**Gippsland Institute of Advanced Education**

**Calendar 1986**

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**PUBLIC HOLIDAYS WITHIN SEMESTER:**

- Labour Day—March 10
- Easter - Good Friday—March 28
- Easter Monday—March 31
- Easter Tuesday—April 1
- Anzac Day—April 25
- Queen's Birthday—June 9

**BOARD OF EXAMINERS:**

- Mon. & Tues. 14 & 15 July
- Mon. & Tues. 8 & 9 December

**EXPLANATORY NOTES:**

- *Semester 1 commences for all students on Monday 24th Feb, 1986.*
- *Welfare Studies students on 2 day placements from week 30-42 (Thursdays & Fridays), except for weeks 35 & 36 which are full time placements.*
- *Subject to accreditation: First year Nursing students are advised that during semester they will average one half day per week Clinical Learning in addition to their 4 weeks of block placement.*
- *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.*
7th March 1986

The Comptroller
Monash University
Wellington Road
CLAYTON VIC 3168

Dear Sir/Madam

I enclose a copy of our 1986 Handbook, as requested, together with receipt no: 10901.

Yours sincerely

[Signature]
REGISTRAR

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GIPPSLAND INSTITUTE OF ADVANCED EDUCATION

SWITCHBACK ROAD, CHURCHILL. 3842

Telephone: (051) 220 200

RECEIVED with Thanks

Per H. Harris

Order Ref. 166612 - 6 x8½

No 10901
Gippsland Institute of Advanced Education
Switchback Road, Churchill, Victoria, Australia, 3842
Telephone (051) 220200

Handbook 1986

Information in this handbook was current at 1 August 1985 unless otherwise indicated.

Notwithstanding anything which may be contained in this or any other Statute, the Council of the Institute reserves the right to at any time amend, alter, postpone or withdraw any course or subject which is being conducted or offered by the Institute.

ISSN 0729-7130

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Compiled and edited by Christine Body, Academic Secretariat
Typeset by the Academic Secretariat, G.I.A.E.
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INTRODUCTION

The Gippsland Institute of Advanced Education is a multi-disciplinary College of Advanced Education situated at Churchill, Victoria. Established as a College of Advanced Education by an Order in Council in September 1968 it is the only college of advanced education serving the entire eastern half of Victoria.

As one of the four country regional Colleges of Advanced Education in Victoria, the Gippsland Institute provides a range of associate diploma, diploma, degree, graduate diploma and masters courses primarily to meet the educational needs of some 920,000 people living in the Gippsland region of approximately 45,000 square kilometres.

The people of the region have been given access to a spread of educational opportunities otherwise only available in a number of institutions in Melbourne. As well, through the activities of its staff and students, the Institute has involved itself in the cultural, social and political life of the community.

The Gippsland Institute of Advanced Education has been designated by Commonwealth and State authorities as one of the four major providers of courses offered in the external study mode in Victoria. As such, it has a very large commitment to a program on external studies. Weekend and vacation schools are held on a regular basis to support external courses, and the Institute has developed extensive support systems for this mode of study.

The Gippsland Institute of Advanced Education comprises six schools which in 1986 plan to offer courses leading to the following awards: -

School of Applied Science
Associate Diploma in Computing
Diploma of Applied Science (Nursing) (subject to accreditation)
Bachelor of Applied Science
Master of Applied Science

School of Business
Associate Diploma in General Administration
Bachelor of Business
Graduate Diploma in Accounting
Graduate Diploma in Labour/Management Relations

School of Education
Associate Diploma in School Librarianship
Diploma of Teaching (Primary)
Bachelor of Education (Primary, Secondary, School Librarianship)
Graduate Diploma in Computers in Education
Graduate Diploma in Education

School of Engineering
Associate Diploma in Engineering Supervision
Bachelor of Engineering (Civil, Electrical, Electro-Mechanical, Mechanical)
Graduate Diploma in Engineering Maintenance Management (Terotechnology)
Master of Engineering

School of Social Sciences
Associate Diploma in Welfare Studies
Bachelor of Arts (Multi-disciplinary) (no new enrolments)
Bachelor of Arts (Social Science)
Graduate Diploma in Counselling Psychology
Master of Arts

School of Visual Arts
Diploma of Arts (in Visual Arts)
Bachelor of Arts (in Visual Arts) (subject to accreditation)
Graduate Diploma in Visual Arts
MEMBERS OF THE INSTITUTE COUNCIL

As at 1 August 1985

Council is the body responsible for management and control of the Gippsland Institute of Advanced Education. The Council Constitution is currently under review.

Appointed by the Governor in Council

ARMSTRONG, S.B.
Appointed September; Present term expires 31 December 1985
ARTHUR, N.F., BEChem(Hons), CEng, MICHE
Appointed April 1985; Present term expires 31 December 1895
BASSETT, C.R., BVSc, MAC, VSC
Appointed March; Present term expires 31 December 1987
McLEOD, G.A., BComm(NSW)
Appointed April 1985; Present term expires 31 December 1987
REES, A.L., CBE, DSc, PhD, Hon DAppSc, DIC, FRACI, FAA
Appointed March 1981; Present term expires 31 December 1985
SHORE, D.J., BE, MEng, MIE(Aust)
Appointed March 1983; Present term expires 31 December 1985

Appointed by Co-option to the Council

BEARD, J.A.T., BSc, MA, MACE
Appointed January 1977; Present term expires 31 December 1988
CALLISTER, V.J., BA
Appointed January 1983; Present term expires 31 December 1986
FERGUSON, S., MBE (Chairperson)
Appointed March 1981; Present term expires 31 December 1986
FORD, C.H., LLB, LLM
Appointed October 1969; Present term expires 31 December 1987
HATSELL, C.L., DipCE, DiplTCP, FIE(Aust), MASCE, AffRAPI
Appointed January 1977; Present term expires 31 December 1986
HUTCHINSON, J.C., DipMechEng
Appointed March 1983; Present term expires 31 December 1986
McGOLDRIK, P.
Appointed March 1985; Present term expires 31 December 1988
ONGER, F.S.
Appointed March 1985; Present term expires 31 December 1988
WILLINGTON, V.L., RN, DiplNEd, DiplNAdmin, MS, FCNA
Appointed September 1975; Present term expires 31 December 1986

Appointed by Minister of Education

MacLEAN, D.A., MA, DipEd, DipEdAdmin
Appointed July 1983; Present term expires 31 December 1988

Appointed by the Academic Board of the Institute

DUNSTAN, B.T., MSc, DipAppChem, TTTC, ARACI, MAIE
Appointed March 1982; Present term expires 31 December 1985

Elected by Academic Staff of the Institute

NASH, P., BSc, PhD(Monash)
Elected March 1982; Present term expires 31 December 1988

Elected by Non-Academic Staff of the Institute

McENIERY, B.
Elected November 1983; Present term expires 31 December 1987

Elected by the Enrolled Students of the Institute

HILL, J.M.
Elected January 1985; Present term expires 31 December 1985
Elected by the Convocation
KING, B.W., DipEng
Elected March 1980; Present term expires 31 December 1987

Member Ex-Officio - Director
KENNEDY, T., BSc, PhD, DipEd, CChem, FRIC, AFAIM, ARACI, MAIMM, MIEA, MITEA, MACE

SELECTED INSTITUTE STAFF

As at 1 August 1985

Officers of the Institute

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

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

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

Chief Librarian
YOCKLUNN, J., BC(WA and ANU), MA(Shef), ALAA

Head, External Studies
EVANS, J.L., BA, MEd(Melb), TPTC

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

Business Manager
KLOSE, R., AASA(Senior)

Services Manager
KRETLOW, D.F., FAIE, AAIM

Registrar
BREMNER, B.G.

Academic Staff

School of Applied Science

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

Principal Lectures
ABROMOWICH, F.E., BSc(Windsor), MSc(Manc)
RAYMENT, P.R., MSc, PhD(Melb), FSS

Senior Lecturers
HAMILTON, K.G., MSc, DipEd(Melb), TPTC, MAIP, MAPS, MAXAA
HARRIS, J.A., MSc, DipEd(Melb), ARACI, MAIE
HODGES, R.J., BSc(Ne,NSW), PhD(NSW), ARACI, MinstF, MAIE
HOOPER, M.A., BSc, PhD(Qld), DipTertEd(NE), ARACI
NASH, P.E., BSc, PhD(Monash)
NATH, B.G., MA(Panj), PhD(Qld), FSS, MBS, MIAISC, MASOR, MACS
Lecturers
ABBOTT, S.G., MEngSc(Ncie,NSW), ARMIT(AppPhys), GradDipComp(WAIT), MACS, MAAS, GradIP, TTTC
ARKINSTALL, J.R., BSc, PhD(Adel)
CARR, A.R., BSc, PhD(Melb)
EGUDO, R.R., BSc(Dar-es-Salaam), MSc(Lond)
HIGGINS, P.J., MSc, DipEd(Melb), GAIP, Mises, MAXAA
MAKIN, L.K., BSc, DipEd(Monash), MSc(Essex and Oxon)
NATH, H.B., MA(Panj), MSc(Qld), FSS
PATTI, A.T., BSc, PhD(Melb), GradDipEd
TEASDALE, R.D., BSc(Melb), BSc(Hons)(Monash), MSc(ANU), AABS

Senior Tutor
COATES, T.D., BEd(Rusden), GradDipNatResourceMgt( CCAE)

School of Business
Head
THORNE, E.L., BSc(Lond), MA(Warwick), CEng, MProdE, AMPIM, FIBA

Principal Lecturer
SWEATMAN, T.W., MCom(5th Africa), BCom(Hons)(5th Africa), PhD(Deakin), DipCom(Bendigo), FASA, CPA, AIBA

Senior Lecturers
BATTERSBY, W.F., MEc(Monash)
CROWLEY, M.J., MEc(Lat)
RAYMENT, J.J., MBA(Cranfield), IPFA, ACMA, FCAC
VENTURINI, V.G., BA, BLitt, DipSocSc, SJD(Ferrara), LLM(Northwestern)
VERTIGAN, M.J., BCom(Tas), AASA

Lecturers
COONEY, J.H., BA, BEc(NE), AASA, CPA
de SOUZA-DAW, R.A., BBus(SAIT)
FOWLER, R.G., BBus(Ballarat), ACA
GIBSON, I.A., BEc, BA(Monash)
HENRY, I.R., BJuris, LLB(Monash)
MOORE, A.L., BA, DipEd(Syd), LLB(Melb)
MUMFORD, B.J., BBus(GIAE)
RICHARDSON, A.S., BA, GradDipEd(GIAE)

Senior Tutors
EVANS, D.G., BA(Coventry), MA(Warwick)
SHIU, K.M., BSc(California State)
STERN, Esther, BA, LLB(Melb), MA(Essex)

Tutor
BILLINGTON, A.J., BEd(Lat), AASA

School of Education
Acting Head
CARTLEDGE, J.L., BA, DipEd(Tas), MEd(James Cook), TTTC, MACE

Senior Lecturers
DETTRICK, G.W., BA, Bed(Qld), MS, PhD(Iowa), CertEd(Qld), TPTC, MACE
HARVEY, D.H.P., DipT(NZ), BA(Cant & Well), MA(Well), PhD(Monash), ANZPss

Lecturers
BOX, A.L., Bed(SCV), TPTC
EDWARDS, J.CP., BA(Lond), PGCE(Lond), PPhil(Lond), MA(Hons), MACE
GOUGH, J.H., BSc(Hon), MSc, PhD(Qld)
MAYES, G.A., MS(Oregon), DipT, GradDipSpecEd
NICHOLSON, P.G., TPTC, BEd(PhysEd)
PASCOE, E.M., BA(Massey), BEd, MEdSt(Monash), DipT(NZ), TPTC, MACE
PEARSON, H.J., BA, BEd(Monash), TPTC
PHILLIPS, J.L., BA(Monash), TPTC, TLC
REGAN, L.J., BA, Blitt(NE), MA(Macq), TCert
RICHARDSON, P.W., BA, DipEd(Ncle, NSW), MA(Syd)
ROSEWARNE, J.A., DipT(SCV), DipFineArts, GradDipFineArts
SOUTHCOTT, J.E., BMus, DipEd(Adel), MA(Lond)
STEAD, K.E., BA, MSc, MSc(Well), DipEd(MMassey), DPhil, MNZPSS
TAYLOR, A.L., BA(Exe), MED(Bristol), PhD(Camb), PGCEd(Birm), DipEd(Lond)
WHITE, J.D., BSc, MED(Melb)
YEE, H.M., BA(cheng Kung, Taiwan), DipLib(NSW), DipEd(Syd), BEDStud(Ncle)

School of Engineering

Head
SPRIGGS, K.R., BSc, BE(Syd), MEngSc(Qld), PhD(Fin), MIEAust, SMIEEE, MACE

Principal Lecturers
OCHSENBORN, J.C., L-Sc(Psy)(Stras), DEd(Nuclinstrum), DrPhys (Louis-Pasteur, Stras), MIEE
WALKER, P.J., BE MEngSc(Melb), GradDipMunEng(WIAE), LGE, MIEAust

Senior Lecturers
CALE, K.R., BEng(Vic), MSc(Manc), DipEE, ARMIT, MIEAust, CEng, MIEE
ENDERS, K.B., MEngSc(Ncle, NSW), DipMechE, MIEAust, MASME
HARRISON, G.J., BE, MEngSc(Melb), DipEE, TTC, MIEAust, SMIEEE, MIEE
LOFTUS, P.J., BSc(Eng)(Lond), BA(Vic), MEngSc(NSW), MICE(Lond), MIEAust, MACE
SPARK, L.J., MSc, PhD(Melb), MAE
WALKER, D., BSc(Eng)(Lond), MEngSc(Monash), CEng, MRAeS

Lecturers
BRADSHAW, L., BSc(Salf), MSc(Manc), CEng, MIMechE
HADGRAFT, R.G., BE, MEngSc(James Cook), DipCompSc(Qld)
JACKSON, R.N., BE, MEngSc(Qld), MIEE
MacLEOD, R.I., ARMIT, TTC
MELEISKI, E., MSc, PhD(Gdansk)
MOHTAJI, A.A., BSc, MSc(Newcastle-upon Tyne)
SAINI, D.P., BE(Jodhpur), ME(Pilani), PhD(WA), MAAQC, MIEAust
SOSTE, L.I., MEngSc(Monash), DipCE
VAINS, G.G., BEng(VIC), DipEd(Lat), DipME, MIEAust, MAE

School of Social Sciences

Head
HARWOOD, P.K., MA(Auck), DipSocSc(Well)

Principal Lecturer
HOARE, G.F., BA, BEd(Melb), MEd(Manit), PhD(Indiana)

Senior Lecturers
COLEBORNE, N.E., BE, MA, DipEd(NE), PhD(NUI)
DAWBER, J.G., BA(NZ), DipSocSc(Well)
HAMPTON, I.V., BE, BD, DipTRP(Melb), MTh(Aberd), DipCE(Bendigo)
MORGAN, P.V., BA(Melb)
NATION, D.E., BA, MED(Monash)
PAL, A.K., MSc(Calc), PhD(Birm), MAPSS
ROY, P.K., MA(Ranchi & WA), PhD(Ranchi)
VENO, A.E., BA(San Francisco State), PhD(California)

Lecturers
COURTNEY, N.C.W., MA(Melb), DipEd
COX, L.A., BEd, MA(Qld), TTC, TTC
FARAGO, P., LLB(Melb), MA(Leeds)
FRASER, C.O., BSc, PhD(Cant)
GRIFFITHS, M., BA(Wales)
HANLEY, R.N., BA(Ncle, NSW)
HICKS, R.G., AB(Denver), MA(Roosevelt), PhD(St Andrews)
KENNEDY, M.J., BA(Melb), TPTC, TSPTC, TLC
LYNN, M.L, BA(Monash), DipSocStud(Monash)
PETERSON, A.J., BA(Wash), MA(LaT)
RAHMAN, A.K.A, MA(Rajsh & MC), PhD(MCG), MAPsS, MBPA
ROBINSON, A.M., BA(monash)
THOMPSON, H.L, BSocSc(NE), DipEdC(RMIT), RTC

Senior Tutors
GRIFFITHS, O.M., BA(Wales), CertEd(Brist)
HARVEY, V., BA(Hons)(NZ), MA

Tutor
ELLIOTT, C.E., BA(GIAE)

School of Visual Arts

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

Senior Lecturers
BENSLEY, E.B., MA(Auck), MACE
POTTS, H.T., FRMIT, TACTCP, SATC, TPTC

Lecturers
COVENTRY, C.L, MFA(Tas)
GREEN, K.L, BA(tas), MA(New Mexico), TTC
HENG, E.L, DA(Dundee)
MURRAY-WHITE, C., DipArt(PIT), TTTC
RYE, O.S., BSc, PhD(NSW)
SUGGETT, C.A., DipFineArt(RMIT), TTTC

Senior Tutors
MACFARLANE, S.A., DipFA(SAIT), BFA(New York City)
WOOLMERING, D.P., BA(ST Johns)

Selected Student Support Services Staff

Academic Registrar's Office
Academic Registry - Bruce Bremner
Student Administration - Felicetta Kile

Amenities
Amenities Manager - Andrew Winter

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

Educational Development and Research
Head - Michael Parer

External Studies Division
Head - John Evans
Senior External Studies Officer - Dick Cohen
Liaison Officers - Paul Barrance, Gina De Bolfo
Design Services - Norman Hurrell; Anne Lorraine; Greg Simmons
Admission

Admission Requirements

The general entrance requirements for admission are stated in section 2 Admission (General) of the Institute Regulations which are printed in this Handbook.

Special Admission Requirements

Most courses at this Institute have specific admission requirements (prerequisites). These specific requirements are stated in section 3 Admission (Course Requirements) of the Institute Regulations which are printed in this Handbook.

Special Admission

The Institute operates a Special Entry Scheme for prospective students who do not meet the requirements for normal admission to a course, due to some disadvantage in their past educational opportunities. Applicants for full-time study under this scheme must, in addition to lodging an application with the Victorian Universities Admissions Committee (VUAC), complete a form available from the Institute's Registrar, and return it by the preferred date of 10 December 1985.

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

A quota applies to Special Entry and late applications may be considered if places remain.

Admission Procedures

Full-time Students - Undergraduate Courses

All prospective new students seeking entrance to any degree, diploma or associate diploma course for full-time internal studies at this Institute must apply through the Victorian Universities Admissions Committee (VUAC). The only exception are students transferring, or applying for entry with advanced standing or credit for previous study. These applicants apply direct to Gippsland Institute.

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

Prospective new students who are not in their final-year of secondary schooling in the year preceding the intended year of tertiary study should obtain a copy of the VUAC Guide for Prospective Students from the Secretary of VUAC, 40 Park Street, South Melbourne, Victoria, 3205.

A late application fee of $20.00 is payable to VUAC for applications lodged after the 4 October 1985.

Full-time Students - Graduate Diploma in Education

All applicants wishing to undertake the Graduate Diploma in Education (Secondary) course on a full-time internal basis must apply through VUAC in accordance with the special scheme operated by VUAC for the co-ordination of entry to 'Diploma of Education' courses throughout Victoria.
Application forms are available from the Secretary of VUAC. A late fee of $20.00 is payable to VUAC for applications lodged after the 18 October 1985.

Full-time Students - All other courses
Prospective new students wishing to undertake courses on a full-time internal basis other than those previously dealt with apply direct to the Gippsland Institute. Students applying for later year entry (i.e., those transferring, or applying for entry with advanced standing or credit for previous study) also apply direct, and not through VUAC. Admission forms are available from the Registrar.

Part-time and External Students
Persons seeking part-time or external study should apply direct to the Gippsland Institute, and not apply through VUAC. An application package is available on request from the Registrar.

Applications should be lodged by 1 November 1985. Quota restrictions could apply to some courses and units, and applications received after that date may not be considered.

Single Subject Students
Applications for Single Subject enrolment must be made on the appropriate admission form available on request from the Registrar, and lodged by 1 November 1985.

Single subject admission is not intended for applicants wishing to enrol in a course, and satisfactory completion of a unit does not automatically entitle a student to a credit for that unit should the student subsequently enrol in an award course.

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

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

Fees
Student Fees
Since the abolition of Tuition Fees, Union Fees are compulsory for all students, and payable upon enrolment. In addition the Gippsland Institute levy an Amenities Services Fee which is also payable upon enrolment.

In 1986 the total student fee is:
Full-time Student - $100.00
Part-time/External Student - $60.00

These two amounts comprise a Union Fee of $85 and $50 respectively and an Amenities Services Fee of $15 and $10 respectively.

Please note that for the purpose of fees a full-time student is one who is undertaking a study programme of 6.0 or more credits for the academic year, and a part-time/external student is one who is undertaking a study programme of less than 6.0 credits.

Single Subject Fees
Single subject enrolment fees are payable upon enrolment and are set at $200.00 per semester unit. That is, if the unit is offered in semester one or two the applicable fee is $200.00, but if the unit is offered over the full year, the applicable fee is $400.00.

In addition, students may elect to pay the relevant Union Fee if they wish to take advantage of the benefits of Union membership.
Enrolment

Enrolment Procedures

Details of enrolment times and place accompany the offer of enrolment mailed from VUAC to students who apply through the VUAC system. Such students are required to attend the Institute to enrol and should note that the VUAC card must be presented at the time of enrolment. Payment of the applicable fee is also required at the time of enrolment.

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

Deferred Entry

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

Deferment 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 Registrar, and enrolment material will be forwarded in September.

Credits and/or Exemptions

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

Application forms are available from the Academic Registry, and need to be supported by original documentary evidence or copies certified by a Justice of the Peace or Commissioner for taking declarations and affidavits. Original documents are returned by certified mail after being sighted.

Please note, credits and exemptions are granted only after formal admission.

Re-enrolment

All continuing students - internal, external, part-time - are forwarded application forms and course information to enable them to re-enrol by mail. The Head of School 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.

Applications for re-enrolment are required to be lodged with the Registrar no later than 15 January 1986. Applications received after the 15 January but before 31 January incur a late enrolment penalty of $15.00, and applications received after the 31 January but before the 28 February incur a late enrolment penalty of $25.00. The appropriate amount must accompany the late application.

No application for re-enrolment received after the 28 February 1986 will be approved for continuation in first semester.

Student Identification

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

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

Confirmation of Enrolment

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

Name and Address Details

Students who change their name, contact address or permanent address should notify the Academic Registry by completing the 'Application for Change of Enrolment Details' form available from the Academic Registry. Documentary evidence is required for name changes.

Unit Details

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

Institute policy does not allow units undertaken by the external studies mode to be added to a study programme after the second week of the semester in which the unit is offered.

Withdrawal from units without penalty may occur until the fourth week of each semester. After the fourth week, the unit enrolment will be carried forward to the examination period, and will probably receive the 'N' (not satisfactorily completed) result.

The dates for 1986 are:

a) First Semester: 21 March 1986 is the closing date for withdrawal without penalty from a unit offered in either first semester or the full year.

b) Second Semester: 15 August 1986 is the closing date for withdrawal without penalty from a unit offered in second semester.

A request for withdrawal without penalty after the time specified above because of illness or some other extenuating circumstances, must be accompanied by a medical certificate or other supporting evidence in addition to the normal amendment form. After consideration of the reasons for withdrawal, approval may be granted for a 'W' (withdrawal without penalty) assessment to be recorded against the unit.

Course Details

Any change in course during the academic year or withdrawal from a course of study being undertaken should be notified to the Academic Registry on the 'Application for Change of Enrolment Details' form available from that office. In the case of a request for a change of course the Academic Registry must obtain the approval of the Head of School before acting upon the request.

In relation to withdrawal from a course, students wishing to receive re-enrolment material for the following year should apply for a deferment of studies to the Academic Registry.

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 Registrar, for consideration by the Head of School, and must be supported by a clear statement of the reason(s) for seeking deferral together with any supporting evidence.

Deferment will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters. Students who have been granted deferment will be informed in writing by the Academic Registry.

Refund of Fees

A full refund of fees where enrolment is for first semester and/or full year will only apply where the request to discontinue studies or defer studies is made in writing and received by the Registrar on or before Friday of the first week of semester. Similarly where enrolment is for second semester only, a full refund will be possible for notifications received by the first Friday of the second semester.

Requests for pro-rata refunds should be made direct to the GIAE Union after the 'full-refund' date has passed. Pro-rata refunds are not applicable to the amenities service portion of normal fees, nor to 'single subject' fees.
ASSESSMENT, EXAMINATIONS, AWARDS

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

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

If performance in an examination is adversely affected by causes beyond a student’s control, an application to the Registrar for special consideration must be made within 48 hours of the relevant examination.

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

Students wishing to appeal against final assessment in any unit should refer to regulation 6.10 of the Institute Regulations for the procedures to follow.

Examinations
Examination Timetable
A first and final timetable will be issued to each student undertaking units which have as part of their assessment a final examination six weeks before the scheduled examination period. Timetables should be checked carefully and any clashes reported immediately to the Registrar. Times of all examinations should be noted carefully as there is no entitlement to special consideration on the grounds of misreading the timetable.

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

Requests to sit at an alternative centre nominated by the student will need to demonstrate an abnormal difficulty in attending an approved centre before they will be considered further.

Examination arrangements are quite complex and, any student who fails to supply the requested examination details within the specified time, will be obliged to attend the Institute for examination.

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

Awards
Students who have satisfactorily completed all the requirements of the course for which they are enrolled or who are reasonably confident that, as a result of their performance in the end-of-year examinations, they will satisfactorily complete all the requirements of the course for which they are enrolled, must complete a special application form in order to be invited to attend the Graduation Ceremony and to obtain their awards.
Application forms are available on request from the Registrar, and must be submitted to the Registrar no later than 15 January.

Academic Transcripts

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

STUDENT SUPPORT SERVICES AND AGENCIES

Academic Registry

The Academic Registry provides a centralised information service for current and intending students and is open from 9.00 a.m. to 5.00 p.m. in the main building, first floor, room 15204.

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

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

Accommodation

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

On-campus Residences

In 1985 the Institute had residential accommodation for 166 students on-campus. Each residence comprises 12 individual study bedrooms with a common living area.

For students in the un-catered units (108 places, no meals provided) the fee was $580 per semester (approximately $33 per week).

For students in the catered units (58 places, 4 evening meals Monday to Thursday inclusive) the fee for a room was $784 per semester (approximately $45 per week).

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

Off-campus Residences

Flats - The Institute leases a block of ten 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 three 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 1985 was $580, with a marginal increase expected for 1986.

Houses - The Institute leases a number of large houses in the district for student accommodation. These houses are fully furnished and accommodate between six and twelve 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 $580 in 1985 and a marginal increase may be anticipated for 1986.

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 contributions range from $10 to $15 and has the added advantage of enabling students to save by bulk buying.

**Application Procedure**

Students seeking accommodation for the 1986 academic year should apply to the Amenities Manager on the application form for admission to the Institute’s controlled accommodation by 30 November 1985.

Applications received on or before 30 November 1985 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 from the Institute.

**Other Accommodation**

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.

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

These are generally quite expensive in the Latrobe Valley area. Sources of information are estate agents, the local press, other students, GIAE 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 Victoria 3842
Telephone: (051) 220236

**Banking**

The National Australia Bank, Branch Agency, Morwell Branch, operates a branch agency on campus.
Trading hours for each month:
first and third weeks - Monday, Wednesday and Friday between 9.30 a.m. and 2.00 p.m.;
second and fourth weeks - Monday, Thursday and Friday between 9.30 a.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 favorable 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 Victoria 3842
Telephone: (051) 221771

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 prepared hot meals, to individually prepared a la carte meals. The main dining area is open from at least 9.00 a.m. to 4.00 p.m. on all normal Institute work 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 personalized 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) 220236

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.

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 GIAE Study Centre located at the Toorak campus of the Victoria College of Advanced Education. External students have access to terminals at the Victoria College of Agriculture and Horticulture at Warragul. A microcomputer system is available at the Bairnsdale Study Centre for GIAE students. This microcomputer 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.

Access to the Institute's computers is via a MICOM Port Selector. This device acts as an automatic switch and makes connections between the users terminal and the available computer ports. If no computer port is available, the user is offered a place in the WAIT queue until a port becomes available. The MICOM is also connected to a MICOM at RMIT. Up to 12 users may select any computer known to the MICOM's. Most Victorian CAE's will be connected to this terminal network from January, 1986. Up to 4 users may connect to the Institutes HP3000/III from any remote site in the network. Students owning a micro-computer and an acoustic coupler and residing in the in the Melbourne local call area may dial in to the RMIT MICOM and gain access to the GIAE HP3000/III.
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 five full time staff, four of whom are professionally qualified.

Computer Centre Manager: J. Dowsley, DipAppChem(RM1T), GradDipData Proc(CIT), ARACI
Analyst Programmer: B. Dubaj, Engineer-Degree Cybernetics (Bratislava)
Programmer: S. Romeo, BAppScKBCAE
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 835 at RMIT. 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.

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.

**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 then 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;

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

Conditions Relating to External Use

(a) External work shall not be undertaken which would prevent 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.

(ii) 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 the 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.

Educational Media Services

The Educational Media Services unit (External Studies 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 program and Photography, Art
and Design services for the Institute’s publicity and community information services.

Audio/Visual and Television Production Studio

Provision of classroom services and equipment to staff and 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 program material for teaching, instructional and publicity purposes.

External Studies

The External Studies Liaison 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, and is located in the main building, first floor, room 15204.

Any enquiries or problems experienced by external students during their course of study should be
directed to either Gina de Bolfo or Paul Barrance, the two External Studies Liaison Officers, who will
endeavour to help personally, or head the students in the right direction. They may be contacted by
telephone on (051) 220274 or (03) 6023881.

Gippsland Institute of Advanced Education Union

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. 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.

Membership

All full-time, part-time and external 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 organisation located at the Institute on a permanent basis;
and any other persons as determined by the Board.
Fees

Since the abolition of Tuition Fees, Union Fees are compulsory for all students and payable upon enrolment. In 1986, Union Fees are as follows:

- Full-time Students - $85.00
- Part-time/External Students - $50.00
- Staff - $40.00
- Associate Members - $40.00

Note:
1. The full-time student fee of $85 is the Union Fee out of which $15 is a Building Fund Levy invested for Union Capital projects. In addition, the Institute levy an Amenities Services Fee of $15.
2. The part-time student fee of $50.00 is the Union Fee out of which $7 is a Building Fund Levy invested for Union Capital Projects. In addition, the Institute levy an Amenities Services Fee of $10.

Applicants who are not accepted will receive a full refund of Union Fees paid. Union Fees will also be refunded to applicants who have been accepted but withdraw from all studies by 28 February 1986 provided that notice in writing of the withdrawal is in the hands of the Registrar by that date. Applications for the refund of Union Fees after 28 February 1986 should be directed to the GIAE Union.

The Union Board

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. Elected members of the Board are: President; Education Vice President; Eight Ordinary Board members; Three First Year Representatives; Committee Chairpersons; Newspaper Editorship; Women's Officer. Ex Officio members are: Residence Representative; Director's/Council's Representative; Executive Officer; Immediate Past President. Committees of the Board are: Child Care, Student Affairs, Sports and Activities.

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

Union Activities

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

Two Newspaper Editors are elected annually to produce regular editions of the campus tabloid, Communiqué. Production facilities are provided by the Union and the Editorship is represented on the Union Board. The paper relies on campus/local content and always appreciates assistance from interested students. A weekly newsheet Union News is produced by the Union Office as well as 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 Kit is produced annually as a guide for new and returning students and is freely available at the beginning of the year.

The Union Board subsidises various clubs and societies on campus as constituted under Union Board regulations. These sporting and general interest organisations encourage an intermingling of students across different disciplines and foster a corporate and community spirit on campus. Affiliated clubs and societies in 1985 were: Aqua Club, Basketball Club, Engineering Students Association, Social Science Society, Education Students Society, Residences Club, Welfare Collective, Board Riders Club, Overseas Students Association, Indoor Cricket, Football Club, Applied Science Club, Fishing Club, Indoor Soccer Club. Any group of Union members may form a club or society and become eligible for funding under Union Board guidelines.

Union Services

The Cell, the Union Shop on campus trading in secondhand books, a wide range of art materials, pens and stationary, windcheaters, engineering drawing scales and pens, is open weekdays and weekend schools from 9.00 a.m. to 4.00 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.

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

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

Casual employment, equipment loans, concessions for the Churchill Leisure Centre, emergency loans, lockers, photocopying, noticeboards, travel concessions, National Student Discount Scheme, free tea/coffee at External schools and during evening library hours; diaries, referrals are amongst other services the Union provides.

