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

Chisholm Handbook

Caulfield Campus
900 Dandenong Road, Caulfield East, Victoria, Australia
Telephone: (03) 573 2222

Frankston Campus
McMahons Road, Frankston, Victoria, Australia
Telephone: (03) 784 4211

All Admissions Inquiries: (03) 573 2000

This information was accurate at 25 September 1987. Please check specific details with the relevant school or division or with the Admissions Officer. The Institute accepts no responsibility for changes to the information.

1988
Chisholm Institute of Technology

Postal Addresses:

CAULFIELD CAMPUS
PO Box 197, Caulfield East, Vic. 3145.

FRANKSTON CAMPUS
McMahons Road, Frankston, Vic. 3199.

ISSN 0812-4744
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Introduction

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

The Institute offers award programs at Associate Diploma, Degree, Graduate Diploma and Master’s Degree levels at its two Campuses which are situated at Caulfield and Frankston. It is the third largest of Victoria’s Colleges of Advanced Education with an enrolment of around 7,000 students. Both full-time and part-time enrolments are available in most of the courses which are offered.

Through making provision and special effort to provide part-time enrolment, Chisholm has made higher education available to a wide sector of the community who have special needs. Approximately half of the total student population are enrolled in part-time courses.

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

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

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

Both Campuses have well equipped Libraries to support all of the teaching areas and the latest technology is provided to support each of the teaching programs. The Frankston Campus is linked by landline to the powerful computing facilities of the Computer Centre at Caulfield. In addition there are supplementary computing facilities within the Individual Schools and Divisions.

This handbook gives full details of the many courses provided by Chisholm and hopefully indicates the Institute’s endeavour to provide courses of the highest quality to meet contemporary needs of the wider community. Chisholm fully supports the government initiative to increase access to, and participation within, higher education and provides the maximum number of places within its available resources to be a contributor to the national effort in higher education through which Australia’s skill-base will be elevated for the benefit of future generations.

Dr G. N. Vaughan
Director
## Subject Codes

Subject code prefix guide and guide to code locations

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How to Use the Handbook

The information contained in this handbook is accurate as at September 1987. Inevitably, changes will occur after publication so you should confirm details, such as references to required textbooks.

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

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

You are referred to the 1988 Student Manual, for information about enrolment, financial assistance available to students, scholarships and the regulations governing the relationship between Chisholm and its students.

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

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

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

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

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

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

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

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

For more information:

Enrolment – Admissions Office, Level 1, Boykett Building (A Block), Caulfield, 573 2000.
Financial Assistance, Scholarships, Regulations, etc – Student Administration, Level 1, Boykett Building (A Block), Caulfield, 573 2115.
Particular Courses – School/Faculty Administrative Officer as appropriate.
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Student member: Mr A. O’Brien

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One Academic staff member on Council: Dr R. Trembath
Student member on Council: Mr K. Tighe

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Student member: Mr A. O’Brien

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BSc(Melb), MACS

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Research and Consultancy

DEVELOPMENT MANAGER
Peter F. Cunliffe
BA(CIT), DipEd(Hawthorn)

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Centre for Applied Mathematical Modelling
Executive Director
D. Graeme Ross
BSc(Melb), PhD(Monash), FRMetS

Centre for Business Technology
Executive Director
To be appointed

Centre for Industrial Tribology
Executive Director
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DipMechEng(CIT), BEng(Vic), CEng, MIEAust

Centre for the Development of Entrepreneurs
Executive Director
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BCom, MBA(Melb), DipEE(FTC), GradE(Aust), PhD(Melb), TTTC

Centre for International Business
Executive Director
John Onto
BCom, MBA(Melb), PhD(Arizona State), AFAIM, FIBA

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BE(Qld), MEngSc(Qld), PhD(London), DIC, FIEAust, MIIE

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BApplSc(Vic), MACS

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BSc(Melb), PhD(Monash), FRMetS

Secretary
Ellie Cameron

Project Officer
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BApplSc(CIT)

Water Studies Centre
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B.T. Hart
DipAppChem(Bendigo), DipChemEng(Swinburne), BSc(Hons), PhD(Monash), FRACI

Educational Services

COMMUNITY SERVICES

Head
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BA, DipSocStud(Melb), MAPsS

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

CAULFIELD CAMPUS

Careers Advisory Service

Co-ordinator and Counsellor
Austin Chapman
AAII, ACIS, CertWelfareStuds(Chisholm), BA(VIC), GradDipEdCounselling(RMIT), MAPsS

Careers Advisor
Marie Dermott

Clerical Assistant
Jane Rasmussen

Child and Family Service

Co-ordinator and Counsellor
Jenny McGowan
BA, AssocDipWelfareStuds(Chisholm)

Counsellors
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SRN
Merle McMinn
BA(Melb), DipEdPsych, MEd(Monash)

Counselling Service

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Suzanne Wolf
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Sandra Luxmore
SRN
Support Staff
Receptionists
Joanne Barker
Rowena Patton

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MA(Hebrew U), MAPsS

Careers Advisor
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Nurse
Cath Collins
SRN, DipAppSc(Community Health Nursing)

Counsellor
Alison Duncan
BSW(La Trobe)

Support Staff
Lynne Johnstone
Liz McKinley

ASSOCIATED SERVICES STAFF
By special arrangement a number of persons and organisations provide community services to Chisholm staff and students:

Chaplains
Caroline Nancarow (Anglican)
Annette Richter (Jewish)
BED
Alan Wade (Uniting Church)
BTheol
Fred Wandmaker (Anglican)
ThL

Child Care
Caulfield Campus
Bronti Merrett (Caulfield City Council)
Denise O'Keefe (Chisholm Child Care Centre Inc)
NNE D
Frankston Campus
Anne Kennedy (Chisholm Frankston Community Child Care Inc)
DipTeach(EC), TITC

Counselling
Kate Grivas
BA(Monash), DipSecStud(Chisholm), BSocAdmin(Flinders)

Dental Services
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BDSc(Melb), LDS(Vic), GradDipHealthAdmin(Lincoln)
Sally Styles (Royal Dental Hospital)
ADA, DAA

Legal Services
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BA, DipEd, LLB(Melb)

Medical Services
Caulfield Campus
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Christopher Hazzard MBBS(Melb)
Frankston Campus
Robert McAlister MBBS(Monash), DipRACOG

Optometry
Tibor Weisz BOptom(UNSW)

Psychiatry
Henry Bankier MBBS, FRANZCP

Dental Services Officer
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Operations Supervisor
Yvonne P. Conyers MACS
Computer Operators
Penny Donnan
Gerard Lyons
Jenny Stanley
CertEDP(Holmesglen)
Margaret Kowalski
Data Preparation Supervisor
Marilyn Kennedy
Data Preparation Operators
Renata Burden
Andrea Marie

Input/Output Assistants
Brenden Wearne — Frankston
Beryl R. Lalor — Caulfield

Terminals Room Supervisor
Anna Ambrose
BA(Chisholm)

EDUCATIONAL DEVELOPMENT UNIT

Head
To be appointed

Secretary
To be appointed

Administrative Officer
Anne Corcoran

ADVISORY AND EVALUATION SECTION

Co-ordinator
To be appointed
Robert Thompson
BSc(Monash), DipEd(Monash), GradDip(FTV)(Swinburne)

LANGUAGE DEVELOPMENT SECTION

Co-ordinator
Rosemary Cleerehan
BA(Hons)(Melb), DipEd(Monash)

Senior Lecturer
Margaret E. Scott
BA, BEd(Melb), MEdSt(Monash)

Senior Tutor
Robyn Kindler

MEDIA SERVICES SECTION

Manager
Byron Nichols
DipArt/Design FTV(Swinburne), DipED(SCV), GradDipMedia Studies(Vic)
Andrew Barcham  
Cert of Art/Design (Photographic Technician) (Preston College of TAFE)  
John Blyth  
BAppSc(Melb), Television Operator Certificate, MIREE  
Jeremy Gauder  
CertTechAudioVisualMedia(RMIT)  
Barbara Hannay  
DipArts(Swinburne), GradDipMediaStudies(VIC)  
Rob Pignolet  
AsstCameraOpCert(AFTS)  
Peter Taylor  
MBKS, LRPS, City & Guilds(Photog)(London Inst), GradDipMedia(AFTS)  

LIBRARY  
Institute Librarian  
Don Schauer  
BA, DipLib(Rhodes), MA(Sheffield), ALAA, ALAA  
Deputy Institute Librarian  
Oliva Cousins  
BA, BEd(Melb), TLTC, ALAA  
Secretary  
Heather Stonehewer  
Support Staff - Administration  
Margaret Bail  
Lisa Missen  
INFORMATION POLICY AND NETWORKING  
Projects and Consultancy Section  
Head  
Neville Houghton  
TTC(QSTC), FLA, BScLib(RMIT), ALAA, GradDipMuseumStudies(VIC)  
Policy, Systems and Training Section  
Head  
David Focott  
BA(JCUNO), MLit(UNE), ALAA  
Systems Co-ordinator  
Anna Ryan  
BA(Melb), GradDipLib(MCAE)  
INFORMATION RESOURCES AND LIAISON  
Academic Services Section  
Head  
To be appointed  
Information and Resources Librarians  
Art and Design  
Gillian Marsden  
BA(Melb), ALAA  
David Syme Business School  
Jane Angus  
BSc(Monash), GradDipLib(MCAE)  
Anna Ryan  
BA(Melb), GradDipLib(MCAE)  
Education  
Fiona MacNaughton  
BA(La Trobe), GradDipLib(RMIT)  
Faculty of Technology  
Jean Gourlay  
ALAA, GradDipC&IS(CIT), GradDipDP(CIT), MACS  
Eve Cupper  
Mireille Eld  
BSc(Melb), GradDipLib(MCAE)  
Nursing  
Alison Rankin  
DipLib(RMIT), BScSc(RMIT), GradDipSecStudies(Chisholm)  
Social and Behavioural Studies  
Christine Sambell  
BA(Monash), GradDipLib(RMIT)  
Reference Librarians  
Averil Dent  
BA(Melb), GradDipLib(UNSW)  
Alison Rankin  
DipLib(RMIT), BScSc(RMIT), GradDipSecStudies(Chisholm)  
Reference Assistants  
Kate Boyle  
Bob Walshe-Howling  
BA(Hons)(Monash)  
OPERATIONS  
Cataloguing Section  
Head  
Jean Tindall  
BA(Melb), ALAA  
Senior Cataloguer  
Irene Choo  
BA(Hons)(Malaya), ALA, ALAA  
Cataloguers  
Ruth Dixon  
BA(Melb), GradDipLib(RMIT), ALAA, DipBookProd(Lond)  
Linda Parsons  
BA(UNE), GradDipLib(RMIT)  
Support Staff  
Denise Jones  
Gaye McWha  
CertAppSocSc(LibTech)(PCAЕ)  
Charmaine Young  
Acquisition & Inter-Library Loan Section  
Head  
Catherine Wallace  
BA(CIT), ARMIT, ALAA  
Support Staff  
Lucia Andrews  
Jane Barrow  
Pat Mangan  
CertAppSocSc(LibTech)(Whitehorse)  
Marjorie Plail  
CertAppSocSc(LibTech)(Whitehorse)  
Inter-Library Loans  
Leayne Alden  
Lending Services Section  
Circulation Co-ordinator  
Andrew Dixon  
BScScLib(RMIT), GradDipCommDataProc(RMIT), ALAA  
Assistant Supervisor, Lending Services (Frankston)  
Judy Sheehan  
Support Staff - Caulfield Campus  
Felicity Allen  
Wendy Ashburn  
Ren Bell  
TPTC(Toorak), CertAppSocSc(LibTech)(Whitehorse)  
Paul Burden  
John Cieslak  
Kelley Doyle  
Heather Falconer  
Lynne Haynes  
Barbara Klar  
Bronwyn Prosser  
Tracey Rainie  
Darryl Ribaux  
John Sinclair  
Sue Steele  
BSc(Melb)  
Support Staff - Frankston Campus  
Jeanette Archibald  
Elva Barker  
Michael Barry  
Jenny Baxter  
Judith Edwards  
Cheryl Kilgour  
Nancy Marshall  
Bill Milne
ADMINISTRATION

ACADEMIC REGISTRAR'S DEPARTMENT

Academic Registrar
Helen M. Boyd
BSc(Hons)(Syd), MSc(Melb)

Secretary
(Ursula Aruma, Acting)
Susan Barnes

STUDENT ADMINISTRATION OFFICE - CAULFIELD

Assistant Registrar (Students)
(Philip Irvine, Acting)
Alan C. Young
BA(Monash)

Secretary
Vacant
Admissions Officer
(Karen Harford, Acting)
Philip Irvine
BBus(Vic), GradDipDP(Chisholm)

Assistant Admissions Officer
Karen Harford
Admissions Assistant
Lucia Italia

Student Administrative Services Officer
Maree Conway
BA(Griffith)

Assistant Student Administrative Services Officer
John Peck
BA(Hons)(Melb)

Student Administrative Services Assistant
Elizabeth Dangaard

Student Administration Enquiry Officer
Helen Edwards

Examinations and Room Timetabling Officer
John Dennis

Graduations and Examinations Officer
Anne O'Kane
BA(Monash)

Graduations and Examinations Assistant
Adèle Bentley

Systems and Records Officer
Gill Smith
BA(Melb), DipEd(LaTrobe)

Assistant Systems and Records Officer
Pauline Murphy

Exemptions and Assessments Officer
(Jonathon O'Donnell, Acting)
Dearne Jackson

STUDENT ADMINISTRATION OFFICE - FRANKSTON

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

Administrative Assistant
Gaynor Baker

stenographer
Jennifer Trigger

ACADEMIC SECRETARIAT

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

Assistant Academic Secretary
Lyn Gash
BA(Hons)(Monash)

Secretary
Wanda Van Nus

PUBLIC RELATIONS OFFICE

Public Relations Officer
John Wilkins
BA(Hons)(LaTrobe)

Publications Officer
Sonja King
BA(Deakin)

Advertising Officer
Adrianne Dooley

Public Relations Assistant
Jeff Hosegood

RECORDS ADMINISTRATION

Manager: Records and Telematics
Perviz Parakh
BA(Hons)(Bombay),
CertFrench(Geneva),
ZertDeutsch(Heidelberg)

Registry Office Manager
Lucy Kersten

Administrative Assistant
Robyn Engdahl

Clerical Assistant
Graeme Gusick

Clerical Assistant
Vacant

Clerical Assistant
John Keecherer

Clerical Assistant
Con Sevastopoulos

Switchboard Operator Senior
Eileen Cieslak

Switchboard Operator
Joan Groves

RESOURCES BRANCH

Head
John Harris
MEd(Monash), TPTC

MANAGEMENT INFORMATION SERVICES UNIT

Head
Stewart J. Olney
AISA, MACS

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

Project Leaders
Percy B. Blackburn
BSc(Wales), LRIC, MAIP,
GradDipDP, MACS

Stephen G. Wright
DipSc

Programmer/Analyst
Linde J. McCluskey

Graeme J. Cooper
M. Samy Khalil
BSc(Ainshams),

Andrew P. Wilson
CertEDP

RESOURCES PLANNING UNIT

Systems and Planning Officer
Sandra Kerr
BCom(Melb),
GradDipDP(Chisholm), AASA,
CPA, MACS

Statistical Officer
Victor L. Paul
BSc(Melb), MASOR, MABS

Budget Officer
Lynne Newman

CAMPUS UNIT

Manager UNIT
Head
Barry Bilham
AASA

Domestic Services Manager
Michael Fuller

Building Projects Manager
Robin Bradnick

Frankston Administration
Claire Thonemann
FINANCE BRANCH

Chief Finance Manager
Willy L. Priem
  DipAcctg(SAIT), AASA(Sen),
  ACIS, GradDipTaxn(RMIT)
Financial Manager
Lee Chapman
  BComm, DipEd, AASA, CPA
Accounting Services Manager
Helen Wilson
  BBus, AASA, CPA, AIMM
Payroll Supervisor
Jim Glass
Accounts Payable Supervisor
Mirka Gonda
Accounts Receivable Supervisor
Bill Graus

SUPPLY
Supply Manager
John Fowler
  BA(Hons), GradDipOrgBeh,
  AFIPSM, AIBA, AIPC

PRINTING SERVICES
Printing Services Manager
Merryl Sherriff

CATERING SERVICES
Catering Officer
Alan Nicholson
  MAGPC

STAFF OFFICE

Staff Officer
Anne Boyle
  BA(Chathclyde), PostGradDip-
  Personnel Management,
  MIPMA
Assistant Staff Officer
Eileen Wilson
  BA(Monash),
  GradDipEdAdmin(HIE)
Appointments Officer
Julianne Kennedy
  AIPMA
Classification Officer
Michael Owens
  AIPMA
Staff Administration Officer
John D. Greenwood
  AIM, IPSM
Administrative Officer
Margaret Young
Safety Officer
Alex Glennie
  ONC
School of Art and Design
Staff

Undergraduate Courses
Bachelor of Arts (Ceramic Design) (C)  18
Bachelor of Arts (Fine Art) (C)  19
Bachelor of Arts (Fine Art)(Craft) (F)  20
Bachelor of Arts (Graphic Communication) (C/F)  21
Associate Diploma in Art and Design (Ceramic Design) (F)  22
Associate Diploma in Art and Design (Ceramic Design) - Part-time (F)  23
Diploma of Art and Design (Graphic Design) (C/F)  24

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Graduate Diploma in Ceramic Design (C&F)  25
Graduate Diploma in Fine Art (C)  25

Subject Synopses

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

Head of Department (Acting)
Stephen Fletcher
Higher Dip T/MT/C

Senior Lecturers
Bronwyn Hughes (Acting)
BA(Ceramic Design)(CIT),
Grad Dip Ceramic Design(Chisholm)
Maxwell J. Murray
Dip Elec Eng,
Dip Mech Eng (CIT)
Alan G. Thomas
Dip App Art (RMIT),
Cert Art (Swinburne), TTTC

Lecturers
Ludmilla Christoff
Dip Art & Design (CIT),
Dip Ed (Burwood)
Paul Davis
Christopher J. Myers
Dip Art & Design (CIT), TTTC
Christopher Selwood
BA(UNE), Dip Ed (NR),
Assoc Dip Art & Design (CIT),
Grad Dip Ceramic Design (Chisholm)
Josef A. Szirer
Dip Art & Design (CIT), TTTC
James A. Williamson
MA(Br Col), TTTC, FRMIT

Senior Tutors
Andrea Hylands
BA(Ceramic Design)(Bendigo CAE)
William Rawls
BA(Jacksonville)
John Wilson
Dip Art & Design (Prahran)
Nicholas Wirdnam

DEPARTMENT OF FINE ART

Head of Department
Christopher T.W. Pyett, Dip Fine Art (Tas School of Art)

Senior Lecturers
Max R.E. Thompson
Dip Fine Art (RMIT), FRMIT
James D. Wingate
MA(Hons)(Glasgow),
Dip Art (Glasgow School of Art),
Cert Art Teaching (Jordanhill College of Education)

Lecturers
Craig Gough
Assoc in Art Teaching (WAIT), T/HIC
Bernard Hoffert
BA(Hons)(La Trobe),
Dip Art (PIT)
John Hopkins
Dip Art Design (Advertising) (Swinburne)
Geoff F. La Gerche
Dip Art, TTTC
John Neeson
Dip Fine Art (RMIT), TTTC, FRMIT
Cole Vopov
Dip Fine Art (Romania), FRMIT
Noel R. Teasdale
Dip Art & Design (Bendigo),
Grad Dip Vis Arts (GIAE), TTTC

Senior Tutors
Henk Bak
Hist Drs (Nijmegen)
Geoffrey Dupree
Dip Art & Design (Graphic Art) (Swinburne),
Dip Fine Art (Painting) City and
Guilford Art School (London),
Cert of Advanced Studies (Painting) St Martins
School of Art (London)

Tutor
Adelina Modesti
BA(Hons), Visual Arts,
MA(Fine Art)(Melb)

Technicians
Jeffrey Campbell
Larry Parkinson
BA(Fine Art) (Chisholm)

DEPARTMENT OF GRAPHIC DESIGN

Head of Department
Jack Larkin
BA(Graphic Design)(VIC)

Senior Lecturers
Michael Kitson
MSIAD
Brian J. Seddon
Cert Art (Swinburne),
Dip Art (RMIT), Inst Dip(British Colombia Ed Dept),
BA(Chisholm), ADIA
Judy F. Spafford
Ass Dip Fine Art (RMIT), FRMIT

Lecturers
Jennifer Allen
BA(Graphic Design)(VIC)
John Bassani
Dip Art & Design (Prahran),
Dip Ed (SCV)
Janet Carr
Cert Art (Swinburne), Dip Art and Design (CIT),
Grad Dip Ed (SCV),
Marie Gidas
Donald W.T. Glue
William Pepperkamp
Cert Art (Prahran), Dip Art and Design (RMIT),
TTTC
Gene Verstraeten
Grad Dip Ed Technology (SCV), MIPT

Senior Tutor
Kerrie Rockett
BA(Graphic Design)(VIC)

Technicians
Peter Garwood
Donald W. Page
UNDERGRADUATE COURSES

Bachelor of Arts (Ceramic Design)
Course Code: BC
Course Leader: Stephen Fletcher

Content
This four-year course is intended to provide a distinctive professional education emphasising individual attainment within the major studies of clay, glass and architectural ceramics. This first year of the course is designed to provide a basis in the three major study areas with support studies in drawing, design, appreciation of ceramics and mouldmaking. In the final three years students concentrate on their major area increasingly working on design-based problems.

Admissions Requirement
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(c) qualifications and/or experience acceptable to the Admissions Committee.

Enrolment Procedure for New Students
Prospective students must contact the Administrative Officer, School of Art and Design, before 31 October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education. Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application. Mature Age students should present, where possible, references given by employers and evidence of any studies undertaken since leaving secondary school.

Selection of Students
At the end of the first year students in consultation with their lecturers select their preferred major. Selection is based not only on the students’ prospects of coping with all parts of the course but also on their future aspirations.

Assessment
1. An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to approval of the Head of the Department.
2. There will be two assessments by the examination panel - one in the middle and one at the end of the semester. Other assessments will be made by the lecturer in charge of the subject.
3. Each semester must be passed as a whole. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel.
4. In the final year of the degree course students will be required to work on a commission where they must meet the requirements of a client outside the Institute.

Assessment Policy
A large proportion of the subjects in this course are of a practical nature and require assessment by the presentation of a folio at the end of each semester. In all cases evaluation of student performance is made by a panel consisting of the lecturers in the subject, the subject co-ordinator and the year co-ordinator. Failed folios are reviewed by the Head of Department, Ceramic Design.

In the final semester of the course folio work is assessed by the panel above as outlined with the addition of an assessor from outside the Institute in the relevant area of expertise.

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

Course Structure
In 1987 a new course structure was introduced to offer students studies in glass and architectural ceramics at a first level. Some support studies have also been relocated to reflect and complement this change. As the new structure is being introduced gradually, the final two years of the course remain as the old structure in 1988.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>CER131</td>
<td>Ceramic Design Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td>CER132</td>
<td>Ceramic Design</td>
<td>5</td>
</tr>
<tr>
<td>CER133</td>
<td>Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td>CER134</td>
<td>Three-dimensional Modelling</td>
<td>3</td>
</tr>
<tr>
<td>CER135</td>
<td>Glass Studies</td>
<td>6</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CER141</td>
<td>Ceramic Design Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td>CER142</td>
<td>Ceramic Design</td>
<td>3</td>
</tr>
<tr>
<td>CER143</td>
<td>Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td>CER144</td>
<td>Design</td>
<td>2</td>
</tr>
<tr>
<td>CER145</td>
<td>Glass Studies</td>
<td>6</td>
</tr>
<tr>
<td>CER146</td>
<td>Modelling and Mouldmaking</td>
<td>3</td>
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</tbody>
</table>
Students will choose one of the three major studies.

**Semester 3**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CER231</td>
<td>Ceramic Design Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td>CER239</td>
<td>Glazing and Decorating</td>
<td>3</td>
</tr>
<tr>
<td>CER235</td>
<td>Glass</td>
<td>15</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CER238</td>
<td>Architectural Ceramics</td>
<td>15</td>
</tr>
<tr>
<td>CER232</td>
<td>Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CER233</td>
<td>Appreciation of Ceramics</td>
<td>1</td>
</tr>
<tr>
<td>CER234</td>
<td>Design</td>
<td>2</td>
</tr>
<tr>
<td>CER236</td>
<td>Modelling and Mouldmaking</td>
<td>3</td>
</tr>
<tr>
<td>CER237</td>
<td>Methods of Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives: one of the following for two semesters:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER308</td>
<td>Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td>CER309</td>
<td>Kiln and Furnace Design and Construction</td>
<td>3</td>
</tr>
<tr>
<td>CER314</td>
<td>Ceramic Design Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester 4**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CER241</td>
<td>Ceramic Design Theory and Practice</td>
<td>12</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CER245</td>
<td>Ceramic Design Theory and Practice (Glass)</td>
<td>12</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CER248</td>
<td>Architectural Ceramics</td>
<td>12</td>
</tr>
<tr>
<td>CER242</td>
<td>Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CER243</td>
<td>Appreciation of Ceramics</td>
<td>1</td>
</tr>
<tr>
<td>CER244</td>
<td>Design</td>
<td>2</td>
</tr>
<tr>
<td>CER246</td>
<td>Modelling for Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>CER247</td>
<td>Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td>CER249</td>
<td>Geology</td>
<td>1</td>
</tr>
</tbody>
</table>

**Semester 5**

Students are to select from two of the following subjects:

One subject will be taken for 12 hours, the second for six hours:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CER301</td>
<td>Clay and Glaze</td>
<td>12</td>
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<tr>
<td>CER302</td>
<td>Clay and Glaze</td>
<td>6</td>
</tr>
<tr>
<td>CER311</td>
<td>Concrete</td>
<td>12</td>
</tr>
<tr>
<td>CER312</td>
<td>Concrete</td>
<td>6</td>
</tr>
<tr>
<td>CER321</td>
<td>Glass</td>
<td>12</td>
</tr>
<tr>
<td>CER322</td>
<td>Glass</td>
<td>6</td>
</tr>
<tr>
<td>CER306</td>
<td>Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CER307</td>
<td>Design</td>
<td>2</td>
</tr>
</tbody>
</table>

**Electives: one of the following for two semesters:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER316</td>
<td>Figurative Drawing</td>
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</tr>
<tr>
<td>CER317</td>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>CER318</td>
<td>Printmaking</td>
<td></td>
</tr>
<tr>
<td>CER319</td>
<td>Metal Studies</td>
<td>3</td>
</tr>
<tr>
<td>CER326</td>
<td>Stained Glass Techniques</td>
<td></td>
</tr>
<tr>
<td>CER327</td>
<td>Ceramic Design Computer Studies</td>
<td></td>
</tr>
</tbody>
</table>

**Semester 6**

Students will study a specialised course in one of the following areas:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER308</td>
<td>Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td>CER309</td>
<td>Kiln and Furnace Design and Construction</td>
<td>3</td>
</tr>
<tr>
<td>CER314</td>
<td>Ceramic Design Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives: one of the following for two semesters:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER426</td>
<td>Stained Glass Techniques</td>
<td></td>
</tr>
<tr>
<td>CER427</td>
<td>Ceramic Design Computer Studies</td>
<td></td>
</tr>
<tr>
<td>CER443</td>
<td>Figurative Drawing</td>
<td></td>
</tr>
<tr>
<td>CER444</td>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>CER445</td>
<td>Printmaking</td>
<td></td>
</tr>
<tr>
<td>CER446</td>
<td>Metal Studies</td>
<td></td>
</tr>
<tr>
<td>CER447</td>
<td>Computer Studies</td>
<td></td>
</tr>
</tbody>
</table>

**Semester 7**

Students will study a specialised course in one of the following areas:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER401</td>
<td>Clay and Glaze</td>
<td>13</td>
</tr>
<tr>
<td>CER411</td>
<td>Concrete</td>
<td></td>
</tr>
<tr>
<td>CER421</td>
<td>Glass</td>
<td></td>
</tr>
<tr>
<td>CER217</td>
<td>Studio Design and Management</td>
<td>1</td>
</tr>
<tr>
<td>CER406</td>
<td>Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CER447</td>
<td>Communication Studies</td>
<td>2</td>
</tr>
</tbody>
</table>

**Semester 8**

Students will complete the fourth year of the course in one of the following subjects:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER404</td>
<td>Clay and Glaze</td>
<td>17</td>
</tr>
<tr>
<td>CER414</td>
<td>Concrete</td>
<td></td>
</tr>
<tr>
<td>CER424</td>
<td>Glass</td>
<td></td>
</tr>
<tr>
<td>CER416</td>
<td>Ceramic Design Drawing</td>
<td></td>
</tr>
</tbody>
</table>

**Bachelor of Arts**

(Fine Art)  

Course Code: BF  
Course Leader: Christopher Pyett  

**Content**

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

**Admission Requirements**

(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) qualifications and/or experience acceptable to the Admissions Committee.
Enrolment Procedure for New Students

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

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

Progression Through the Course

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

Assessment

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

Course Structure

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major Studies</td>
<td>One only</td>
</tr>
<tr>
<td></td>
<td>FNE169 Painting</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FNE21 Painting</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FNE171 Sculpture</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sub Major Studies</td>
<td>One only</td>
</tr>
<tr>
<td></td>
<td>FNE219 Painting</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE218 Printmaking</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Related Studies</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE147 History of Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FNE176 Drawing</td>
<td>6</td>
</tr>
</tbody>
</table>

Liberal Studies (Elective) 2

2 Major Studies

FNE209/210 Painting 18 or 12
FNE218/219 Printmaking 18 or 12
FNE325/326 Printmaking 18 or 12

Sub-Major Studies

FNE297 Painting 6
FNE298 Printmaking 6
FNE299 Sculpture 6
Liberal Studies 4
Related Studies
FNE247 History of Art 3
FNE286 Drawing 6

3 Major Studies

FNE317/327 Painting 18 or 12
FNE374/375 Printmaking 18 or 12
FNE378/379 Sculpture 18 or 12

Sub-Major Studies

FNE300 Painting 6
FNE320 Printmaking 6
FNE330 Sculpture 6
Liberal Studies 4
Related Studies
FNE356 History of Art 3
FNE376 Drawing 6

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNE100 Aesthetics, Philosophy and Art 2+</td>
<td></td>
</tr>
<tr>
<td>FNE272 Art and Literature 2+</td>
<td></td>
</tr>
<tr>
<td>FNE273 Art and Music 2+</td>
<td></td>
</tr>
<tr>
<td>FNE275 Cinematography and the Communication Media 2⁺</td>
<td></td>
</tr>
<tr>
<td>FNE276 Gallery Management 2+</td>
<td></td>
</tr>
<tr>
<td>FNE278 Preservation, Restoration, Conservation 2+</td>
<td></td>
</tr>
<tr>
<td>FNE277 History of Art 2++</td>
<td></td>
</tr>
<tr>
<td>FNE279 Art Education 2</td>
<td></td>
</tr>
<tr>
<td>FNE288 Art and Culture of Japan 2+</td>
<td></td>
</tr>
<tr>
<td>FNE340 Aesthetics, Philosophy and Art 2+</td>
<td></td>
</tr>
<tr>
<td>FNE377 History of Art 2+</td>
<td></td>
</tr>
</tbody>
</table>

* Two semesters.
+ May not be offered every year.

