5.

Unit Outline: This unit familiarises students with current approaches to social studies teaching. Students will be introduced to social studies curricula to use in primary schools, and to the strategies and techniques appropriate for classroom use.

Teaching Methods: Lectures and workshops.

Assessment: 80% attendance at scheduled classes, Assignment 1 (10%), Assignment 2 (40%), Examination (50%).

PRESCRIBED TEXTS

Education Department of Victoria, "Society in View: Handbook".
Education Department of Victoria, "Society in View: Social Organisation".
Education Department of Victoria, "Society in View: Culture".
Education Department of Victoria, "Society in View: Change".
Education Department of Victoria, "Society in View: Natural Environment".
Education Department of South Australia, "Learning & Living Years R-7".
Education Department of South Australia, "Social Studies Curriculum Guidelines Part 1".

RECOMMENDED READING

Oliver, P.M., "Teaching Elementary Social Studies". HBJ

4233 Foundation Studies: Creative Arts B

Unit Adviser: Mr G. Jones

Whole Year: Internal - 6 hours per week 80% attendance is compulsory. External - 9 hours at each weekend school and 12 hours at each vacation school. 80% attendance is compulsory - unit value of 1.0.

Prerequisite: 4133

Unit Outline: This unit is designed to extend the basic skills and confidence in music, physical education/health and art/craft previously introduced in Unit 4133. Students will be required to study at least two of the areas offered.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource books, group exercises, teaching tasks.

PRESCRIBED TEXTS

Victorian Education Department Physical Education Guides. Government Printer.
Huff'n'Puff Teachers Manual. Leongatha District Education Committee.

4260 Curriculum Studies: Science (Primary)

Unit Adviser: Dr G. Detrick

Whole Year: Internal - 2 hours per week - 80% attendance is compulsory. External - 3 hours at weekend schools; 6 hours at vacation schools - 80% attendance is compulsory - unit value of 1.0.

Corequisite/Prerequisite: 4011, 4113, 4215, 4235 or equivalent.
Unit Outline: The unit considers the rationale, methodology, materials and techniques for the teaching of science in primary schools. Research, curriculum developments, resources, evaluation and inquiries suitable for pupils are treated in detail.

Teaching Methods: Lectures, workshops and tutorials.

Assessment: Activities (30%), Essay (15%), Materials File (5%), Simulation (30%), Tests (20%).

PREScribed Text


4270 Curriculum Studies: Language Arts Primary A

Unit Adviser: Ms E. Pascoe

Second Semester: Internal - 4 hours per week. External - 2 hours per weekend school and 3 hours at vacation school - unit value of 1.0.

Prerequisite: 4132

Unit Outline: A continuation and extension of the Language Arts programme started in first year. In the second year there will be an emphasis on developing programmes for teaching Language Arts in years Prep to 6, and a detailed study of language development processes in all major curriculum areas including drama and children's literature.

Teaching Methods: Lectures, workshops, seminars. School experience.

Assessment: 30% each for 2 set essays, school-based assignment worth 40% of marks.

PREScribed Texts

Graves, D., "Writing". Heinemann, 1983.

4340 Curriculum Studies: Creative Arts Primary

Unit Adviser: Mr G. Jones

Whole Year: Internal - 6 hours per week - 80% attendance is compulsory - unit value of 1.0.

Prerequisite: 4133, 4233.

Unit Outline: This course is designed to introduce students to curriculum structure and teaching techniques in the areas of music, physical education/health and art/craft.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource book, group exercises, teaching tasks.

PREScribed Text

Victorian Education Department Physical Education Guides. Government Printer.
Huff'n'Puff Teachers Manual. Leongatha District Education Committee.

4350 Curriculum Studies: Mathematics Primary

Unit Adviser: Mr A. Box

Whole Year: Internal - 2 hours per week - unit value of 1.0.

Prerequisite: 4231

Unit Outline: The general aim of this unit is to provide a vocationally and professionally relevant course which produces confident and competent teachers. It is expected that the students will:
- understand the basic ideas underlying the learning of elementary mathematics;
- become familiar with the content of the suggested Victorian course of study;
- demonstrate an understanding of the use of the instructional materials and concrete aids of elementary mathematics;
- plan, implement and evaluate an instructional sequence.

Teaching Methods: Workshops, and lectures.

Assessment: Internal - evaluated workshops and 3 teaching tasks,

PRESCRIBED TEXT

"Measurement Guides: Teachers' Manual; Time; Money; Spatial Relations; Area; Volume; Length; Visual Representation; Perimeter; Mass". Education Department, Victoria.
"Guidelines in Number 1-5". Education Department, Victoria.

RECOMMENDED READING


4370 Curriculum Studies: Language Arts Primary B

Unit Adviser: Ms E. Pascoe

First Semester: Internal - 4 hours per week. External - 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisite: 4270

Unit Outline: A continuation and extension of the second year programme, with a major focus on curriculum theory and development in the language arts areas of Children's Literature, Drama, Poetry, Reading and Writing.

Teaching Methods: 2 hour lecture/seminar; 1-2 hour workshop/library materials session.

Assessment: 1 major essay worth 40%; 1 major project on curriculum development worth 40%; 2 class tests each worth 10%.

PRESCRIBED TEXTS


Education Department of Victoria, "Drama is Primary". Publications Branch, 1982.


RECOMMENDED READING


4321 Curriculum Studies: Social Studies Secondary

Unit Adviser: Dr T. Taylor

Whole Year: Internal - 3 hours per week. External - 3 hour workshop session per weekend school and 4 hours at vacation schools - unit value of 1.0

Prerequisite: 2nd year B.Ed., Degree or Diploma.

Unit Outline: Social Studies Secondary will introduce students to the origins of social studies teaching in Australia and the method and scope of such teaching as well as the range of curriculum materials available to teachers in this area.

Teaching Methods: Teaching will be mainly through workshop presentations and discussion groups.
Assessment: Assessment will be based on three main components: Production of two specimen lessons (25%), Production of specimen curriculum materials (25%), and either an examination or a major written assignment (50%).

PRESCRIBED TEXT


RECOMMENDED READING


4323 Curriculum Studies: History Secondary

Unit Adviser: Dr T. Taylor

Whole Year: Internal - 3 hours per week. External - 3 hours per weekend school and 4 hours at vacation schools - unit value of 1.0

Prerequisite: 2nd year B.Ed., Degree or Diploma.

Unit Outline: This course will introduce students to the background to history teaching, recent developments in the teaching of the subject and some current practical issues and developments in "new history". The second half of the course will concentrate on practical issues such as syllabus preparation, teaching styles in history, resourcing a history unit and using primary and secondary sources in the classroom. At the same time, emphasis will be laid on the relationship between history teaching and psychology, sociology and philosophy.

Teaching Methods: By workshop presentation and discussion group.

Assessment: 2 specimen lesson presentations (25%), 2 curriculum units (25%), written assignment (50%).

PRESCRIBED TEXT


4331 Curriculum Studies: Business Studies

Unit Adviser: To be advised

Whole Year: 3 hours per weekend school, 4 hours per vacation school - unit value of 1.0 - external study

Prerequisite: Year 2 B.Ed. or Degree or Diploma

Unit Outline: The unit provides a practical approach to the development of secondary Business Studies curriculum. Students are required to study: teaching techniques, audio-visual aids, measurement and evaluation. The unit will include: consumer education, economics, accounting, legal studies, job experience. Current trends and research findings are examined.

Teaching Methods: Lectures, workshop and seminars.

Assessment: 2 Essays, each 15%, and a curriculum project relevant to secondary school students 40%. Class test 30%.

4341 Curriculum Studies: Creative Arts Secondary

Unit Adviser: To be advised

Whole Year: Internal - 3 hours per week. External - 3 hours per weekend school, 6 hours per vacation school - unit value of 1.0

Prerequisite: Degree or Diploma
Unit Outline: The unit looks at the areas of curriculum development, classroom strategies, resource information, and visual arts policies, in an Art/Craft classroom in the secondary school. Students will be expected to complete a major curriculum studies project relating to curriculum rationale in Art/Craft. Further, depending on availability of resources, students will be encouraged to undertake their own work in the Visual Arts Studios and in particular students develop, or will be expected to demonstrate in wood and metal craft.

Certification of competence in handling machines safely will be a requirement for all students.

Teaching Methods: Lectures and workshops.

Assessment: 4 essays, each of equal value and participation in tutorial workshops - 80% attendance required.

PRESERVED TEXT


4342 Curriculum Studies: Creative Arts Secondary (double method)

Unit Adviser: To be advised

Whole Year: Internal - 3 hours per week. External - 3 hours per weekend school 6 hours per vacation school - unit value of 1.0

Corequisite: 4341

Unit Outline: This unit, normally taken with 4341 looks directly at approaches of teaching and appreciation of art, and the study of art and culture. Students are expected to complete unit outlines with a comparison of approaches. These units are expected to be trialled whilst on school experiences.

Teaching Methods: Lectures and workshops.

Assessment: 3 research studies each of equal value and participation in workshops to develop teaching techniques - 80% attendance required.

PRESERVED TEXT


4351 Curriculum Studies: Mathematics Secondary

Unit Adviser: Mr J. White

Whole Year: Internal - 3 hours per week. External - 2 hours per weekend school 4 hours per vacation school - unit value 1.0

Prerequisite: 2nd year B.Ed. or degree or diploma.

Unit Outline: The unit provides adequate preparation for teaching mathematics in the post-primary school. This unit covers the content of post-primary school mathematics, the organisation of post-primary mathematics curricula (years 7-10). The psychological, social and historical foundations and perspectives are studied as influences on the curriculum. A body of pedagogical skills for post-primary mathematics will be developed.

Teaching Methods: Internal - Lectures, workshops, seminars. External - Study Guides, workshops at weekend school.

Assessment: 4 assignments each with equal weighting.

PRESERVED TEXT

4352 Curriculum Studies: Mathematics Secondary (double method)

Unit Adviser: Mr. John White

Whole Year: Internal - 3 hours per week. External - 3 hours per weekend school, 4 hours per vacation school - unit value of 1.0

Prerequisite: 2nd year B.Ed. or units in degree or diploma, 4351

Corequisite: Curriculum Studies: Mathematics Secondary.

Unit Outline: The work in this unit provides adequate preparation for teaching Year 11 and 12 mathematics. This unit covers V.I.S.E. control of H.S.C. Mathematics courses in terms of content, regulations and assessment. T.O.P. Mathematics courses will be studied. Year’s work will be established with H.S.C. Group 1 and Group 2 and T.O.P. Mathematics courses. The unit covers problem solving, estimation skills and computers in post-primary mathematics instruction and learning. Resources and assessment techniques for mathematics will be studied. There will be an examination of several issues including testing, transition, exceptional children, homework, streaming and professional responsibilities.

Teaching Methods: Internal - workshops, lectures and discussions.

Assessment: 4 assignments all of equal weighting.

PRESCRIBED TEXT

N11.

4361 Curriculum Studies: Science Secondary

Unit Adviser: To be advised

Whole Year: Internal - 3 hours per week. External - 3 hours per weekend school, 6 hours per vacation school - unit value 1.0

Prerequisite: Year 2 B.Ed. or Degree or Diploma.

Unit Outline: The course is intended to prepare students for teaching science in post-primary schools with an emphasis on science as taught in years 7 through 10. Topics covered include the nature of science, teaching strategies, science curricula, laboratory management, and safety.

Teaching Methods: Workshops, tutorials, independent study.

Assessment: Attendance at 80% of workshops is required. Assessment is based on workshop participation, assignments and tests.

RECOMMENDED READING


4363 Curriculum Studies: Biology Secondary

Unit Adviser: Mr K. Stead

Whole Year: Internal - 3 hours per week. External - 2 hours per weekend school 4-6 hours per vacation school - unit value of 1.0

Prerequisite: Year 2 B.Ed. or Degree or Diploma

Corequisite: 4361

Unit Outline: This unit is intended to prepare students for teaching senior biology in secondary schools and technical colleges of years 11 and 12. It includes a survey of the content at senior biology curricula, a consideration of a variety of resources, the development of specific teaching strategies and allows for the development of biological knowledge in areas of student weaknesses.

Teaching Methods: Lectures, workshops, and seminars.
Assessment: Will be wholly on workshop and seminar presentations and specific assignments. These assignments will involve the development of teacher resource materials of immediate application to the classroom/laboratory/field situation.

PRESCRIBED TEXT

Australian Academy of Science, "Biological Science: The Web of Life" (latest ed.).
Teacher's Guide (Parts I and II) to the above text.
Student's Manual (Parts I and II) to the above text.

4364 Curriculum Studies: Chemistry Secondary

Unit Adviser: Dr J. Gough

Whole Year: Internal - 3 hours per week. External - 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisite: Degree, Diploma or Year 2 B.Ed.

Corequisite: 4361

Unit Outline: Students will become familiar with the requirements for teaching chemistry to Years 11 and 12 pupils and will study topics such as the development of curriculum materials and units of work, evaluation of pupils, of chemistry courses, of texts and of curriculum materials; effective use of demonstrations, laboratory work and educational technology in chemistry teaching.

Teaching Methods: Study guides, lectures, seminars, workshops.

Assessment: Essay (10%), Media Presentation (20%), Curriculum Material Evaluation (30%), Development of a work programme (40%).

PRESCRIBED TEXT


4371 Curriculum Studies: Language Arts Secondary

Unit Adviser: Mr P. Richardson

Whole Year: Internal - 3 hours per week. External - 4 hours per weekend school and 6 hours at vacation school - unit value of 1.0

Prerequisite: Degree, Diploma or Year 2 B.Ed.

Unit Outline: The unit is designed to assist students to develop skills in curriculum development in English education. Attention is given to the place and history of English education in the secondary curriculum; current developments and trends in English education; teaching strategies and procedures; understandings, values and skills in English education (reading, writing, speaking and listening); the development, location and evaluation of curriculum resources; and evaluation and assessment in English education. Special emphasis is given to the Australian and Victorian contexts.

Teaching Methods: Internal - Lectures, seminars, tutorials and written course material. External - Study Guides, weekend and vacation school workshops and lectures, tutorials and written course materials.

Assessment: Written assignments (2 x 25% & 1 x 15%); papers (3 x 5%); Curriculum materials and the preparation of resources for teaching (2 x 10%). Attendance at 80% of weekend schools is required.

PRESCRIBED TEXT

A372 Curriculum Studies: Language Arts Secondary (double method)

Unit Adviser: Mr P. Edwards

Whole Year: Internal - 3 hours per week. External - 4 hours per weekend school and 6 hours at vacation school - unit value of 1.0

Prerequisite: Degree, diploma or Year 2 of B.Ed.

Corequisite: 4371.

Unit Outline: This unit provides students with specialised insights to and resources for the teaching of language and literature in the senior school and techniques for helping second language learners. Initiative and imagination are encouraged in students who will be expected to prepare curriculum materials.

Teaching Methods: Study guides, selected readings, workshops and tutorials.

Assessment: The preparation of two curriculum packages is required of each student - these are major research undertakings of equal value.

PRESCRIBED TEXT

Mayer School Certificate Course Descriptions for: English Group I, and Literature, Melbourne: Victorian Institute of Secondary Education.


4113 Human Growth and Development

Unit Adviser: Dr D. Harvey

Whole Year: Internal - 2 hours per week. External - 2 hours at all weekend schools and 4 hours at vacation school - unit value of 1.0

Unit Outline: This unit is about human development. Its major focus will be upon childhood and adolescence but will do this within the context of development across the life span. Consideration will be given to physical, intellectual, social and emotional development.

Teaching Methods: Lectures, tutorials, discussions.

Assessment: Practical assignments (60%), Examination (40%).

PRESCRIBED TEXT


4215 Learning and Individual Differences

Unit Adviser: Mr K. Stead

Whole Year: Internal - 2 hours per week. External - 3 hours per weekend school and 6 hours at vacation school - unit value of 1.0

Unit Outline: This unit focuses on Learning Theory, Motivation, Memory, Intelligence and Cognitive Styles in relation to the school student and the education context.

Teaching Methods: Lecture, discussion, tutorials/workshops.

Assessment: 3 Assignments (50%); 2 Formal Examinations (50%).

PRESCRIBED TEXT


4235 Introduction to Science

Unit Adviser: Dr G. Detrick

Whole Year: Internal - 3 hours per week. External - 4 hours at each weekend school and 6 hours at each
Unit Outline: The programme aims to meet the needs of non-science students for a science programme in which the student structures his own knowledge and understanding of science through a sequence of inquiry based experiences designed to give personal involvement in scientific activities.

Teaching Methods: Laboratory, seminar, and tutorial sessions.

Assessment: Laboratory work (50%), History and Philosophy of science modules (25%), directed investigations, reports and demonstrations (15%) aspects of attitude stated in the aims of the unit (10%).

4301 Curriculum Development

Unit Adviser: Dr J. Gough

Whole Year: Internal - 2 hours per week. External - 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0

Prerequisite: 4012

Corequisite: 4015

Unit Outline: The course will focus on the theory and practice of school based curriculum development, including an introduction to curriculum evaluation. Current issues such as core curriculum and technology changes and the curriculum will be examined.

Teaching Methods: Lectures and seminars, study guides.

Assessment: Two assignments equally weighted and a major project.

PRESERVED TEXT


4303 Philosophical Foundations of Education

Unit Adviser: Mr P. Edwards

Whole Year: Internal - 2 hours per week. External - 2 hours per weekend school and 6 hours per vacation school - unit value of 1.0

Prerequisite: 3rd year B.Ed., Degree or Diploma.

Unit Outline: In the unit students are asked to question, examine and analyse some of the key, underlying assumptions in education. In this manner students will come to see that, if education is to be a rational activity, then the concepts involved, the arguments for and the justifications of it need to be made explicit and coherent. Among the topics to be studied are: Introduction to philosophical analysis; the concept of man; aims of education; the nature of knowledge; relation of knowledge to schooling and the curriculum; creativity; freedom and authority; teaching and indoctrination.

Teaching Methods: Study guide material, selected readings, self-evaluation exercises, lectures and seminar/tutorial sessions designed to give students practice in thinking philosophically about educational issues.

Assessment: Exercise on philosophical analysis 10%
Seminar presentation notes 15%
Essay 1 (1000 words) 25%
Essay 2 (1000 words) 25%
Unseen essay 25%

Students not wishing to do Essay 2 and the Unseen Essay may request to sit for a 3 hour examination in November.

PRESERVED TEXT


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4311 Basic Issues in Education

Unit Adviser: Dr T. Taylor

Second Semester: Internal - 4 hours per week. External - 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisite: 3rd year B.Ed., 2nd year Dip.T.

Unit Outline: Basic Issues will deal with a variety of current educational issues which have a direct relevance to professional attitudes and professional development. The course will be team taught and will feature contributions from various members of the School of Education.

Teaching Methods: Normally by lecture/seminar and discussion groups. Each individual contributor will have his or her own approach to the course.

Assessment: One minor report or task per topic and one major assignment. Weighting to be announced.

PRESCRIBED TEXT

To be advised.

4422 Educational Psychology

Unit Adviser: Dr D. Harvey

Second Semester: External - 4 hours at all weekend schools and 6 hours at vacation schools - unit value of 1.0

Prerequisite: Grad.Dip.Ed., Dip.T.

Unit Outline: The unit considers the place of particular psychological theories and research in education and their applications in classrooms. Topics covered will include learning theory, self-concept, teacher expectancies.

Teaching Methods: Readings, lectures and discussions.

Assessment: Assignments and practical exercises (60%), Examination (40%).

PRESCRIBED TEXTS


4424 Philosophy of Education

Unit Adviser: Mr P. Edwards

Whole Year: External - 3 hours per weekend school; 6 hours per vacation school - unit value of 1.0

Prerequisite: Dip.T., Grad.Dip.Ed.

Unit Outline: This unit introduces students to the practice of thinking philosophically in so far as this sheds light on current problems in education and the importance of philosophical analysis to rational decision making in schools. Among topics covered: the idea of the child, ethics of discipline, knowledge and the curriculum.

Teaching Methods: Study guide material, selected readings, self evaluation exercises, lectures and tutorial/seminar sessions designed to give students practice in philosophical thinking about educational issues.

Assessment: 3 essays of equal weighting.
Either:
Or:
Barrow, R., "The Philosophy of Schooling". Wheatsheaf, 1981,
And:

4426 Curriculum Theory and Evaluation

Unit Adviser: Dr J. Gough

Second Semester: External - 2 hours per weekend school; 4 hours per vacation school - unit value of 1.0

Prerequisite: Diploma of Teaching or Graduate Diploma in Education.

Unit Outline: Students will study curriculum theory, design and development, particularly as they relate to the school. An examination of curriculum evaluation will form an important part of this course.

Teaching Methods: Study guides, lectures, tutorials.

Assessment: Two assignments equally weighted and a major project involving some evaluation.

PRESCRIBED TEXTS


4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)

Unit Adviser: Mr A. Box

Second Semester: External - 4 hours at weekend schools and 4 hours at vacation schools; vacation school compulsory - unit value of 1.0

Unit Outline: This unit centres around a contract task to suit the particular classroom mathematical interest of the students undertaking this unit of study. The task will be the completion of a project on a mathematics teaching area of the student's choice:
- based on day to day teaching;
- showing evidence of depth of reading and research;
- allowing children to pursue an active learning approach, based on the use of concrete materials.

Teaching Methods: Contact with Unit Adviser, visit by Unit Adviser to the student's classroom.

Assessment: 5 assignments 75%, major teaching task 25%, 500 word proposal.

PRESCRIBED TEXTS

Victorian In-Service Education Evaluation Project. Victorian In-Service Education Committee, Monash University.

RECOMMENDED READING


4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties

Unit Adviser: Ms E. Pascoe

Second Semester: External - 3 hours per weekend school and 4 hours at vacation schools - unit value of 1.0
Prerequisite: Diploma of Teaching or Graduate Diploma in Education.

Unit Outline: A study of the processes involved in the language development of children with a particular emphasis on developing measures and approaches to diagnose and evaluate reading behaviours.

Teaching Methods: 2 hour lecture/seminar, 1 hour workshop.

Assessment: 2 essays, each worth 20%, one major project worth 60%.

PREScribed TEXT

4429 Curriculum Studies: Literature in the Primary and Secondary School

Unit Adviser: Ms E. Pascoe

First Semester: 2 hours per weekend school and 3 hours at vacation schools - unit value of 1.0

Prerequisite: Diploma of Teaching or Graduate Diploma in Education.

Unit Outline: A study of children's literature in the Primary and Secondary School curriculum with a particular emphasis on using books with children in the home and classroom situations.

Teaching Methods: Lectures/workshops/seminars.

Assessment: 2 essays each worth 20%, one major curriculum project worth 60%.

PREScribed TEXT

4436 History of Education

Unit Adviser: Dr T. Taylor

Second Semester: External - 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This course will deal with the development of education in three main areas:

1. A major industrialised nation with a long history of formal education - England;
2. A totalitarian society where education was an integral part of indoctrination - Nazi Germany;
3. A new nation with a long tradition of informal education and a relatively recent history of formal schooling - Australia.

Teaching Methods: Lectures and discussion groups.

Assessment: Three written assignments, one of which will be presented as a seminar paper. The written assignments will be worth 30% each and the seminar paper 40%.

PREScribed TEXT
Nil.

RECOMMENDED READING

4437 Measurement and Evaluation

Unit Adviser: Mr K. Stead

First Semester: External - 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0
Prerequisite: Grad.Dip.Ed. or Dip.T.

Unit Outline: The course looks at the functions of classroom measurement, objectives and measurements, forms of assessment, test and examination contribution, reliability and validity, standardised tests.

Teaching Methods: Lectures, tutorials and exercises.

Assessment: 2 Practical assignments (80%), 1 Objective test (20%).

PRESCRIBED TEXT:


4438 Language and Learning

Unit Adviser: Mr P. Richardson

First Semester: External - 2 hours per weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisite: Grad.Dip.Ed. or Dip.T.

Unit Outline: The unit examines through practical assignments conducted in schools (K-TAFE), the role of written and spoken language in the learning process. The assignments have been designed as an integral part of the teaching of the unit and require students to conduct action research in their own classrooms. The unit has a sociolinguistic orientation; it is particularly valuable to practising teachers.