The Union Office is located in the Amenities Building and is open throughout the year and at weekend schools from 9.00 a.m. to 4.30 p.m. and members should feel free to drop in anytime for assistance, advice, problems, etc. Union telephone number is (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.

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 GIAE Union Board. The Association conducts seminars in co-operation with the Institute and also various functions for members. A newsletter is also produced regularly.

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 68,000 monographs, 12,500 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 video recordings, 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 (Co-operative Action in Victorian Academic Libraries). CAVAL administers a reciprocal borrowing scheme which allows students and staff access to the services of other libraries within CAVAL. Application forms for this scheme are available from the Circulation Desk in the Library. In 1983 the Library joined the Australian Bibliography 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 the Institute, 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 Library's holdings since August 1980 is available in each of these libraries.

The Library supplement 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; enquires 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'.

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:
1. counselling of students and referral where necessary
2. allowances and scholarships
3. financial assistance for needy students
4. vacation and part-time employment where available
5. career guidance and employment opportunities

FINANCIAL ASSISTANCE, AWARDS AND PRIZES

Tertiary Education Assistance Scheme

The prescribed forms and information booklet are available from the Student Counsellor or from:
The Director
Victorian State Office,
Commonwealth Department of Education and Youth Affairs,
17 Yarra Street,
Hawthorn Victoria 3122
Telephone: (03) 8100333

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

Internal Loan Scheme

Students of the Gippsland Institute 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. A new Commonwealth Government loan scheme is being drawn up which may extend the total amount to $1000.

Further information may be obtained from the Student Counsellor.

Postgraduate Awards at Colleges of Advanced Education

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 other awards of up to a value of $1000 in one category and up to 
a value of $5000 in another category.

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

Scholarships for Study Overseas

The Winston Churchill Memorial Trust offers scholarships for study overseas.

The Department of Education and Youth Affairs also offer scholarships for study in individual 
countries overseas.

Further information may be obtained from the Student Counsellor.

Local Awards

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

The following local awards are currently offered-

Shire of Morwell
Each year $100 is awarded to a full-time student who is a resident of the Shire of Morwell. 
Preference is given to first year students.

Australian Paper Manufacturers
The Australian Paper Manufacturers awards three scholarships of $1000 each to a full-time student 
from each of the years first, second and third.

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

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

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

The Gippsland Institute of Advanced Education has been designated as a major provider of External Studies by Commonwealth and State Authorities. It provides an external study option in most courses making them available to many qualified adults who are not able to fit into the usual patterns of regular attendance and study established for on-campus students.

The aim of the external studies program is to provide the necessary resources to enable them to complete their course off-campus. This involves the provision of
(a) course material especially designed for independent study;
(b) opportunities for effective lecturer-student and student-student interaction;
(c) access to any necessary facilities, e.g. library, computer, audio-visual material, etc.

Courses available externally in 1986 are:-
Associate Diploma in Computing
Associate Diploma in Engineering Supervision
Associate Diploma in General Administration
Associate Diploma in School Librarianship*
Associate Diploma in Welfare Studies (1st level only)
Diploma of Teaching (Primary)*
Bachelor of Applied Science
Bachelor of Arts (Multidisciplinary) - no new enrolments
Bachelor of Business
Bachelor of Education (Primary)*
Bachelor of Education (Secondary)*
Bachelor of Education (School Librarianship)*
Bachelor of Engineering (Part only)
Graduate Diploma in Computers in Education
Graduate Diploma in Education
Graduate Diploma in Labour/Management Relations
Graduate Diploma in Accounting
Graduate Diploma in Engineering Maintenance Management (Terotechnology)
*Not offered externally for initial teacher preparation

Entry Level

G.I.A.E. admission policy is flexible enough to accommodate applicants with a variety of academic and work experience backgrounds.

In general, courses are open to applicants who have passed four Year 12 subjects including English or who hold comparable academic qualifications.

For some courses, and for some individual units, passes in specific Year 12 subjects are required. The individual course descriptions give some further details of entry requirements, and shows specific pre-requisites for enrolment in certain units.

However, applications are invited from mature age people (21 years and over) who, although they may not hold the required academic qualifications, can demonstrate in other ways that they might reasonably be expected to succeed in the course they would like to do. This would include any evidence of academic, work or vocational training after leaving school and/or employer references attesting to the applicant's general maturity and motivation (i.e. References must accompany applications made on the basis of Mature Age entry).

Please note that the opportunity to attend weekend and vacation schools is considered an important part of the overall learning process. In view of this, applications from those interstate and overseas are not encouraged (refer to section on Weekend and Vacation Schools).

Tuition Methods

External students will be required to follow the same program of study, satisfy the same requirements and sit for the same examinations as internal students. Where a unit is offered externally the same academic staff in the discipline concerned are responsible for the teaching of both internal and external students.
However, the external studies program calls on a variety of instructional techniques to overcome the problems of the student who is learning at a distance.

For independent study at home the student can expect to use, in addition to textbooks and the usual library materials, study guides and additional material prepared by lecturers. Audio tapes will be used by some students and some telephone tutorials are used in conjunction with a network of off-campus student centres established throughout the region.

The opportunity to attend weekend and vacation schools is also considered an important part of the overall learning process, in addition to the above.

Weekend and Vacation Schools

A number of on-campus weekend and vacations schools are organised for external students to supplement and enrich the basic course work they do off-campus.

Attendance at these schools, while largely at the discretion of the student is highly recommended. It is important to note however, that for some courses there are mandatory attendance requirements and for some units, e.g. applied science, psychology, welfare and the curriculum studies units in education, a certain amount of attendance to complete the practical sections of the work is one of the conditions for the successful completion of the particular unit.

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

Study Loads

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

The success of past students demonstrates that persons in full-time employment can achieve high standards and satisfy the demanding requirements of many courses offered. However, external students will find that they must devote a considerable number of off-duty hours to reading, research and the preparation of written assignments. Most students will need to make sacrifices and limit outside activities in order to fulfil their study programs. You should carefully consider at the outset what is involved in external study and weigh this against your established priorities.

As a rough guide to the time required, expect to put in up to ten hours a week on each full unit. The recommended study load for students with job and family commitments to consider is the equivalent of two full units each semester (i.e. four full units per year), which is about half the normal study load of a full-time student. Most external students who work consistently can do good work at this rate.

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

Orientation Program

A one day orientation program for new external students will be held at the Institute in the first week of February, 1986 and will be repeated over three days from 1-3 February. This program has proved valuable to new external students in previous years. All new external students whose enrolment has been approved by 20 January, 1986 will receive an invitation and details late in January.

Off-Campus Student Centres

Six Off-Campus Student Centres are operating - at Bairnsdale, Leongatha, Sale and Warragul in Gippsland and at Toorak and Dandenong in the metropolitan area.
An External Student Liaison Officer in charge of each Centre is available to provide local support and advice for external students in the area.

The centres are used for self-help group meetings, for telephone tutorials, for tutorial sessions with visiting Institute staff and as a quiet study place. Many students meet regularly to discuss their study and to assist in overcoming the sense of isolation felt by many external students.

Full details of the location and operation of these Off-Campus Student Centres will be sent to all students in February 1986.

**How to Apply for Enrolment**

If you decide to apply for enrolment in 1986 then the sooner you act the better. Quotas operate on courses and some individual units. Instructions included with application forms tell you quite clearly the steps to follow to complete an enrolment.

New applicants for external study should lodge applications, complete with record of fees paid and evidence of entry qualifications, with The Registrar, by 1 NOVEMBER, 1985. Quota restriction apply to courses and it will only be possible to consider late applications if quota places remain.

**Further Information**

The 1986 External Studies Booklet gives details of courses and units available externally. To obtain a free copy:

Write to : The Registrar
GIAE
Switchback Road
CHURCHILL 3842

or

Phone : Academic Registry - (051)220 287
External Studies Office - (051)220 274 or (03) 602 3881
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 GIAE, 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 the Bachelor of Arts (Multidisciplinary) take three Core Studies units and those enrolled in the Bachelor of Applied Science take two 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.

Unit Outlines

Group 1

1130 Science and Society

Unit Adviser: Dr A. Carr

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

Prerequisites: 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

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

Prerequisite: 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.

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

Prerequisite: 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 studies.

Assessment Procedures: Progressive Assessment 100%

Prescribed Text:

Recommended Reading:
6133 Gippsland History

Unit Adviser: Mr P. Morgan.

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

Note: This unit is available to external students, not at weekend and vacation schools but as a weekly evening class from 6.00-9.00 pm at Churchill.

Prerequisites: Any one of 6183,6184,6185 or 6186, or permission of lecturer.


Teaching Methods: Lectures, seminars, tutorials, excursion.

Assessment Procedures: Participation, project, examination 100%, 80% attendance is required.

Recommended Reading:

6185 Modern European History 1789-1939

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. 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
14) Unresolved Questions 1939, Causes of World War 2.

Teaching Methods: Lecturers and tutorial/seminar classes, etc.

Assessment Procedures:

Essay Work 60%
Examination 40%

Prescribed Texts:
Recommended Reading:
APPLIED SCIENCE

Introduction
The School of Applied Science offers the following awards:

Associate Diploma in Computing - Two year full time course, or equivalent part time on-campus or external study.
Diploma of Applied Science (Nursing) - Three year full time course (subject to accreditation).
Bachelor of Applied Science - Three year full time course, or equivalent part time on-campus or external study.
Master of Applied Science - Research Master Degree

General Information

Prerequisites
Students who wish to seek exemptions from unit prerequisites (because of relevant work experience or equivalent studies in other courses or institutions) should apply through the Registrar to the Head of School.

Course Approval
All courses must be submitted for approval at the time of enrolment. Because some units are available only in alternate years students should consult the appropriate Course Adviser for guidance in selecting and scheduling units.

Course Advisers

Physical and Biological Sciences - Mr R D Teasdale
Mathematical Sciences (including Computing and Operational Research) - Dr P Rayment

Professional Recognition

Bachelor of Applied Science - When membership of a professional society is seen as a future requirement, students are advised to consult with their Course Adviser to ensure that the units chosen satisfy the requirements for registration.
Diploma of Applied Science (Nursing) - Application has been made to the Victorian Nursing Council for registration of diplomates.
Associate Diploma in Computing - The Australian Computer Society has given provisional accreditation of the course, thus allowing diplomates to become eligible for associate membership.

Numbering System for Applied Science Units

The unit code is a four digit sequence.
(a) Those with a 1 prefix are the responsibility of the Physical and Biological Sciences staff, those with a 7 prefix are the responsibility of the Mathematical Sciences staff, while those with an 8 prefix are the responsibility of the Nursing Sciences staff.
(b) The second digit, either 1, 2, 3 or 4, indicates the level of the unit.
(c) The third digit generally indicates the area of study
(i) For 1 prefix units the code is:
  1 is Bioscience
  2 is Microbiology
  3 is Core Studies unit (exception 1136)
  4 is Biochemistry
  5 is Chemistry
  6 is Scientific Thought and Methods
  7 is Applied Chemistry
  8 is Physical Science
  9 is Physics (exceptions 1191,1192)
(ii) For 7 prefix units the code is:
1 is Associate Diploma in Computing units
2 is Programming Languages
5 is Data Processing
6 is Mathematics
7 is Statistics
8 is Operations Research
9 is Management Techniques
(iii) For 8 prefix units the code is:
4 is Nursing Science
(c) The fourth digit distinguishes units, with digit 0 being used primarily for bridging courses.

### Units Offered in 1986

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
<tr>
<td>1114</td>
<td>Bioscience 1: The Body as a Whole</td>
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<td>Bioscience 2: The Body as a Whole</td>
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<tr>
<td>1121</td>
<td>Microbiology for Health Care 1</td>
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<td>Science and Society</td>
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<tr>
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<td>Probability and Statistics</td>
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<td>7189</td>
<td>Operations Research for Engineering</td>
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<tr>
<td>7191</td>
<td>Quantitative Methods 1</td>
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<tr>
<td>7211</td>
<td>Intro to Systems Programming</td>
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<tr>
<td>7212</td>
<td>File Operations</td>
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<td>7213</td>
<td>Commercial Programming</td>
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<tr>
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<tr>
<td>7216</td>
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<tr>
<td>7261</td>
<td>Real Analysis</td>
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<tr>
<td>7262</td>
<td>Functions of More Than One Variable</td>
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<td>7264</td>
<td>Linear Algebra</td>
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<td>7265</td>
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<td>7266</td>
<td>Vector Field Theory</td>
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<td>7268</td>
<td>Integral Transforms</td>
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<tr>
<td>7271</td>
<td>Distributions &amp; Inferential Tech.</td>
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<td>7284</td>
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<td>7373</td>
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<td>7381</td>
<td>Queueing and Inventory Models</td>
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<td>7382</td>
<td>Simulation</td>
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<tr>
<td>7383</td>
<td>Network Analysis</td>
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<td>7384</td>
<td>Reliability and Life-Testing</td>
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<tr>
<td>7391</td>
<td>Forecasting</td>
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<td>8141</td>
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<tr>
<td></td>
<td>Promoting Health</td>
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<tr>
<td>8142</td>
<td>Human Care Nursing Science 2:</td>
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<tr>
<td></td>
<td>Promoting Health</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
1. The following units cannot be credited to a Bachelor of Applied Science: 1481, 1482, 7111, 7112, 7115, 7152, 7169, 7189, 7191, 7211, 7213, 7215, 7216, 7217, 7218, 7252, 7291, 8141, 8142.
2. The following units are offered in even years only: 1271, 1273, 1291, 1372, 1391, 7261, 7264, 7266, 7361, 7363, 7371, 7384.
3. The following units are offered internally every year, externally every even year: 1183, 1184, 1189, 1251, 1252, 1381, 1382.
4. The following units are offered internally every year, externally every odd year: 1181, 1182, 1185, 1186, 1187, 1281, 1282.

**Units Not Offered in 1986**

With the exception of unit 7392 these are units which are offered in odd years only.

1279 Applied Chemistry
1274 Applied Chemistry (Biological)
1292 Physics
Associate Diploma in Computing

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

Entry Requirements

An applicant must satisfy the general entrance requirements for admission to degree and diploma courses offered by the 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. All units have a credit value of 1.0.

Level One

Semester One

1163 Human Communication
3144 Accounting
7111 Computer Programming 1D
7112 Mathematics for Computing

Semester Two

3168 Principles of Administration
7114 Computer Programming 2D
7115 Introduction to Computer Architecture
7116 Information Systems 1

Level Two

Semester One

7211 Introduction to Systems Programming
7212 File Operations
7213 Commercial Programming

Semester Two

7214 Information Systems 2
7217 Operating Systems
7218 Database Management Systems

Full Year

7215 Computer Applications
7216 Computing Project

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

Year One

Semester One: 3144 and 7111
Semester Two: 7112 and 7114

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Diploma of Applied Science (Nursing)

This course requires three years of full-time study. The course has been designed to provide the knowledge and skills required of a registered nurse in a variety of health and illness care settings while at the same time providing a liberal education.

Entry Requirements

Applicants should have satisfactorily completed a full Year 12 course of study. Passes in Year 12 English and Year 11 mathematics are required. For mature age entry, applicants must have successfully completed Year 10 mathematics prior to, or in 1968; after 1968 to have a pass in Mathematics at Year 11, or to have passed the Victorian Nursing Council Mathematics and English tests.

Course Requirements

To qualify for the Diploma of Applied Science (Nursing) students must earn at least 24 units of credit. The schedule is as follows:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
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<tr>
<td><strong>Level One</strong></td>
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<tr>
<td>Semester One</td>
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<tr>
<td>1114</td>
<td>Bioscience 1</td>
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<td>6190</td>
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<td>8141</td>
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<td></td>
<td>(Remedial Mathematics if required)</td>
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<tr>
<td>Semester Two</td>
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<tr>
<td>1115</td>
<td>Bioscience 2</td>
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Part-Time Bachelor of Applied Science

Clinical experience will take place at numerous locations throughout Gippsland including schools, centres for the disabled and other community based services, as well as hospitals. During semester it will consist of either five hour 'half days' or seven hour 'full days' on a weekly basis. This will be consolidated by a three week block following November examinations each year and a shorter block after the mid-year examinations.

**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.

**Entry Requirements**

Year 12 studies in Mathematics, Science and English provide the normal basis for entry. Full details of entry requirements are included in sections 2 and 3 of the Institute Regulations. For those who are disadvantaged by lack of background in either science or mathematics some bridging units are available. Details are given in the unit outlines for unit 1180 Physical Science and unit 7160 Basic Mathematics.

**Degree Regulations**

Students are required to earn at least 24 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, 7122 (or 7121) and at least 2.0 units of credit from the group: 1180, 1181, 1182, 1183, 1184, 1185, 1186 (or 1187).
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, 1185, 1186 and at least 2.0 units of credit from the group: 7160, 7161 (or 7169), 7162, 7163, 7164, 7171, 7182, 7121 (or 7121)

Note:
1. 1187 cannot be credited with either 1185 or 1186.
2. 7160 is not creditable towards the 8 units requirement of the Mathematics Major.
3. 7121 is a terminal unit and does not lead to second level computing units.

Course Structure

First level studies have been designated so that students, although having to decide between the physical/biological sciences and the mathematical sciences, do not have to commit themselves to a particular major study until the end of their first year.

Those intending to proceed to a major in Applied Biology, Applied Chemistry or Physical Science should take units 1181, 1183, 1185 and 1162 in first semester, making up the balance of their loads with units chosen from Core Studies and the Mathematical Sciences (7160, 7161, 7122 and 7171 are available).

Those whose interests lie in the mathematical sciences including mathematics, statistics, operations research and computing should take units 7161 (7160 may be credited towards an Operations Research major in place of 7161), 7129, 7171 and 1162 in first semester together with units from Core Studies and the Physical and Biological Sciences (1180, 1181, 1183, 1185 and 1187 are available). A core study which is offered on a full-year basis is most suitable in this case because it will even out the work load for the year. Students enrolled on a full-time basis generally are advised to attempt four units of credit each semester.

Units required for the various major studies are as follows:

Applied Biology
Level 1: 1181, 1182, 1183, 1185, 1186
Level 2: 1221, 1222, 1241, 1242
Level 3: 1321, 1322, 1341, 1342
Note: The units 7161 (or 7160), 7121, 7171, 1273 and 1274 must be taken with the Applied Biology major.

Applied Chemistry
Level 1: 1181, 1189, 1183, 1185, 1184 or 1186
Level 2: 1251, 1252, 1281, 1282
Level 3: 1351, 1352, 1381, 1382
Note: The block of units 1281, 1282, 1381, 1382 may be replaced by units 1271, 1272, 1371 and 1372.

Physical Science
Level 1: 1181, 1182 or 1186, 1183, 1184, 1185
Level 2: 1281, 1282, 1291, 1292
Level 3: 1381, 1382, 1391, 1392

Mathematics
Level 1: At least three units of credit from the first-level group consisting of units 7160, 7161, 7162, 7163, 7164, 7171, 7182 and 7122 (or 7121).
Level 2: Second level units are chosen from units 7261-7266, 7268 and 7271.
Level 3: At least four units of credit from the third level group consisting of units 7361, 7362, 7363, 7364, 7366, 7371, 7373 and 7391.

Note:
1. The third level combination 7361, 7362, 7363, 7364 and 7366 is recommended for students interested in pure and applied mathematics.
2. Alternatively a statistics emphasis is provided by the third level combination 7371, 7373, 7391 and 7366.
3. Excluding unit 7160, the sequence must have a credit value of at least 8.0.

Operations Research and Computing
Level 1: 7192, 7161 (or 7160), 7163, 7171, 7182
Level 2: 7221, 7222, 7282, 7284
Level 3: 7351, 7373, 7381, 7382, 7383, 7391
Note: From 1987, it is proposed that unit 7271 replace unit 7373 as a requirement for the major.
Students taking units 7381 or 7384 in 1987 will need to have completed unit 7271 previously.

Within the five major strands of the Applied Science Degree, various subject area combinations are possible. Some of the possible combinations are shown below:

Applied Biology - Biochemistry and Microbiology
Applied Chemistry - Chemistry & Applied Chemistry or Chemistry, Biochemistry & Applied Chemistry
Physical Science - Physical Science & Chemistry or Physical Science & Mathematics
Mathematics - Pure and Applied Mathematics or Statistics Emphasis

Course Counselling is essential. All students are expected to review their course plans at least once a year with the Head of School or the appropriate Course Adviser.

Master of Applied Science
Research Project. Details are available from the Head of School.

Unit Outlines

1114 Bioscience 1: The Body as a Whole
Unit Adviser: To be appointed
First Semester: 5 hours per week - unit value of 1.25 - internal study
Prerequisite: Nil

Unit Outline: This unit is the first in a sequence of four units. Topics covered are terminology, body organization, reproduction and development, principles of support and movement, analysis of the respiratory system.

Assessment: Laboratory Work (20%); Assignments (30%); Tests (50%)

Prescribed Text: To be advised

1115 Bioscience 2: The Body as a Whole
Unit Adviser: To be appointed
Second Semester: 3 hours per week - unit value of 0.5 - internal study
Prerequisite: 1114

Unit Outline: This unit is the second in a sequence of four units. Topics covered are the tegument, analysis of the digestive system, energy metabolism, vitamins, nutritional requirements, the anthropology of food, nutritional disorders.

Assessment: Laboratory Work (10%); Assignments (50%); Tests (40%)

Prescribed Text: To be advised

1121 Microbiology for Health Care 1
Unit Adviser: To be appointed
Second Semester: 1.5 hours per week - unit value of 0.5 - internal study
Prerequisite: Nil

Unit Outline: Introduction to micro-organisms; the morphology and biochemical characteristics of viruses; bacteria, fungi and protozoa with emphasis on causation of disease; factors influencing growth and reproduction; laboratory culture; concepts of microbial ecology; indigenous flora of man; micro-organisms in the nursing environment; concepts of infection; routes of transmission and dissemination; pathogenicity; the nature of infectious disease; disease conditions.

Assessment: Laboratory Reports (10%); Assignments (50%); Tests (40%)

Prescribed Text: To be advised
1162 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

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

Prerequisite: Nil

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

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

Assessment: Assessment will be based on assignment work, and to a lesser degree, on participation in discussion situations.

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

Recommended Reading: Nil

1163 Human Communication

Unit Adviser: Mr J A Harris

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

Prerequisite: Nil

Unit Outline: The unit is designed to develop the communication, information retrieval and analytical skills required in the business and technical environments.

Assessment: Assignments (40%); Oral Presentation (20%); Examination (40%)

Prescribed Text:

1164 Scientific Thought and Methods

Unit Adviser: To be appointed

Full Year: 1 hour per week - unit value of 0.5 - internal study

Prerequisite: Nil

Unit Outline: The three units - 1164, 1262 and 1362 - form a sequence which aims to develop: the ability to think logically; the ability to use the literature and information of science in an intelligent and aggressive manner; some understanding of the process of thinking and thought communication; an understanding of the inter-relations present in the scientific community; and the ability to define and carry out scientific tasks in accordance with good scientific method.

The main themes of 1164 are: Information - libraries, personal indexing systems, structure and components of the scientific literature, computerised information retrieval services, literature searching, technical reports, and preparation and presentation of oral reports. Problem Definition and Solution - definitions of scientific method and application to 'real-world' problems.

Assessment: Assessment will be based on assignment work and, to a lesser degree, on participation in discussion situations.
Prescribed Texts:
Campbell, M, 'Reference and Information Sources in Chemistry and Biochemistry' 2nd ed, Griffith University, 1983.
Or
Campbell, M, 'Reference and Information Sources in Physics and Mathematics' 2nd ed, Griffith University, 1983.
Or
Chandler, G, 'How to Find Out' 5th ed, Pergamon, 1982

1180 Physical Science

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

Unit Adviser: Dr M.A. Hooper

Full Year: 3 hours per week - unit value of 1.0 - external study only.

Prerequisite: Nil

Note: This unit cannot be credited towards a course leading to a Bachelor of Applied Science with a major in Applied Chemistry, Physical Science or Applied Biology.

Unit Outline: This unit is offered as an introduction to the physical sciences. It is designed for the student with limited scientific background and aims at scientific literacy and awareness. Areas of study are properties of matter, structure, energy and reactivity - which are related to natural phenomena in our everyday world.

Assessment: Units Tests and Assignments; Satisfactory completion of laboratory work is required

Prescribed Text:

Recommended Purchase:
A scientific dictionary.

1181 Chemical Science

Unit Adviser: Dr M.A. Hooper

First Semester: 5 hours per week - unit value of 1.0 - internal and external study.

Prerequisite: Normally, qualifications providing entry to course.

Unit Outline: This unit together with units 1183 and 1185 provides a basis for further studies in the chemical, physical and biological sciences. This unit gives 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.

Assessment: Unit Tests and Assignments; Satisfactory completion of laboratory work is required

Prescribed Texts:

Recommended Reading:
Or

1182 Chemistry

Unit Adviser: Dr M.A. Hooper

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

Prerequisite: 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.

Assessment: Unit Tests and Assignments; Satisfactory completion of laboratory work is required.

Prescribed Texts:
- Either,
  or

**1183 Physical Science**

Unit Adviser: Mr K.G. Hamilton

First Semester: 5 hours per week - unit value of 1.0 - internal and external study.

Prerequisite: 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.

Assessment: Progressive Assessment (75%); Laboratory Work (25%).

Prescribed Texts:

Recommended Reading:

**1184 Physics**

Unit Adviser: Mr P.J. Higgins

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

Prerequisite: 1183.

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.

Assessment: Unit Tests (70%); Laboratory Work (30%).

Prescribed Texts:

**1186 Biology**

Unit Adviser: Mr R.D. Teasdale

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

Prerequisite: 1185.

Note: Credit will not be given for more than one of the units 1186, 1187 nor for more than one of the units 1185, 1187.

Unit Outline: This unit extends the study of biological principles commenced in unit 1185. Topics covered are: Mendelian and population genetics; genotype - environment interaction; animal
physiology; plant processes and strategies; ecological science.
Assessment: Satisfactory completion of laboratory work is required; Assessment is by unit tests
Prescribed Text:

1187 Life on Earth
Unit Adviser: Mr T D Coates
Full Year: 3 hours per week of lectures, seminars, field work and laboratory experience - unit value
1.0 - internal study.
Prerequisite: Nil.
Note: Credit will not be given for more than one of the units 1186, 1187, nor for more than one of
the units 1185, 1187.
Unit Outline: An introductory unit in biology for students who are not undertaking a physical or
biological 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).
Assessment: Unit Tests (30%); Tutorial Papers (25%); Assignments (20%); Project (20%); Laboratory
Manual (5%)
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 and external study.
Prerequisite: 1183
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.
Assessment: Unit Tests and Assignments (70%); Laboratory Work (30%)
Prescribed Text:

1191 Physical Science for Health Care 1
Unit Adviser: To be appointed
First Semester: 3.5 hours per week - unit value of 0.5 - internal study
Prerequisite: Nil.
Unit Outline: Measurements and units; chemical formulae and equations; structure and stability of
matter; states of matter; mechanics; chemical reactions of some common substances.
Assessment: Assignments (30%); Laboratory Work (30%); Final Examination (40%)
Prescribed Text: to be advised

1192 Physical Science for Health Care 1
Unit Adviser: To be appointed
Second Semester: 3.5 hours per week - unit value of 0.5 - Internal study
Prerequisite: 1191
Unit Outline: Water; solutions and colloids; organic chemistry; carbohydrates; lipids, proteins; enzymes
Assessment: Assignments (30%); Laboratory Work (30%); Final Examination (40%)
Prescribed Text: To be advised

1221 Microbiology
Unit Adviser: To be appointed
First Semester: 7 hours per week - unit value of 1.0 - internal study
Prerequisite: 1186
Unit Outline: Introduction to the structure and function of bacteria, protozoa, fungi, yeasts; algae and viruses; cell structure, staining, mobility, growth and reproduction, spores, basic nutritional and environmental requirements. Sampling and enumeration of bacteria. Sterilization and disinfection, antimicrobial agents.
Assessment: Progressive Assessment (60%); Examination (20%); Laboratory Work (20%)
Prescribed Text: To be advised

1222 Microbiology
Unit Adviser: To be appointed
Second Semester: 7 hours per week - unit value of 1.0 - internal study
Prerequisite: 1221
Unit Outline: The genera of bacteria and an introduction to systematic identification. Numbers and types of bacteria occurring in different environmental locations. Role of micro-organisms in environmental processes and cycles. Interaction of man-made products and processes with natural microbial activity; waste problems and eutrophication.
Assessment: Progressive Assessment (60%); Final Examination (20%); Laboratory Work (20%)
Prescribed Text: To be advised

1241 Biochemistry
Unit Adviser: Mr R.D. Teasdale
First Semester: 4 hours of Lectures, 4 hours of Laboratory per week - unit value of 1.0 - internal study only.
Prerequisites: 1181 and 1186.
Unit Outline: The object 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.
Assessment: Unit Tests and Assignments
Prescribed Text:

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.
Prerequisite: 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.

Assessment: Unit Tests and Assignments

Prescribed Text:

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 and external study

Prerequisite: 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: 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 and external study

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.

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

Prescribed Texts:

1262 Scientific Thought and Methods
Unit Adviser: Mr J.A. Harris

Full Year: 2 hours per week - unit value of 1.0 - internal and external study

Prerequisite: 1162 or 1164.

Unit Outline: This unit is part of a sequence of units, one at each level of the course. Aims of the sequence are given in the unit outline for unit 1162. The main themes of 1262 are: Information - construction of personal indexing system for retrieval references, conduct of a literature search, writing a critical review, writing job applications, oral presentations, job interviews, meetings, conference and group interaction. Problem Definition and Solution - definition and application of scientific method, experiment design, problem definition and statement, development and examination of alternative solutions. Thinking and Thought Processes - learning theory, thinking and reasoning processes.
Assessment: Assessment will be based on assignment work, and to a lesser degree, on participation in discussions.

Prescribed Text: Nil

Recommended Reading:

1264 Scientific Thought and Methods
Unit Adviser: Mr J.A. Harris

Full Year: 2 hours 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, and communication.

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.

Assessment: Assessment will be based on assignment work and, to a lesser degree, on participation in discussion situations.

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

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

or

Recommended Reading:

1271 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.

Prerequisite: 1182

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.

Assessment: Practical work, assignments, unit tests and/or examination.

Prescribed Text:

or

1272 Applied Chemistry (not offered in 1986)
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.

Prerequisite: 1182
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: Practical work, assignments, unit tests and/or examination.

Prescribed Texts:

or

or

1273 Applied Chemistry (Biological)

Unit Adviser: Dr R J Hodges

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

Prerequisite: 1182

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

Assessment: Laboratory work (20%); Assignments (30%); Unit tests and/or examination (50%)

Prescribed Text:

or

1274 Applied Chemistry (Biological) (not offered in 1986)

Unit Adviser: Dr R J Hodges

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

Prerequisite: 1182

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

Assessment: Field Experience (5%); Laboratory Work (20%); Assignments (30%); Unit Test and/or examination (45%)

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 study only.
Prerequisites: 1183, 1181 or 1182 or 1184

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.

Assessment: Unit tests and assignments. Satisfactory completion of laboratory work is required.

Prescribed Texts:

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 study only.

Prerequisites: 1183, 1181 or 1182 or 1184

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.

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

Prescribed Texts:

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 - internal and external study.

Prerequisites: 1183, 1181 or 1182 or 1184

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 investigations 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.

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

Prescribed Texts:

1292 Physics (not offered in 1986)

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: 1183, 1181 or 1182 or 1184

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.

Assessment: Unit tests and assignments (70%); Laboratory Work (30%)

Prescribed Texts:

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.

Assessment: Progressive Assessment (60%); Final Examination (20%); Laboratory Work (20%)

Prescribed Texts:

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.

Prerequisite: 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.

Assessment: Progressive Assessment (60%); Final Examination (20%) Laboratory Work (20%)

Prescribed Texts:

1362 Applied Research Project

Unit Adviser: Mr R.D. Teasdale

Full Year: 1 hour tutorial, 3 hours project per week - unit value of 1.0 - internal study only

Prerequisite: 1262 or 1264

Unit Outline: This is the last unit of a sequence, the aims of which are given in the unit outline for unit 1162. 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
1371 Applied Chemistry (not offered in 1986)

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.

Prerequisite: 1272

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.

Assessment: Laboratory work, assignments, unit tests and/or examination.

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 - internal and external study.