Bachelor of Arts (Fine Art)(Craft)

Course Code: BQ
Course Leader: Alan Thomas

Content

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

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(c) qualifications and/or experience acceptable to the Admissions Committee.

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

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

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

Part-time – the course may also be taken part-time over six years. Students are required to attend two classes each week and undertake day classes on Saturday or during the week, and to complete the equivalent of one full-time semester's work each year.

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem 1</th>
<th>Sem 2</th>
<th>Subject</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FNE128 FNE130</td>
<td>FNE129</td>
<td>Ceramics</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE132</td>
<td>FNE133</td>
<td>Materials and Technology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FNE134</td>
<td>FNE135</td>
<td>Silversmithing &amp; Jewellery</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE136</td>
<td>FNE137</td>
<td>Glass Studies</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FNE138</td>
<td>FNE139</td>
<td>Craft Drawing/Design</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>FNE228</td>
<td>FNE229</td>
<td>Ceramics</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>FNE232</td>
<td>FNE233</td>
<td>Silversmithing &amp; Jewellery</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>FNE234</td>
<td>FNE235</td>
<td>Glass Studies</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>FNE236</td>
<td>FNE237</td>
<td>Materials and Technology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FNE238</td>
<td>FNE239</td>
<td>Crafts in Society</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>FNE328</td>
<td>FNE329</td>
<td>Ceramics</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FNE332</td>
<td>FNE333</td>
<td>Silversmithing &amp; Jewellery</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FNE334</td>
<td>FNE335</td>
<td>Glass Studies</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FNE336</td>
<td>FNE337</td>
<td>Craft Drawing/Design</td>
<td>6</td>
</tr>
</tbody>
</table>

Bachelor of Arts
(Graphic Communication)

Course Code: BG
Course Leader: Jack Larkin

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

Admission Requirements for Degree/Diploma, first year
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(c) qualifications and/or experience acceptable to the Admissions Committee.

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

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

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

Progression through the Course

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

Assessment

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GRA167</td>
<td>History of Art 2</td>
</tr>
<tr>
<td></td>
<td>GRA188</td>
<td>Graphic Design Theory 2</td>
</tr>
<tr>
<td></td>
<td>GRA187</td>
<td>Typography 3</td>
</tr>
<tr>
<td></td>
<td>GRA186</td>
<td>Audio-Visual Technology 4</td>
</tr>
<tr>
<td></td>
<td>GRA189</td>
<td>Drawing 5</td>
</tr>
<tr>
<td></td>
<td>GRA190</td>
<td>Graphic Design Practice 7</td>
</tr>
<tr>
<td></td>
<td>COM196</td>
<td>Human Studies 5</td>
</tr>
<tr>
<td>2</td>
<td>GRA287</td>
<td>History of Art 2</td>
</tr>
<tr>
<td></td>
<td>GRA290</td>
<td>Graphic Design Theory 2</td>
</tr>
<tr>
<td></td>
<td>GRA291</td>
<td>Print Technology 2</td>
</tr>
<tr>
<td></td>
<td>GRA292</td>
<td>Audio-Visual Technology 5</td>
</tr>
<tr>
<td></td>
<td>GRA293</td>
<td>Drawing 4</td>
</tr>
<tr>
<td></td>
<td>GRA294</td>
<td>Graphic Design Practice 6</td>
</tr>
<tr>
<td></td>
<td>COM296</td>
<td>Human Studies 3</td>
</tr>
<tr>
<td></td>
<td>MKT292</td>
<td>Marketing 2</td>
</tr>
<tr>
<td>3</td>
<td>Major Studies</td>
<td>are offered in Graphic Design, Advertising Design, Computer Design, Illustration Design or Publications Design.</td>
</tr>
</tbody>
</table>

Specialist Electives

Students will also select from one of the following five subject areas. The area chosen will determine the student’s specialist area in third and fourth years of the course and will be assessed with GRA391 Studio Practice.

<table>
<thead>
<tr>
<th>Year</th>
<th>Core Subjects</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>GRA390</td>
<td>Graphic Design Theory 2</td>
</tr>
<tr>
<td></td>
<td>GRA391</td>
<td>Studio Practice/Professional Activities 11</td>
</tr>
<tr>
<td></td>
<td>GRA397</td>
<td>Evolution of Ideas and Visual Communication 3</td>
</tr>
<tr>
<td></td>
<td>COM396</td>
<td>Human Studies 3</td>
</tr>
<tr>
<td></td>
<td>GRA394</td>
<td>Audio-Visual Design 4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>23 20</td>
</tr>
</tbody>
</table>

Associate Diploma in Art and Design (Ceramic Design)

Course Code: QX

Course Leader: Stephen Fletcher

Content

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

Enrolment Procedures for New Students

Prospective students are advised to contact the Administrative Officer of the School of Art and Design, preferably before 31 October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their
secondary education. Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application. Mature Age students should present where possible references given by employers and evidence of any studies undertaken since leaving secondary school.

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

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

Transfer to Degree Course
Students whose interests and academic results suggest they should transfer to the degree course on the Caulfield campus may be selected to do so at the end of Semester 2 and undertake bridging studies in some subjects. After completion of the two year diploma, students may transfer to the final year of the Bachelor of Arts (Fine Art) (Craft) course and also be required to undertake bridging studies in some subjects.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CER101 Ceramic Design Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>CER102 Ceramic Design Drawing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>CER103 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER104 Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CER105 Three-dimensional Modelling</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER111 Ceramic Design Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>CER112 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER113 Ceramics Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER114 Glazing and Decorating Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CER201 Ceramic Design Theory and Practice</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>CER202 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER203 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER204 Glazing and Decorating Techniques</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER205 Architectural Modelling for Ceramics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER206 Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CER208 Geology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CER209 Modelling and Mould-making</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER221 Ceramic Design Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>CER222 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER223 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER224 Kiln Design and Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER225 Design</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CER226 Studio Design and Management</td>
<td>1</td>
</tr>
</tbody>
</table>

Associate Diploma in Art and Design (Ceramic Design) – (Part-time)

Course Code: QB
Course Leader: Stephen Fletcher

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

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

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

Assessment
As for the full-time Diploma above.

Transfer to Degree Course
Students whose interests and academic results suggest they should transfer to the degree course may be selected to do so at the end of semester four, with the same criteria as for the full-time Associate Diploma.
Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CER103 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER106 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER110 Ceramic Design Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>CER115 Design</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Semester 2</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER105 3-D Modelling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER109 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER120 Ceramic Design Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Semester 3</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER104 Appreciation of Ceramics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CER112 Ceramic Design Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER113 Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER130 Ceramic Design Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Semester 4</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER114 Ceramic and Decorating Techniques</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER116 Modelling and Moulsmaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER140 Ceramic Design Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Semester 5</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CER202 Ceramic Design Drawing</td>
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Diploma of Art and Design (Graphic Design)

Course Code: DD
Course Leader: Jack Larkin

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

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) the qualification and/or experience acceptable to the Admissions Committee.

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

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

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

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

Course Structure

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GRADUATE COURSES

Graduate Diploma in Ceramic Design

Course Code: PE1
Course Leader: Stephen Fletcher
This is a one year full-time course which can be studied part-time over two consecutive years. The course is available on the Caulfield and Frankston campuses. Applicants must have relevant experience in the chosen field of study. The course is suited to those who wish to pursue, at a higher level, a special area of study taken in their undergraduate course. The course of study to be undertaken will be planned by the student and tutor and presented to the Dean and the assessment panel for their approval. Applicants may undertake a program in one of the following areas: Ceramic Technology, Design for Ceramics; or Studio Practice in Clay and Glaze, Glass, Concrete, or Architectural Ceramics. Application should be made on the form provided.

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

Graduate Diploma in Fine Art

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

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

School of Art and Design – 25
SUBJECT SYNOPSES

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

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


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

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

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


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

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

CER103 Ceramic Methods of Production

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

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

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


CER104 Appreciation of Ceramics

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

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

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

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

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

References: To be advised.

CER105 Three-Dimensional Modelling

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject introduces students to the problems associated with visualising and producing a three-dimensional object using additive and subtractive methods. Students can gain experience in modelling which in turn helps them to decorate ware and produce forms which can subsequently be produced from a sprig-mould, a press-mould or be slip-cast.

Assessment: There is a progress report of work by the lecturer in charge of the subject at mid-semester. Assessment is by the examination panel consisting of the lecturer in charge of the unit and the course co-ordinator.

CER111 (FT)  
CER130/140 (PT)  

CER130 Ceramic Design Theory and Practice
CER140 Ceramic Design Practice

Contact: Twelve hours per week for one semester full-time; six hours per week for two semesters part-time.
Prerequisite: CER101 Ceramic Design Theory and Practice

Syllabus: Demonstrations and discussions deal with design factors, processes and techniques. Allowance will be made for students to learn the skills at their own rate and at different times throughout the semester. The studies for this unit are in four areas: wheel work, slab work, decoration and mould-making. Equal time is devoted to hand-building and wheel work.

Clay slabs, suitable clays and additives, clay slab construction methods and box forms. The use of plaster associated with hand-building. Using press moulds, hump moulds and hollow moulds. Throwing on the potter's wheel, turning, for both technical and aesthetic refinement.

Assessment: Work is reviewed mid-semester in order to indicate progress to students. The final presentation of the semester's work is assessed by a panel consisting of the lecturers involved and the year co-ordinator.

CER112 Ceramic Design Drawing

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

The principles of one, two and multi-point perspective. Construction and rendering of three-dimensional forms in space. The basic techniques of rendering using a variety of media. Practical investigation of the theory of colour. Application of two-dimensional decorative concepts on three-dimensional forms.

Assessment: As the unit is integrated with CER111 Ceramic Design Theory and Practice the folio and sketch book are presented and assessed with that subject by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER113 Ceramic Methods of Production

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

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

CER114 Glazing andDecorating Techniques

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject introduces students to a wide variety of techniques suitable for use in a studio situation. It is a practical outlet for much of what is taught in CER103 and CER104 Ceramic Methods of Production.

Topics include:
(a) The surface treatment of green ware; basic glazing techniques such as pouring, dipping and spraying, wax resist techniques, and the application of oxides and stains to enhance the textured surface of bisque ware.
(b) Techniques Clay: Surface treatment using texture - imprinting, incising, surface cracking; texture through open weave materials; carved and pierced decoration; lace work with a variety of cloths dipped into dip and applied to surface; use of decorating tools, scrapers, banding, faceting, fleeting and jumping tools; applied and sprig mould decoration; string and twisted cord cutting; coloured clays used together, moulding and laminating effects; wax resist etching.
(c) Engobes: using engobes for the finished surface and under the glaze; banding and painting with engobes; slip trailing, feathering, marbling and mocoa ware; sgraffito and inlaid decoration; com-
bined wax resist and engobe decoration; using paper masks and stencils.
(d) Wax Resist: Wax resist on bases and galleries; use of alumina wash on porcelain type bodies; wax resist for decorative effects, glaze on glaze and oxide on glaze.
Assessment: As glazing and decorating is an integral part of studio, no separate presentation will be required for this subject. However, selected examples of three or more techniques will be included for assessment as part of the studio presentation at mid-semester and at the end of the semester.

CER115 Design

Contact: Two hours per week for one semester. Prerequisite: Nil.
Syllabus: The course introduces the student to the elements and principles of design. It is a broad treatment of the subject but with examples relating to ceramic forms and the work being undertaken by students in the studios.
The course aims to encourage the development of perception, and an awareness of the material and man-made environment as a rich source of inspiration. Areas to be covered in lectures include: Design as a human activity — when and why man designs. Introduction to design terminology — a study of materials processes, function and ergonomics. Elements of design — point, line, shape, form, structure, texture and colour. Principles of design — movement, rhythm, balance, dominance, proportion, harmony and unity. The social and environmental influences of design on a community.
Assessment: Tutorial paper: each student is required to present a carefully prepared and documented paper on an aspect of the syllabus. It should be fully illustrated. Design reference book: this book is a record of the student's study in this unit of work and will contain lecture notes, illustrations, personal comments and design exercises set by the lecturer. The work is assessed by the lecturer in charge of the unit and the course co-ordinator.

CER116 Modelling and Mould Making

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

CER131 Ceramic Design Theory and Practice

Contact: Twelve hours per week for one semester. Prerequisite: Nil.
Syllabus: This unit aims to develop in students an understanding and appreciation of the qualities of clay. While skills and techniques for clay receive emphasis, students are introduced to design in clay, glass and concrete in order to establish a foundation on which the rest of the course is built. Students are introduced to the concepts of autonomous design and design within architectural and environmental contexts.
Creation of basic forms using plastic clay and the decorative potential of coils, slips, oxides, textures provide the basis for design related projects. Emphasis is placed on safety and the handling of toxic materials.
Primitive techniques, including kiln construction for pit fired, raku and blackfired ceramics. The use of clay for architectural and environmental design is incorporated into selected major projects.
Assessment: See Assessment Policy. A folio of work consisting of four major projects is presented at the end of the semester for assessment.

CER132 Ceramic Design Drawing

Contact: Five hours per week for one semester. Prerequisite: Nil.
Syllabus: Introduction to drawing equipment and materials. Basic techniques for drawing. Design terminology elements and principles of design as it relates to the natural and man-made environment. Series of practical exercises are designed to stimulate visual and aesthetic awareness through observations, representation and interpretation.
Assessment: See Assessment Policy. Informal individual assessment is continuous throughout the semester. A folio of work is assessed at the end of semester consisting of four major projects.

CER133 Appreciation of Ceramics

Contact: Two hours per week for one semester. Prerequisite: Nil.
Syllabus: Orientation into the aesthetics and appreciation of ceramics, glass and environmental design. Exploration of primitive cultures, through their art and architecture. The development of consciousness in the 'classic' cultures of Asia, America and Southern Europe. Study is through a series of lectures and tutorials.
Assessment: See Assessment Policy. Each student is required to make an individualised record of the subject and prepare a tutorial paper or written essay.
References:

CER134 Three-Dimensional Modelling

Contact: Three hours per week for one semester. Prerequisite: Nil.
Syllabus: Introduction to modelling and mouldmak-
ing and its applications, principles of mouldmaking, tools and equipment. Plaster technology and development of simple moulds from a variety of modelled master forms.

**Assessment:** See Assessment Policy. Cumulative assessment of two major projects and a work book presentation is the method of evaluating student performance.

**Reference:**

cowley, d., moulded and slip cast pottery and ceramics, bt batsford, london, 1978.

**cer135** glass studies

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

**Prerequisite:** nil.

**syllabus:** students are introduced to all three streams of glass studies; cold, glass-forming and decorating, and hot glass. The safety of handling glass and toxic materials are emphasised. Basic techniques: cold glass cutting, cartoons, methods of assemblage, glassforming and decorating fusing, slumping, kiln management, hot glass, casting, cast materials, basic annealing methods. Design and the creative use of glass are discussed in all glass forms.

**Assessment:** See Assessment Policy. Students present a folio of work at the end of semester including projects from all areas of glass.

**References:**


littleton, h., glassblowing, a search for form, van nostrand reinhold, ny, 1971.


**cer141** ceramic design theory and practice

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

**Prerequisite:** CER131 Ceramic Design Theory and Practice

**Syllabus:** Wheel thrown ceramics including repetitive throwing, turning, shaping, gallery forming and attachments.

Clay slab construction and additives. The use of plaster moulds. Development of maquettes. Basic fabrication and construction methods using clay, glass and concrete as media in architectural and environmental applications.

**Assessment:** See Assessment Policy. Cumulative assessment of practical projects and a research assignment of approximately 1000 words is required for presentation at the end of semester.

**References:**

berensohn, P., finding one's way with clay, pitman, london 1972.

evans, J., living clay, rigby, melbourne, 1968.

reigger, h., primitive pottery, van nostrand, ny, 1972.


**cer142** ceramic design drawing

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

**Prerequisite:** CER132 Ceramic Design Drawing.

**Syllabus:** This unit leads to further development of the basic drawing skills commenced in CER132 and will be expressed in CER141 Studio Practice. Natural forms as the source of ideas, principles of perspective (one, two and multi-point), construction and rendering of three dimensional forms in space, rendering techniques, colour theory, two-dimensional decorative concepts on three-dimensional forms.

**Assessment:** See Assessment Policy. A folio, consisting of four major projects is presented and assessed at the end of semester.

**Reference:**

gatto, j.a., porter, a.w. and selleck, j., exploring visual design, mass davis publications, worcester, 1973.

**cer143** appreciation of ceramics

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

**Prerequisite:** CER133 Appreciation of Ceramics.

**Syllabus:** This semester's lecture program is divided into three parts.

(a) Innovation and technical developments up to the 19th century.

(b) Sources and developments of the art and craft movements and industrial design.

(c) Introduction and development of ceramics, glass and environmental design, Australia and New Zealand.

**Assessment:** The assessment panel consists of the lecturers in the subject and the co-ordinator of art history. Each student is required to make an individual record of the course and present a written essay or tutorial paper for assessment.

**References:**

graham, m., australian glass of the 19th and early 20th century, david ell press, sydney, 1981.

polak, a., glass: its makers and its public, weidenfeld and nicholson, london, 1975.

preaud, t. and gauthics, s., ceramics of the twentieth century, phaidon, christies, oxford 1982.

rasmussen, s.e., experiencing architecture, chapman and hall, london, 1964.

**cer145** glass studies

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

**Prerequisite:** CER135 Glass Studies.

**Syllabus:** Students continue to study all three streams of glass; cold, glass forming, decorating and hot glass. Advanced techniques in designing for glass, production of flat glass panels, decorating techniques including engraving, sandblasting and finishing. Basic techniques of blowing hot forms.

**Assessment:** See Assessment Policy. Students progress is closely monitored throughout the semester and students present a folio of work at the end of the semester which includes projects from all areas of glass.

**References:**

anderson, h., kiln fired glass, pitman 1971.

cummins, k., the technique of glass forming, ah and aw reed, sydney, 1980.

norman, b., glass engraving, ah and aw reed, sydney 1981.


School of Art and Design – 29
CER144 Design

Contact: Two hours per week for one semester.
Prerequisite: CER134 Ceramic Design Drawing.
Syllabus: (a) Design as a human activity. (b) Materials, processes, function and ergonomics. (c) Social and environmental influences of design on a community.
Assessment: See Assessment Policy. Students are required to present a fully illustrated design reference book.
References:

CER146 Modelling and Mouldmaking

Contact: Three hours per week for one semester.
Prerequisite: CER134 Three-dimensional Modelling.
Syllabus: Extension of skills and knowledge gained in CER134.
(a) Exploration of properties of various mouldmaking materials.
(b) Plaster lathe exercises.
(c) Split mould production for clay, hot glass and concrete fabrication.
(d) Demonstrations of mould forming techniques for clay, glass and concrete.
Assessments: See Assessment Policy. Students are required to submit two major projects and a work book presentation for assessment in this subject.
References:
CUMMINS, K. The Technique of Glass Forming, AH and AW Reed, Sydney, 1980.

CER201 (FT) CER210/220 (PT)
CER202 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: CER112 Ceramic Design Drawing.
Syllabus: The unit continues to develop communicative drawing skills. Emphasis is placed upon the development of ideas for designs through creative drawing and the teaching of techniques of rendering and presentation. The designs developed are expected to be carried through to production in studio sessions.
Students are expected to begin to develop individual designs and pursue trends related to their personal preferences. Natural colour analysis. Orthographic, isometric and oblique projection. Presentation rendering of ceramic forms. Scale and proportion related to human activities, modular systems and structures.
Assessment: A folio of finished work and sketchbooks are presented at the end of the semester, with CER201 Ceramic Design Theory and Practice and assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER203 Ceramic Methods of Production

Contact Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class.
Prerequisite: CER113 Ceramic Methods of Production.
Syllabus: The subject concentrates on the development of a first principles knowledge of glass and ceramic glazes used in studio and industrial production. Topics include: raw material selection; limiting formulae; binary blending with Al2O3, SiO2, variables; compounds and their influence on the physical properties of glass and glazes; chromophores, opacifiers, triaxial blending; the influence of combustion atmosphere on glass and glazes; the production and interpretation of firing — schedule graphs; simultaneous equations in glaze calculation; raw glazing and once firing techniques.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CER204 Glazing and Decorating Techniques

Contact: Three hours per week for one semester.
Prerequisite: CER114 Glazing and Decorating Techniques.
Syllabus: This subject covers most aspects of glazing and decorating. Areas of study will include techniques associated with glaze — underglaze, onglaze, lustres and enamels.
Techniques Glaze: spraying, dipping and pouring; double dipping, glaze intaglio, juxtaposition of glazes, glaze painting majolica decoration; stains on other glazes.
Underglaze: applying underglaze background,
solid areas, spraying, sponging, spinning and moulding; using masks and stencils; sgraffito through underglaze backgrounds; brush work painting; banding dry brush.

*Overglaze:* painting, stamping and screen-printing directly onto wares; production of ceramic decals by screen printing and lithographic printing; photographic aids used in the production of ceramic decals.

*Special Glazing:* lustre glazing enamel.

**Assessment:** There will be cumulative assessment of work by the lecturer in charge of the subject. Selected examples of work will be included for assessment as part of the studio presentation at mid semester and at the end of the semester.

**CER205 Architectural Modelling for Ceramics**

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

**Prerequisite:** CER106 Three-dimensional Modelling.

**Syllabus:** This subject aims to introduce large scale ceramics to the student and to increase the awareness of proportion and scale through the study of architecture and the environment.

It aims to further the skills and experiences gained in hand-building, in three-dimensional modelling and mouldmaking by extension to architectural situations.

Introductory studies include: Geographical and environmental factors which influence historical and contemporary architecture and architectural ceramics, building standards and town planning principles, background knowledge from slides, films and excursions.

Techniques for the design and building of large scale ceramics are taught. Students are required to prepare rough sketches, working drawings, finished drawings and marquettes. The emphasis is on the communication of ideas to the client. Photography as a reference and as a design aid is encouraged.

Building techniques for architectural ceramics include: production of monolithic structures, building with units, use of other materials with ceramics; clays, firings, ovides, slips, glazes. These aspects are covered by practical demonstrations and finished examples.

Practical application of the program involves the manufacture of a panel or free standing sculpture as designed for a specific location. All notes, rough drawings and research material used to produce the final pieces are presented for assessment.

**Assessment:** The student presents the completed project together with all relevant drawing and research material involved in its production. It is examined by a panel consisting of; the lecturer in charge of the subject, the course co-ordinator, the lecturer in drawing and design.

**CER206 Appreciation of Ceramics**

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

**Prerequisite:** CER104.

**Syllabus:** This unit is an exploration of three related areas – the radius of the senses, modes of existence and gestures and techniques. The lecturer introduces the theme for the week with images of ceramics as they occur with other crafts in a cultural situation.

The tutorial gives the opportunity for group discussion and for developing skills of communication.

**Senses:** The senses of sight, sound and touch and the more hidden ones such as balance and movement or those used in perceiving symbols and thoughts are explored through the medium of ceramics.

**Existence:** Meaning in ceramic forms – organic form, the ‘living’ pot, the ‘soul’ of the pot-spiritual activity.

**Techniques:** Each technique has its specific gesture that is revealed in the work produced – slab building against wheel throwing, colling against casting, working from outside or within.

**Assessment:** An individual project related to the course topics, 50 per cent. A record of the course with personally chosen examples and comments, 50 per cent.

**References:** To be advised.

**CER208/CER249 Geology**

**Contact:** One hour per week for one semester for Ceramic Design students.

**Prerequisite:** Nil.

**Syllabus:** This subject will introduce students to the occurrence and properties of natural materials used in ceramics. As well as lectures there will be excursions and field work.

Subject matter will include: methods of obtaining raw materials, and geological and geographical distribution of ceramic materials.

**Assessment:** Students will be required to compile and present assignments as specified by the examination panel.

**Reference:**


**CER209 Modelling and Mouldmaking**

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

**Prerequisite:** CER116 Modelling and Mouldmaking.

**Syllabus:** To develop further those skills gained in CER116 Modelling and Mouldmaking. In association with design studies, students will be introduced to product design as it relates to the mouldmaking techniques studied this semester.

**Assessment:** Cumulative assessment of the work by the lecturer in charge of the subject, and the course co-ordinator.

**CER222 Ceramic Design Drawing**

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

**Prerequisites:** CER202 Ceramics Design Drawing.

**Syllabus:** This unit further enhances the general expectations of CER202 Ceramic Design Drawing. In conjunction with Design CER225 students are encouraged to develop design ideas for production in the
specialised studio areas.

Architectural rendering. Decoration brush techniques. The use of symmetrical and asymmetrical grids for enlargement or distortion. Techniques of interpretation by the use of various media. Development of related shapes and forms.