Teaching Methods: Weekend schools - seminars, lectures and workshops; 50% of weekend schools are compulsory. The first three weekend schools should be attended.

Assessment: Essays (80%), Response papers (20%).

PRESCRIBED TEXT


4455 The School Administrator

Unit Adviser: To be advised

Second Semester: External - 2 hours at each of 4 weekend schools and 4 hours at 1 vacation school - unit value of 1.0

Unit Outline: The unit will emphasise a selection of issues of contemporary interest to Victorian school administrators, using, where available, current policy and administrative documents as source material. School governance, school and system policy-making and decision-making and political influence upon schools and systems will be emphasised.

Assessment: 3 x 1500 word exercise at 3 x 20%.
1 x 2000 word essay at 40%.

PRESCRIBED TEXT

Nil.

4456 Psychology and Education of the Atypical

Unit Adviser: Dr D. Harvey

First Semester: 4 hours per weekend school and 6 hours at vacation school - unit value of 1.0

Prerequisite: Grad.Dip.Ed., Dipl.T.

Unit Outline: This unit will consider characteristics of children who in past years have tended to be segregated into special schools. Attention will be paid to educational needs and how these can be met in regular schools.

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Teaching Methods: Readings, lectures and discussion.
Assessment: Assignments (60%), Examination (40%).

PRESCRIBED TEXT

4457 Alternatives in Education

Unit Adviser: Mr P. Edwards

Second Semester: External - 2 hours per weekend school, 5 hours per vacation school - unit value of 1.0

Prerequisite: Dip.T., Grad.Dip.Ed.

Unit Outline: This unit explores the alternatives in education as accounted for in free schooling, open schooling and deschooling. The main issues are the extent to which the alternatives are rationalized, justifiable and practised. Past students have found the unit useful for mapping alternatives and modifications to existing educational practices, particularly in respect of curriculum design.

Teaching Methods: Study guide materials, films, selected readings, self-evaluation exercises, tutorial/seminar sessions designed to stimulate critical inquiry into educational options.

Assessment: One major essay (60%), One seminar paper (40%).

PRESCRIBED TEXT

4458 Computers in Education

Unit Adviser: Mr J. White

Second Semester: External - 4 hours per weekend school, 8 hours per vacation school - unit value of 1.0


Teaching Methods: Study guides, workshops and practical work at weekend schools.

Assessment: Examination (40%), 2 Assignments (60%).

RECOMMENDED READING
Lathrop, A. and Goodson, B., "Courseware in the Classroom". Addison-Wesley, 1983.
State Computer Education Centre, Software Catalogue.

4001 School Librarianship Practicum

Unit Adviser: Ms J. Phillips

Whole Year: External - Discussion meeting February Weekend School and individual consultation in the vacation and the other weekend schools - unit value of 0.0

Prerequisite: This unit should only be taken when at least half the librarianship units have been passed.

Unit Outline: Part A - School Experience (20 days). Part B - (a) Special Fieldwork (20 days) (b) Special Project. Both parts of practicum are compulsory for all students. Practicum provides students with the opportunity to gain wide, practical experience under a trained teacher/librarian. Through both practicum and fieldwork the student will gain a knowledge of librarianship and the role of the professional librarian.

Assessment: Based on supervised formal school experience, reports of special fieldwork, and special project. Students must satisfy the examiner and achieve pass standards in all assessed work.

PREScribed TEXT

N11.

4121 Children's Literature

Unit Adviser: Ms J. Phillips

First Semester: External - 2 hour sessions per weekend schools and 4 hours at May Vacation School - unit value of 1.0

Unit Outline: From a base of wide reading of children's and teenage literature combined with the reading of critical and specialist writing on children's books, students will develop an understanding and knowledge of children's literature with particular reference to children's reading. Emphasis will be placed on the librarian's role within the context of the school situation.


Assessment: Read and evaluate 20 fiction titles - 30% of total mark. Critical review - 20% of total mark. Seminar paper - oral presentation and discussion - 20% of total mark. Major assignment - 30% of total mark.

PREScribed TEXT


4122 The Growth of Library Services

Unit Adviser: Mr L. Yee

Second Semester: External - 2 hours per Weekend School and 4 hours per Vacation Schools - unit value of 1.0

Unit Outline: To enable students to understand the development of libraries and library services, with special reference to school and children's library services, the issues attendant to their development, including library co-operation and retrievals, copyright, education for librarianship; and the effects of industrial, economic and sociological factors on their development.

Teaching Methods: Study guides, reading extracts and weekend and vacation school classes.

Assessment: Three 1500 word essays, equal weighting.

RECOMMended READING


4124 Bibliographic Organisation of Library Materials I

Unit Adviser: Mr L. Yee

First Semester: External - 2 hours lecture and 2 hour tutorial at at each weekend school, 4 hours at vacation school - unit value of 1.0

Unit Outline: This unit introduces students to the advanced principles underlying the various methods of indexing information, the application of these principles and techniques in the analysis of problems in bibliographic control and organisation of library materials and of computers in cataloguing.

Teaching Methods: Study guides, reading extracts and weekend and vacation school classes.
Assessment: Successful completion of 4 assignments.

PRESCRIBED TEXTS
Note: See Unit Adviser regarding rental of above texts.

RECOMMENDED READING

4225 Bibliographic Organisation of Library Materials 2

Unit Adviser: Mr L. Yee

Second Semester: External - 2 hour lecture and 2 hour tutorial at each weekend school, 4 hours at the August Vacation School lecture and 2 hour tutorial (October Weekend School) - unit value of 1.0

Prerequisite: Unit 4124

Unit Outline: Students are instructed in the principles underlying various methods of indexing information and in applying these principles in descriptive cataloguing, subject cataloguing and subject indexing through practical examples involving both book and non-book materials.

This unit is a continuation of 4124.

Teaching Methods: Lectures, tutorials, seminar and workshop activities and practical exercises on the A.B.N. terminal.

Assessment: Successful completion of 3 assignments and a three hour examination.

PRESCRIBED TEXTS
Note: See Unit Adviser regarding rental of above texts.

RECOMMENDED READING

4226 Collection Building

Unit Adviser: To be advised.

Second Semester: External - 2 hours at Weekend and 4 hours at Vacation Schools - unit value of 1.0

Unit Outline: Students are introduced to theories of selection and to various procedures subsumed under collection building - selection, acquisition, collection evaluation, and maintenance. Other aspects covered include: collection policies, resources and the user, publishing, selection aids and criteria for resource centre materials.

Teaching Methods: Lectures and tutorials; study guides and some readings are provided.

Assessment: Students must satisfactorily complete assignments and a supervised test.

RECOMMENDED READING
There is no set text. Suitable books will be recommended.
4227 Library Resource Centre Reference Services and Activities

Unit Adviser: Mr H. Singh

First Semester: External - 4 hours February Weekend School, 2 hours March Weekend School, 6 hours April Weekend School and thereafter students work on their projects with assistance from unit adviser for individual students at May and June Weekend Schools - unit value of 1.0

Unit Outline: This unit provides an opportunity for students to understand both the problem-solving basis and the communication nature of successful reference work and to apply these understandings in readers' advisory work in the school. Students will use and understand a variety of types of reference tools including online computerised information systems and develop evaluation criteria for assessment of reference sources. They will be expected to demonstrate competence in reference work by the development of successful search strategies and techniques.

Teaching Methods: Lectures, tutorials, seminar and workshop activities, audio-visual presentation.

Assessment: Based on attendance, participation and completion of five short assignments equal weighing total 60% on reference problems, a case study/project 15% and completion of a literature guide 25%.

PRESCRIBED TEXT


4228 Organisation and Administration of the Resource Centre

Unit Adviser: Ms J. Phillips

Second Semester: External - 2 hour sessions per weekend and 4 hours per vacation school for case study workshop - unit value of 1.0

Unit Outline: Through wide reading, case studies and individual research, students will gain a basic knowledge of school library organisation. They will examine the management of information and resource materials and the effective development and implementation of library services within the school.

Teaching Methods: Lectures, workshops and Individual research.

Assessment: Policy and Procedures Manual (50%), Essay on libraries and curriculum (20%), Case study assignment (15%), objective test on readings (15%).

PRESCRIBED TEXT

NIL.

4229 Libraries and Computerisation

Unit Adviser: Mr H. Singh

Second Semester: External - 4 hour session at July Weekend School, one day workshop at August Vacation School and 2 hour sessions at other Weekend Schools - unit value of 1.0

Unit Outline: To give students a greater awareness and understanding of computer applications to libraries: to explore the use of computers in indexing, in centralised networks, in schemes for the co-operative dissemination and in storage of bibliographic information, in information retrieval systems and in routine library housekeeping operations: to critically examine the school library situation with respect to computer applications in Australia and overseas.

Teaching Methods: Lectures, seminars, and practical sessions.

Assessment: Students complete three reports (60%) and a semester paper (40%).

PRESCRIBED TEXTS


RECOMMENDED READING

4511 Planning a Primary School Mathematics Curriculum

Unit Adviser: Mr A. Box

Whole Year: 2 hours weekend school, 4 hours vacation school – unit value of 1.0

Prerequisite: Degree or Diploma

Unit Outline: With the advent of school based curricula, teachers need the opportunity of investigating methodological issues which are relevant to the planning of a curriculum in primary school mathematics. Participants in the Unit will understand and apply the discussed theoretical aspects to particular mathematics content strands in the primary school curriculum.

Teaching Methods: Assignments, seminars, seminar presentations and workshops.

Assessment: The assessment of the course will be based on: completion of set assignment tasks; contributions to the class in workshop and seminar discussions (30%); the presentation of a classroom seminar (20%); the preparation of a sequential curriculum program for a particular content area at a specified grade level (50%); class test (20%).

PREScribed TEXTS


4512 Learning Theories Applied to Mathematics Education

Unit Adviser: Dr D. Harvey

Whole Year: External – 2 hours each weekend school and 4 hours at vacation schools – unit value of 1.0

Prerequisite: Degree or Diploma

Unit Outline: Successful teaching and curriculum development demand that teachers be aware of the ways in which children learn mathematics. While students enrolled in this programme will be familiar with the basic learning theories applicable to the classroom situation, it is also necessary that they appreciate the particular implications of psychological theory and research for the teaching of primary mathematics.

Teaching Methods: Lectures, workshops and fieldwork.

Assessment: Complete all assignment requirements; participants will be required to prepare two papers which focus on: an investigation of the role early learning theories had in shaping mathematical teaching (20%); a synthesis of the various psychological viewpoints with particular reference to Skemp (20%); supervised test (20%); and a case study with individual children, comprising observations and comments on their ability to process mathematical ideas and concepts and the relationship of this ability to their working memory capacity (40%).

PREScribed TEXT


4513 History and Philosophy of Mathematics

Unit Adviser: Dr J. Arkinstall

Whole Year: External – 2 hours at each weekend school and 4 hours at vacation schools – unit value of 1.0

Prerequisite: Degree or Diploma

Unit Outline: A major goal of the course will be to give students an insight into why mathematics has the form that it now takes after presenting the history of mathematics as an ongoing process of evolution and refinement of ideas spread over several millenia. It is to be hoped that students will come to appreciate
that the study of the growth of human mathematical knowledge is an exciting and rewarding one.

Teaching Methods: Lectures and seminars.

Assessment: Assignments (60%); Project (40%). Students will be expected to do an assignment (contributing 15% related to each section of work and a project consisting of an in-depth study of some aspects of the history and philosophy of mathematics (contributing 40%).

RECOMMENDED READING


PRESCRIBED TEXT


4514 An Introduction to Educational Research

Unit Adviser: Mr J. White

First Semester: External - 2 hours at each weekend school and 4 hours at the vacation school - unit value of 0.5

Prerequisites: Degree or Diploma

Unit Outline: Teachers are mainly concerned with interpreting and understanding research, rather than initiating their own projects. Hence, this subject concentrates on the skills involved in seeking out, understanding and effectively using information, and provides the opportunity for students to become involved in a small research project if they wish.

Teaching Methods: Lectures, workshops and fieldwork.

Assessment: Completion of assignment tasks; A critical evaluation of TWO supplied research articles, one empirical and one other (30% each); Conduct a classroom or school-based design established, data collected, analysed, discussed and evaluated (40%).

RECOMMENDED READING


4515 Inservice Models of Primary Mathematics

Unit Adviser: Mr A. Box

Second Semester: 2 hours at each weekend school and 4 hours at vacation school - unit value of 0.5

Prerequisites: Degree or Diploma

Unit Outline: This unit is planned to run concurrently, and augment "Planning a Primary School Mathematics Curriculum". The advent of school-based curriculum construction, coupled with the phasing in of regional based protracted mathematics in-service programs, highlights a need within schools for teachers skilled in the philosophy, organisation and presentation of effective In-Service Education models within the school and community.

Teaching Methods: Lectures, workshops and fieldwork.

Assessment: Apart from completion of set tasks, attendance at weekend schools, presentation of seminars and workshops, participants will be required to prepare two projects which focus on:
(1) the current state of In-Service Education within their immediate region - incorporating possible strategies for its strengthening (50%);
(2) the carrying out of a protracted mathematical In-Service Strategy - involving all or part of their educational community - and the evaluation of its effectiveness (50%).

PRESCRIBED TEXT

RECOMMENDED READING

4611 Computers in the Classroom
Unit Adviser: Mr J. White
First Semester: External - 2 hours at each weekend school and 4 hours at vacation school - unit value of 1.0
Prerequisites: Degree or Diploma
Unit Outline: The students will become aware of the broad spectrum of uses of computers in education. They will gain competence with a number of software packages and they will gain the skills to use and select further packages.
Teaching Methods: Lectures and workshops.
Assessment: Students statement of objectives for the unit (5%); comprehensive report of the experience of using computer software programs within the classroom (60%); report of the use of one software package by another teacher in that classroom (35%).

RECOMMENDED READING
Lathrop, A. and Goodson, B., "Courseware in the Classroom". Addison-Wesley, 1983.
State Computer Education Centre, Software Catalogue.

4612 Computer Facilities for Use in the Classroom
Unit Adviser: Mr H. Singh
First Semester: External - 2 hours at each weekend school and 4 hours at vacation school - unit value of 1.0
Unit Outline: The students will understand hardware specifications and system evaluation, they will evaluate software, they will know the uses for various hardware configurations and will learn various models for management of learning involved in computers in the classroom.
Teaching Methods: Lectures and workshops.
Assessment: Compile a comparison of hardware and software specifications for FOUR microcomputer systems available for use in schools (30%), design a computer laboratory for 16 terminals and one file server (30%), evaluate a computer based learning package (40%).

RECOMMENDED READING
Education Department of Victoria, Memoranda to Principals of Schools. References T.82/148 (3 Nov.'82);
CE/2/83 (8 Aug.'83); CE/5/83 (3 Oct.'83); T84/65 (14 Mch.'84).
The Australian Personal Computer. (A monthly magazine available through newsagents).
Computer Education Group of Victoria, Annual Conference Reports.

4613 Computer Languages
Unit Adviser: Mr J. White
Second Semester: External - 2 hours at each weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisites: Degree or Diploma

Unit Outline: The students will understand the use and relevance of common computer languages. They will write programs in a selected language, being aware of programming skills. They will study a range of programming languages appropriate to the school setting.

Teaching Methods: Lectures and workshops.

Assessment: Examination (20%), Evaluation of the features of a programming language (40%), Two programming assignments (40%).

RECOMMENDED READING


4614 Computers and Learning Theories

Unit Adviser: Mr J. White

Second Semester: External - 2 hours at each weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisite: Degree or Diploma

Unit Outline: The students will study research into computers and its implications for learning in education, the relationship of traditional psychological theories to computers in learning, and develop a body of teaching knowledge as it relates to computers in education.

Teaching Methods: Lectures, workshops and fieldwork.

Assessment: Essay (40%), Produce a small computer based learning package (60%).

RECOMMENDED READING


ENGINEERING

5100 Drawing and Design

Unit Advisers: Mr L. Bradshaw, Mr P. Loftus, Mr R. Hart

Full Year: 4 hours per week - unit value of 0.75 - internal study

Prerequisites: Nil

Unit Outline:

1st Semester:

1. Introduction to Engineering Design - The Design Engineer: his role in society. Problem formulation - data collection, generation, evaluation of alternatives, and selection criteria. Investigation techniques. Use of manufacturers catalogues. Standards and Codes of Practice, use of library resources and specialised information services. Relationship between design and other engineering subjects. Oral and written communications, transfer of information and technical reports. Computer graphics as a means of communication.


Second Semester:

The second semester is divided into three sections of equal duration.
1. Mechanical Design - A design exercise involving the preparation of a design report including sketches, design calculations and drawings. The selection of machine components such as rolling element bearings, and mechanical drive components.

2. Civil Design - A design exercise including the assembly of appropriate design data, together with preparation of computations and design drawings for a simple construction project. Students will submit a fully documented design report.


PRESCRIBED TEXT

AS 1100 Part 201, Technical Drawings - Mechanical Drawing.
SAA HB3, Electrical and Electronic Drawing, Practice for Students, 1982.

5101 Engineering Practice

Unit Advisers: Mr R. Macleod, Mr D Saini, Mr L. Soste

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisites: Nil

Unit Outline: A "hands on" approach to the practice of engineering from the the perspective of a professional engineer. The unit is divided into three equal segments designed to expose all students to the specific practices in Civil, Electrical, and Mechanical Engineering. The unit emphasis is on laboratory experiments, workshop experience and site visits.

RECOMMENDED READING

Nil.

5120 Civil Engineering 1

Unit Adviser: Mr P.J. Loftus

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

Prerequisite: Nil.

Unit Outline:


Soil Mechanics: The composition of soils and their engineering classification, the Atterberg Limits, phase relationships, principles of soil compaction, flow of water in soils, Darcy's Law, flow nets - introductory laboratory testing techniques.

PRESCRIBED TEXT

To be advised.

5140 Electrical Engineering 1

Unit Adviser: Mr R.W. Hart

Full Year: 3 Hours per week - unit value of 1.0 - internal and external study.
Prerequisites: Nil.


PRESCRIBED TEXT


RECOMMENDED READING


5160 Mechanical Engineering I

Unit Adviser: Mr D. Walker

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

Prerequisites: Nil

Unit Outline:

1. Dynamics: Newton’s Laws, gravitation, units and dimensions, Kinematics of particles, kinetics of particles, kinetics of systems and particles, plane kinematics of rigid bodies, plane kinetics of rigid bodies.

2. Thermodynamics: General terminology, definition and units, specific heat capacity, instrumentation, conservation of energy; general energy equation; steady flow energy equation; continuity equation; non-flow energy equation; use of equations with various fluids and processes. First law of thermodynamics. Non steady flow equation. Gases; single phase systems, characteristic gas equation; Joules Law; relationship of Cp, Cv, and R. Non flow processes, adiabatic, polytropic, isothermal, constant volume, constant pressure. Two phases processes; phases; terminology, Intensive extensive specific properties; T-h, p-V, p-h diagrams, critical point, dryness fraction, superheat, triple point.

PRESCRIBED TEXT


5190 Energy and Society

Unit Adviser: Dr I.J. Spark

Full Year: internal and external study.

For details see Core Studies chapter.

5200 Industrial Experience I

Unit Adviser: Dr K. Spriggs

Unit Outline: As part of the requirement of the Institution of Engineers, Australia, for all engineering degree programs, it is necessary for students to complete a total of 12 weeks of industrial experience. This experience is normally to be gained during the Christmas vacation periods between second - third years, and third - fourth years. A formal report on the experience is required upon completion.

RECOMMENDED READING

Nil.

158
5201 Measurement of Instrumentation

Unit Adviser: Dr K. Spriggs

First Semester: 3 hours per week - unit value of 0.5 - Internal study.

Prerequisites: 5140


RECOMMENDED READING


5220 Structural Design 1

Unit Adviser: Mr P.J. Loftus

Second Semester: 4 hours per week - unit value of 1.0 - Internal study.

Prerequisite: 5120.

Unit Outline: Elementary design in timber, steel and reinforced concrete of simple structural members and connections based on current Australian Standards and current accepted practice.

PRESCRIBED TEXT

Standards Association of Australia - Latest Editions.
A.S. 1170 Parts 1 and 2 - Loading Codes.
A.S. 1250 - Steel Structures Code.
A.S. 1480 - Reinforced Concrete Structure Code.
A.S. 1720 - Timber Structures Code.

5221 Geology

Unit Adviser: To be advised.

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

Prerequisites: Nil


PRESCRIBED TEXT

McLean, A. & Gribble, C., "Geology for Civil Engineers". Allen & Unwin, 1981.

5222 Hydraulics

Unit Adviser: Mr L. Soste

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

Prerequisites: 7169

Unit Outline:
A. Mechanical properties of fluids. Fluid Statics: Pressure and Force. Fluid Motion: Basic definitions, Continuity Equation, Momentum Equation, Bernoulli Equation and its application to single and interconnected pipe systems, pumps and fittings.
B. Open Channel Flow: Steady uniform flow, Momentum and energy considerations, Gradually varied flow and water surface profile computations, Weir flow formulae, Culvert flow.

PRESCRIBED TEXT
To be advised.

5223 Geomechanics

Unit Adviser: To be advised.

Second Semester: 4 hours per week - unit value of 0.5 - internal study.

Prerequisites: 5120

Unit Outline: Total and Effective Stress, shear strength of soils, slope stability of soils, Introduction to rock mechanics, properties of rock materials and of jointed rock masses, stability of rock slopes, Field investigations and laboratory testing, methods of improving soil strength.

PRESCRIBED TEXT
To be advised.

5224 Surveying

Unit Adviser: Mr L. Soste

Full Year: unit value of 1 - 5 hours per week - Internal study.

Prerequisites: Nil

Unit Outline: Introduction to Engineering Surveying. Distance measurement: Steel band or tape, booking, errors, production of Feature surveys. Levelling: Use of level, booking, reductions, Instrument checks, contour plans, long and cross sections, areas and earthwork volumes. Theodolite: measurement of angles, tacheometry, use of EDM. Definitions of ownership and responsibility: Title, lodged plans, easements, road reserve etc. Setting out of works: road construction, pipeline construction, building construction.

PRESCRIBED TEXT

5240 Electrical Engineering Design II

Unit Adviser: Mr R. MacLeod

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

Prerequisites: 5100, 5140

Unit Outline: Selected topics from - Design of magnetic circuits and D.C. exciting coils. Applications of the computer to the design of chokes for heavy and light current duty. Soldering and wire-wrapping techniques. Linear and on-linear operational amplifier and configurations. Printed circuit board layout, photographic processes, circuit board etching and plating. Design and construction of a minor circuit using printed circuit technology.

PRESCRIBED TEXT
To be advised.

5241 Electrical Machines I

Unit Adviser: Mr R.W. Hart

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5140

Unit Outline: Single phase transformers, D.C. machines, synchronous and asynchronous machines.
RECOMMENDED READING


5242 Electronics

Unit Adviser: Mr R.I. MacLeod

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5140

Unit Outline: Passive non-linear semiconductor devices, rectifiers and filters, active non-linear semiconductor devices, small signal amplifiers.

PREScribed TEXT


RECOMMENDED READING


5243 Digital Electronics & Computers I

Unit Adviser: Dr J-Ch. Ochsenbein

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

Prerequisite: 5140


PREScribed TEXT


RECOMMENDED READING


5244 Circuits & Systems

Unit Advisers: Mr K.R. Cale, Mr G.J. Harrison

Full Year: 3 hours per week - unit value of 0.75 - internal study only.

Prerequisites: 5140, 7169.

Corequisites: 7268

Unit Outline: Unbalanced polyphase systems and power measurement. Time and frequency response (s plane,

PRESCRIBED TEXT


RECOMMENDED READING


5260 Mechanical Design II

Unit Adviser: Mr L. Bradshaw

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

Prerequisites: 5100, 5120, 5160

Unit Outline: Design and selection of mechanical components used in mechanical systems. The application of engineering knowledge gained in engineering course units to practical design case studies. The use of the computer in the design of mechanical components. The use in design of relevant codes and standards. Specific topics may include design of components for strength with emphasis on failure theories, stress concentrations and fatigue; design of shafts, springs, bolted and welded joints; design and selection of anti-friction bearings, belts and chain drives.