Prerequisite: 1271

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.

Assessment: Laboratory work, assignments, unit tests and/or examination.

Prescribed Texts:

1381 Physical Science

Unit Adviser: Mr P.J. Higgins

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

Prerequisite: 1282.

Unit Outline: This unit continues the spectroscopic theme of second level using nuclear magnetic resonance, infra red, ultra violet and mass spectrometry to elucidate molecular structure. The bases of vibrational spectra, mass spectrometry and quantitative XRF analyses are also studied.

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

Prescribed Texts:

Recommended Reading: To be advised.

1382 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.
Prerequisite: 1381

Unit Outline: X-Ray studies are continued from 1381. Energy-dispersion, XRF analyses and the principles of XRD are included. The unit is completed with an introduction to statistical thermodynamics and a thorough grounding in microprocessor applications to spectroscopic instruments.

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

Prescribed Text: Nil

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 - internal and external study.

Prerequisite: 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.

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

Prescribed Texts:

1392 Applied Physical Science (not offered in 1986)

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.

Unit Outline: This unit examines the application of physical science. In particular it looks at the techniques of measuring pollution parameters together with wider applications of radioisotopes and environmental acoustics.

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

Prescribed Texts:

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

1482 Master Applied Science

As for 1481.
7111 Computer Programming 1D

Unit Adviser: Mr L.K. Makin

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

Prerequisite: 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: Assignments (60%); Examination (40%)

Prescribed Texts:

Recommended Reading:

7112 Mathematics for Computing

Unit Adviser: Dr J.R. Arkinstall

First and Second Semester: 4 hours per week - unit value of 1.0 - internal study first semester, external study second semester

Prerequisite: 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. Numerical approximation: rounding error, error propagation in calculations; simple iterative methods for solving equations.

Assessment Assignments (50%); Examination (50%)

Prescribed Text:

7114 Computer Programming 2D

Unit Adviser: Dr P.E. Nash

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

Prerequisite: 7111 (Bachelor of Applied Science students should consult the unit adviser.)

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

Prescribed Text:

Recommended Reading:

7115 Introduction to Computer Architecture

Unit Adviser: Mr L.K. Makin
First and Second Semester: 4 hours per week - unit value of 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: 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 of 1.0 - internal study only.
Prerequisites: 3144, 1163 (Bachelor of Applied Science students should consult the unit adviser)
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: Assignments (60%); Examination (40%)

Prescribed Text:

Recommended Reading:

7121 Introduction to Computing

Unit Adviser: Mr S.G. Abbott

Second Semester: 3 hours per week - unit value of 0.5 - internal and external study.
Prerequisite: Nil

Note: This unit does not lead to second level Computing units. Credit will not be given for more than one of the units 7121, 7122.

Unit Outline: Nature of computers; using terminals; the BASIC programming language; variables; constants; statements vs commands; control statements, simple data structures, functions and subroutines, documentation; logical structure of programs, sequential files.

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

Prescribed Text: To be advised.

Recommended Reading:

7122 Computer Programming 1A

Unit Adviser: Mr S.G. Abbott

First Semester: 3 hours per week - unit value of 0.5 - internal and external study.
Prerequisite: Nil

Note: Credit will not be given for more than one of the units 7121, 7122.

Unit Outline: Nature and organization of computers; Using terminals; Text editing; Introduction to structured program design; the Pascal programming language; syntax charts, program structure, data
types and declaration statements, expressions, input and output, control structures, procedures and functions; running programs using the computer and segmenter; debugging.

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

Prescribed Texts:

Recommended Reading:

7152 Computers in Business
Unit Adviser: Mr L.K. Makin

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

Prerequisite: Nil

Unit Outline: Computer application areas and associated social problems; business information systems; nature of computers; internal organization and functions; hardware concepts; input/ output storage devices; data presentation. Elements of data communications; data processing concepts. Computer system software; data items, records, files data-bases; file organization. Information systems design overview; feasibility study, costs and benefits of computer systems; system design and implementation. Using a microcomputer; using a timesharing system; spreadsheet fundamentals; databases and other business oriented packages.

Assessment: Assignments and Tests (80%); Examination (20%)

Prescribed Text: To be advised.

7160 Basic Mathematics
Unit Adviser: Dr P.R. Rayment

First Semester and Full Year: - 4 hours per week, - unit value of 1.0 - internal study first semester, external study full year.

Prerequisite: 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: Internal Course - six one-hour module tests and one assignment; External Course - six assignments and one final three-hour examination.

Prescribed Text:

Recommended Reading:
7161 Calculus

Unit Adviser: Dr J.R. Arkinstall

First Semester: 5 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: One year twelve Mathematics or 7160

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

Unit Outline: This unit aims to prepare students for the application of calculus methods in science and mathematics. Topics include: Functions; 1-1 functions, inverse functions; Sketching of rational functions; Convergence of infinite sequences and series; Review of differentiation with applications to approximations, the finding of local extreme points, rate problems and curve sketching; Definite integration with application to areas, volume and centres of mass; Hyperbolic functions and their inverses; Systematic indefinite integration; First-order separable, homogeneous and linear ordinary differential equations; Second-order ordinary differential equations 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: 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 of 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 Lagrang e's Theorem; Rings and Fields.

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

Prescribed Text:

Recommended Reading:

7163 Vectors and Matrices

Unit Adviser: Dr P.R. Rayment

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

**Prerequisite:** 7161

**Unit Outline:** Using the techniques of calculus, selected mathematical models of cases arising in the physical sciences are studied. Examples are drawn from population dynamics, resource depletion, fluid flow, planetary motion, and rotations and vibrations, among others. Some general concepts such as those of conservation laws, interactions, rate equations and stability are discussed. Simple methods from unit 7161 are used to solve and analyse the mathematical models, and some general methods formulating models are introduced and illustrated.

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

**Prescribed Text:** Nil

**Recommended Reading:**
Burghes, D.N. and Burrie, M.S. 'Modelling with Differential Equations'. Ellis Horwood, 1981.

**7169 Engineering Calculus**

**Unit Adviser:** Dr A.R. Carr

**Full Year:** 3 hours per week in first semester and 2 hours per week in second semester - unit value of 1.0 - internal study only.

**Prerequisites:** One year twelve Mathematics or 7160

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

**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:** Assignments (40%); Examination (60%)

**Prescribed Text:**

**Recommended Reading:**

**7171 Probability and Statistics**

**Unit Advisers:** Mr R.R. Egudo and Mrs H.B. Nath

**First and Second Semester:** 3 hours per week - unit value of 0.5 - internal and external first semester, internal second semester.

**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: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:

7182 Introduction to Operations Research

Unit Adviser: Mrs H.B. Nath

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

Prerequisite: 7171

Note: Credit will be given for only one of the units 7182, 7189.

Unit Outline: Operations research and areas of its potential applications. Relationship with computers and management science. Human decision versus mathematical model - a case study. Programming of resources: problem identification, objective function and constraints, graphical solution approach, and sensitivity analysis; Transformation of resources: transportation model, assignment model, and allocation problems. Introduction to decision-making: economic break-even analysis; decisions under assumed certainty, uncertainty and risk - including value of information. Systems planning: deterministic inventory models, queueing models and simulation techniques.

Assessment: 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 of 0.5 - internal study only.

Prerequisites: 7163, 7171 (familiarity with unit 7121 or unit 7122 would be useful).

Note: Credit will be given for only one of 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: Class Test (20%); Assignment (20%); Examination (60%)

Prescribed Text:
Recommended Reading:

7191 Quantitative Methods 1
Unit Advisers: Dr G.B. Nath and Mrs H.B. Nath
First Semester: 4 hours per week - unit value of 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.
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: Assignments (50%); Examination (50%)
Prescribed Text:

Recommended Reading:

7211 Introduction to Systems Programming
Unit Adviser: Mr S.G. Abbott
First Semester: 4 hours per week - unit value of 1.0 - internal study only.
Prerequisites: 7114 and 7115
Unit Outline: The main objectives of this unit are to enable students to program at machine level using a low-level language and to introduce students to some system programming tools. Topics covered are data representation and operations on data; detailed study of an assembly language, addressing schemes, instructions set and formats control structures, device handling, buffers, macroprocessing, subroutine/procedure libraries, concurrent programming and interrupts, system software, debugging and trace facilities.
Assessment: Assignments (70%); Examination (30%)
Prescribed Text: To be advised.

7212 File Operations
Unit Adviser: Dr P.E. Nash
First Semester: 4 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 7114
Unit Outline: This unit introduces students to file design; files, records, fields, key/index fields, master file, reference file, archive file, transaction file, audit file. Fixed and variable record lengths, hit rate,
+ volatility and growth rate. Physical storage methods; blocking factors, cylinders. File algorithms, inverted files; B-trees; introductory data base concepts. File algorithms: addition, deletion, update, searching and sorting for external files, encryption and compaction techniques. File control operating system considerations, directory/sub-directory information, protection levels, backup scheduling/archive systems and buffering.

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

Prescribed Text:
Hanson, O. 'Design of Computer Data Files'. Pitman, 1982.

7213 Commercial Programming

Unit Adviser: Mr L.K. Makin

First Semester: 5 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 7114

Corequisites: 7116, 7212

Unit Outline: The COBOL programming language: identification and environment divisions; data division - file description, records, data items and the picture clause, data representation and organization, constants, working storage, table handling procedure division - transfer of data items, editing, arithmetic, conditions, control structures, input/output. Modular techniques, COBOL libraries, sorting, report writing, inter-program communication. Applications to business systems: general ledger; accounts receivable/payable, payroll and inventory.

Assessment: Assignments (70%); Examination (30%)

Prescribed Text: To be advised.

7214 Information Systems 2

Unit Adviser: Mr L.K. Makin

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

Prerequisite: 7116

Corequisite: 7212

Unit Outline: On-line and distributed systems; data communications - modems and protocols, networking via common carrier and local area networks, system security aspects - physical security, back-up, documentation, input/output data validation, audit and encryption and password access, project selection and management - cost control methods, Gantt charts, PERT and CPM, estimating time, equipment and human resource needs, evaluation of hardware and software proposals. System testing, user training and implementation, system evaluation and case studies.

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

Prescribed Text: To be advised.

7215 Computer Applications

Unit Adviser: Mr L.K. Makin

Full Year: 2 hours per week - unit value of 1.0 - internal study only.

Prerequisite: Completion of first year of Associate Diploma in Computing.

Unit Outline: This unit looks at current trends in computer applications, software and equipment; at social implication of the introduction of computers; and at characteristics, advantages and disadvantages of programming languages. It will take the form of a series of 'current awareness' seminars - presented by staff and invited speakers, reviewed by students - presented by students, on topics prepared from individual reading programmes or visits to computer installations.

Assessment: Seminar Review (40%); Topic Presentation (60%)

Prescribed Text: To be advised.

7216 Computing Project

Unit Adviser: Dr P.E. Nash

60
Full Year: at least 150 hours over the year, 1 hour weekly meeting with supervisor and other group members - unit value of 1.0 - internal study only.

Prerequisite: Completion of the first year of Associate Diploma in Computing.

Unit Outline: Students will work independently or in groups under a supervisor, on projects involving systems analysis and design leading to programming and implementation. Periodic reporting and evaluation will take place throughout the year.

Assessment: Project (100%)

Prescribed Text: To be advised.

7217 Operating Systems

Unit Adviser: Mr S.G. Abbott

Second Semester: 4 hours per week - unit value of 1.0 - internal study only

Prerequisite: 7211

Corequisite: 7212

Unit Outline: Types of operating systems - single user, real-time, batch, multiple access; processes and programs - communication between processes, semaphores, interrupts; memory management - memory allocation, virtual memory; input/output - device handling, buffering, spooling; file storage - directories, security, file organisation, opening and closing files; resource allocations and scheduling - allocation mechanisms, deadlock, scheduler algorithms, control and accounting. Job control languages and utilities, protection, reliability and error detection.

Assessment: Assignments (30%); Examination (70%)

Prescribed Text: To be advised.

7218 Database Management Systems

Unit Adviser: Dr P.E. Nash

Second Semester: 4 hours per week - unit value of 1.0 - internal study only

Corequisite: 7217

Unit Outline: Database models - relational, hierarchical, networks; data organization; database creation - data analysis, normalization; data definition languages, schemas, etc. example of database creation using IMAGE/3000; query languages - report writing, ad hoc queries; programming language links; database management - transaction frequencies, data volumes, access type, paths, security, recovery procedures, reorganization. Database evaluation, Information retrieval systems and microcomputer database software.

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

Prescribed Text: To be advised.

7221 Computer Programming 2A

Unit Adviser: Dr P.E. Nash

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

Prerequisite: 7192

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; I/O, sequential and random access files.

Assessment: Assignments (100%)

Prescribed Text:

Recommended Reading:
FORTRAN 77, ANSI Standard.
7222 Computer Programming 3A

Unit Adviser: Dr P.E. Nash

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

Prerequisite: 7921

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, DOEND...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: Assignments (100%)

Prescribed Text:

Recommended Reading:
FORTRAN 77, ANSI Standard.

7252 Business Systems

Unit Adviser: Mr L.K. Makin

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

Prerequisite: 7151 or 7152

Note: Credit will not be given for more than one of the units 7251 and 7252.

Unit Outline: 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 and evaluation.

Prescribed Text:

Recommended Reading:

7261 Real Analysis

Unit Adviser: Dr J.R. Arkinson

Second Semester: 2 hours per week - unit value of 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: Assignments (40%); Examination (60%)

Prescribed Text:
7262 Functions of More Than One Variable

Unit Adviser: Dr J.R. Arkinstall
First Semester: 2 hours per week - unit value of 0.5 - internal and external study.
Prerequisite: 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: Assignments (40%); Examination (60%)

Recommended Reading:
Buck, R.C. and Willcox, A.B., 'Calculus of Several Variables'.

7263 Complex Analysis 1 (not offered in 1986)

Unit Adviser: Dr J.R. Arkinstall
First Semester: 2 hours per week - unit value of 0.5 - internal and external study.
Prerequisite: 7161


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

Prescribed Text:

Recommended Reading:

7264 Linear Algebra

Unit Adviser: Dr P.R. Rayment
First Semester: 2 hours per week - unit value of 0.5 - internal and external study.
Prerequisite: 7163 (and unit 7162 is desirable)

Unit 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: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:
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 of 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.

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

Prescribed Text:
or

7266 Vector Field Theory

Unit Adviser: Dr A.R. Carr

Second Semester: 2 hours per week - unit value of 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, four - vectors in special relativity.

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

Prescribed Text:

Recommended Reading:
Sowerby, L, 'Vector Field Theory with Applications'. Longman, 1974.

7268 Integral Transforms

Unit Adviser: Dr A.R. Carr

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

Prerequisite: 7161 (and unit 7262 is desirable)

Unit Outline: Variation of parameters, and solution by power series, for ordinary differential equations; separation of variables for partial differential equations; Laplace transforms: properties, and applications to ordinary and partial differential equations and to certain integral equations; the Dirac and Heaviside functions; Fourier transforms; properties, and applications to ordinary and partial differential equations; Fourier cosine and sine transforms; Mellin and other integral transforms; the Z-transform and its use for solving linear difference equations and for summing infinite series.

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

Prescribed Text:
Recommended Reading:

7271 Distributions and Inferential Techniques

Unit Adviser: Dr P.R. Rayment

Second Semester: 4 hours per week - unit value of 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: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:

7282 Linear Programming

Unit Adviser: Dr G.B. Nath

First Semester: 5 hours per week - unit value of 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 graphic 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: 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 of 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: 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 of 1.0 - internal and external study.

Prerequisites: 7191 (and unit 7151 or 7152 is desirable)

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: Assignments (50%); Examination (50%)

Prescribed Texts:
Prentice-Hall, 1983.

Recommended Reading:
Anderson, M.Q., 'Quantitative Management Decision Making: with Models and Applications'. Brooks-
Cole, 1981.

7351 Database Management Systems

Unit Adviser: Dr P.E. Nash

First Semester: 5 hours per week - unit value of 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 dat
bases; Recovery procedures - transaction frequency, data volumes, access type and paths; Evaluation; Reorganization; Information retrieval systems.

Assessment: Assignments (80%); Examination (20%)

Prescribed Text: To be advised.

Recommended Reading:

7361 Philosophy of Mathematics

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week - unit value of 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: Assignments (60%); Long Essay (40%)

Prescribed Text:

Recommended Reading:
Baum, R.J., 'Philosophy and Mathematics'. Freeman, Cooper, 1973.

7362 Variational Techniques (not offered in 1986)

Unit Adviser: Dr A.R. Carr

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

Prerequisite: 7262

Unit Outline: Philosophy and introduction to variational principles and their applications; Euler-Lagrange equations; broken extremals; Weierstrass-Erdmann conditions; transversality conditions; canonical variables; hamilton-Jacobi equation; fields of extremals and the Weierstrass excess function; weak and strong extremals; introduction to control and optimal control theory; application to Lagrangian and Hamiltonian formulations of mechanics; introduction to direct methods; including the Rayleigh-Rite method.

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

Prescribed Text:

Recommended Reading:

7363 Applied Modern Algebra

Unit Adviser: Dr J.R. Arkinstall

First Semester: 2 hours per week - unit value of 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, Polya-Burnside enumeration; Rings, polynomial rings, introduction to algebraic coding theory.

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

Prescribed Text:

Recommended Reading: Nil

7364 Differential Equations (not offered in 1986)

Unit Adviser: Dr A.R. Carr

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

Prerequisites: 7163, 7262, 7265, 7268 (and unit 7266 is desirable).

Unit Outline: Review of techniques for solving ordinary differential equations; power series method and Frobenius solutions; Bessell functions and Legendre polynomials; separation of variables and use of integral transforms for linear partial differential equations in two or more independent variables; Green's functions for ordinary differential equations; phase plane and analysis of critical points for linear and non-linear systems; introduction to numerical methods for partial differential equations.

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

Prescribed Text:

Recommended Reading:

7366 Combinatorics (not offered in 1986)

Unit Adviser: Dr J.R. Arkinstall

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

Prerequisite: 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: Assignments (40%); Examination (60%)

Prescribed Text:

or


7368 Mathematics Project

Unit Adviser(s): Appropriate member(s) of the Mathematical Sciences teaching team.

Full Year: Approx. 2 hours per week - unit value of 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; and
- Seminar presentation and participation.

7371 Statistical Inference

Unit Adviser: Dr P.R. Rayment

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

Prerequisites: 7264, 7271, 7373

Unit Outline: This unit extends the treatment of statistical inference from unit 7271, 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 7373 and introducing further applications including the analysis of covariance.

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

Prescribed Text: Nil

Recommended Reading:

7373 Applied Statistics

Unit Adviser: Dr P.R. Rayment

First Semester: 4 hours per week - unit value of 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: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:

7381 Queueing and Inventory Models

Unit Adviser: Mr R.R. Egudo

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

Prerequisites: 7171, 7182, 7221
Note: From 1987, unit 7271 will also be a prerequisite.

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: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:
1975.
1974.

7382 Simulation

Unit Adviser: Mr R.R. Egudo

Second Semester: 5 hours per week - unit value of 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: Assignments (60%); Examination (40%)

Prescribed Text:

Recommended Reading:
Kobayashi, H. 'Modelling and Analysis - An Introduction to System Performance Evaluation
Crane, M.A. and Lemoine, A.J. 'An Introduction to the Regenerative Method for Simulation Analysis'
Kauth, D.E. 'The Art of Computer Programming'. Vol. 2, Semi-numerical algorithms, Addison-Wesley,
1969.

7383 Network Analysis

Unit Adviser: Dr G.B. Nath

Second Semester: 5 hours per week - unit value of 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: Assignments (50%); Examination (50%)

Prescribed Text: To be advised.

Recommended Reading:
1975.
Kerzner, H, 'Project Management: A Systems Approach to Planning, Scheduling and Controlling'. Van

7384 Reliability and Life-Testing
Unit Adviser: Dr G.B. Nath
First Semester: 5 hours per week - unit value of 1.0 - internal and external study
Prerequisite: 7282 (and unit 7383 is desirable)
Corequisite: 7381
Unit Outline: Failure distributions and estimation of parameters; Life distributions based on ageing,
Maintenance and replacement models; Systems reliability; Accelerated life-test experiments and
analysis; Reliability study of complex structures using birth and death processes; Practical industrial
applications.
Assessment: Assignments (50%); Examination (50%)
Prescribed Text: To be advised.
Recommended Reading:
Barlow, R.E. and Proschan, F., 'Statistical Theory of Reliability and Life Testing'. Holt, Rinehart and
1974.

7391 Forecasting
Unit Adviser: Mrs H.B. Nath
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 7291 or 7373, 7121 or 7129 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: Assignments (50%); Examination (50%)
Prescribed Text:
Recommended Reading:
Bails, D.G. and Peppers, L.C, 'Business Fluctuations: Forecasting Techniques and Applications'.
Klein, L.R. and Young, R.M., (eds.), 'An Introduction to Econometric Forecasting and Forecasting

7392 Marketing Research Methods (not offered in 1986)
Unit Adviser: Dr G.B. Nath
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 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: Assignments (40%); Small Project (20%); Examination (40%)

Prescribed Text: To be advised.

Recommended Reading:

8141 Human Care Nursing Science 1: Promoting Health

Unit Adviser: To be appointed.

First Semester: 45 hours of theory, 15 hours of skills laboratory, 105 hours of clinical experience - unit value of 1.0 - internal study only.

Prerequisite: Nil

Corequisite: 1114

Unit Outline: This unit is offered as three concurrent strands. The Developing Person - Human development, influence of family, environment and culture; ability to meet lower order needs; self-awareness; human ethics; and interpersonal skills. Health-Illness: Stress-Coping - Health/Illness, independence/dependence, stress/stress-coping related to a needs hierarchy; lower order needs; local health issues and health assessment skills. Human Caring Process - Philosophical Foundations of Caring, role and function of the nurse; roles of health professionals and community in health care; historical development of care giving and communication skills. Clinical experience will include ante and post natal clinics, welfare centres, child care centres, primary schools, retirement villages and ethnic group centres.

Assessment: Assignments (40%); Tests (50%); Participation in discussions and tutorials (10%)

Participation in clinical conferences and competencies related to clinical experience will be assessed by assigned clinical teachers.

Prescribed Text: To be advised.

8142 Human Care Nursing Science 2: Promoting Health

Unit Adviser: To be appointed.

Second Semester: 60 hours of theory, 15 hours of skills laboratory, 195 hours of clinical experience - unit value of 1.0 - internal study only.

Prerequisites: 8141, 6190, 1114

Corequisite: 1115

Unit Outline: This unit will be offered as three concurrent strands continuing from unit 8141. Its purpose is to expand the concept of health to include the effect of minimal health impairment, including developmental and intellectual disability, on the individual's lower order needs, and his or her ability to attain and maintain minimal dependence. The student is introduced to the practicalities of assessment, planning and implementation of care to assist persons with impaired health status to meet their biophysical and psychophysical needs, particular emphasis being placed on activity, inactivity, sexuality and interpersonal needs. Prerequisites for meeting interpersonal needs and aids to communication, and the establishment of therapeutic relationships including learning processes and teaching methods are discussed. Nurse education in Australia is examined in an historical context, and selected aspects of professional ethics and legal responsibilities are introduced. Clinical
experience will include centres for care of those with sensory deficit; centres for those with mild/moderate physical or intellectual disability; support facilities; physiotherapy, occupational therapy and speech therapy departments; professional nursing organisations.

Assessment: Assignments (40%); Tests (50%); Participation in group discussions and tutorials (10%)

Prescribed Text: To be advised.
Introduction
The School of Business offers the following awards:
Associate Diploma in General Administration - By external study only
Bachelor of Business - Three year full time course, or equivalent part-time external study.
Graduate Diploma in Labour/Management Relations - By external study only
Graduate Diploma in Accounting - By external study only

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

Year Two
3169 Personnel Management
3181 Business Applications
Two of the following electives -
3164 Office Administration
3167 Farm Administration
3172 Health Administration
3180 Marketing
5690 Factory Administration

The normal load for an external student is two units per semester. All Year One units are available in 1986. It is not expected that all of the elective units will be offered each year.

Students who have passed two units in first year, including 3168 Principles of Administration, will be permitted to proceed to second year units.

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

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:-

- 3140 Introductory Accounting A
- 3141 Introductory Accounting B
- 3150 Introduction to Law
- 3151 Contracts
- 3161 Introduction to Administrative Studies
- 3162 Administrative Theory and Functions
- 6100 Introduction to Economics
- 6201 Macroeconomics
- 7152 Computers in Business
- 7191 Quantitative Methods

(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, Computing 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
- 3353 Consumer Law
- 3354 Creditor's Rights

**Economics**
- 6300 Economic Development
- 6301 Economics of the Environment
- 6303 Labour Economics
- 6304 Money and Banking
- 6306 Applied Economics Research
- 6307 Regional Economics*

**Quantitative Methods**
- 7991 Quantitative Methods 2
External Studies

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

Prerequisites

A student may normally not enrol in any unit for which prerequisites have not been successfully completed.

Academic Progress

Students should select their program of studies with guidance from academic staff and subject to the approval of the Head of School of 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
3341 Accounting Theory and Current Issues
3342 Auditing
3343 Accounting Research Project
3344 Project Planning and Control
3345 Business Finance I
3348 Advanced Financial Accounting
3349 Business Finance II

To major in Accounting the first five units are compulsory. Students seeking membership of the Professional Accounting Bodies 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
3341 Accounting Theory and Current Issues
3342 Auditing
3345 Business Finance I
3348 Advanced Financial Accounting
3150 Introduction to Law  
3151 Contracts  
3250 Business Organisation  
3251 Taxation Law and Practice  

Students who have successfully completed a significant 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.

<table>
<thead>
<tr>
<th>Major Prior to 1984</th>
<th>Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>3140 Introductory Accounting A</td>
<td>3140 Introductory Accounting A</td>
</tr>
<tr>
<td>3141 Introductory Accounting B</td>
<td>3141 Introductory Accounting B</td>
</tr>
<tr>
<td>3240 Decision Making and Business Finance</td>
<td>3244 Management Accounting</td>
</tr>
<tr>
<td>3241 Management Accounting</td>
<td>3242 Cost Accounting</td>
</tr>
<tr>
<td>3340 Corporate Accounting</td>
<td>3245 Corporate Accounting</td>
</tr>
<tr>
<td>3341 Accounting Theory and Current Issues</td>
<td>3341 Accounting Theory and Current Issues</td>
</tr>
<tr>
<td>3342 Auditing</td>
<td>3342 Auditing</td>
</tr>
<tr>
<td>Accounting Elective</td>
<td>3345 Business Finance I</td>
</tr>
</tbody>
</table>

Graduates after 1985 will find it necessary to take unit 3348 Advanced Financial Accounting to ensure that all professional accounting bodies requirements have been met.

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*
- 3161 Introduction to Administrative Studies*
- 6100 Introduction to Economics*

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

**Full year**
- 7152 Computers in Business*

**Year Two**

**Semester One**
- 3242 Cost Accounting
- 3250 Business Organisation
- 6101 Microeconomics
- 7191 Quantitative Methods 1*

**Semester Two**
- 3244 Management Accounting
- 3245 Corporate Accounting
- 3251 Taxation Law & Practice
  plus one optional unit

**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 one optional unit
* Compulsory units for the Bachelor of Business.

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, and sub-major requirements of the degree. Units offered by the School of Applied Science include 7252 Business Systems and 7291 Quantitative Methods 2 to allow further studies in those areas.

**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
3362 Industrial Relations
3363 Public Enterprise
3364 Advanced Seminar and Research in Administration
3365 Personnel Management
3366 Introduction to Marketing (not offered in 1986)
3367 Business Planning and Policy

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
6306 Applied Economics Research Unit
6307 Regional Economics (not offered in 1986)

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

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 and the number of students opting for a unit. Subject to that, the following units will be available as options:

3350 Administrative Law (not offered in 1986)
3351 Industrial and Labour Law
3352 Advanced Taxation
3353 Consumer Law
3354 Creditor's 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.

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.

**Electives**

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

3904 Issues in Labour Economics
3910 Industrial Relations - Contemporary Issues
3911 Special Topics in Labour/Management Relations (not offered in 1986)
6303 Labour Economics
6393 Industrial Sociology (not offered in 1986)
6391 Organisational Psychology

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:

(i) a degree from a recognised University or College of Advanced Education
or
(ii) a three year (post Year 12) Diploma from a College of Advanced Education
or
(iii) tertiary 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 will 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 or more 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.

**Course Outline**

**Year One**

Semester One
3810 Introductory Accounting
3812 Quantitative Methods
3814 Business Law

Semester Two
3811 Economic Policy
3815 Commercial Data Processing
3830 Accounting Theory

**Year Two**

Semester One
3813 Cost Accounting
3822 The Law of Companies, Partnerships and Trusts
3824 Business Finance

Semester Two
3820 Management Accounting
3821 Corporate Accounting
3825 Taxation

**Year Three**

Semester One
3823 Advanced Financial Accounting
3831 Auditing

**Unit Outlines**

**3140 Introductory Accounting A**

Unit Adviser: Mr J. Cooney, Mr K. Shiu, Mr A. Billington

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

Prerequisite: Nil.

Unit Outline: Introductory Accounting A is aimed at developing a broad perspective of the concepts of business and accounting. Students will be introduced to a wide range of issues 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.

Prescribed Text: To be advised.

**3141 Introductory Accounting B**

Unit Adviser: Mr J. Cooney, Mr K. Shiu, Mr A. Billington

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 concepts 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.

Prescribed Text: To be advised.

3144 Accounting

Unit Adviser: Mr J. Raymond

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

Prerequisite: Nil.

This unit is provided for the Associate Diploma in Computing Course.


Prescribed Text: To be advised.

3149 Financial Management

Unit Adviser: Mr J. Raymond

Second Semester: unit value of 1.0 - external study

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: To be advised.

3150 Introduction to Law

Unit Adviser: Mr L. Henry

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

Prerequisite: Nil.

Unit Outline: This unit aims to provide the student with an insight into the operation of our legal system. It is designed both to provide a basis for the study of future law subjects or for the student with a general interest in law only who will not be doing further law units. The unit is a prerequisite for most other law units. Specific topics include the nature of law, the function of law, understanding the operation of our legal process, the Commonwealth Constitution, Statutory interpretation and the precedent system.

Prescribed Text: To be advised.

3151 Contracts

Unit Advisers: Mr L. Moore, 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 Texts:

3161 Introduction to Administrative Studies

Unit Adviser: Mr E.L.J. T horne

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

Prerequisite: 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 Texts:

3162 Administrative Theory and Functions

Unit Adviser: Mr R.A. de Souza-Daw

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

Prerequisite: 3161

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 Texts:

3164 Office Administration

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - external study

Prerequisite: 3168

Objectives:
1. to concentrate on the processing of information and the inter-relationships among employees, equipment and work processes;
2. to consider selected aspects of the process of office management.

Content:
Function and location of the office
Information and office management
Systems analysis and design
Records management
Report writing
Equipment (including computers)
Quality and quantity control
Budgetary and cost control.

Prescribed Text:
3167 Farm Administration

Unit Adviser: To be advised.
First Semester: unit value of 1.0 - external study.
Prerequisite: 3168

Objectives:
1. to introduce the student to farm recording systems, both physical and financial;
2. to provide an understanding of the uses of records to aid farm management decision making;
3. to provide an appreciation of the applications of financial analysis, budgeting and control to administration of the farm business.

Content:
1. The role and function of the farm office
2. Records for management and tax
3. Physical records - types and uses;
4. Financial records - types and uses
5. Using records as management aids
6. Farm business planning and financial control, Physical farm planning, Financial analysis, Farm budget; partial, whole farm, cash flow, financial control.

Prescribed Text:

3168 Principles of Administration

Unit Adviser: Mr R. de Souza-Daw
First and Second Semester: unit value of 1.0 - external study.
Prerequisite: Nil.

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 Texts:

3169 Personnel Management

Unit Adviser: Mr R. de Souza-Daw
Second Semester: unit value of 1.0 - external study.
Prerequisite: 3163

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

Prescribed Text:

3170 Data Processing

Unit Adviser: Dr P. Nash

First Semester: unit value of 1.0 - external study.

Prerequisite: Nil.

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.
Examine 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.
Examine social effect of computers and automation.

Programming Section: Flowcharting and the BASIC programming language are covered.
Students are required to write and successfully run several BASIC programs.
Coverage includes data files and string variables.

Prescribed Texts:

3171 Economic Analysis

Unit Adviser: Mrs S Richardson

Second Semester: unit value of 1.0 - external study.