Assessment: Students present a folio of completed work and Sketchbooks. They are assessed with CER221 Ceramic Design Theory and Practice and CER225 Design by the examination panel consisting of the lecturers involved and the year co-ordinator and Head of Department.

CER223 Ceramic Methods of Production

Contact: Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class
Prerequisite: CER203 Ceramic Methods of Production.

Syllabus: The knowledge of glass and glazes will be extended to include batch recipe to empirical formula, fritting technology and ceramic stain production. The lectures will bring students to a minimum level of self sufficiency in ceramic technology. Topics include: the development of coloured glazes using multiple triaxial blending techniques; the evaluation of iron-based glazes including: temoku, teadust, oil spot, hare's fur, tomato red, celedon and Chuni; copper red glazes their colour layers and firing schedules; chrome-tin red and pink and nickel, red and mauve glazes; crystalline glazes including: aventurine and zinc orthosilicate; lustre glazes; salt glazing and its emission products; the production of calcined ceramic stains and colours; ash glazes and bizen style ware; firing reactions and their influence upon firing schedules; the thermal expansion of glass and glazes including dilatometric and theoretical methods for determining coefficients of thermal expansion.

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

CER225 Design

Contact: Two hours per week for one semester.
Prerequisite: Design CER115.

Syllabus: This unit requires students to develop a knowledge and understanding of the work sequence necessary for the solving of design problems. It relates to both the drawing program and the work being done in studio sessions. Criteria for good design in ceramic objects, both functional and non-functional, is the basis for discussion and for design projects.

Areas of study include: Product design in terms of function and aesthetics. Scale and proportion as related to human activities. Source material for the development and application of individual designs. The design process: design brief, problem definition, data collection, analysis, development of a solution, testing, communication and presentation. Design for studio production.

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

CER226 Studio Design and Management

Contact: One hour per week for one semester.
Prerequisite: Nil.

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

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

CER224 Kiln Design and Construction

Contact: A one hour lecture and a two hour practical class each week for one semester.
Prerequisite: CER203 Ceramic Methods of Production.

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

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

CER221 (FT) Ceramic Design
CER230/240 (PT) Theory and Practice

Contact: Twelve hours per week for one semester full-
time; six hours per week for two semesters part-time.  
Prerequisite: CER201 Ceramic Design Theory and Practice.

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

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

CER231 Ceramic Design Theory and Practice

Contact: Twelve hours per week for one semester.
Prerequisite: CER141 Ceramic Design Theory and Practice.

Syllabus: Form throwing, turning techniques, use of
mechanical devices and kilns including fuels, furni-
ture, temperature measurement, and safety proced-
ures.

Assessment: See Assessment Policy. Cumulative
assessment of practical projects and a research assign-
ment are to be presented for assessment.

References:
COOPER, A. and ROYLE, D., Glazes for the Studio
HAMER, F., The Potters Dictionary of Materials and
SELLER, T., Throwing on the Potter's Wheel, Profes-
sional Publishers, Columbus, 1960.

CER232 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: CER142 Ceramic Design Drawing.

Syllabus: Development of ideas for designs through
creative drawings. Natural colour analysis. Ortho-
graphic, isometric and oblique projection. Presenta-
tion rendering. Scale and proportion related to
human activities, modular systems and structures.

Assessment: See Assessment Policy. A folio consist-
ing of four major assignments is presented at the end
of semester.

References:
GILL, R.W., Rendering with Pen and Ink, Thames
PETTIT, T., Presentation of Design, Edward Arnold,

CER233 Appreciation of Ceramics

Contact: One hour per week for one semester.
Prerequisite: CER143 Appreciation of Ceramics.

Syllabus: The subject presents an exploration of the
history and contemporary development of ceramics
through related areas which are fundamental to the
process of understanding and appreciating ceramic
art and craft. Lectures include the makers' and
viewers' role, the 'symbolic order' in modern design
usage, the aesthetic impact of techniques as gesture-
making.

Assessment: The assessment panel consists of the
lecturer in the subject and the co-ordinator of Art
History. Students are required to present an individ-
ual project related to the course topics and a record of
the subject.

References:
DOCZI, G., The Power of Limits. Proportional Har-
monies in Nature, Art and Architecture, Shamb-
ala, Boulders and London, 1981.
NORBERG-SCHULTZ, C., Genius Loci – Towards a
Phenomenology of Architecture, Rizzoli, NY, 1980.
RAWSON, P., Ceramics: the Appreciation of the Arts,

CER234 Design

Contact: Three hours per week for one semester.
Prerequisite: CER144 Design.

Syllabus: Problem-solving for design as it relates to
studio and drawing production. Source material for
the development and application of individual de-
signs.

Assessment: See Assessment Policy. Students are
required to submit four major projects for assessment
at the end of the semester.

References:
HANK, D., BELLISTON, L. and EDWARDS, D.,
Design Yourself! William Kaufman, California,
1978.
PORTER, T., How Architects Visualise, Studio Vista,

CER235 Glass Studies

Contact: Fifteen hours per week for one semester.
Prerequisite: CER145 Glass Studies.

Syllabus: Continuation and development of tech-
niques and basic design as learned in CER145. Glass
in an architectural setting is also discussed, mixed
media and development of ideas involving more than
one area of glass, eg, hot glass and decorating tech-
niques.

Assessment: See Assessment Policy. Students are
required to submit four major projects which cover
techniques from all three areas of glass.

References:
As for CER135 and CER145 with the addition of:
CLARKE, B., Architectural Stained Glass, McGraw-
ZIMMER, J., Stained Glass in Australia, OUP Mel-
bourne, 1984.

CER236 Modelling and Mouldmaking

Contact: Three hours per week for one semester.
Prerequisite: CER146 Modelling and Mouldmaking.

Syllabus: Modelling exercises for production of
moulds for clay, glass or concrete and mouldmaking.
from these masters.
Assessment: See Assessment Policy. Students are required to present two major projects for assessment at the end of the semester.
References:

CER237 Methods of Production

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students take studies in the terminology, materials and processes used in Clay and Glaze Studies or Glass Studies or Architectural Ceramics. Safety procedures in the studio and laboratory are emphasised. Students learn to identify and classify raw materials and their uses, understand the chemical and physical properties of raw materials and the use of electric kilns in their area of study.
Assessment: See Assessment Policy. Assessment of this subject consists of two sections: documentation and evaluation of laboratory assignments and an end of semester evaluation.
References:

CER238 Architectural Ceramics – Including Concrete Studies

Contact: Fifteen hours per week for one semester.
Prerequisite: CER141 Ceramic Design Theory and Practice.
Assessment: See Assessment Policy. Folio assessment at the end of semester is the sole method of evaluation.
References:

CER239 Glazing and Decorating

Contact: Three hours per week for one semester.
Prerequisite: CER141 Ceramic Design Theory and Practice.
Syllabus: A wide variety of techniques for decorating green ware, bisque ware and glazed ware. Waxing for practical and decorative purposes. Glaze application: spraying, dipping, pouring.
Assessment: See Assessment Policy. Students are required to submit four major projects for assessment at the end of semester.
References:

CER241 Ceramic Design Theory and Practice

Contact: Twelve hours per week for one semester.
Prerequisites: CER231 Ceramic Design Theory and Practice and CER239 Glazing and Decorating.
Assessment: See Assessment Policy. Students are required to complete four major practical projects and a research assignment for assessment at the end of semester.
References:

CER242 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: CER232 Ceramic Design Drawing.
Syllabus: This unit further enhances the content of CER232 Ceramic Design Drawing and CER234 Design. Students are encouraged to develop design ideas for production in their specialised studio areas. Architectural rendering, decorative brush techniques, grids for enlargement and distortion, development of related forms and techniques of interpreta-
tion using various media areas considered.
Assessment: See Assessment Policy. A folio consisting of four major projects is presented by the student for assessment at the end of the semester.
References:

CER243 Appreciation of Ceramics

Contact: One hour per week for one semester.
Prerequisite: CER233 Appreciation of Ceramics.
Syllabus: This subject continues the theme of CER233 and presents an exploration of the history and developments of ceramics through three related areas which are fundamental to the process of understanding and appreciating ceramic art and craft.
Assessment: The assessment panel consists of the lecturer in the subject and the co-ordinator of Art History. Students are required to present an individual project and a record of the subject with personally chosen examples and comments.
References:

CER244 Design

Contact: Two hours per week for one semester.
Prerequisite: CER244 Design.
Syllabus: The design process is sufficiently flexible in its structure to allow students individual development in particular areas of specialisation. Students initiate projects through their major study and proceed through a problem-solving structure to reach satisfactory design results.
Assessment: See Assessment Policy. A folio of work, consisting of three major assignments is assessed at the end of semester.
Reference:

CER245 Glass Studies

Contact: Twelve hours per week for one semester.
Prerequisite: CER235 Glass Studies.
Syllabus: Students choose to study one of three areas of glass: cold, glass-forming and decorating, or hot glass. Students research glass from an historical perspective, including ideas, techniques and context; develop design methods from ideas to working drawings, develop folio work with advanced techniques.
Assessment: See Assessment Policy. Students' work is closely monitored throughout the semester. A folio presentation is made at the end of semester which reflects the major area of glass study.

References:
As for CER135 and CER145 with the addition of:

CER246 Modelling for Ceramics

Contact: Three hours per week for one semester.
Prerequisite: CER236 Modelling and Mouldmaking.
Syllabus: Design development in conjunction with studio and design staff. Modelling and multi-piece mouldmaking related to the students' major area of study. Students also visit studios and industrial mouldmaking venues.
Assessment: See Assessment Policy. Student work is closely monitored throughout the semester. A folio of work is presented for assessment at the end of the semester.
Reference:

CER247 Ceramic Methods of Production

Contact: Three hours per week for one semester.
Prerequisite: CER237 Ceramic Methods of Production.
Assessment: See Assessment Policy. Assessment of this course consists of two sections: documentation and evaluation of laboratory assignments and an end of semester examination.
References:
Making Good Concrete, C and CA of Australia, 1974.

CER248 Architectural Ceramics

Contact: Twelve hours per week for one semester.
Prerequisite: CER238 Architectural Ceramics.
Syllabus: Students gain a greater understanding of architectural and environmental design and extend
practical skills necessary for architectural ceramics. Material studies including design construction and firing methods. Modular components and autonomous units from plaster waste moulds. Modelling in clay for plaster mould production. Release agents for moulds.

Assessment: See Assessment Policy. A folio assessment at the end of semester is the sole method of evaluation of student performance.

References:

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

Contact: CER301: 12 hours per week for one semester, taken as a major study. CER302: Six hours per week for one semester, taken as supporting study for a major in either CER311 Concrete Studies or CER321 Glass.
Prerequisite: CER211 Ceramic Design Theory and Practice.
Syllabus: In clay and glaze at this level, students, in consultation with a study co-ordinator, arrive at a program of work that will extend their skills and design abilities to allow for individual development in specialised areas. Students are involved with three areas of study: further development of quantity production methods (functional or non-functional pieces), development of studio pottery, non-utilitarian forms to develop student's imaginative growth. Students explore scale, form and related shapes, both functional and non-functional, and expand their overall knowledge of materials. CER302 students are encouraged to combine clay and glaze with the material of their major study.
Assessment: Students are given an indication of their progress at mid semester and a final assessment by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER303 Ceramic Design Theory and Practice - Clay and Glaze

Contact: Thirteen hours per week for one semester; for those students who wish to specialise in clay and glaze as a single main study.
Prerequisite: CER301/302 Clay and Glaze.
Syllabus: Some students may wish to specialise in the area of clay and glaze while others may use the combination of materials to produce work of a distinctly different character.
Students in this semester work on an approved program which is based on the central design structure of the course and which allows for individual development. These approved programs are determined by individual students in consultation with the lecturer in charge of the subject. Students may opt to study studio pottery, architectural ceramics, product design processes or quantity production.
Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CER306 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: CER212 Ceramic Design Drawing.
Syllabus: This unit is taught in conjunction with CER307 Design. Emphasis is placed upon the preparation of drawings necessary for production work. Layouts and renderings for client presentation should reach a professional standard. Students are expected to work independently and plan their assignments in relation to studio and design projects.

The effects of natural and artificial light on materials and surfaces. Layouts, working drawings, plan and elevation and perspective renderings. Man-made forms and the creation of specific environments.
Assessment: Students present a folio of completed projects as well as sketchbooks. This unit is integrated with CER301/302 Ceramic Design Theory and Practice and CER307 Design and will be assessed with these units by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER307 Design

Contact: Two hours per week for one semester.
Prerequisite: CER214 Design.
Syllabus: This unit requires students to define design elements and principles in relation to the material they have chosen for their major study - clay, glass or concrete. It relates both to the drawing program and the practical studio work. The responsibilities faced by today's designers to both industry and the society will form part of the study.

Areas of work to be completed include: Exercises in colour analysis. The preparation of designs for the student's particular area of specialisation. An environmental design project.
Assessment: Students are required to produce work throughout the semester for assessment and for the final presentation of a folio. It is assessed by the lecturer in charge of the unit and the course co-ordinator.

CER308 Appreciation of Ceramics

Contact: One hour lecture and one hour tutorial per week for one semester.
Prerequisite: CER206.
Syllabus: This unit of work relates to the social orientation of the ceramic craftsman. Each lecture allows for the presentation of a topic and the tutorial allows for student discussion and presentation of individual projects. Quality and style as a function of working conditions, studio design, the circle of customers and the market and gallery scene will be discussed. The artist/craftsman participates in three main functions of social life: as a producer/consumer.

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CER309 Kiln and Furnace Design and Construction

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

**Prerequisite:** CER208 Ceramic Methods of Production.

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

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

CER311/312 Ceramic Design Theory and Practice - Concrete Studies

**Contact:** CER311: 12 hours per week for one semester taken as a major study. CER312: six hours per week for one semester taken as a supporting study for a major in either CER301, Clay and Glaze or CER321 Glass.

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

**Syllabus:** The unit requires students to gain an extensive understanding of the technical requirements of the composition of concrete and its industrial and studio application.

Basic testing of concrete materials techniques using original moulds. Tiles using light weight reinforcement and various cements. The decorative potential of concrete as an expressive medium.

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

CER313 Ceramic Design Theory and Practice - Concrete

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

**Prerequisite:** CER311/312 Concrete.

**Syllabus:** This unit allows the student to consolidate the skills, knowledge and experience in concrete gained in the previous semester.

Lectures, laboratory and studio practice sessions are related to specific design problems involving the students in projects in concrete such as, murals and free standing sculpture relating to architectural environments.

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

CER314 Ceramic Design Drawing

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

**Prerequisite:** CER306 Ceramic Design Drawing.

**Syllabus:** The subject continues development of projects started in CER306. In this study greater awareness of the environment and solutions to existing problems are emphasised. Increased emphasis is also placed upon the preparation of drawings necessary for production work and more advanced client presentation.

**Assessment:** A folio of finished work and sketch books are presented at the end of the semester and assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER316 Figurative Drawing

**Contact:** An elective for Ceramic Design degree students to be taken for three hours per week.

**Prerequisite:** Nil.

**Syllabus:** This subject is designed as an elective study for those students who wish to develop their drawing skills and extend their experience so that drawing may be used as a means of artistic expression in its own right, or as a principal tool to further design investigation in their main area of study.

Teaching is based on practical sessions using life models.

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

CER317 Photography

**Contact:** An elective for Ceramic Design degree students to be taken for three hours per week.

**Prerequisite:** Nil.

**Syllabus:** This subject is designed for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that students will be taught photographic recording skills. Where possible, subject matter will be selected from students’ main areas of interest. Technical aspects of photography will be taught only as a means of achieving the stated aims. The theoretical studies will be of a more elementary nature related to the immediate needs of students.

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

CER318 Printmaking

Contact: An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisite: Nil.
Syllabus: This subject is designed for those students who wish to extend their artistic experience into an area which is not entirely related to their main study program. It is intended that experience in printmaking will be a means of furthering students' awareness of colour, pattern and texture as they are applied in a two-dimensional area of design.

This study will deal with various printing processes, concentrating upon the potential of the various media rather than encouraging specialisation in one of them.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

CER321/322 Ceramic Design Theory and Practice - Glass

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

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

Students of both hot and cold glass are required to start a documented collection of slides of glass to be presented for the final assessment in semester eight.
Assessment: Work will be assessed at the end of the semester by the examination panel consisting of the lecturers involved and the year co-ordinator.

CER323 Ceramic Design Theory and Practice - Glass

Contact: Thirteen hours per week for one semester; for those students who wish to specialise in glass as a single main study.
Prerequisite: CER321/322 Glass.
Syllabus: Cold Glass. Students are to build on the skills and experience gained in the previous two semesters. Refinement in interpretation and rendering of ideas are reinforced and students are encouraged to choose a direction and develop a personal style. Glass-painting techniques are further pursued and problems of realism, stylisation and abstraction are resolved through a series of rondels (small round glass panels). Etching and other surface techniques are discussed and may be used in practice.

Hot Glass. Students are to build on the skills and experience gained in the previous two semesters. More advanced blowing techniques are learned to enable the development of larger and more complex forms. Students are encouraged to work with the master blower. Students design their own moulds for blown, slumped and cast forms. Investigation of techniques relevant to the designs developed by the individual students is presented with the final folio. A work plan is submitted to the design lecturer outlining the semester study.
Assessment: Work is assessed at the end of the semester by an examination panel consisting of the lecturers involved, the design teacher and the course co-ordinator.

CER327 Ceramic Design Computer Studies

Contact: Three hours per week for one semester. An elective for Ceramic Design degree students comprising a one and a half hour lecture per week, supplemented by a hands-on tutorial of one and a half hours per week.
Prerequisite: Nil.
Syllabus: The subject introduces students to the use of computers as a design tool and will also teach them to write simple programs in BASIC.
Assessment: Students will be required to submit practical assignments in the form of programs, at the end of the semester.

CER401 Ceramic Design Theory and Practice - Clay and Glaze

Contact: Thirteen hours per week for one semester.
Prerequisite: CER303 Clay and Glaze.
Syllabus: Students in this unit work on approved programs which are based on the central design structure of the course and are given for individual development. These programs are determined in consultation with the lecturers in charge of the subjects. At the beginning of this semester (seven) students seek a design commission which, if approved by their lecturers concerned, they must complete during the final semester.

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

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

CER404 Ceramic Design Theory and Practice – Clay and Glaze

Contact: Seventeen hours per week for one semester.
Prerequisite: CER40 Clay and Glaze.
Syllabus: In the final semester of the degree course students are given the freedom to work in an independent way once their programs of work have been approved. The co-ordinator responsible for the study supervises their programs and gives guidance as it appears to be required or at the request of the students. Students must attend all programmed lectures, tutorials and seminars. The major task is the successful completion of the design commission commenced in the previous semester. The success of this project is an important aspect of the final assessment. In addition to this the students work towards the final presentation exhibition of their work.
Assessment: The final assessment is given by the examination panel consisting of the lecturers involved, the co-ordinator of the studies, the Head of Department, and an independent examiner chosen from outside the Institute.

CER406 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: CER314 Ceramic Design Drawing.
Syllabus: This subject is designed to enable the student to express and communicate personal concepts and/or emotional reactions to environmental influence by means of media and materials with which he is already familiar. It emphasises the development of designs for studio production; and drawings as a means of personal expression.
Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers teaching the subjects and the course co-ordinator.

CER411 Ceramic Design Theory and Practice – Concrete

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

CER414 Ceramic Design Theory and Practice – Concrete

Contact: Seventeen hours per week for one semester.
Prerequisite: CER411 Concrete.
Syllabus: Students are given the freedom to work in an independent way once their programs of work are approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it is required or requested.

The major task is the successful completion of the design commission begun in the previous semester. The success of this project is an important aspect of the final assessment. In addition to this the students work towards the final presentation exhibition of their work.
Assessment: The final assessment is given by the examination panel consisting of the lecturers involved, the co-ordinator of studies, the Head of the Department and an independent examiner chosen from outside the Institute.

CER416 Ceramic Design Drawing

Contact: Three hours per week for one semester.
Prerequisite: CER406 Ceramic Design Drawing.
Syllabus: In this semester the emphasis is on the preparation of the final presentation folio and appropriate means of communicating with prospective clients through drawing.
Folio work will comprise designs and rendered work, individual drawings and slides.
Assessment:
1) Folio assessment by the examination panel and outside examiner.
2) A 2000 word paper dealing with the theoretical aspects of design.

CER421 Ceramic Design Theory and Practice – Glass

Contact: Thirteen hours per week for one semester.
Prerequisite: CER323 Glass.
Syllabus: Students work with their lecturers to obtain practical commissions which are to be completed during the final semester. Within the first three weeks of the semester students must present to the lecturer in charge a typewritten work plan, setting out in detail their aims for the year. This includes the commission which must be completed before the final assessment of CER424.

Cold Glass. Students may choose to concentrate on architectural designs or independent works. Students must explain the techniques relevant to their projects whether they be experimental and innovative or more conventional. This plan must be approved by the Head of Department and the lecturer in charge of the subject prior to commencement of studio work.

Hot Glass. Students are required to develop designs integrating form, colour and applied decorative elements. A higher level of skill is expected at this stage. Students spend time working in production teams to familiarise them with industrial work meth-
ods and to allow for greater flexibility in their individual pieces. Moulds and hand tool techniques are used to greater extent.

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

CER424 Ceramic Design Theory and Practice - Glass

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

CER427 Ceramic Design Computer Studies

Contact: An elective for Ceramic Design degree students comprising three hours per week of 'hands-on' tutorial for one semester.
Prerequisite: CER327.
Syllabus: The subject will introduce students to the range of hard and software held at Chisholm Institute of Technology, in particular the Modusa and Movie BYU Modelling and Drawing programs. Students will work on selected assignments with their tutor.
Assessment: Students will submit their practical assignments for assessment at the end of the semester.

CER444 Photography

Contact: A further development of CER317 Photography to be taken for three hours per week. Students will be encouraged to use photography in a creative way and to seek possible applications to image development and decoration which will support their main study.
Prerequisite: CER317 Photography.
Syllabus: This subject will be taught in a one hour lecture and demonstration class followed by a two hour practical studio and darkroom session.

It will involve the further explanation of principles of photography, sensitised materials, mechanical and optical controls over image formation, laboratory processing, print finishing, including the basic principles of colour photography.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of semester.

CER445 Printmaking

Contact: A further development of CER318 Printmaking to be taken for three hours per week. Students will be concerned mainly with etching and lithography, although additional silk-screen printing will be encouraged.
Prerequisite: CER318 Printmaking.
Syllabus: Etching and lithography will be taught as parallel units to enable students to apply their experience gained in a broader way. Wherever possible, Printmaking is to work in close relationship with Ceramic Design Theory and Practice.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

CER447 Communication Studies

Contact: Two hour seminar per week for one semester.
Prerequisite: Nil.
Syllabus: The aim of this subject is to help students improve basic writing communication skills and to investigate and analyse art criticisms that appear in print; to give insight into gallery management and the special requirements of small business management.

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

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

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

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

FNE100 Aesthetics/Philosophy and Art

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: An explanation of the concepts of art will be conducted with emphasis in the variation of this concept and the relation of past notions of art to those of the present with their many diverse interpretations. The writing of various artists and philosophers will be examined with emphasis on their accounts of certain fundamentals basic to any interpretation of
art, including Representation, Aesthetic Experience, the Expression of Evolution and Creativity. These topics will be studied theoretically, but illustrated by examples taken from a wide range of historic and cultural contexts. 
Assessment: By assignment and class paper.
References: To be advised.

FNE128/FNE129 Ceramics

Contact: FNE128 Six hours per week for Semester One. FNE129 Six hours per week for Semester Two.
Prerequisite: Nil.
Syllabus: The aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various handbuilding techniques are studied and students are introduced to wheel-work as well. Emphasis is placed on developing an understanding and appreciation of the ceramic medium.
Assessment: Progressive assessment of work throughout the year.

FNE130 Materials and Technology

Contact: One hour laboratory workshop and one hour lecture for one semester.
Prerequisite: Nil.
Syllabus: The subject is taught by the Department of Mechanical Engineering. It is designed to complement the major design and workshop disciplines offered in the Craft Major by acquainting students with the fundamental nature and structure of matter. Topics include: atomic structure and its relationship to properties of metals, plastics and ceramics; survey of materials, their properties and areas of application; testing of materials - hardness, tensile, inflammability, optical properties, colour stability and acoustic properties.
Assessment: Laboratory assignments. Written assignment. Cumulative tests.
References: To be advised.

FNE131 Materials and Technology

Contact: One hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.
Prerequisite: FNE130 Materials and Technology.
Syllabus: The objective of this course is to further develop the students' familiarity with the properties and behaviour of metals. Topics include: cold working and recrystallisation of metals; basic phase changes in simple two alloy systems; heat treatment of plain carbon steels - annealing, normalising, hardening, temper colours; stress analysis of simple structures.
Assessment: Laboratory assignment. Written assignment. Cumulative tests.
References: To be advised.

FNE132 Silversmithing and FNE133 Jewellery

Contact: FNE132 Six hours per week for first semester. FNE133 Six hours per week for second semester.

Prerequisite: Nil.
Syllabus: Students will work in copper, copper alloys, silver, stainless steel, and other materials used by the jeweller and silversmith. Projects are structured to impart specific fundamental techniques, but allowance is made for individual freedom in design. Emphasis is placed on the safe and correct methods of tool use; their care and maintenance; and excellence in craftsmanship.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and the end of each semester.
References: To be advised.

FNE134 Glass Studies

FNE135

Contact: FNE134 Six hours per week for first semester. FNE135 Six hours per week for second semester.
Prerequisite: Nil.
Syllabus: Producing designs, suitable for production in glazes, cartoon making, pattern cutting, leading, use of tools, etc. Kiln firing, cementing, slumping, cold glass techniques, engraving, sand blasting.
Assessment: Assessment will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester.
References: To be advised.

FNE136 Craft Drawing/Design

FNE137

Contact: FNE136 Six hours per week for first semester. FNE137 Six hours per week for second semester.
Prerequisite: Nil.
Syllabus: Drawing: this aspect of the syllabus is designed to equip the student with a wide range of fundamental skills in drawing and to provide the foundation for later specialisation and progress in major areas. Many exercises will be closely involved with design studies.
Design: The aim of the subject is to integrate two-dimensional and three-dimensional forms into a comprehensive design study. Design Study requires the student to comprehend and apply a terminology through which he can implement his own artistic expression.
Assessment: Progressive assessment by a lecturer and assessment by a panel at mid-semester and at the end of each semester.
References: To be advised.

FNE138 Crafts in Society

FNE139

Contact: FNE138 Two hours per week for first semester. FNE139 Two hours per week for second semester.
Prerequisite: Nil.

FNE147 History of Art

Contact: One hour lecture and a one hour tutorial per week for two semesters.
Prerequisite: Nil.
Syllabus: This subject is to be taken by all students in the first year as a related study. It is devoted to tracing the major developments in western art in the period prior to the 19th century. This will involve a study of the art and culture of the Classical, Medieval and Renaissance periods. The course will emphasise the interrelationship of art and culture and involve the student in a study of the ways in which mythology, religion and philosophy relate to the development of content and artistic form.
Assessment: By assignments and class test.
References: To be advised.

FNE169 Painting

Contact: Twelve hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Studio practice comprises a sequential development throughout the year which deals with basic problems concerned with colour, design, surface, space and form. Various projects including head and figure painting and colour studies are planned to provide a foundation of skills for the following years. Material studies will be an integral part of this course.
Assessment: Progressively by the assessment panel during the year.

FNE170 Painting

Contact: Six hours per week for two semesters.
Prerequisites: Nil.
Syllabus: As with the 12 hour major study, this course will be concerned with the acquisition of basic skills relating to painting. To achieve these skills, various projects including head and figure painting, analysis of colour, design, form and space will be studied.
Assessment: Progressively by the assessment panel during the year.