PRESCRIBED TEXT


PRESCRIBED READING


5261 Applied Mechanics

Unit Adviser: Mr D. Saini

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

Prerequisites: 5120, 5160, 7169.

Unit Outline:
1. Machines: Topics are - Power Screws, Clutches and brakes, Belt drives, Simple gear trains, Cams, Dynamometers, Velocity and Acceleration diagrams, Simple and Compound Epicyclic Gears.
2. Strength of Materials: Bending stress, Torsion of shafts, Review direct stress, Stresses on oblique planes, Biaxial stress, Material subjected to direct and shear stress, Mohr's strain circle, Variation of strain with orientation, Mohr's strain circle, Two dimensional stress-strain relationships, Elastic constants, Slope and Deflection of Beams, Combined action of bending, torsion and axial loading of Beams, Eccentric loading of short strut, Long slender struts, Eulers equation.

Experimental Techniques: Strain gauges, Photoelastic materials.

PRESCRIBED TEXT


5262 Manufacturing Engineering

Unit Adviser: Mr D. Saini

Full Year: 2 1/2 hours per week - unit value of 0.75 - internal study.
Prerequisite: 5101

Unit Outline:
1. Manufacturing properties and uses of materials.
2. Machine tools - types and uses including capstan and turret lathes, operation planning, N.C. machine tools transfer machines.
5. Quality control: Organisation, sampling inspection, control charts.
6. Work study: Productivity, method engineering, work measurement, job evaluation, value engineering, materials handling, inventory control, ergonomics of workplace. Laboratory experiments are used extensively to illustrate the above syllabus and form a significant part of the unit assessment.

PRESCRIBED TEXT

RECOMMENDED READING
Chapman, W.A.J., "Workshop Technology". Arnold.
Haselfurst, M., "Manufacturing Technology". E.U.P.

5263 Thermodynamics I

Unit Adviser: Mr D. Saini

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

Prerequisites: 5160

Unit Outline: Review of energy equations and first law of thermodynamics. Further work on two phase processes, tables p,V,T,u,eh, calculations and application to non flow processes, throttling. Second Law of thermodynamics, Kelvin-Planck and Clausius statements, non flow processes; adiabatic, polytropic, isothermal, constant volume, constant pressure. Work done by polytropic processes; mechanical power. Thermodynamic reversibility and ideal thermal efficiency. Carnot principle; Carnot cycle; Entropy. Limitations of energy conversion shown by second law.

Plant cycles. I.C. Engines; air pumps and air motors.
Steam plant and layout. Rankine cycle-characteristics. Rankine cycle with superheat.

Air standard cycles; Otto cycle, Diesel cycle, mean effective pressure, indicator diagrams.

PRESCRIBED TEXT

5264 Fluid Mechanics I

Unit Adviser: Mr D. Walker

Full Year: 2 1/2 hours per week - unit value of 0.75 - internal study.

Prerequisites: 5120, 5160.

Unit Outline: Fluid Properties. Fluid Statics, variation of pressure with depth, manometers, pressure forces on submerged plane and curved surfaces. Ideal fluids in motion, equation of continuity, Bernoulli's equation, momentum equation, simple applications, flow measuring devices. Viscous fluids in motion, laminar and turbulent flow, friction factor, pipe flow, hydraulic gradient. The boundary layer concept, separation, drag and lift. Dimensional analysis, similarity and the principles of model testing. Elements of compressible flow, shock waves.
5280 Engineering Materials I

Unit Adviser: Dr I.J. Spark

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

Prerequisite: Nil.

Unit Outline: Crystal structure and crystalline imperfections, phase equilibrium in one and two component systems, solid state diffusion and reaction kinetics, introduction to the heat treatment of steel, TTT curves, elastic and plastic deformation of metals, cold work and annealing, strengthening mechanisms for metals and polymers, modes of fracture, ceramics and glass, conducting materials, dielectric and magnetic materials.

PRESCRIBED TEXTS


5282 Civil Engineering Materials

Unit Adviser: Dr I.J. Spark

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

Prerequisites: Nil.

Unit Outline: Production and properties of Portland cement, factors affecting the properties of concrete, design of concrete mixes, mixing, transport placing, compacting of concrete, form work and finishes, reinforced and prestressed concrete.

RECOMMENDED READING


5300 Industrial Experience II

See 5200

5301 Control Theory & Systems

Unit Adviser: Mr G. Harrison

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

Prerequisites: 5201, 7169.

Unit Outline:
Control System Applications: Discussion and analyses of control system applications in each of the Civil, Electrical and Mechanical Engineering disciplines.

PRESCRIBED TEXT

To be advised.
5320 Structural Design and Construction

Unit Adviser: Mr P.J. Loftus

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

Prerequisite: 5251, 5220.


PRESCRIBED TEXT

Standards Association of Australia - Latest Editions.
- A.S. 1170 Parts 1 and 2 - Loading Codes.
- A.S. 1250 - Steel Structures Code.
- AS 1481 - Prestressed Concrete Structures Code.


5321 Water Supply & Wastewater Treatment

Unit Adviser: Mr L. Soste

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

Prerequisite: 5222.

Unit Outline:


PRESCRIBED TEXT


5322 Hydraulic Design & Construction

Unit Adviser: Mr L. Soste

Full Year: 2 hours per week - unit value of 0.5 - internal study.

Prerequisite: 5222.

Corequisite: 5321.

Unit Outline: Design projects related to 5321, eg., Pump selection for pumped water supply scheme. Trunk main design. Sewer reticulation design. Domestic wastewater treatment plant design.

Site visits to existing installations, eg: Macalister Irrigation Research Farm, Moonarba Reservoir, Traralgon Water Treatment Plant, Septic tank installation, Yinnar Treatment Lagoons, Moe Sewerage Treatment Plant (Trickling Filter), South Eastern Purification Plant, plus local construction projects.

Practical experiments on the Institute's new Extended Aeration Sewage Treatment Plant.

PRESCRIBED TEXT

To be advised.
5323 Soils and Foundations
Unit Adviser: Mr P.J. Loftus
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5221, 5223.

PREScribed TEXT
To be advised.

5324 Theory of Structures I
Unit Adviser: Mr P.J. Loftus
Full Year: 3 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 5261.

PREScribed TEXT

5326 Road Design and Construction
Unit Adviser: Mr P. Walker
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5221, 5223, 5224.
Unit Outline: Road location and route survey, use of aerial photography, design and setting out of vertical and horizontal curves. Calculation of earthwork quantities, quarrying and the use of explosives. The design of road pavements, design and placement of bituminous surface layers. Road drainage provisions, the calculations of rainfall runoff. Provisions in the Local Government Act for the design and construction of subdivisional roads. An introduction of types of earthmoving plant and their application.

PREScribed TEXT
Road Design Manual - Road Construction Authority (Victoria).

5340 Electrical Design II
Unit Advisers: Mr K.R. Cale, Mr G.J. Harrison
Full Year: 3 hours per week - unit value of 1.0 - Internal study.
Prerequisites: 5240, 5241, 5242.
Unit Outline: Topics include: reliability engineering economic comparisons (tender analysis and discounted cash flow techniques); programmable logic controllers and their applications; transformer design; linear and non-linear integrated circuit applications; system interfacing.

PREScribed TEXT
"Design Data for Electrical Engineers" - compiled by Staff Electrical & Electronic Engineering Department, Swinburne Institute of Technology.
5341 Electrical Machines II

Unit Adviser: Mr K.R. Cale.

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5241


Recommended Reading


5342 Analog Electronics

Unit Adviser: Mr R.I. McLeod

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5242.

Unit Outline: Large signal amplifiers, feedback amplifiers, operational amplifiers, D.C. regulators, applications of computer analysis packages.

Prescribed Text


5343 Digital Electronics & Computers II

Unit Adviser: Dr J-Ch. Ochsenbein

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

Prerequisite: 5243

Unit Outline: Digital Circuits - Comparison of and interfacing between integrated circuit logic families (TTL, ECL, MOS, etc.). Sequential circuits including semiconductor memories, design of sequential circuits (shift register, synchronous and asynchronous counters, pulse and timing circuits). Microprocessors & Microcomputers - assemblers and cross assemblers, parallel and serial input/output, interrupt systems, vectored and polled interrupts, programmed I/O operation using handshake, direct memory access.

Prescribed Text


Recommended Reading

5345 Power Electronics

Unit Adviser: Mr R.W. Hart

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

Prerequisites: 5241, 5242, 5244.

Unit Outline: Characteristics, rating and protection of thyristor devices. Analysis of converter performance. Voltage control and variable frequency applications for motor drives. The causes and effects of harmonic distortion and methods of suppression.

PRESCRIBED TEXT


5346 Digital Systems

Unit Adviser: Dr J-Ch. Ochsenbein

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

Prerequisites: 5242, 5343.

Unit Outline: Topics include: Computers, Minicomputers and Microcomputers (8080, 8085, Z80, 6809 and 68000); computer peripherals; memories; input/output structures and interfacing; design and testing of Interface circuits (hardware and software); standard serial and parallel buses (IEEE488, IEEE696, etc.).

PRESCRIBED TEXT


RECOMMENDED READING


5348 Electrical Machines

Unit Adviser: Mr. R.W. Hart

Full Year: 5 hours per week - unit value of 1.0 - external study - conversion courses only.

Prerequisites: 5241 or equivalent.

Unit Outline: Polyphase Transformers: phase changing connections, voltage regulation, parallel operation and load sharing, harmonics. Induction Machine: analysis of machine performance based on equivalent circuits and circle diagram, rotor voltage injection principles. Thyristor Converter: applications to motor operation using variable voltage-variable frequency control, rotor slip energy recovery systems. Synchronous Machine: two axis models, torque and power characteristics, performance diagrams, load sharing and reactive power control, stability under dynamic and steady state conditions.

PRESCRIBED TEXT


5349 Digital Electronics

Unit Adviser: Dr J-Ch. Ochsenbein

Full Year: 3 hours per week - unit value of 0.75 - external study - not offered in 1985 - conversion course only.

Prerequisites: 5540
Unit Outline: Digital circuits, TTL, arithmetic and logic functions, combinational logic circuits, design using SSI and MSI integrated circuits. Sequential functions including latches, flip-flops, shift registers and counters. Sequential design, state and timing diagrams, design of synchronous counters. Introduction to microprocessors and minicomputers, organisation, addressing structure, instruction set, parallel I/O.

PRESCRIBED TEXT


5360 Mechanical Design III

Unit Advisers: Mr K.B. Enders, Mr L. Bradshaw.

Full Year: 3 hours per week - unit value of 1.0 - Internal study

Prerequisite: 5260

Unit Outline: Specific topics will be taken from the following:
   Design of pressure vessels and pressure piping systems including the selection of components such as pumps, valves and supports.
2. Design of Materials handling equipment such as cranes, hoists and conveyors.
3. Introduction to human engineering (Ergonomics).
4. Design of bearings and lubrication systems including metallic and non-metallic bearings.
5. The design and selection of mechanical power transmission systems and components such as gears, clutches, and couplings.
6. Further study of the design aspects of fatigue.

Where necessary the unit topics will be supplemented by case studies and design projects. Where applicable the appropriate standards, codes and statutory requirements will be referred to in the design process. The introduction of new topics and techniques will be regarded as essential to keep the unit up-to-date and wherever possible, computers will be used in the design and optimisation of systems and components.

PRESCRIBED TEXTS


5361 Mechanics of Materials and Structures

Unit Adviser: Mr K.B. Enders, Mr P.J. Loftus

Full Year: 3 hours per week - unit value of 1.0 - Internal study.

Prerequisites: 5261, 7122, 7163.

Unit Outline:

PRESCRIBED TEXTS

REFERENCE


5363 Thermodynamics II

Unit Adviser: Mr G. Vains

Full Year: 2.5 hours per week - unit value of 0.75 - internal study.

Prerequisites: 5263


PRESCRIBED TEXT


5364 Fluid Mechanics II

Unit Advisers: Mr D. Walker, Mr G.G. Vains.

Full Year: 2.5 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5264.


PRESCRIBED TEXT


5367 Vibrations and Noise Control

Unit Adviser: Mr L. Bradshaw

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

Prerequisites: 5261

Unit Outline: Sound waves, sound levels, decibels and directivity. Human response; the human ear, hearing loss, psychological effects. Noise sources. Noise control; criteria and regulations. Vibration control systems; mathematical model, structural supports, critical shaft speeds, vibration measurements, structural dynamics. Machine protection and malfunction diagnosis; causes of vibration, rotor dynamics, diagnostic analysis. Instrumentation and data analysis; microphones, sound level meters, magnetic tape recorders, accelerometers, spectrum analysers, signature analysis.

TEXTS

5380 Engineering Materials II

Course Adviser: Dr I.J. Spark

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

Prerequisite: 5280

Unit Outline: The making and shaping of steel, heat treatment of steel and cast iron, metallurgy of welding, fracture mechanics, non-destructive testing, surface hardening, non ferrous alloys, thermodynamics and kinetics of corrosion, corrosion control.

PRESCRIBED TEXT


5400 Engineering Project

Full Year: 1 hour contact up to 11 hours private study - unit value of 2.0 - internal or external study.

Prerequisite: completion of 3rd year studies

Unit Outline: An engineering project is required for each final level degree student. The primary function of the Engineering Project unit is to give the student personal responsibility for a realistic industrial problem under carefully controlled conditions; he will thus obtain valuable experience in applying his developing engineering skills and knowledge. It is expected that many of the project problems will derive directly from local industries, so that much of the project work should be of value to the Gippsland community. Assessment of the engineering project is based upon the supervisor's report on attitude and achievement, evaluation of an initial and final project seminar, the evaluation of a full technical report on the project, and the technical quality of the final engineered project.

5401 Engineering Management and Industrial Relations

Unit Adviser: Mr K. Enders.

Full Year: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: 5300

Unit Outline: This unit is designed to introduce engineering students to an understanding of the functions of the engineer in relation to management and industrial relations; in particular to matters relating to planning, organising, supervising, controlling, improving, industrial safety, industrial conflicts, trade unions, employer organisations, conciliation and arbitration, and worker participation.

PRESCRIBED TEXT


REFERENCES

King, W.J., "The Unwritten Laws of Engineering". A.S.M.E.

5402 Engineering Project Management

Unit Adviser: Mr P. Walker

Full Year: 6 hours per week - unit value of 1.0 - internal and external study.

Prerequisite: 5300

Unit Outline: Project planning, precedence diagrams, arrow diagrams, resource allocation, time-cost optimization, decision making, mathematics of interest, nominal and effective interest, engineering financial

PRESCRIBED TEXT


5403 Environmental Engineering

Unit Adviser: Mr P. Walker

Second Semester: 6 hours per week - unit value of 1.0 - Internal and external study.

Prerequisite: 5300


PRESCRIBED TEXT

To be advised.

5420 Structural Design II

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week - unit value of 1.0 - Internal study.

Prerequisites: 5220, 5323

Unit Outline: Specialised design in structural steel, aluminium, plastics, timber and reinforced and prestressed concrete.

PRESCRIBED TEXT

To be advised.

5422 Hydrology

Unit Adviser: Mr L. Soste

Full Year: 3 hours per week - unit value of 1.0 - Internal study.

Prerequisites: 5321, 5322.


PRESCRIBED TEXT


5423 Construction Practices

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week - unit value of 1.0 - Internal study.

Prerequisites: 5322, 5323, 5326.

PRESCRIBED TEXT

Nil.

5424 Theory of Structures II
Unit Adviser: Mr P.J. Loftus
First Semester: 3 hours per week - unit value of 1.0 - Internal study.
Prerequisite: 5324

PRESCRIBED TEXT

To be advised.

5425 Structural Design
Unit Adviser: Mr P.J. Loftus
First Semester: 4 hours per week - unit value of 1.0 - internal and external study
Prerequisite: 5261
Unit Outline: Design of Reinforced Concrete, Prestressed Concrete and Steel Structures in accordance with current Australian Standards.

PRESCRIBED TEXT

A.S. 1461 - Prestressed Concrete Code
A.S. 1480 - Concrete Structures Code
A.S. 1511 - High Strength Structural Bolting Code
A.S. 1554 - Welding Code
A.S. 1170 - Loading Codes
A.S. 1250 - Steel Structures Code

5426 Traffic Engineering
Unit Adviser: Mr P. Walker
Full Year: 3 hours per week - unit value of 1 - internal study.
Prerequisite: 5326.
Unit Outline: Land use planning and its influence on the demand for transport of goods and people. Common transport modes, their operational characteristics and operating costs, the public transport systems for transport of goods and people. The road transport system, traffic surveys, estimation of future growth, the theory of traffic flow, road safety and accident studies, the design of intersections, traffic signals and street lighting schemes. Current practices in urban traffic management.

PRESCRIBED TEXT


5440 Power Systems
Unit Adviser: Mr K.R. Cale.
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5341, 7265
Unit Outline: Transmission lines, fault analysis, basic system protection, computerised load flow analysis, transient stability studies and switchgear technology.

PRESCRIBED TEXT


RECOMMENDED READING


5441 Industrial Power Applications

Unit Advisers: Mr K.R. Cale, Mr R.W. Hart

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

Prerequisites: 5340, 5341, 5345.

Unit Outline: Industrial power supply requirements, distribution engineering practice, plant co-ordination, switchboards and switchgear, protection equipment, ASA wiring regulations, tariff structures, energy management systems, harmonic interference and illumination engineering.

RECOMMENDED READING

Electrical Engineer, monthly magazine, Thomson Publications.
SECV Industrial Information Sheets.
ASA 3000 Wiring Regulations.

5443 Electronic Instrumentation Systems

Unit Advisers: Dr J-Ch. Ochsenbein, Mr R. I. MacLeod

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

Prerequisites: 5343 or 5332.

Unit Outline: Electronic instruments, circuit design for electronic instrumentation, data acquisition systems and intelligent controllers, signal processing, instrumentation systems including biomedical and microcomputer applications, microprocessor based instrumentation.

PRESCRIBED TEXT


RECOMMENDED READING


5445 Communications Systems

Unit Adviser: Mr R.I. MacLeod

Full Year: 3 hours per week - unit value of 1.0 - internal study. Not offered in 1985.

Prerequisite: 5342.

Unit Outline: Topics covered will include: Information theory, Information transmission and acquisition systems, noise and error control, transmitters and receivers, propagation, telephone systems and switching techniques.
5446 Advanced Digital Systems

Unit Adviser: Dr J-Ch. Ochsenbein.

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

Prerequisite: 5346.

Unit Outline: Review of hardware and software available for digital systems with particular emphasis on microprocessor based applications. Study of real time operating systems using a microprocessor development system: editor, assembler, compiler, linker, in-circuit emulation, prom programmer, state and timing analyser. Microprogramming and fault tolerant design.

5447 Advanced Control Systems

Unit Adviser: Mr G.J. Harrison.

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

Prerequisite: 5301.

Unit Outline: System compensation, sampled data systems, Lagrange's equations and system modelling, non-linear analysis, optimal control, state variable feedback, microcomputer implementation of control functions.

5460 Mechanical Design

Unit Adviser: Mr K. Enders.

First Semester: 6 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: 7171, 5260.

Unit Outline: In this unit the fundamental processes by which designers arrive at acceptable solutions are examined in more detail than previously. Further methods by which designers can be guided towards the best solution are studied along with creativity, optimisation, reliability, decision-making, case studies, ergonomics and other appropriate current topics. Possible solutions to particular electrical and mechanical design problems are examined throughout the course.

5462 Rotodynamic Machines

Unit Adviser: Mr D. Walker.

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

Prerequisites: 5264, 5367.

Unit Outline: Basic fluid flow and thermodynamic relations for a rotodynamic machine; dimensional analysis aspects. Analysis and performance of pumps, fans compressors and turbines, including centrifugal and axial flow machines. Aspects of vibration and balancing, including monitoring techniques, allowable levels of vibrations, control and reduction of vibration. Noise generation in machines and associated pipework, noise reduction and control. Condition monitoring - maintenance and fault diagnosis.

PREScribed TEXT


RECOMMENDED READING


5463 Thermodynamics III

Unit Adviser: Mr G.G. Vains

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

Prerequisite: 5363.

Unit Outline:

1. Heat Transfer:
   - Unsteady state conduction.
   - Principles of convection.
   - Empirical and practical relations for forced head transfer.
   - Natural convection systems.
   - Radiation heat transfer.
   - Condensation and boiling heat transfer.
   - Heat exchangers.

2. Thermodynamics:
   - Availability concepts and applications.
   - Thermodynamics of irreversible systems processes.
   - Principles of statistical thermodynamics.
   - Applications of statistical thermodynamics.
   - Direct energy conversion.

PREScribed TEXT


5465 Fuel and Combustion Technology

Unit Adviser: Mr G.G. Vains.

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

Prerequisite: 5363.
Unit Outline:

1. Fuels:
   - Classification of coal.
   - Liquid and gaseous fuels.
   - Gasification and Liquefaction of coal.

2. Combustion:
   - Chemistry of combustion.
   - Physics of combustion.
   - Kinetically controlled combustion phenomena.
   - Combustion of solids, liquids and gases.
   - Combustion models.

3. Practical Aspects of Combustion:
   - Flame temperature calculations and specific energy.
   - Flue gas analysis.

4. Heat Transfer
   - Radiative heat transfer.
   - Heat transfer in flames.
   - Boiling and condensing heat transfer.
   - Modelling of heat exchangers.

5. Boiler Furnaces for Power Generation:
   - Introduction to large boilers - types of boilers, past and present.
   - Furnace types for large boilers.

6. Aspects of furnace design:
   - Fuel preparation.
   - Flame and burner design.
   - Ash handling.
   - Furnace dynamics.

PREScribed Text

As no single reference book covers this syllabus, students are referred to journal articles and given printed study guides.

5480 Engineering Material III

Unit Adviser: Dr I.J. Spark

Second Semester: 4 hours per week - unit value 1.0 - internal and external study.

Prerequisite: 5280

Unit Outline: Practical aspects of the heat treatment of steel, quantitative methods of steel selection, strengthening mechanisms in ultra high strength steels, creep resistance and oxidation resistance, total and die steels, nuclear materials, engineering polymers and ceramics, adhesives and composite materials, bearing material.

RECOMMENDED READING


5500 Engineering Supervision

Unit Adviser: Mr. K. Enders

Second Semester: 6 hours per week - unit value of 1.0 - external study.

Prerequisite: 5501 - Human Communications

Unit Outline: This unit is designed to give students an understanding of the theory of organisations and to develop supervisory skills. Topics include: management functions of planning and organising work, supervising, leadership, controlling, motivation, counselling skills, self-improvement, job satisfaction,
training and development, group and organisational behaviour.

PRESCRIBED TEXT


5501 Human Communication

Unit Adviser: To be advised.
First Semester: 3 hours per week - unit value of 0.5 - external; study.
Prerequisites: Nil

Unit Outline: Technical and non-technical report writing, preparation of technical manuals, memorandums, business letter writing, use of library resources and specialised information services, oral communication, public speaking and public meetings, conduct of meeting, audio-visual communication and engineering presentation, non-verbal communication, methods of instruction.

PRESCRIBED TEXT

To be advised.

5502 Drawing and Design

Unit Adviser: Mr K. Enders
First Semester: 3 hours per week - unit value of 0.75 - external study - not offered in 1985.
Prerequisites: Nil

Unit Outline: This unit is divided into four sections and aims at providing a basic training in engineering drawing and to introduce the three main areas of engineering design. All students do Section 1 plus one from Sections 2, 3 or 4.

1. Engineering Drawing - This section covers the fundamentals of engineering drawing and includes basic drawing skills, drawing media lines, lettering, numerals and symbols, projectioning, sectioning, scales, representation of common engineering features such as fasteners, springs, etc., dimensioning and basic tolerancing.

2. Civil Engineering Design - This section introduces the basic method of drawing civil engineering structures related to industrial complexes. It also stimulates thought and observations regarding such construction processes.