Prerequisite: Nil.

Objectives: The objective of the unit is to specifically meet the needs of course participants, which were seen to be as follows:
To provide a broad and general introduction to Economics, which concentrates on pragmatic issues rather than conceptual rigour. 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, tracting the history of industrial concentration and the advent of the multinationals.
2. An introduction to the basic micro-economic concepts of supply and demand, elasticity, costs of production and marginality, monopolistic and oligopolistic behaviour.
3. An introduction to the Australian economic system and its increasing interdependence with the international economy. An examination of the use of wages, monetary, fiscal, protection and exchange rate policies as economic tools for the achievement of the economic objectives of growth/development and stability, 'full' employment, income distribution and balance of payments equilibrium.

Prescribed Text:
3172 Health Administration

Unit Adviser: Mr R. Wellard

First Semester: unit value of 1.0 - external study.

Prerequisite: 3168

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.

3180 Marketing

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - external study.

Prerequisite: 3168

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.

Prerequisite: 3168

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.

3242 Cost Accounting
Unit Advisers: Mr M. Vertigan, Mr A. Billington
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 3141
Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting or 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 for decision making.
Prescribed Text: To be advised.

3243 Engineering Finances
Unit Adviser: Mr J. Rayment
Second Semester: unit value of 1.0 - external study.
Prerequisite: Nil.
This unit is provided for the Associate Diploma in Engineering Supervision.
Prescribed Text: To be advised.

3244 Management Accounting
Unit Advisers: Mr M. Vertigan, Mr A. Billington
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 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.
Prescribed Text: To be advised.
Recommended Reading:
Readings will be prescribed from time to time during the course. Use will be made of current articles where appropriate.

3245 Corporate Accounting
Unit Advisers: Mr R. Fowler, Mr J. Cooney
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 3141, 3950
Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity. Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, consolidation of group accounts and accounting for combinations.
Prescribed Text: To be advised.
3250 Business Organisation
Unit Adviser: Dr V.G. Venturini
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 3151

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).

Prescribed Texts:
The partnership legislation in force in your jurisdiction.
State or Territory Companies Code or Act.

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 L. Henry
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 3141, 3151

Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students who wish to go into Advanced Taxation. Specific topics include The Scheme of the Act; Assessable Income; Derivation of income; exempt income; deductions; Taxation of Partnerships, Companies Trusts and Superannuation Funds, Objections and Appeals.

Prescribed Text: To be advised.

3265 Organizational Behaviour
Unit Adviser: Mr R. Hall
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 3162

Unit Outline: This unit examines the behaviour and social groupings, including classes, in organizational contexts. This involves the study of such topics as motivation, worker satisfaction and alienation, informal organization, the implications of technology, post-industrialism, instrumentalism, de-skilling and white collar work, managerialism, women and work. Throughout the course, the theoretical contributions of Weber, Durkheim and Marx (three of the founding fathers of modern social theory) to the analysis of modern organizations, will be examined and connections drawn between these analyses and more recent studies.

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.
Prerequisite: 3265

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 structured 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 Kepreil-Thegoe approach.
3. Management by Objectives.

Prescribed Text: To be advised.

3341 Accounting Theory and Current Issues

Unit Advisers: Dr T. Sweatman, Mr J. Rayment

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

Prerequisite: 3141

Unit Outline: This unit examines accounting theory and some current issues confronting the profession. Topics include the development of accounting thought and literature, the social context of accounting, the objectives of financial statements, an examination and assessment of four accounting models namely historical cost, index accounting, current cost accounting and continuously contemporary accounting. In the final part of the unit an examination is made of some current issues in accounting.

Prescribed Text: To be advised.

Recommended Reading: The Prescribed reading will be supplemented by other relevant reading during the course of the unit.

3342 Auditing

Unit Advisers: Mr R. Fowler and Dr T.W. Sweatman

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

Prerequisites: 3245, 3250

Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

Prescribed Text: To be advised.

3343 Accounting Research Project

Unit Adviser: An appropriate supervisor will be appointed for each project.

First and Second Semesters: unit value of 1.0 - internal and external study.

Prerequisite: 3245

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 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

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.

Prescribed Text: To be advised.

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: 3945, 3250

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.

Prescribed Text: To be advised.

Recommended Reading
Students will be referred to relevant journal articles, government statistical reports and supporting text material where applicable.

3348 Advanced Financial Accounting

Unit Advisers: Mr R. Fowler, Mr J. Cooney

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

Prerequisite: 3245

Unit Outline: This unit is an extension of 3245 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital, Current Cost Accounting, and Advanced Consolidations.

Prescribed Text: To be advised.

3349 Business Finance II

Unit Adviser: Dr T.W. Sweatman

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

Prerequisite: 3345


Prescribed Text: To be advised.
3350 Administrative Law (not offered in 1986)
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 body of rules which relates to the exercise of power by governmental and semi-governmental authorities, including delegation of the law making authority and the legal constraints on this process, the remedies available to the citizen when adversely affected by an administrative decision, ultra vires, the place of natural justice, the role of the Ombudsman and the operations of administrative tribunals.

3351 Industrial and Labour Law
Unit Adviser: Ms E. Stern
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 3151
Unit Outline: This unit is a study of basic industrial law within the common law and statutory framework. It examines the constitutional basis and sources of the labour powers of the Commonwealth and the States; the Conciliation and Arbitration Act; the history and legal status of Australian trade unions; the relationship between State and Federal industrial law systems and resultant problems; industrial torts and workers health, safety and welfare.
Other texts to be advised.

3352 Advanced Taxation
Unit Adviser: Mr I. Henry
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 3251
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
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 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: To be advised.

3354 Creditor's Rights
Unit Adviser: Mr I. Henry
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 3151
Unit Outline: This unit deals with the illness and death of the enterprise, whether individual or juridical. 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.

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.

Prerequisite: 3266

Unit Outline: This unit will examine organizational problems engendered by rapid social, economic, political and technological change. The range of topics considered includes intervention strategies; change agency; data collection and diagnosis; individual, group and organisational approaches to change; ethical problems.

Prescribed Texts:

3362 Industrial Relations

Unit Adviser: To be advised.

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

Prerequisite: 3162

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems; industrial conflict; 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 Texts:
* 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.

Prerequisite: 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:
Wiltshire, K., 'An Introduction to Australian Public Administration'. Cassel, 1975.

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3364 Advanced Seminar and Research in Administration
Unit Adviser: To be advised.
First and Second Semester: unit value of 1.0 - internal and external study.
Prerequisite: 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 (not offered in 1986)
Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 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 trend 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 Text: 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 Texts:

3810 Introductory Accounting
Unit Adviser: Dr T. Sweatman
First Semester: unit value of 1.0 - external study.
Prerequisite: Nil
Unit Outline: This unit assumes no prior knowledge of accounting. It aims to establish basic bookkeeping skills and introduce functional accounting systems with an emphasis on computerised...
accounting systems. Topics covered include necessary assumptions, basic accounting procedures, design and operation of records and systems, treatment of cash, debtors, creditors, wages, inventory and fixed assets, end of period procedures, reporting format, internal control and the audit function, the computerised accounting system, partnership and company accounts, fund statements, analysis and interpretation of financial statements. In the course of studying this unit students will become familiar with the use of computers.

Prescribed Text: To be advised.

3811 Economic Policy

Unit Adviser: Mrs S. Richardson

Second Semester: unit value of 1.0 - external study.

Prerequisite: Nil.

Unit Outline: This unit assumes no prior knowledge of economics. The units represents a broad introduction to economics and the Australian economy. It is divided into three sections. The first section is a brief introduction to the economy and the study of economics and an overview of the Australian economy. The second section is concerned with how a society makes decisions about the use of productive resources. The final part looks at the role of governments in the economy.

Prescribed Text:

3812 Quantitative Methods

Unit Adviser: Dr B. Nath

First Semester: unit value of 1.0 - external study.

Prerequisite: Nil.

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 Text: To be advised.

3813 Cost Accounting

Unit Advisers: Mr M. Vertigan, Mr A. Billington

First Semester: unit value of 1.0 - external study.

Prerequisite: 3810

Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting for materials, labour and overheads, job costing, process costing, standard costing, absorption and direct costing, relevant costs and evaluation of alternatives, gross profit analysis, relevant costs for decision making.

Prescribed Text: To be advised.

3814 Business Law

Unit Adviser: Mr I. Henry

First Semester: unit value of 1.0 - external study.

Prerequisite: Nil.

Unit Outline: This unit involves an introduction to legal systems and a study of the general theory of contract embodying necessary elements of specific contracts such as agency, bailment, negotiable
instruments, consumer credit, insurance and suretyship and guarantee.

Prescribed Text: To be advised.

3815 Commercial Data Processing
Unit Adviser: Dr P. Nash
Second Semester: unit value of 1.0 - external study.
Prerequisite: Nil
Unit Outline: Computer data processing equipment - historical development of data processing techniques and equipment, the components of installation; computer programming - flow charts, nature of programming language, programming concepts, use of packages, business systems - elements of systems analysis and design, commercial applications, e.g. payroll, inventory control, accounts receivable.
While undertaking this unit, students will gain 'hands on' experience with the computer equipment at the college.
Prescribed Text: To be advised.

3820 Management Accounting
Unit Advisers: Mr M. Vertigan, Mr A. Billington
Second Semester: unit value of 1.0 - external study.
Prerequisite: 3813
Unit Outline: Decision theory, decision tree analyses, linear programming, network analyses, management information systems, management by objectives, setting corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, long range planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.
Prescribed Text: To be advised.

3821 Corporate Accounting
Unit Advisers: Mr R. Fowler, Mr J. Cooney
Second Semester: unit value of 1.0 - external study.
Prerequisite: 3810, 3822
Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity. Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, consolidation of group accounts and accounting for combinations.
Prescribed Text: To be advised.

3822 Law of Companies, Partnerships and Trusts
Unit Adviser: Dr V.G. Venturini
First Semester: unit value of 1.0 - external study.
Prerequisite: 3814
Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).
Prescribed Text: To be advised.

3823 Advanced Financial Accounting
Unit Advisers: Mr R. Fowler, Mr J. Cooney
First Semester: unit value of 1.0 - external study.
Prerequisite: 3821

Unit Outline: This unit is an extension of 3821 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital and Current Cost Accounting.

Prescribed Text: To be advised.

3824 Business Finance

Unit Adviser: Dr T.W. Sweatman

First Semester: unit value of 1.0 - external study.
Prerequisites: 3810, 3814
Corequisites: Students are recommended to take this unit concurrently with 3822 Law of Companies.

Unit Outline: Major sources of corporate and non-corporate finance, Capital maket in Australia, the short term money market, debt and equity issues, short term debt and bills financing, securities legislation and the Campbell Report, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.

Prescribed Text: To be advised.

3825 Taxation

Unit Adviser: Mr I. Henry

Second Semester: unit value of 1.0 - external study.
Prerequisites: 3810

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 to go into Advanced Taxation. Specific topics include the Scheme of the Act; Assessable Income; Derivation of Income; exempt income; deductions; Taxation of Partnerships, Companies Trusts and Superannuation Funds, Objections and Appeals.

Prescribed Text: To be advised.

3830 Accounting Theory

Unit Advisers: Dr T. Sweatman, Mr J. Rayment

Second Semester: unit value of 1.0 - external study.
Prerequisite: 3810

Unit Outline: This unit examines the history and development of accounting theory and re-examines basic concepts. It then looks at the problems associated with accounting for inflation and discusses four alternative accounting methods. The unit then looks at some current problems facing the profession such as accounting for goodwill, cash flow forecasts and government accounting.

Prescribed Text: To be advised.

Other selected readings as chosen by the Lecturer in charge of the unit

3831 Auditing

Unit Advisers: Mr R. Fowler and Dr T.W. Sweatman

First Semester: unit value 1.0 - external study.
Prerequisites: 3821, 3822

Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and
the companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

Prescribed Text: To be advised.

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.

Prescribed Texts:
Stoner, J., Collins, R., & Yetton, P., 'Management in Australia', Prentice-Hall, Australia, 1985
(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 workplace. 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 workplace; and discussion of compulsory arbitration, collective negotiation and worker participation.

Prescribed Texts:

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.

Prescribed Texts:

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 Text:

3905 Industrial Law
Unit Adviser: Ms E. Stern
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 power in the Commonwealth Constitution; dispute resolution under the Conciliation and
Arbitration Act; registered organisations, and the relationship between State and Federal systems).
- the law relating to equal opportunities in the employment situation.

Prescribed Texts:
'Conciliation and Arbitration Act'. C.C.H.
Other texts to be advised.

3906 Industrial Relations B
Unit Adviser: Mr E.L. Thorne
First Semester: unit value of 1.0 - external study.
Prerequisite: 3902
Unit Outline: The emphasis in this course will be on the operational aspects of industrial relations.
Teaching will be by the case study approach and will include:
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.

Recommended 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.
Prerequisite: 3906
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 Text:
No prescribed text. Reading lists will be issued at the commencement of the course.

3908 Personnel Management B
Unit Adviser: Mr R. Hall

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First Semester: unit value of 1.0 - external study.
Prerequisite: 3903

Unit Outline: This unit will place special emphasis on the development of understanding and skills in the administration of employment relationships. By means of case work, exercises and experiential learning activities a range of personnel management functions and topics will be examined in detail. These will include manpower planning and forecasting; job analysis procedures; performance appraisal techniques; selection and staffing methods; training and development 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.
Prerequisite: 3908

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 Text: No prescribed text. 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.
Prerequisites: 3902, 3903

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 Text: Reading lists will be issued throughout the course.

3911 Special Topics in Labour/Management Relations (not offered in 1986)

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 Text: To be advised.

5690 Factory Administration (not offered in 1986)

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:

6100 Introduction to Economics
Unit Adviser: Mr M.J. Crowley, Mr W.F. Battersby, Mrs S. Richardson
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: Nil.
Unit Outline: This unit introduces a range of approaches to economic theory. The basic principles of orthodox microeconomics and macroeconomics are covered, together with a number of alternative approaches to economic analysis.
Prescribed Text: To be advised.

6101 Microeconomics
Unit Adviser: Mr W.F. Battersby
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: Mrs S. Richardson
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: To be advised.
First 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
Unit Adviser: Mr M.J. Crowley
Second 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
First and Second semesters: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: Any 2 third level Economic units.

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 1986)

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.
EDUCATION

Introduction
The School of Education offers the following awards:

Associate Diploma in School Librarianship - By external study only, for qualified teachers; equivalent to a two year full-time course.
Diploma of Teaching (Primary) - Three year full-time course for the initial professional preparation of primary teachers; or equivalent part-time/external study for certificated teachers wishing to upgrade qualifications.
Bachelor of Education (Primary) - Upgrading qualification equivalent to a four year full time course.
Bachelor of Education (Secondary) - Four year full-time course for the initial preparation of secondary teachers; or equivalent part-time/external course for post-initial professional education training.
Bachelor of Education (School Librarianship) - By external study only, for qualified teachers; equivalent to a four year full-time course.
Graduate Diploma in Education - One year full-time or equivalent external course for the initial professional preparation of secondary teachers.
Graduate Diploma in Computers in Education - By external study only for qualified teachers practising at the primary or junior post-primary school levels; equivalent to a one year full-time course.

General Information
The School of Education

The School of Education provides courses leading to professional qualifications for primary and post-primary teachers and school librarians. All courses meet the requirements of registration and employing authorities.

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

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, within 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 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

Associate Diploma in School Librarianship - Mr. L. Yee
Diploma of Teaching (Primary) - Mr. H.J. Pearson
Bachelor of Education
- primary programme - Mr. A. Box
- secondary programme - Mr. P. Edwards
- school librarianship - Mr. L. Yee
Graduate Diploma in Education - Dr. T. Taylor
Graduate Diploma in Computers in Education - Mr. J. White

Credits and Exemptions Policy

(a) 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 Board of Studies.

(b) Candidates are required to make formal application for credits and/or exemptions, supported by certified and detailed documentation relating to previous academic studies and teaching experience.

(c) Credits and exemptions are not given automatically. Each application is assessed on its merits according to the relevance and recency of previous study and practical experience.

(d) Credits and exemptions 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.

(e) Credits and exemptions are recommended for ratification by the Board of Studies in Education.

Credits and/or Exemptions Guidelines

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. Otherwise credits/exemptions based on content of previous qualifications.

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 librarianship 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 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. 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.

Students in the School of Education are required to observe School of Education regulations which complement Institute regulations. A copy of the regulations is available in the library.

Supervised School Experience

The calendar of school placement times for supervised school experience is indicated on the Calendar for 1986 printed in this Handbook.

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

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

Structure of Courses

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

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

School Experience provides the student with carefully guided contact with children in schools and increasing responsibility in the classroom. Students are encouraged to involve themselves in the wider contexts of educational situations. For pre-service students completing the Diploma of Teaching (Primary) 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 (Primary) 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.

The two courses in School Librarianship (the Associate Diploma in School Librarianship and the Bachelor of Education (School Librarianship) contain Professional Studies and/or General Studies units, School Librarianship units and a minimum of 40 days of school experience and field work.

The Graduate Diploma in Computers in Education contains eight specific units.

Professional Education Studies Units

Unless otherwise specified, units are of one unit value.

Introduction to Teaching and School Experience

4003 School Experience (unit value of 0.0)
4006 Introduction to Teaching (unit value of 0.0)
4011 Introduction to Teaching (unit value of 0.5)
4012 Introduction to Teaching (unit value of 0.5)
4015 Introduction to Teaching
4016 Introduction to Teaching
Foundation Studies Units

4131 Foundation Studies: Mathematics (unit value of 0.5)
4132 Foundation Studies: Language and Communication
4133 Foundation Studies: Creative Arts A (Art, Music, Phys.Ed.)
4231 Foundation Studies: Mathematics (unit value of 0.5)
4233 Foundation Studies: Creative Arts B (Art, Music, Phys.Ed.)

Other Professional Studies

4113 Human Growth and Development
4205 Drama in Performance
4235 Introduction to Science
4301 Curriculum Development
4303 Philosophical Foundations of Education
4311 Basic Issues

Curriculum Studies - Primary

4290 Curriculum Studies: Social Studies Primary*
4260 Curriculum Studies: Science Primary*
4270 Curriculum Studies: Language Arts Primary A
4340 Curriculum Studies: Creative Arts Primary (Art, Music, P.E.)*
4350 Curriculum Studies: Mathematics Primary*
4370 Curriculum Studies: Language Arts Primary B
* Offered in alternate years - see unit outlines.

Curriculum Studies - Secondary

4321 Curriculum Studies: Social Science Secondary
4323 Curriculum Studies: History Secondary
4331 Curriculum Studies: Business Studies Secondary
4341 Curriculum Studies: Creative Arts Secondary
4342 Curriculum Studies: Creative Arts Secondary (double method)
4351 Curriculum Studies: Mathematics Secondary
4352 Curriculum Studies: Mathematics Secondary (double method)
4361 Curriculum Studies: Science Secondary
4363 Curriculum Studies: Secondary (Biology)
4364 Curriculum Studies: Secondary (Chemistry)
4365 Curriculum Studies: Secondary (Physics)
4371 Curriculum Studies: Language Arts Secondary
4372 Curriculum Studies: Language Arts Secondary (double method)

Fourth Year Professional Studies

4422 Educational Psychology
4423 Sociological Foundations of Education
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
4465 Curriculum Studies: Advanced Teaching Studies Music (Primary)

School Librarianship

4001 School Librarianship Practicum (unit value of 0.0)
4121 Children's Literature
4122 Foundations of School Librarianship
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Associate Diploma in School Librarianship

Teachers holding at least a two year teaching qualification with a minimum of three years full-time or equivalent classroom teaching experience 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 approved special fieldwork and projects. 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.

Diploma of Teaching (Primary)

The Diploma of Teaching (Primary) 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:

1986

4133 Foundation Studies: Creative Arts A (Art, Music & P.E.)
4270 Curriculum Studies: Language Arts Primary A
4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.E.)
4350 Curriculum Studies: Mathematics Primary
4370 Curriculum Studies: Language Arts Primary B

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4220 Curriculum Studies: Social Studies Primary
4233 Foundation Studies: Creative Arts B (Art, Music & P.E.)
4260 Curriculum Studies: Science Primary
4270 Curriculum Studies: Language Arts Primary A
4370 Curriculum Studies: Language Arts Primary B

The following units will be discontinued in the external mode from the end of 1986:

4011 Introduction to Teaching
4131 Foundation Studies: Mathematics
4139 Foundation Studies: Language & Communication
4133 Foundation Studies: Creative Arts A (Art, Music & P.E.)
Sequence for Full-Time Internal Students

A full time student is required to complete:

Year One
- 4011 Introduction to Teaching (unit value of 0.5) and 20 days of School Experience (Full Year)
- 4113 Human Growth and Development (Full Year)
- 4131 Foundation Studies: Mathematics (unit value of 0.5) (Semester One)
- 4132 Foundation Studies: Language and Communication (Full Year)
- 4133 Foundation Studies: Creative Arts A (Art, Music & P.E.) (Full Year)

Four General Studies Units (Semester One, Semester Two or Full Year)

Year Two
- 4012 Introduction to Teaching (unit value of 0.5) and 40 days of School Experience (Full Year)
- 4215 Learning and Individual Differences (Full Year)
- 4290 Curriculum Studies: Social Studies Primary (Full Year)
- 4231 Foundation Studies: Mathematics (unit value of 0.5) (Semester One)
- 4233 Foundation Studies: Creative Arts B (Art, Music & P.E.) (Full Year)
- 4260 Curriculum Studies: Science Primary (Full Year)
- 4270 Curriculum Studies: Language Arts Primary A (Semester One)

Two General Studies Units (Semester One and Two)

Year Three
- 4016 Introduction to Teaching, and 40 days of School Experience (Full Year)
- 4301 Curriculum Development (Full Year)
- 4311 Basic Issues (Semester Two)
- 4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.E.) (Full Year)
- 4350 Curriculum Studies: Mathematics Primary (Full Year)
- 4370 Curriculum Studies: Language Arts Primary B (Semester Two)

Two General Studies Units (Semester One and Two)

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

First year students should enrol in two subject areas, that is, first and second semester units in each subject area. The following list indicates the units first year students should choose from:
- English - 6115 (unit value of 2.0) (Full Year)
- Mathematics - refer to the Applied Science section
- Psychology - 6190 (Semester One), 6191 (Semester Two)
- Science - refer to Applied Science section
- Sociology - 6120 (unit value of 2.0) (Full Year)
- Visual Arts - 2191 (Semester One), 2192 (Semester Two)
- Politics/History - 6185 (Semester One), 6186 (Semester Two)

Sequence for External Students

No new enrolments are accepted in the external mode for initial teacher education.

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

Year One
- Four General Studies units

Year Two
- 4011 Introduction to Teaching (unit value of 0.5) and 20 days School Experience
- 4113 Human Growth and Development
- 4131 Foundation Studies: Mathematics (unit value of 0.5)
- 4139 Foundation Studies: Language and Communication
- 4133 Foundation Studies: Creative Arts A (Art, Music & P.E.)*

Year Three
- Two General Studies units
- 4215 Learning and Individual Differences
- 4270 Curriculum Studies: Language Arts Primary A

Year Four
- 4012 Introduction to Teaching (unit value of 0.5) and 40 days School Experience

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4231 Foundation Studies: Mathematics (unit value of 0.5)
4233 Foundation Studies: Creative Arts B (Art, Music & P.E.)*
4311 Basic Issues
4370 Curriculum Studies: Language Arts Primary B

Year Five
Two General Studies units
4920 Curriculum Studies: Social Studies Primary*
4926 Curriculum Studies: Science Primary*
OR
4350 Curriculum Studies: Mathematics Primary*
4340 Curriculum Studies: Creative Arts Primary (Art, Music, & P.E.)*

Year Six
4016 Introduction to Teaching and 40 days School Experience
4301 Curriculum Development
4350 Curriculum Studies: Mathematics Primary*
4340 Curriculum Studies: Creative Arts Primary (Art, Music, & P.E.)*
OR
4920 Curriculum Studies: Social Studies Primary*
4926 Curriculum Studies: Science Primary*

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

Semester One
4423 Sociological Foundations of Education
4499 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 Two
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
4436 History of Education
4455 The School Administrator
4457 Alternatives in Education
4458 Computers in Education
4465 Curriculum Studies: Advanced Teaching Studies Music (Primary)

Full Year
4424 Philosophy of Education

Please note:
1. Units are offered subject to staff availability and student demand.
2. An external student would normally take the eight units over two years, i.e. four units each year.

**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. External students would complete the eight units over two years, i.e. four units each year.

Note: These units are offered subject to staff availability and student demand.
Semester One
4423 Sociological Foundations of Education
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 Two
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
4436 History of Education
4455 The School Administrator
4457 Alternatives in Education
4458 Computers in Education

Full Year
4424 Philosophy of Education

Bachelor of Education (Secondary)

The pre-service Bachelor of Education (Secondary) is a four year on-campus concurrent course for the preparation of secondary teachers in Mathematics, Physical Sciences, Business Studies and Humanities. The Bachelor of Education (Secondary) 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.

Sequence for Full-Time Internal Students

A full time student is required to complete:

Year One
4006 Introduction to Teaching (10 days) (Full Year)
4113 Human Growth and Development (Full Year)
Seven General Studies Units (Semester One and Two)

Year Two
4011 Introduction to Teaching (unit value of 0.5) and 20 days School Experience (Full Year)
4215 Learning and Individual Differences (Full Year)
Six General Studies Units (Semester One and Two)
(by the end of second year, students must have completed at least four units in each of two approved teaching areas)

Year Three
4012 Introduction to Teaching (unit value of 0.5) and 35 days School Experience (Full Year)
Curriculum Studies: Method 1 (Full Year)
Six General Studies Units (Semester One and Two)

Year Four
4003 School Experience (45 days) (unit value of 0.0) (Full Year)
4301 Curriculum Development (Full Year)
4303 Philosophical Foundations of Education (Full Year)
4311 Basic Issues (Semester Two)
Curriculum Studies: Method 2 (Full Year)
Three General Studies Units (Semester One and Two)

The selection of 22 General Studies 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 sequence for majors and sub-majors:

Year One: 2 unit value
Year Two: 2 unit value (sub-major); 3 unit value (major)
Year Three: 2 unit value (sub-major); 3 unit value (major)
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. A minimum of three years full-time or equivalent classroom teaching experience is required.

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 Board of Studies, School of 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 plus approved special fieldwork and projects.

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 must undertake 20 days of practical training. These 20 days will be supervised by trained teacher/librarians in schools approved 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 Studies units to complete their courses should take these units concurrently with School Librarianship units.

**Graduate Diploma in Education**

The Graduate Diploma in Education is a one year pre-service course for intending secondary teachers 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**

- 4015 Introduction to Teaching and 45 days School Experience (Full Year)
- 4113 Human Growth and Development (Full Year)
- 4215 Learning and Individual Differences (Full Year)
- 4301 Curriculum Development (Full Year)
- 4303 Philosophical Foundations of Education (Full Year)
- 4311 Basic Issues (Semester Two)
- Curriculum Studies - Method 1 (Full Year)
- Curriculum Studies - Method 2 (Full Year)

**Sequence for External Students**

**Year One**
- 4113 Human Growth and Development
- 4215 Learning and Individual Differences
- 4303 Philosophical Foundations of Education
- 4311 Basic Issues

**Year Two**
- 4015 Introduction to Teaching and 45 days School Experience
- 4301 Curriculum Development
- Curriculum Studies - Method 1
- Curriculum Studies - Method 2

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Graduate Diploma in Computers in Education

The Graduate Diploma in Computers in Education 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:
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.

Unit Outlines

4001 School Librarianship Practicum

Unit Adviser: Ms J. Phillips

Full 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 - (i) Special Fieldwork (ii) 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.

Prescribed Text: Nil
4003 School Experience
Unit Adviser: Mr L Regan
Full Year: 1 hour per week or equivalent block session - unit value of 0.0 - Internal B.Ed. (Secondary)
Year 4 students only.
Prerequisite: 4012
Unit Outline: 45 days of supervised school experience in secondary schools.
Teaching Methods: Conferences with lecturers before and after practice; close liaison with cooperating 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
Full Year: 1 hour per week or equivalent block sessions - unit value of 0.0 - Internal B.Ed. (Secondary)
Year 1 students only.
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. Cartledge
Full Year: Internal - 2 hours per week, External - 3 hours each weekend school and 4 hours each vacation school - unit value of 0.5
Note: No external enrolments in B.Ed. (Secondary).
Corequisite: 20 days of supervised experience in schools.
Unit Outline: Students will study factors influencing teaching and practical skills required for effective classroom teaching. Study will include: planning implementing and evaluating; observations; classroom management; use of instructional media.
Teaching Methods: Lectures, films, workshops, micro-teaching, fieldwork.
Assessments: Class tests 20%, Micro lessons 20%, School experience tasks 60%, Satisfactory Supervised School Experience.
Prescribed Text:

4012 Introduction to Teaching
Unit Adviser: Mr J. Pearson
Full Year: Internal - 2 hours per week, External - 2 hours at weekend schools and 3 hours at vacation schools - unit value of 0.5.
Corequisite: 4011
Prerequisite: 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 J. Cartledge

Full Year: Internal - 3 hours per week, External - 3 hours per weekend school and 4 hours per 
vacation school - unit value of 1.0.

Corequisite: 45 days of supervised experience in secondary schools; external students should take 
this unit in their second year of study along with the two curriculum 'methods' units and 4301 
Curriculum Development.

Prerequisite: Degree or Diploma.

Unit Outline: Students will study factors influencing teaching and practical skills required for effective 
classroom teaching. Study will include: planning, implementing, evaluating; micro-skills including 
questioning and reinforcement; measurement; classroom management; use of instructional media.

Teaching Methods: Lectures, workshops, micro-teaching, fieldwork visits.

Assessment: Class tests 20%; micro-lessons 20%; school experience tasks 60%.

Prescribed Texts:
Turney, C., et al, 'Explaining Introductory Procedures and Closure, Advanced Questioning'. Sydney 
University Press, 1983.

4016 Introduction to Teaching

Unit Adviser: Mr L Regan

Full Year: Internal - 2 hours per week, External - 2 hours per weekend school and 4 hours per 
vacation school - unit value of 1.0.

Corequisite: 40 days of supervised experience in primary schools.

Prerequisite: 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:
University Press, 1983.
4113 Human Growth and Development

Unit Adviser: Dr D. Harvey

Full Year: Internal - 2 hours per week, External - 3 hours at all weekend and vacation schools - 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 the development of the physique: of the intellect, of language, together with social and emotional aspects of the individual. Problems in development will also be considered.

Teaching Methods: Lectures, tutorials, discussions.

Assessment: Assignments (30%), Term Tests (30%), and final examination (40%).


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 school language and literature programme.


Assessment: Read and evaluate 30 fiction titles - 50% of total mark. Seminar paper - oral presentation and discussion -20% of total mark. Major assignment - 30% of total mark.


4122 Foundations of School Librarianship

Unit Adviser: Mr L. Yee

First Semester: External - 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0

Unit Outline: This unit introduces the theory and practice for teachers in the primary and secondary schools. Topics discussed include: an overview of libraries and librarianship; the role and function of the school library; the school librarian, the school curriculum and the school reading programme; current developments in school librarianship.

Teaching Methods: Study guides, reading extracts and weekend and vacation school classes.

Assessment: Successful completion of three assignments.


4124 Bibliographic Organisation and Information Retrieval

Unit Adviser: Mr L. Yee

Second 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 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, including classification and developments in information control and retrieval.

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:

4125 Selection and Evaluation of Information Sources

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.

4131 Foundation Studies: Mathematics

Unit Adviser: Mr A. Box

First Semester: Internal - 2 hours contact per week, External - 2 hours per weekend school and 2 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: Workshops, Lectures.

Note: Students who require remedial assistance in basic primary mathematics will be required to undertake a self-instructional course of study in Semester II under supervision on an individual basis.

Assessment: Internal - Evaluated workshops 75%; teaching tasks 25%; basic computational skill test;
External - Assignments 75%; teaching tasks 25%; basic computational skill test.

Prescribed Text:

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4132 Foundation Studies: Language and Communication

Unit Adviser: Ms E. Pascoe

Full 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 1.0.

Prerequisite: Nil.

Corequisite: Nil.