FNE171 Printmaking

Contact: Twelve hours per week for two semesters.
Prerequisites: Nil.
Syllabus: To introduce the processes of basic printmaking and to develop appropriate concepts through a study of old and modern masters in these fields. Studio practice will consist mostly of the traditional methods of intaglio, relief printing, screen printing and lithography.
Assessment: Progressively by the assessment panel during the year.

FNE172 Printmaking

Contact: Six hours per week for two semesters.
Prerequisites: Nil.
Syllabus: As with the 12 hour major study, this course will be concerned with the acquisition of basic skills pertaining to printmaking. Various projects will be set throughout the year to assist the student to achieve these skills.
Assessment: Progressively by the assessment panel throughout the year.

FNE173 Sculpture

Contact: Twelve hours per week for two semesters.
Prerequisites: Nil.

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

FNE174 Sculpture

Contact: Six hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Studio practice will be concerned with the acquisition of skills and techniques relating to sculpture, through various projects of a permanent or non-permanent nature. Students will be encouraged to use different media such as clay, metal, wood, plaster, resin, paper and found objects.
Assessment: Progressively by the assessment panel during the year.

FNE176 Drawing

Contact: Six hours per week for two semesters.
Prerequisites: Nil.
Syllabus: There will be two major components to this drawing course:
(a) Life drawing which will deal with fundamental issues involved in observational/perceptual drawing.
(b) The second component will be concerned to foster an intimate relationship between drawing and the major study. Here the emphasis will be on the students finding ways and means of drawing that can help them to develop as artists.
Assessment: End of year folio assessment with advisory tutorials during the year.

FNE200 Aesthetics/Philosophy and Art

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The issues raised in FIN100 will be explored in more depth, with special emphasis on the notion of Perception and its role in the creation and appreciation of art. This will be developed through an account of the different elements that formulate an artistic composition, paying considerable attention to the role of symbolism. Various theories of criticism will also be introduced and their validity and application examined. All topics will draw upon examples from past and present art to illustrate points made.
Assessment: By assignment and class paper.
References: To be advised.

FNE209 Painting

Contact: Eighteen hours per week for two semesters.
Prerequisite: First year major study or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. A considerable proportion of this course will be devoted to the study and investigation of the formal
aspects of figure painting, object painting, subject painting and abstraction.
Assessment: Progressively by the assessment panel during the year.

FNE210 Painting

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

FNE218 Printmaking

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

FNE219 Printmaking

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

FNE228 Ceramics

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

FNE229 Ceramics

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

FNE230 Materials and Technology

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

FNE231 Materials and Technology

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

FNE232 Silversmithing and FNE233 Jewellery

Contact: FNE232 Nine hours per week for the first semester. FNE233 Nine hours per week for second semester.
Prerequisites: FNE132 and FNE133 Silversmithing and Jewellery.
Syllabus: Students will be taught additional new techniques such as lost wax casting, enamelling, gem setting, electroplating and electroforming. There will also be an emphasis on further developing skills acquired during the first year of the course.
Assessment: Progressive assessment by the lecturer.
and assessment by a panel at mid-semester and at the end of each semester.

References: To be advised.

FNE234    Glass Studies

Contact: FNE234 Nine hours per week for first semester. FNE235 Nine hours per week for second semester.

Prerequisites: FNE134 and FNE135 Glass Studies.

Syllabus: During the first semester emphasis will be given to painting on glass. In the second semester, the emphasis will be on the construction of domestic panels, including the use of paint and/or techniques developed with hot glass, in particular with resin and oil bound sand forming processes.

Assessment: This will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester. The number of assignments to be completed will depend on size and complexity.

References: To be advised.

FNE236    Craft Drawing/Design

Contact: FNE236 Six hours per week for first semester. FNE237 Six hours per week for second semester.

Prerequisite: FNE136 and FNE137 Craft Drawing/Design.

Syllabus: Drawing: the syllabus is designed to develop skills acquired during the first year of the course. There are two main study areas: (i) the human figure and (ii) general drawing. There will be different tutorial emphases, depending on the student’s major study, e.g., Mechanical Drawing.

Design: This subject encourages the further development of artistic ideas and expression, and relates to studies already undertaken in Materials and Technology, Silversmithing and Jewellery, Glass Studies, and Ceramics. It includes a study of ergonomics to enable students to develop proficiency in solving design problems.

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

References: To be advised.

FNE238    Crafts in Society

Contact: FNE238 Two hours per week for Semester One. FNE239 Two hours per week for Semester Two.

Prerequisites: FNE138 and FNE139 Crafts in Society.

Syllabus: This course continues the historical study of crafts covered in the first year of the course. It examines the connection between artistic thought and practice, and scientific thought and technology, together with an historical survey of these connections.

Assessment: Class assignments throughout the year, and a final essay on the particular medium in which the student intends to major. The essay will constitute 35 per cent of the years marks, and class assignments 65 per cent.

References: To be advised.

FNE247    History of Art

Contact: A course for degree students of two hours of lecture work and a one hour tutorial per week for two semesters.

Prerequisite: FNE147 History of Art.

Syllabus: This subject is to be taken by all students in the second year of the course as a related study. It is devoted to tracing, throughout the history of western art, the descriptive mode of image making. This will involve the study of classical civilisations, the Renaissance and selected periods from the Renaissance to the present day. Thus emphasis will be thrown of the implications of the eye in production of visual images and involve the student in study of aspects such as the development of humanism, scientific thought, the perception and codifying of the visual image and the concepts of ideal beauty and visual truth. This thematic approach will thus continue to trace the durable and dynamic elements that seem to persist in artistic expression.

Assessment: By assignment and class tests.

References: To be advised.

FNE272    Art and Literature

Contact: Two hours per week for one semester.

Prerequisite: First year degree or diploma course in Fine Art.

Syllabus: The time allocated for this study is one semester. The subject may not be offered every year. The student will deal with the relationships which have occurred between the visual arts and literature during the 18th, 19th and 20th centuries. Rather than just show literary examples in the visual arts and vice-versa the student will study how general philosophical ideas find tangible expression in paint, stone or words.

Assessment: By a class paper.

References: To be advised.

FNE273    Art and Music

Contact: Two hours per week for one semester.

Prerequisite: First year degree or diploma course in Fine Art.

Syllabus: The subject may not be offered every year. The subject is designed to stimulate a sensitivity to form in music and an awareness of the parallels which often occur with other forms of cultural expression, in particular the visual arts. The lectures and tutorials will be conducted with both audio and visual comparisons and constant cross-references. Particular emphasis will be placed on the origins in the mass media of pop culture and pop music.

Other selected areas from the history of music will also be presented.

Assessment: By tutorial program and papers.

References: To be advised.

FNE275    Cinematography and the Communications Media

Contact: Two hours per week for two semesters.

Prerequisite: First year of degree course in Fine Art.
Syllabus: The time allocated for this study is one year. The subject may not be offered every year. The first part of the subject will consist of a brief survey of the history and techniques of film-making and the viewing and analysis of film classics and recent films.

The second part of the subject will be a study of the nature and effects of the media from the point of view of world culture. It will trace interactions through a study of media samples and the work of such writers as Colin Cherry, Buckminster Fuller and Marshal McLuhan. Constant references will be made to current information published in journals.

Assessment: By assignment and examination.

References: To be advised.

FNE276 Gallery Management

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

Assessment: By assignment.
References: To be advised.

FNE277 History of Art

Contact: Two hours per week for two semesters.
Prerequisite: First year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. This subject will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of the works of the period concerned, detailed reference will be made to the comparative methods of historians and writers who have contributed to the scholarship of that era.

Assessment: By assignment and class tests.
References: To be advised.

FNE278 Preservation, Restoration, Conservation

Contact: Two hours per week for two semesters.
Prerequisite: First year of degree course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area, and may not be offered every year but each student will have the opportunity to choose it within the duration of his course. The most important aspect of this subject will be the preservation and restoration of works of art and the practical application of some of these processes by the students.

The subject will also include reference to major undertakings throughout the world, by international experts in the fields of archaeology, restoration and conservation.

Assessment: By assignment.
References: To be advised.

FNE279 Art Education

Contact: Two hours per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area but may not be available every year. The subject will be a brief introduction to current principles and practices of teaching the visual arts in schools at the primary and secondary level. It will afford an opportunity for students to evaluate, through observations in schools, the variety of requirements and procedures operating in the field. Each student will have the opportunity to conduct a minor research program in art education, relative to his own interests.

Assessment: By assignment.
References: To be advised.

FNE286 Drawing

Contact: Six hours per week for two semesters.
Prerequisite: First year drawing or equivalent.
Syllabus: This area of study will be an extension of first year drawing and will expand previous skills and concepts. As in first year there will be two basic components comprising drawing from life and general drawing. Students will be encouraged to search for their own means of interpreting forms and to become more self-motivated.

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

FNE288 Art and Culture of Japan

Contact: Two hours per week for one semester.
Prerequisite: Nil.

References: To be advised.

FNE295 Sculpture

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

Assessment: Progressively by the assessment panel during the year.

FNE296 Sculpture

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

FNE297 Painting

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

FNE298 Printmaking

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

FNE299 Sculpture

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

FNE300 Painting

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

FNE317 Painting

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

FNE320 Printmaking

Contact: Six hours per week for two semesters. 
Prerequisite: FNE297 Printmaking. 
Syllabus: An advanced study of Autographic Printmaking for students who wish to extend their printmaking experience into an area which may extend or relate to their major study area. Assessment: Progressively by the assessment panel during the year.

FNE327 Painting

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

FNE330 Sculpture

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

FNE336 Craft Drawing Design 

FNE337

Contact: FNE336 Six hours per week for first semester. FNE337 Six hours per week for second semester. 
Prerequisite: FNE226 and FNE237 Craft Drawing/Design. 
Syllabus: Drawing: The emphasis is on particular techniques and media which relate to the student's area(s) of study. 
Design: The syllabus is designed to provide a synthesis of studies undertaken in earlier design units, and Materials and Technology units. It includes the study of more complex design problems, and encourages an awareness of the responsibility of the designer to be responsive to social and community needs. Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester. In both Drawing/Design, students are expected to develop a program which relates to their major subject area.
References: To be advised.

**FNE338 Ceramics**

**FNE328**

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

**Prerequisite:** FNE228/229.

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

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

References: To be advised.

**FNE339 Ceramics**

**FNE329**

Contact: FNE339 Twenty-four hours per week for one semester. FNE329 Twelve hours per week for one semester. Students wishing to specialise in Ceramics will undertake the 24-hour sequence. The 12-hour sequence is for students undertaking a combined major with Silversmithing and Jewellery, or Glass Studies.

**Prerequisites:** FNE338/FNE328.

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

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

References: To be advised.

**FNE340 Aesthetics/Philosophy and Art**

Contact: Two hours per week for one semester.

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

**Syllabus:** This subject is offered as an alternative related study for the third year student majoring in areas other than liberal studies. This subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art forms. It is a study of the translation of common experience into visual or creative expression and the aesthetic premises involved.

The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.

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

References: To be advised.

**FNE332 and Silversmithing and FNE333 or FNE342 and FNE343**

Contact: FNE332 Twenty-four hours per week for first semester. FNE333 Twenty-four hours per week for second semester. FNE342 Twelve hours per week for first semester. FNE343 Twelve hours per week for second semester. Students wishing to specialise in Silversmithing and Jewellery will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Silversmithing and Jewellery and Glass Studies or Ceramics.

**Prerequisites:** FNE232 and FNE233 Silversmithing and Jewellery.

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

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

References: To be advised.

**FNE334 and Glass Studies FNE335 or FNE344 and FNE345**

Contact: FNE334 Twenty-four hours per week for first semester. FNE335 Twenty-four hours per week for second semester. FNE344 Twelve hours per week for first semester. FNE345 Twelve hours per week for second semester. Students wishing to specialise in Glass Studies will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Glass Studies, Silversmithing and Jewellery or Ceramics.

**Prerequisites:** FNE234 and FNE235 Glass Studies.

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

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

References: To be advised.

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FNE356  History of Art

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

Prerequisite: FNE247 History of Art.

Syllabus: This subject is offered for two semesters as a compulsory related study for degree students. The content of the course will emphasise aesthetic theories and the interrelationship of art, artists, and society in the 20th century.

During the First semester the student will present a program of work for approval by the examination panel. This program will include a substantial research project requiring a high standard of scholarship in the History of Art, in the form of a dissertation. Students will be advised regarding choice of subject matter and research techniques at the end of course FNE247 and will be given tutorial assistance through course FNE340 as an aid to their research. The dissertation will be presented to the examination panel at the end of the second semester.

Assessment: By dissertation.

References: To be advised.

FNE374  Printmaking

Contact: Eighteen hours for two semesters.

Prerequisite: Second year major study or equivalent.

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

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

FNE375  Printmaking

Contact: Twelve hours per week for two semesters.

Prerequisite: Second year major study or equivalent.

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

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

FNE376  Drawing

Contact: Six hours per week for two semesters.

Prerequisite: Second year drawing or equivalent.

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

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

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

References:
LARKIN, J., Manipulating Space, Chisholm Institute of Technology, 1983.

**GRA187 Typography**

Contact: Three hours per week for two semesters.

Prerequisite: Nil.

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

Typography as translation of language into the mechanical form. Measuring system, copy-fitting and type specification.

Type nomenclature. Justified and unjustified type. Text faces, headline and display faces. Grids and organisational structures.

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

References:

**GRA188 Audio-Visual Technology**

Contact: Four hours per week for two semesters.

Prerequisite: Nil.

**Syllabus:** Introduction to basic principles of photography, sensitised materials, mechanical and optional controls over image formation, processing, print finishing. Distortion, lenses, their purpose. Lighting, lighting techniques, natural/artificial. Special characteristics of photographic image, camera as a recording tool, reportage. Types of camera, features and applications.

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

References:
LANGFORD, M., 35mm Handbook, Nilson, 1983.

**GRA189 Drawing**

Contact: Five hours per week for two semesters.

Prerequisite: Nil.

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

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

References: To be advised.

**GRA190 Graphic Design Practice**

Contact: Seven hours per week for two semesters.

Prerequisite: Nil.

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

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

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

References: To be advised.

**GRA287 History of Art**

Contact: Two hours per week.

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

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

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

References: To be advised.

**GRA290 Graphic Design Theory**

Contact: Two hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

**Syllabus:** A wide range of briefs in two-dimensional or three-dimensional, involving concept and application to rough stage within a given time. The basic knowledge and skills in typography, photography, illustration and design will be put to work in a series of intense projects. Creativity, decisions and speed and presentation of roughs to good comprehensive standard will be encouraged.

By class discussion and criticism of the particular
brief and its solutions, all students will be exposed to group opinion and expected to defend their particular approach to problem solving

Many of the projects commenced within this period can be carried to finish within the hours of GRA294 Graphic Design Practice. The period can also be used as a remedial session should students seek assistance with particular skills.

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

References: To be advised.

GRA291 Print Technology

Contact: Two hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

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

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

References: To be advised.

GRA292 Audio-Visual Technology

Contact: Five hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: Basic principles of colour photography and processing, machine print processing. Specialised photography utilising more advanced black and white photographic techniques. An introduction to the basic principles of film, video, animation, slide-sound productions, including practice in use of equipment, shooting, editing, sound recording, synchronising, voice/music over.

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

References: To be advised.

GRA293 Drawing

Contact: Four hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

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

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

References: To be advised.

GRA294 Graphic Design Practice

Contact: Six hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: A series of projects which will require research and application of material across a broad subject range, reinforcing and expanding knowledge gained in GRA290 Graphic Design Theory.

This subject will deal with concept and application of problems in two-dimensional and three-dimensional. Projects will be briefed and structured to be presented in stages, demonstrating the varying skills required at each stage. Projects should be set relative to skills acquired in other areas of study such as typography, photography, drawing, illustration, packaging, etc.

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

Within the projects, demands will be placed on such skills as use of instruments, applied design principles, paper and card constructions, and three-dimensional structures. Grids and organisational structures and their application within the field of layout.

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

References: To be advised.

GRA370 Publication Design and Production

Contact: Three hours per week for two semesters.

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

Syllabus: Calligraphy, type design, classification and nomenclature; legibility; readability; formats, measures, maths, chemical, music setting, tables diagrams, grid systems and the total design process for magazines and books. The parts of the book: prelims, quotes, footnotes, endnotes, endpages, index, etc. Materials: paper board, cloth, etc. Transparencies, prints, illustrations; cropping and scaling; layout. The paste-up. Proofs. Designing jackets, covers, cases; end papers. Type cast-off and mark-up. How to obtain and make use of estimates; costing the publication. Typesetting and page mark-up systems. Specialised printing and binding systems. Dealing with authors, editors and publishers.

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

References: To be advised.

GRA384 Graphic Design Computer Studies

Contact: Three hours per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies.

Syllabus: Students will receive tuition in the use of a software package for the production of computer graphics and in BASIC language for programming computer graphics. Teaching in first semester will comprise 1.5 hours of lectures in BASIC language, and 1.5 hours of tutorials, in which students acquire hands-on experience with micro-computers. In semester two students will attend three hour tutorials and receive hands-on instruction in the use of software packages.

Assessment: Two practical assignments will be
GRA385 Professional Practice

**Contact:** One hour per week for two semesters.

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

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

**Assessment:** A presentation of workbook and assignments as required with a review by an examination panel at the end of the year.

**References:** To be advised.

GRA387 History of Art

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

**Prerequisite:** A pass in GRA287 History of Art and completion of the second year of the Fine Art degree course.

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

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

**References:** To be advised.

GRA388 Illustration

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

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

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

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

**References:** To be advised.

GRA389 Photographic Design

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

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

**Syllabus:** Projects are selected for students within the areas of advertising, publication or film-TV-graphics and relate to specific problems of visual communication.

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

**References:** To be advised.

GRA390 Graphic Design Theory

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

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

**Syllabus:** A series of lectures and intensive theoretical exercises covering concepts, principles and theories of visual communication introduced as an integral part of practical graphic design. Project work to be carried into GRA391 Studio Practice/Professional Activities.

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

**References:** To be advised.

GRA391 Studio Practice/Professional Activities

**Contact:** Eleven hours a week for two semesters.

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

**Syllabus:** In conjunction with advanced project work, students will undertake a number of projects and design briefs for industry. Project work will be directed to the students area of specialisation, e.g., publishing, graphic design, advertising, illustration, etc. All projects will be controlled by the lecturer in charge who is responsible for all financial transactions. Students will always work at Chisholm unless permission to work elsewhere is obtained from the lecturer in charge. Attendance in the design studio during the timetabled hours is mandatory.

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

**References:** To be advised.

GRA394 Audio-Visual Design

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

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

**Syllabus:** Application of more advanced studio techniques in conjunction with projects set in the areas of advertising, publishing, graphic design and illustration.

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

**References:** To be advised.

GRA397 Evolution of Ideas and Visual Communication

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

**Prerequisites:** Successful completion of second year Graphic Design studies, or entry into the degree course.

**Syllabus:** The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments in the communications media, and implications for the future are outlined.
Assessment: This subject will be assessed by the presentation of one class paper and written or audiovisual assignments as considered necessary. Evaluation will be by the lecturer concerned, subject to approval by the examination panel.

References: To be advised.

GRA398 Graphic Design

Contact: Two hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: A series of intense theoretical exercises embracing all aspects of the course; typography, photography, film TV presentation, illustration, two-dimensional or three-dimensional, concentrating on concept and presentation, skills within the given time. Remedial work can be looked at in this session. Project work commenced can be carried into GRA384 Graphic Design Practice.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

GRA399 Graphic Design Practice

Contact: Ten hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: A series of projects which will require research and application of material across a broad subject range reinforcing and expanding knowledge gained in GRA398 Graphic Design. The standard of projects will increase, and will be set relative to skills acquired in all the areas of the course. Students will be expected to achieve a high standard of skilful and imaginative presentation of their work.

The student will produce a professional folio which demonstrates the creative application of skills and knowledge gained throughout the course.
Assessment: Students will be reviewed at the end of the first semester, and assessed at the end of the year by the examination panel.
References: To be advised.

GRA490 Graphic Design Theory

Contact: Two hours per week for two semesters.
Prerequisite: Satisfactory completion of third year Graphic Communication Studies.
Syllabus: Professional practice for the graphic designer in business. Presenting work to clients, costing and accounting. The laws of libel, copyright, statutory regulations regarding advertising material.
Assessment: Presentation of workbook and assignments as required with a review by examination panel at the end of the year.
References: To be advised.

GRA496 Studio Practice/Professional Activities

Contact: Seventeen hours per week for two semesters.
Prerequisite: Satisfactory completion of the third year in Graphic Communication Studies.
Syllabus: Students will undertake projects and design briefs for industry of a more complex nature than in GRA393/396. Here the student will be required to be more involved in decision making and, as much as possible, be in complete control of the project in organising and subcontracting the necessary talents needed for the successful completion to the design brief.

Students will work at Chisholm unless permission to work elsewhere is obtained from the lecturer in charge of that year. Attendance in the design studio during the timetabled hours is mandatory. During this time the lecturer will be available for consultation and advice.
Assessment: Assessment will be by a panel of examiners at the end of each semester.
References: To be advised.
Staff

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Subject Synopses
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* New course structure subject to VPSEC approval in 1987.

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

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To be appointed

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Margaret Hunt

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Frankston
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School Administrative Officer
Judith Willmore

Administrative Staff
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Pat Oldis  
Vivienne Roberton  
Olivia Tepaia  
BSc(Phils)

Business Programs  
Co-ordinator
Margaret Butterley

Resource Centre – Caulfield
Dot Holmquest  
Noela McKenzie  
Zandrine Mead  
Edith Rosengarten

Resource Centre – Frankston
Sue Karney  
Elaine Layton

Technology Services  
Manager
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BSc(NSW), DipIndEng (Newcastle), PhD(Newcastle)  
Supervisor
Narelle Hilsberg

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Secretary
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Bryan Baker
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John Rice
MEd(Monash), BAppSc (Chisholm), AASA(Senior)

Annette Watson
BBus(Acc)(Swinburne), AASA

Senior Tutors
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BEd

Alma Laaksonen

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

DEPARTMENT OF BANKING AND FINANCE

Chairman
Hasan Erdonmez  
BEC(Hons)(Ankara), MBA (Michigan State), ASIA, AFA

Secretary
Cheryl Yewers

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Keith Ronaldson
BEC, MAdmin(Monash), DBA(Kent State), MACE

Claudio Silverii
BEC(Hons), MEC(La Trobe)

Greg Tucker
BA, LLM(Monash), Barrister and Solicitor of the Supreme Court of Victoria

Denise Wheller
BEC(Monash), DipEd(SCVH)

Senior Lecturer – Banking and Finance
To be appointed

Senior Lecturer – Economics
To be appointed

Lecturers
Kathleen Colclough  
Wayne Gumley
BSc, LLB(Monash), Barrister and Solicitor of The Supreme Court of Victoria

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

Stan O’Dwyer
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Lyall Phillips  
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Lecturer - Business Law  
To be appointed  

Senior Tutors  
Katherine Avram  
BSc(Hons)(Monash), DipEd(Monash)  
Ken Roberts  

Senior Tutor – Banking and Finance  
To be appointed  

Senior Tutor – Economics  
To be appointed  

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Secretary  
Jo McLean  

Office Administration Resource Centre  
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Secretary  
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Senior Lecturers  
Graham Chant  
BSc(Hons)(NSW), MA(Melb), MAPsS  
Ken Grant  
BCom(Melb), MBA(Michigan State), AASA, AAMI  
Garry Harris  
DipBus(CIT), BBus(CIT)  
Peter Link  
BAppSc(Melb), MAdmin (Monash), AAIM, AMRSA  
Peter Reed  
BBus(CIT), GradDipMktg (CIT), AASA  
Ian Sadler  
BSc, DipMgtStudies, AAIM  

Lecturers  
Don Bradmore  
Peter Dapiran  
Sally Joy  
BAPsych/Stats  
Irene Powell  
BA(Hons)  
Mary Shiel  
BA(Monash), GradDipAppSocPsych(Swinburne)  
David Wilson  
BA(Hons), MSc, PhD (Northwestern), MCITTUni of WA  

Senior Tutor  
Dale Sutcliffe  
BBus(SAIT)  

School of Business and Economics  
56 - David Syme Business School
Bachelor of Business (Accounting)

Course Code: BA
Course Leader: Anne Clarke

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

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

Venue
Day and evening classes are offered at the Caulfield campus. At the Frankston campus students may be able to timetable classes between 8am and 8pm. Part-time Frankston students must be prepared to attend day classes as necessary.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAE (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements (See Student Manual 1998).

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

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

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

Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

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

Right of Challenge
In the Bachelor of Business the right of challenge exists in the subjects ADM119 Communication Method I and ADM129 Communication Method II.

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

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

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

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

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

Calculator
Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distribution; two variable statistical functions (correlation and regression).
Course Structure for Students Enrolled before 1988
Students enrolled before 1988 will undertake the equivalent to the course set out in the Handbook for the year in which they first enrolled, unless advised to the contrary. Where there has been a break in study other than by Leave of Absence, the student will undertake the equivalent to the course set out in the Handbook for the year in which study is resumed.

### Course Structure

<table>
<thead>
<tr>
<th>Yr</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ACC103 Accounting and Financial Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>ACC104 Accounting Systems and Procedures</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDI172 Business Computing</td>
<td>4</td>
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<tr>
<td></td>
<td>FIN111 Contract Law</td>
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<tr>
<td></td>
<td>MATH64 Business Mathematics and Statistics</td>
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<tr>
<td></td>
<td>FIN171 Macroeconomics</td>
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<tr>
<td></td>
<td>ADM130 Introduction to Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC105 Accounting Information Systems</td>
<td>4</td>
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<tr>
<td></td>
<td>FIN115 Law of Business Organisations</td>
<td>4</td>
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</tbody>
</table>

2 MKT112 Marketing Theory and Practice 4
FIN217 Business Statistics and Forecasting 4
ACC242 Productive Systems and Accounting 4
ACC205 Financial Modelling 4
ACC243 Management Accounting 4
ACC263 Financial Management 4
ACC249 Company Reporting 4
Elective 4

3 ACC363 Auditing 4
FIN271 Microeconomics 4
FIN298 Taxation Law 4
ACC392 Advanced Management Accounting 4
ACC349 Financial Accounting Issues 4
Elective 4
Elective 4
Elective 4

### Bachelor of Business

(Banking and Finance)

**Course Code:** BN  
**Course Leader:** Denise Wheller

The course is principally designed for students seeking a career with a financial institution or who are already employed in the banking and finance industry and are seeking a relevant tertiary qualification on a part-time basis. In addition to a core of business foundation subjects, the course provides specialist study in a number of key functional areas of relevance for financial institutions management. Four elective subjects may be taken from the beginning of second year. For electives see page 65.

### Recognition

The banking and finance industry also supports a number of academic prizes for outstanding students. (See Student Manual 1988).

### Venue

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

### Admission Requirements

(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements (See Student Manual 1988).

### Diploma to Degree Conversion (Course Code XNI)

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

### Credit Transfer

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

- Holders of the AAIB award from the Australian Institute of Bankers are eligible for credit for up to six subjects to be determined by the Course Leader.
- Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate
of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

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

Right of Challenge
In the Bachelor of Business the right of challenge exists in the subjects ADM119 Communication Method I and ADM129 Communication Method II.

Transfer Between Major Strands
Accounting, Administration, Marketing and Office Administration students may seek to change their specialisation to Banking and Finance, and Banking and Finance students to one of the other specialisations. Students wishing to transfer must apply on form SRI 1 as a new student. Permission to transfer will depend on prior academic performance and the availability of places.