3. Electrical Design - This section deals with the heating and cooling of electrical apparatus, and the basic mechanisms by which temperature rises in insulation are determined. The rating of devices, in terms of temperature rises and cycle of operation, is examined in detail. Symbols used for electrical and electronic drawing.

4. Mechanical Design - This section extends the work of Section 1 and emphasises the importance of correct detailing and specification of mechanical components at the design stage. It covers the choice of the appropriate method of manufacture for mechanical components, the specification of materials and the description of the common material shapes and sections. Other topics include limits and fits and more advanced tolerancing on drawings, surface texture and related symbols, specification of welds on drawings, the description of basic machine elements such as bearings, belts and chains, seals and packings, couplings and joints, clutches and brakes, gears. The importance and use of relevant Australian Standards will be covered.

PRESCRIBED TEXT

5520 Engineering Surveying

Unit Adviser: Mr L. Soste

Second Semester: 3 hours per week - unit value of 0.75 - external study - not offered in 1985.

Prerequisites: Nil

Unit Outline: The standard checks, field adjustments and the use of optical survey instruments. Electronic survey Instrumentation. Setting out of siteworks including levelling and alignment of industrial plant. Survey computations including microcomputer software applications.

PREScribed TEXT

To be advised.

5540 Electrical Systems

Unit Adviser: Mr R.W. Hart

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: Nil

Unit Outline: An introduction to DC networks and magnetic circuits, circuit theorems, signal waveforms, differential equations, transient analysis, complex algebra, steady state sinusoidal response of single and three phase (balanced) networks, instrumentation and measurement, computerised solution of networks, and introduction to electrical machines (DC and AC motors, transformers).

PREScribed TEXT


5541 Electronics and Instrumentation

Unit Adviser: Mr G.J. Harrison

First Semester: 6 hours per week - unit value of 0.75 - external study - not offered in 1985.

Prerequisites: 5540

Unit Outline: Electronic circuit fundamentals, semiconductor processes, discrete devices and integrated circuits, transistor biasing, modelling and analysis, DC supplies, complex algebra and frequency response representation, time and frequency response analysis, Bode diagrams, AC and DC instrumentation (analog and digital), CRO, signal generators, spectrum analysers. Transducers for measuring mechanical, hydraulic and pneumatic variables (eg. position, velocity, flow, pressure, force, strain, depth).

PREScribed TEXT


5542 Digital Electronics

Unit Adviser: Dr J-Ch. Ochaenbein

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: 5540

Unit Outline: Study of integrated circuit logic, families, interfacing between logic families, implementation of basic combinational functions. Combinational design using SSI and MSI integrated circuits, codes and error correcting codes. Sequential functions including latches, flip-flops, shift registers, counters. Digital design, state and timing diagrams, design of sequential circuits including synchronous counters, practical considerations (self clearing logic, glitch, noise, reflections). Introduction to microprocessors and minicomputers, organisation, addressing structure, instruction set, parallel I/O.

5560 Statics

Unit Adviser: Mr A. Mohtaji

First Semester: 6 hours per week - unit value 1.0 - external study.

Prerequisites: Nil

Unit Outline: Forces and equilibrium in two and three dimensions, free body diagrams. Concurrent forces - determinate structures. Forces in trusses - truss determinancy, graphical and analytical solutions. Non-current forces using beam as example. Normal and shear stress and strain. Compatibility and deformations: introduction and simple examples. Stresses from bending of rods and beams. Shear forces and bending moments in beams, shear force and bending moment diagrams. Shear stresses resulting from shear force at cross-section of a beam. Properties of areas - centroid, moment of inertia, inertia for rotated axes, radius of gyration. Combines bending and axial stress. Appropriate mathematics topics will be included where necessary to provide sufficient bases for the unit to be taught to the required level.

5561 Dynamics

Unit Adviser: Dr D. Saini

Second Semester: 6 hours per week - unit value of 1.0 - external study.

Prerequisite: 5560

Unit Outline:

Introduction: Newton's Law, Gravitation, Units and Dimensions
Kinematics of Particles: Rectilinear Motion, Plane Curvilinear Motion in rectangular co-ordinates, normal and tangential co-ordinates and polar co-ordinates. Space Curvilinear Motion in rectangular, cylindrical and spherical co-ordinates. Relative Motion.
Plane Kinematics of Rigid Bodies: Rotation, Absolute Motion, Relative Velocity, Instantaneous Centre of Zero Velocity, Relative Acceleration.

Appropriate mathematics topics will be included where necessary to provide sufficient basis for the unit to be taught to the required level.

5562 Thermodynamic Principles

Unit Adviser: Mr G. Vains

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisites: Nil
Unit Outline:

2. First Law of Thermodynamics.


4. Two Phase Processes. Phases; terminology, intensive, extensive, specific properties; T-h, p-V diagrams, critical point, dryness fraction, superheat, Triple Point; Throttling Calorimeters; Tables P, V, T, u & h; Calculations Application to N.F. Processes.


7. Plant Cycles (a) I.C. Engines; Air Pumps and Air Motors. (b) Steam Plant and Layout; Rankine Cycle with performance characteristics; Rankine cycle with superheat. (c) Air Standard Cycle, Ottocycle, Diesel cycle; Mean effective pressure; Indicator diagrams.

PREScribed TEXT


5563 Plant Engineering

Unit Adviser: Mr K. Enders

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisite: Nil


PREScribed TEXT


5580 Engineering Materials

Unit Adviser: Dr I.J. Spark

First Semester: 3 hours per week - unit value of 0.5 - external study - not offered in 1985.

Prerequisites: Nil

Unit Outline: Mechanical properties and the deformation and fracture of materials, phase equilibrium, alloys and their heat treatment, ferrous and non ferrous metals, plastics, ceramics and rubber, composite materials.
5600 Engineering Management Methods

Unit Adviser: Mr K. Enders

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisites: Nil.

Unit Outline:
Decision Making: Definitions and factors to be considered in decision situations, organisational, group and individual decisions making. Decision making methods - T charts, decision matrices, binary decision matrix, decision trees, Kepner and Tregoe analysis. Decision making under conflict, risk and uncertainty.
Quality Control: Organising for quality control, quality control systems, quality standards, policies and procedures, personnel, committees. Suppliers quality assurance. Statistics quality control, acceptance sampling inspection.
Value Analysis: Sources of unnecessary costs and where to look for lower costs. Procedure for value analysis and value analysis techniques, job plans, safeguards.
New Topics: To keep up to date and to meet specific Industry needs, additional topics will be added when required.

5601 Safety and Environmental Management

Unit Adviser: Mr K. Enders

Second Semester: 3 hours per week - unit value of 0.5 - external study - not offered in 1985.

Prerequisites: Nil.

Note: The legal aspects of Industrial welfare - liability for industrial injury, occupational health and welfare, and workers compensation are covered in the Industrial Law unit.

5602 Engineering Project Supervision

Unit Adviser: Mr P. Walker

Second Semester: 3 hours per week - unit value of 0.5 - external study - not offered in 1985.

Prerequisite: 3243 Engineering Finances

Unit Outline: Critical Path and Precedence Diagrams. PERT Network Analysis. Resource Scheduling. Project


PRESERVED TEXT
To be advised.

5603 Industrial Control System

Unit Adviser: Mr G. Harrison

First Semester: 6 hours per week - unit value of 1.0 - external studies - not offered in 1985.

Prerequisite: 5541

Unit Outline: Elements of automatic feedback control systems; Control hardware including electrical, mechanical, hydraulic and pneumatic components, sensors and actuators; Mathematical modelling; Block diagram representation; Behaviour of 2nd order systems; three term controllers; Frequency response analysis including stability and compensation, using Bode diagrams. Applications to control of systems from electrical, mechanical and civil engineering fields (eg. flow monitoring, boiler control, telemetering, traffic control). Programmable Logic Controller. Use of computers in control systems.

PRESERVED TEXT
To be advised.

5621 Structural Design

Unit Adviser: Mr P. Loftus

First Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: 5560.

Unit Outline: Elementary design of structural members and connections. Current Australian Standards and accepted practice in the design of timber, steel and concrete structures.

PRESERVED TEXT
Non unit Study Guides.

5622 Road and Drainage Design

Unit Adviser: Mr P. Walker

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: 5520, 7122 or 7121.

Unit Outline: Design of horizontal and vertical road curves, intersections and subdivisional layouts including the application of computer software. Calculation of pavement thickness. Design of urban and industrial storm water drainage systems. Provisions in the Local Government Act for road and drainage design.

Assessment: Progressive Assessment 25%
Final Examination 75%

PRESERVED TEXT

R.C.A. Road Design Manual.

5641 Industrial Electronics

Unit Adviser: Mr R. Hart

First Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: 5541.
Unit Outline: Semiconductor power switching devices; Triggering circuits; Commutation techniques; Control I.C.s; Converters and inverters; AC and DC machine characteristics; Motor drives; Harmonic interference; Suppression and protection devices. Feedback and operational amplifiers. Large signal amplifiers. Linear IC applications.

Laboratory Time: 18 Hours

Assessment: Progressive Assessment 20%
Final Examination 80%

PRESCRIBED TEXT
To be advised.

5642 Computer Engineering

Unit Adviser: Dr J-Ch. Ochsbein

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: 5542

Unit Outline: Computers, Minicomputers and microcomputers; computer peripherals; Memories; Input/Output structures and interfacing; design and testing of interface circuits (hardware and software); standard buses; IEEE-488 bus control; Software development for microcomputer systems; Microcomputer applications; Networking.

PRESCRIBED TEXT

5661 Mechanics and Design

Unit Adviser: Mr D. Saini

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisites: 5502, 5560, 5561.

Unit Outline: Topics will include: bending stresses, torsion of shafts, direct stress, stresses on oblique planes, bi-axial stress, material subjected to direct and shear stress, Mohr's stress circle, variation of strain with orientation, Mohr's strain circle, two-dimensional stress-strain relationships, elastic constants, slope and deflection of beams, combined action of bending, torsion and axial loading of beams, eccentric loading of short struts, long slender struts, Euler's equation. Experimental stress analysis techniques. Definition of design and the design process; Force analysis in mechanical equipment, strength of components including failure theories, stress concentration and fatigue; Design of shafts, welded and bolted joints, spur and bevel gears, chain drives; Selection of ball and roller bearings; Material specifications and standards.

PRESCRIBED TEXT

5662 Thermodynamics Systems

Unit Adviser: Mr G. Vains

First Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.
Unit Outline:
Combustion: Fuels commonly used in Victoria, combustion equations, stoichiometric air/fuel ration, exhaust flue gas analysis, calorific value of fuels.
Heat Transfer: Conduction, convection radiation, overall heat transfer coefficient, Fouriers law of conduction, composite wall and electrical analogy, heat exchanges.
Power Cycles:
(a) Gas compressors and expanders, rotary and reciprocating; isothermal and volumetric efficiency, clearance volume, multi-staging, F.A.D.
(b) Refrigeration and heat pumping using vapour compression cycle, P-h diagram, C.O.P. Properties and comparisons of refrigerants.
Vapour Power Plant: Criteria for comparison of Rankine - cannot cycle, Rankine cycle with reheat.
Regenerative cycle, S.S.C., Williams Line, turbine governing.
Steam for Process: Combined power and vapour for industrial purposes.

PRESERVED TEXT

5663 Maintenance Supervision

Unit Adviser: Mr L. Bradshaw

First Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: 5500

Unit Outline: Maintenance planning and control; Planned preventive, corrective and condition based maintenance; Types of failure; Maintenance policies; Structure and communication within maintenance personnel; Documentation for control and planning; Computerised maintenance management systems; Responsibilities and duties of a maintenance supervisor; Shutdown planning using bar charts and introduction to network planning; Short term PM and OM planning; Use of historical maintenance data; Downtime and availability; Maintenance costs and budget control; Use and control of contractors for maintenance work.

PRESERVED TEXT

5664 Fault Diagnosis and Conditioning Monitoring

Unit Adviser: Mr L. Bradshaw

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisites: 5541, 5561

Unit Outline: Fault Diagnosis; Use and design of diagnostic documentation; Diagnostic aids. Condition monitoring and condition based maintenance; Cost of CM and application methods; Condition monitoring techniques including measurements of temperature; Pressure; Flow Rates; NDT methods; Vibration monitoring; Oil wear particle analysis and thermography.

Laboratory Time: 8 hours

PRESERVED TEXT
5690 Factory Administration

Unit Adviser: Mr K. Enders

First Semester: 6 hours per week - unit value of 1.0 - external study.

Unit Outline: To be advised.

5701 Terotechnology and Life Cycle Costs

Unit Adviser: Mr L. Bradshaw

First Semester: 6 hours per week - unit value of 1.0 - external study.

Prerequisite: Nil

Unit Outline:
1. Introduction to asset management and Terotechnology. The application of terotechnological techniques to increase profitability of an organisation. Life cycle costs and the costs of ownership; assets as the profit generators; impact of maintenance on profitability and life cycle costs.
2. Introduction to asset management systems that can be used to ensure that maintenance costs are considered throughout the life cycle of equipment. Maintenance budgets and cost control. Terotechnological aspects of engineering economics and accountancy, including risk analysis. Terotechnology and maintenance control ratios. Introduction to asset purchase/replacement policies and those techniques concerned with decisions to buy or replace major units of plant.
3. Design/re-design of plant to improve maintainability, reliability and reduce life cycle costs; Design maintenance techniques. Application of CAD/CAM to the maintenance department.
4. Introduction to the effect of installation and commissioning practice on the maintenance cost and life cycle of an asset; Installation and commissioning standard procedures.

This unit includes a considerable number of Terotechnology and life-cycle costing case studies.

PRESCRIBED TEXT


RECOMMENDED READING


5702 Maintenance Management

Unit Adviser: Mr L. Bradshaw

First Semester: 6 hours per week - unit value 1.0 - external study.

Prerequisite: Nil

Unit Outline:
1. Maintenance Planning and Control; Objectives of the Maintenance Department; Availability of Plant; Types of failures; Types of Maintenance; Maintenance Strategies.
2. Structures of Maintenance Departments; Job descriptions of Maintenance Personnel; Communication within the Maintenance Function; Use of Multi-Skilled maintenance personnel to reduce resourcing difficulties.
3. Documentation and Computer Control Systems; Selection of appropriate manual or computerised control systems for a maintenance department depending on size and type of organisation.
4. The implementation of Maintenance Planning systems, including Plant Inventories; Coding; Asset Registers; Scheduling; Resource Planning; Work Order Control; History and Feedback.
5. Statutory requirements related to Mechanical, Electrical and Building Maintenance Activities; responsibilities and liabilities of the maintenance manager/supervisor.
This unit includes a considerable number of case studies of Maintenance Management techniques applied to industry; government; fleet operators; and buildings.

**PRESCRIBED TEXT**


**RECOMMENDED READING**


**5703 Quantitative Techniques for Asset Management**

Unit Advisers: Mr L. Bradshaw, Dr B. Nath

Second Semester: 6 hours per week - unit value = 1.0 - external study.

Prerequisite: 5702

Unit Outline:

1. Introduction to the techniques applicable to the analysis of feedback data obtained in the maintenance planning system; statistical techniques applied to maintenance activities; the need for data analysis; methods of presenting analysed data; Weibull Analysis; Pareto Curves.
2. Mathematical modelling of maintenance data; Monte Carlo simulation; Queueing theory; Determining optimum frequencies for fixed-time maintenance activities/shutdowns; Determining optimum spares holding/re-order levels for maintenance activities.
3. Reliability and application of reliability data.

**PRESCRIBED TEXT**


**RECOMMENDED READING**

Armitage, W., "Maintenance Effectiveness. Operational Research in Maintenance". Manchester University Press.

**5704 Industrial Techniques in Maintenance Management**

Unit Adviser: Mr L. Bradshaw

Second Semester: 6 hours per week - unit value of 1.0 - external study.

Prerequisites: 5702, 5702

Unit Outline: Motivation and control of the maintenance workforce; Industrial relations in a maintenance environment; problems associated with the production/maintenance interface; use of Group Dynamics as an aid to decision making; Leadership styles and Managerial assumptions about maintenance tradesmen. Work measurement, method study and activity sampling applied to maintenance activities; Time Management. Stock control of materials and parts within the maintenance function; design of stores layout; establishing stores coding, inventories, stock levels, re-order levels and purchasing procedures. Planning of shutdowns and major maintenance project activities using Gantt charts and critical path networks.

**PRESCRIBED TEXT**


**RECOMMENDED READING**

5705 Fault Diagnosis and Condition Monitoring

Unit Adviser: Mr L. Bradshaw

First Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Unit Outline:
1. Types of failure; Fault diagnosis techniques applied to electrical and mechanical maintenance activities; diagnostic documentation and associated costs; fault and cause tables with probability rankings; design and use of algorithms; problems of fault diagnosing systems.
2. Condition Monitoring and Condition Based Maintenance. Introduction to vibration monitoring, corrosion monitoring, oil analysis, thermography and crack detection; condition monitoring and non-destructive testing equipment. Costs and problems associated with condition monitoring systems; computerised monitoring equipment; decisions on periodicity of monitoring.
3. Further study of vibration monitoring techniques. Selection of vibration measuring equipment; Measurement of vibration; Spectral analysis; Cepstra, Kurtosis, and shock-pulse methods; Trend analysis.
4. Further study of oil analysis. Wear Debris and Contaminant Monitoring. Oil analysis techniques; Ferrography; Spectrometric oil analysis.
5. Corrosion monitoring; Corrosion types and associated monitoring equipment.
6. Study of electrical Insulation. Failure and degradation of solid, liquid, and gaseous insulation. Insulation condition monitoring techniques; high-voltage, dielectric and contamination tests. Fault diagnosis from gaseous products In Insulation oils. Insulation reconditioning and replacement criteria.

PREScribed TEXT


RECOMMENDED READING

Relevant Australian Standards.

5706 Maintenance Engineering

Unit Advisers: Mr L. Bradshaw, Mr P. Walker

Second Semester: 6 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisite: 5702

Unit Outline:
1. Specialist corrective maintenance techniques for Mechanical, Electrical and Building Maintenance; specialist methods of repair and reconditioning for example specialist welding techniques, methods of crack repair, pipe freezing techniques, wear and tear resistant materials, reconditioning and rebuilding worn surfaces; In situ repair techniques of mechanical and electrical equipment.
2. Safety; Emergency procedures; manual and computerised permit to work systems; shutdown and isolation procedures.
3. Mechanical and Electrical Maintenance workshop layouts; materials handling within the maintenance function.
4. Environmental and waste management applied to maintenance activities; solid, liquid and gaseous pollution control; Noise control in and around factories and building sites.
5. Introduction to the design and selection of plant supports and vibration isolators. 
This unit will be supported by study notes and by extracts from recent engineering journals and magazines. Students will be required to refer to relevant Australian Standards.

PREScribed TEXT


RECOMMENDED READING

Computer Applications in Terotechnology

Unit Advisers: Mr L. Bradshaw, Mr R. Hart

Full Year: 3 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisites: 5702, 5703 and demonstrated computer theory.

Unit Outline:
1. Introduction to computerised management control systems for a maintenance department; impact of computers and technological development on maintenance activities and maintenance management; Standard computer software packages available for maintenance management; software and hardware specifications; costs of software; costs and configurations of hardware; writing a user specification.
2. Introduction to the in-house creation of computer applications software for maintenance management; Creation of software programs for specific maintenance management applications including the manipulation, graphical presentation, and distribution of maintenance data; creation of software programs for the computerisation of quantitative techniques in asset management; Modification of standard business applications software for use in the maintenance department.
3. Programming; program design, structured techniques, modular programs, subprograms; File handling, sequential and random access files. Introduction to Systems Analysis; systems design flowcharts, decision tables, forms design, report writing, file design; new system design, programming, implementation and maintenance.

PRESCRIBED TEXT


RECOMMENDED READING


Research Project

Unit Adviser: Mr L. Bradshaw

Full Year: 3 hours per week - unit value of 1.0 - external study - not offered in 1985.

Prerequisites: Completion of at least 3 course units.

Unit Outline: The essential feature of the research project is that it provides the student with an opportunity to assume personal responsibility for the solution of a terotechnology problem. It therefore enables the student to gain confidence in his ability to apply the techniques, skills and knowledge acquired in the structured course work units, while still having academic staff available to provide guidance and constructive criticism. The research project can also provide an opportunity for the student to tackle problems which lie outside his range of expertise (acquired to date) and in this context it both increases the students area of expertise and gives him confidence that he can so broaden his expertise as the need arises. The research project should also enable the student to formulate and apply a disciplined plan which will guide his activity through to the completion of the project. To this end the student should prepare (and continually update) both a logic diagram (or flow chart) and Gantt diagram (or bar chart) in relation to his project.

Assessment: The student will be required to prepare a typed research report of around 10,000 words. He may also be required to present a seminar on his research project. In this context the project should allow the student to refine his powers of both oral and written communication.

PRESCRIBED TEXT

The student will be required to review the literature relevant to his project (with the aid of the Lockheed Dialogue data base available through the GIAE Library).

Masters Project

Unit Adviser: Dr I. Spark, Dr K. Spriggs

Students undertaking research masters degrees are required to engage in a personal research project for a period equivalent to 1.5 to 2 years full-time duration. Industry based party-time research projects are
particularly encouraged. Potential students should consult with the unit advisers to develop a prospectus for a possible project. Research supervision is available in a number of specialist areas within the Civil, Electrical, and Mechanical Engineering disciplines. Applicants must possess a good first degree preferably with significant industrial experience.

SOCIAL SCIENCES

English

6113 Introduction to English A (common core unit)

Unit Adviser: English Teaching Team.

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

Prerequisites: Nil.

Unit Outline: This is an introductory unit which aims at introducing students to the three major literary genres, poetry, prose and drama, and which is concerned with developing their understanding of the discipline of literary criticism and the skills of critical inquiry into literature. The works studied are selected from the broad field of twentieth-century English literature, with some emphasis being placed on significant world literature in English translation.

Teaching Methods: Lectures, tutorials and sessions involving the use of audio-visual aids, study guides and films, videotapes, etc. Study guides are provided for external students.

Assessment Procedures: Progressive Assessment 50%

Final Examination 50%

PRESCRIBED TEXTS

Poetry -

Novel -

Drama -


RECOMMENDED READING


6114 Introduction to English B (common core unit)

Unit Adviser: English Teaching Team.

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

Prerequisites: Nil.

Unit Outline: This is an introductory unit which aims at introducing students to the three major literary genres, poetry, prose and drama, and which is concerned with developing their understanding of the discipline of literary criticism and the skills of critical inquiry into literature. The works studied are selected from the broad field of twentieth-century English literature, with some emphasis being placed on significant world literature in English translation. Particular emphasis will be placed on the nature of language and on the workings of language in the texts studied.

Teaching Methods: Lectures, tutorials and sessions involving the use of audio-visual aids. Study guides and
classes are provided for external students.

Assessment Procedures: Progressive Assessment 50%
Final Examination 50%

PRESCRIBED TEXTS

Poetry -

Drama -
Shakespeare, W., "Rosencrantz and Guildenstern are Dead". Faber, 1968.

Novel -

Language -
To be advised.

RECOMMENDED READING

To be advised.

6131 Media Studies

Unit Adviser: Mr N. Hanley

Second Semester: 4 hours per week - unit value of 1 - internal and external study.

Prerequisites: Nil.

Unit Outline: The unit considers four main areas of media in Australia - print, radio, television and film. It is selective in orientation, focussing on news, advertising and two recent 'quality' films. Topics covered include: issues central to the nature and functions of the media (economic basis, ownership, ideological control, bias, constructions of reality, processes of legitimisation, regulation and control); what is 'news'?; news presentation; TV news; sex roles in the media; for and against ads; advertising techniques; TV ads; introduction to film criticism.