Unit Outline: An introduction to the general issues of language in education, including language acquisition and development, language and society, language in a multicultural society, language through drama, language in relation to the curriculum, language and computer literacy. Students will begin a major study of drama in education, through theoretical studies and practical sessions; Speech training for the classroom. Students will develop and extend their own language skills throughout this unit. Particular emphasis will be placed on developing essay writing skills.

Assessment: There will be 3 essays, each worth 25% of total marks, and a yearly Log Book worth a further 25% of marks.

Prescribed Texts:

4133 Foundation Studies: Creative Arts A (Art, Music & P.E.)

Unit Adviser: Ms J. Southcott

Full Year: 6 hours per week - 80% attendance is compulsory - unit value of 1.0 - internal and external 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. There will be a $10.00 levy to cover the cost of art material used.

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:
A small levy to cover art/craft materials is charged.

4205 Drama in Performance

Unit Adviser: Mr P Richardson

Second Semester: Internal students only. Limit of 25 students from Dip.T., B.Ed.(Sec.) and B.A. (Social Sciences)

Prerequisite: Nil.

Unit Outline: This unit has been designed to foster a lively interest in the study of drama in performance. Students will examine issues related to drama in performance through the context of the development of Australian drama. The course consists of weekly practical workshop sessions in which students explore techniques for the performance of selected texts. Students will investigate through exercises, improvisation and performance how and why scripts might work in practice. Students will also be introduced to the performance history of important plays.

Teaching Methods: Workshops, seminars and lectures.

Assessment:
Written - (a) students will be expected to keep a journal in which they will note details of workshop activities and their reflections upon them, (30%); (b) students will present a research project on a
topic in Australian drama which will be approved by the unit adviser (30%).
Practical - students will be expected to participate in workshops and workshop presentations (as an
actor or a technician)(40%).

Prescribed Texts:
Seymour, A. Stewart, D. & Porter, H. 'Three Australian Plays'. Penguin, 1963

Recommended Readings:

4215 Learning and Individual Differences
Unit Adviser: Dr K. Stead
Full Year: Internal - 2 hours per week. External - 3 hours per weekend school and 6 hours per
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:

4220 Curriculum Studies: Social Studies Primary
Unit Adviser: Mr J. Pearson
Full Year: Internal - 2 hours per week - unit value of 1.0

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:
'Society in View Handbook'. Publications and Information Branch, Education Department of Victoria,
1981.
'Learning & Living: Years R-7 Social Studies: Curriculum Guidelines Part 1' Education Department of
South Australia, 1981.

Recommended Reading:

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4227 Information Needs and Users
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: Completion of two short assignments on reference problems (20% each), a case study (20%), completion of a literature guide (95%) and an online searching exercise (15%).

Prescribed Text:

4228 Organisation and Administration of the Resource Centre
Unit Adviser: Ms J. Phillips

First Semester: External - 2 hour sessions per weekend and 4 hours per vacation school - 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%), Case study assignment (20%), continuous assessment by short exercises (30%).

Prescribed Text: Nil

4229 Computer Supported Information Services
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 application information technology: 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:

4230 Special Topic in School Librarianship
Unit Adviser: To be advised.

Second Semester: External - unit value of 1.0
Unit Outline: With the approval of the School Librarianship Team, a student will work on a special topic in school librarianship based on students' needs.

This unit will allow the students to extend the skills developed in Units 4124 and 4225 into research design methodologies, the conduct of literature searches and compilation of bibliographies.

4231 Foundation Studies: Mathematics

Unit Adviser: Mr A. Box

First Semester: Internal - 2 hours contact, external - 2 hours each weekend school and 2 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 classrooms.

Teaching Methods: Workshops, Lectures.

Assessment: Internal: Evaluated workshops 25% and teaching tasks 75%. External: 5 assignments 75% and 1 teaching task 25%.

Prescribed Texts:
'Guidelines in Number'. Levels 1-5, Curriculum Branch, Education Department of Victoria, 1983.

4233 Foundation Studies: Creative Arts B (Art, Music & P.E.)

Unit Adviser: Ms J. Southcott

Full Year: Internal - 6 hours per week - 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. There will be a $10.00 levy to cover the cost of art materials used.

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:
'Curriculum Guide Physical Education' Publication Branch, Education Department of Victoria, 1970.

4235 Introduction to Science

Unit Adviser: Dr G. Detrick

Full Year: Internal - 3 hours per week. External - 4 hours at each weekend school and 6 hours at each vacation school - unit value of 1.0

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 (95%), directed investigations, reports and demonstrations (15%) aspects of attitude stated in the aims of the unit (10%).
4260 Curriculum Studies: Science Primary

Unit Adviser: Dr G. Dettrick

Full Year: Internal - 2 hours per week - 80% attendance is compulsory - unit value of 1.0
Corequisite: 4113, 4215, 4235 or equivalent.
Prerequisite: 4011

Unit Outline: The unit considers the rationale, methodology, materials and techniques for the teaching of science in primary schools. Research, curriculum developments, resources, evaluation and inquiries suitable for pupils are treated in detail.

Teaching Methods: Lectures, workshops and tutorials.

Assessment: Activities (30%), Essay (15%), Materials File (5%), Simulation (30%), Tests (20%).

Prescribed Texts:

4270 Curriculum Studies: Language Arts Primary A

Unit Adviser: Ms E. Pascoe

First 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 second year there will be an emphasis on developing programmes for teaching Language Arts in years Prep-6, and a detailed study of language development processes in all major curriculum areas, with close attention given to child drama, children's literature, reading/writing processes, developing suitable programmes and evaluation measures for reading and writing. Language across the curriculum will be studied, with close attention to the particular requirements of the multicultural classroom, English as a second language, language and computers.

Assessment: There will be 2 essays each worth 30% of marks, and a school-based curriculum project worth 40% of marks.

Prescribed Texts:
'Drama is Primary'. Publications and Information Branch, Education Department of Victoria, 1982.
Graves, D., 'Writing'. Heinemann, 1983.

4301 Curriculum Development

Unit Adviser: Dr J. Gough

Full 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.

Prescribed Texts:
4303 Philosophical Foundations of Education

Unit Adviser: Mr P. Edwards

Full 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.

Prescribed Text:

4311 Basic Issues

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.

4321 Curriculum Studies: Social Science Secondary

Unit Adviser: Dr T. Taylor

Full 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 Science Secondary will introduce students to the origins of social studies teaching in Australia and the method and scope of such teaching as well as the range of curriculum materials available to teachers in this area.

Teaching Methods: Teaching will be mainly through workshop presentations and discussion groups.

Assessment: Assessment will be based on minor written assignments and major assignments based on school experience.

Prescribed Texts:
Recommended Reading:

4323 Curriculum Studies: History Secondary

Unit Adviser: Dr T. Taylor

Full 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: Assessment will be based on minor written assignments and major assignments based on school experience.

Prescribed Texts:

4331 Curriculum Studies: Business Studies Secondary

Unit Adviser: Mr B. Jackson

Full Year: 3 hours per weekend school, and 4 hours per vacation school - unit value of 1.0 - external study only

Prerequisite: 2nd year B.Ed., or Degree or Diploma

Unit Outline: The unit provides a practical approach to the development of secondary Business Studies curriculum. Students are required to study: teaching techniques, audio-visual aids, measurement and evaluation. The unit will include: consumer education, economics, accounting, legal studies, job experience. Current trends and research findings are examined.

Teaching Methods: Lectures, workshop and seminars.

Assessment: 2 Essays, each 15%, and a curriculum project relevant to secondary school students 40%. Class test 30%.

4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.E.)

Unit Adviser: Ms J. Southcott

Full Year: Internal - 6 hours per week - 80% attendance is compulsory. External Study Also - unit value of 1.0

Prerequisites: 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. There will be a $10.00 levy to cover the cost of art materials used.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource book, group exercises, teaching tasks.

Prescribed Texts:
4341 Curriculum Studies: Creative Arts Secondary

Unit Adviser: Ms J. Rosewarne

Full Year; Internal - 3 hours per week. External - 3 hours per weekend school, and 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 safety 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.

Prescribed Text:

4342 Curriculum Studies: Creative Arts Secondary (double method)

Unit Adviser: Ms J. Rosewarne

Full Year: Internal - 3 hours per week. External - 3 hours per weekend school and 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.

Prescribed Text:

4350 Curriculum Studies: Mathematics Primary

Unit Adviser: Mr A. Box

Full Year; Internal - 2 hours per week, External - 2 hours per weekend school, and 4 hours per vacation school - 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, mini lectures.

Assessment: Internal - evaluated workshops and 3 teaching tasks.

Prescribed Text:

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Recommended Readings:
'Mathematics Curriculum Guide: Measurement; Teaching the Measurement Course; Time; Money; Spatial Relations; Area; Volume; Length; Visual Representation; n; Perimeter; Mass'. Education Department, Victoria, 1981.
'Guidelines in Number Levels' 1-5, Curriculum Branch, Department of Education, 1983.

4351 Curriculum Studies: Mathematics Secondary

Unit Adviser: Mr. J. White

Full Year: Internal - 3 hours per week, External - 2 hours per weekend school and 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. The unit covers problem solving, estimation skills and computers in post-secondary/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 - Lectures, workshops, seminars. External - Study Guides, workshops at weekend school.

Assessment: 4 assignments each with equal weighting.

Prescribed Text:

4352 Curriculum Studies: Mathematics Secondary (double method)

Unit Adviser: Mr. John White

Full Year: Internal - 3 hours per week, External - 3 hours per weekend school, and 4 hours per vacation school - unit value of 1.0

Prerequisite: 2nd year B.Ed. or units in degree or diploma

Corequisite: 4351

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; External - Study guides, workshops at weekend school.

Assessment: 4 assignments all of equal weighting.

Prescribed Text: Nil

4361 Curriculum Studies: Science Secondary

Unit Adviser: Dr. G. Dettrick

Full Year: Internal - 3 hours per week, External - 3 hours per weekend school, and 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: Secondary (Biology)

Unit Adviser: Dr K. Stead

Full Year: Internal - 3 hours per week. External - 2 hours per weekend school and 4-6 hours per vacation school - unit value of 1.0

Prerequisite: 2nd year 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 Texts:
'Biological Science: The Web of Life' (Latest Ed.) Australian Academy of Science
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: Secondary (Chemistry)

Unit Adviser: Dr J. Gough

Full Year: Internal - 3 hours per week. External - 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma

Corequisite: 4361

Unit Outline: Students will become familiar with the requirements for teaching chemistry to Years 11 and 12 pupils and will study topics such as the development of curriculum materials and units of work, evaluation of pupils, of chemistry courses, of texts and of curriculum materials; effective use of demonstrations, laboratory work and educational technology in chemistry teaching.

Teaching Methods: Study guides, lectures, seminars, workshops.

Assessment: Four essays equally weighted, including unit writing (two), the use of educational technology and curriculum material evaluation.

Prescribed Texts:

4365 Curriculum Studies: Secondary (Physics)

Unit Adviser: Dr J. Gough

Full Year: Internal - 3 hours per week. External - 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0.

Prerequisite: 2nd year B.Ed., or Degree or Diploma

Corequisite: 4361

Unit Outline: Students will examine the physics curricula for Years 11 and 12 in Victorian schools and
will be concerned with the development of units of work as well as the evaluation of texts, teaching aids and laboratory work for the teaching and learning of physics.

Teaching Methods: Study guides, lectures, seminars, workshops.

Assessment: Students will be assessed through assignments.

Prescribed Text: To be advised.

4370 Curriculum Studies: Language Arts Primary B

Unit Adviser: Ms E. Pascoe

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: 4270

Unit Outline: A continuation and extension of the second year programme, with a major focus on language curriculum theory and development with particular attention given to practical experience through drama in movement and improvisation, drama curriculum; poetry curriculum; reading and writing curriculum; literacy and computers; general curriculum development taking account of ethnic and linguistic diversity, individual differences, children with special needs. Students will be expected to develop and teach a programme of language, and to implement a drama programme in a school setting.

Assessment: There will be an essay worth 30% of total marks; a major curriculum project worth 40% of marks and a drama project worth 30% of marks.

Prescribed Texts:

Recommended Reading:

4371 Curriculum Studies: Language Arts Secondary

Unit Adviser: Mr P. Richardson

Full Year: Internal - 3 hours per week, External - 4 hours per weekend school and 6 hours at vacation school - unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma

Unit Outline: The unit is designed to assist students to develop skills in curriculum development in English education. Attention is given to the place and history of English education in the secondary curriculum; current developments and trends in English education; teaching strategies and procedures; understandings, values and skills in English education (reading, writing, speaking and listening); the development, location and evaluation of curriculum resources; and evaluation and assessment in English education. 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, curriculum materials and preparation of resources for teaching. Attendance at weekend schools is recommended.

Prescribed Texts:
Protherough, R., 'Encouraging Writing'. Methuen, 1983.
4372 Curriculum Studies: Language Arts Secondary (double method)

Unit Adviser: Mr P. Edwards

Full Year: Internal - 3 hours per week External - 4 hours per weekend school and 6 hours at vacation school - unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma

Corequisite: 4371

Unit Outline: This unit provides students with specialised insights to and resources for the teaching of language and literature in the senior school and techniques for helping second language learners. Initiative and imagination are encouraged in students who will be expected to prepare curriculum materials.

Teaching Methods: Study guides, selected readings, workshops and tutorials.

Assessment: The preparation of two curriculum packages is required of each student - these are major research undertakings of equal value.

Prescribed Texts:
Victorian Institute of Secondary Education 'Higher School Certificate Course Description: English Group I, and Literature' V.I.S.E.

4422 Educational Psychology

Unit Adviser: Dr D. Harvey

Second Semester: External - 4 hours at all weekend schools and at vacation school - unit value of 1.0

Prerequisite: Dip.T. or Grad.Dip.Ed.

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:

4423 Sociological Foundations of Education

Unit Adviser: Mr L. Regan

First Semester: External - 2 hours at each weekend school and 4 hours at the vacation school - unit value of 1.0

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit aims to involve students in a critical analysis of formal education in Australia from a number of sociological perspectives. Students will become acquainted with a variety of interpretive frameworks and research methodologies which have been used to explore the nature of Australian society and of education and the relationships between the two. Topics covered include: education and social stratification in Australia; education and the family in Australia; school-community interrelationships; the social organisation of teaching and student cultures; change in Australian society and the educational consequences thereof.

Teaching Methods: Readings, lectures, discussions.

Assessment: Assignments and practical exercises (60%); examination (40%).
4424 Philosophy of Education

Unit Adviser: Mr P. Edwards

Full Year: External - 3 hours per weekend school and 6 hours per vacation school - unit value of 1.0
Prerequisite: Dip.T. or 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.

Prescribed Texts:
Either:
Or:
And:

4426 Curriculum Theory and Evaluation

Unit Adviser: Dr J. Gough

Second Semester: External - 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0
Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: Students will study curriculum theory, design and development, particularly as they relate to the school. An examination of curriculum evaluation will form an important part of this course.

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 - 2 hours at weekend schools and 4 hours at vacation schools - unit value of 1.0
Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit centres around a contract task to suit the particular classroom mathematical interest of the students undertaking this unit of study. The task will be the completion of a project on a mathematics teaching area of the student's choice:
- based on day to day teaching;
- showing evidence of depth of reading and research;
- allowing children to pursue an active learning approach, based on the use of concrete materials.

Teaching Methods: Workshops, tutorials.
Assessment: 5 assignments 75%, major teaching task 25%.

Prescribed Text:

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: Dip.T. or Grad.Dip.Ed.

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 Texts:

Recommended Reading:

4429 Curriculum Studies: Children’s 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: Dip.T. or Grad.Dip.Ed.

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:

See also Course Reference Booklet.

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;

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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


4437 Measurement and Evaluation

Unit Adviser: Dr K. Stead

First 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: 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%).


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. The unit is limited to a quota of 30 students.

Prerequisite: Dip.T. or Grad.Dip.Ed.

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; weekend schools are an integral part of the course. The first three weekend schools should be attended.

Assessment: 3 written assignments (2 x 30% + 1 x 40%).

Prescribed Texts:

4455 The School Administrator

Unit Adviser: Mr D Jones

Second Semester: External - 2 hours at each of 4 weekend schools and 4 hours at 1 vacation school - unit value of 1.0

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The unit will emphasise a selection of issues of contemporary interest to Victorian school administrators, using, where available, current policy and administrative documents as source material. School governance, school and system policy-making and decision-making and political influence upon schools and systems will be emphasised.

Assessment: 3 x 1500 word exercise at 3 x 20%, 1 x 2000 word essay at 40%.

Prescribed Text: Nil

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4456 Psychology and Education of the Atypical
Unit Adviser: Dr D. Harvey
First Semester: 4 hours at all weekend schools and at vacation school - unit value of 1.0
Prerequisite: Dip.T. or Grad.Dip.Ed.
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.
Teaching Methods: Readings, lectures and discussion.
Assessment: Assignments (60%), Examination (40%).
Prescribed Text: To be advised.

4457 Alternatives in Education
Unit Adviser: Mr P. Edwards
Second Semester: External - 2 hours per weekend school and 5 hours per vacation school - unit value of 1.0
Prerequisite: Dip.T. or 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 Texts:

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
Prerequisite: Dip.T. or Grad.Dip.Ed.
Teaching Methods: Study guides, workshops and practical work at weekend schools.
Assessment: 4 assignments (2 x 30% and 2 x 20%).
Prescribed Text:
Recommended Reading:
State Computer Education Centre, Software Catalogue.

4465 Curriculum Studies: Advanced Teaching Studies Music (Primary)
Unit Adviser: Ms J. Southcott
Second Semester: External - 3 hours at weekend school and 4 hours at vacation schools - unit value of 1.0

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This course centres upon a contract task to suit the particular classroom music situation of the students undertaking this unit. The contract task will be the design, implementation and evaluation of a programme of classroom music. The programme design will be supported by workshops, consultation, reading and research, and visits to the classroom by the unit adviser.

Teaching Methods: Workshops, consultation with unit adviser and classroom visits by the unit adviser.

Assessment: Two assignments worth 20% each, classroom project report 60%.

Prescribed Text:
'Guide to Music in the Primary School'. Publications and Information Branch, Education Department of Victoria, 1981.

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

Prerequisite: 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: Study guides, lectures and workshops.

Assessment: Action research project involving an aspec of computers in the classroom

Prescribed Texts:
Kemmis, S. and McTaggart, R., 'The Action Research Planner'. Deakin University, 1982. Unit no. ECT 432

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

Prerequisite: Degree or Diploma

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: Study guides, lectures and workshops.

Assessment: 3 assignments, computer hardware (15%), comparison of school systems (70%), education of software (15%).

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); CE/1/85.
The Australian Personal Computer. (A monthly magazine available through newsagents).
Computer Education Group of Victoria, Annual Conference Proceedings

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
Prerequisite: 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%).

Prescribed Text:

Recommended Reading:

4614 Computers and Learning Theories

Unit Advisers: Dr K. Stead, Dr D. Harvey

Second Semester: External - 2 hours at each weekend school and at vacation school - unit value of 1.0

Prerequisite: Degree or Diploma

Unit Outline: The unit considers psychological factors associated with the use of computers in education.

Teaching Methods: Lectures, workshops and fieldwork.

Assessment: Assignments (100%).

Recommended Reading:

4615 Computers and Learning Practice

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

Unit Outline: Classification of software in terms of content, process and grade level. In-depth study programs in terms of evaluation, uses, appropriate mode of use (demonstration, 1-to-1, 1-to-many, 1-to-class), integration into syllabus, courseware. Emphasis will be placed on integrating computers across the curriculum. Future study of computers in education.

Teaching Methods: Study guides, project work, lectures and workshops.

Assessment: Essay (30%), Report on the use of two learning packages (50%), Courseware writing for a given data base.

Recommended Reading:
Lathrop, A. & Goodson, B., 'Courseware in the Classroom' Addison-Wesley, 1983.

4616 Computers in School Resource Management

Unit Adviser: Mr J. White

First Semester: External - 2 hours per weekend school and 4 hours vacation school - unit value of 1.0

Unit Outline: This unit introduces data bases and spreadsheet packages so that they can be applied
to a school system. Students will become familiar with a range of school administrative software. The use of telecommunications will be examined for administrative purposes. Management of school resources, including library circulation packages.

Assessment: System study of a school (50%). Evaluation of a school management application (50%).

Recommended Reading: To be advised.

4617 Project

Unit Adviser: To be advised.

Second Semester: External - unit value 1.0 - contact with advisers as required.

Unit Outline: The project is an independent and specialized study in the area of computers relevant to Education.

4618 Facilitating Computers in Education

Unit Adviser: To be advised.

Second Semester: External - 2 hours per weekend school and 4 hours vacation school - unit value of 1.0

Unit Outline: Students learn the processes of school computer policy formulation, implementation and evaluation. A list of management tasks for school computer resources will be developed. The role of the school computer resource person will be developed.

Assessment: Essay (20%), assignments 2 x 30%, 1 x 20%.

Recommended Reading:
Introduction
The School of Engineering offers the following awards:
Associate Diploma in Engineering Supervision - Para Professional; By external study only (equivalent two year full time course).
Bachelor of Engineering - Professional; Four year full-time courses.
- Electrical
- Electro-mechanical
- Mechanical
- Civil
Graduate Diploma in Engineering Maintenance Management (Terotechnology) - By external study only.
Master of Engineering - Research Master Degree

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.

Entry Requirements
(a) Mature Age Entry: People with an appropriate employment background who are over 21 years of age may gain entry as mature age students.
(b) Year 12 Entry: The normal academic requirement for entry is successful completion of a Year 12 course of study, preferably including passes in English, one Mathematics, one Science, and an additional Maths or Science subject.
(c) COT Entry: Students who do not hold Year 12 entry requirements but who have completed a Certificate of Technology at a College of Technical and Further Education may be admitted.

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.

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. Not all units are offered each year.
## Course Schedule

<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>
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</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 1A</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>5590</td>
<td>Engineering Surveying</td>
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</tr>
<tr>
<td>5542</td>
<td>Digital Electronics</td>
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</tr>
<tr>
<td>5562</td>
<td>Thermodynamic Principles</td>
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</tr>
<tr>
<td>5563</td>
<td>Plant Engineering</td>
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### Level 2

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3243</td>
<td>Engineering Finances</td>
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<tr>
<td>3256</td>
<td>Industrial Law (Engineering)</td>
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</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>

### 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

### 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.

Further information may be obtained from the Course Co-ordinator, Mr K Enders.

## Bachelor of Engineering

The 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.

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.

**Entry Requirements**

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.

**Course Recognition**

All Bachelor of Engineering Degree courses are approved by the Victorian Post-Secondary Education Commission and accredited by the State Accreditation Board. They are also submitted to the professional recognition process required by the Institution of Engineers, Australia to entitle graduates to membership of that institution.

**Course Outlines**

**Civil Engineering Degree**

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

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
<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>
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<tr>
<td>7192</td>
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</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
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</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.0</td>
</tr>
<tr>
<td>Level 2</td>
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<td></td>
</tr>
<tr>
<td>5200</td>
<td>Industrial Experience I**</td>
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<tr>
<td>5201</td>
<td>Measurement and Instrumentation</td>
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<tr>
<td>5220</td>
<td>Structural Design I</td>
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<tr>
<td>5221</td>
<td>Geology</td>
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<tr>
<td>5222</td>
<td>Hydraulics</td>
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<td>5223</td>
<td>Geomechanics</td>
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<tr>
<td>5224</td>
<td>Surveying</td>
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<tr>
<td>5261</td>
<td>Applied Mechanics</td>
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<tr>
<td>5280</td>
<td>Engineering Material I</td>
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<tr>
<td>5282</td>
<td>Civil Engineering Materials</td>
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<tr>
<td>7171</td>
<td>Probability and Statistics</td>
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<tr>
<td>7291</td>
<td>Computer Programming A</td>
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</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.0</td>
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</tbody>
</table>
Level 3

5300 Industrial Experience II**
5301 Control Theory and Systems 1.0
5320 Structural Design and Construction 0.5
5321 Water Supply and Waste Water Systems 1.0
5322 Hydraulic Design and Construction 0.5
5323 Soils and Foundations 1.0
5324 Theory of Structures I 1.0
5326 Road Design and Construction 1.0
5380 Engineering Materials II 0.5
7189 Operations Research for Engineers 0.5
Elective*** 1.0

8.0

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 1.0
2 Additional Electives to be chosen from:
- the above Subjects
- Approved electives from other Engineering Disciplines
- Other approved Electives

8.0

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.

Unit No. | Unit Name | Unit Value
--- | --- | ---

** 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.

<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>
<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>
</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 approved non-Engineering unit(s).
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<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>
<tr>
<td>5140</td>
<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 1A</td>
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<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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**Level 2**

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>5200</td>
<td>Industrial Experience I**</td>
<td>-</td>
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<tr>
<td>5201</td>
<td>Measurement and Instrumentation</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>5260</td>
<td>Mechanical Design II</td>
<td>0.5</td>
</tr>
<tr>
<td>5261</td>
<td>Applied Mechanics</td>
<td>1.0</td>
</tr>
<tr>
<td>5262</td>
<td>Manufacturing Engineering</td>
<td>0.75</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>5267</td>
<td>Engineering Materials I</td>
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</tr>
<tr>
<td>7201</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>
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</table>

**Level 3**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>5300</td>
<td>Industrial Experience II**</td>
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</tr>
<tr>
<td>5301</td>
<td>Control Theory and Systems</td>
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</tr>
<tr>
<td>5360</td>
<td>Mechanical Design III</td>
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</tr>
<tr>
<td>5361</td>
<td>Mechanics of Materials and Structures</td>
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</tr>
<tr>
<td>5363</td>
<td>Thermodynamics II</td>
<td>0.75</td>
</tr>
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<td>5364</td>
<td>Fluid Mechanics II</td>
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</tr>
<tr>
<td>5367</td>
<td>Vibrations and Noise Control</td>
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<tr>
<td>5380</td>
<td>Engineering Materials II</td>
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<tr>
<td>7171</td>
<td>Probability and Statistics</td>
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</tr>
<tr>
<td>7189</td>
<td>Operations Research for Engineers</td>
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<tr>
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<td>Elective***</td>
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**Level 4**

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<tr>
<td>5400</td>
<td>Engineering Project</td>
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</tr>
<tr>
<td>5401</td>
<td>Engineering Management and Industrial Relations</td>
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<tr>
<td>5402</td>
<td>Engineering Project Management</td>
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<tr>
<td></td>
<td>Electives to be chosen from:</td>
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<tr>
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<td>Structural Design</td>
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<tr>
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<td>Mechanical Design IV</td>
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<td>Rotodynamic Machines</td>
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<tr>
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<td>Thermodynamics III</td>
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<tr>
<td></td>
<td>Fuel &amp; Combustion Technology</td>
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<tr>
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<td>Engineering Materials III</td>
<td>1.0</td>
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<td>Additional Electives to be chosen from:</td>
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<tr>
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<td>the above Subjects</td>
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<td>Approved electives from other Engineering Disciplines</td>
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</tr>
<tr>
<td></td>
<td>other approved Electives</td>
<td></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).
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.

<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>
<td>0.75</td>
</tr>
<tr>
<td>5120</td>
<td>Civil Engineering I</td>
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<td>5140</td>
<td>Electrical Engineering I</td>
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<td>5160</td>
<td>Mechanical Engineering I</td>
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</tr>
<tr>
<td>7122</td>
<td>Computer Programming 1A</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>
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<tr>
<td>Level 2</td>
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<tr>
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<td>Industrial Experience I**</td>
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<td>Measurement and Instrumentation</td>
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<td>5240</td>
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<td>5242</td>
<td>Electronics</td>
<td>0.75</td>
</tr>
<tr>
<td>5243</td>
<td>Digital Electronics &amp; Computers I</td>
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<td>Circuits and Systems</td>
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<tr>
<td>5261</td>
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<td>5263</td>
<td>Thermodynamics I</td>
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<tr>
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<td>Fluid Mechanics I</td>
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<td>Integral Transforms</td>
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<tr>
<td>Level 3</td>
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<tr>
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<td>Analog Electronics</td>
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<td>Mechanics of Materials and Structures</td>
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<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>
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<tr>
<td>7171</td>
<td>Probability and Statistics</td>
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<td>Elective***</td>
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<td></td>
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<td>Level 4</td>
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<tr>
<td>5400</td>
<td>Engineering Project</td>
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</tr>
<tr>
<td>5401</td>
<td>Engineering Management and Industrial Relations</td>
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</tr>
<tr>
<td>5402</td>
<td>Engineering Project Management</td>
<td>1.0</td>
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<td>4 Electives to be chosen from:</td>
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<tr>
<td>5403</td>
<td>Environmental Engineering</td>
<td>1.0</td>
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<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>142</td>
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</tbody>
</table>
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.

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)

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>
<th>Residential Schools</th>
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<tbody>
<tr>
<td>5701</td>
<td>Terotechnology and Life Cycle Costs</td>
<td>1</td>
<td>Nil</td>
<td>1</td>
<td>1st Semester Vacation School - 5 days (May 1986 - Wednesday to Sunday)</td>
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<tr>
<td>5702</td>
<td>Maintenance Management</td>
<td>1</td>
<td>Nil</td>
<td>1</td>
<td>2nd Semester Vacation School - 5 days (September 1986 - Wednesday to Sunday)</td>
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<tr>
<td>5703</td>
<td>Quantitative Techniques for Asset Management</td>
<td>2</td>
<td>5702</td>
<td>1</td>
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<tr>
<td>5704</td>
<td>Industrial Techniques for Maintenance Management</td>
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<td>5701,5702</td>
<td>1</td>
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<tr>
<td>5705</td>
<td>Fault Diagnosis and Condition Monitoring</td>
<td>3 &amp; 4</td>
<td>5702</td>
<td>1</td>
<td>Combined Residential School - 8 days (September 1987 - Saturday to Saturday)</td>
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<tr>
<td>5706</td>
<td>Maintenance Engineering</td>
<td>3 &amp; 4</td>
<td>5702</td>
<td>1</td>
<td></td>
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<tr>
<td>5707</td>
<td>Computer Applications in Terotechnology</td>
<td>3 &amp; 4</td>
<td>5702,5703</td>
<td>1</td>
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<tr>
<td>5709</td>
<td>Project</td>
<td>3 &amp; 4</td>
<td>Completion of at least 3 units</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Special Requirements for Unit 5707 Computer Application in Terotechnology

Students may not proceed to unit 5707 until they have a computer programming literacy of a level sufficient for them to be able to cope with the programming studies which form part of 5707.

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 as a preparatory unit; or - any other relevant course of study that is approved by the Head of School as preparatory studies for unit 5707. Unit 7121 does not constitute part of the Graduate Diploma course.

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, they will be required to attend residential schools 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 experts.

The dates for residential schools for 1986 are given in the above 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.

Unit Outlines

3243 Engineering Finances
Unit Adviser: Mr J. Rayment
Second Semester: unit value of 1.0 - external study.
Prerequisite: Nil.
Prescribed Text: To be advised.

3256 Industrial Law (Engineering) (not offered in 1986)
Unit Adviser: Mr L. Moore.
Second Semester: unit value of 1.0 - external study.

3362 Industrial Relations
Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 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 workplace, with special reference to compulsory arbitration, collective bargaining and worker participation.
Prescribed Texts:
*only one of these.

5100 Drawing and Design
Unit Advisers: Mr A. Mohtaji, Mr R Hadgraft
Full Year: 4 hours per week - unit value of 0.75 - internal study
Prerequisites: Nil
Unit Outline:
First 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 Texts:

5101 Engineering Practice

Unit Advisers: Mr R. Macleod, Dr D. Saini, Mr P. Loftus

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: 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 Advisers: Mr R. Hadgraft, Mr L. Soste

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

Prerequisite: Nil.

Unit Outline:
Site Investigation: Rock formation & types, structural geology, geological mapping, explosives. The composition of soils and their engineering classification, the Atterberg Limits, phase relationships, principles of soil compaction, - introductory laboratory testing techniques and site visits.

Prescribed Text: To be advised.

5140 Electrical Engineering 1

Unit Adviser: Mr G.J. Harrison

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

Prerequisite: Nil.

Prescribed Texts:

Recommended Reading:

5160 Mechanical Engineering 1

Unit Adviser: Dr D. Saini

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

Prerequisite: 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 Texts:
Dynamics text to be advised.

5190 Energy and Society

Unit Adviser: Dr I.J. Spark

Full Year: 2 Hours per week - unit value of 1.0 - external study.

For details see Core Studies section.