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Yr</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>1</td>
<td>FIN130 Money and Capital Markets</td>
<td>4</td>
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<tr>
<td></td>
<td>FIN171 Macroeconomics</td>
<td>4</td>
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<tr>
<td></td>
<td>MAT164 Business Mathematics and Statistics</td>
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<tr>
<td></td>
<td>ACC103 Accounting and Financial Decision Making</td>
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<td></td>
<td>or ACC104 Accounting Systems and Procedures</td>
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<td></td>
<td>FIN111 Contract Law</td>
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<td></td>
<td>ADM130 Introduction to Management</td>
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<td></td>
<td>EDF172 Business Computing</td>
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<td></td>
<td>MKT112 Marketing Theory and Practice</td>
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<td>2</td>
<td>FIN240 Commercial Banking and Finance</td>
<td>4</td>
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<tr>
<td></td>
<td>FIN217 Business Statistics and Forecasting</td>
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<tr>
<td></td>
<td>FIN260 Banking &amp; Lending Practice</td>
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<td></td>
<td>FIN280 Financial Institutions Law</td>
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<td></td>
<td>FIN245 Company Law &amp; Accounting</td>
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<td>FIN271 Microeconomics</td>
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<td>3</td>
<td>FIN233 Monetary Theory and Policy</td>
<td>4</td>
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<td></td>
<td>FIN363 Investments and Portfolio Management</td>
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<td></td>
<td>FIN393 Taxation Law</td>
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<td>FIN365 Treasury Management</td>
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<td>FIN333 International Banking and Finance</td>
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<td>ADM323 Strategic Planning for Financial Institutions</td>
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<td>Elective</td>
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Bachelor of Business (Business Administration)

Course Code: BU
Course Leader: Dennis Taylor

The Course
This course is designed as a general business program with added attention to the field of human resource (people) management. An underlying objective of the course is to produce graduates who can integrate human and technology based disciplines of business. Complementing this objective is that of preparing graduates with a specific functional or vocational specialisation. To this end, the course is also designed to allow students flexibility in their choice of a vocational specialisation grouping of elective subjects.

Employment opportunities for graduates from this course are broad, extending in the directions of business administration, human resource management and, depending upon the specialisation electives chosen, marketing, banking and finance, agribusiness, logistics management etc.
**Recognition**
The course is currently under consideration for recognition by the Institute of Personnel Management Australia Inc.

**Venue**
Day classes and limited evening classes are offered at Frankston Campus. Some later-year elective subjects may have to be taken at Caulfield Campus.

**Admission Requirements**
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 - Admission Requirements (See Student Manual 1988).

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

Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.

Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the Course, to be determined by the Course Leader.

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

**Transfer between Major Strands**
Business Administration students may seek to change to another strand of the Bachelor of Business degree. Students wishing to transfer must apply on form SR1 as a new student. Permission to change strands will depend on prior academic performance and the availability of places.

**Electives and Subject Specialisation Groupings**
At least four of the six elective subjects in the course must be taken as a 'specialisation' sequence from subject groupings approved by the Course Leader. A 'specialisation' sequence will normally be chosen from specified subjects available within the range of Bachelor of Business offerings. It may be possible to undertake a 'specialisation' sequence from outside the David Syme Business School provided prerequisites are passed and approval is given. This allows students to decide, during years two and three, which vocational specialisation direction their course will take. Examples of alternative elective program choices available to students include:
- Marketing (major or minor), Banking and Finance (major or minor), Agribusiness (minor), Logistics Management (minor), Accounting Information Systems (minor), Office Administration (minor), Labour Studies (minor) or Communication Studies (minor).

**Course Structure**
In order to qualify for this degree, a student must normally complete 24 four-hour weekly subjects. The structure of the course is set out below. Subject sequences studies in years two and three of the course will be individually planned and approved by the Course Leader.

<table>
<thead>
<tr>
<th>Yr</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>1</td>
<td>ADM130 Introduction to Management</td>
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<td></td>
<td>ACC103 Accounting &amp; Financial</td>
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<td></td>
<td>Decision Making</td>
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<td></td>
<td>FIN171 Macroeconomics</td>
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<td>MKT112 Marketing Theory &amp; Practice</td>
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<td>FIN122 Business Law</td>
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<td>EDPI72 Business Computing</td>
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<td>MAT164 Business Mathematics &amp; Statistics</td>
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<td>FIN271 Microeconomics</td>
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<td>2</td>
<td>ADM266 Human Resource Management</td>
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<td>MKT210 Operations Process</td>
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<td></td>
<td>FIN130 Money and Capital Markets</td>
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<td></td>
<td>ACC203 Financial Controllship</td>
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<td></td>
<td>ACC282 Database Systems for Personnel</td>
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<td>MKT220 Marketing Planning &amp; Control</td>
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<td>3</td>
<td>ADM336 HRM Appraisal &amp; Development</td>
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<td>ACC205 Financial Modelling</td>
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<td></td>
<td>Elective</td>
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<td></td>
<td>ADM334 Labour Relations</td>
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<td></td>
<td>ADM390 Entrepreneurship</td>
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<td></td>
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</tr>
</tbody>
</table>

60 – David Syme Business School
Bachelor of Business (Management)

Course Code: BK
Course Leader: Gerald Lascelles

The Course
This course is intended for students desiring a Business degree with a strong emphasis on management studies. Most students enrol on a part-time basis and are already in junior or middle management positions.

Students taking this program are expected to have appropriate work experience of at least three years duration. Current enrolment includes students from a variety of industry backgrounds, and both private and public sectors are represented.

There are three related groups of subjects within the course:

a) The first consists of seven areas of foundation studies designed to provide a grounding in the major discipline areas that contribute to business education.

b) The second group of nine compulsory subjects develops skills and knowledge in general management; including human resource management, business planning and strategic management.

c) The third group of eight elective subjects allows students to specialise in functional areas such as data processing, marketing, etc.

Alternatively, elective units may be taken in specialised management studies such as entrepreneurship, international business or any other area relevant to career needs.

Recognition
The business community supports a number of academic prizes for outstanding students (see Student Manual 1988).

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

Admission Requirements
In addition to at least three years relevant work experience:

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

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

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

Intending applicants are advised that:

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

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

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements (See Student Manual 1988).

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

Diploma to Degree Conversion (Course Code XK1)
Provision is made for persons holding a Diploma of Business from a former VIC College to upgrade their qualification to that of a degree. The course that would be prescribed would depend upon the subjects completed in the diploma; candidates could qualify for the degree after approximately one year of full-time study or the equivalent on a part-time basis.

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

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

Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

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

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

Right of Challenge
In the Bachelor of Business the right of challenge exists in the subjects ADM119 Communication Method I and ADM129 Communication Method II.

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

Electives
Provision of eight elective subjects enables students to specialise further in particular aspects of manage-
ment (e.g., personnel, organisation change, entrepreneurship, international business), as well as undertaking major studies in another area of related interest (e.g., marketing, EDP, accounting and finance). Students should discuss their future choice of electives with the course leader by their second year of their part-time attendance, as certain combinations of electives may be necessary to satisfy academic prerequisites and meet particular industry or professional requirements. Electives should be chosen so as to constitute an integrated program of study. For choice of electives see page 65.

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

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

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

Course Structure Part-time Students

<table>
<thead>
<tr>
<th>Yr</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>ADM123  Business Communication</td>
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<tr>
<td></td>
<td>FIN171  Macroeconomics</td>
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<td></td>
<td>EDP172  Business Computing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKT112  Marketing Theory &amp; Practice</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>ADM130  Introduction to Management</td>
<td>4</td>
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<td></td>
<td>FIN122  Business Law</td>
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<tr>
<td></td>
<td>ACC103  Accounting and Finance</td>
<td>4</td>
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<tr>
<td></td>
<td>MAT164  Business Mathematics and Statistics</td>
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</tr>
<tr>
<td>3</td>
<td>ADM269  Management of Organisational Performance</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC203  Financial Controllership</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM266  Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>FIN271  Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM262  Organisational Change</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>ADM263  Management Projects</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>ADM337  Managing the Environment</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM334  Labour Relations</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>ADM340  Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Bachelor of Business (Marketing)

Course Code: BM
Course Leader: Garry Harris

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

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

Admission Requirements (Minimum)
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements (See Student Manual 1988).

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

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

- Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.
- Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the Course, to be determined by the Course Leader.
- Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the Course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

Right of Challenge
In the Bachelor of Business the right of challenge exists in the subjects ADM119 Communication Method I and ADM129 Communication Method II.

Transfer Between Major Strands
Accounting, Administration, Banking and Finance and Office Administration students may seek to change their specialisation to Marketing, and Marketing students to one of the other specialisations. Students wishing to transfer must apply on form SR1 as a new student. Permission to transfer will depend on prior academic performance and the availability of places. The process is not automatic.

Electives
The inclusion of four elective subjects enables the student to follow an in-depth specialisation or to gain a broadening of the base developed in the core. To be approved, the electives, together with the compulsory units, must constitute an integrated program of study. By appropriate choice of elective packages, students who wish to do so may specialise in selling, retailing, advertising, services, agribusiness, logistics, industrial and international marketing (including Japanese language), market research, banking and finance, EDP or accounting (and may thereby satisfy the requirements for provision of membership of the Australian Society of Accountants). For choice of electives see page 65. As well, internships and special studies units are available for students who wish to study a narrow area of marketing in some depth.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Foundation in Business</td>
<td></td>
</tr>
<tr>
<td>MAT166</td>
<td>Business Mathematics and Statistics (.5 unit)</td>
<td>2</td>
</tr>
<tr>
<td>MKT112</td>
<td>Marketing Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>ACC103</td>
<td>Accounting and Financial Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>FIN171</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Applied Marketing (.5 unit)</td>
<td>2</td>
</tr>
<tr>
<td>MKT115</td>
<td>EDI173</td>
<td>Information Technology</td>
</tr>
<tr>
<td>ADM130</td>
<td>Introduction to Management</td>
<td>4</td>
</tr>
<tr>
<td>FIN121</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>MKT113</td>
<td>Statistics for Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

| Year 2 | |
| Semester 1 | Marketing Tools and Techniques (Strand) | |
| ADM212 | Entrepreneurial Management | 4 |
| FIN212 | Pricing for Marketers | 4 |
| MKT211 | Buyer Behaviour | 4 |
| FIN218 | Marketing Law | 4 |
| Semester 2 | Marketing Research | 4 |
| MKT212 | Marketing Support Systems | 4 |
| MKT249 | Product Management | 4 |
| Elective | 4 |
| Elective | 4 |

| Year 3 | |
| Semester 1 | Integration and Specialisation (Strand) | |
| MKT347 | Sales Strategy and Negotiation | 4 |
| MKT313 | Strategic Marketing | 4 |
| Elective | 4 |
| Elective | 4 |
| MKT302 | Seminar Series (Non-credit) | 4 |

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Bachelor of Business (Office Administration)

Course Code: BB
Course Leader: Gwyneth Moore

Content

This course prepares potential office administration staff for their roles as members of a management team in the business environment. The course also offers people interested in a teaching career the opportunity to obtain a degree qualification in office administration. The study of office administration includes the control of information, co-ordination of office systems, supervision and training of staff and the integration of organisation functions, as well as expert skills and knowledge of those tasks normally associated with the work of professional assistants and administrative staff. Other areas studied include the aims and objectives of organisations, concepts of business administration, accounting, finance, marketing, law, economics, data processing and word processing.

Communications, interpersonal skills and leadership training are also integrated into the curriculum through role playing, case studies and simulated office situations. The course may be undertaken by full or part-time study.

Venue

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

Admission Requirements

(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Intending applicants are advised that:

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 - Admission Requirements (See Student Manual 1988).

Diploma to Degree Conversion (Course Code XBI)

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

Credit Transfer

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

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

Certificate of Business (Secretarial) holders with a minimum of two years appropriate business experience may be granted exemptions in ADM119, ADM129 EDP172 and ADM121 or ACC103. Holders of other recognised Certificates of Business Studies may, upon application, be considered for credit for up to a maximum of four subjects in the Bachelor of Business, to be determined by the Course Leader.

Students who have completed an Associate Diploma in Secretarial Studies at Chisholm will, upon application, be granted exemption from a maximum of 13 of the prescribed subjects. The subjects they will be required to undertake will be specified.

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

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

Right of Challenge

The right of challenge has been established in the subjects ADM119 Communication Method I, ADM129 Communication Method II and ADM225 Shorthand. A challenge consists of submitting to an appropriate examination before starting the subject. Students who successfully challenge will be credited with a pass in that subject.

Transfer Between Major Strands

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

Electives

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

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

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

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

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

<table>
<thead>
<tr>
<th>Yr</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADM119</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FIN122</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM121</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MAT166</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ADM129</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDPI72</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FINI71</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MKTI12</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>ADM219</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM30</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM229</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM230</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM269</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM239</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ADM339</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM338</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM302</td>
<td>4</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**CHOICE OF ELECTIVE SUBJECTS FOR BACHELOR OF BUSINESS STUDENTS**

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

- ADM235  – International Business
- ADM336  – HRM Appraisal & Development
- ADM350  – Problem Solving Theory & Practice
- ADM388  – Issues in Human Resource Management
- EDP276  – Data Processing
- FIN230  – Money Market Operations
- FIN273  – The International Economy
- FIN275  – Futures and Options Markets
- FIN284  – Business Decision Methods
- FIN320  – International Law
- FIN370  – Labour Economics
- FIN372  – Public Finance
- FIN373  – Managerial Economics
- FIN380  – Lending Decisions and Pricing
- FIN385  – Tax Planning
- MKT210  – Operations Process
- MKT250  – Retail Management Principles
- MKT251  – Social Marketing
- MKT276  – Food & Fibre Marketing
- MKT280  – Logistics Elements
- MKT300/301  – Special Studies Subjects
- MKT320  – Industrial Marketing
- MKT330  – Services Marketing
- MKT340  – Promotion: Direct & Public Relations/Publicity

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

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

**Bachelor of Arts/Bachelor of Business**

**BA/BBus (Accounting)**
Course Code: JA

**BA/BBus (Banking and Finance)**
Course Code: JN

**BA/BBus (Management)**
Course Code: JK

**BA/BBus (Marketing)**
Course Code: JM

**BA/BBus (Office Administration)**
Course Code: JB

Course Leader: Dennis Woodward

**The Course**
Each Double Degree program is designed to provide a broadly based business education together with a major study in one specialised area of business (accounting, management, banking and finance, marketing or office administration), and one specialised area of arts (applied psychology, applied sociology, literature or political studies). In addition, minor studies are available in economics and applied psychology, applied sociology, labour studies, literature or political studies. In the Bachelor of Arts a major consists of eight semester subjects in an approved sequence and a minor of four such subjects.

**Recognition**
By selecting appropriate subjects in the degrees a student may progress towards qualification for membership of one or more of the Australian Society of Accountants, the Institute of Chartered Accountants in Australia, the Institute of Professional Secretaries (Australia), the Bankers Institute of Australia and the Australian Psychological Society. Full membership of these professional bodies may require additional study and work experience.

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

**Admission Requirements**
(a) Successful completion of a Year 12 course of study accredited by VCE (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements (See Student Manual 1988).

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

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

Holders of the AAIT award from the Australian Institute of Bankers are eligible for credit for up to six subjects. Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course.

Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School.
Administrative Office.
For further information and advice on all matters concerning credit transfer students should consult with the Course Leader.

Right of Challenge
In the Bachelor of Business the right of challenge exists in the subjects ADM119 Communication Method I and ADM129 Communication Method II.

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

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

Contact Hours
Teaching takes the form of lectures, classes, seminars or tutorials and workshops or laboratory sessions.

For full-time students normally expected to undertake four subjects per semester and are required to attend for approximately 16 hours per week.

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

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

Course Structure
For each student an integrated program of subjects is constructed to meet personal and vocational needs.

Advice regarding possible combinations of subjects will be given to students by the Course Leader or other nominated staff from both schools.

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

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

2. BA/BBus (Banking and Finance)*
   - 32.5 full subjects
   - Time Required: 4 years.

3. BA/BBus (Management)*
   - 30.5 full subjects
   - Time Required: 4 years.

4. BA/BBus (Marketing)*
   - 32.5 full subjects
   - Time Required: 4 years.

5. BA/BBus (Office Administration)*
   - Minimum 32 full subjects
   - Time Required: Minimum 4 years.

* These programs are subject to amendment in 1988.

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

Two examples of double degree programs are shown below. These examples are subject to amendment in 1988. Additional information is available from the course brochure and the Course Leader.

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Year 1</td>
</tr>
<tr>
<td>SOC102, POL153</td>
<td>SOC104, POL154</td>
</tr>
<tr>
<td>ACC103, MAT171*, ADM121** (.5 sub)</td>
<td>FIN171, EDP172</td>
</tr>
<tr>
<td>Year 2</td>
<td>Year 2</td>
</tr>
<tr>
<td>SOC212, SOC208, FIN130+, FIN111</td>
<td>SOC210, FIN271, MKT112, ACC104</td>
</tr>
<tr>
<td>Year 3</td>
<td>Year 3</td>
</tr>
<tr>
<td>SOC216, SOC310, POI250, FIN240</td>
<td>SOC352, POL262, FIN233+, *ACC245 (.5 sub) FIN219 (.5 sub)</td>
</tr>
<tr>
<td>Year 4</td>
<td>Year 4</td>
</tr>
<tr>
<td>FIN260, ACC360, FIN217, FIN333</td>
<td>ADM130, FIN315 (.5 sub), FIN340 (.5 sub), FIN363, FIN393</td>
</tr>
<tr>
<td></td>
<td>(Total: 32.5 full subjects)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Year 1</td>
</tr>
<tr>
<td>PSY101, SOC102, MAT173*, MKT112, MKT115 (.5 sub)</td>
<td>PSY102, SOC104, FIN171, EDP173</td>
</tr>
<tr>
<td>Year 2</td>
<td>Year 2</td>
</tr>
<tr>
<td>PSY201, SOC212, ACC103, MKT113</td>
<td>PSY202, SOC208, FIN212, ADM130</td>
</tr>
<tr>
<td>Year 3</td>
<td>Year 3</td>
</tr>
<tr>
<td>PSY301, PSY302, FIN122, FIN371+</td>
<td>PSY303, PSY304, ADM334+, FIN218</td>
</tr>
<tr>
<td>Year 4</td>
<td>Year 4</td>
</tr>
<tr>
<td>MKT212, MKT249, MKT312</td>
<td>MKT346, MKT347, MKT348, MKT313</td>
</tr>
<tr>
<td>MKT213, MKT312</td>
<td>(Total: 32.5 full subjects)</td>
</tr>
</tbody>
</table>

* A student undertaking a major or a minor in Applied Psychology is required to pass MAT173 or MAT171 and MAT172. A student undertaking a major in Applied Sociology is required to pass MAT171 or MAT173. Since there is no Statistics prerequisite for the Political Studies major a student undertaking such a major would only be required to pass the business statistics half subject MAT166 ut may pass MAT171 or MAT173 instead.

+ For BA purposes, an Economics minor consists of FIN171, FIN271 and any two of FIN371,
ADM334, FIN130, FIN233, FIN273, FIN347, FIN348, FIN350 or FIN370. For BBus purposes, some strands specify particular Economics subjects to be passed.

++ A student in the BA/BBus (Marketing) course who is not completing either a major or a minor in Applied Psychology and either a major or a minor in Applied Sociology must pass ADM269 Organisational Management of Performance, and MKT211 Buyer Behaviour, in addition to the subjects listed.

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

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

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

Course Code: BJ
Course Leaders: John Rice (Accounting)
Max Warlond (Computing)

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

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

Recognition
Students will meet the academic requirements for entry to the professional year of the accounting bodies, and satisfy the knowledge requirements of the Australian Computer Society for admission to corporate membership to the grade of member.

Venue
Day and evening classes are offered at Caulfield and day classes only are offered at Frankston.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements. (See Student Manual 1988).

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies including a copy of academic record and subject synopses from the handbooks of the years in which the subjects were passed. This information enables credits to be processed by the David Syme Business School Credit Transfer Committee and the Admissions Committee for the Division of Information Technology. In all cases at least 16 equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.

The following credit transfers have been standardised by the Academic Board:
Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.
Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to the equivalent of Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

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

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

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

Course Structure
In order to qualify for the awards of this Double Degree, a student will normally complete the equivalent of 37 half-year subjects over four years equivalent full-time study.

68 – David Syme Business School
Associate Diploma in Marketing
Course Code: QM
Course Leader: Ken Grant

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

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

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

Credit Transfer
Students who hold the Certificate of Business Studies (Sales and Marketing) may, upon application, be granted exemptions up to four subjects of the Associate Diploma in Marketing, to be determined by the Course Leader.

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

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

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

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

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

David Syme Business School – 69
**Year** | **Subject** | **Hours per week**
---|---|---
1 | MKT112 Marketing Theory & Practice | 4
 | MAT166 Business Mathematics and Statistics (.5 unit) | 2
 | MKT115 Applied Marketing (.5 unit) | 2
 | ACC103 Accounting & Financial Decision Making | 4
 | FIN171 Macroeconomics | 4
2 | FIN418 Marketing Law | 4
 | EDP172 Data Processing | 4
 | ADM130 Introduction to Management | 4
 | MKT113 Statistics for Marketing | 4
3 | MKT412 Marketing Research Techniques 4
 | Elective | 4
 | MKT414 Buyer Behaviour | 4
 | MKT411 Marketing Planning & Control | 4
4 | MKT446 Promotional Planning | 4
 | MKT447 Personal Selling Strategy | 4
 | MKT413 Case Studies in Marketing | 4
 | Elective | 4

**Electives**

- MKT464 Sales Management
- MKT462 Advertising Management
- MKT443 Product Management
- MKT448 Distribution Management
- MKT453 International Marketing
- MKT470 Retail Principles
- MKT471 Retail Merchandise Management

Students may also select electives from Bachelor of Business subjects, subject to approval from the Course Leader.

Students should note that not all electives are offered in each semester. The School Administrative Officer will have information of the availability of specific subjects before each enrolment period.

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**Associate Diploma in Secretarial Studies (Legal)**

**Course Code:** QL

**Course Leader:** Nellie Eastaughffe

**AND**

**Associate Diploma in Secretarial Studies (Medical)**

**Course Code:** QD

**Course Leader:** Anne Langdon

**Content**

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

**Exemptions**

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

**Class Hours**

Teaching takes the form of classes, lectures, seminars or tutorials, workshops or laboratory sessions. Students are expected to undertake five subjects per semester during the first year, and four subjects per semester in the second year.

**Admission Requirements**

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

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

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

Intending applicants are advised that:

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

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

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements (See Student Manual 1988).

**Course Structure**

To be awarded the associate diploma, a student must obtain passes in 16 single semester subjects and must complete two units of Work Placement. A pass in ADM256 Secretarial Practice 2 (Legal) or ADM274 Secretarial Practice 2 (Medical) will not be awarded unless the student has satisfied the skill requirements of the subject.

**Course Structure and Duration**

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>ADM141 Secretarial Practice 1</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ADM143 Secretarial Practice 2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>ADM130 Introduction to Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACC198 Accounting (Medical)</td>
<td>4</td>
</tr>
<tr>
<td>Semester 2</td>
<td>ADM142 Secretarial Practice 3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ADM144 Secretarial Practice</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ADM171 Australian Health Care Systems</td>
<td>2</td>
</tr>
</tbody>
</table>
GRADUATE COURSES

Graduate Diploma in Accounting Information Systems

Course Code: GI
Course Leader: Ian Beaman

The rapid development of computer technology over the last 20 years has dramatically affected the business environment. Today, business organisations and government agencies and bodies rely heavily on computers to perform a variety of activities. Without computers, organisations would not function as effectively and efficiently as they do. The computer has become an integral part of the modern business organisation.

One area heavily affected by the computer is the operation of accounting systems. The traditional accounting cycle or process can now be handled with speed. The practice of responsibility accounting and other managerial accounting techniques can be greatly facilitated by the use of computers. Thus, although the objective of accounting to provide information remains intact, the nature of processing the data has changed significantly.

Further, although the auditing objective to render an opinion on the truth and fairness of financial statements still holds, the nature of evaluating computer based accounting information systems has undergone considerable change.

This change has affected the procedures of control, recording and summarising, accounting data.

The aim of this course is to provide further education to accountants and (in exceptional cases) consultants to accountants who are working in the accounting information systems area.

The course includes considerable 'hands-on' computing and allows students to choose subjects for recognition for the Australian Society of Accountant's specialist designations of Cost and Management Accounting (CMA) or Treasury (Trs) and for membership of the Institute of Chartered Secretaries and Administrators.

Applications close on 18 December 1987. Inquiries in the first instance to Chisholm's Admissions Office 573 2000. Further details on the course from the Accounting Department 573 2027 or 5732314.

Examples of ALTERNATIVE PROGRAMS available to students:

ASA Specialisation in Management Accounting
ACC610 Accounting Information Systems
ACC611 Financial Modelling
ACC620 Management Accounting Systems I
ACC621 Management Accounting Systems II
ACC630 Financial Control of Production
ACC631 Management Accounting Issues
ELC100 Elective (e.g. Tax Planning)
ACC640 Corporate Financial Strategy

ASA Specialisation in Treasury
ACC610 Accounting Information Systems
ACC611 Financial Modelling
ACC625 Financial Management and Theory
FIN626 Capital Markets & Funding Decisions
FIN636 International Finance
FIN635 Portfolio Management & Theory
Graduate Diploma in Agribusiness

Course Code: GJ
Course Leader: A. Clyde Vollmers

The Course
Agribusiness includes all private firms, public agencies, and statutory marketing authorities that bring food and fibre products to consumers or industrial customers. This course provides applied and practical marketing and management training, including analytical and decision-making skills, for people working within agribusiness.

Admission Requirements
A recognised degree or diploma qualification, or equivalent and a minimum of two years' work experience. Some candidates may be admitted without a qualification as special entry students. Candidates are required to have passed an economics subject as part of their tertiary study. Where this has not been done a preliminary economic subject is required.

Course Structure
The course will be offered as a series of eight intensive five-day sessions presented over a two year period. Eight specific subjects will be required.

Graduate Diploma in Agribusiness Technology

Course Code: PO
Course Leaders: Pearl Levin and Ian Beaman

Content
Business Technology is the use of integrated computer and communications systems to support admin-
Administrative procedures and management decision making in a business environment.
The aim of this course is to provide the opportunity for people such as business managers, professional office workers, computing professionals, business consultants, technology sales personnel and business systems analysts to develop expertise in the introduction and management of advanced technology into business organisations.

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

Course Structure
Students are required to successfully complete eight subjects. The subjects are designated as foundation, core and elective subjects.
The course is organised into three separate streams to cater for students with differing backgrounds. Each stream consists of different combinations of foundation, core and elective subjects.
The streams of study are:
- General Entry Stream – for students with little or no background in either business or computing.
- Business Entry Stream – for students with a background in business.
- Technical Entry Stream – for students with a background in computing.
All subjects are four hours of class contact per week for one semester.

The following subjects are core subjects:
- EDP716 Analysis Techniques for Business Systems
- ADM720 Social and Behavioural Aspects of Business Technology
- EDP718 Principles of Data Base
- EDP717 Data Communications and Converging Technologies
- FIN750 Legal Implications of Business Technology

The following are foundation subjects:
- EDP705 Introduction to Business Computing
- ACC705 Business & Financial Control Systems
- ADM730 Management of Business Technology and Personnel

Students with prior qualification in Computing or Business will be required to complete:
5 core subjects
2 foundation subjects
1 elective subject
8 subjects in total

Students with prior qualification NOT Computing or Business will be required to complete:
5 core subjects
3 foundation subjects
8 subjects in total

1. Students with prior qualifications in Computing

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC705</td>
<td>1</td>
</tr>
</tbody>
</table>

2. Students with prior qualifications in Business:

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP717</td>
<td>1</td>
</tr>
<tr>
<td>FIN750</td>
<td>2</td>
</tr>
</tbody>
</table>

3. Students with qualifications NOT Business and NOT Computing will do the following:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP705</td>
<td>1</td>
</tr>
<tr>
<td>ACC705</td>
<td>1</td>
</tr>
</tbody>
</table>

4. The following specific Graduate Diploma in Business Technology electives will be offered:

- EDP719 Structured Programming
- ACC706 Relevant Costing and Financial Management
- EDP710 Application Project (in consultation with both course leaders)

OR

Students may also select appropriate electives from other Computing or Business Graduate Diploma Courses in consultation with course leaders.