Teaching Methods: Lectures, tutorials/workshops, film and video screenings. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment 100%

PRESCRIBED TEXT


RECOMMENDED READING


6212 Romantic Literature

Unit Adviser: Mr M. Griffiths

First Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisites: Any two of 6110, 6111, 6112, 6113 or 6114.
Unit Outline: This unit includes the work of a number of writers - of both poetry and prose - of the Romantic period, which have been chosen so as to represent a range of achievement. These will be studied in the light of the major concerns of that period as seen in its literature. The unit will include a consideration of such issues as the importance of childhood experience and individual feeling, the awareness of the natural world, the experience of the city, the impact of the French and Industrial Revolutions and the concern with the irrational. One aim of the unit will be to examine critically the notion of "the romantic" and to see how far it may be applied to the range of prescribed works.

Teaching Methods: Lectures, seminars for internal students. Tutorials for external students, in addition to material supplied in the form of study guides.

Assessment Procedures: Progressive Assessment 50%  
Final Examination 50%

PRESCRIBED TEXT


Blake, W., "Poems and Prophecies". Dent (Everyman), 1972.


RECOMMENDED READING


6213 Victorian Literature

Unit Adviser: Mr W. Griffiths

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

Prerequisites: Any two of 6110, 6111, 6112, 6113 or 6114.

Unit Outline: This unit includes the works of a number of writers - of both poetry and prose - of the Victorian period, which have been chosen so as to represent a range of achievement. These will be studied in the light of the major concerns of that period as seen in its literature. The unit will include a consideration of such issues as the importance of the experience of industrialisation and urbanisation, the awareness of change, and the challenges to traditional ways of life and religious beliefs arising from new ideas and developments in science and technology. Like 6212 (Romantic Literature) this unit will be concerned to suggest the importance of the culture of the nineteenth century as a background to, and for an understanding of, the modern world.

Teaching Methods: Lectures, seminars for internal students. Tutorials for external students, in addition to material supplied in the form of study guides.

Assessment Procedures: Progressive Assessment 50%  
Final Examination 50%
PREScribed TEXTs


RECOMMENDED READING


6214 Renaissance Literature

Unit Adviser: Dr B. Coleborne

Second Semester: 4 hours per week - unit value of 1 - internal and external study.

Prerequisites: Any two of 6110, 6111, 6112, 6113 or 6114.

Unit Outline: This unit will contain a selection of the poetry and drama from the period of the mid-sixteenth century to the mid-seventeenth century. Wyatt, Sidney, Spenser, Donne and Marvell will be studied alongside Marlowe, Shakespeare, Jonson, Webster and others. Students will be encouraged to relate the poetry and the drama to each other and to the society of the day.

Teaching Methods: Seminars. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment 60%
Final Examination 40%

PREScribed TEXT

Poetry
"Anthology of Sixteenth Century Poets", GIAE.

Drama
Webster, J., "The Duchess of Malfi" in "Three Plays". Penguin.

RECOMMENDED READING


6217 Contemporary English Usage

Unit Adviser: English Teaching Team.

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

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114.
Unit Outline: This unit aims at increasing students' awareness of the nature of contemporary English. It will focus on aspects of style and register, the composition of vocabulary and the sources of new words, problems of meaning and the factors affecting change in language, and the nature of grammar, ranging from formally correct usage to that of contemporary practice. Special attention will be paid to the use of language in the media and the nature of language in political and social contexts where it becomes an instrument of distortion and control.

Teaching Methods: Seminars.

Assessment Procedures: Progressive Assessment 100%

PRESCRIBED TEXT


RECOMMENDED READING


6310 Australian Literature

Unit Adviser: Mr P. Morgan

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

Prerequisites: Any two of 6110, 6111, 6112, 6113 or 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: A study of various works of Australian literature, selected so that some wider issues in Australian cultural history can also be discussed.

Teaching Methods: Seminars. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment 60%

Final Examination 40%

Note: This unit is offered in 1985 subject to the availability of staff.

PRESCRIBED TEXTS

Poetry


Prose


Lindsay, N., "Redhead". Angus & Robertson, 1979.


Drama


RECOMMENDED READING

6311 American Literature 1850-1930

Unit Adviser: Mr N. Hanley

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students who are intending to do a major sequence.

Unit Outline: A unit examining selected novelists and poets of the period 1850-1930.

Teaching Methods: Lectures and seminars. Study guides are provided for external students.

Assessment Procedures: Progressive Assessment 100%

PRESCRIBED TEXT

Twain, M., "The Adventures of Huckleberry Finn". (Included in the Norton Anthology).


6312 Modern Drama

Unit Adviser: Mr N. Courtney

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

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: A unit surveying the work of a number of modern dramatists from the late nineteenth and twentieth centuries. Within this survey, the work of one dramatist, Bertolt Brecht, will be given more comprehensive treatment.

Teaching Methods: Lectures and seminars. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment 60% Final Examination 40%

PRESCRIBED TEXTS

"The Life of Galileo". Eyre Methuen, 1980.

RECOMMENDED READING


6314 Augustan Literature

Unit Adviser: Dr B. Coleborne
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: An introductory course on selected works of Restoration and eighteenth-century literature.

Teaching Methods: Seminars. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment, with an examination in certain circumstances.

PRESERVED TEXT


Poetry and Drama

Prose

RECOMMENDED READING


6315 Legend and Folktale

Unit Adviser: Mr N. Courtney

Second Semester: 4 hours per week - unit value of 1 - internal and external study.

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: This unit will concentrate on four major traditions of legend and folklore - Greek, Norse, Arthurian and Aboriginal - and their influence particularly on children's literature. In each area, a comparative study will be made of selected early material and a number of modern versions, including versions for children. The emphasis throughout will be on literary appreciation.

Teaching Methods: Lectures, seminars/tutorials and individual consultation. Study guides and classes are provided for external study.

Assessment Procedures: Progressive Assessment 60%
Final Examination 40%

PRESERVED TEXTS

Sturluson, S., "The Prose Edda". University of California Press, 1964
Crossley-Holland, K., "The Faber Book of Northern Legends". Faber.
(Extracts to be supplied through the Institute).
RECOMMENDED READING

Psychology

6190 Introduction to Psychology A (common core unit)

Unit Adviser: Dr. C. Fraser

First Semester: Unit value of 1.0 - Internal and external study.

Unit Outline: This unit, together with Introduction to Psychology B, provides a general introduction to the discipline of psychology as a behavioural science, as a basis for further detailed study of specific areas of psychology. The major theme of this unit is a consideration of the factors that influence individual differences in human behaviour. The specific topics covered will include the processes of human learning (conditioning and cognitive processes), human development and personality, and social influences on human behaviour.

The practical work is designed to introduce the methodology of research in psychology, to provide practical experience in the problems of actually conducting psychological experiments, and to teach the skills involved in writing research papers in psychology.

Teaching Methods: Lectures, tutorials and practical classes are held for internal and external students. Study guide materials are also provided which include learning exercises, summaries of new concepts, study questions, and other features designed to assist students in understanding the material. Special versions of the practical exercises, which can be completed by students at home, are available for external students unable to attend Weekend Schools.

Assessment Procedures: Progressive Assessments 30%
  Final Examination 30%
  Practical Work 40%

PRESCRIBED TEXT

RECOMMENDED READING

6191 Introduction to Psychology B (common core unit)

Unit Adviser: Dr. A.K. Rahman

Second Semester: 4 hours per week - unit value of 1.0 - Internal and external study.

Prerequisites: Nil

Unit Outline: Together with Introduction to Psychology A, this unit provides a general introduction to the science of psychology as a basis for future detailed study of specific areas of psychology. The major theme of this unit is a study of the basic principles of behaviour with an emphasis on experimental methods and laboratory techniques in psychology. The topics covered in the unit include: sensation and perception, biological bases of behaviour, motivation and emotion, abnormal and clinical psychology.

Teaching Methods: Lectures, tutorials and laboratory/practical work.

Assessment Procedures: Progressive Assessments 30%
  Final Examination 40%
  Practical Work 30%

PRESCRIBED TEXT
RECOMMENDED READING


6293 Research Methods in Psychology

Unit Advisers: Mrs M. Nath

First Semester: unit value of 1.0 - external study only. (This unit can only be taken for the old B.A. (Multi-Disciplinary)).

Prerequisite: 6190, 6191.

Unit Outline: An introduction to the principles of research design and analysis in psychology. Topics to be covered include types of research designs, definition and measurement of variables, experimental control and sources of confounding. Statistical methods covered will include: t-tests, analysis of variance, chi-square, regression.

Assessment Procedures: Progressive Assessment 60%
Final Examination 40%

PRESCRIBED TEXT


(N.B. This unit will be discontinued after 1985).

6350 Personality and Assessment

Unit Adviser: Dr A.K. Rahman

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

Prerequisites: 6190, 6191.

Unit Outline: This unit aims at providing an integrated perspective in the study of personality and its assessment. Students will be exposed to a conceptual framework to view the human personality as it manifests, organises and develops. Different theoretical orientations in viewing personality will be examined in the unit. The unit will be highlighted by a consideration of the techniques of personality assessment in theory and practice. The unit will also reflect upon the involvement of the personality concept in normal and abnormal human behaviour.

Teaching Methods: Lectures, tutorials, seminars and practical work.

Assessment Procedures: Progressive Assessment 30%
Final Examination 40%
Practical Work 30%

PRESCRIBED TEXT


RECOMMENDED READING

Unit Adviser: To be advised.

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

Prerequisites: 6190, 6191.

Unit Outline: This unit aims to provide an introduction to the study of human behaviour from a developmental perspective. The course will critically examine various theoretical approaches to the study of human development and consider the methodological problems encountered in this area. The development of personality and social behaviour will be considered both from the point of view of the sequences involved and the significant interactions that are assumed to take place from conception to adult life.

Teaching Methods: Lectures, seminars and field visits.

Assessment Procedures: Progressive Assessment 60%  
Examination 40%

PRESCRIBED TEXT

To be advised.

RECOMMENDED READING

Fiske, W., "Middle Age - the Prime of Life". Harper & Row, 1980.  

6393 Learning and Cognition

Unit Adviser: To be advised.

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

Prerequisites: 6190, 6191 or permission.

Unit Outline: This unit examines basic processes of human learning and thinking. Principles of perception are reviewed and related to the learning context. Associative learning is differentiated from verbally-mediated learning and operant learning models. Models of memory are presented, and the conditions related to processing and retention of information are examined. Psycholinguistic feature analysis is contrasted with S-R models of language acquisition and concept acquisition. The role of language and syntactic structure is explored in relation to the conceptual process. Strategies of problem-solving are presented, and related to the phenomenon of classification errors. Problems of operationalising and researching constructs such as 'learning', 'concept acquisition' and the like, are raised. Specific applications to instructional context in Education, industry and in-service training will be discussed.

Teaching Methods: Lecture presentation and seminars will be used in the unit. Students will be expected to present their own products, and to outline problems of development and application.

Assessment Procedures: Progressive Assessment 60%  
Examination 40%

PRESCRIBED TEXT

RECOMMENDED READING


6396 Clinical Psychology

Unit Adviser: To be advised.

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

Prerequisites: 6190, 6191.

Unit Outline: The objective of the course is to provide an overview of the field of clinical psychology. It covers all important aspects: theory, assessment, psychopathology, treatment strategies and legal issues. Both the scientific and professional aspects of clinical psychology are presented. Efforts will be made to give the student the broadest possible view of abnormal behaviour by studying the various behaviour deviations from different theoretical perspectives - psychodynamic, behavioural, humanistic - existential, and biological.

Teaching Methods: The course will consist of lectures, seminars, workshops and visits to institutions.

Assessment Procedures: Field Experience 20%
Assignments 40%
Examination 40%

PREScribed TEXT


RECOMMENDED READING

Clare, A., "Psychiatry in Dissent". Tavistock, 1980.

6397 Community Psychology

Unit Adviser: To be advised.

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

Prerequisites: 6396 or permission.

Unit Outline: To achieve the goal of providing an overview of the field of community psychology this unit examines a number of perspectives and their relative impact on the activities of the professional psychologist. This impact is considered both in terms of what are considered to be legitimate intervention strategies and the attitudes and values that are fostered by adopting each perspective. Students will have the opportunity to reconsider the basic psychological skills and knowledge they have developed in other units and examine the ways in which these skills can be used for the enhancement of individual and community well-being.

Assessment Procedures: Assignments 30%
Practical Work 30%
Examination 40%

PREScribed TEXT


RECOMMENDED READING

Research Project in Psychology

Unit Advisers: Dr G. Hoare and Dr C. Fraser

First or Second Semester: unit value of 1.0 - internal and external study.

Prerequisites: 6392 and five units of Psychology.

Unit Outline: This unit is designed as an individual research unit for students whose record in Psychology indicates ability to undertake independent study in the discipline. It provides an opportunity for the advanced psychology student to state a research question in a defined interest area, and to carry out research which deals appropriately with the question formulated. The research may be theoretical, empirical, or a blend of the two modes. Note that this unit is not compulsory but one of eleven units in Psychology and its value is one unit. The student is required to undertake independent work under staff supervision.

Teaching Methods: Students will work on an individual basis with a supervisor from the faculty. Periodic visits and consultations will permit a degree of formative evaluation to occur throughout the semester.

Assessment Procedures: Assessment will be based entirely on a research report.

PRESCRIBED TEXT

Individually selected on the basis of the stated purpose and interest area of the research.

Sociology

6120 Sociology I (common core unit)

Unit Adviser: Mr D. Nation.

Full Year: 4 hours per week - value of 2.0 - internal and external study.

Prerequisites: Nil.

Unit Outline: This course is designed to give students a broad introduction to Sociology; particular emphasis is given to applying sociological perspectives to the study of Australian society. A variety of sociological perspectives are identified and discussed and the following topics are studied: schooling, families, relations between generations, gender relations, deviance, class, ethnic relations, work, communities and the world economic and social system, the media and other aspects of cultural production.

Teaching Methods: The unit will be taught to both external and on-campus students. The fundamental teaching will be based upon an integrated set of printed, audio and video teaching materials produced at the GIAE. External students will be able to attend lectures and seminars at Weekend and Vacation Schools. On-campus students will attend two 1 hour lectures and one 2 hour tutorial per week.

Assessment Procedures: Assignments 85%
                          Final Examination 15%

PRESCRIBED TEXTS


6220 Social Theory and Methods of Social Research

Unit Adviser: Ms A.M. Robinson and Mr I.V. Hamilton

Second Semester: 4 hours per week - unit value of 1.0 - external study. (This unit can only be taken for the old BA (Multi-Disciplinary).

Prerequisites: 6120

Corequisites: 7276 or 6293. (6293 as a corequisite if students are doing a major in Psychology.)
(Students taking 6293 undertake the SPSS workshop in 7276).
Unit Outline: This unit is offered to students intending to major in Sociology and covers three areas: an appreciation of the major sociological perspectives; techniques of gathering and analysing data; and critique of sociological research. The section of the course on data analysis involves the use of SPSS computer programs.

Teaching Methods: The course will be taught to external students who will be able to attend lectures and tutorials at weekend and vacation schools. A range of relevant teaching materials will also be provided.

Assignment Procedures: Progressive Assessment 100%

PRESERVED TEXTS


RECOMMENDED READING


In addition to the above references, resource material at GIAE will provide students with a range of relevant articles from books and journals.

6222 Social Change

Unit Adviser: Dr P.K. Roy

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

Unit Outline: This unit is designed to introduce students to the major theories of social change. Through a close examination of the long term trends in the functions of various institutions such as the family, education, economy, religion and politics, the sources, directions and consequences of social and cultural change will be pursued. Other topics covered will include the social change in developing countries, rapid growth of various technologies and modernisation, social movements, social events and organisational change. This unit contributes to the understanding of social policy issues and to their solution.

Teaching Methods: The unit will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at Weekend and Vacation Schools. A range of relevant teaching materials will also be provided for external students.

Assessment Procedures: Progressive Assessment 80%
Final Examination 20%

PRESERVED TEXTS


RECOMMENDED READING


6224 Sociology of Ethnic Relations

Unit Adviser: Dr P.K. Roy and Mr I. Hamilton.

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

Prerequisite: 6120.

Unit Outline: This unit is designed to introduce students to the study of the relationships between ethnic groups in various societies. The concepts ethnicity, stereotype, prejudice, discrimination, and cultural
pluralism will be analysed and discussed in detail, with special reference to relations between ethnic groups. The unit will pay special attention to the place of ethnic groups in Australia, particularly migrant and Aboriginal groups. Contemporary theory and research in the field of ethnic relations will be examined.

Teaching Methods: The course will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at weekend and vacation schools. A range of relevant teaching materials will also be provided for external students.

Assessment Procedures:
- Progressive Assessment 80%
- Final Examination 20%

PRESCRIBED TEXT


RECOMMENDED READING


6227 The Sociology of Gender

Unit Adviser: Ms A.M. Robinson

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

Prerequisite: 6120.

Unit Outline: This unit will develop an analysis of the influence of gender in the social structure of industrial society. Topics include sex role socialisation, gender and work, changes in gender role patterns and the influence of legislation.

Assessment Procedures:
- Progressive Assessment 100%

PRESCRIBED AND RECOMMENDED READING

To be advised.

6320 Sociology of Deviance

Unit Adviser: Mr T. Peterson

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

Prerequisite: 6120

Unit Outline: The unit presents an opportunity for students to examine the impact of social control on different groups of individuals within western cultures. The idea of deviance is explored with reference to concepts like power and authority. Emphasis is given to issues that have emerged in the 1970's.

Assessment Procedures:
- Progressive Assessment 100%

PRESCRIBED TEXT

6322 Sociology of the Family

Unit Adviser: Mr I. Hamilton and Dr P.K. Roy.

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

Prerequisite: 6120.

Unit Outline: This unit is designed for students wishing to study the family as an important yet changing element in the social structure. The topics of study include: the family in history; family structure and industrialisation; kin relationships; courtship and mate-selection; marital communication and adjustment; violence in the family; marital disruption; changing gender relations within the family. A range of sociological perspectives are used in studying these topics.

Teaching Methods: The unit will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at weekend and vacation schools. A range of relevant teaching materials will also be provided for external students.

Assessment Procedures: Progressive Assessment 100%

PRESCRIBED TEXT


RECOMMENDED READING


6326 Sociology of Health and Welfare

Unit Adviser: Mr T. Peterson

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

Prerequisite: 6120.

Unit Outline: The course covers the following topics:

1. The history and development of Medical Sociology

2. The Sociology of illness including: the sick role; illness behaviour; the medical model of illness; social stress and labelling theory as applied to illness.

3. The organisation and delivery of health care with emphasis on the identification of organisational factors that influence illness and patient care, the assessment of alternative organisational schemes and the evaluation of their impact on the delivery of health care.

4. Research methodology in health and illness.

Teaching Methods: This unit will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at Weekend and Vacation schools. A range of relevant teaching materials will also be provided for external students.

Assessment Procedures: Progressive Assessment 100%

PRESCRIBED TEXT

RECOMMENDED READING


6329 Sociology Research Project

Unit Advisers: Mr I.V. Hamilton, Mr T Peterson.

First semester: unit value of 1.0 - internal and external study.

Prerequisites: 6120,6220 or 6229 and permission.

Unit Outline: Individual or group research projects will be designed in consultation with the sociology staff. This unit should be taken by students who wish to do an additional research unit in first semester.

The final research report must include material covering the selection of the topic, the research design and the collection, analysis and interpretation of data.

Teaching Methods: Research seminars will be held for on-campus students. External students will participate in research seminars at weekend and vacation schools.

6330 Sociology Research Project

Unit Advisers: Mr I.V. Hamilton, Mr T. Peterson

Full Year: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: 6120,6220 or 6229 and one other relevant second level sociology unit.

Unit Outline: This unit is taken only at third level and provides students with an opportunity to undertake a supervised research project into a topic of their choice.

The final research report must include material covering the selection of the topic, the research design and the collection, analysis and interpretation of data.

Teaching Methods: Research seminars will be held for on-campus students. External students will participate in research seminars at weekend and vacation schools.

The following units may be offered in later years:

- Industrial Sociology
- Sociology of Education
- Social Problems
- Community Studies

Social Research

6123 Method of Social Research A (common core unit)

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1 - internal only.

Unit Outline: This unit together with Methods of Social Research B, aims to provide a broad introduction to social research methods, and their specific applications across each of the major discipline areas of the B.A. (Social Science). Topics covered in this unit will provide an introduction to types of research designs, operationalisation of variables, testing hypotheses and theories, sources of data, content analysis of written and audio visual material, design, sampling and questionnaire design for social surveys, interviewing methods, methods of data collection, and ethnography.

Teaching Methods: The unit will consist of a series of modules, introducing new theoretical concepts in a progressive fashion, and relating these to areas of practical application in the social science disciplines. Self assessment exercises and practical experience will be used wherever possible to supplement the written material, lectures and tutorials.

Assessment Procedures: Progressive Assessment 70%
Final Examination 30%
6124 Methods of Social Research B (common core unit)

Unit Adviser: To be advised.

Second Semester: 4 hours per week - unit value of 1.0 - internal only

Prerequisite: Methods of Social Research A (6123)

Unit Outline: This unit follows on from Methods of Social Research A. Topics will provide an introduction to basic statistical analysis (Chi-square, T-test and correlation), and issues involved in applying social research methods in evaluating human service programs and social agencies (action research and program evaluation).

In conjunction with either of these units, students will complete a module dealing with the use of computers in social science. Options may be selected from word processing, statistical packages and computer assisted instruction. This will involve practical experience on either a terminal from the Institute's computer, or a microcomputer.

Teaching Methods: The unit will consist of a series of modules, introducing new theoretical concepts in a progressive fashion, and relating these to areas of practical application in the social science disciplines. Self-assessment exercises and practical experience will be used wherever possible to supplement the written material, lectures and tutorials.

Assessment Procedures: Progressive Assessment 70%
Final Examination 30%

Politics

6186 Australian Politics (common core unit) - (Replaces 6183)

Unit Adviser: Mr M. Kennedy

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

Prerequisites: Nil.

Unit Outline: A general introduction to politics in Australia. The focus is on history, political thought, institutions and political behaviour.

1. Australian Political History Since Federation
2. Political Thought
   (a) Social Contract
   (b) Radical Tradition
   Marx and Marxism
   Political Thinking in Australia
   Bias - Ideology - Political Philosophies
3. Institutions
   (a) Models: Republican: Totalitarian: Autocratic
   (b) Australian National Government:
      The Constitution
      Cabinet Government/Governor General
      The Parliament, the Electorate, Political Parties in Australia, the Judiciary

4. Political Behaviour
   (a) Behaviourism as an Approach to the Study of Politics
   (b) Socialisation
   (c) Political Culture
   (d) Political Personalities

Teaching Methods: Lectures, tutorials and seminars will be supplemented by audio visual materials. Any major written work will be discussed on request while it is in progress, and in all cases after it has been corrected by the course team.

External students will receive a complete set of teaching aids including study guides on each topic of the course. Weekend and vacation schools will be provided during the semester.

Student excursions and lectures by visiting speakers will be arranged when appropriate.

Assessment Procedures:
   Progressive Assessment  60%
   Final Examination  40%

PREScribed TEXTS


6182 Politics and Society

Unit Adviser: Mr P. Farago

Second Semester: 4 hours per week - unit value of 1.0 - internal and external study

Prerequisites: 6185 or equivalent.

Unit Outline: A study of political socialisation; participation and non-participation in politics; formation of political beliefs and political groups; Australian political culture; political thought and ideology in Australia. Topics include: the "class" versus "culture" debate in Australia political culture; role of family, school, media in inculcation of political attitudes; how and why political groups are formed; roles and styles of politicians and political activists; ideologists, and political thinking in Australia. As part of this subject students will be required to study the formation of political groups, attitudes and activities in their local environment.

Teaching Methods: See 6186.

Assessment Procedures:
   Progressive Assessment  60%
   Final Examination  40%

PREScribed TEXT

RECOMMENDED READING


6280 United States Politics

Unit Adviser: Mr M. Kennedy

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

Prerequisites: Any one of: 6180, 6181, 6182, 6183 or 6186 or equivalent.

Unit Outline: This unit incorporates a study of the major political movements in twentieth century America and a study of contemporary American political institutions. Students are also introduced to the main developments in American foreign policy since 1939.