5200 Industrial Experience I

Unit Adviser: Dr I. Spark

Full Year: unit value of 0.0 - internal study

Unit Outline: As part of the requirement of the Institution of Engineers, Australia, for all engineering degree programs, it is necessary for students to complete a total of 12 weeks of industrial experience. This experience is normally to be gained during the Christmas vacation periods between second - third years, and third - fourth years. A formal report on the experience is required upon completion.

Recommended Reading: Nil
5201 Measurement and Instrumentation

Unit Adviser: Dr J. Ochsenbein

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

Prerequisite: 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 Texts:
Standards Association of Australia - Latest Editions.
AS1250 The Use of Steel in Structures.
AS1480 The Use of Reinforced Concrete in Structures.
AS1720 Rules for the Use of Timber in Structures.

5221 Geology

Unit Adviser: To be advised.

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

Prerequisite: Nil


Prescribed Text:

5222 Hydraulics

Unit Adviser: Mr R. Hadgraft.

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

Prerequisite: 7169

Unit Outline:
1. Mechanical properties of fluids. Fluid Statics: Pressure and Force. Fluid Motion: Basic definitions, Continuity Equation, Momentum Equation, Bernoulli Equation and its application to single and interconnected pipe systems, pumps and fittings.
2. 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: Mr B. Cole

First Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 5120

Unit Outline: Total and Effective Stress, shear strength of soils, slope stability of soils, flow of water in soils, introduction to rock mechanics, properties of rock materials and of jointed rock masses, stability of rock slopes, field investigations and laboratory testing, methods of improving soil strength.

Prescribed Text:
Lee, White & Inglis, Geotechnical Engineering, Pitman, 1983

5224 Surveying

Unit Adviser: Mr R. Hadgraft

Full Year: 5 hours per week - unit value of 1.0 - internal study.

Prerequisite: 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 G.J. Harrison

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.

Prescribed Text:

Recommended Readings:

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 Texts:

Recommended Readings:

5243 Digital Electronics & Computers

Unit Adviser: Dr J-Ch. Ochsenbein

Second Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 5140.


Prescribed Texts:

Recommended Readings:

5244 Circuits & Systems

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week - unit value of 0.75 - internal study.
Prerequisite: 5140, 7169.

Corequisite: 7268


Prescribed Texts:

Recommended Readings:

5260 Mechanical Design II

Unit Adviser: Mr A. Mohtaji

Second Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 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:

5261 Applied Mechanics

Unit Adviser: Dr E. Meleraki, Dr 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.

Prescribed Texts:

5262 Manufacturing Engineering

Unit Adviser: Dr D. Saini

Full Year: 2.5 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 Readings:

5263 Thermodynamics I

Unit Adviser: Dr D. Saini

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

Prerequisite: 5160

Prescribed Texts:

5264 Fluid Mechanics I

Unit Adviser: Mr D. Walker

Full Year: 2.5 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.

Prescribed Text:

5280 Engineering Materials I

Unit Adviser: Dr I.J. Spark

Second 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.

Prerequisite: Nil.


Recommended Readings:
5300 Industrial Experience II
See 5200 Industrial Experience I

5301 Control Theory & Systems
Unit Adviser: Mr G. Harrison
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5201, 7121, 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:

5320 Structural Design and Construction
Unit Adviser: Mr P.J. Loftus
First Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisites: 5220, 5261.


Prescribed Texts:
Standards Association of Australia - Latest Editions.
AS1170 Minimum Design Loads on Structures
AS1250 The Use of Steel in Structures
AS1480 The Use of Reinforced Concrete in Structures
AS1790 Rules for the Use of Timber in Structures

5321 Water Supply & Wastewater Systems
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: 1.5 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, Moondarra 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 B. Cole

Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: 5221
Corequisite: 5233


Prescribed Text:
Lee, I.K. et al., 'Geotechnical Engineering', Pitman, 1982

5324 Theory of Structures I

Unit Adviser: Dr E. Melerski

Full Year: 3 hours per week - unit value of 1.0 - internal 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 surveying, use of aerial photography, design and setting out of vertical and horizontal curves. Calculation of earthwork quantities, quarrying and the use of explosives. The design of road pavements, design and placement of bituminous surface layers. Road drainage provisions, the calculations of rainfall runoff. Provisions in the Local Government Act for the design and construction of subdivisional roads. An introduction of types of earthmoving plant and their application.

Prescribed Text:
Victoria Country Roads Board, 'Road Design Manual'.

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', Swinburne Institute of Technology - Compiled by Staff Electrical & Electronic Engineering Department, Swinburne Institute of Technology.

Recommended Reading:
Texas Instruments PLC Manuals

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 Readings:

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: To be advised.

5343 Digital Electronics & Computers II
Unit Adviser: Dr J.-Ch. Oehsenbein
First Semester: 5 hours per week - unit value of 0.75 - internal study.
Prerequisite: 5243
Unit Outline: Digital Circuits - Comparison of and interacting 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 Texts:
Leventhal, LA., 'Microcomputer Experimentation with the Motorola MEK 6800 D2'. Prentice-Hall, 1981.

Recommended Readings:

5345 Power Electronics
Unit Adviser: To be advised.
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 Texts:

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 Texts:

Recommended Readings:

5348 Electrical Machines

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week - unit value of 1.0 - external study - conversion courses only.

Prerequisite: 5241 or equivalent.

Unit Outline: Polyphase Transformers: phase changing connections, voltage regulation, parallel operation and load sharing, harmonics. Induction Machine: analysis of machine performance based on equivalent circuits and circle diagram, rotor voltage injection principles. Thyristor Converter: applications to motor operation using variable voltage/variable frequency control, rotor slip energy recovery systems. Synchronous Machine: two axis models, torque and power characteristics, performance diagrams, load sharing and reactive power control, stability under dynamic and steady state conditions.

Prescribed Text:

5349 Digital Electronics

Unit Adviser: Dr J-Ch. Ochsenbein

Full Year: 3 hours per week - unit value of 0.75 - external study -conversion course only.

Prerequisite: 5140 or equivalent.

Unit Outline: Digital circuits, TTL, arithmetic and logic functions, combinational logic circuits, design using SSI and MSI integrated circuits. Sequential functions including latches, flip-flops, shift registers, and counters. Sequential design, state and timing diagrams, design of synchronous counters. Introduction to microprocessors and minicomputers, organisation, addressing structure, instruction set, parallel I/O.

Prescribed Texts:

5360 Mechanical Design III
Unit Adviser: Mr K.B. Enders
Full Year: 3 hours per week - unit value of 1.0 - internal study
Prerequisite: 5260
Unit Outline: Specific topics will be taken from the following: Fluid Power System Design; Design of pressure vessels and pressure piping systems including the selection of components such as valves and supports; Design of Materials handling equipment such as cranes, hoists and conveyors; Introduction to human engineering (Ergonomics); Design of bearings and lubrication systems including metallic and non-metallic bearings; The design and selection of mechanical power transmission systems and components such as gears, clutches, and couplings; Further study of the design aspects of fatigue.
Where necessary the unit topics will be supplemented by case studies and design projects. Where applicable the appropriate standards, codes and statutory requirements will be referred to in the design process. The introduction of new topics and techniques will be regarded as essential to keep the unit up-to-date and wherever possible, computers will be used in the design and optimisation of systems and components.

Prescribed Text:

5361 Mechanics of Materials and Structures
Unit Advisers: Mr A. Mohtaji, Dr E. Melerski
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5261, 7122, 7163.

Unit Outline:

Prescribed Text:
Reference:

5363 Thermodynamics II
Unit Adviser: Mr G. Vains
Full Year: 2.5 hours per week - unit value of 0.75 - internal study.
Prerequisite: 5263

Prescribed Texts:
5364 Fluid Mechanics II
Unit Adviser: Mr D. Walker

Full Year: 2.5 hours per week - unit value of 0.75 - internal study.
Prerequisite: 5264.


Prescribed Text:

5367 Vibrations and Noise Control
Unit Advisers: Mr L. Bradshaw, Mr G. Vains

Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: 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.

Prescribed Texts:

5380 Engineering Materials II
Unit Adviser: Dr I.J. Spark

First Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 5280

Unit Outline: The making and shaping of steel, heat treatment of steel and cast iron, metallurgy of welding, fracture mechanics, non-destructive testing, surface hardening, non ferrous alloys, thermodynamics and kinetics of corrosion, corrosion control.

Prescribed Texts:

5400 Engineering Project

Full Year: 1 hour contact up to 11 hours private study - unit value of 2.0 - internal and 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 engineering project.
5401 Engineering Management and Industrial Relations
Unit Adviser: Mr K. Enders
Full Year: 4 hours per week - unit value of 1.0 - internal and external 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. Professionalism, ethics, communication and time management are also covered.
Prescribed Texts:
Others to be advised.

5402 Engineering Project Management
Unit Adviser: Mr P. Loftus
Full Year: 3 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 management. Cost control, cost variances, cash flow forecasting pert analysis of networks. The nature of engineering contracts.
Prescribed Text:

5403 Environmental Engineering
Unit Adviser: Mr P. Walker
First Semester: 6 Hours per week - unit value of 1.0 - 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 and external 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 and external study.
Prerequisites: 5321, 5322.

Prescribed Text:

5423 Construction Practices (not offered in 1986)

Unit Adviser: Mr P.J. Loftus

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

Prerequisite: 5322, 5323, 5326.


Prescribed Text: Nil

5424 Theory of Structures II

Unit Adviser: Dr E. Melerski

Full Year: 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: 6 hours per week - unit value of 1.0 - external study.

Prerequisite: 5261.

Unit Outline: Design of Reinforced Concrete, Prestressed Concrete and Steel Structures in accordance with current Australian Standards.

Prescribed Texts:
AS1480 The Use of Reinforced Concrete in Structures
AS1511 The Use of High-Strength Bolts in Steel Structures
AS1554 Structural Steel Welding
AS1170 Minimum Design Loads on Structures
AS1250 The Use of Steel in Structures

5426 Traffic Engineering

Unit Adviser: Mr P. Walker

Second Semester: 6 hours per week - unit value of 1.0 - external 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:

160
5440 Power Systems
Unit Adviser: Mr K.R. Cale
Full Year: 3 hours per week - unit value of 1.0 - internal and external 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 Readings:

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 Readings:
1980.
Electrical Engineer, monthly magazine, Thomson Publications.
SECV Industrial Information Sheets.
AS 3000 Wiring Rules.

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: 5342, 5343.
Unit Outline: Electronic instruments, circuit design for electronic instrumentation, data acquisition
systems and intelligent controllers, signal processing, instrumentation systems including biomedical
and microcomputer applications, microprocessor based instrumentation.
Prescribed Texts:
Recommended Readings:
Andrews, M., 'Programming Microprocessor Interfaces for Control in Instrumentation'. Prentice-Hall,
1982.

5445 Communications Systems (not offered in 1986)
Unit Adviser: Mr R.I. MacLeod
Full Year: 3 hours per week - unit value of 1.0 - internal study.
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.
Prescribed Text: To be advised
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.

Prescribed Texts:

Recommended Readings:
Coffron, J.W., 'Using and Troubleshooting the MC6800'. Reston, 1983.
HP64000 Logic Development System Handbook

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.


Recommended Readings:

5460 Mechanical Design

Unit Adviser: Mr K. Enders

Full Year: 3 hours per week - Unit value of 1.0 - internal study.

Prerequisites: 7171, 5360.

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 mechanical design problems are examined throughout the course.

Recommended Readings:

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.

Prescribed Text:

Recommended Readings:

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 Texts:

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 - external study.

Prerequisite: 5980
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 Readings:

5500 Engineering Supervision

Unit Adviser: Mr. K. Enders

Second Semester: 6 hours per week - unit value of 1.0 - external study.

Prerequisite: 5501

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 Texts:

5501 Human Communication

Unit Adviser: To be advised.

First Semester: 3 hours per week - unit value of 0.5 - external study.

Prerequisite: 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

Full Year: 3 hours per week - unit value of 0.75 - external study.

Prerequisite: 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 Texts:

5520 Engineering Surveying (not offered in 1986)
Unit Adviser: Mr L. Soste
Second Semester: unit value of 0.75 - external study.
Prerequisite: 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: To be advised.
Full Year: 3 hours per week - unit value of 1.0 - external study.
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: To be advised

5541 Electronics and Instrumentation
Unit Adviser: Mr R.L. MacLeod
Full Year: 3 hours per week - unit value of 0.75 - external study.
Prerequisite: 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 (e.g. position, velocity, flow, pressure, force, strain, depth).
Prescribed Texts:

5542 Digital Electronics
Unit Adviser: Dr J-Ch. Ochsenbein
Full Year: 3 hours per week - unit value of 1.0 - external study.
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.
Prescribed Texts:

5560 Statics (not offered in 1986)

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.

Prescribed Text: To be advised

5561 Dynamics (not offered in 1986)

Unit Adviser: Mr A. Mohtaji
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 polare 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.

Prescribed Text: To be advised

5562 Thermodynamic Principles

Unit Adviser: Dr D. Saini

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisite: Nil

Unit Outline:
2. First Law of Thermodynamics.
3. Second Law of Thermodynamics; Kelvin-Planck & Clausius statements. N.F. Processes; Adiabatic, Polytropic, Isothermal, Constant Volume, Constant Pressure. work done by a polytropic process; Mechanical Power.
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
5. Gases
Single phase systems, Characteristic Gas Eqn. Joules Law; Table and comparison of Specific Heat Capacities; Relationship of Cp, Cv and R Application to N.F. Processes.
6. Second Law (Extended)
7. Plant Cycles
(a) L.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 Texts:

5563 Plant Engineering (not offered in 1986)
Unit Adviser: Mr L. Bradshaw
Full Year: 3 hours per week - unit value of 1.0 - external study.
Prerequisite: Nil


Prescribed Texts:

5580 Engineering Materials
Unit Adviser: Dr I.J. Spark
First Semester: 3 hours per week - unit value of 0.5 - external study.
Prerequisite: 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.

Prescribed Text:

5600 Engineering Management Methods (not offered in 1986)
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.
Statistics: Systematic presentation of data, measures of location and dispersion. Population
distribution curves, normal distribution. Sampling distribution of the sample mean. Attribute sampling; the binomial distribution.

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.

Prescribed Text:

**5601 Safety and Environmental Management**

Unit Adviser: Mr K. Enders

Second Semester: 3 hours per week - unit value of 0.5 - external study

Prerequisite: 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.

Prescribed Text: To be advised

**5602 Engineering Project Supervision**

Unit Adviser: Mr P. Walker

First Semester: 3 hours per week - unit value of 0.5 - external study.

Prerequisite: 3243


Prescribed Text: To be advised

**5603 Industrial Control System** (not offered in 1986)

Unit Adviser: Mr G. Harrison

First Semester: unit value of 1.0 - external study

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.

Prescribed Text: To be advised

**5621 Structural Design**

Unit Adviser: Mr P. Loftus

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Full Year: 3 hours per week - unit value of 1.0 - external study.
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.

Prescribed Text: Non Unit Study Guides

5622 Road and Drainage Design (not offered in 1986)

Unit Adviser: Mr P. Walker

Second Semester: unit value of 1.0 - external study.

Prerequisites: 5590, 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.

Prescribed Text:
R.C.A. Road Design Manual.

5641 Industrial Electronics (not offered in 1986)

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - external study.

Prerequisite: 5541.

Unit Outline: Semiconductor power switching devices; Triggering circuits; Comutation 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

Prescribed Text: To be advised

5642 Computer Engineering (not offered in 1986)

Unit Adviser: Dr J-Ch. Ochsenbein

Second Semester: unit value of 1.0 - external study.

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 Texts:

5661 Mechanics and Design

Unit Adviser: To be advised.

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisites: 5509, 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 (not offered in 1986)

Unit Adviser: Mr G. Vains

First Semester: unit value of 1.0 - external study.

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 - Carnot cycle, Rankine cycle with reheat.
Regenerative cycle, S.S.C., Williams Line, turbine governing.
Steam for Process: Combined power and vapour for industrial purposes.

Prescribed Texts:

5663 Maintenance Supervision (not offered in 1986)

Unit Adviser: Mr L. Bradshaw

First Semester: unit value of 1.0 - external study.

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 CM planning; Use of historical maintenance data; Downtime and availability; Maintenance costs and budget control; Use and control of contractors for maintenance work.

Prescribed Text:

5664 Fault Diagnosis and Conditioning Monitoring (not offered in 1986)

Unit Adviser: Mr L. Bradshaw

Second Semester: unit value of 1.0 - external study.

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

Prescribed Text:

5690 Factory Administration (not offered in 1986)
Unit Adviser: Mr D. Saini
First Semester: unit value of 1.0 - external study.

Unit Outline:
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 budgetry 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:

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 insure that maintenance costs are considered throughout the life cycle of equipment. Maintenance budgets and cost control. Terotechnology 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.

This unit includes a considerable number of Terotechnology and life-cycle costing case studies.

Prescribed Texts:

5702 Maintenance Management
Unit Adviser: Mr L. Bradshaw
First Semester: 6 hours per week - unit value of 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 Texts:

5703 Quantitative Techniques for Asset Management
Unit Adviser: Mr K. Enders
Second Semester: 6 hours per week - unit value of 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.
2. Mathematical modelling of maintenance data; Monte Carlo simulation; Queueing theory; Determining optimum frequencies for fixed-time maintenance activities/shutdowns.
3. Reliability and application of reliability data.

Prescribed Text: To be advised

5704 Industrial Techniques in Maintenance Management
Unit Adviser: Mr P. Walker
Second Semester: 6 hours per week - unit value of 1.0 - external study.
Prerequisites: 5701, 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, reorder levels and purchasing procedures. Planning of shutdowns and major maintenance project activities using Gantt charts and critical path networks.

Prescribed Text: To be advised

Recommended Reading:
Relevant Australian Standards.

5705 Fault Diagnosis and Condition Monitoring
Unit Adviser: Dr I. Spark
Full Year: 3 hours per week - unit value of 1.0 - external study.
Prerequisite: Nil

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; Spectrometic oil analysis.
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 Readings:

5706 Maintenance Engineering

Unit Adviser: Dr D. Saini

Full Year: 3 hours per week - unit value of 1.0 - external study.

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: To be advised

5707 Computer Applications in Terotechnology

Unit Adviser: Mr R. Hadgratt

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisites: 5702, 5703 and demonstrated computer literacy.

Unit Outline:
1. Introduction to computerised management control systems for a maintenance department; impact of computers and technological development on maintenance activities and maintenance management; Standard computer software packages available for maintenance management; Software and hardware specifications; Costs of software; Costs and configurations of hardware; Writing a user specification.
2. Introduction to the in-house creation of computer applications software for maintenance management; Creation of software programs for specific maintenance management applications including the manipulation, graphical presentation, and distribution of maintenance data; Creation of software programs for the computerisation of quantitative techniques in asset management; Use of standard software (spreadsheets and data base) for the development of maintenance software.
Introduction to relational data bases; Designing forms and reports; Future developments.
3. Programming; program design, structured techniques, modular programs, subprograms; File handling; Introduction to Systems Analysis; New system design, programming, implementation and maintenance.
5. Interfacing to condition monitoring equipment and incorporation of data into the maintenance data base.

Prescribed Text: To be advised

5709 Research Project

Unit Adviser: Mr L. Bradshaw

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisite: Completion of at least 3 course units.

Unit Outline: The essential feature of the research project is that it provides the student with an opportunity to assume personal responsibility for the solution of a terotechnology problem. It therefore enables the student to gain confidence in 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).

5920 Master of Engineering (Electrical)
5940 Master of Engineering (Civil)
5960 Master of Engineering (Mechanical)
5980 Master of Engineering (Electro-Mechanical)

Unit Adviser: Dr L. Spark

Full Year: 39 hours per week - unit value of 8.0 - internal and external study.

Unit Outline: Students undertaking research masters degrees are required to engage in a personal research project for a period equivalent to 1.5 to 2 years full-time duration. Industry based part-time research projects are particularly encouraged.

Potential students should consult with the unit advisers to develop a prospectus for a possible project. Research supervision is available in a number of specialist areas within the Civil, Electrical, and Mechanical Engineering disciplines.

Applicants must possess a good first degree preferably with significant industrial experience.
SOCIAL SCIENCES

Introduction
The School of Social Sciences offers the following awards:

Associate Diploma in Welfare Studies - Two year full time course; first year offered on a part-time or external basis.
Bachelor of Arts (Social Science) - Three year full time course, or equivalent part-time external study.
Bachelor of Arts (Multi-disciplinary) - Three year full time course, or equivalent part-time external study.
Please note that there are no new enrolments.
Graduate Diploma in Counselling Psychology - Two year part time course.
Master of Arts - Research Master Degree

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 full-time study or equivalent 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.

Entry Requirements
In addition to meeting standard entry requirements, ALL APPPLICANTS ARE REQUIRED TO COMPLETE A WELFARE STUDIES COURSE ADMINISTRATION FORM. This form can be obtained from the Registrar, Gippsland Institute of Advanced Education, Switchback Road, Churchill, 3842, and must be returned to GIAE by November 1, 1985. 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 Recognition
Courses are recognised by the Victorian Public Service Board, Commonwealth Public Service Board, Australian Institute of Welfare Officers and the Education Department.

Course Structure

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

Semester One
6140 Welfare Methods A
6142 Welfare Issues
6190 Introduction to Psychology A

Semester Two
6141 Welfare Methods A
6143 Welfare Administration
6191 Introduction to Psychology B

Full Year
6120 Sociology 1

Year Two
Eight units to be taken in single semesters.
Semester One
6240 Welfare Studies IIA
6246 Fieldwork and Practice A
6326 Sociology of Health and Welfare
6353 Community Psychology

Semester Two
6241 Welfare Studies IIB
6247 Fieldwork and Practice B
6396 Clinical Psychology
Plus one Sociology elective from:
6224 Sociology of Ethnic Relations (Semester One)
6227 Sociology of Gender (Semester Two)
6320 Sociology of Deviance (Semester Two)
6322 Sociology of the Family (Semester Two)

Sequence for Full-time Internal Students

Year One
Semester One
6140 Welfare Methods A
6142 Welfare Issues
6190 Introduction to Psychology A

Semester Two
6141 Welfare Methods B
6143 Welfare Administration
6191 Introduction to Psychology B

Full Year
6120 Sociology 1

Year Two
Semester One
6240 Welfare Studies IIA
6246 Fieldwork and Practice A
6326 Sociology of Health and Welfare
6353 Community Psychology

Semester Two
6241 Welfare Studies IIB
6247 Fieldwork and Practice B
6396 Clinical Psychology
Sociology elective may be undertaken in either Semester One or Semester Two.

Sequence for Part-time or External Students

Year One
Semester One
6190 Introduction to Psychology A

Semester Two
6191 Introduction to Psychology B

Full Year
6120 Sociology 1

Year Two
Semester One
6140 Welfare Methods A
6142 Welfare Issues

Semester Two
6141 Welfare Methods B
6143 Welfare Administration
Year Three (Internal Study Only)
Semester One
6240 Welfare Studies IIA
6246 Fieldwork and Practice A
6326 Sociology of Health and Welfare
6353 Community Psychology
Semester Two
6241 Welfare Studies IIB
6247 Fieldwork and Practice B
6396 Clinical Psychology
Sociology elective may be taken in either Semester One or Semester Two.

Note: Full and regular attendance at all the specifically 'welfare' units in both first and second years is a necessary requirement for successful completion of these units.

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 postgraduate 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 Registrar or from individual course consultants in the school.

Entry Requirements

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 Regulations

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 9 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. Majors in History and Politics are currently being considered for approval and accreditiation. 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.
Course Components

The relative weighting of each component of the total degree program, is as follows.

- Common Social Science Core: 9-10 credits;
- Substantive Major Study: 6-8 upper level credits;
- Supporting Studies: 6-10 credits;

making a total of 24.0 credits.

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

(a) Common Social Science Core (9-10 units)
All students will be required to take at least 9 out of 10 units of the common core 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:
- 6115: Introduction to English (credit: 2 units)
- 6120: Sociology 1 (Credit: 2 units)
- 6185: Modern European History 1789-1939
- 6186: Australian Politics
- 6190: Introduction to Psychology A
- 6191: Introduction to Psychology B
- 6270: Methods of Social Research A
- 6271: Methods of Social Research B

As from Semester One, 1986 all students will be required to complete first level studies from the Common Core in English, History/Politics, Psychology and Sociology. All students will be required to complete unit 6270 Methods of Social Research A.

Students majoring in Psychology and/or Sociology are required to complete unit 6271 Methods of Social Research B.

(b) The Substantive Major Study (6-8 upper level units)
Major studies will be offered in the following substantive disciplines, namely: English; Psychology; Sociology; History (subject to approval and accreditation); Politics (subject to approval and accreditation).

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

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

(i) Upper level units outside the chosen major area(s) of study
(ii) Selected units from the Bachelor of Education, Diploma of Arts (in Visual Arts) or the Bachelor of Applied Science programs, such as Economics, Administrative Studies, Accounting, Mathematics, Education or Computing.
(iii) 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 the Institute.

Course Plan

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

First Level

Semester One
- 6185 Modern European History
- 6190 Introduction to Psychology A

Semester Two
- 6186 Australian Politics
- 6191 Introduction to Psychology B

178
Full Year
6115 Introduction to English
6120 Sociology 1

Second Level
Semester One
6270 Methods of Social Research A
Major Study (credit value of 1.0)
Supporting Study (credit value of 2.0)

Semester Two
6271 Methods of Social Research B (not compulsory for English, History or Politics, Majors)
Major Study (credit value of 1.0)
Supporting Study (credit value of 2.0)

Third Level
Semester One
Major Study (credit value of 2.0)
Supporting Study (credit value of 1.0)
Supporting Study or Major Study (credit value of 1.0)

Semester Two
Major Study (credit value of 2.0)
Supporting Study (credit value of 1.0)
Supporting Study or Major Study (credit value of 1.0)

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

Work Loads and Student Progress
(a) Full-time students shall not take more than four units in any one semester without the permission of the Chairperson of the Board of Studies in Arts.
(b) Part-time or external students shall not normally take more than two units (and are generally advised to regard two 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 to make appropriate submission in writing to the Chairperson of the Board of Studies in Arts through the Registrar.

Teaching Areas and Units
This section contains information about the following areas of study.
Major Subjects: English; Psychology; Sociology; Politics (subject to approval and accreditation); History (subject to approval and accreditation).
Common Core Subject: Social Research

Students wanting more detailed information or advice should contact the Registrar, or the individual course consultants in the following areas:
English - Dr Bryan Coleborne
Psychology - Dr Gavin Hoare
Sociology - Mr Ian Hamilton
Politics - Mr Peter Farago
History - Mr Malcolm J Kennedy
Social Research - Ms Lenore Cox

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 analyses the role played by the media in modern society, and a second-level unit on film. These units cater for the needs of students who are developing careers in the areas of the social sciences, administration and education. They are also available as supporting studies for students in Welfare, Business, Visual Arts and Applied Science. They are 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 Australian Psychological Society.

Compulsory Attendance Requirements in Psychology Units: Since the psychology major is recognized by the Australian Psychological Society as part of an approved professional training course, it is necessary to impose compulsory attendance requirements on all psychology units studied internally or externally. For external students this will amount to a requirement to attend all scheduled classes in at least two weekend schools. Attendance at all weekend schools is strongly recommended, especially for those who intend pursuing postgraduate studies in psychology.

Sociology

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.

Social Research is a practical course which aims to equip students with the ability to plan and undertake research, having some awareness of the reliability and validity of the results. Social Research also incorporates the reading of research reports, with an understanding of the reliability of the results and an ability to comment critically on the report.

There are two units in Social Research: the first is compulsory for all B.A. (Social Science) students, while the second is compulsory only for those students majoring in sociology and psychology. Only those completing the second unit are required to carry out statistical analysis of data and to use computers for word processing and statistical analysis.

Politics

A proposal for major studies in Politics is being considered for approval and accreditation.

The study of the political process is part of the students' training in citizenship. It also promotes an understanding of the nature of power, and one's ability 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 place in it.

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

The following Politics units will be taught in 1986:
3363 Public Enterprise (also in Administrative Studies)
6186 Australian Politics (common core)
180
History

A proposal for major studies in History is being considered for approval and accreditation.

The study of History is the study of change in society. We live in times of unprecedented and very rapid change. In such a period the study of History is particularly important as it contributes to our understanding of forces that shaped past and present societies.

Upper level History units may be undertaken as supporting units to the major studies in English, Sociology and Psychology.

The following History units will be taught in 1986:
6133 Gippsland History
6185 Modern European History 1789-1939 (common core)
6252 Australian History (formerly 6152)

Bachelor of Arts (Multidisciplinary)

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.

Units Offered

The units offered within the School in 1986 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.:
6131 Media Studies
6133 Gippsland History
6185 Modern European History 1789-1939

These units need no prerequisite when taken within the old B.A.

For details of these units see Core Studies section in this handbook.

Graduate Diploma in Counselling Psychology

Introduction
The Graduate Diploma in Counselling Psychology is designed to provide academic qualification for persons wishing to work in the field of counselling psychology and community health. It would be particularly relevant to people working in community health centres, educational establishments and community welfare agencies.

The programme is designed not only to produce competence in dealing with problems at the individual level, but also to develop intervention skills at the system and the community levels.

The course has been accredited by the Australian Psychological Society as a fourth year in psychology and it meets the requirements of the Society for Associate Membership.

Entry Requirements
Admission to the course is open to applicants who possess a Bachelor degree with a major in psychology from GIAE or its equivalent. The following undergraduate units (or their equivalent) are pre-requisites: Research Methods, Clinical Psychology and Organizational Psychology.

Apart from academic qualifications, attention will be given to such factors as emotional maturity, strong interest in counselling work, social sensitivity, and capacity to meet the academic and practical demands of the course. Applicants will be required to complete a satisfactory enrolment interview.

Course Requirements
This is a part-time course. It consists of nine units of study over two years by Internal Mode only.

Students are required to attend on-campus lectures, seminars, discussions and experiential sessions on Thursday each week. During the second semester of each year, students are required to undertake supervised field experience for 15 days. Attendance at a seven day residential Small Group Learning Workshop is mandatory (part of the cost is borne by students).

Course Structure
Year One
Semester 1
6490 Counselling Theory and Practice A (unit value of 1.0)
6495 Psychological Assessment (unit value of 1.0)

Semester 2
6492 Community Psychology (unit value of 1.0)
6493 Advanced Research Methods (unit value of 1.0)
6499 Professional Practice A (unit value of 1.0)

Year Two
Semester 1
6490 Counselling Theory and Practice B (unit value of 1.5)
6498 Research Project (unit value of 1.5)

Semester 2
6497 Organization Development (unit value of 1.0)
6499 Professional Practice B (unit value of 1.0)

Assessment Procedure
1. Overall assessment of the student's performance will be made on the basis of 'pass' or 'fail' and
will be graded as follows:-
S is Satisfactory
N is Fail

2. The student is required to pass each of the nine units to qualify for the award.

3. Written work may be graded to the following scale:
A is 80 - 100% of marks
B is 70 - 79% of marks
C is 60 - 69% of marks
N is Unsatisfactory
Minimum of 60% of marks is required to pass.

4. Fieldwork, simulation exercises, role-plays and practicum may be assessed by observer ratings as follows:-
A is Excellent
B is Competent
C is Adequate
N is Unsatisfactory
Minimum of C grade is required to pass.

5. Participation in Small Group Learning Workshop is mandatory but it is not subject to any evaluation.

For further information contact the course co-ordinator Dr A K Pal.

Master of Arts
Research master degree. Details are available from the Head of School.

Unit Outlines

6115 Introduction to English (common core unit)
Unit Advisers: Mr N. Hanley, Mr P.V. Morgan
Full Year: 4 hours per week - unit value of 2.0 - internal and external study
Prerequisite: Nil

Unit Outline: This unit aims at introducing students to the study of literature. The syllabus comprises a wide-ranging selection of texts, in poetry, drama and the novel, and includes several works of world literature in English translation.

Teaching Methods: Lectures and tutorials for internal students. Classes for external students at weekend and vacation schools, in addition to study guides.

Assessment Procedures: Progressive Assessment (50%); Examination (50%)

For internal students, attendance and participation will be taken into account in awarding the final grade.

Prescribed Texts:
Poetry -

Novel -
Heller, J., 'Catch-22'. Corgi

Drama -
Pinter, H., 'The Caretaker'. Methuen, 1932.
The course will also include the study of a film.