David Syme Business School – 73
Graduate Diploma in Logistics Management

Course Code: GK
Course Leader: Ian Sadler

The Course
Logistics Management is the planning, administering, co-ordinating and controlling of the activities, resources and information systems involved in the flow of materials and products from source to the final customer. The aim of this course is to educate persons, currently employed in industry, in the planning and management of logistic support areas of companies, the public service, and the defence forces so that they may more effectively perform their duties.

Admission Requirements
A recognised degree or diploma qualification, or equivalent and a minimum of two years' work experience. Some candidates may be admitted without a qualification as special entry students.

Course Structure
Attendance at eight sessions, each comprising five days of continuous study, is required over a period of two years. Each session will comprise part of several subjects. The following eight subjects must be studied and passed:

Year 1
MKT640 Logistic Elements
MKT641 Logistics Management I
MKT642 Logistics Management II
MKT643 Decision Techniques

Year 2
MKT644 Logistic Control Systems
MKT645 Distribution Environment
MKT646 Special Project
MKT647 Strategic Logistic Planning

Graduate Diploma in Marketing

Course Code: PJ
Course Leader: Peter Reed

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

Admission Requirements
An approved degree or diploma, or equivalent. Candidates are required to have passed a statistical component in their tertiary qualification or in an equivalent course. Where this is not the case, candidates will be required to undertake a preliminary statistics subject. A minimum of three years relevant business experience is also normally required.

Course Structure
The course involves two years part-time study comprising nine subjects. The first year comprises four compulsory core subjects or their equivalent. In second year students may choose from a range of electives.

Each unit requires three hours per week. Classes in elective units will not run unless there is sufficient enrolment.

<table>
<thead>
<tr>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
</tr>
<tr>
<td>MKT616 Marketing Theory and Practice</td>
</tr>
<tr>
<td>MKT611 Buyer Behaviour</td>
</tr>
<tr>
<td>Semester 2</td>
</tr>
<tr>
<td>MKT612 Marketing Research and Forecasting</td>
</tr>
<tr>
<td>ADM641 The Management Process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT635 Special Assignment (Compulsory), plus four units from:</td>
</tr>
<tr>
<td>MKT626 Marketing Communication Strategies</td>
</tr>
<tr>
<td>MKT627 Product Management</td>
</tr>
<tr>
<td>ACC680 Marketing Financial Control</td>
</tr>
<tr>
<td>MKT628 Sales Management</td>
</tr>
<tr>
<td>FIN615 Competition and Consumer Law</td>
</tr>
<tr>
<td>MKT633 Advanced Marketing Research</td>
</tr>
<tr>
<td>MKT634 Marketing in Foreign Environments</td>
</tr>
<tr>
<td>MKT636 Marketing Decision Systems</td>
</tr>
</tbody>
</table>

Graduate Diploma in Administrative and Secretarial Studies

Course Code: PS
Course Leader: Kath Ralston

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

Admission Requirements
An approved degree or diploma.

Assessment
Satisfactory completion of 10 subjects and a research paper.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADM663 Shorthand</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ADM664 Typewriting</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ADM665 Business Structures and Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ADM662 Organisational Behaviour and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ADM662 Office Services Organisation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ADM661 Research Project</td>
<td>-</td>
</tr>
</tbody>
</table>
Master of Business (Marketing) – by coursework

Course Code: MM
Course Leader: Peter Link

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

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

The course aims to do three things for these people:

• Provide them with a comprehensive, intellectually demanding and up-to-date understanding of business concepts.
• Improve their current performance at work.
• Enable them to direct a complete marketing operation at the corporate level.

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

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

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

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

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

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

Course Structure
The course is divided into two parts, each of two years duration:

Part 1 is designed to up-date students in the foundation subjects of business providing a level, depth and breadth of knowledge that is not only appropriate for a marketing director but is at the forefront of current knowledge.

The subjects may be studied in any order.

The subjects in Part 1 are:
ZBM501 Accounting
ZBM502 Organisational Dynamics
ZBM503 Decision Support Systems

Part 2 concentrates on the marketing director's job.

This involves integrating the marketing function with other functions as well as simultaneously achieving integration within the marketing function.

Part 2 tackles the problem through units studied serially, structured on a management process model.

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

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

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

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

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

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

Master of Business – by thesis

Course Code: MB

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

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

Areas for Master's research within the School include:

Accounting (by research) – Studies in all areas of Financial and Management Accounting, and Accounting Information Systems.

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

ACC103  Accounting and Financial Decision Making

Contact: Four hours per week for one semester.
Prerequisite: Accounting at Year 12 Level or equivalent for Accounting and Banking and Finance students. Nil for all other Bachelor of Business students.
Syllabus: The aim of this course is to provide all students with an understanding of the nature and purpose of accounting information, so that they are able to use financial data to assist in the decision making and control processes of a business organisation. Topics include nature and environment of accounting, nature and purpose of accounting information and management accounting information for decision making purposes.
References: To be advised.

ACC104  Accounting Systems and Procedures

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: The aim of this subject is to develop an accounting framework for financial reporting through the process of collecting, analysing, classifying and presenting and interpreting financial information. Topics covered will include the accounting cycle, accounting system design, processing accounting data, profit measurement under accrual accounting, accounting for different forms of business organisations and analysis and interpretation of financial reports.
References: To be advised.

ACC105  Accounting Information Systems

Contact: Four hours per week for one semester.
Prerequisite: ACC103 Accounting and Financial Decision Making or ACC104 Accounting Systems and Procedures.
Syllabus: The aim of this subject is to develop student understanding of accounting as an information systems or series of related information systems within an organisation. Topics include a study of accounting information and accounting information systems, general ledger systems and subsystems and the development, implementation and review of accounting information systems.
References: To be advised.

ACC199  Accounting - Legal

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

ACC203  Financial Controllership

Contact: Four hours per week for one semester.
Prerequisite: ACC103 Accounting and Financial Decision Making.
Syllabus: functions of cost accounting and managerial finance, cost classifications for control, cost estimation methods, cost-volume-profit analysis, budgets and standards for control, variances, cost allocations, decentralisation and transfer pricing, financial reporting to management; managerial finance, investment valuation, working capital management, capital budgeting.

ACC205  Financial Modelling

Contact: Four hours per week for one semester.
Prerequisite: ACC105 Accounting Information Systems and EDPI72, Business Computing
Syllabus: This subject aims to enable students to understand the concepts of systems development necessary in the business environment of the 1980's, particularly in the area of implementation of financial or accounting information system models/packages, computerised financial modelling, and spread sheets. Topics include computer concepts, decision support system development, corporate modelling and spread sheets, financial modelling systems and data base concepts.
References: To be advised.

ACC241  Accounting - Cost

Contact: Four hours per week for one semester.
Prerequisites: ACC103 Accounting and Financial Decision Making and ACC104 Accounting - Systems and Procedures.
Syllabus: This subject covers basic costing principles which can be used by the accountant to provide relevant financial information for management decision making, together with practical problem solving using costing techniques. Topics covered include cost accounting in commercial and not-for-profit organis-
ACC242 Productive Systems and Accounting

Contact: Four hours per week for one semester.
Prerequisite: ACC105 Accounting Information Systems.
Syllabus: This subject aims to enable students to understand the interaction of the productive function with Accounting and to introduce accounting control of the factors of production. Topics include productive systems, production methods, materials planning and control and accounting for labour and overhead costs.
References: To be advised.

ACC243 Management Accounting

Contact: Four hours per week for one semester.
Prerequisite: ACC242 Productive Systems and Accounting.
Syllabus: The aim of the subject is to develop the students' ability to use management accounting techniques in decision making. This will require the ability to design cost accounting information systems, to be aware of existing relevant computer packages, and the ability to critically appraise existing practices. Topics include accounting data for decision making, product costing, budgeting for planning and control, capital budgeting and using management accounting data in operating decisions.
References: To be advised.

ACC245 Accounting - Company

Contact: Two hours per week for one semester.
Prerequisites: ACC103 Accounting and Financial Decision Making, and ACC104 Accounting - Systems and Procedures. FIN219 Company Law should be taken concurrently.
Syllabus: This subject will provide students with an understanding of the reporting processes applicable to public companies. Issues in financial reporting are explored, as well as accounting for and reporting of shareholders' funds. In addition, accounting standards and professional reporting requirements, together with legal and stock exchange requirements, are examined.
References: To be advised.

ACC246 Accounting - Intercorporate Reporting

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

ACC249 Company Reporting

Contact: Four hours per week for one semester.
Prerequisite: ACC105 Accounting Information Systems.
Syllabus: This subject aims to provide students with an understanding of the reporting processes applicable to public companies with one or more fully and/or partly owned subsidiary companies. Accounting standards, professional reporting requirements and legal and stock exchange requirements are all examined. Issues in financial reporting are also explored.
References: To be advised.

ACC259 Computerised Business Systems

Contact: Two hours per week for one semester.
Prerequisites: ACC104 Accounting - Systems and Procedures and EDPI72 Data Processing.
Syllabus: Students will obtain practical experience in the use of PRIME operating systems, EDITORS/S, computerised financial modelling and MODEL. Particular reference will be made to the accounting applicability of these systems.
References: To be advised.

ACC263 Financial Management

Contact: Four hours per week for one semester.
Prerequisite: ACC103 Accounting and Financial Decision Making or ACC104 Accounting Systems and Procedures. It is advisable for students to have completed at least 12 subjects in their course before attempting this subject.
Syllabus: The subject aims to give students an understanding of the conceptual framework of financial management, and to develop the skills of analysis and evaluation needed in applying the concepts to the practical situation. Topics covered include capital budgeting, financing, working capital and other relevant applications.
References: To be advised.

ACC268 Corporate Takeovers and Insolvency

Contact: Four hours per week for one semester.
Prerequisites: ACC249 Company Reporting and FIN115 Law of Business Organisations.
Syllabus: This subject aims to provide students with a conceptual and practical appreciation of the economic, legal, managerial, financial and accounting aspects of corporate takeovers and corporate insolvencies and reconstructions. Topics include takeover planning and tactics, evaluation of targets, and legal, financing and accounting aspects of takeovers. The law and practice of corporate failures, causes and avoidance of failures and case studies of corporate failures will also be examined.
References: To be advised.
ACC280 Financial Controls in Management

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

ACC282 Database Systems for Personnel

Contact: Four hours per week for one semester.
Prerequisite: EDP172 Business Computing.
Syllabus: Database concepts. DBMS classifications, relational database design, database tools and methods as applied to human resource information systems, payroll administration system, personnel administration system, personnel planning system; hands-on design, coding and documentation of a database system for personnel management.

ACC292 Marketing Controllship

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

ACC296 Accounting Systems

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

ACC300/301 Special Studies Subjects

Contact: Independent study equivalent to four hours per week for one semester.
Prerequisites: Student will normally have completed the first two years of their business degree course.
Syllabus: Students electing to undertake special studies subjects offered by the Department of Accounting will need to select a research area for individual investigation under the supervision of an appropriate member of staff. Proposals to undertake a special studies subject should be prepared at least six weeks before the start of the semester, in order for the student to arrange a supervisor and finalise a viable study program (with a written contract detailing performance requirements and assessment methods). A literature review and a substantial report is normally required for formal assessment and an oral examination may also be required. Information on staff members interests in particular areas of accounting may be obtained from the Secretary of the Accounting Department, or the DSBS office.

ACC305 Advanced Financial Modelling

Contact: Four hours per week for one semester.
Prerequisite: ACC205 Financial Modelling, or any introductory modelling unit.
Syllabus: The aim of this subject is to provide students with the opportunity to develop computer supported decision making which is appropriate to the business environment of today, using spreadsheet and data base packages. A further aim of this subject is to encourage students to assess the requirements of the user for this type of software, as well as to define the requirements of software that supports decision making.
References: To be advised.

ACC310 Engineering Accounting I

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: Managerial accounting objectives: planning and control systems and reporting, performance evaluation, cost behaviour patterns, variable and fixed costs, analysis of costs, cost volume profit relationships and direct (variable) costing. Absorption costing: process and job costing, flow of costs, production and inventory control systems, standard costing and variance from standard as a control mechanism. Control of service department costs: cost allocation, relevant costs, engineering appraisals of costs.
ACC311 Engineering Accounting II

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.


References:
GARRISON, R.H., Managerial Accounting.

ACC348 Accounting - Advanced Financial

Contact: Four hours per week for one semester.
Prerequisite: ACC246 Accounting - Intercorporate Reporting.

Syllabus: The aim of the subject is to develop further skills of evaluation and synthesis in the areas of financial accounting and reporting and, in the process, to create an awareness of current developments in the field. Topics covered include purpose and structure of financial accounting, alternative methodologies, alternative accounting valuation systems, and funds statements.

References: To be advised.

ACC349 Financial Accounting Issues

Contact: Four hours per week for one semester.
Prerequisite: ACC249 Company Reporting.

Syllabus: The aim of this subject is to enable students to critically evaluate the concepts adopted in reporting under contemporary accounting principles. Topics include a review of contemporary accounting standards and accounting objectives, measurement problems created by uncertainty of status and changing values of the dollar. Funds flow concepts and statements will also be considered.

References: To be advised.

ACC351 Accounting - Management

Contact: Four hours per week for one semester.
Prerequisite: ACC241 Accounting - Cost.

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

References: To be advised.

ACC352 Advanced Management Accounting

Contact: Four hours per week for one semester.
Prerequisites: ACC243 Management Accounting.

Syllabus: The aim of this subject is to draw upon the students' existing knowledge of management accounting in the discussion of current issues in management accounting and to extend their use of computer packages for management decision making. Topics include the current state of management accounting knowledge and techniques, divisionalisation and segmentation, budgeting, small business and the management accountant and future trends in management accounting.

References: To be advised.

ACC359 Advanced Computerised Business Systems

Contact: Two hours per week for one semester.
Prerequisite: ACC259 Computerised Business Systems.

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

ACC360 Accounting - Business Finance

Contact: Four hours per week for one semester.
Prerequisites: Successful completion of all first year subjects and at least four second year subjects.

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

References: To be advised.

ACC362 Advanced Financial Management

Contact: Four hours per week for one semester.
Prerequisite: ACC263 Financial Management.

Syllabus: The subject aims to extend the students' conceptual framework in financial management into new areas and to develop their capacity to apply financial theory in the practical environment. Conceptual topics relevant to financial management will be examined and students will undertake individual

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projects and syndicate case studies.
References: To be advised.

ACC363  Auditing

Contact: Four hours per week for one semester.
Prerequisites: FIN115 Law of Business Organisations and ACC249 Company Reporting.
Syllabus: The aims of this subject are to familiarise students with the legal requirements governing an audit; audit standards, concepts and methodologies and the accountant's mandatory compliance with ethical pronouncements. An understanding of the principals of internal control in manual and computerised accounting systems will also be developed. Topics include an examination of auditing, the auditing process and audit evidence; internal controls and cycle approach to compliance testing of internal controls; substantive tests of transactions and balances resulting from each cycle and the ethical and legal responsibilities of the auditor.
References: To be advised.

ACC364  EDP Auditing and Controls

Contact: Four hours per week for one semester.
Prerequisites: EDP172 Business Computing, ACC363 Auditing and ACC205 Financial Modelling.
Syllabus: This aims of this subject is to enable students to understand the importance of controls in EDP systems, and to develop an understanding of computer assisted audit concepts, procedures and techniques. Topics include the computer audit environment; impact of EDP systems on the auditor's study and evaluation of internal control; general controls; application controls; types of CAATS; computer abuse; computer audit areas requiring special consideration.
References: To be advised.

ACC369  Accounting Theory

Contact: Four hours per week for one semester.
Prerequisites: ACC249 Company Reporting.
Syllabus: The aim of this subject is to enable students to appreciate the directions of contemporary debate, research and practice on a number of topics in the area of financial and other corporate information reporting to internal and external user groups. Topics include approaches to the formation of accounting theory, the background to external reporting, research into the usefulness of public accounting, issues in external reporting and the future of external reporting.
References: To be advised.

ACC370  Field Projects

Contact: Two hours per week for one semester.
Prerequisites: ACC346 and ACC351.
Syllabus: Students are required to carry out a field study in an accounting related area and write a comprehensive report. The objective of the unit is to integrate accounting studies relating theory to practice and develop communication skills. Students are allocated to a supervisor for the purpose of the study.
References: As advised for each project.

ACC371  Public Sector Financial Management

Contact: Four hours per week for one semester.
Prerequisite: ACC249 Company Reporting.
Syllabus: The description of systems of financial management in the public sector in Australia (including control mechanisms, budgeting techniques, financial flows, financial reporting and management accounting practices) at the Federal, State and Local Government levels. Emphasis will be placed on financial management in Statutory Authorities and at the Federal and State levels rather than at the Local Government level.

The subject aims to evaluate of the appropriate-ness and adequacy of these systems, and to consider alternatives, in particular the need for expansion of the role and scope of accounting systems in order to provide more pertinent information in relation to performance measurement.
References: To be advised.

ACC372  Issues in Public Sector Financial Management

Contact: Four hours per week for one semester.
Prerequisite: ACC371.
Syllabus: An examination in depth of major contemporary issues in public sector financial management in Australia, building on topics in the prerequisite. An examination will be made of future changes in public sector financial management practices in Australia.
References: To be advised.

ACC380  Computerised Accounting Information Systems I

Contact: One semester of two hours per week or one half-semester of four hours per week.
Prerequisites: ACC259 or any equivalent 'Introductory Modelling Unit'. Normally taken with ACC381.
Syllabus: This unit provides students with an opportunity to develop decision making approaches which are sound and appropriate in the business environment of today, with 'hands-on' usage of computer equipment. Students will develop their ability to apply generalised software to the Accounting Information System in a distributed microcomputer environment and their ability to generate solutions to given problems when generalised software is not available or appropriate. In addition, students will gain an appreciation of the new trends and developing decision making techniques applicable in a business technology environment and the impact on the Accounting Information System and extend their ability in using particular microcomputer modelling techniques beyond the introductory level from earlier units.
References: To be advised.
ACC381 Computerised Accounting Information Systems 2

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

ACC610 Accounting Information Systems

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

ACC611 Financial Modelling

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

ACC612 Management Accounting

Contact: Three hours per week of evening study for one semester.
Prerequisite: Nil.
Syllabus: Accounting principals and methods, relationship of accounting function to project management, cost centres, discounted cash flow techniques.

ACC620 Management Accounting Systems

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

ACC621 Management Accounting Systems

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

ACC625 Financial Management and Theory

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

ACC630 Financial Control of Production

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

ACC631 Management Accounting Issues

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

ACC640 Corporate Financial Strategy

Contact: Three hours per week for one semester.
Prerequisites: All first year.
Syllabus: This subject develops an understanding of the management process and its specific relationship to strategic planning. This understanding will be extended to include the specific skills required to formulate and administer strategic plans. The integration of behavioral, economic, financial, marketing and management concepts will be used to demonstrate the requirements of a corporate plan and the financial analysis required to assist evaluation of such a plan.

ACC680 Marketing Financial Control

Contact: Three hours class contact per week for one semester.
Prerequisites: Nil. Students with accounting studies at the undergraduate level are advised to seek permission from the Course Leader of the Graduate Diploma in Marketing to attempt another subject in lieu of ACC680.

Syllabus: To enable marketing students to understand and interpret major financial and management accounting data and reports. To explain the nature and importance of planning, co-ordination and control using financial data that particularly relates to the marketing function.
References: To be advised.

ACC683 Agribusiness Financial Control

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
Syllabus: With an emphasis upon using accounting financial information in managing the agribusiness firm, explores accounting methodology; use of agribusiness data; corporate performance; profit planning; revenue and expense planning; cash planning and working capital management; inventory planning; capital expenditures; control of revenue, profit and investment centres; and international accounting.

ACC705 Business and Financial Control Systems

Contact: Four hours per week in one semester.
Prerequisites: Nil.
Syllabus: Subject content aims to make participants aware of the Financial Implications of business actions and strategies. Hence students will be introduced to accounting terms on concepts and methodology and will explore a range of accounting techniques available to plan and control business strategies. Emphasis will be placed on the usefulness of accounting information for business decision making.
References: To be advised.

ACC706 Relevant Costing and Financial Management

Contact: One semester at two hours per week or one half semester at four hours per week.
Prerequisites: ACC705.
Syllabus: This subject will develop a student's ability to critically analyse, evaluate and use managerial accounting data for decision making purposes. Students will be able to choose data relevant for a specific purpose from a data bank and apply appropriate techniques to derive relevant information for managerial financial decisions. Topics include relevant costing, contribution margin approaches, departmental and product costing.
References: To be advised.

ADM115 Introduction to Business

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

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

ADM119 Communication Method I

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: The development of competence in effective keyboarding and the use of the keyboard as a means of communication. Acquisition of basic word processing skills. This unit provides a basis for further studies in Office Administration or transferable skills to complement studies in other disciplines.
References: To be advised. Selection of suitable texts is available in the Office Administration Resource Centre.

ADM121 Business Communication

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

ADM122 Organisational Behaviour and Performance I

(Contact replaced by ADM130 Introduction to Management)

ADM123 Business Communication

Contact: Four hours per week of classes for one semester.
Prerequisite: Nil.
Syllabus: Seminars and skill workshop sessions are designed to develop oral and written communication skills with particular reference to the preparation and presentation of business reports. Areas to be covered include: the communication process and basic principles of business writing; effective message organisation and types of business reports; report writing techniques and use of word processing packages and equipment; practical job search techniques and oral presentation skills.
References: To be advised in the first week of classes.

ADM129 Communication Method II

Contact: Four hours per week for one semester.
Prerequisite: ADM119 Communication Method I.
Syllabus: The further development and consolidation of keyboarding skills. Instruction in the formatting of complex documents using both typewriters and word processing equipment. Analysis of basic office roles and provision of office-centred communication experiences and theory.
References: To be advised. Selection of suitable texts is available in the Office Administration Resource Centre.

ADM130 Introduction to Management

Contact: One two-hour lecture and one two-hour tutorial per week for one semester.
Prerequisite: Nil.
Syllabus: This subject provides students with a basic understanding of management functions and the process by which Australian managers influence individual and work group performance. Topics include organisational variables and the informational, interpersonal and decision making roles of contemporary managers; structural influences on organisational performance and strategies for dealing with conflict and change; group and motivational and leadership issues in the management of individual/group performance.

ADM141 Secretarial Practice I

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

ADM142 Secretarial Practice 3

Contact: Five hours per week for one semester. It aims to develop further the skill of typewriting and apply that skill to a variety of office typing tasks.
Prerequisite: ADM141 Secretarial Practice 1.
Syllabus: Correct techniques for operation of the typewriter, speed and accuracy in typing letters, business forms, tabulation problems, manuscripts, and reproduction masters; concentration on further development of typewriting speed through the use of timed writings and pacing technique. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 35-40 wpm.

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

References: To be advised. Selection of typewriting texts available in the Office Administration Laboratory.

ADM143 Secretarial Practice 2

Contact: Eight class hours per week for one semester.

Prerequisite: Nil.

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

References:

ADM144 Secretarial Practice 4

Contact: Eight class hours per week for one semester.

Prerequisite: ADM143 Secretarial Practice 2.

Syllabus: A continuation of the introduction to the principles and practices of executive assisting procedures with studies in editing procedures, business documents, conference and social functions, travel arrangements and meeting procedures.

A review of the principles of Pitman shorthand and an examination of their application to a general vocabulary while developing notetaking skills.

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

References: As for ADM143.

ADM171 Australian Health Care Systems

Contact: Two hours per week for one semester.

Prerequisite: Nil.


References:

ADM180 Keyboarding

Contact: Two hours per week for one semester. (May be taken as a half-unit four hours for seven weeks.)

Prerequisite: Nil.

Syllabus: This unit is designed to meet the needs of students who are keyboard users as part of their course of study and yet for whom keyboarding is not their primary skill. It is suitable for future computer terminal operators and for all keyboard users who would benefit from developing the correct positioning of hands/wrists/body from an occupational health point of view. Instruction in elementary display and tabulation, letter formatting, simple forms, memorandums, business reports and manuscript typing. Attainment of a speed of 25 wpm on a five-minute timed writing with a maximum of five errors.

References: To be advised.

ADM190 Business Communication for Computing

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: An introductory course in business communication integrating keyboarding, formatting and word processing skills so that relevant business letters and reports can be produced using either a word processor or personal computer. Effective oral communication techniques are also discussed, such as telephone techniques and meetings procedure.

Assessment: Class tests and assignments in business communication techniques, report presentation and application of keyboarding and word processing techniques.

References: To be advised.

ADM212 Entrepreneurial Management

Contact: Four hours per week for one semester.

Prerequisites: ADM130 Introduction to Management.

Syllabus: This subject focuses on an understanding of the theory and principles of management which allow an entrepreneurial culture to develop within organisations. Topics include the entrepreneurial organisation; leadership; leadership of task groups; creative planning process; motivation theories and techniques; decision making; power, politics and influence and the concept of 'intrapreneurship'.

References: To be advised.

ADM219 Control of Office Services

Contact: Four hours per week for one semester.

Prerequisite: ADM119 Communication Method I,
ADM129 Communication Method II.
Syllabus: Analysis of the administrative control process. Application of this process in areas of reprographics, records management, forms design and office supplies and equipment. Examination of office security functions. Development of competence in various control techniques involving quality, quantity, cost, feedback and the use of desk manuals.
References: To be advised.

ADM225 Shorthand
Contact: Four hours per week for two semesters.
Prerequisite: ADM119 Communication Method I, ADM129 Communication Method II. (This is an elective, two-unit, one-year subject).
Syllabus: Exposition of the history and principles of a shorthand system (Fitman 2000). Acquisition and application of the theory to develop systematic and careful notetaking skills to use shorthand for rapid note-taking.
References: To be advised.

ADM229 Business Support Services
Contact: Four hours per week for one semester.
Prerequisite: ADM119 Communication Method I, ADM129 Communication Method II.
Syllabus: Examination of the means of dispersion of information throughout the organisation, the various types of manual, electronic and computer-based equipment available for communication and work management within the organisation. The procedures and practices necessary for effective office communication.
Assessment: Class tests and assignments.
References: To be advised.

ADM230 Planning for Conferences and Meetings
Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: The administrative planning process at various levels in an organisation. Application of planning processes for conferences, meetings, seminars and associated travel arrangements. Law and practice of meetings.
References: To be advised.

ADM232 Organisation Behaviour and Performance II

(Subject replaced by ADM269 Management of Organisational Performance)

ADM236 Process of Management
Contact: Classes of four hours per week for one semester.
Prerequisite: ADM232 Organisational Behaviour and Performance.
Syllabus: This subject uses seminars and an ongoing field work project to critically examine managerial activities and encourage development of process skills involved practical management of organisational operations. Detailed consideration is given to planning, organising and control issues facing Australian managers.

ADM237 Office Administration
Contact: Four hours per week for one semester. (This subject is for students completing Bachelor of Business (Office Administration) under previous course.)
Prerequisite: Nil.
Syllabus: Evaluation of administrative techniques with emphasis on effective supervision, staff selection and training, clerical methods improvement, preparation of office manuals, establishment of work standards and an appreciation of work simplification; objectives of office planning and layout; principles of forms design and records control, selection of office equipment.

ADM239 Supervision of Office Systems Personnel
Contact: Four hours per week for one semester.
Prerequisite: ADM130 Introduction to Management.
Syllabus: The principles and practices involved with supervising office personnel. Exploration of the theories of supervision and simulation assignments for practical application of such theories.
References: To be advised.

ADM240/241 Work Placement

Contact: A program of work experience of two full days per week during the final semester of the course.
Prerequisite: Satisfactory completion of the first three semesters of the Associate Diploma in Secretarial Studies (Medical or Legal).
Syllabus: Students will be required to work in approved placements during the final semester(s) of the course. Any organisation which is representative of the medical or legal environment may be selected for practice experience.

ADM242 Work Systems: Process and Issues
Contact: Classes of four hours per week for one semester.
Prerequisite: Students should normally have com-
completed the first academic year of their Bachelor of Business course.