Topics include: the New Deal; Origins of the Cold War; Post War American Liberalism; Contemporary U.S. Foreign Policy; Presidency; Congress; Supreme Court, Bureaucracy; Minority Groups and the Political Process; the Contemporary Party System; Neo-Conservatism and the Resurgence of the Right in U.S. Politics.

Teaching Methods: Lectures, tutorials and seminars will be supplemented by audio visual materials. Any major written work will be discussed on request while it is in progress, and in all cases after it has been corrected by the course team.

External students will receive a complete set of teaching aids including study guides on each topic of the course. Weekend and vacation schools will be provided during the semester.

Student excursions and lectures by visiting speakers will be arranged when appropriate.

Assessment Procedures: Progressive assessment and examination.

PRESCRIBED TEXT

There is no set text for the course, but students are directed to the Recommended Reading.

RECOMMENDED READING


6281 Government and Society of the Soviet Union

Unit Adviser: Mr P. Farago

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

Prerequisites: Any one of: 6180, 6181, 6182, 6183, or 6186 or equivalent.

Unit Outline: A study of 19th Century Russia, the impact of Marxism, the Bolshevik Revolution, consolidation of Bolshevism, social and economic forces of change, the thought and personalities of Lenin, Stalin, Stalin's critics, Trotsky, Bukharin and Djilas.

The post Stalin era and the structure and functioning of present day society, institutions, and politics. Dissent. The Soviet Union as a great power.

Teaching Methods: Lectures tutorials and seminars will be supplements by audio visual materials. Any major written work will be discussed on request while it is in progress, and in all cases after it has been corrected by the course team.

External students will receive a complete set of teaching aids including study guides on each topic of the course. Weekend and vacation schools will be provided during the semester.

Student excursions and lectures by visiting speakers will be arranged when appropriate.

Assessment Procedures: Progressive Assessment.
PRESCRIBED TEXT


RECOMMENDED READING


History

6185 Modern European History (common core unit) - (Replaces 6184)

Unit Adviser: Mr P. Farago.

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

Prerequisite: Nil.

Unit Outline: This unit deals with the main lines of social, political and economic development in the 19th and 20th Centuries up to the beginning of the Second World War. The focus of the unit will be on developments in Britain and France, with reference to other European nations. The major emphasis of the unit will be on the development of modern European society, its institutions and ideologies.

Topics:
1. Europe before 1789
2. The French Revolution
3. The Industrial Revolution
4. The Triumph of the Middle Classes and their ideas: Nationalism, Liberalism, Conservatism
5. 19th Century European Politics Reform and Constitutionalism
6. Growth of Working Class Parties
7. Europe in 1900
8. The causes of the First World War
9. The 1920s. The Depression
10. Revolution in Russia and its Consequences
11. The Rise of Fascism in Italy
12. Nazism
13. The Spanish Civil War

Teaching Methods: Lectures and tutorial/seminar classes.

Assessment Procedures: Essay Work 50% Final Examination 50%

PRESCRIBED TEXTS


RECOMMENDED READING

6152 Australian History

Unit Adviser: Mr M. Kennedy

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

Prerequisites: 6185 or equivalent.

Unit Outline: Themes: Hope and Disillusionment; Restlessness and Settling Down; Unity and Division; Historical and Contemporary Australia; The Different Experiences of Men and Women. Topics: Ideas about Australia; Selectors; Lawson; Nationalism; The Family and Home; Wars and Depression; The Australian Personality; Post World War II Society.

Teaching Methods: As in 6185

Assessment Procedures: Progressive Assessment 75%
Final Examination 25%

RECOMMENDED READING
Turner, I., (ed.), "The Australian Dream".

6133 Gippsland History

Unit Adviser: Mr P. Morgan

Second Semester: 4 hours per week - unit value of 1.0 - Internal study. (Evening classes will be held once a week from 6-9 p.m. to provide study opportunities for students who would normally enrol externally.

Prerequisites: Any one of: 6183, 6184, 6185 or 6186 or permission of lecturer.


Teaching Methods: Lectures, seminars, excursion.

Assessment Procedures: Participation, project examination 100%

RECOMMENDED READING

Welfare Studies

6140 Welfare Methods A

Unit Adviser: Mr G. Dawber.

First Semester: 6 hours per week - unit value of 1.0 - internal and external study.

Corequisites (internal students): 6120, 6190, 6142.

Prerequisites (part-time/external students only): 6120, 6190, 6191.

Unit Outline: This unit gives a general introduction and overview of the practice of welfare work. It examines the principles and values of welfare, its knowledge base, interpersonal skills, and the basic methods of social casework.
Teaching Methods: The unit will be taught both internally and externally. For external students attendance at all 4 weekend schools and the one vacation school will be compulsory. Internal students will be required to attend two 2 hour lecture/workshops and one small group tutorial each week. A variety of teaching methods will be used involving lecture presentations, films, group discussions, and experiential activities.

Assessment Procedures: Progressive Assessment 40%
    Practical Work 20%
    Final Examination 40%

PRESCRIBED TEXT


RECOMMENDED READING


6141 Welfare Methods B

Unit Adviser: Mr H. Thompson

Second Semester: 6 hours per week - unit value of 1.0 - internal and external study.

Corequisites (full-time students): 6120, 6191, 6143.

Prerequisites (all students): 6140.

Prerequisites (part-time/external students only): 6120, 6190, 6191.

Unit Outline: This unit gives an introduction to and understanding of group work and community work.

Teaching Methods: The unit will be taught both Internally and externally. For external students attendance at all 4 weekend and the one Vacation school will be compulsory. Internal students will be required to attend two 2 hour lecture/workshops and one 2 hour small tutorial group week. A variety of teaching methods involving lecture presentations, films, group discussion, experiential activities, and use of outside resource people will be used.

Assessment Procedures: Progressive assessment 100%

PRESCRIBED TEXT

or

RECOMMENDED READING


6142 Welfare Issues

Unit Advisers: Mr H. Thompson

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

Corequisites (full-time students): 6120, 6190, 6140.

Prerequisites (part-time/external students only): 6120, 6190, 6191.

Unit Outline: This unit examines some contemporary Australian social issues of vocational concern to welfare workers. Outside resource persons, visits of observation and student research and presentation will be used
when possible.

Teaching Methods:

a). Internal. The class will meet for two hours twice weekly. The second class each week (on Friday morning) may on occasion run for more than two hours - for example when an agency visit is planned. From time to time the class will be divided into smaller groups to facilitate discussion of issues raised and to encourage student participation.

b). External. The class will meet for 5 hours on Sunday at each weekend school. The classes will also be run for two full days during the May Vacation School. External students will be invited to join the internal class for any planned visits.

Assessment Procedures: Progressive Assessment 60%
Final examination 40%

PRESCRIBED TEXT

Australian Society Journal.

RECOMMENDED READING


6143 Welfare Services and Administration

Unit Adviser: Mr G. Dawber

Second semester: 4 hours per week - unit value of 1.0 - internal and external study.

Corequisites (full-time students): 6120, 6191, 6141.

Prerequisites (all students): 6142.

Prerequisites (part-time/external students only): 6120, 6190, 6191.

Unit Outline: This unit gives an overview of the 'welfare network' in Australia and deals with the following areas:

- History and development of welfare;
- Introduction to social policy and Administration;
- The organisational context of Welfare;
- Instrumental skills;
- Functions and services of specific Welfare agencies.

Teaching Methods:

a). Internal. The class will meet for 2 hours twice weekly. The second class each week (Friday mornings) may on occasions run for more than two hours - for example when an agency visit is planned.

b). External. The class will meet for 4 hours each weekend school, and for two full days at the August Vacation School.

c). For both Internal and external classes the program will include lectures, discussion, and visiting speakers. External students will be invited to join the visits to Welfare agencies made by the internal group.
d). Please note that for both internal and external students regular attendance is necessary for successful completion of this unit.

Assessment Procedures: Progressive Assessment 100%

PRESCRIBED TEXT

Scott, D., "Don't Mourn for Me; Organise". Allen and Unwin, 1981.

RECOMMENDED READING


6240 Welfare Studies IIA

Unit Adviser: Mr G. Dawber.

First semester: 4 hours per week - unit value of 1.0 - full-time internal study only.

Prerequisites: Successful completion of the eight first level Diploma units.

Unit Outline: This unit covers two areas:

(a) Social Welfare law, including lectures on family, criminal and civil law, working of the courts, and the relationship between social welfare and law.

(b) Welfare methods which consider social casework and working with families at a greater depth than in the first year.

Teaching Methods: Presentations will be predominantly to the full class and will involve lecture presentation, films, and visiting speakers. Students will be encouraged to integrate theoretical learning with practical experiences on fieldwork placements.

Assessment Procedures: Progressive Assessment 40% Final examination 60%

PRESCRIBED READING


RECOMMENDED READING


6241 Welfare Studies IIB

Unit Adviser: Mr H. Thompson.

Second semester: 4 hours per week - unit value of 1.0 - full-time internal study only.

Prerequisites: 6240. Unit Outline: This unit will cover three main areas of study, Group Work, Political Economy of Welfare and Community Development Project. Group Work will cover group processes and development and group leadership skills necessary for a variety of different community welfare settings. Political Economy of Welfare is an overview of economic policies and practices and how they influence welfare policy and practice in Australia. Community Development Project is where students have to work as a group in the planning and the making of a videotape on a community work issue.

Teaching Methods: Mainly by the lecture format, as well as experiential learning.
or

RECOMMENDED READING


6246 Fieldwork and Practice A - Semester 1
6247 Fieldwork and Practice B - Semester 2

Unit Adviser: Ms Margaret Lynn

Successful completion of units Welfare Methods A & B, Welfare Issues and Welfare Administration are
pre-requisites.

Unit Outline: The major component of these two units is a total of 90 days practical work experience in two
different and (if possible) contrasting social welfare agencies. Each placement is of a minimum duration of 40
working days and a maximum duration of 50 days. However, if student progress is not satisfactory, an extension
of placement days may be required.

Attendance at seminars during semester is also a requirement of this unit. During these sessions each student
will be required to present a "case history" covering one aspect of their work while on placement.

A major objective of the units is to provide students with the opportunity to integrate theoretical aspects of
the welfare course to the practical welfare situation.

Teaching Methods: These units will be available to internal students only.

Students will be placed in an agency setting under the supervision of a qualified social worker or welfare
officer. Each student will be assigned a liaison visitor from the Welfare Teaching Team at the Institute who
will visit the student at least twice during the course of the placement. Students will attend one 2 hour
seminar each week during semester.

Assessment Procedures: Case history presentation prepared and delivered by the
Student
Supervisor's Report
Placement Report prepared by the student

RECOMMENDED READING


MATHEMATICS

7121 Introduction to Computing

Unit Adviser: Mr S.G. Abbott

Second Semester: 3 hours per week - unit value 0.5 - internal and external study.

Prerequisites: Nil

Note: As from 1984, this unit does not lead to second level Computing units.

Unit Outline: Nature of computers; Organization of computers; Using terminals; Timesharing BASIC; PRINT;
Variables, Constants; END; LET; Commands vs Program statements - LIST, RUN, SAVE, CATALOG, GET; Documentation;
REM; IF READ, DATA, INPUT, RESTORE, TAB function; Logical structure of programs; Sequence, decision,
repetition; Control statements - GOTO, IF...THEN, FOR...NEX,T, Nesting, STOP; Arrays - DIM, one and two
dimensional arrays; Strings; Functions; Subroutines; Sequential files; Application areas of computers;
Packaged programs; Computers and people - advantages and disadvantages of computer usage.

Assessment Procedures: Assignments 60%
Examination 40%

RECOMMENDED READING


7122 Computer Programming 1A

Unit Advisers: Mr L.K. Makin and Dr P.E. Nash

First Semester: 3 hours per week - unit value 0.5 - internal and external study.

Prerequisites: Nil

Unit Outline: Nature of computers; Organization of computers; Using terminals; Text editing; Introduction to structured design; Pascal: Variables, constants, type declaration; program structure; block structure; compound statements; assignment statements and expressions; input and output; control structures: if..then..else, case, while..do, repeat..until, for loops; arrays; sets; Boolean and char types; Debugging; Procedures and functions; Using the compiler and segmenter to run programs; Computers and People - advantages and disadvantages of computer age.

Assessment Procedures: Assignments 60%
Examination 40%

PRESCRIBED TEXT


RECOMMENDED READING


7221 Computer Programming 2A

Unit Adviser: Dr P.E. Nash

First Semester: 3 hours per week - unit value 0.5 - internal and external study.

Prerequisite: 7122

Unit Outline: Structured flowcharting using design structure diagrams; Algorithm design using simple examples (e.g. searching, simple sorting); Text editing and program compilation; Linking and loading procedures; Representation of data; Data types; Arithmetic and logical expressions; Arrays; Strings; Selection and loops; Subprograms and parameter passing; IO, sequential and random access files.

Assessment Procedures: Assignments 100%

PRESCRIBED TEXT


RECOMMENDED READING

FORTRAN 77, ANSI Standard.

7222 Computer Programming 3A

Unit Adviser: Mr L.K. Makin

Second Semester: 4 hours per week - unit value 1.0 - internal and external study

Prerequisite: 7221

Unit Outline: Introduction to algorithm design and data structures; Stacks, queues, deques, lists, directed graphs, binary trees; Algorithms; General design considerations; Applications to searching, sorting;
Recursion; Ideas of computability and complexity.

Advanced FORTRAN using the structured FORTRAN preprocessor; IF...THEN...ELSE, DOWHILE...ENDDOWHILE, DOENO...ENDDO, CASE1:..ELSECASE:..ENDCASE; Subprograms; parameter passing; Call by reference, value; COMMON; DATA statements; EQUIVALENCE statement; in-core READ and WRITE; FUNCTION intrinsics; System Intrinsics; EXTERNAL; Dynamic FORMAT.

File Handling Hashing; Collision handling; Indexed sequential files (KSAM3000); Using SORT-MERGE3000.

Assessment Procedures: Assignments 100%

PRESCRIBED TEXT


RECOMMENDED READING

FORTRAN 77, ANSI Standard.

7151 Data Processing 1

Unit Advisers: Mr L.K. Makin and Dr P.E. Nash

Second Semester: 4 hours per week - unit value 1.0 - internal and external study.

Prerequisites: Nil

Note: Credit may not be obtained for more than one of the units 6165, 7121, 7151.

Unit Outline: Computer data processing equipment - Historical development of data processing techniques and equipment, the components of a computer installation; Computer programming- flow charts, nature of programming languages, simple programming in BASIC language, use of packages; Business systems - elements of systems analysis and design, commercial applications, e.g. payroll, inventory control, accounts receivable, etc.

Assessment Procedures: Assignments 80%
Examination 20%

PRESCRIBED TEXT


7251 Data Processing 2

Unit Adviser: Mr L.K. Makin

First Semester: 5 hours per week - unit value 1.0 - internal and external study.

Prerequisite: 7151

Unit Outline: Programming - Program design, structured techniques including top-down development, stepwise refinement, modular programs, subprograms; File handling - sequential and random access files; Small business systems case studies.

Systems Analysis - The systems lifecycle, systems methodologies; The tools - information gathering techniques, systems design flowcharts, decision tables, forms design, report writing, file design; The process - defining the problem, current system study, new system design, new system proposal, programming, debugging, testing, implementation maintenance & evaluation.

Assessment Procedures: Assignments 100%


7351 Database Management Systems

Unit Adviser: Dr P.E. Nash

First Semester: 5 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7222 or 7251

Unit Outline: Data organization; Data base models - relational, hierarchical, networks; Data analysis, normalization; Data definition language, schemas, sets; Data manipulation; Query languages; Programming language links; Report writing; Mini & micro-computer data bases; Distributed data bases; Recovery procedures - transaction frequency, data volumes, access type and paths; Evaluation; Reorganization; Information retrieval systems.

Assessment Procedures: Assignments 80%
Examination 20%

7160 Basic Mathematics

Unit Advisers: Dr P.R. Rayment and Mr S.G. Abbott

First Semester: Internal study only - 4 hours per week, and Full Year - external study only - unit value 1.0.

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

Note: Enrolments in this unit will only be accepted after consultation with the unit adviser or Head of School.

Unit Outline: The main purpose of this unit is to prepare students lacking a recent year 12 level mathematics background to enter the Institute's first-year mathematics units, normally as part of a course in Applied Science, Engineering or Education.

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

Assessment Procedures:
Internal Course - six one-hour module tests and one assignment.
External Course - six assignments and one final three-hour examination.
RECOMMENDED READING


7161 Calculus

Unit Adviser: Dr J.R. Arkinstall

First Semester: 5 hours per week - unit value 1.0 - internal and external study.

Prerequisites: One year twelve Mathematics or 7160

Unit Outline: Functions, 1-1 functions, Inverse functions; Sketching of rational functions; Convergence of infinite sequences and series; Review of differentiation with applications to approximations, the finding of local extreme points, rate problems and curve sketching; Definite integration with application to areas, volume and centres of mass; Hyperbolic functions and their inverses; Systematic indefinite integration; First-order separable, homogeneous and linear ordinary differential equations; Second-order ordinary differential equations or various simple types including second order linear equations with constant coefficients; Taylor's theorem with applications to the approximation of functions and integrals; Partial differentiation and local extremes of functions of two variables.

Assessment Procedures: Assignment 40%
Examination 60%

PREScribed TEXT


RECOMMENDED READING


7162 Mathematical Structures

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week - unit value 0.5 - internal and external study.

Prerequisites: One year twelve Mathematics or 7160

Unit Outline: This unit aims to prepare students for the study of modern abstract algebra, and enable them to appreciate the roles of conceptual precision, deductive reasoning and creative thinking in the process of the exposition and learning of mathematics.
Topics covered include: Sets and logic; Relations- including equivalence relations, mapping and order relations; Binary operations; Semigroups; Groups - including subgroups, cyclic groups, co-sets and Lagrange's Theorem; Rings and Fields.

Assessment Procedures: Assignment 40%
Examination 60%

PREScribed TEXT


RECOMMENDED READING

7163 Vectors and Matrices

Unit Adviser: Dr P.R. Payment

Second Semester: 3 hours per week - unit value 0.5 - internal and external study.

Prerequisites: An appropriate year 12 Mathematics or 7160

Unit Outline: Fundamental matrix operations; Homogeneous linear transformations; Determinants; Inverse of a matrix; Vectors in three dimensions - scalar and vector products and simple applications; Linear dependence of vectors and rank of a matrix; Linear systems of equations; Eigenvalues and eigenvectors; Diagonalisation of matrices; Simple applications to population growth models and electrical and mechanical systems.

Assessment Procedures: Assignment 40%
Examination 60%

PRESCRIBED TEXT
Nil.

RECOMMENDED READING

7164 Mathematics of Physical Systems

Unit Adviser: Dr A.R. Carr

Second Semester: 3 hours per week - unit value 0.5 - internal and external study.

Prerequisite: 7161

Unit Outline: Utilising the techniques of calculus, selected mathematical models of situations arising in the physical sciences are invoked to introduce such notions as dimensional analysis, conservation laws, interaction, stability, rate process, feedback, control, and harmonic analysis; Simple methods are used to solve examples from chemical kinetics, population dynamics, celestial mechanics, acoustics and electrical circuits; An emphasis is placed on the craft of model formulation and on the use of electronic calculators for more complicated systems.

Assessment Procedures: Assignments 40%
Examination 60%

PRESCRIBED TEXT
Nil.

RECOMMENDED READING

7169 Engineering Calculus

Unit Adviser: Dr A.R. Carr

All Year: 3 hours per week in first semester and 2 hours per week in second semester - unit value 1.0 - internal study only.

Prerequisites: One year twelve Mathematics or 7160

Note: This unit may be credited only towards the common first year in Engineering.

Unit Outline: Functions, 1-1 functions, Inverse functions; Sketching of rational functions; Convergence of
infinite sequences and series; Review of differentiation with applications to approximations, the finding of local extreme points, rate problems and curve sketching; Definite integration with application to areas, volume and centres of mass; Hyperbolic functions and their inverses; Systematic indefinite integration; First-order separable, homogeneous and linear ordinary differential equations; Second-order ordinary differential equations or various simple types including second order linear equations with constant coefficients; Taylor's theorem with applications to the approximation of functions and integrals; Partial differentiation and local extremes of functions of two variables.

Assessment Procedures: Assignments 40%
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


7261 Real Analysis

Unit Adviser: Dr J.R. Arkinstall

Not offered in 1985 - unit value 0.5 internal and external study.

Prerequisites: 7161, preferably with a grade [C' or better (and 7162 is desirable)

Unit Outline: Introduction to axiomatic systems; An axiom system for the real numbers; Convergence of sequences and series, decimal representation, power series; Limits of functions, continuity, differentiability, the mean value theorem and its consequences; Uniform convergence, continuity of the limit function, differentiation and integration of infinite series term by term, application to power series; The Riemann Integral; Improper and Infinite Integrals, Cauchy principal value.

Assessment Procedure: Assignments 40%
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


7262 Functions of More Than One Variable

Unit Adviser: Dr A.R. Carr

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

Prerequisites: 7161 (and unit 7163 is desirable)

Unit Outline: Continuity and differentiability of functions of more than one variable; Taylor's theorem for several variables and its consequences; Extreme values; The method of Lagrange multipliers; Multiple integrals; Change of variable techniques; Introduction to partial differential equations.

Assessment Procedures: Assignments 40%
Examination 60%

PRESCRIBED TEXT

Nil.
RECOMMENDED READING


7263 Complex Analysis I

Unit Adviser: Dr P.E. Nash

Second Semester: 2 hours per week - unit value 0.5 - internal and external study.

Prerequisite: 7161


Assessment Procedures: Assignments 40% Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


7264 Linear Algebra

Unit Adviser: Dr P.R. Rayment

Not offered in 1985 - unit value 0.5 - internal and external study.

Prerequisites: 7163 (and unit 7162 is desirable)

Outline: Linear spaces - general concepts, basis and dimension, linear transformations, inner product spaces; Orthogonalization and projection; Matrix algebra - diagonalization theorems for real symmetric matrices, quadratic forms, applications to analytical geometry, numerical methods of eigenvalue analysis for real symmetric matrices.

Assessment Procedures: Assignments 50% Examination 50%

PRESCRIBED TEXT


RECOMMENDED READING

Brisley, W., "A Basis for Linear Algebra". Wiley.
Hohn, F.E., "Introduction to Linear Algebra". Macmillan.
7265 Numerical Methods

Unit Adviser: Dr P.E. Nash

Second Semester: 2 hours per week - unit value 0.5 - internal and external study.

Prerequisites: 7121 or 7122, 7163, 7161 or 7169

Note: This unit was previously offered at the first level as unit 6162. Credit may not be obtained for both 6162 and 7265.

Unit Outline: Numerical methods for solving the following types of problems - systems of linear algebraic equations, non-linear equations, quadrature, ordinary differential equations with initial or boundary conditions; Description of various methods and study of their relative merits using computer; Comparison of methods by - operations count, order of convergence, Taylor series error term, etc.

Assessment Procedures: Assignments 60%  
Examination 40%

PRESCRIBED TEXT


RECOMMENDED READING


7266 Vector Field Theory

Unit Adviser: Dr A.R. Carr

Second Semester: 2 hours per week - unit value 0.5 - internal and external study.

Prerequisite: 7262

Unit Outline: Vector functions of a single variable and their derivatives; Integrals of vector functions along curve and over surfaces; Vectors in three dimensions; Gradient of a scalar field and divergence and curl of a vector field; Orthogonal curvilinear co-ordinates; Stokes', Gauss', and Green's theorems; Applications to electromagnetism; Tensor algebra.

Assessment Procedures: Assignments 40%  
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING

Sowerby, L., "Vector Field Theory with Applications". Longman, 1974.
Unit Adviser: Dr A.R. Carr

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

Prerequisites: 7161 (and unit 7262 is desirable)

Unit Outline: Review of calculus methods that treat linear systems; Variation of parameters for ordinary differential equations and separation of variables for partial differential equations; Laplace transforms and applications to the solution of differential equations; Harmonic analysis and Fourier series; Spectral analysis and Fourier integrals; Comparison and use of various transforms in systems analysis.