6120 Sociology 1 (common core unit)
Unit Adviser: Mr D. Nation.
Full Year: 4 hours per week - value of 2.0 - internal and external study.
Prerequisite: 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:

6131 Media Studies
Unit Adviser: Mr N. Hanley
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisite: 6115 or permission
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 television comedy/drama. Topics covered include: issues central to the nature and functions of the media (economic basis, ownership, ideological control, bias, constructions of reality, processes of legitimisation, regulation and control); what is 'news?'; news presentation; TV news; sex roles in the media; for and against ads; advertising techniques; TV ads; introduction to television comedy and drama.
Teaching Methods: Lectures, tutorials/workshops, film and video screenings. Study guides and classes are provided for external students.
Assessment Procedures: Progressive Assessment (100%).
Prescribed Text:
Recommended Reading:
Note: This unit is also available to education students as part of their general studies units.

6133 Gippsland History
Unit Adviser: Mr P. Morgan
First Semester: 3 hours per week - unit value of 1.0 - internal and external study.
This course is available to external students, not at weekend and vacation schools, but as a weekly evening class from 6.00 - 9.00 p.m. at Churchill. It is also planned to offer the course at Warragul on one evening each week.

Prerequisites: Any one of: 6183, 6184, 6185 or 6186 or permission of lecturer.


Teaching Methods: Lectures, seminars, excursion.

Assessment Procedures: Participation, project examination (100%); (80%) attendance is required.

Recommended Reading:
Copeland, H, 'Path of Progress'. Shire of Warragul, 1934.

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, 6142, 6190.

Corequisite (internal/external students): 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, groups discussions, and experiential activities. Because of the nature of the unit, full and regular class attendance is a necessary requirement for passing the unit.

Assessment Procedures: Progressive Assessment (40%); Practical Work (20%); Final Examination (40%)

Prescribed Texts:

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.

Corequisite (part-time/external students): 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. Because of the nature of the unit, full and regular class attendance is a necessary requirement for passing the unit.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:

6142 Welfare Issues

Unit Adviser: 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.
Corequisite (part-time/external students): 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.
(c) Please note that for both internal and external students full and regular attendance is necessary for successful completion of the unit.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Texts:
'Australian Society' Journal.

Recommended Reading:
Tolffler, A. 'Previews and Premises'. Pan, 1984.
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.
Corequisite (part/time/external students): 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 full and regular attendance is necessary for successful completion of this unit.

Assessment Procedures: Progressive Assessment (100%)

Recommended Reading:
Scott, D., 'Don't Mourn for Me; Organise' Allen and Unwin, 1981.

6185 Modern European History 1789-1939 (common core unit)

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. 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. The following topics are covered: Europe before 1789; The French Revolution; The Industrial Revolution; The Triumph of the Middle Classes and their ideas; Nationalism, Liberalism, Conservatism; 19th Century European Politics Reform and Constitutionalism; Growth of Working Class Parties; Europe in 1900; The causes of the First World War; The 1920's; The Depression; Revolution in Russia and its Consequences; The Rise of Fascism in Italy; Nazism; The Spanish Civil War; Causes of World War 2.

Teaching Methods: Lectures, tutorial and seminars, etc.

Assessment Procedures: Essay Work (60%); Final Examination (40%)

Prescribed Texts:
Thomson, David 'Europe Since Napoleon' Penguin Books, 1966
or

Recommended Reading:

6186 Australian Politics (common core unit)

Unit Adviser: Mr M J Kennedy

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

Prerequisite: Nil

Unit Outline: The course offers a detailed study of legal, institutional and dynamic forms of Australian Politics. Historic background and a case study of a crisis or issue are used to highlight the importance of each topic in the overall pattern of Australian politics. The party system is examined in two ways. First, it is treated in terms of the evolution of political parties and how new parties have broken away from the old or have been built up from sub-groups. Second, the parties are analysed in terms of their structures, leadership and followers. Leadership and ideological crises are used to illustrate the dynamic nature of political organisations. The constitution is examined in terms of its historic evolution and assessed on the basis of the outcomes of the 1975 crisis. The following topics are treated: Voting systems and Election outcomes; Federal-State relations; Leadership, Policies and Change; Unions, Pressure Groups and Government Policy; Parliament; The Public Service and Party Promises; The form and location of power in Australian politics; Dependence and Foreign Policy.

Teaching Methods: Lectures, tutorials, survey work, and video-films.

Assessment Procedures: Tutorial Paper (10%); Survey Exercise (25%); Essay (25%); Examination (40%)

Prescribed Texts:
Daly, F. 'From Curtin to Hawke', Sun Books, 1984.

Recommended Reading:

In addition to the references given above Gippsland Institute of Advanced Education will provide a course handbook and a volume of selected readings.

6190 Introduction to Psychology A (common core unit)

Unit Adviser: Dr A Veno

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

Prerequisite: Nil

Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: This unit, together with Introduction to Psychology B, provides a general introduction to the discipline of psychology as a behavioural science, and 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 and statistical analysis in psychology, to provide practical experience in the problems of actually conducting psychological experiments, and to teach the skills involved in writing research papers in psychology.

Teaching Methods: Lectures, tutorials and practical classes are held for internal and 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.
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 G.F. Hoare
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: Nil

Compulsory attendance requirements apply to this unit (see previous note)

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:

6212 Romantic Literature

Unit Adviser: Mr M. Griffiths
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6113 and 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 Texts:
Blake, W., 'Poems and Prophecies'. Dent (Everyman), 1971.
or

Recommended Reading:

6213 Victorian Literature

Unit Adviser: Mr M. Griffiths

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

Prerequisites: 6113 and 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

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

Prerequisites: 6113 and 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 Texts:
Poetry
'Anthology of Sixteenth Century Poets', GIAE.
Drama

Recommended Reading:

6216 Film

Unit Adviser: Mr N. Courtney

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

Prerequisites: 6113 and 6114.

Unit Outline: This unit is concerned with major developments in film post-second world war. It will include an introduction to film as a narrative and dramatic medium, and an introduction to movements such as Neo-Italian Realism, French New Wave, European Art Cinema, Australian New Wave and Asian cinema. There will also be a more sustained treatment of one Director, Luis Bunuel.

Various critical approaches to film will be touched on during the course, but the general emphasis will be on an evaluation of film as a dramatic art.

Teaching Methods: Film screenings at the Institute, followed by discussions and tutorials.

Assessment: Progressive assessment (100%) in the form of a major and a minor essay.

Syllabus (subject to availability of films):
Ingmar Bergman, 'Persona'
Bertolt Brecht, 'Kuhle Wampe'
Lino Brocka, 'Insiang'
Luis Bunuel, 'Los Olvidados' ('Young and Damned')
Luis Bunuel, 'Land Without Bread'
Luis Bunuel, 'Viridiana'
Luis Bunuel, 'Un Chien Anadolu'
Sjuman Djaya, 'Atheis'
Jean-Luc Godard, 'Masculine Feminine'
Jean-Luc Godard, 'Two or Three Things I Know About Her'
Akira Kurosawa, 'Living'
Alain Resnais, 'Hiroshima, Mon Amour'
Roberto Rossellini, 'Rome, Open City' and 'La Prise de Pouvvoir par Louis XIV'
Jean Marie Straub, 'Fortini Kartini'
Francois Truffaut, 'Les Quatre Cents Coups' ('The Four Hundred Blows')
Peter Weir, 'The Last Wave'
The Booraloo People, 'Two Laws'

Recommended Reading:
Any of the following would serve as an introductory text. Those not available from bookshops, because out of print, will be found in the Institute library.
Monaco, J. , 'How to Read a Film', Oxford University Press, 1977.
Perkins, V.F. 'Film as Film', Penguin, 1972.
6217 Contemporary English Usage
Unit Adviser: Dr B Coleborne
Second Semester: 4 hours per week - unit value of 1.0 - internal study.
Prerequisites: 6113 and 6114 or permission.
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%)

6222 Social Change
Unit Adviser: Dr P.K. Roy
Second 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 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 social change in developing countries, the 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%)

6224 Sociology of Ethnic Relations
Unit Advisers: 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.
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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 Texts:

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 Texts:

6240 Welfare Studies IIA

Unit Adviser: Mr G. Dawber.

First semester: 5 hours per week - unit value of 1.0 - full-time internal study only.

Prerequisites: Successful completion of the eight first level Diploma units.

Corequisite: 6246.

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. Full and regular attendance will be required for successful completion of this unit.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Texts:

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, 6246

Corequisite: 6247.

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: By lecture format, as well as experiential learning. Full and regular attendance will be required for successful completion of this unit.

Prescribed Texts:
or

Recommended Reading:

6246 Fieldwork and Practice A

Unit Adviser: Ms M Lyn

First Semester: 2 hours per week - unit value of 1.0 - internal study.

Prerequisite: successful completion of the eight first level diploma units.

Corequisite: 6240

Further details, refer to unit 6247

6247 Fieldwork and Practice B

Unit Adviser: Ms M Lyn

Second Semester: 2 hours per week - unit value of 1.0 - internal study.

Prerequisite: 6246

Corequisite: 6241

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 (30%);
Supervisor’s Report (30%); Placement Report prepared by the student (40%)

Recommended Reading:

6252 Australian History (formerly 6152)

Unit Adviser: Mr M.J. Kennedy

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

Prerequisite: 6185 or permission.

Unit Outline: A thematic study of Australian history from the earliest times but with major studies in the period from 1860 to the 1960s. The emphasis of the course is upon economic and social history. The themes include, the nature of Australian society; the impact of Europeans on the environment; the environmental impact on the Australian economy and society; the hinterland and the urban enclaves; resource development and manufacturing; labour, living standards and leisure activity; men and women in two wars; the social and economic impact of depressions; post-war reconstruction - The managed society?

Teaching Methods: Lectures, seminars, tutorial and an excursion for both external and on-campus students. On-campus 2 x 2 hour lectures and tutorials per week. External students weekend and vacation schools.

Assessment Procedures: Tutorial Paper (15%); Essay (40%); Research Paper (45%)

Prescribed Texts:

Recommended Reading:

6270 Methods of Social Research A (common core unit)

Unit Adviser: Ms L. Cox

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

Prerequisites: Seven common core units of the B.A. (Social Science) to include 6190, 6191, 6192; or permission.

Unit Outline: This unit together with Methods of Social Research B (Unit 6271), aims to provide a broad introduction to social research methods, and their specific applications across the major disciplines of the B.A. (Social Science). It is a practical course which aims to equip every student with the ability to plan and undertake research with some awareness of the reliability and validity of the results. Given the time constraints and the simultaneous learning of the methodology, each student will complete a pilot study on a research topic from a selected list. This research will preferably be conducted within a team.

The course also ensures that those completing it will have the ability to read basic research reports with understanding of the reliability of the data and to comment critically on the results.

The course covers social research ethics and protocols, research design and methods, management of research, constraints, information retrieval, pilot studies, analysis of data, reporting, editing and marketing results.
Verbal skills of interviewing and reporting are assessed as well as written skills.

Teaching Methods: As described above, students will learn the theory and immediately apply this. All assignments will be on the topic selected from given list. In unit 6270, there will be a brief introduction to computers as a means of information retrieval (either word processing or statistical analysis).

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:
Wadsworth, Y. 'Do It Yourself Social Research' Victorian Council of Social Services & Melbourne Family Care Organisation.

Recommended Reading:
Journals will also be used extensively.

6271 Methods of Social Research B (common core unit for those majoring in Psychology or Sociology)

Unit Adviser: Ms L Cox

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

It will be essential that students have access either to GIAE and computing facilities for this unit or for computing facilities off-campus which allow word processing and statistical analysis (even if these differ from the software packages used in the unit).

Prerequisite: 6270

Unit Outline: An introduction to basic statistical analysis (Chi-square, t-test and correlation and will include non-parametric as well as parametric statistics), sampling and issues involved in applying social research methods. In conjunction with this unit students will learn to use computers in social science (word processing and statistical analysis) using the GIAE terminal and microcomputers.

Teaching Methods: Two or three of the pilot research projects undertaken in Unit 6270 (Methods of Social Research A) will progress beyond the pilot stage.

Projects will be selected which lend themselves to statistical analysis. All students will be required to analyse part of the data generated from these studies though they may choose different aspects for analysis.

Students will learn the statistical theory, computer analysis and apply the theory and computing to the data generated.

Assessment Procedures: Progressive Assessment (70%); Final Examination (30%)

Prescribed Texts:

Recommended Reading:
N.B. Classroom sets of manuals to use GIAE computers will be available for word processing and statistical analysis. Students will not be expected to purchase these but if unable to access the GIAE computer will require manuals for software packages on the accessible computing facilities.

Multimate is used to introduce word processing using a microcomputer and Minitab for statistical analysis on the GIAE terminal.

6280 United States Politics

Unit Adviser: Mr M.J. Kennedy

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

Prerequisite: 6186 or 6185

Unit Outline: This course provides a comparative study of the United States' political system in its
historical, social and constitutional setting compared with that of Australia and Britain. Emphasis is
given to the way in which systems and institutions have been established and how they have been
changed to meet new demands. Topics treated include: democratic theory and pluralism; the
electoral and party system; the role and power of the presidency, the congress, the supreme court,
the bureaucracy and the media; the adequacy of the system of checks and balances; the formation
and conduct of domestic and foreign policy; the American form of democracy.

Teaching Methods: Lectures, tutorials and seminars.

Assessment Procedures: Review of a current issue (20%); Essay (40%); Examination or an additional
easy (40%).

Prescribed Texts:

Recommended Reading:

In addition to the references given above Gippsland Institute of Advanced Education will provide a
course handbook and a volume of readings drawn from recent articles; press reports and books.

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.

Prerequisite: Any one of: 6180, 6181, 6182, 6183, or 6186 or permission.

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, politics and dissent. The Soviet Union as a great
power.

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 (100%)

Prescribed Texts:
Bialer, S. 'Stalin's Successors. Leadership Stability and Change in Soviet Union'. Cambridge University

Recommended Reading:

6284 Politics and Society (formerly 6182)

Unit Adviser: Mr P. Farago

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

Prerequisite: 6185 or permission.
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: Lectures, tutorials, survey work and video films.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%).

Prescribed Texts:

6310 Australian Literature
This unit will not be taught in 1986. It will be offered again in 1987.

6311 American Literature 1850-1930(not offered in 1986)
Unit Adviser: Mr N. Hanley
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6113 and 6114
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 Texts:
Twain, M., 'The Adventures of Huckleberry Finn'. (Included in the Norton Anthology).

6315 Legend and Folktale
Unit Adviser: Mr N. Courtney
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6113 and 6114
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%)

Prescribed Texts:

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Green, R.L., 'King Arthur and His Knights of the Round Table'. Penguin, 1970.

(Extracts to be supplied through the Institute).

Recommended Reading:

6316 Satire

Unit Adviser: Dr B Coleborne

First Semester: 4 hours per week - unit value of 1.0 - internal study only for 1986.

Prerequisites: 6113 and 6114

Unit Outline: This unit will survey forms of satire in literature from antiquity to the present day.

Teaching Methods: Seminars.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:
Aristophanes, 'Lysistrata and Other Plays', Penguin.
Calvino, I., 'Marcovaldo'. Picador.
Huxley, A., 'Brave New World'. Longman.
Shakespeare, W., 'Trollius and Cressida'. Oxford.
Webster, J., 'Three Plays'. Penguin.

Recommended Reading:
Pollard, A., 'Satire'. Methuen.

6317 Political Literature

Unit Adviser: Mr P Morgan

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

Prerequisites: 6113 and 6114.

Unit Outline: A study of various works of imaginative literature focussing on the political situation in Europe.

Teaching Methods: Seminars. Study guides and classes are provided for external students.

Assessment Procedures: A mixture of essays, participation and examination.

Prescribed Texts:
Drama -

Prose -

Poetry -
To be selected.

Recommended Reading:
I. Howe, 'Politics and the Novel', Horizon

6320 Sociology of Deviance

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 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 Texts:

6322 Sociology of the Family

Unit Adviser: Mr I. Hamilton and Dr P.K. Roy.

Second 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 Texts:

Recommended Reading:

6326 Sociology of Health and Welfare

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 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 Weekends and Vacation schools. A range of relevant teaching materials will be provided for external students.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

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, 6270, 6271

Co-requisite: 6332

Unit Outline: Individual or group research projects will be designed in consultation with sociology staff. This unit should be taken only by students who wish to do a 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: unit value of 1.0 - internal and external study.

Prerequisites: 6120, 6270, 6271

Co-requisite: 6332

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. Individual or group research projects will be designed in consultation with sociology staff.

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.

6332 Sociological Theory and Method

Unit Advisers: Mr I. Hamilton, Ms M. Robinson

Prerequisites: 6120, 6270, 6271

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

Note: This unit is a compulsory unit for a sociology major.

Unit Outline: This unit is offered at third level to students intending to major in sociology and covers three areas: an evaluation of the major sociological perspectives; techniques of gathering and analysing data; a critique of sociological research. The section of the course on data analysis will
involve the use of the SPSS computer programmes.

Teaching Methods: The course will be taught to both internal and external students by means of lectures, tutorials, and computing workshops.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

6351 Social Psychology

Unit Adviser: Dr C Fraser

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

Prerequisites: 6190, 6191.

Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: This unit studies the social influences on human behaviour and how they affect the behaviour of individuals, the interactions of pairs of individuals, and the behaviour of groups. Specific topics covered include Social Perception and Attribution, Social Interaction, Group Processes, Attitude Measurement and Attitude Change.

The unit illustrates the role of social processes in applied settings such as education, counselling and industry, social influence on health behaviours such as alcoholism, smoking and overeating, and social problems such as racial and sexual prejudice, and non-intervention of bystanders in emergencies.

Teaching Methods: Lectures, tutorials and study guides cover the theoretical material in the unit, which is assessed by a series of unit tests. An emphasis is also placed on practical exercises and experimental work.

The practical work is designed to both assist in the understanding of research methodology in social psychology, and to provide experiential learning of the social processes involved.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%).

Prescribed Text:

Recommended Reading:

6352 Research Methods in Psychology

Unit Adviser: Dr C Fraser

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

Prerequisites: 6190, 6191, 6270, 6271.

Note: This unit is a compulsory unit in a psychology major. Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: This unit will deal with principles of research design and analysis in psychology. A major theme will be methods of assessing and reducing threats to valid inference in psychological research.

Methods of analysis to be covered will include ANOVA (up to and including mixed models) and multiple regression.

Teaching Methods: Lectures, tutorials, computing workshops.

Assessment Procedures: Progressive Assessment (70%); Final Examination (30%)

Prescribed Text:
6353 Community Psychology
Unit Adviser: Dr A. Veno
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6190, 6191 plus 2 upper level psychology units.
Compulsory attendance requirements apply to this unit (see previous note).
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%); Field Experience Project (40%)

6390 Developmental Psychology
Unit Adviser: Dr R. Hicks
First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6190, 6191.
Compulsory Attendance requirements apply to this unit (see previous note).
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 through adulthood.
Teaching Methods: Lectures and seminars.
Assessment Procedures: Progressive Assessment (60%); Examination (40%)
Recommended Reading: Fiske, M., 'Middle Age: the Prime of Life?'. Harper & Row, 1980.

6391 Organisational Psychology
Unit Adviser: Dr A.K. Pal
Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6190, 6191.
Compulsory attendance requirements apply to this unit (see previous note).
Unit Outline: This unit is designed to introduce the student to all aspects of human behaviour in
organisations - the way organisational members are affected by an organisation and its environment, and the way an organisation is affected by its members. Emphasis is placed on systems-oriented organisational psychology, and on viewing man as part of a work and social system. The individual will remain the focus of our study but the social psychological and sociological perspective will not be ignored.

Teaching Methods: There will be lectures, seminars, documentary films, educational visits and workshops.

Assessment Procedures: Progressive Assessment (50%); Final Examination (30%); Field Experience (20%)

Prescribed Text:

6394 Biological Psychology
Unit Adviser: Dr A.K. Rahman

Semester One: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6190 and 6191 or permission; 1186 is recommended.
Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: This unit is designed to consider the biological mechanisms and the regulatory control processes of behaviour with a view to providing a rationale for self-regulation of behaviour by the individual. The biological bases of various aspects of normal and abnormal behaviour are examined in the unit. The students are expected to explore the psychobiological regulatory processes of some specific behavioural phenomena such as learning and memory, motivation and emotion, consciousness and psychopathology, etc.

Teaching Methods: Teaching methods will include lectures, tutorials, practical work and educational visits to anatomical and physiological laboratories of a relevant institution.

Assessment Procedures: Progressive Assessment (30%); Final Examination (40%); Practical Work (30%)
Prescribed Text:

Recommended Reading:

6396 Clinical Psychology
Unit Adviser: Dr R Hicks

Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6190, 6191.
Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: The objective of the course is to provide an overview of the field of clinical psychology. It covers, 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:

6398 Research Project in Psychology
Unit Advisers: Dr C. Fraser, Dr R. Hicks, Dr G. Hoare, Dr A. Pal, Dr K. Rahman, Dr A. Veno.
First or Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: five units of Psychology.
Corequisite: 6352

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. 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.

6490 Counselling Theory and Practice A
Unit Adviser: Dr A.K. Pal
First Semester: 3 hours per week - unit value of 1.0 - internal study.

Unit Outline: This course, consisting of two semester units, one in each year, is designed to provide the student with an overview of the theoretical foundation of counselling and the opportunity to develop practical skills in a variety of counselling techniques.

Problem solving approach will form the basis of counselling strategy. The two broad paradigms which will be examined in detail are the Humanistic and the Behavioural.

Part A is offered in the first year and includes the following topics:
The historical and philosophical foundations, ethical issues in counselling.
The Humanistic and Existential principles of counselling.
The problem solving approach to counselling by Egan.
The course structure has two components. The first consists of theoretical sessions composed of lectures, seminars and discussions. The second consists of active teaching methods: experiential workshops, role plays and micro-teaching.

Assessment Procedures: Seminar Assignment (30%); Counselling Skills (30%); Written Examination (40%)

Prescribed Texts:

6492 Community Psychology
Unit Adviser: Dr A. Veno
Second Semester: 3 hours per week - unit value of 1.0 - Internal study.

Unit Outline: This course is designed to provide the student with an overview of the theory and practice relevant to the area of study designated as Community Psychology.
in the Bulletin of the Australian Psychological Society (October, 1982) the foundation of a Board of
Community Psychologists was proposed. The following description was given.

Community Psychology is-
- using psychology to promote human welfare
- data based intervention designed not only to eliminate problems; but to prevent them
- a systems approach to individual environment interaction
- a concern with relationships ...(including system relationships)
- a multidisciplinary approach
- a force for social change
- the development of an ecological theory of well-being which identifies specific person-environment
transactions as being psychologically debilitating or health promoting.

This, in a 'nutshell', is the course content.

The course consists of three components:
- didactic: lectures, seminars, discussions
- experimental: out in the context
- active: workshops, role plays, micro teaching.

Assessment Procedures: Seminar Assignment (30%); Group Participation (20%); Community psychology intervention proposal (20%); Community psychology intervention final written report (30%)

Prescribed Texts:

6493 Advanced Research Methods

Unit Adviser: Dr C. Fraser

Second Semester: 3 hours per week - unit value of 1.0 - internal study

Unit Outline: This unit will deal with the issues and special problems involved in conducting applied research in field settings, including programme evaluation.

Topics to be covered will include the analysis of repeated measures designs, the use of multiple dependent variables, quasi-experimentation measurement, survey research and qualitative research. Methods of statistical analysis applied to such research will be covered, including mixed model ANOVA, multiple regression and MANOVA.

Teaching Methods: Lectures, tutorials, computing workshops.

Assessment: Progressive Assessment (60%); Final Examination (40%)

Prescribed Texts:

6495 Psychological Assessment

Unit Adviser: Dr G.F. Hoare

First Semester: 3 hours per week - unit value of 1.0 - internal study

Unit Outline: This unit provides systematic exposure to the aspect of assessment in the counselling setting. Attention is given to the aims of the assessment process, the conditions under which valid assessment is assumed to be possible and the instruments which are commonly used to provide indices of psychological health status.

The unit will be conducted via lectures and seminars. The practical component will entail observation, interviewing, test administration, interpretation and report-writing.

Specific topics included in the unit-
1. The rationale for psychological assessment.
2. Observing and interviewing. The problem of effecting unobtrusive measures.
3. The case study as an information tool.
4. Social and ethical implications of testing.
5. Assessment in multi-cultural contexts.
6. Basic principles of standardized test construction. Criteria to be observed.
7. Purposes to be achieved in psychological assessment: Diagnostic testing; Ability and achievement
testing; Assessment of vocational/career preference; Inner motivational status (via projective tests); Intelligence testing; Personality assessment; Neuropsychological status.

8. The place of behavioural learning principles in psychological intervention.


Assessment Procedures: Student assessment will be based on the following: 5 Assessment Reports (50%); 1 theoretical paper (20%); Final Examination (30%)

Prescribed Texts:

6499 Professional Practice A

Unit Adviser: Dr A. Veno

Second Semester Each Year: Fifteen days supervised fieldwork plus two hours per week - unit value of 1.0 - internal study.

Unit Outline: This course consists of two semester units, one in each year, and it is designed to provide an opportunity to develop skills in interviewing, counselling, assessment and report writing. The students will also examine their own inter-personal mode, professional conduct of counselling psychologists and role-relations with other professionals in applied settings.

Part A is offered in first year and includes:
seven day residential workshop on Small Group Learning
minimum of fifteen days supervised fieldwork
weekly discussions on fieldwork and related issues like negotiating and contracting for placement, supervision processes and procedures, ethical issues.

In this course active teaching methods are favoured. In addition to observational learning in placement centres, there will be experiential workshops, role plays, and micro-teaching. Seminars and discussions will follow.

Assessment Procedures: Attendance at Small Group Learning Workshop is mandatory. Placement Evaluation Report (50%); Seminar Paper (30%); Two Case Reports (20%)

Prescribed Texts:

6611 Master of Arts Research
6612 Master of Arts Research
6613 Master of Arts Research
6614 Master of Arts Research

Unit Adviser: Dependent upon research area

First or Second Semester, or Full Year: 16 hours per week - unit value of 4.0 - internal study only

Prerequisite: First degree

Unit Outline: These units are part of the Master of Arts course which is a research masters degree.

Prescribed Text: Nil
VISUAL ARTS

Introduction
The School of Visual Arts offers the following awards:
Diploma of Arts (in Visual Arts) - Three year full time course, or equivalent part-time on-campus study
Bachelor of Arts (in Visual Arts) - Three year full-time course, or equivalent part-time on-campus study
(subject to accreditation)
Graduate Diploma in Visual Arts - One year full-time course, or equivalent part-time on-campus study

Important Note
The new Bachelor of Arts (in Visual Arts) degree course is subject to accreditation procedures in 1985 for possible commencement in 1986. These procedures will occur after the preparation of the Visual Arts sections of the 1986 Handbook. The advice which follows is, therefore, entirely subject to change according to the outcome of the degree accreditation process.

If accreditation is granted, and the B.A. course in Visual Arts commences on schedule, then new first year students will be enrolled in the degree course. Continuing students who were previously enrolled in the Diploma course in Visual Arts will remain in the diploma course unless they seek a transfer to the new degree course. Such transfer will be upon conditions approved by the Board of Studies in Visual Arts, details of which may be obtained by application to the Head of School.

Degree/Diploma Course in Visual Arts

Introduction
The degree/diploma course in Visual Arts, involving three years of full-time study or the equivalent in part-time study, offers a sequence of study areas relating to the 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 only after it has been released following assessment.

Course Structure

Six semesters of full time study. Twenty four units credit value.

Year One

Semester One
Foundation Studies 2D* (9 hrs/week)(unit value of 1.0)
Foundation Studies 3D* (9 hrs/week)(unit value of 1.0)
Foundation Drawing (6 hrs/week)(unit value of 1.0)
History & Theory of Modern Art (4 hrs/week)(unit value of 1.0)

Semester Two
Developmental Drawing (6 hrs/week)(unit value of 1.0)
Developmental Studio A* (9 hrs/week)(unit value of 1.0)
Developmental Studio B* (9 hrs/week)(unit value of 1.0)
History & Theory of Recent Art (4 hrs/week)(unit value of 1.0)

Year Two

Semester One
Major Studio* (15 hrs/week)(unit value of 2.0)
Two of the following:
Minor Studio* (6 hrs/week)(unit value of 1.0)
Renaissance and Baroque Art (4 hrs/week)(unit value of 1.0)
Non-art elective* (4 hrs/week)(unit value of 1.0)

Semester Two
Major Studio* (15 hrs/week)(unit value of 2.0)
Two of the following:
Minor Studio* (6 hrs/week)(unit value of 1.0)
Art & Psychology (4 hrs/week)(unit value of 1.0)
Non-art elective* (4 hrs/week)(unit value of 1.0)

Year Three

Semester One
Major Studio (15 hrs/week)(unit value of 2.0)
Two of the following:
Minor Studio (6 hrs/week)(unit value of 1.0)
Readings in Art (4 hrs/week)(unit value of 1.0)
Non-Art Elective (4 hrs/week)(unit value of 1.0)

Semester Two
Major Studio (15 hrs/week)(unit value of 2.0)
Two of the following:
Minor Studio (6 hrs/week)(unit value of 1.0)
Professional Practice* (unit value of 1.0)
Research in Art (unit value of 1.0)
Non-Art Elective (4 hrs/week)(unit value of 1.0)

*Refer to the following explanatory notes:
(For further details see individual unit outlines.)
1. Foundation Studies 2D: A first semester introductory program including experiences in the Painting, Printmaking, and Photography 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.
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.
Readings in Art. Advanced study of selected topics in Art Theory and Art History.
Research in Art. A research project on an approved topic including an extended written assignment.

**Diploma of Arts (in Visual Arts)**

**Course 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.

**Course Structure**

**Year One**

Semester One
History and Theory Unit: 2191

Semester Two
Developmental Studio Units: 2110, 2120, 2130, 2140, 2150, 2160
History and Theory Unit: 2192

**Year Two**

Semester One
Major Studio Units: 2211, 2221, 2231, 2241, 2251*, 2261*
Minor Studio Units: 2213, 2223, 2233, 2243, 2253, 2263
History and Theory Unit: 2291

Semester Two
Major Studio Units: 2212, 2222, 2232, 2242, 2252*, 2262*
Minor Studio Units: 2214, 2224, 2234, 2244, 2254, 2264
History and Theory Unit: 2292

**Year Three**

Semester One
Major Studio Units: 2311, 2321, 2331, 2341, 2351*, 2361*

210
Minor Studio Units: 2313, 2323, 2333, 2343, 2353, 2363
History and Theory Unit: 2393

Semester Two
Major Studio Units: 2312, 2322, 2332, 2342, 2352*, 2362*
History and Theory Unit: 2394
Professional Practice Unit: 2300
* Not offered in 1986

Painting Units are: 2110, 2211, 2212, 2213, 2214, 2311, 2312, 2313
Printmaking Units are: 2120, 2221, 2222, 2223, 2224, 2321, 2322, 2323
Ceramics Units are: 2130, 2231, 2232, 2233, 2234, 2331, 2332, 2333
Sculpture Units are: 2140, 2241, 2242, 2243, 2244, 2341, 2342, 2343
Photography Units are: 2150, 2251, 2252, 2253, 2254, 2351, 2352, 2353
Woodcraft Units are: 2160, 2261, 2262, 2263, 2264, 2361, 2362, 2363

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: 2001 Foundation Studies 2D, 2002 Foundation Studies 3D, 2003 Foundation Drawing, 2191 History & Theory of Modern Art

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.
All students take Drawing Developmental Studio together with two other Developmental Studio units 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.

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. 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 semester is a normal requirement.
In 1986 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.

See unit outlines section for details of individual units.

Bachelor of Arts (in Visual Arts)

Course Regulations

Note: The following regulations are an abbreviated version of those submitted for the accreditation of the Degree course. Since this Handbook is compiled well in advance of the finalising of the Degree course accreditation process students should note that changes to the regulations, or the course structure, are a possibility. Students are therefore advised to enquire of the Head of School, prior to enrolment in the Degree course, about the regulations which will actually have effect from 1986.

1. General Regulations

1.1 Each student’s study program shall be approved by the Head of the School of Visual Arts or his nominee.

1.2 Each student’s study program shall consist of 24 points of credit value taken over at least three years of full-time study. Part-
time students may be enrolled who will progress through the course over a more extended period.

2. First Year Studies: Eight Points Credit Value.

2.1 The first semester shall consist of: Foundation Studies 2D, and Foundation Studies 3D; Foundation Drawing; History & Theory of Modern Art.