Syllabus: This elective subject investigates the nature of work process characteristics and productivity outcomes arising from the application of system analysis/design considerations and quality control and planning techniques. Topics will include systems thinking and frameworks for analysing productivity issues and work systems; managerial inter-relationships, work process flows and 'value added' analysis; systems design layout and logistics management. Seminars on practical issues and techniques for achieving work system productivity will be provided.

References: To be advised in the first week of classes.

ADM247 Practice Management

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: To develop an understanding of the principles and practices involved with supervising an office with particular emphasis given to the professional practice.
Assessment: Assessment will be progressive through assignments, case studies and final examination.
References: To be advised.

ADM254 Office Automation

Contact: Four hours per week for one semester.
Prerequisite: Nil.

ADM255 Secretarial Practice (Legal) 1

Contact: Eight hours per week for one semester.
Prerequisite: ADM144 Secretarial Practice 4.
Syllabus: Introduction to legal shorthand and typewriting of legal documents with practical work timed to coincide with terminology taught in the subject Legal Procedures II. Reception duties, making appointments, telephone techniques, ethics and etiquette necessary in a legal office, time management, introduction to legal filing, consultation, professional confidence and secrecy, and client interviewing.

ADM256 Secretarial Practice (Legal) 2

Contact: Eight hours per week for one semester.
Prerequisite: ADM255 Secretarial Practice (Legal) 1.
Syllabus: Extension of legal shorthand practised parallel with categories taught in Legal Procedures III. Legal correspondence, legal documents - particularly relating to conveyancing, committee work, agendas, minutes, financial arrangements suitable for a legal office, job seeking and job success.
References: As for ADM255 Secretarial Practice (Legal) 1.

ADM261 Management Decision Making

Contact: Four hours per week for one semester.
Prerequisites: MAT161 Business Statistics or MAT164 Business Mathematics and Statistics.
Syllabus: This subject is designed to extend student awareness of quantitative techniques that can be used to aid management decision making. Classes are used to understand the uses, limitations and applicability of a variety of statistical tools widely used in management decision making for increasing the effectiveness of organisational performance and business operations. A problem solving approach is taken in this subject and use will be made of computer based exercises and operations research concepts.
References: To be advised in the first week of classes.

ADM262 Organisational Change

Contact: Four hours per week for one semester.
Prerequisite: ADM122 Organisational Behaviour and Performance or ADM130 Introduction to Management.
Syllabus: This elective subject develops and extends student awareness of practical problems in coping with and adapting to organisational change. Emphasis is placed on examining techniques for describing and anticipating change, as well as evaluating strategies for effective management of planned changes within work organisations.
References: A comprehensive list of reference materials will be provided during the first week of classes. This will include a wide range of journal references, as well as resource materials from the Productivity Promotion Council of Australia.

ADM263 Management Projects

Contact: Four hours per week for one semester.
Prerequisite: ADM232 Organisational Behaviour and Performance or ADM269 Management of Organisational Performance.
Syllabus: This core subject explores practical considerations in the analysis and design of administrative systems and procedures. Students completing the subject are expected to acquire a sound understanding of relevant tools, techniques, services and equipment necessary for procedural review.
Reference:
ADM264 Managerial Communication

Contact: Four hours per week for one semester.
Prerequisites: ADM121 or ADM123 Business Communication.
Syllabus: Content of the course is designed principally to improve oral skills in a business context. Students are provided with workshops in oral communication, persuasive communication, interviewing techniques and the preparation and presentation of action oriented reports.
References: Specific reference materials will be advised in the first class.

ADM265 Public Administration

Contact: Four hours per week for one semester.
Prerequisite: ADM122 Organisational Behaviour and Performance or ADM130 Introduction to Management.
Syllabus: This elective subject examines structural characteristics, process assumptions and relationships between different systems of public administration in Australia. Topics include similarities and differences between public/private sector management; Federal, State and Local government interrelationships in a changing society; administrative discretion, accountability and responsiveness; privatisation issues and control mechanisms for regulating organisational performance.

ADM266 Human Resource Management

Contact: Four hours per week for one semester.
Prerequisite: ADM122 Organisational Behaviour and Performance or ADM130 Introduction to Management.
Syllabus: This subject provides students with an appreciation of the human resource management function within organisations and its contribution to organisational effectiveness. Topics include human resource planning, recruitment, selection, placement, training and development. Current issues are explored from the perspective of both the line manager and the human resource specialist. Class sessions are planned to maximise active student participation.

ADM267 Entrepreneurship and Small Business Management

Contact: Four hours per week for one semester.
Prerequisite: Students will normally have completed the first two years of their business degree course.
Syllabus: A course designed to assist participants to understand the elements of entrepreneurial and small business management. Topics covered include the personal characteristics of entrepreneurs, marketing and financial planning for a new venture, development of feasibility studies and business plans, philosophies of successful entrepreneurs. A special feature of this program will involve the participants working in groups of four on the conduct of a feasibility study and the development of a business plan for a new venture. They will be provided with the opportunity to present business plans to a group of financiers and/or venture capitalists for evaluation.

ADM268 International Management

Contact: Four hours per week for one semester, to include classes, seminars and visiting speakers. Where offered during summer semester this course may incorporate overseas visits.
Prerequisites: MKT112 Marketing Theory and Practice and ADM122 Organisational Behaviour and Performance.
Syllabus: Content of this elective subject relates management theory to varying cultures, as well as exploring the complex challenges of the multinational business enterprise and the significance of cross-cultural variables in the business environment. After an examination of the environment and concerns of international business, topics will focus on current issues associated with managerial values, practices and strategies.
Various international journals.

ADM269 Management of Organisational Performance

Contact: Four hours per week for one semester.
Prerequisite: ADM130 Introduction to Management should normally be completed before this unit is taken.
Syllabus: This unit continues directly on from ADM130 and focuses on the process of management...
with particular emphasis on productivity techniques/ issues. Topics include leadership skills, achieving results through people, organisational design and current issues in management.

References:

ADM273 Secretarial Practice (Medical) 1

Contact: Eight class hours per week for one semester. 
Prerequisite: ADM144 Secretarial Practice 4.
Syllabus: Introduction to medical shorthand and medical typewriting with categories timed to coincide with terminology as taught in the subject Medical Language. Reception and appointments, telephone, ethics and etiquette in the medical office. Introduction to medical filing, publicity, consultation, professional confidence and secrecy, acceptance of patients, chaperoning. Medical correspondence, addressing doctors, scientific papers, manuscripts. Medical case histories and reports. Introduction to medical machine transcription.

References:
LANGDON, A., The Australian Medical Secretary – A Course of Medical Secretarial Assignments, Chisholm Institute of Technology, 1987.

ADM274 Secretarial Practice (Medical) 2

Contact: Eight class hours per week for one semester. 
Prerequisite: ADM273 Secretarial Practice (Medical) 1.
Syllabus: Extension of medical shorthand practised parallel with categories taught in Medical Language, Medical correspondence, scientific papers, manuscripts. Committee work; agendas, minutes; admission of patients, booking theatre. Medical statistics and research, references and resources, biographic material. Medical records. Forms and documents in a medical office. Job seeking and job success. 
Assessment: Assessment will be on the basis of class tests, assignments and final speed tests.

References:
LANGDON, A., The Australian Medical Secretary – A Course of Medical Secretarial Assignments, Chisholm Institute of Technology, 1987.

ADM275 Medical Language 1

Contact: Four hours per week for one semester. 
Prerequisite: Nil.
Syllabus: Introduction to physiology, medical terminology, anatomical terminology – cells and tissues; planes and surfaces. The body as a whole. The skin and breast. Musculoskeletal system. Cardiovascular system. Respiratory system. In all units both medical and surgical procedures will be covered with common diagnostic tests (Pathology and Radiology).

Text:

References:
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorland's Pocket Medical Dictionary.

ADM276 Medical Language 2

Contact: Three hours per week for one semester. 
Prerequisite: ADM275 Medical Language 1.
Syllabus: Haemic and lymphatic systems. Digestive system. Endocrine system. Urinary system. Obstetrics and gynaecology. Central nervous system – psychiatric terminology. Organs of Special Sense. In all units, both medical and surgical procedures will be covered with common diagnostic testing (Pathology and Radiology). Medical Terminology will be reinforced in ADM274 Secretarial Practice 2

Text:

References:
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorland's Pocket Medical Dictionary.

ADM300/301 Special Studies Subject

Contact: Independent study equivalent to four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students opting for special studies subjects offered by the Management Department will need to find a research area for individual investigation under the supervision of an appropriate member of staff. Proposals to undertake a special studies subject should be prepared at least six weeks before the start of semester, in order for the student to arrange a supervisor and finalise a viable study program (with a written contract detailing performance requirements and assessment methods). A literature review and a substantial report is normally required for formal assessment and an oral examination may also be requested. Information on staff members interests
in particular areas of management can be obtained from the Secretary of the Management Department, or the DSBS office.

ADM302 Issues in Office Administration

Contact: Four hours per week for one semester.
Prerequisite: A major study in the Office Administration strand of the Bachelor of Business, usually involving all strand subjects.
Syllabus: Examination of the issues currently affecting the office administration function in the organization and in society. Development of expertise in research design methodology and information gathering and the analysis and interpretation of such information. Development of logical and considered report writing and presentation skills.
References: To be advised.

ADM310 Personnel Administration and Industrial Law

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:

ADM323 Strategic Planning for Financial Institutions

Contact: Four hours per week for one semester.
Prerequisites: ADM130 Introduction to Management, FIN240 Commercial Banking and Finance.
Syllabus: Strategic planning overview, stakeholders and strategists, corporate mission and objectives, appraisal of present position, strategy formulation and statement, finalisation of objectives, compilation of strategic plan, annual budget, managing the plan, strategy evaluation.

ADM325 Administrative Skills Through Individual Learning

Contact: Four hours of classes per week for one semester.
Prerequisite: ADM225 Shorthand or students with pre-tested levels in shorthand and typewriting with relevant work experience. Course Leader will interview all prospective students.
Syllabus: Application of the advanced skills of shorthand and typewriting and word processor operation through the use of self-paced skills packages. Execution of a variety of business tasks using multiple input and output media. Simulation activities providing experience in a variety of office roles and in acting in the capacity similar to that of an administrative or executive assistant. Development of the practical skills required to operate as an independent organiser, co-ordinator and decision maker.
References: To be advised. Selection of suitable texts is available in the Office Administration Resource Centre.

ADM331 Secretarial Studies IV

Contact: Five hours per week for one semester. (This subject is for students completing Bachelor of Business (Office Administration) under previous course).
Prerequisite: ADM235 Secretarial Studies.
Syllabus: The role of the secretary as a researcher, conference planner and meetings organiser; research techniques and their appropriate application, planning, organising and recording meetings. Development of proficiency in word processing equipment operation. Development of expertise in shorthand note-taking applied to oral instructions regarding the execution of tasks. Development of shorthand, typewriting and transcription rates at a minimum of 90 wpm, 55 wpm and 20 wpm respectively.
References: To be advised.

ADM332 Secretarial Studies V

Contact: Five hours per week for one semester. (This subject is for students completing Bachelor of Business (Office Administration) under previous course).
Prerequisite: ADM331.
Syllabus: The role of executive assistant and conference administrator: the planning and organisation of a major event such as a conference or seminar, preparation for gaining employment, success in employment, professional support, executive time management. Students are required to employ a variety of secretarial and administrative skills acquired in previous semesters, and display initiative, planning
and decision making abilities. The development of shorthand, typewriting and transcription skills to a minimum of 100 wpm, 60 wpm and 25 wpm respectively.

References: To be advised.

ADM334 Labour Relations

Contact: Four hours per week for one semester.
Prerequisite: ADM122 Organisational Behaviour and Performance or ADM130 Introduction to Management.

Syllabus: The influence of environment, personality and industrial relations institutions on the behaviour of labour and management.

References: Journal of Industrial Relations and other periodicals.

ADM335 International Business

Contact: The equivalent of four hours per week of classes and seminars for one semester. The summer semester offering may incorporate overseas visits.
Prerequisites: Students will normally have completed the first academic year of the Bachelor of Business degree course.

Syllabus: This subject examines the various forms of international business operation. Topics include the international environment (including cultural variables); the role, structure and impact of multinational; strategies and structures of the firm in international business.


Journal of International Business Studies.

ADM336 HRM Appraisal and Development

Contact: Four hours per week for one semester.
Prerequisite: ADM266 Human Resource Management.

Syllabus: Appraisal of performance, setting performance standards, appraisal methods, problems in performance appraisal, links with reward decisions; appraising skills training, interviewing skills; training and development objectives, determining training needs, training and development methods and evaluation of outcomes; introduction to organisational development methods.


ADM337 Managing the Environment

Contact: Classes and workshops equivalent to four hours per week for one semester.
Prerequisite: Students will normally be in the second year of their Bachelor of Business degree course.

Syllabus: Early emphasis is placed on identification of emerging environmental issues and trends that will require successful management of change opportunities. Considerable attention is given to providing practical framework for environmental scanning, scenario building and techniques for strategic issue analysis and management.

References: To be advised in the first class.

ADM338 Information Management

Contact: Four hours per week for one semester.
Prerequisite: Nil.

Syllabus: The aims are to develop an awareness of office procedures and systems and their integration, to develop the skills and knowledge to adapt changing technological systems to the human need of the office and to enable the student to develop an awareness of the role of the administrative information manager and the need to provide a smoothly operating information complex.

The subject will be studied in the general context of communication networks and office systems theory and will also specify telecommunication technologies, the inter-relationship of office functions and a range of leadership techniques.

References: To be advised.

ADM339 Designing Productive Office Systems

Contact: Four hours per week for one semester.
Prerequisite: ADM219 Control of Office Systems, ADM130 Introduction to Management, ADM239 Supervision of Office Systems Personnel.

Syllabus: The interaction between the technical and behavioural factors to be provided for, in office systems design and the resultant impact on productivity: productivity analysis; occupational health and safety; job design, office design.

References: To be advised.

ADM340 Strategic Management

Contact: Four hours per week for one semester, with emphasis on case study preparation and presentation.
Prerequisites: Students undertaking this subject should be in the final academic year of their Bachelor of Business degree course and will normally have completed ADM337 Managing the Environment.

Syllabus: This integrative subject develops skills in the practical analysis and evaluation of business policy. Specific areas covered include the nature of business policy making and strategic management; the strategic decision process; formulation of strategic plans; policy implementation and strategy evaluation.
ADM350 Problem Solving Theory and Practice

Contact: Four hours per week for one semester.
Prerequisite: Completion of the first academic year of a Business degree.
Syllabus: The basic problem solving process in theory and practice; group and individual problem solving; problem identification methods, perception, assumptions, communication processes, syntactic tools, probing systems; idea generation tools including morphology, brainstorming, reversal; idea evaluation systems; decision making; implementation processes; problem solving strategies.
References: A comprehensive reading list is provided at the start of the subject.

ADM388 Issues in Human Resource Management

Contact: Four hours per week of classes for one semester.
Prerequisites: ADM266 Human Resource Management.
Syllabus: This elective subject in the Bachelor of Business degree gives students in-depth exposure to and knowledge of major issues impacting on human resource management in Australian organisations in the 1990's and beyond. Topics explored will depend on current developments in human resource management and the specific interest of students enrolled in the subject. Possible topical areas of interest include:
• how HRM can deal with productivity issues.
• EEO, Affirmation Acting and Freedom of Information.
• occupational health and safety.
• managing careers in shrinking organisations.
• leaving from overseas approaches to HRM.
References: To be advised.

ADM390 Entrepreneurship

Contact: Four hours per week for one semester.
Prerequisites: Completion of at least half the Bachelor of Business course.
Syllabus: Perspectives on entrepreneurship and entrepreneurs; venture creation and entry hurdles; venture ideas, their sources and evaluation; main competitive entry wedges; the technological innovation process; financing new ventures; people management in small businesses; marketing in small businesses; preparing the 'business plan'.


ADM601 Human Resource Management and Industrial Relations

Contact: Two hours per week for one semester.
Syllabus: Organisations and typologies: systems theory, the social and socio-economic subsystems. Progress of technological development, technical subsystems and socio-technical subsystems. The impact of technology on organisation structures, on local, national and international economic systems. Types of industry, their relationship. Rates of change imposed by economic use of technology. Resistance to change. The work force within industries; the work function, working conditions, enrolment, satisfaction. Productivity. The place of the worker organisations, unions and management. Attitudes to technological change. Sources and techniques of management for high productivity. Worker/management participation.

ADM605 Entrepreneurship and Small Enterprises

Contact: Two hours per week in a lecture seminar format. (Participants will be expected to work in their own time on assignment work and on the development of a business plan).
Prerequisite: Nil.
Syllabus: To assist participants to understand the elements of the entrepreneurial function.
To provide opportunity for participants to examine the management process as it relates to the new business venture and to small business.
To provide opportunity for participants to experience the process of developing a business plan for a new business venture.
BAILEY, J.E. and ROYSTON, S.M., Small Business Education and Training in Australia, Training
ADM613 Personnel Administration

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Training: concepts of training, education, development.
Personnel records: types of records, useful statistics.
Performance appraisal: rationale and techniques.
Wage and salary administration: concepts, methods, motivational aspects, salary information and courses, role of fringe benefits, superannuation.
Industrial relations: Australian history, framework of legislation, Commonwealth and State industrial legislation.
Contemporary problems and trends.
References:

ADM621 Organisational Behaviour and Management

Contact: Three hours per week for one semester. (This subject is for students in the Graduate Diploma in Administrative and Secretarial Studies).
Prerequisite: Nil.

ADM622 Personnel Administration

Contact: One and a half hours per week for one semester (for students in the Graduate Diploma in Administrative and Secretarial Studies).
Prerequisite: Nil.
Syllabus: Students will be introduced to a range of personnel practices and techniques including manpower planning, recruitment, selection and assessment; compensation schemes; training and development, and industrial relations. Emphasis will be placed throughout on contemporary issues and developments in personnel management.
References: To be advised.

ADM628 Management and Strategic Planning

Contact: Three hours per week for one semester.
Prerequisites: FIN638 and FIN626.
Syllabus: Introduction to strategic management; strategic planning process; strategy formulation, evaluation and implementation, with emphasis on the financial services sector.
References: To be advised.

ADM638 International Business

Contact: Three hours per week for one semester.
Prerequisite: FIN635 and FIN636.
Syllabus: Evaluation of the role of Australian business in the world of economy; strategies and structures of the firm in international business; international business and technology transfer; role of multinationals.
References: To be advised.

ADM641 The Management Process

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Topics covered include the evolution of organisation and management theory, individuals and work, groups and work, the decision making process, the organisation communication process, planning and controlling the integration of organisational and individual needs.
References:
ADM642 Agribusiness Management

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
Syllabus: An introduction to management theory focusing upon individual and group behaviour within the organisation; leadership and communication; motivation; planning; decision-making; organising individuals and groups; handling conflict; control, power, and influence; managing change; and exploring current issues in Australian Industrial Relations.
References:

ADM660 Automated Office Systems

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This unit aims to introduce the various equipment components of a computerised system and give an understanding of the data processing cycle. Various types of computer equipment and office automation software will be examined and practical experience in their use given. The unit will provide basic training in the operation of an integrated office automation system. Students will recognise the need for producing information for management decision making and the tools available.
References:

ADM661 Research Project

Contact: A course of two semesters of individually supervised research. No formal classes are timetabled.
Prerequisite: Nil.
Syllabus: Students are required to prepare an original research paper which either researches critically and evaluates the operations of an organisation or investigates a problem area and provides a solution.
References: To be advised.

ADM662 Office Services Organisation

Contact: One two-hour seminar per week for one semester.
Prerequisite: Nil.
Syllabus: This course consists of a study of modern office procedures. Students will obtain instruction in the selection, operation and maintenance of office equipment. Discussion will be held on office planning and layout, management of supplies, records management, office communications and time management.
References: To be advised.

ADM663 Shorthand

Contact: Five hours per week for one semester.
Prerequisite: Nil.
Syllabus: This will be an intensive study, using the functional approach, of Pitman Shorthand. Concentration will be placed on the writing of smooth, naturally connected, vocational shorthand material through simple logical presentation of the principles governing the construction of outlines. It is anticipated that students will obtain a shorthand writing skill of approximately 50 wpm upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the office administration laboratory to supplement class work.
References: To be advised.

ADM664 Typewriting

Contact: Five hours per week for one semester.
Prerequisite: Nil.
Syllabus: This will be an intensive study of the principles of typewriting. Concentration will be placed on rapid, accurate production of material through the acquisition of correct touch and manipulating techniques. It is anticipated that students will have developed the ability and judgement to reproduce data with suitable presentation at approximately 35 wpm upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
References: To be advised.

ADM665 Business Structures and Systems

Contact: Three hours per week of seminars for one semester.
Prerequisite: Nil.
Syllabus: This course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraints under which they operate. The constraints discussed include those imposed by trade unions, government, the stock exchange and the legal system. Emphasis is also placed on the importance of communications in the business environment. Where appropriate, preparation and interpretation of business statistics and financial statements are included. Student discussion is at all times encouraged and developed. Speakers are invited to talk to students and, if time permits, external visits are arranged. Wherever possible the topics discussed are inter-related with other areas students are currently studying.
References: To be advised.

ADM666 Simulated Administrative Assignments

Contact: Five hours per week for one semester.
Prerequisites: ADM662 Office Services Organisation, ADM663 Shorthand, and ADM664 Typewriting.
Syllabus: This is a ‘finishing course’ for the potential professional administrative assistant and emphasis in the subject is on the refinement of skills, attitudes and techniques needed. The course includes a word processing component. Students are expected to reach minimum speeds of 50 wpm in typewriting non-technical general material. It is anticipated that at the end of the course students will be able to fill positions which require people of the very highest calibre.

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

References: To be advised.

ADM667 Effective Transcription

Contact: Five hours per week for one semester.
Prerequisite: ADM663 Shorthand and ADM664 Typewriting.
Syllabus: This course will consist of practical shorthand writing and transcription of notes into accurate mailable typewritten matter. Students should develop the ability to record vocational material dictated at approximately 80 words a minute for three minutes.
References: To be advised.

ADM669 Editing and Publishing

Contact: One and a half hours per week of lectures, tutorials and workshops for one semester.
Prerequisite: Nil.
Syllabus: A history of the publishing and printing industry underpinning discussion of the modern book. The functions of the various specialists in a publishing house are analysed (commissioning editor, house editor, designer, production manager and sales manager). The study of modern publishing is focused on Australia, and the place of the book in a multimedia society is considered. A practical course in copy editing and proof reading is followed in tutorials.
References:
AGPS Style Manual for Authors, Editors and Printers, (latest edn.).

ADM720 Social & Behavioural Aspects of Business Technology

Contact: Four hours per week of classes over one semester.
Prerequisite: Nil.
Syllabus: This unit provides students with an analytical framework for recognising the social impact of business technology on organisational behaviour and practical issues in the effective management of socio-technical work groups. Students will be encouraged to critically examine and report on ‘real-life’ cases of technological change in Australian work organisations. Classes include individual and group behaviour, as well as providing the opportunity to explore outcomes from different approaches to setting up and managing business technology systems.

Considerable attention will be given to consideration of:
- employee motivation and morale.
- work group dynamics and leadership style.
- job design and structural consideration in the net working of individual group activities.

Assessment: Based on classwork, a case report and a final examination.

References:

ADM730 Management of Business Technology and Personnel

Contact: Four hours per week.
Prerequisite: Nil.
Syllabus: Students will be introduced to a range of personnel practices and techniques which are relevant to the management of the administrative function. Emphasis will be placed on interpersonal and group communication and supervisory skills in the technologically advanced office environment, and in other issues such as occupational health and safety, and ergonomic and physical considerations.
References: To be advised.

FIN111 Contract Law

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Contract Law in Australia; elements of a contract; terms of a contract; matters affecting the validity and enforceability of a contract; parties’ rights and obligations; discharge of a contract; and remedies for breach.
Reference:

FIN114 Commercial Law

Contact: Two hours class contact per week for one semester.
Prerequisite: FIN111 Contract Law.
Syllabus: Agency, partnership, consumer credit, title to goods and lending on security of goods, consumer protection and creditors, remedies.
References: To be advised.

FIN115 Law of Business Organisations

Contact: Four hours per week for one semester.
Prerequisite: FIN111.
Syllabus: Law relating to sole trader, partners, joint ventures, companies, trusts.
FIN211 Law of Business Administration

Contact: Four hours per week for one semester.
Prerequisite: FIN111 Contract Law.
Syllabus: The law relating to organisations, including business and non-profit structures. Legal obligations of employers/employees; partners; company promoters, members; directors. Registration of business names and incorporation of companies, formulation of partnerships. The law relating to meetings.

FIN212 Pricing for Marketers

Contact: Four hours per week for one semester.
Prerequisites: MKT112.
Syllabus: Influences on pricing decisions; theory of the firm; pricing models; implementing pricing decisions.
MCLOSKEY, Pricing in Marketing, 1982.
WINKLER, J., Pricing for Results, Pan, 1979.

FIN217 Business Statistics and Forecasting

Contact: Four hours per week for one semester.
Prerequisites: MAT164 Business Mathematics and Statistics.
Syllabus: Students will study the appreciation of power and limitations of a number of the important statistical and forecasting techniques used in the analysis of basic business problems. Topics covered include:
- Probability and commonly used probability distributions; Estimation and hypothesis testing; Analysis of variance; Correlation Analysis;
- Techniques of business forecasting; time series decomposition, simple linear and logarithmic regression, multiple regression, exponential smoothing, growth curves; Index numbers.
FIN218 Marketing Law

Contact: Four hours per week for one semester.
Prerequisite: FIN111 Contract Law.
Syllabus: The focus of the course will be upon the current Trade Practices Act and an examination of the legal control of restraint of trade, monopolisation, exclusive dealing, mergers and price discrimination and the problems raised by these phenomena in the national economic context. The legislation will be discussed from the viewpoints of government, businessmen and lawyer.

Legislation relating to justification of prices and consumer protection with the allied problems of product liability and techniques of marketing will also be examined.

References: To be advised.

FIN219 Company Law

Contact: Two hours a week for one semester.
Prerequisite: FIN114 Commercial Law.
Syllabus: Types of companies, constitution of the company, management and control - directors, secretary and executive officers, general meetings. Director - duties, appointment and removal, shares, debentures, creditors protection and remedies.

References: To be advised.

FIN220 Trusts and Legal Obligations

Contact: Two hours per week for one semester.
Prerequisite: FIN114 Commercial Law.
Syllabus: Trusts and other relationships, creating a trust, types of trusts and their roles, duties and obligations of trustee, rights and liabilities of beneficiaries, the company as a trustee, legal aspects of accounting for trusts. Nature of insurance, formation of the insurance contract - the proposal and role of cover notes and intermediaries. Disclosure, good faith, misrepresentation, insurable interest and the concept on indemnity, claims. Negotiable instruments - bills of exchange, promissory notes and cheques, the role of bills of exchange in raising finance - accommodation bills, the role of trade bills, the role of cheques and the banking system.

References: To be advised.

FIN230 Money Market Operations

Contact: Four hours per week for one semester.
Prerequisite: FIN130 Money and Capital Markets.
Syllabus: The course will combine classroom teaching and direct observance experience of the money markets covering the following areas: background to the money markets, participants, interest rate and exchange rate determination, instruments traded in the money and currency markets, strategies and money and currency market trading operations.

References:

FIN233 Monetary Theory and Policy

Contact: Four hours per week for one semester.
Prerequisite: FIN71, FIN271.
Syllabus: Money and the financial sector, the demand for money, the supply of money, IS/LM analysis, interest rates, formation table analysis, monetary policy, the transmission mechanism, inflation, the monetary approach to the balance of payments, Keynesian, monetarist and supply-side economics.

References:
KENNEDY, P.E., Macroeconomics, Allyn and Bacon, Sydney, 1984.
Reserve Bank Bulletin.

FIN240 Commercial Banking and Finance

Contact: A course of four hours per week for one semester.
Prerequisite: FIN30 Money and Capital Markets.
Syllabus: The aim of the subject is to provide an overview of commercial banking, and to introduce students to the concepts and issues involved in the decision-making processes of bank management. Topics include the commercial banking environment, banking risks and capital adequacy, liquidity management, lending principles and policies, investment management, and intergenerative asset-liability management concepts.