Assessment Procedures: Assignments 40%
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


Myshkis, A.D., "Advanced Mathematics for Engineers- Special Courses". MIR Moscow, 1975.


7361 Philosophy of Mathematics

Unit Adviser: Dr J.R. Arkinstall

Not offered in 1985 - unit value 0.5 - internal and external study.

Prerequisites: At least four units of Mathematics (and unit 7162 and (or) unit 7261 are useful).

Unit Outline: A mainly informal consideration of philosophical problems centred on mathematics, with emphasis on the opinions of influential philosophers (e.g. Plato, Kant, Aristotle, Russell) on the nature of mathematics; Main topics are: ancient Greek philosophy and mathematics, the history of infinitesimal concepts, the influence of the axiomatic method, formalism, some history of logic, logicism, intuitionism from Aristotle to Brouwer, Lakatos's Fallibilist approach.

Assessment Procedures: Assignments 60%
Long Essay 40%

PRESCRIBED TEXT

NI. RECOMMENDED READING


Baum, R.J., "Philosophy and Mathematics". Freeman, Cooper, 1973.


7362 Variational Techniques

Unit Adviser: Dr A.R. Carr

Second Semester: 4 hours per week - unit value 1.0 - internal and external study.

Prerequisite: 7262

Unit Outline: Philosophy and elementary methods of variational techniques; Transversality conditions and canonical variables; Hamilton-Jacobi equation; Introduction to fields and the Weierstrass excess function;
Connections with dynamic programming and Pontryagin's approach; Illustrative examples from mechanics, control theory, resource management and economics; Introduction to direct methods including Rayleigh-Ritz and finite element schemes.

Assessment Procedures: Assignments 40%  
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


7363 Applied Modern Algebra

Unit Adviser: Dr J.R. Arkinstall

Not offered in 1985 - unit value 0.5 - internal and external study.

Prerequisite: 7162

Unit Outline: Boolean algebra and the design and analysis of switching circuits; Groups, quotient groups, morphism theorems, three-dimensional symmetry groups, crystallographic groups, permutation groups, Pólya-Burnside enumeration; Rings, polynomial rings, introduction to algebraic coding theory.

Assessment Procedures: Assignments 40%  
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING

Nil.

7364 Differential Equations

Unit Adviser: Dr A.R. Carr

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

Prerequisites: 7163, 7262, 7265, 7268 (and unit 7266 is desirable).


Assessment Procedures: Assignments 40%  
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


7366 Combinatorics

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 4 hours per week - unit value 1.0 - internal and external study.
Prerequisites: One of 7162, 7163, 7171.

Unit Outline: Principles of enumeration - elementary counting principles, permutations and combinations, generating functions, recurrence relations, the principle of inclusion-exclusion; Combinatorial structures - block designs, latin squares, difference sets, directed and undirected graphs, combinatorial matrices, systems of distinct representatives; Applications - design of experiments, error-correcting codes, assignment problems, network flows, applications of graph theory. Emphasis on algorithms.

Assessment Procedures: Assignments 40%
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


7368 Mathematics Project

Unit Adviser(s): Appropriate member(s) of the Mathematical Sciences teaching team.

All Year: Approx. 2 hours per week - unit value 1.0 - internal study only.

Prerequisites: Satisfactory completion of at least five units in mathematics, with at least two units being at the second level.

Note: This unit is available only to students who have received approval to proceed with a degree major in Mathematics.

Unit Outline: Students will participate, under guidance, in the study of practical problems amenable to solution by techniques of the mathematical sciences; short lecture courses or individual reading programmes, as appropriate, are given to develop the relevant mathematics.

Unit Requirements:
- Completion of assignment work based on the lecture courses and reading programmes.
- Submission of a project report no later than one week after the end of the second semester examination period.
- Seminar presentation and participation.

7171 Probability and Statistics

Unit Advisers: Dr. P.R. Rayment and Mrs. H.B. Nath

First Semester: internal and external, and Second Semester - internal only - 3 hours per week - unit value 0.5.

Prerequisites: An appropriate year twelve Mathematics or 7160.

Unit Outline: Probability models; Discrete distributions, including the hypergeometric, binomial and Poisson distributions and applications; Continuous distributions, including the Poisson process, exponential and normal distributions and applications; Estimation from random samples, discussing point and interval estimation of means, differences between means and proportions; Simple linear regression model; Markov chains and applications.

Assessment Procedures: Assignments 50%
Examination 50%

PRESCRIBED TEXT

RECOMMENDED READING


7271 Distributions and Inferential Techniques

Unit Adviser: Dr P.R. Rayment

Second Semester: 4 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7161 and 7171.

Unit Outline: Univariate distributions - review of basic concepts, moments, use of moment generating functions, truncated distributions, standard distributions - including negative binomial, log-normal, exponential, gamma, Weibull, beta, chi-squared, t and F distributions; Multivariate joint and conditional distributions; Multinomial and multivariate normal distributions; Distributions of sample statistics including sample moments and order statistics; Point and interval estimation; Parametric hypothesis testing - basic concepts, likelihood ratio tests, simple applications; Chi-squared goodness-of-fit test; Brief introduction to non-parametric methods.

Assessment Procedures: Assignments 50%
Examination 50%

PRESCRIBED TEXT


RECOMMENDED READING


7276 Statistics for the Social Sciences

Unit Advisers: Dr G.B. Nath and Mr I.V. Hamilton

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

Prerequisites: Nil

Note:
(i) This unit may not be credited towards a major in mathematics.
(ii) Credit may not be obtained for both the units 6293 and 7276.

Unit Outline: Social research - goals, measurements, types of variables; Single variable descriptive statistics - frequency distributions and histograms, percentages, measures of location and dispersion; Two or more variables - crosstabulations, percentage analysis, measures of association, regression analysis; Sampling techniques, sampling distributions for means and proportions, hypothesis testing- involving t-tests and chi-squared tests; Using Institute's HP3000 computer, data preparation, data processing, use of packages- in particular the Statistical Package for the Social Sciences (SPSS).

Assessment Procedures: Assignments 60%
Examination 40%
7371 Statistical Inference

Unit Adviser: Dr P.R. Rayment

Not offered in 1985 - unit value 1.0 - internal and external study.

Prerequisites: 7264, 7271, 7373

Unit Outline: This unit extends the treatment of statistical inference from unit 6271, covering the decision-making viewpoint and Bayesian methods; A further section is devoted to the general linear model, thereby supplying the theory underlying some of the techniques covered in unit 6373 and introducing further applications including the analysis of covariance.

Assessment Procedures: Assignments 50%
Examination 50%

7373 Applied Statistics

Unit Adviser: Dr P.R. Rayment

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

Prerequisites: 7121 or 7122, and 7171

Unit Outline: Parametric and non-parametric procedures to compare two independent and matched samples; Review of simple linear regression; Multiple linear regression - analysis of residuals, choice of explanatory variables; Non-linear relationships; Basic principles of experimental design; One-way and two-way analysis of variance models; Multiple comparison techniques; Kruskal-Wallis test; Basic sampling techniques - including simple random sampling, stratified random sampling and systematic sampling; Description of some available statistical packages, data preparation, interpretation of output.

Assessment Procedures: Assignments 50%
Examination 50%

Ott, L., "An Introduction to Statistical Methods and Data Analysis". Duxbury, 1977.
RECOMMENDED READING


7182 Introduction to Operations Research

Unit Adviser: Mrs H.B. Nath

Second Semester: 3 hours per week - unit value 0.5 - internal and external study.

Prerequisite: 7160 or An appropriate year twelve mathematics

Corequisite: 7171

Unit Outline: Operations research and areas of its potential applications. Relationship with computers and management science. Human decision versus mathematical model - a case study. Simple linear programs: solutions through graphical procedure and the use of computer packages. Introduction to decision-making: economic break-even analysis; decisions under assumed certainty, uncertainty and risk - including value of information. Programming of resources - including networks, assignment and transportation models; Introduction to queuing models and simulation techniques. Deterministic inventory models. Practical applications.

Assessment Procedures: Assignments 40%
Examination 60%

PRESCRIBED TEXT


RECOMMENDED READING


7189 Operations Research for Engineering

Unit Adviser: Dr G.B. Nath

Second Semester: 3 hours per week - unit value 0.5 - internal study only.

Prerequisites: 7163, 7171 (familiarity with unit 7121 or unit 7122 would be useful).

Note:

(1) This unit may be credited only towards the Bachelor of Engineering degree.
(11) Credit may not be obtained for both the units 7182 and 7189.

Unit Outline: Operations research and areas of its potential applications. Relationship with computers and management science. Linear programming problems - solutions through graphical procedure, simplex algorithm and use of computer packages. Decision analysis - under certainty, uncertainty and risk - including value of information. Programming of resources - including networks, assignment and transportation problems. Introduction to inventory models. Simple simulation problems and introduction to Monte Carlo sampling technique.

Assessment Procedures: Class Test 20%
Assignment 20%
Examination 60%
7191 Quantitative Methods 1

Unit Advisers: Dr G.B. Nath and Mrs H.B. Nath

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

Prerequisites: The unit assumes a mathematical background at about year 11 (Fifth Form) level. Students lacking this background should consult the unit advisers.

Note:

(i) This unit may be credited only towards the Bachelor of Business degree.

(ii) The following pairs of units are excluded combinations for credit purposes: 6166 and 7191, 6171 and 7191, and 7160 and 7191.

Unit Outline: Basic mathematical concepts - arithmetic and algebra, functions and their graphical representation, exponential and logarithmic functions, arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; Simple calculations of index numbers; Introduction to matrices; Solutions of systems of linear equations and inequalities; The graphical method in linear programming. Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; Rules for calculation of probabilities; The sampling distribution of the sample mean; Decision making; Introduction to simple linear regression.

Assessment Procedures: Assignments 50%  
Examination 50%  

7282 Linear Programming

Unit Adviser: Dr G.B. Nath

First Semester: 5 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7171, 7182, 7121 or 7122; 7163 desirable.

Unit Outline: Characteristics and formulation of linear programming problems; Review of graphical solution; The simplex method - including negative variables and artificial variables; Duality, the primal-dual relationship, the dual simplex method; Sensitivity analysis - including change in objective function coefficients or constraint coefficients, addition of a new constraint or a new variable; LP formulation of
transportation and transshipment problems; Overview of Parametric linear programming and Goal programming; Applications and use of computer packages to solve linear programming problems.

Assessment Procedures: Assignments 30%
Small Project 20%
Examination 50%

PRESCRIBED TEXT

RECOMMENDED READING

7284 Integer and Dynamic Programming

Unit Adviser: Mr R.R. Egudo

Second Semester: 5 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7221, 7282

Unit Outline: All integer and mixed integer programming models, graphical method, cutting plane techniques, branch and bound solution; zero-one programming; Applications - capital budgeting problem, location and allocation problems; Introduction to dynamic programming - solution methods, conversion of linear programming into dynamic programming, dynamic programming as a case of transportation problem, longest and shortest path problems, applications; Non-linear programming - direct search and gradient methods; A brief introduction to separable programming, quadratic programming, and geometric programming; Production planning and replacement problems; The Knapsack problem, applications and uses.

Assessment Procedures: Assignments 60%
Examination 40%

PRESCRIBED TEXT

RECOMMENDED READING

7291 Quantitative Methods 2

Unit Advisers: Dr G.B. Nath and Mrs H.B. Nath

Second Semester: 4 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7191 (and unit 715 is desirable)

Note:

(1) This unit may be credited only towards the Bachelor of Business degree.
(11) The following pairs of units are excluded combinations for credit purposes: 6166 and 7291, 6171 and 7291, 6172 and 7291.

Unit Outline: Point and interval estimation; Hypothesis testing involving two independent and matched samples;
Non-parametric tests based on ranks; Chi-squared test for independence; Simple treatment of analysis of variance; Review of simple linear regression, correlation analysis, multiple linear regression, curvilinear regression, and exponential regression, using available computer packages; Linear programming - review of graphical procedure, the simplex method, dual simplex method, applications and use of computer packages; Deterministic Inventory models, problems and applications; Time series - components, trend analysis, smoothing by moving average, exponential smoothing; Introduction to forecasting.

Assessment Procedures: Assignments 50%  
Examination 50%

PRESCRIBED TEXTS

Prentice-Hall, 1983.

RECOMMENDED READING


7381 Queueing and Inventory Models

Unit Adviser: Dr G.B. Nath

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

Prerequisites: 7171, 7182, 7221

Unit Outline: Queueing Processes - finite and infinite, single-server and multi-server models; Pollaczek-Khintchine formula; Applications of queueing models in communication, manufacturing, transportation and service industries.

Structure of Inventory Models - deterministic single item and multiple items models; Probabilistic models with random demand and random lead time, both in discrete and continuous space; Application studies.

Assessment Procedures: Assignments 50%  
Examination 50%

PRESCRIBED TEXT


RECOMMENDED READING


7382 Simulation

Unit Advisers: Mr L.K. Makin and Mr R.R. Egudo

Second Semester: 5 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7222, 7381

Unit Outline: Introduction to simulation; Generation of random numbers and their role in simulation; Role of the computer in simulation; Model development; Applications to queueing models, inventory models, etc.; Development of financial and corporate modelling programs; Practical business and industrial applications.

Assessment Procedures: Assignments 60%  
Examination 40%
To be chosen.

**RECOMMENDED READING**


**7383 Network Analysis**

Unit Adviser: Dr G.B. Nath

First Semester: 5 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7171, 7222, 7284

Unit Outline: Introduction and history of PERT-CPM networks; Areas of application; Activity times, crashing activity times, cost analysis; Planning, scheduling and controlling project costs; Alternative forms of networks; Practical application studies.

Assessment Procedures: Assignments 50%
Examination 50%

**PRESCRIBED TEXT**

To be chosen.

**RECOMMENDED READING**


**7384 Reliability and Life-Testing**

Unit Adviser: Dr G.B. Nath

Not offered in 1985 - unit value 1.0 - internal and external study

Prerequisites: 7282, 7381 (and unit 7383 is desirable)

Unit Outline: Failure distributions and estimation of parameters; Life distributions based on ageing; Maintenance and replacement models; Systems reliability; Accelerated life-test experiments and analysis; Reliability study of complex structures using birth and death processes; Practical industrial applications.

Assessment Procedures: Assignments 50%
Examination 50%

**PRESCRIBED TEXT**

To be chosen.

7391 Forecasting

Unit Adviser: Mrs H.B. Nath

Second Semester: 4 hours per week - unit value 1.0 - internal and external study.

Prerequisites: 7291 or 7373, 7121 or 7122 or 7151.

Unit Outline: Characteristics and essentials of forecasting; Introduction to time-series analysis; Forecasting techniques - choice and applicability; Forecasting based on - regression analysis, moving averages and exponential smoothing, Delphi method, subjective probability; Technological forecasting techniques and applications; An overview of advanced forecasting techniques - adaptive filtering, Box-Jenkins method, econometric models; Use of computer packages to compare forecasting techniques and to prepare forecasts.

Assessment Procedures: Assignments 50%
Examination 50%

PRESCRIBED TEXT

RECOMMENDED READING

7392 Marketing Research Methods

Unit Adviser: Dr G.B. Nath

Not offered in 1985 - unit value 1.0 - internal and external study.

Prerequisites: 7291, or 7373, or permission

Unit Outline: Marketing research role, definition, and organization; Problem formulation; Bayesian, prior and preposterior analysis; Marketing systems - predictive and normative theory; Fundamental role of economics and operations research in marketing programming. Macromarketing and micromarketing decision making - including distribution, price, sales and advertising models; Brand share models, and sales models for established and new products. Marketing information systems - including major approaches to gathering information, processing information and utilizing information; Statistical tools for analyzing data.

Assessment Procedures: Assignments 40%
Small Project 20%
Examination 40%

PRESCRIBED TEXT
To be chosen.
**RECOMMENDED READING**


**1163 Human Communication**

Unit Adviser:

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

Prerequisites: Nil

Note: This unit may be credited only towards the Associate Diploma in Computing.

Unit Outline: The unit is designed to develop the communication, information retrieval and analytical skills required in the business and technical environments.

Assessment Procedures: Assignments 40%
Oral presentation 20%
Examination 40%

**PRESCRIBED TEXT**


**RECOMMENDED READING**

Nil.

**3144 Accounting**

Unit Adviser:

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

Prerequisites: Nil

Unit Outline: To understand the role of accounting as an information system for business decision making. To understand basic accounting procedures and their suitability for computer applications. (Technical proficiency will not be a primary objective, rather an overall appreciation of accounting systems will be emphasised). To be able to distinguish between management and financial accounting procedures.

Assessment Procedures: Assignments 50%
Examination 50%

**PRESCRIBED TEXT**


**RECOMMENDED READING**

Principles of Administration

Refer to the School of Business entry for details; Associate Diploma in Computing students take this unit in second semester.

Computer Programming 1D

Unit Adviser: Mr L.K. Makin

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

Prerequisites: Nil

Unit Outline: The unit covers the organization of the basic components of computer systems, structured program design techniques, the PASCAL language, use of simple data structures and file handling techniques, debugging techniques and use of a text editor and compiler.

Assessment Procedures: Assignments 60%
Examination 40%

PRESCRIBED TEXT


RECOMMENDED READING


Mathematics for Computing

Unit Adviser: Mr S.G. Abbott

Throughout the Year: 4 hours per week - unit value 1.0 - Internal study only.

Prerequisites: Nil

Unit Outline: Basic concepts of sets; and logical operations; Boolean algebra and switching circuits.

Number systems: binary, octal and hexadecimal numbers, conversion between bases; binary arithmetic and representation of numbers in computers.

Basic algebra: arithmetic operations, exponents, relational operators, simple equations; simultaneous linear equations and matrix notation.

Functions and graphs; linear, quadratic, exponential and logarithmic functions.


Assessment Procedures: Assignments 50%
Examination 50%

PRESCRIBED TEXT


RECOMMENDED READING

Nil.

Computer Programming 2D

Unit Adviser: Dr P.E. Nash

Second Semester: 4 hours per week - unit value 1.0 - internal study only.
Prerequisite: 7111
Corequisite: 7112

Unit Outline: Data structures: stacks, queues, linked lists, binary trees.
Algorithm design: computability, measures of algorithmic complexity, comparison of algorithms.
Introduction to operating system facilities.
Advanced PASCAL and extensions.

Assessment Procedures: Assignments 60%
Examination 40%

PRESCRIBED TEXT

RECOMMENDED READING

7115 Introduction to Computer Architecture

Unit Adviser: Mr. L.K. Makin
Throughout the Year: 4 hours per week - unit value 1.0 - internal study only.
Prerequisite: 7111
Corequisite: 7112

Unit Outline: Components of a computer system: memory, arithmetic - logic and control unit, magnetic disk and tape units, input and output, data channels.
Internal machine organization: Von Neumann machine, tagged architecture, other developments.
Systems architecture: comparative study of some existing computer systems.

Assessment Procedures: Assignments 60%
Examination 40%

PRESCRIBED TEXT

RECOMMENDED READING

7116 Information Systems 1

Unit Adviser: Mr. L.K. Makin
Second Semester: 4 hours per week - unit value 1.0 - internal study only.
Prerequisites: 3144, 1163
Corequisites: 3168, 7114

Unit Outline: The unit is designed to introduce students to the tasks and techniques involved in the development of computer based information systems.
Assessment Procedures: Assignments 60%
Examination 40%

PRESCRIBED TEXT


RECOMMENDED READING

Constitution of Council

1. There shall be a council to be known as the "Council of the Gippsland Institute of Advanced Education" (hereinafter called "the Council") which shall be a body corporate to manage and control the Gippsland Institute of Advanced Education.

Membership of Council

2. (1) The Council shall consist of not more than twenty-four members and shall be constituted as follows:
   a. The Principal of the College shall be a member ex officio;
   b. One member shall be appointed by the Council of the Victoria Institute of Colleges;
   c. One shall be a person appointed by the Minister of Education being either the Director of Technical Education or a deputy for the Director;
   d. One shall be a member of the full-time academic staff of the College elected by the full-time academic staff in a manner determined by the Council;
   e. Where there is a Board of Studies (whether called by that or any other name) of the College, one shall be a member of the Board appointed by the Board;
   f. Not more than seven shall be appointed by the Governor in Council to represent commerce and industry;
   g. Not more than nine shall be persons associated with or having a special interest in tertiary education and having a special interest in, in particular, its relationship with commerce and industry (including at least one with experience of municipal affairs) from time to time appointed by co-option by the Council;
   h. One shall be a member who having been a student of the College is the holder of a degree of the Victoria Institute of Colleges or of such diplomas, certificates or other awards of the Victoria Institute of Colleges or of the Colleges as are specified for the purpose by the Council, elected by persons who having been students of the College are holders of similar degrees, diplomas, certificates or other awards, in a manner determined by the Council.
   i. One shall be a member of the full-time general staff of the college, elected by the full-time general staff from among their number in a manner determined by council.

(2) The Council, if it thinks fit, may provide for the election of a member who shall be a tertiary student of the College and who shall be elected by the tertiary students of the College in a manner to be determined by the Council, and any member so elected shall hold office until the thirty-first day of December in the year for which he is elected.

(3) A member appointed by the Governor in Council may be removed by the Governor in Council.

(4) Members of the Council (other than the Principal and any member elected under sub-clause (2) of this clause) shall be entitled to hold office for four years from the dates of their respective appointments and elections.

(5) A member of the Council shall be eligible to be re-appointed or re-elected (as the case may be) but no member (other than a member appointed pursuant to paragraph (c) of sub-clause (1) of this clause) shall be elected or appointed for more than three successive terms unless he is appointed by co-option for a further term under paragraph (g) of sub-clause (1) of this clause.

(6) If a member of Council (other than the Principal)-
   a. resigns his office by writing under his hand directed to the President of Council;
   b. becomes of unsound mind or becomes a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
   c. becomes bankrupt;
   d. is convicted of any indictable offence;
   e. without special leave previously granted by the Council absents himself from four consecutive meetings of the Council;
   f. ceases to hold any qualifications required for his becoming or being a member of the Council;
   g. being a member appointed by the Governor in Council is removed from office; or
   h. dies - his office shall become vacant so as to create a casual vacancy.

(7) Where for any reason the Council appoints a person to be Acting Principal the person so appointed shall, while holding such office, be entitled to attend and vote at any meeting of the Council and for that purpose shall have all the rights and privileges of the Principal.

(8) A member appointed or elected to fill a casual vacancy shall be entitled to hold office for the unexpired portion of the original term of office only.

(9) Notwithstanding anything to the contrary in sub-clauses (1) and (2) of this clause, the said Council shall be properly constituted where there is a deficiency in the number of members of any class whether originally or as the result of the occurrence of a vacancy.
No member of the Council shall be entitled to vote either in the Council or in a joint committee of members of the Council and of officers of the College on any subject in which he has a direct pecuniary interest and if any member does vote on any such subject his vote shall be disallowed.

Proceedings of Council
3. The following provisions shall apply to the Council of the College:
   (a) Nine members of the Council shall constitute a quorum at any meeting.
   (b) The Council shall meet each year, or where a vacancy occurs during any year, on the occurrence of the vacancy, choose a person to be President of the Council and the President, or in his absence, another person chosen to preside, shall preside at any meeting of the Council.
   (c) The Council shall meet at least six times in each year.
   (d) The decision of the majority of those present at any meeting of the Council shall be the decision of the Council.
   (e) In the event of equality of votes on any question, the person presiding shall have a second or casting vote.
   (f) The Council shall provide for the safe custody of the Seal, which shall only be used by authority of the Council, and every instrument to which the seal is affixed shall be signed by two members of the Council and shall be countersigned by the Secretary (if any) to the Council or by some other person appointed by the Council for that purpose.