2.2 The second semester shall consist of two different Developmental Studio units chosen from those offered each year, together with Developmental Drawing, together with History and Theory of Recent Art.

2.3 The prerequisites as indicated in the unit outlines section for each unit shall be observed. All first year studio units must be completed prior to commencing any second year studio units.

3. Second and Third Year Studies: Sixteen Points Credit Value.

3.1 Major Studio Sequence: Each student's study program shall include a Major Studio sequence which shall consist of eight or nine points credit value of second and third year units within one of the following Designated Studios: Painting; Printmaking; Ceramics; Sculpture.

3.2 Both full (2 credit) studio units (e.g. Painting I) and Minor (1 credit) studio unit (e.g. Ceramics Minor Studio) may be included in the Major Studio sequence to make up the eight or nine credit points required.

3.3 At least three points credit value of the Major Studio sequence shall be taken in third year level studio units.

3.4 Elective Studio Units: Each student's study program may include elective units chosen from the studios of Painting, Printmaking, Ceramics, Sculpture, Photography, and Woodcraft; provided that both Major Studio units and Elective Studio units combined do not exceed 12 points credit value.

3.4.1 Elective units shall be chosen from studios different from the student's Designated Major Studio in each semester of the course except that a student may apply for approval to take an elective unit (e.g. a Minor Studio unit) in the same studio as the Major in the final semester of the course.

3.5 Art History and Art Theory: Each student's study program shall include at least one and not more than four units at second and third year levels chosen from Art History and Art Theory.

3.5.1 A second year level Art History or Art Theory unit may be taken in the second, or third or subsequent year of the course provided the unit has not previously been passed.

3.6 Professional Practice: A student who has achieved 90 points credit value in the course may be enrolled in the unit Professional Practice.

3.7 Non-Art Electives: A student's study program may include not more than two units chosen from those offered by other Schools of this Institute, and approved for inclusion in the Degree course.

3.8 Units in the Degree course shall normally be taken in the numerical order in which they are listed in each discipline, and prerequisites shall be observed.

4. Assessment: All units.

Individual units within the Degree course shall be assessed as described in the unit outlines section. The grades awarded by the examiners appointed by the Head of School shall be reported to the Institute's Academic Board by the Board of Examiners in Visual Arts. Final assessment in any unit shall be recorded as a letter-grade in accordance with Institute policy.
Course Structure

Year One

Semester One
History and Theory Unit: 2193

Semester Two
Developmental Studio Units: 2111, 2121, 2131, 2141, 2151, 2161, 2171
History and Theory Unit: 2194

Year Two

Semester One
Major Studio Units: 2215, 2225, 2235, 2245, 2255*, 2265*
Minor Studio Units: 2217, 2227, 2237, 2247, 2257, 2267, 2277
History and Theory Unit: 2293

Semester Two
Major Studio Units: 2216, 2226, 2236, 2246, 2256*, 2266*
Minor Studio Units: 2218, 2228, 2238, 2248, 2258, 2268, 2278
History and Theory Unit: 2294

Year Three

Semester One
Major Studio Units: 2315, 2325, 2335, 2345, 2355*, 2365*
Minor Studio Units: 2317, 2327, 2337, 2347, 2357, 2367, 2377
History and Theory Unit: 2393

Semester Two
Major Studio Units: 2316, 2326, 2336, 2346, 2356*, 2366*
History and Theory Unit: 2394
Professional Practice Unit: 2301
*Not offered in 1986.

Painting Units are: 2111, 2215, 2216, 2217, 2218, 2315, 2316, 2317
Printmaking Units are: 2121, 2225, 2226, 2227, 2228, 2325, 2326, 2327
Ceramics Units are: 2131, 2235, 2236, 2237, 2238, 2335, 2336, 2337
Sculpture Units are: 2141, 2245, 2246, 2247, 2248, 2345, 2346, 2347
Photography Units are: 2151, 2255, 2256, 2257, 2258, 2355, 2356, 2357
Woodcraft Units are: 2161, 2265, 2266, 2267, 2268, 2365, 2366, 2367
Drawing Unit is: 2171
Negotiated Minor Units are: 2277, 2278, 2377

Details of the above units can be found in the unit outlines section.

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, or 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.

Students who have established their own studio or who have access to established studios may be admitted to the Graduate Diploma course provided they are prepared to attend at contracted weekend schools and vacation schools for workshops, seminars, and lectures.
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) 290261.

Unit Outlines

Note: unit numbers for the Bachelor of Arts (in Visual Arts) appear in brackets.

2001(2005) Foundation Studies 2D

Unit Adviser: Foundation Studies Coordinator - to be advised.

First and Second Semester: 9 hours per week - unit value of 1.0 - internal study only.

Prerequisite: Nil.

Unit Outline: An introductory program including experiences in the Printmaking, Painting, and Photography studios.

(a) This subject is designed to establish the foundation knowledge of image making by developing a strong visual awareness involving the ability to manipulate and relate to each other, the basic elements of line, tone, colour, form and texture 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 Text: Nil

Recommended Reading:
List of reading material will be provided in class.


Unit Adviser: Foundation Studies Coordinator - to be advised.

First and Second Semester: 9 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 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.

(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

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Recommended Reading:
List of reading material will be provided in class.

2003(2007) Foundation Drawing
Unit Adviser: Foundation Studies Coordinator - to be advised.
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: Nil.

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

Assessment: 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.

2110(2111) Painting Developmental Studio
Unit Adviser: Mr C. Coventry
First and Second Semester: 9 hours per week - unit value 1.0 - internal study only.
Prerequisite: 2001(2005)

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. Assessment will be based on the evidence of development shown in completed set projects and other submitted work, as well as on participation in studio class sessions.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals.
Other references will be provided in class.

2120(2121) Printmaking Developmental Studio
Unit Adviser: Mr E. Heng
First and Second Semester: 9 hours per week - unit value 1.0 - internal study only.

Unit Outline: This unit aims to assist the student to develop conceptual and manipulative skills related to the practice of Fine Art Printmaking and to become familiar with the methods, materials and workshop practice associated with the graphic processes. Although students will be encouraged to take a broad and experimental approach to this subject, formal sessions, lectures and demonstrations will be held as an introduction to the processes of monotype, relief, intaglio and planographic Printmaking.

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:

2130(2131) Ceramics Developmental Studio

Unit Adviser: Mr H. Potts
First and Second Semester: 9 hours per week - unit value 1.0 - internal study only.

Prerequisite: 2002(2006)

Unit Outline: Main topics include the following:
- Introductory clay preparation
- Introductory form development
- Introductory bisque packing and firing
- Introductory glaze preparation
- Introductory glaze testing procedures
- Introductory glaze packing and firing

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(2141) Sculpture Developmental Studio

Unit Adviser: Mr C. Murray-White
First and Second Semester: 9 hours per week - unit value 1.0 - internal study only.

Prerequisite: 2002(2006)

Unit Outline: A broad, exploratory approach to sculptural media and processes, especially modelling, carving, moulding, fabrication in wood, metal, plastic, and casting techniques. The study of the work of selected professional sculptors. Students are encouraged to develop original projects in order to demonstrate their grasp of media and techniques.

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(2151) Photography Developmental Studio

Unit Adviser: Mr C. Suggett
First and Second Semester: 9 hours per week - unit value 1.0 - internal study only.

Prerequisite: 2001(2005)

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.

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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(2161) Woodcraft Developmental Studio
Unit Adviser: Mr D. Wollmering.
First and Second Semester: 9 hours per week - unit value 1.0 - 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 and projects, and personal development with 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:

2171 Drawing Developmental Studio
Unit Adviser: Mr C. Coventry
First and Second Semester: 6 hours per week - unit value 1.0 - internal study only.
Prerequisite: 2007.

Unit Outline: Students will be expected to participate in a number of set projects which will be designed to give practice and develop skills in (a) seeing, observation, analysis, selection, interpretation, and expression, and (b) recording and communicating information, feelings and opinions. Students will also be expected to produce drawings involving subject matter and visual language that make use of a variety of materials and methods after consultation with the lecturer responsible for the unit.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturers involved in the teaching of Drawing. An end of semester review of work produced will be expected.

Prescribed Text:

Recommended Reading:
Selected Art journals. Reading references will be provided in class.

2191(2193) History and Theory of Modern Art
Unit Adviser: Mr K.E. Bensley
First Semester: 4 hours per week - unit value of 1.0 - internal study only.
Prerequisite: Nil

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

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

Prescribed Texts:
- Chipp, H.G. 'Theories of Modern Art'. University of California, 1970.

Recommended Reading:

Additional references are provided in study guides.

**2192(2194) History and Theory of Recent Art**

Unit Adviser: Mr K.E. Bensley

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

Prerequisite: Nil, but 2191(2193) History & Theory of Modern Art is recommended.

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

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

Prescribed Texts:

Recommended Reading:

Additional references are provided in study guides.

**2211(2215) Painting I**

Unit Adviser: Mr C Coventry

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.

Prerequisite: Either three Developmental Studio units including 2111, or 2217.

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.

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

Prescribed Texts:
- Chipp, H.B. 'Theories of Modern Arts', University of California, 1970.

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

**2212(2216) Painting II**

Unit Adviser: Mr C Coventry.
First and Second Semester: 15 hours per week - unit value 2.0 internal study only.

Prerequisite: 2211(2215)

Unit Outline: Students will continue in the manner prescribed for Painting I 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.

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

Prescribed Texts:
Chipp, H.B. 'Theories of Modern Arts', University of California, 1970.

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2213(2217) Painting Minor Studio

Unit Adviser: Mr C Coventry

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 2 Developmental Studio units (or 3)

Unit Outline: Up to three Minor Studio units may be taken in painting. Students undertaking Painting as a Minor Studio will not be expected to attain the same depth of understanding as those majoring in the 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.

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

Prescribed Texts:
Chipp, H.B. 'Theories of Modern Arts', University of California, 1970.

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2214(2218) Painting Minor Studio

Unit Adviser: Mr C Coventry

First and Second Semesters: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 2213(2217)

Unit Outline: Up to three Minor Studio units may be taken in painting. Students undertaking Painting as a Minor Studio will not be expected to attain the same depth of understanding as those majoring in the 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.

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

Prescribed Texts:
Chipp, H.B. 'Theories of Modern Arts', University of California, 1970.

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.
2221(2225) Printmaking I

Unit Adviser: Mr E Heng

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.

Prerequisite: 2120 (either 2121 plus two other Developmental Studio units or 2227)

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 and the use of photographic transfer techniques currently being used by Printmakers.

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:

Additional references are provided in class.

2222(2226) Printmaking II

Unit Adviser: Mr E Heng

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.

Prerequisite: 2221(2225)

Unit Outline: Students will be encouraged to use their knowledge and experience to develop their image making and deal with the problems of form and content that will possibly be utilized in the development of a personal visual language. Formal lectures and demonstrations will be held to expand the student's technical skills in colour printing, e.g. viscosity, multi-plate, etc.

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:

Additional references are provided in class.

2223(2227) Printmaking Minor Studio

Unit Adviser: Mr E Heng

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 2 Developmental Studio units

Unit Outline: Units up to a maximum of 3 minors are available in Printmaking. 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.

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:

Additional references are provided in class.
2224(2228) Printmaking Minor Studio

Unit Adviser: Mr E Heng

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 2223(2227)

Unit Outline: Units up to a maximum of 3 minors are available in Printmaking. 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.

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:

Additional references are provided in class.

2231(2235) Ceramics I

Unit Adviser: Mr H Potts

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.

Prerequisite: 2130 (either three Developmental Studio units including 2131, or unit 2237)

Unit Outline: Further development in the whole rhythm of Ceramics, building on the major topics in 2130(2131). 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.

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. Drawings will be included in studio assessment.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students (the 1985 bibliography listed 234 monographs and 11 journals). Technical information references and index to useful journal articles are available in the studio.

2232(2236) Ceramics II

Unit Adviser: Mr H Potts

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.

Prerequisite: 2231(2235)

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.

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. Drawings will be included in studio assessment.

Prescribed Texts:
Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students (the 1985 bibliography listed 234 monographs and 11 journals). Technical information references and an index to useful journal articles are available in the studio.

2233(2237) Ceramics Minor Studio
Unit Adviser: Mr H Potts
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2(3) Developmental Studio units
Unit Outline: up to a minimum of three Minors are available in Ceramics. Ceramics Minor students will be encouraged to treat their work similarly to Major Studio students, except for the reduction in time which will necessarily limit their experience. Minor students will be encouraged to participate in the usual activities of the studio, such as excursions, rostered one-week wood firings, salt firings, etc.
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. Drawings will be included in studio assessment.
Prescribed Texts:
Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students (the 1985 bibliography listed 234 monographs and 11 journals). Technical information references and an index to useful journal articles are available in the studio.

2234(2238) Ceramics Minor Studio
Unit Adviser: Mr H Potts
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only
Prerequisite: 2233 (2237)
Unit Outline: Up to a minimum of three Minors are available in Ceramics. Ceramics Minor students will be encouraged to treat their work similarly to Major Studio students, except for the reduction in time which will necessarily limit their experience. Minor students will be encouraged to participate in the usual activities of the studio, such as excursions, rostered one-week wood firings, salt firings, etc.
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. Drawings will be included in studio assessment.
Prescribed Texts:
Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students (the 1985 bibliography listed 234 monographs and 11 journals). Technical information references and an index to useful journal articles are available in the studio.

2241(2245) Sculpture I
Unit Adviser: Mr C Murray-White
First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.
Prerequisite: 2140 (either three Developmental Studio units including 2141, or unit 2247)
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.
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. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

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

2242(2246) Sculpture II

Unit Adviser: Mr C Murray-White

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.

Prerequisite: 2241(2245)

Unit Outline: Continuation of programs introduced in previous semesters with greater emphasis placed on each student's individual direction.

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. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

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

2243(2247) Sculpture Minor Studio

Unit Adviser: Mr C Murray-White

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only

Prerequisite: 2(3) Developmental Studio units

Unit Outline: Up to three Sculpture Minor Studio units may be taken. 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.

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. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

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

2244(2248) Sculpture Minor Studio

Unit Adviser: Mr C Murray-White

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only

Prerequisite: 2243(2247)

Unit Outline: Up to three Sculpture Minor Studio Units may be taken. 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.

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. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:
Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.

2253(2257) Photography Minor Studio
Unit Adviser: Mr C Suggett
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2(3) Developmental Studio units
Unit Outline: Up to three Minor Studio units are available in Photography. The Photography Studio offers three areas of study: Photography; Art Documentation; and Lighting and Studio Technique.
Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of Photography. Projects will be expected from time to time throughout the units.
Prescribed Text: To be advised.

2254(2258) Photography Minor Studio
Unit Adviser: Mr C Suggett
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2253(2257)
Unit Outline: Up to three Minor Studio units are available in Photography. The Photography Studio offers three areas of study: Photography; Art Documentation; and Lighting and Studio Technique.
Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of Photography. Projects will be expected from time to time throughout the units.
Prescribed Text: To be advised.

2263(2267) Woodcraft Minor Studio
Unit Adviser: Mr D Wollmering
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only
Prerequisite: 2(3) Developmental Studio units
Unit Outline: Students will be encouraged to develop specialisation in one area of study chosen from carving, construction, lamination and wood turning. Individuals are encouraged to develop articulation in various aspects of design and the aesthetic qualities of their own work.
Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the Woodcraft and Sculpture studies.
Prescribed Text: To be advised.

2264(2268) Woodcraft Minor Studio
Unit Adviser: Mr D Wollmering
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2263(2267)
Unit Outline: Students will be encouraged to develop specialisation in one area of study chosen from carving, construction, lamination and wood turning. Individuals are encouraged to develop articulation in various aspects of design and the aesthetic qualities of their own work.

Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the Woodcraft and Sculpture studios.

Prescribed Text: To be advised.

**2277 Negotiated Minor Studio**

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 3 Developmental Studio units

Unit Outline: Up to three Negotiated Minor Studio units may be taken. Students will negotiate a contract project of one semester's duration for each such unit. Negotiated Minor Studio units may be used to undertake supervised studies in art which incorporate two or more studio disciplines, or which involve an experimental approach to creative achievement which does not readily come under the usual activities of any single discipline.

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

Prescribed Text: Nil

Recommended Reading: References will be advised to students according to their needs and the nature of the contracted projects.

**2278 Negotiated Minor Studio**

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 2277

Unit Outline: Up to three Negotiated Minor Studio units may be taken. Students will negotiate a contract project of one semester's duration for each such unit. Negotiated Minor Studio units may be used to undertake supervised studies in art which incorporate two or more studio disciplines, or which involve an experimental approach to creative achievement which does not readily come under the usual activities of any single discipline.

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

Prescribed Text: Nil

Recommended Reading: References will be advised to students according to their needs and the nature of the contracted projects.

**2291(2293) Renaissance and Baroque Art**

Unit Adviser: Mr K. E. Bensley.

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

Prerequisites: 2191, 2192 (2193, 2194).

Unit Outline: A selection of topics on European Art and aesthetic ideas from just before the 15th century to the late 17th century. Included are sections on the Proto-Renaissance; Iconography and Iconology; Perspective and Proportion; Humanism and Naturalism; Classical Renaissance Art and Ideas; Northern European Art and Ideas; Mannerism; Baroque Art and Aesthetics.

Assessment: Assessment is based on participation, the submission of written work, and the presentation of seminar papers and an examination paper. All work required to be submitted will count towards the overall assessment.
Prescribed Texts:

Recommended Reading:
Additional references are provided in study guides.

2292(2294) Art and Psychology

Unit Adviser: Mr K.E. Bensley.

Second Semester: 4 hours per week - unit value of 1.0 - internal study only.
Prerequisites: 2191,2192 (2193, 2194).

Unit Outline: Background and history of the Psychology of Art. Problems of perception; experiments with artistic material; the empirical study of aesthetic judgements 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 an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:
Additional references are provided in study guides.

2300(2301) Professional Practice

Unit Adviser: To be advised.

Second Semester: 60 hours for the semester - unit value of 1.0 - internal study only.
Prerequisites: Semester 5 Major Studio, i.e. 2311 or 2321 or 2331 or 2341 (or, the accumulation of 20 points credit value in the Visual Arts Degree course).

Unit Outline: This single unit subject deals with the preparation of the artist for professional practice. Elementary business practice, exhibition planning, art dealership, promotion and other aspects of professional artistic practice will be included. Subject matter will be related to the student's Major Studio work and relevant to aspects of their own particular art form. Aspects of health and safety will also 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

Recommended Reading:

2311(2315) Painting III

Unit Adviser: Mr C Coventry

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.
Prerequisite: 2212(2216).

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, expression, etc., and continue in the development of a personal means of expression with such issues in mind.

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

Prescribed Texts:
Chipp, H.B. 'Theories of Modern Arts', University of California, 1970.

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2312(2316) Painting IV
Unit Adviser: Mr C Coventry
First and Second Semester: either 24 hours a week (unit 2312), or 15 a week (unit 2316) - unit value 3.0 (2312) or 2.0 (unit 2316) - internal study only.
Prerequisite: 2311 (2316)

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.

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

Prescribed Texts:
Chipp, H.B. 'Theories of Modern Arts', University of California, 1970.

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2313(2317) Painting Minor Studio
Unit Adviser: Mr C Coventry
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2214(2218)

Unit Outline: Up to three Minors may be taken in painting. 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.

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

Prescribed Texts:
Chipp, H.B. 'Theories of Modern Art', University of California, 1970.

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2321(2325) Printmaking III
Unit Adviser: Mr E Heng
First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.
Prerequisite: 2222(2226)
Unit Outline: Students will be encouraged to proceed to an individually approved program of study from which a personal approach to Printmaking can be derived.

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:
Additional references are provided in class.

2322(2326) Printmaking IV

Unit Adviser: Mr E Heng

First and Second Semester: either 24 hours per week (unit 2322), or 15 hours per week (unit 2326) - unit value 3.0 (2322) or 2.0 (2326) - internal study only.

Prerequisite: 2321(2325)

Unit Outline: This unit complements Printmaking III, and students will continue to work within an individually approved program of study. As this is the final unit of Printmaking practice students should be able to demonstrate established Printmaking skills, a facility for investigation and problem solving, and the development of a personal visual language, in accordance with the anticipated level of professional achievement.

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:
Additional references are provided in class.

2323(2327) Printmaking Minor Studio

Unit Adviser: Mr E Heng

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 2224(2228)

Unit Outline: Units up to a maximum of 3 Minors are available in Printmaking. 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.

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:
Additional references are provided in class.

2331(2335) Ceramics III

Unit Adviser: Mr H Potts

First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.

Prerequisite: 2232(2236)
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.

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. Drawings will be included in studio assessment.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students (the 1985 bibliography listed 234 monographs and 11 journals). Technical information references and an index to useful journal articles are available in the studio.

2332(2336) Ceramics IV

Unit Adviser: Mr H Potts

First and Second Semester: 24 per week (for unit 2332), or 15 per week (for unit 2336) - unit value 3.0 (for 2332) or 2.0 (for 2336) - internal study only.

Prerequisite: 2331(2335)

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 Ceramics 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.

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. Drawings will be included in studio assessment.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students (the 1985 bibliography listed 234 monographs and 11 journals). Technical information references and an index to useful journal articles are available in the studio.

2333(2337) Ceramics Minor Studio

Unit Adviser: Mr H Potts

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.

Prerequisite: 2334(2338)

Unit Outline: Up to a minimum of three Minors are available in Ceramics. Ceramics Minor students will be encouraged to treat their work similarly to Major Studio students, except for the reduction in time which will necessarily limit their experience. Minor students will be encouraged to participate in the usual activities of the studio, such as excursions, rostered one-week wood firings, salt firings, etc.

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. Drawings will be included in studio assessment.
Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. (The 1985 bibliography listed 234 monographs and 11 journals). Technical information references and an index to useful journal articles are available in the studio.

2341(2345) Sculpture III
Unit Adviser: Mr C Murray-White
First and Second Semester: 15 hours per week - unit value 2.0 - internal study only.
Prerequisite: 2242(2246)
Unit Outline: In this unit students are expected to undertake major self-selected projects which must be worked through thoroughly. Special emphasis is placed on the working processes and the establishment of personal integrity.
Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of sculpture. Drawings will be assessed with studio sculpture.
Prescribed Text: Nil
Recommended Reading:
Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.

2342(2346) Sculpture IV
Unit Adviser: Mr C Murray-White
First and Second Semester: 24 hours per week (unit 2342), or 15 hours per week (unit 2346) - unit value 3.0 (for 2342), or 2.0 (for 2346) - internal study only
Prerequisite: 2341(2345)
Unit Outline: This unit complements Sculpture III. By this stage students are expected to have reached a high level of competence in both the production and theoretical aspects of Sculpture.
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. Drawings will be assessed with studio sculpture.
Prescribed Text: Nil
Recommended Reading:
Tucker, W. 'The Language of Sculpture' Thames and Hudson, 1977
Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.

2343(2347) Sculpture Minor Studio
Unit Adviser: Mr C Murray-White
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2244(2243)
Unit Outline: Up to three Sculpture Minor Studio units may be taken. 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.
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. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

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

2353(2357) Photography Minor Studio
Unit Adviser: Mr C Suggett
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2254(2258)

Unit Outline: Up to three Minor Studio units are available in Photography. The Photography Studio offers three areas of study; Photography; Art Documentation; and Lighting and Studio Technique.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of Photography. Projects will be expected from time to time throughout the units.

Prescribed Text: To be advised.

2363(2367) Woodcraft Minor Studio
Unit Adviser: Mr D Wollmering
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2264(2268)

Unit Outline: Students will be encouraged to develop specialisation in one area of study chosen from carving, construction, lamination and wood turning. Individuals are encouraged to develop articulation in various aspects of design and the aesthetic qualities of their own work.

Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the Woodcraft and Sculpture studios.

Prescribed Text: To be advised.

2377 Negotiated Minor Studio
Unit Adviser: To be advised.
First and Second Semester: 6 hours per week - unit value of 1.0 - internal study only.
Prerequisite: 2278

Unit Outline: Up to three Negotiated Minor Studio units may be taken. Students will negotiate a contract project of one semester's duration for each such unit. Negotiated Minor Studio units may be used to undertake supervised studios in art which incorporate two or more studio disciplines, or which involve an experimental approach to creative achievement which does not readily come under the usual activities of any single discipline.

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

Prescribed Text: Nil

Recommended Reading:
References will be advised to students according to their needs and the nature of the contracted projects.

2393 Readings in Art
Unit Adviser: Mr K.E. Bensley
First Semester: 4 hours per week - unit value of 1.0 - internal study only.
Prerequisites: Two points credit value in any combination of second year Art History/Art Theory or approved non-Visual Arts units.

Unit Outline: This unit consists predominantly of a guided reading programme supported by lectures and seminars. Approved topic areas will be selected by students with the advice of the unit adviser, and these topic areas will normally be concerned with an aspect of Art Theory or Art History. Each student will construct a bibliography of relevant material for his/her chosen topic and proceed to develop a 'journal' of summaries and reactions to the guided reading programme. Lectures will be given on the logic of arguments; on methods of critical appraisal; on the design of theories in the visual arts; and on aspects of art criticism.

Assessment: Assessment is based on participation in class sessions, the presentation of seminar papers, and the submission of journals within the context of the guided reading programme.

Prescribed Text:

Recommended Reading:

2394 Research in Art

Unit Adviser: Mr K.E. Bensley

Second Semester: unit value of 1.0 - internal study only.

Prerequisites: As for 2393

Unit Outline: The formulation of a research assignment topic; analysis and identification of resource needs. Advanced uses of Library resources and reference materials. The development of the research assignment; evidence; arguments; criticism. Presentation of the research assignment; improved written presentations; alternative methods of presentation; visual aids; audiotapes; videotapes.

Assessment: Assessment is based on participation at required tutorials, the presentation of a seminar paper on work-in-progress, and the submission of the research assignment in its final form.

Prescribed Text: Nil

Recommended Reading:

Additional references will be recommended to individual students according to their research topics.

2410 Graduate Diploma - Painting F/T
2411 Graduate Diploma - Painting P/T
2412 Graduate Diploma - Painting P/T
2420 Graduate Diploma - Printmaking F/T
2421 Graduate Diploma - Printmaking P/T
2422 Graduate Diploma - Printmaking P/T
2430 Graduate Diploma - Ceramics F/T
2431 Graduate Diploma - Ceramics P/T
2432 Graduate Diploma - Ceramics P/T
2440 Graduate Diploma - Sculpture F/T
2441 Graduate Diploma - Sculpture P/T
2442 Graduate Diploma - Sculpture P/T

Graduate Diploma Course Coordinator: Mr E Heng.

Full Year - full time units have a unit value of 8.0 and part-time units have a unit value of 4.0 - internal study only.

Unit Outlines: See Course Entry
Assessment: Assessment is based on participation and on submission of studio work and written work as appropriate to the investigations carried out. Before the completion of the course, a final submission of work in an approved form, normally an exhibition, is required.
INSTITUTE REGULATIONS

1. Academic Board Regulations
2. Admission
3. Course Requirements
4. Continuation
5. Unsatisfactory Academic Performance
6. Examination and Assessment
7. Graduation
8. Disciplinary Regulations

1. Academic Board Regulations
- Currently under review

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 Head of School 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 Head of School as being equivalent to one of the requirements outlined in the preceding sub-regulations.
(h) Special Entry provisions also apply for prospective students who do not meet the above educational or mature age requirements. Please refer to section on Special Entry Scheme.

* (i.e. HSC Group 1, Group 2 including approved study structures such as STC and other VISE accredited specialist courses relevant to GIAE courses).

2.2 An applicant who gains full-time admission to a course of the Institute may apply by writing to the Registrar for permission to defer the initial enrolment to the subsequent year. Such permission may be granted, on the advice of the Head of School, for a period normally not exceeding two successive semesters.

2.3 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 Head 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 Head 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, (or the Bachelor of Arts (in Visual Arts) if accredited), 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 meet 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 Head 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 Head of the appropriate School of their capacity to undertake their proposed program of study.

3.5 General - Notwithstanding any of the preceding regulations, the Head, of the appropriate School shall have the final discretion in the admission of any applicant to any course in the 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 Head of School through the Registrar;
(c) continue to prove their suitability for the course to the satisfaction of the appropriate Head of School by:
   (i) maintaining the standard of work required by completing such studies and passing such examinations or other work prescribed for assessment in lieu of examinations;
   (ii) attending such lectures, tutorial classes and excursions, completing such practical work, fieldwork or other requirements as may be prescribed by the course;
   (iii) maintaining a rate of academic progress appropriate to their mode of study;
(d) are in good standing as students of the 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. Deferrals may only be granted after application to the relevant Head of School via the 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 Head of School 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 Head of School;
(c) require the student to show cause in writing why they should not be excluded from a unit or course of study. Subsequently, students 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 Head of School may authorise re-admission.
(b) In permitting a student to re-enrol, the Head of School may impose on the student such conditions as may benefit the student's academic progress.

5.4 A student excluded under these regulations shall have the right of appeal through the Registrar to the Admissions and Qualifications Committee.

6. Examinations and Assessment

6.1 Final assessment matters should be dealt with by Boards of Examiners.

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 Registrar.

6.6 Official notification of the results of examinations and final assessments shall be made to students by the 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 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 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 Head of the appropriate School. Should the matter not be satisfactorily resolved, a formal appeal to the Academic Board, through the 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 Registrar’s office, to the Registrar no later than 15 January of the relevant year.
(b) Late applications for awards shall be submitted for approval to the Institute Council, and will normally be conferred at the Graduation Ceremony in the following year.
(c) The Head of the School to which a degree pertains shall advise the Registrar of those candidates who are to be recommended to the Institute Council for the award of degree with Distinction.
(d) The Registrar shall submit to the Institute Council the names of candidates whose applications for all awards have been certified by the Head 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 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) compel a student to attend a course of study or training;

(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) Deputy Director, Assistant Director, Heads of Schools - 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 lecturers 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 Head of School.

(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 Registrar 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, Deputy Director, Assistant Director, Heads of School, 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 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 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 as a guide to units currently offered. Detailed information of unit outlines, contact hrs/wk, credit value, prerequisite and corequisite units, teaching methods, assessment, and prescribed and recommended texts are to be found on the pages referred to in the index.

The column headings used in the table are defined as follows -

Unit No.
In the unit number assigned to the listed unit, generally the first number indicates the school in which the unit is offered the second relates to the level at which the unit is offered, and the final two digits are the individual units' specific number.

As a guide:
1000 - Applied Science
2000 - Visual Arts
3000 - Business
4000 - Education
5000 - Engineering
6000 - Social Sciences
7000 - Mathematics/Computing
8000 - Nursing Science

Unit Name
This is the title of the listed unit which generally indicates the broad study area of the unit.

Study Period
The study period indicates when the unit is offered during the academic year.
1 indicates 1st semester
2 indicates 2nd semester
3 indicates over the whole year.

Study Mode
The study mode indicates how the unit is offered.
I indicates units offered by Internal Study
X indicates units offered by External Study

Course Eligibility
The course eligibility indicates the courses towards which the unit listed may count as credit as units earn credit for certain courses only.

The abbreviations in the Course Eligibility column represent:

AC Associate Diploma in Computing
AE Associate Diploma in Engineering Supervision
AG Associate Diploma in General Administration
AL Associate Diploma in School Librarianship
AW Associate Diploma in Welfare Studies
BA Bachelor of Arts (Multidisciplinary)
BB Bachelor of Business
BC Bachelor of Education (Secondary)
BE Bachelor of Education (Primary, Secondary, Sch.Lib.)
BI Bachelor of Engineering (Civil)
BL Bachelor of Education (School Librarianship)
BM Bachelor of Engineering (Mechanical)
BN Bachelor of Engineering (Electro-Mechanical)
BP Bachelor of Education (Primary)
BR Bachelor of Engineering (Electrical)
BS Bachelor of Applied Science
BT Bachelor of Arts (Social Science)
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* Subject to Accreditation
** Units offered subject to course accreditation.
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* See Addendum at back for unit outline
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Unit Outline

1185 Biological Science

Unit Adviser: Mr R D Teasdale

First Semester: 42 hours of lectures, 28 hours of laboratory work - unit value of 1.0 - internal study only

Prerequisite: Normally, qualifications providing entry to the course

Unit Outline: An introduction to biological principles and processes. Areas covered are cell structure and function; animal physiology; reproduction and development; and evolutionary processes and mechanisms.

Assessment: Satisfactory completion of laboratory work is required; Assessment is by unit tests.

Prescribed Text:
or
Jenson, W A et al, 'Biology'. Wadsworth, 1979
or