Powers of Council
4. The Council shall have the power to:
   (a) from time to time determine the terms and conditions on which students of the College and any other persons may attend classes or make use of any premises or equipment of the College;
   (b) employ members of the academic staff of the College on such terms and conditions, including rates of remuneration and allowances, as are for the time being fixed in respect of them by the Governor in Council on the recommendation of the Council of the Victoria Institute of Colleges;
   (c) employ part-time teachers in connexion with education other than tertiary education provided by the College on such terms and conditions as are for the time being fixed in respect of them by the Minister of Education;
   (d) employ members of the non-academic staff of the College on such terms and conditions including rates of remuneration and allowances as from time to time are determined by the Council of the Victoria Institute of Colleges;
   (e) from time to time define the duties of members of the academic, teaching, administrative, technical and other staff of the College;
   (f) suspend or dismiss any member of the academic, teaching, administrative, technical or other staff of the College (but, in the case of dismissal of a member of the academic staff, only on a resolution of the Council passed by a majority consisting of not less than two-thirds of the total number of members of the Council);
   (g) charge fees in connexion with education provided, examinations held and other services provided by the College;
   (h) from time to time hold examinations in the several subjects and courses offered by the College, and award diplomas, certificates and other awards to students who reach the required standard in any subject or course; including such degrees as are specified by order of the Governor in Council under Section 38 of the Post-Secondary Education Act 1978';
   (i) grant scholarships on such terms and conditions as it thinks fit;
   (j) purchase, take on, lease, exchange, hire and sell, mortgage, lease or dispose of any real or personal property (which power to sell, mortgage, lease or dispose of property may, in the case of any real property, be exercised only with the consent of the Council of the Victoria Institute of Colleges) and enter into agreements for the supply of services for the College;
   (k) engage architects and other professional advisers and enter into contracts, for the erection of buildings, making of improvements or alterations, or the carrying out of repairs, on any land or buildings vested in or occupied or used by the College;
   (l) borrow on overdraft of current account at any bank;
   (m) invest any moneys of the College not immediately required for its purposes in any securities which are authorised investments within the consent of the Council of the Victoria Institute of Colleges, in any other manner;
   (n) accept gifts of real or personal property to the College;
   (o) delegate, subject to such conditions as it thinks fit, any powers vested in the said Council to any member or committee of members of the Council, any officer or committee of officers of the College, or any joint committee of members of the Council and officers of the College;
   (p) do all such things as are calculated to advance the interests of the staff and students of the College;
   (q) do all such things as may be required to be done in order to render the College eligible to receive grants under any law of the Commonwealth of Australia or of the State of Victoria which provides for the making of grants to educational institutions.
(r) do all such things as are necessarily incidental to the proper management and control of the College or the effective exercise of the powers conferred on the Council.

Duties of Council
5. It shall be the duty of the Council to -
   (a) accept any assets and assume any liabilities of the Council of the College which was constituted under the Education Department Regulations 1962;
   (b) invite tenders, by publishing an advertisement in a newspaper circulating generally throughout the State, for the supply of any goods or services or the carrying out of any work the cost of which is estimated by the Council to exceed $5,000;
   (c) keep or cause to be kept proper books of account and have them audited at least once in each year.

Use of Land, Buildings and Equipment by Council
6. The Council may use the land, buildings and equipment vested in or under the management and control of the Minister of Education which when this Order takes effect constitute or are contained in the premises of the Yallourn Technical College, and any buildings or equipment subsequently erected, installed or placed on or in the said land or buildings.
1. Academic Board Regulations

1.1 These regulations shall be cited as the 'Academic Board Regulations'.

1.2 There shall be a committee of the Council to be called the Academic Board which shall advise the Council on the educational policy and programs of the Institute. In particular the Board shall report to the Council on:

(a) all matters submitted to it by Council;

(b) the academic acceptability of proposed courses or units and changes to existing courses or units;

(c) academic regulations, and examination and assessment procedures;

(d) academic standards and quality of teaching;

(e) the certification of student's results and the certification of candidates who have completed requirements for awards;

(f) the development of sound and coherent academic planning and policy.

1.3 The Board shall -

(a) in order to review and assess progress in the educational work of the Institute, be entitled to request through the Director reports from within the Institute and may refer any matter arising from such a review to the Director or an appropriate body;

(b) have such other powers and duties as may be determined by the Council from time to time.

1.4 The Academic Board shall consist of:

(a) (i) Director;
   (ii) Deans;
   (iii) Heads of Schools;
   (iv) Assistant Director;
   (v) Head of Educational Services Division;
   (vi) Institute Librarian;
   (vii) Principal Lecturers;
   (viii) Two full-time members of academic Staff below the level of Principal Lecturer who shall be elected from their number and who shall hold office until 31 December of the year for which they are elected;

(b) One full-time student of the Institute who shall be elected from their number and who shall hold office until 31 December of the year for which he/she is elected;
(x) One part-time student of the Institute who shall be elected from their number and who shall hold office until 31 December of the year for which he/she is elected.

The elected members of the Board shall be elected in accordance with the procedures laid down by the Council from time to time.

(b) Such persons as the Council may from time to time on the recommendation of the Academic Board appoint to be members of the Academic Board.

(c) Two members of Council appointed by Council.

1.5 Where a casual vacancy occurs in the office of an elected member, a new member may be elected to fill the vacancy or the Board may co-opt a member who is eligible to hold office, and the member so elected or co-opted shall serve for the remainder of the normal term.

1.6 (a) The Chairman and Deputy Chairman of the Academic Board shall be elected annually from their number at the November Board meeting and endorsed by Council. They shall hold office for the next calendar year.

(b) In the absence of both the Chairman and the Deputy Chairman the members present shall elect one of their number to preside at the meeting.

1.7 The Academic Registrar or nominee shall be secretary to the Board. The secretary shall forward the minutes of any meeting of the Board to Council.

1.8 The Board may appoint such committees as it thinks fit and by resolution delegate any of its powers, authorities, duties, and functions other than the power of delegation, to any such committee or to any officer of the Institute under such conditions as may be determined by the Board. Every delegation so made shall be revocable by resolution of the Board and no such delegation shall prevent the exercise by the Board of any of its powers, authorities, duties and functions.

1.9 The standing committees of the Board appointed under the provisions of Clause 1.8 shall include the Admissions and Qualifications Committee, the Academic Review Committee and the Teaching and Academic Support Committee.

1.10 The Board may, having regard to the expressed wishes of the founder or donor, recommend the conditions of competition for any scholarship, fellowship or prize and recommend the recipients of any such award.

1.11 (a) The Board shall meet:

(i) on such occasions as may be necessary for the despatch of its business but no less frequently than six times in a calendar year;

(ii) when convened at the discretion of the chairman;

(iii) when five members of the Board shall through the secretary request a meeting.

(b) The quorum shall be half the number of members plus one.

2. ADMISSION (General)

2.1 To satisfy the general entrance requirements for admission to degree and diploma or associate diploma courses, students must meet the following entry requirements:

(a) Have successfully completed a Year 12 course of study accredited by VISE or an equivalent approved by VISE.* Interstate and overseas applicants who have completed a Year 12 course of study should apply to VISE for recognition of the equivalence of their course of study; or

(b) Have obtained grades of D or higher in at least four subjects at the Victorian Higher School Certificate examination or satisfied the requirements of the Victorian adult matriculation; or

(c) Have satisfied the requirements of an approved Tertiary Orientation Program (TOP) at a Victorian technical school or college; or

(d) Have satisfied the general entry requirements of a recognised Australian University or College of Advanced Education; or
(e) Have successfully completed a two year full-time (or equivalent part-time) middle level certificate course at a Victorian TAFE college; or

(f) Have attained the age of 21 years (Mature Age Entry) at the date of application and have an educational and/or employment background which is deemed by the Dean to give an applicant reasonable prospects of completing the course to which they are seeking admission; or

(g) Have reached a standard deemed, on the advice of the Dean, as being equivalent to one of the requirements outlined in the preceding sub-regulations.

* (i.e. HSC Group 1, Group 2 including approved study structures such as STC and other VISE accredited specialist courses relevant to GIJE courses).

2.2 An applicant who gains full-time admission to a course of the Institute may apply by writing to the Academic Registrar for permission to defer the initial enrolment to the subsequent year. Such permission may be granted, on the advice of the Dean, for a period normally not exceeding two successive semesters.

2.3 By submitting an enrolment application, a student gives an undertaking to abide by the Regulations and Rules of the Institute.

2.4 Credits and exemptions may be granted on the basis of previous academic studies or experience. Final responsibility for credits and exemptions rests with the Dean of the appropriate School.

3. ADMISSION (Course Requirements)

3.1 Degree and Diploma Courses - In addition to meeting the requirements of Regulation 2.1, and unless specifically exempted by the Dean of the appropriate School, applicants must comply with any other requirements prescribed for a particular unit and meet the following course entry requirements:

(a) Engineering - To be admitted to the course for a degree in Engineering, the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include English, one Mathematics and one Science, and preferably one further subject from that of Mathematics and Science.

(b) Applied Science - To be admitted to the course for a degree or diploma in Applied Science, the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include English and at least two of: Chemistry, Physics, Pure Mathematics, Applied Mathematics, General Mathematics, Biology or Physical Science.

(c) Visual Arts - To be admitted to the course for the Diploma of Art in Visual Arts, the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include English. Applicants are normally required to present for an interview, with a folio of work to demonstrate their suitability for admission.

(d) Business - To be admitted to a degree course in Business, the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include English.

(e) Social Sciences - To be admitted to the course for the degree in Arts (Social Sciences), the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include English.

(f) Education -

(i) To be admitted to degree or diploma courses in Education (Initial preparation), the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include English.

(ii) To be admitted to the degree courses for upgrading or converting existing qualifications, applicants should be qualified teachers.

3.2 Associate Diploma Courses

(a) School Librarianship - To be admitted to the course for the Associate Diploma in School Librarianship, applicants should be trained teachers holding at least a two-year teacher training qualification, or equivalent qualifications or experience, who also met the requirements of regulation 2.

(b) Welfare Studies - To be admitted to the course for the Associate Diploma in Welfare Studies, the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include English. Applicants are required to present for an interview, examination or test as is deemed necessary to demonstrate their suitability for admission.
(c) Administration - To be admitted to the course for the Associate Diploma in General Administration, an applicant should possess an appropriate post-secondary qualification, e.g. a TAFE Certificate.

(d) Engineering - To be admitted to the course for the Associate Diploma in Engineering Supervision, the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall preferably include English, one Mathematics and one Science.

(e) Computing - To be admitted to the course for the Associate Diploma in Computing, the subjects passed in accordance with sub-regulation 2.1 (a) - (e) shall normally include year 12 English and a year 11 level Mathematics subject. Applicants are requested to present for a program aptitude test.

3.3 Graduate Diplomas - Entry requirements for these courses vary according to the aims of each course. Candidates must satisfy the Dean of the appropriate School of their capacity to undertake their proposed program of study.

3.4 Higher Degrees - Entry requirements for these courses vary according to the aims of each course. Candidates must satisfy the Dean of the appropriate School of their capacity to undertake their proposed program of study.

3.5 General - Notwithstanding any of the preceding regulations, the Dean, on the advice of the appropriate Head of School, shall have the final discretion in the admission of any applicant to any course in the Institute.

4. CONTINUATION

4.1 Students who have been admitted to a course of the Institute shall be entitled to continue in that course provided that they:

(a) complete all requirements for re-enrolment as specified by the Institute;

(b) obtain approval for their continuing course of study from the Dean, or Dean's nominee, through the Academic Registrar;

(c) continue to prove their suitability for the course to the satisfaction of the appropriate Dean by:

(i) maintaining the standard of work required by completing such studies and passing such examinations or other work prescribed for assessment in lieu of examinations;

(ii) attending such lectures, tutorial classes and excursions, completing such practical work, fieldwork or other requirements as may be prescribed by the course;

(iii) maintaining a rate of academic progress appropriate to their mode of study;

(d) are in good standing as students of the Institute by having met all financial obligations to the Institute or by having made satisfactory arrangements with the Institute for the payment of such obligations, and complying with all other regulations and rules of the Institute pertaining to students.

4.2 Students who have not completed the requirements for a degree or diploma and have an approved extension for work still outstanding beyond the date set for re-enrolment in the following semester shall be required to re-enrol for the next semester or year, or until requirements are completed.

4.3 Students may apply to defer their studies for a period not exceeding twelve months, provided that they have satisfactorily completed at least one semester of study at the Institute. Deferrals may only be granted after application to the relevant Dean via the Academic Registrar.

5. UNSATISFACTORY ACADEMIC PERFORMANCE

5.1 Unsatisfactory academic performance occurs where a student:

(a) fails the same unit twice;

(b) fails more than half the units attempted in their last two years of study;
(c) fails all the units attempted in one semester of study.

5.2 In cases of unsatisfactory academic performance the Dean may:

(a) request the student to attend the Institute for counselling purposes;

(b) place the student on probation such that continuation would depend on satisfying certain conditions as to academic progress and study specified in writing by the Dean;

(c) require the student to show cause in writing why they should not be excluded from a unit or course of study. Subsequently, students may be permitted to continue, or be excluded from further study.

5.3 (a) A student excluded from a unit or course of study under these regulations may apply for re-admission after the expiration of at least one academic year. If satisfied that the students' circumstances or prospects have changed sufficiently, the Dean may authorise re-admission.

(b) In permitting a student to re-enrol, the Dean may impose on the student such conditions as may benefit the student's academic progress.

5.4 A student excluded under these regulations shall have the right of appeal through the Academic Registrar to the Admissions and Qualifications Committee.

6. EXAMINATIONS AND ASSESSMENT

6.1 Final assessment matters should be dealt with by Boards of Examiners, and ratified by the appropriate Deans.

6.2 Students are expected to complete the unit or course requirements as specified by the unit adviser(s) in any semester by the examination period for that semester.

6.3 Final results awarded for each unit represent a total assessment of the student's performance in such examinations, assignments, class work, practical or other requirements prescribed for that unit.

6.4 The examinations conducted by the Institute shall be held at such times and places as specified in the official examination time-tables each year.

6.5 The examinations shall be conducted in such a manner and according to such conditions as may be prescribed by the Academic Registrar.

6.6 Official notification of the results of examinations and final assessments shall be made to students by the Academic Registrar.

6.7 Students shall receive for each unit (or subject) one of the following grades or symbols:

A, B, C or D - where A shall indicate the highest and D the lowest pass grade, in order of merit.

N - which indicates that the student has not passed the unit.

W - which indicates approved withdrawal from the unit.

6.8 The symbol of 'I' shall be used to indicate that assessment has been deferred on medical, compassionate, or other approved grounds.

(a) All 'I' results will be awarded by the appropriate Board of Examiners.

(b) Where 'I' results are granted, specification of the revised completion date and other requirements should be made in writing, and copies kept by the student, the lecturer and the Academic Registrar.

(c) Regardless of all time specifications made under section 6.8 (b), all 'I' assessments must be converted to final results by the meeting of the appropriate Board of Examiners in the following semester.
6.9 Students who have been prevented by illness or injury from presenting themselves at any examination, or who consider that their performance in any examination has been seriously impaired by illness or injury may apply for special consideration.

(a) Where, by reason of personal bereavement or other critical personal circumstances close to the date of examination, students fail to attend any examination, or consider that their performance has been seriously impaired by the circumstances, they may apply for special consideration.

(b) All applications for special consideration should be supported by a medical certificate or other appropriate evidence and should be lodged with the Academic Registrar within seven days of the date of the examination.

6.10 Students wishing to appeal against final assessment in any unit should in the first instance contact the Dean of the appropriate School. Should the matter not be satisfactorily resolved, a formal appeal to the Academic Board, through the Academic Registrar, may be lodged. Such appeal must be made within 2 months of the publication of results.

7. GRADUATION REGULATIONS

7.1 The Council of the Gippsland Institute of Advanced Education is the authority which confers annually degrees and diplomas on approved candidates.

(a) Candidates for all awards shall submit their applications on the prescribed forms, available from the Academic Registrar's office, to the Academic Registrar no later than 15 January of the relevant year.

(b) Late applications for awards shall be submitted for approval to the Institute Council, and will normally be conferred at the Graduation Ceremony in the following year.

(c) The Dean of the School to which a degree pertains shall advise the Academic Registrar of those candidates who are to be recommended to the Institute Council for the award of degree with Distinction.

(d) The Academic Registrar shall submit to the Institute Council the names of candidates whose applications for all awards have been certified by the Dean of the School.

8. DISCIPLINARY REGULATIONS

8.1 By submitting an enrolment application, a student gives an undertaking to abide by the regulations and rules of the Institute.

8.2 All students will be expected to:

(a) comply with instructions given for the purpose of maintaining order by any of the academic or administrative staff of the Institute;

(b) comply with instructions of the Head of School or his deputy in relation to the safe use of machines and equipment and in particular relating to the wearing of protective clothing and glasses and the mode of dress;

(c) care appropriately for any property of the Institute;

(d) faithfully represent matters affecting them as students of the Institute;

(e) avoid negligent conduct which adversely affects the work of any other student or member of staff of the Institute as such or the due conduct of the business of the Institute;

(f) avoid entering any place in the Institute that students are not permitted to enter;

(g) avoid disgraceful or improper conduct, whether or not such conduct is related to a breach of discipline within the Institute. This includes disorderly, abusive, indecent or obscene conduct;

(h) comply with the provision of any regulation or of a rule or order or direction made in pursuance of a regulation or by an authority, association, board or other body established under a regulation relating to the conduct or discipline of persons or of a particular class of persons in any place in the Institute;
(i) refrain from publishing in any way whatsoever confidential information issued by the Institute and obtained by a student;

(j) refrain from cheating at examinations or tests, or any other forms of assessment.

(k) meet in full all financial obligations to the Institute.

8.3 In cases where the regulations and rules of the Institute are breached by a student, penalties may be imposed that may include fines, exclusion, expulsion, the depriving of a pass grade, or the withholding of results.

In these regulations, unless the context otherwise requires, the following expressions shall have the following meanings:

(a) "Exclusion" shall mean that the student concerned shall be denied access to those areas, classes, examinations or other activities of the Institute stated in the exclusion order and for the period stated in the order;

(b) "Expulsion" shall mean the permanent exclusion of the student from the Institute.

8.4 There shall be a Discipline Board consisting of the following officers of the Institute: Three members of the Academic Board, nominated by the Board, one of whom shall be the Chairman of the Discipline Board; two members of the GIAE Union Board, nominated by the Board.

The Academic Registrar or his nominee shall be secretary to the Discipline Board.

(a) The Discipline Board shall determine any matter involving a breach of the regulations and rules of the Institute referred to it. The Board may:

(i) impose a fine not exceeding $100 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the Institute by reason of the misconduct;

(ii) exclude a student from the Institute for a period not exceeding one semester;

(iii) expel a student from the Institute;

(iv) deprive a student of the benefit of a pass for an examination;

(v) withhold a student's results;

(vi) refer the matter to Council.

(b) The Discipline Board shall determine appeals by students against the decision of an Officer of the Institute as set out hereunder and upon such appeal may substitute its own penalty within the limits as set out above.

8.5 The powers and jurisdiction of the various officers of the Institute and the GIAE Union relating to breaches of the regulations and rules of the Institute by students shall be as follows:

(a) Director - If the Director is satisfied that a student has been guilty of a breach of the regulations and rules of the Institute he may:

(i) impose a fine of up to $50 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the Institute by reason of the misconduct;

(ii) refer the matter to the Discipline Board;

(iii) exclude any student from the Institute or any area or building thereof for such time as he sees fit but not exceeding one semester duration;

(iv) deprive a student of the benefit of a pass for an examination;

(v) withhold a student's results.

(b) Deans, Deputy Principal, Assistant Director, Heads of Schools, Heads of Division - If one of the aforementioned staff members is satisfied that a student has been guilty of a breach of the regulations and rules of the Institute, that officer may:

(i) impose a fine of up to $25 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the Institute by reason of the misconduct;

(ii) refer the matter to the Discipline Board or the Director.

(c) Principal Lecturer, Senior Lecturer, Lecturer, Tutor - A lecturer or any person taking a lecture, tutorial or other class may, if a student conducts himself in such a manner as to interfere with the proper conduct of such lectures or classes, exclude such student from classes which he conducts for a maximum of two clear working days and shall, as soon as practicable, report the matter to the appropriate Dean.
(d) an Officer in Charge of Examinations - An officer in charge of examinations may, if satisfied that a student has been guilty of a breach of the regulations and rules of the Institute at an examination, endorse the examination paper of the student concerned accordingly, and report the offence to the Examinations Officer for reference to the school involved.

(e) The GIAE Union - If the GIAE Union is satisfied that a student has been guilty of a breach of the regulations and rules of the Institute, it may:

(i) impose a fine of up to $25 plus an amount equal to the cost of replacement or repair of the loss or damage to any property of the GIAE Union by reason of the breach of the regulations and rules of the Institute;

(ii) refer the matter to the appropriate officer as listed in paragraph 8.5 (b);

(iii) deny the student the privileges of the Union or such part of those privileges as it may see fit.

8.6 A decision by an officer of the Institute or by a member of the GIAE Union to refer a matter of a breach of the regulations and rules of the Institute to some other officer shall not be deemed to be a determination by that officer or by the GIAE Union on the matter. The officer to whom such matter is referred shall, unless he also refers it in accordance with the above regulations, deal with the matter referred as if it came before him for the initial determination.

8.7 Before any matter of a breach of the regulations and rules of the Institute is determined under these regulations by any officer of the Institute or by the GIAE Union, a student will be permitted to be heard by such officer or by the GIAE Union.

8.8 A student shall have the right of appeal to the Discipline Board against a decision of the Director, Deans, Deputy Principal, Assistant Director, Heads of School, Heads of Division or the GIAE Union Board.

8.9 The Discipline Board shall follow the following procedures:

(a) establish a quorum of four members;

(b) meetings of the Discipline Board may be convened by any member of the Board and shall be convened as and when required and as expeditiously as possible after a charge has been laid or an appeal lodged.

8.10 A student shall have the following rights before the Discipline Board:

(a) to be notified of details of the charge or reference at least seven days prior to the date of sitting;

(b) to appear and to make representations whether orally or in writing or both;

(c) be entitled to call evidence.

8.11 A student may appeal to Council against the decisions of a Discipline Board other than those decisions relating to appeals.

8.12 Meetings of Council for the purpose of these regulations shall be convened by the Director and shall be convened as soon as practicable after an appeal has been lodged by a student.

8.13 Council shall have the power to:

(a) dismiss or uphold the appeal;

(b) vary the penalty imposed by the Discipline Board but within limits set for such Board.

8.14 A student desiring to exercise his right of appeal under these regulations shall lodge notice of appeal at the office of the Academic Registrar of the Institute during ordinary office hours within seven days of receiving notice of the determination against which it is desired to appeal. Such notice of appeal shall contain the following particulars:

(a) the name of the officer who made the determination against which it is desired to appeal;

(b) the nature of the determination;
(c) the grounds upon which it is desired to appeal;

(d) whether or not the student desires to submit written or oral evidence on such appeal and the general nature of such evidence.

8.15 Substantial compliance with the requirements in section 8.14 set out above shall be deemed to be compliance with this regulation.

8.16 Pending the hearing of an appeal any penalty imposed shall be suspended.

8.17 Every punishment or penalty imposed by an officer of the Institute, the GIAE Union, or the Discipline Board, for the Council shall be reported to the Academic Registrar of the Institute who shall keep a record of all such decisions made. Where such penalty consists of a fine which has not been appealed against as above, the student shall not be allowed to enrol for subsequent studies until such fine has been paid, or until satisfactory arrangements have been made with the Business Manager for the payment of such fine.
### Unit Index

This index is produced for students as a guide to units offered by the Institute. Detailed information of unit outlines, prerequisite and corequisite units etc. are contained within the relevant chapters of the Guide on the pages referred to in the index. The units offered as listed in the Guide are correct at the time of publication. The Institute may withdraw units from the list due to staffing or other difficulties.

**NOTE:**
1. Units offered by Internal Study are marked 'I'.
2. Units offered by External Study are marked 'X'.
3. The column 'Course Eligibility' lists courses towards which the unit may be counted as credit. Courses are abbreviated as follows:

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- Mathematics of Physical Systems
- Engineering Calculus
- Probability and Statistics
- Introduction to Operations Res.
- Operation Research For Engineers
- Quantitative Methods 1
- Computer Programming A
- Computer Programming B
- Data Processing 2
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- Simulation
- Network Analysis
- Forecasting