References:
Other references from reports, periodicals and journals will be advised.

FIN245 Company Law and Accounting

Contact: Four hours per week for one semester.
Prerequisites: ACC103 Accounting and either ACC104 Accounting or Financial Decision Making or ACC104 Accounting Systems and Procedures.
Syllabus: Background to company law and the National Companies and Securities Legislation, the corporate entity, the process of incorporation, the company constitution, company finance, management and control, understanding and interpreting company reports, the Seventh Schedule, accounting standards, issues in company reporting.
References:

FIN254  Legal Procedures 2

Contact: Four hours per week for one semester.
Prerequisites: FIN151 Overview of Legal Systems and Procedures I.
Syllabus: A detailed working knowledge of the civil legal procedure and forms involved in legal work in Victoria: the parties and documents involved in civil litigation work, the structure of the courts and role of solicitors and barristers.
References: Supreme Court Rules, County Court Rules, Justices Act and Rules.
Other references to be advised.

FIN255  Legal Procedures 3

Contact: Four hours per week for one semester.
Prerequisite: FIN254 Legal Procedures I.
Syllabus: A detailed working knowledge of procedures and forms in regard to conveyancing, opening a file, arranging for search of title, letters to clients and solicitors, arranging settlement and costing out.

FIN260  Banking and Lending Practice

Contact: Four hours per week for one semester.
Prerequisite: FIN130 Money and Capital Markets, FIN111 Contract Law.
Syllabus: Credit and lending decisions — objectives, analysis of borrowers' financial statements, banker and customer, negotiable instruments, securities law, legal aspects of international trade, electronic banking.
WEERASOORIA, W.B. and COOP, F.W., Banking Law and Practice in Australia, Butterworths, 1980.

FIN271  Microeconomics

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Examination of the inputs for decision making in respect to pricing and output by business firms in the Australian economy. An emphasis on those aspects of traditional economic theory which have applicability in the business world today.
References: To be advised.

FIN273  The International Economy

Contact: Four hours per week for one semester.
Prerequisites: FIN171 Macroeconomics, and FIN271 Microeconomics to have been passed or studied concurrently.
Syllabus: Students should gain an appreciation of the economic development, structure and operation of the world economy and the impact that these factors have on the Australian economy. Topics include: development of the capitalist economic order; alternative approaches to economic development and the impact of these approaches on the world economy; world trade; international organisations and trading blocs; dynamic world influence on the Australian economy.
Various international journals.

FIN275  Futures and Options Markets

Contact: Four hours per week for one semester.
Prerequisite: FIN240 Commercial Banking and Finance.
Syllabus: Introduction to the futures markets, price relationships, development of futures in Australia, hedging uses and techniques, introduction to options, role and use of options, price relationships.

FIN280  Financial Institutions Law

Contact: Four hours per week for one semester.
Prerequisite: FIN260 Banking and Lending Practice.
Syllabus: Legislation and laws covering different types of financial institutions (banks, building societies, merchant banks, credit unions, finance companies, insurance companies), regulation of securities.
markets, legal issues in financial institutions operations (guarantees, mortgages, consumer lending and credit laws, specialist banking transactions), international banking.

References:

FIN284 Business Decision Methods

Contact: Four hours (2 x 2) per week for one semester.
Prerequisites: MAT164 Business Statistics, or equivalent.
Syllabus: Students will study the application of mathematical techniques to business and management decision problems. Contents: Business forecasting and corporate modelling; Decision analysis and the evaluation of information; Critical path analysis; Linear programming and sensitivity analysis; Queueing theory and simulation; and Inventory control models and scheduling.

Prescribed Book:
Recommended Books:

FIN297 Macroeconomics

Contact: Three hours of class work per week for one semester.
Syllabus: The nature and operation of the Australian economy with particular reference to areas relevant to mechanical engineers. Analysis of changes in and determinants of the major components of aggregate demand and consideration of government policies likely to achieve economy stability.
Assessment: Assignments and class tests.
References: To be advised.

FIN300/301 Special Studies Subjects

Contact: Independent study equivalent to four hours per week for one semester.
Prerequisite: Students will normally have completed the first two years of their Business degree course.
Syllabus: Students opting for special studies subjects offered by the Banking and Finance Department will need to find a research area for individual investigation under the supervision of an appropriate member of staff. Proposals to undertake a special studies subject should be prepared at least six weeks before the start of the semester, in order for the student to arrange a supervisor and finalise a viable study program (with a written contract detailing performance requirements and assessment methods). A literature review and a substantial report is normally required for formal assessment and an oral examination may also be requested. Information on staff members particular areas of banking and finance can be obtained from the Secretary of the Banking and Finance Department, or the DSBS office.

FIN319 Corporate Law

Contact: A second year degree subject with four hours of class contact per week for one semester.
Prerequisite: FIN111 Contract Law.
Syllabus: Historical background; the corporate entity, its formation and constitution, kinds of company, liability for wrongful; corporate finance, the prospectus, loan and share capital; management and control; minority protection; trading in securities.
References: Details to be announced during the first class of the semester.

FIN320 International Law

Contact: Four hours per week for one semester.
Prerequisite: FIN111 Contract Law.
Syllabus: The subject examines the law affecting a person engaged in international business either in Australia or from Australia. Areas treated are international trade conventions, tariffs and trade, exports, carriage of goods by sea and air, bill of landing and The Hague rules, payment and documentary credits, negotiable instruments, international commercial arbitration, the role of confirming houses and merchant banks, marine insurance, taxation and the protection of trade marks and patents.
References: To be advised.

FIN333 International Banking and Finance

Contact: Four hours per week for one semester.
Prerequisite: FIN240 Commercial Banking and Finance.
Syllabus: The international monetary system, debt and county risk, the foreign exchange market, hedging, corporate use of the foreign exchange market, the Euromarkets, foreign banks, multinational banking, tax havens and offshore financial centres.
Reference: To be advised.

FIN340 Financial Modelling

Contact: Two hours per week for one semester.
Prerequisite: FIN217 Business Statistics and Forecasting.
Syllabus: The purpose of the subject is to develop an
appreciation of and competence in using modelling packages to solve problems of particular concern to the banking and finance community. Topics include logging on to the Prime System, files and structure of 'model', modelling methodology, and case studies in capital budgeting/project financing, cost of money, lease or make versus buy, ratio analysis, risk analysis, forecasting sub-routines and optimisation (portfolio mixes).

References:

FIN350 Comparative Labour Studies

Contact: Four hours per week for one semester.
Prerequisites: ADM334 Labour Relations or POL262 Politics of Industrial Relations.
Syllabus: In this elective unit students will study the industrial relations systems of selected countries within a specified industrial relations framework. The dominant characteristics of those systems will be identified and the factors which have influenced the emergence of these systems will be explored and their significance evaluated. Comparisons will be made with the industrial relations systems studied with a view to understanding the reasons for the differences which emerge.

References: To be advised.

FIN361 Law in Labour Relations

Contact: Four hours per week for one semester.
Prerequisite: FIN111.
Aim: The aim of this subject is to provide students with a sound knowledge of the legal background to relationships between labour and management.
Syllabus: The contract of employment and the common law; the effect of Federal and State awards on the contract of employment; industrial injuries; discrimination; unemployment benefits and retraining.

References: To be advised.

FIN363 Investments and Portfolio Management

Contact: Four hours per week for one semester.
Prerequisite: FIN240 Commercial Banking and Finance.

Syllabus: Evaluation, formulation and implementation of a flexible portfolio policy and management. Yield patterns in the Australian capital market, value analysis and selection of securities, forecasting, portfolio theory, construction and management.

References:

Other references to be advised.

FIN365 Treasury Management

Contact: Four hours per week for one semester.
Prerequisite: FIN240 Commercial Banking and Finance.

Syllabus: Treasury functions, risk assessment evaluation, strategy formulation and implementation, liquidity and cash management, audit and control.

References:

FIN370 Labour Economics

Contact: Four hours per week for one semester.
Prerequisites: Successful completion of FIN171 Macroeconomics and FIN271 Microeconomics.

Syllabus: A study of the Australian labour market with a view to identifying the factors which influence the supply of and the demand for labour in that market. An examination of the system of wage determination will be undertaken to ascertain what contributes to wage differentials and labour market issues such as institutional rigidities and technological change will be considered.

References: To be advised.

FIN371 Economic Policy Towards the Firm

Contact: Four hours per week for one semester.
Prerequisites: FIN171 Macroeconomics and FIN271 Microeconomics.

Syllabus: An overview of government agencies which affect operations of the firm. A study of three to four current economic issues such as: mineral resources policy, prices and incomes policy, government credit management policy; the degree of protection in Australia and its effects on resource allocation; urban problems and policies towards decentralisation.

References: To be advised.

FIN372 Public Finance

Contact: Four hours per week for one semester.
Prerequisites: FIN171 Macroeconomics and FIN271 Microeconomics.


References:
GROENEWEGAN, P.D., Public Finance in Australia.
FIN373 Managerial Economics

Contact: Four hours per week for one semester.
Prerequisites: FIN171, FIN271 and MAT164.
Syllabus: An overview of corporate economics; demand and supply analysis; analysis of market structure; budget decisions; strategic planning.

FIN380 Lending Decisions and Pricing

Contact: Four hours per week for one semester.
Prerequisites: FIN240 Commercial Banking and Finance and FIN260 Banking and Lending Practice.
Syllabus: Background to lending decisions, loan pricing – methods and realities, project finance, cash flow finance, company expansion, diversification and start-up finance, takeover, acquisition, merger and management finance, liquidations, inventory and accounts receivable finance, international lending, syndicated lending, real estate lending, consumer lending and pricing.
Chisholm Institute of Technology Case Study Notes.

FIN393 Taxation Law

Contact: Four hours class contact per week for one semester.
Prerequisites: FIN115 Law of Business Organisations and ACC249 Company Reporting, for Accounting students; and FIN111 and FIN246 for Banking and Finance students.
Syllabus: The taxable subject; income recognition; nature of income; classes of income; trading stock; assessable income and exempt income; allowable deductions; special classes of taxpayers including trusts, partnerships, and companies, primary production; objections and appeals.
References: To be advised.

FIN395 Tax Planning

Contact: Four hours class contact per week for one semester made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: FIN393 Taxation Law.
Syllabus: Tax planning with particular reference to legal decisions affecting trusts, partnerships, companies, tax avoidance, residence, source, objectives and appeals.
References: To be advised.

FIN418 Marketing Law

Contact: Four hours class contact per week.
Prerequisite: FIN111 Contract Law.
Syllabus: The regulation of marketing mix elements; the product itself, pricing, packaging, advertising, sales, distribution and after sales service. The regulation of competition.
References: To be advised.

FIN613 Advanced Company Law

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: An in-depth study of the company as a corporate entity, contractual effect of the memorandum and articles of association, the raising and maintenance of capital (including loan finance, and a consideration of the kinds of securities available), the rights of shareholders, the relationship of the company to parties dealing with it, reporting requirements, the duties of its directors and officers, and the control of takeovers.
References: To be advised.

FIN615 Competition and Consumer Law

Contact: Three hours of class work each week for one semester.
Prerequisite: Nil.
Syllabus: In-depth study of trade practices including cartelisation and its various forms – price fixing; exclusive dealing; contracts in restraint of trade. Monopolisation and its various forms – price discrimination, mergers, RPM Consumer protection on a federal and state level and credit law affecting merchandising.
References: Trade Practices Act (Federal).
Other acts and references to be advised.

FIN617 Corporate Secretarial Practice

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: The course comprises two segments:
The Administrative Function in Business and Government: Management fundamentals; investigations, planning co-ordination, control, communication, forecasting, budgeting, committees; departmental organisation; record maintenance, security, system analysis and design; documents and form design; office equipment and layout; management responsibility and EDP; credit management; insurance; business names, patents, trade marks, copyright, export and import procedures; the law and procedure of meetings.
References: To be advised.
The Law and Procedure of Meetings: Private and public meetings; conduct, notice, quorum, agenda; rules of debate; notions, amendments, addendums, proxies; defamation; terms; minutes; company meet-
ings — directors, members, creditors; Stock Exchange
requirements as to meetings of listed companies.
References: To be advised.

FIN626 Capital Markets and
Funding Decisions

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Structure and operations of the Australian
financial system; financial industry regulations and
prudential controls; interest rate determination;
sources of finance and borrowing/lending criteria.
References: To be advised.

FIN627 Treasury Management for
Financial Institutions

Contact: Three hours per week for one semester.
Prerequisites: FIN638 and FIN626.
Syllabus: Risk-return evaluation; management of
interest rate and liquidity risks; interest rate futures
and swaps; capital adequacy and prudential manage-
ment; pricing decisions.
References: To be advised.

FIN635 Portfolio Management and
Theory

Contact: Three hours per week for one semester.
Prerequisites: FIN627 and ADM628.
Syllabus: Capital markets behaviour; valuation the-
ory; portfolio analysis; asset pricing models; portfolio
management and performance measurement; op-
tions; futures; fixed interest investments.
References: To be advised.

FIN636 International Finance

Contact: Three hours per week for one semester.
Prerequisites: FIN627 and ADM628.
Syllabus: Overview of the international financial
system; exchange rate determination and forecast-
ing; offshore financial centres; international borrow-
ing/lending criteria; multinational financial manage-
ment; Euromarkets.
References: To be advised.

FIN637 International Banking

Contact: Three hours per week for one semester.
Prerequisites: FIN635 and FIN636.
Syllabus: International banking operations; global
asset-liability management; swaps and arbitrage
operations; foreign currency operations; country risk
analysis; evaluation of international financial con-
trols and regulations.
References: To be advised.

FIN638 Banking Law and Practice

Contact: Three hours per week for one semester.
Prerequisite: Nil.

Syllabus: Legal background of the Australian finan-
cial system; banker-customer relationship; negoti-
able instruments; legal aspects of international
trade; securities law; lending on the security of pro-
ceds.
References: To be advised.

FIN691 Tax Planning

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Common techniques used in tax planning;
the use of various forms of taxing entities — part-
nerships, trusts, interposed companies; the special
problems of private companies; taxation of dividends
— problems concerning rebates; loss companies — utili-
sation of past losses; tax problems of international
and offshore operations — international agreements;
the use of superannuation and other fringe benefits
for employees; tax planning for senior executives;
statutory attempts to avoid avoidance.
References: The relevant statutes. Other to be ad-
vised.

FIN693 Estate Planning

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Establishing estate planning objectives;
the relationship between estate planning and tax
savings; the use of gifts — outright, with tags, gift
duty, State and Federal; what property is subject to probate
and estate duties — actual estate, notional estate,
stamp duty; what vehicles can be used — partnership,
co-ownership, companies, trusts — discretionary or
otherwise.
References: To be advised.

FIN750 Legal Implications of
Business Technology

Prerequisite: Nil.
Aim: Students will be able to identify the legal
problems involved with business technology systems.
Syllabus: The consultancy contract: documentation,
specifications, implementation, performance and
supervision. The hardware contract: standard form
contracts, letters of intent, buy or hire, exclusion
clauses, warranties. Software contracts: specifi-
cations, linkage with hardware and consultancy con-
tracts. Patents, copyright, trade secrets. Access and
privacy and computer crime. Ancillary contracts —
maintenance, insurance.
References:
BigeLOW, R.P. and NYCUM, S.H., Your Computer
BROOKES, D.T., Computer Law — Purchasing, Leas-
ing and Licensing. Hardware, Software, Services,
Practising Law Institute, 1980.
Current journal articles.
MKT112 Marketing Theory and Practice

Contact: Four hours per week comprising two hours of lectures and two hours of tutorial time.
Prerequisite: Nil.
Syllabus: The history of marketing and the development of the marketing concept; the analysis of marketing situations into organisation, market, competition, resources supply, regulation, pressure group and economics components; marketing strategy and public relations; tactical marketing including the product, pricing, packaging, advertising, direct mail, exhibition, sales literature, merchandising, sales promotion, selling, distribution and after sales service; organising and controlling marketing.

References:

MKT113 Statistics for Marketing

Contact: Four hours per week for one semester.
Prerequisite: MAT166.
Syllabus: Normal distribution; sampling distributions; introduction to SPSS®; relationships between variables; cross-tabulation, simple and multiple linear regression, one way ANOVA; introduction to forecasting.

References: To be advised.

MKT115 Applied Marketing

Contact: Two hours per week for one semester.
Prerequisites: MKT112.
Syllabus: This unit exposes students at an early stage in their course to some conceptual and specialist areas of the discipline and provides them with a vehicle to present their ideas in both a written and oral way.
Assessment: Written presentation, oral presentation and participation.


MKT195 Marketing Fundamentals

Contact: Two hours class work per week for one semester.
Prerequisite: Nil.
Syllabus: This subject aims to provide a knowledge of marketing practice and terminology as currently used in business. Introduction to various decisions facing the marketing executive in pricing, promotion, distribution, product policy and marketing planning.

MKT210 Operations Process

Contact: Four hours per week for one semester.
Prerequisite: MAT166.
Syllabus: To enable business graduates to interact and communicate effectively with the operations functions. This requires an understanding of both the activities involved in the operations function and the decision making techniques needed to manage and control it.

Assessment: Assignment 30 per cent; Field Study Report 30 per cent; Examination 40 per cent.

References:

MKT211 Buyer Behaviour

Contact: Four hours per week for one semester.
Prerequisite: MKT112 Marketing Theory and Practice.
Syllabus: Introduction to consumer behaviour, the individual, personality, attitudes, attitudes change, culture, social influences, family influences, diffusion and adoption, decision processes, market segmentation, consumerism.

References:

MKT212 Marketing Research

Contact: Four hours per week for one semester.
Prerequisite: MKT113 Statistics for Marketing.
Syllabus: Introduction, importance to marketing, decision process, problem identification, planning and overseeing a research project, sources of information, questionnaire design, sampling, research reporting, advertising research, observation techniques, group interviews, depth interviews, managing marketing research.

References:
AAKER and DAY, Marketing Research, Wiley, 1983.

MKT213 Marketing Models

Contact: Four hours per week for one semester.
Prerequisites: EDPI72 Data Processing and MKT113.
Syllabus: Information Technology, impact of Information Technology on marketing, Decision support systems in marketing. Creating models for decision making in marketing, information needs of decision makers, data base utilisation, solving non-routine and financial marketing problems with software packages.

References:
MKT220  Marketing Planning and Control

Contact: Four hours per week for one semester.
Prerequisites: MKT112.
Syllabus: Marketing planning procedure and administration; evaluation and control in marketing planning; Australian case studies in corporate marketing planning and strategy; designing a product strategy; monitoring existing products, developing new products; promotion strategies; distribution strategies.
References:

MKT249  Product Management

Contact: Classes of four hours per week for one semester.
Prerequisites: MKT112, ACC103.
Syllabus: This subject aims to develop an in-depth understanding of the techniques used to successfully develop and manage products and brands. It also aims to explore the role of a product and brand manager within the organisation.
Assessment: Assignments and Cases, Field Work Study, Participation and Examination.
References:

MKT250  Retail Management Principles

Contact: Four hours class work per week for one semester.
Prerequisite: Nil.
Syllabus: An overview of retailing from a management perspective. The development of retailing; the Australian retail industry and its environment; merchandising planning, control and distribution; pricing merchandise; selling and sales promotion; store location, layout and presentation.
References:

MKT251  Social Marketing

Contact: Four hours per week for one semester.
Prerequisites: MKT115 and MKT112 Applied Marketing.
Syllabus: Understanding the non-profit market; market analysis; the marketing program; administration and control and applications.
References:

MKT252  Basic Japanese

Contact: Full year subject.
Prerequisite: Nil.
Syllabus: Special teaching arrangements may be made for marketing students interested in undertaking this subject. Enquiries should be directed to the Course Leader.
References: To be advised.

MKT276  Food and Fibre Marketing

Contact: Four hours per week for one semester.
Prerequisite: MKT112.
Syllabus: This unit provides an overview of the role of agribusiness within agriculture and the Australian economy, to relate basic marketing concepts to the agribusiness sector, and to combine marketing channels theory with agribusiness.
Assessment: Cases, a major project, final examination and participation.
References:

MKT280  Logistics Elements

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Overview of logistics elements; introduction to physical distribution functions; commercial logistics information systems; materials management; customer service via distribution channels.
References:

MKT292  Marketing

Contact: A marketing course for Graphic Design degree and diploma students of two hours per week for two semesters.
Prerequisite: A pass in first year Graphic Design studies.
Syllabus: Students will have the opportunity of gaining an insight into the nature of marketing and the practice of marketing management. In the first semester a framework for market planning will be developed which will include the role of market research, the marketing concept, marketing mix and customer motivation. During the second semester the role of promotion will be emphasised.
References:
MKT300/301 Special Studies Subjects

Contact: Independent study equivalent to four hours per week for one semester.
Prerequisite: Students will normally have completed the first two years of their business degree course.
Syllabus: Students opting for special studies subjects offered by the Marketing Department will need to find a research area for individual investigation under the supervision of an appropriate member of staff. Proposals to undertake a special study subject should be prepared at least six weeks before the start of the semester, in order for the student to arrange a supervisor and finalise a viable study program (with a written contract detailing performance requirements and assessment methods). A literature review and a substantial report is normally required for formal assessment and an oral examination may also be requested. Information on staff members interests in particular areas of marketing can be obtained from the Secretary of the Marketing Department, or the DSBS office.

MKT302 Seminar Series

Contact: Five seminars of two hours each.
Prerequisite: Subject to be taken in final year.
Syllabus: This unit aims to broaden students understanding of forces impacting on the business environment and to improve their level of general knowledge preparatory to entering the workforce. Each seminar will involve a presentation by a leading person in that field followed by open discussion.

MKT312 Marketing Management

Contact: Four hours of class work for one semester.
Prerequisite: MKT112 Marketing Theory and Practice.
Syllabus: The development of corporate marketing strategies; marketing planning procedure and administration; evaluation and control in marketing planning; Australian case studies in corporate marketing planning and strategy. Concepts of product management; designing a product strategy; monitoring existing products; developing new products.
References:
CRAWFORD, C.M., New Products.

MKT313 Strategic Marketing

Contact: Four hours class work for one semester.
Prerequisite: MKT112 Marketing Theory and Practice, and all second year subjects.
Syllabus: The development of appropriate market strategies and plans for a range of products, through the use of cases. This course builds on the theories explored in MKT112 and sharpens the students ability to analyse, evaluate and implement successful changes in the marketing mix. A theoretical grounding in sales management, marketing research, buyer behaviour and promotion will be helpful to the student undertaking this unit.
References:

MKT320 Industrial Marketing

Contact: Four hours per week for one semester.
Prerequisites: MKT112 Marketing Theory and Practice.
Syllabus: Industrial marketing in perspective, industrial marketing research, organisational buyer behaviour, structure of Australian industry, new industrial products, marketing strategy and program development, production and logistical interface, industrial channel decisions, industrial communications, selling and industrial salesforce issues, industrial post-sale service. The subject is taught by case studies and specified literature reading plus a field study done in a syndicate mode.
References:

MKT330 Services Marketing

Contact: Four hours per week for one semester.
Prerequisites: MKT112 Marketing Theory and Practice.
Syllabus: An in-depth analysis of the different marketing techniques that apply to service professional and non-profit organisations.
References:

MKT340 Promotion: Direct and Public Relations/Publicity

Contact: Four hours per week for one semester.
Prerequisites: MKT346 Marketing Communication.
Syllabus: The scope of direct marketing and the development of the direct marketing plan. In addition to 'below the line' activities of sales, promotion and public relations/publicity will be studied as they relate to the overall promotional plan.
References:
MKT342 Advanced Marketing Research

Contact: Four hours class work per week for one semester.
Prerequisites: MKT212 Marketing Research and MKT211 Buyer Behaviour.
Syllabus: This course takes the prerequisite subject MKT212 on to an advanced level. The emphasis is on the logic of analysis and techniques associated with data analysis and marketing information systems. The course also covers the development of market specific models oriented towards forecasting.

MKT346 Marketing Communication

Contact: Four hours per week for one semester.
Prerequisites: MKT112 and MKT211.
Syllabus: This subject focuses on the marketing communication mix of marketing strategy based on a marketing communication's perspective. It reviews the role of advertising, sales promotion, publicity and the interface with personal selling.
Assessment: Combination case study examination.

MKT347 Sales Strategy and Negotiation

Contact: Four hours class contact per week for one semester.
Prerequisite: MKT112 Marketing Theory and Practice.
Syllabus: The role of selling and sales management in marketing today; the sales management process and determination of the field force effort; principles of territory and account management; development of call and sales strategies; communication and selling principles; practical application and development of personal communication skills.
References: To be advised.

MKT348 Logistics

Contact: Four hours class contact per week for one semester.
Prerequisites: MAT161 Business Statistics and MKT113.
Syllabus: The course covers the essentials of business logistics. Physical distribution and supply as a major management function. The elements of a business logistics system. The role of purchasing and supply management. Transportation and the concept of door to door freight forwarding. How physical distribution and supply relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.
Assessment: Continuous throughout the semester based on class participation, assignments, and final examination.
Selected publications of the Productivity Promotion Council of Australia.

MKT350 Retail Buying and Merchandising

Contact: Four hours class work per week for one semester.
Prerequisite: MKT250 Retail Management Principles.
Syllabus: Merchandise planning and budgeting, including concepts of merchandise classification, stock replenishment, and retail inventory control; pricing and repricing; sourcing; selection and negotiation; sales management and sales force scheduling and productivity analysis; profit performance and information needs.

MKT352 Basic Japanese

Contact: Full year subject.
Prerequisite: Nil.
Syllabus: Special teaching arrangements may be made for marketing students interested in undertaking this subject. Enquiries should be directed to the Course Leader.
References: To be advised.

MKT353 International Marketing

Contact: Four hours class contact for one semester.
Prerequisite: MKT112 Marketing Theory and Practice.
Syllabus: Scope of multi-national marketing, multi-national environment, managing foreign markets, product policy in foreign markets, promotion in a foreign market, distribution and pricing, export procedures, finance and control of foreign marketing.
Assessment: Students are required to make detailed seminar presentations on a specific topic and prepare a major report on an aspect of multinational marketing. A seminar test is also required.
MKT356 Marketing Communication for Graphic Design Students

Contact: Four hours per week for one semester.
Prerequisite: MKT292.
Syllabus: This subject focuses on the marketing communication mix of marketing strategy based on a marketing management's perspective. It reviews the role of advertising, sales promotion, publicity and the interface with personal selling.
Assessment: Combination case study examination.

MKT360/ Retail Internship
MKT361

Contact: An attachment to a retail organisation on three days per week in the semester.
Prerequisites: MKT250 Retail Management Principles, MKT350 Retail Buying and Merchandising (the latter may be taken in the same semester).
Syllabus: The aim of the internship is to provide students with in-company, practical experience. They will be required to undertake a range of tasks, carry responsibilities, and submit reports related to both retail buying and selling. Assessment based on projects completed and satisfactory performance.
Assessment: The PQ grading will apply.

MKT362 Advertising Management

Contact: Four hours per week for one semester.
Prerequisite: MKT346 Marketing Communication.
Syllabus: Students will obtain an understanding and appreciation of the role of advertising management and an appreciation of how an advertising agency works.

MKT363 Marketing Internship

Contact: Four hours per week for one semester (equivalent).
Prerequisite: A marketing elective.
Syllabus: The objective of an internship is to give students first hand experience in working in business in the marketing speciality in which they expect to be employed on graduation and to integrate theory with practice. Separate internship programs are drawn up for each student.
References: To be advised.

MKT364 Sales Management

Contact: Four hours per week for one semester.
Prerequisite: MKT347 Sales Strategy.
Syllabus: Sales Planning; sales force organisation; sales person selection, training supervision and compensation; sales operation analysis and control.
References: To be advised.

MKT365 Manufacturing Processes

Prerequisite: MKT346.
Syllabus: The nature of manufacturing processes, including production methods, resource requirements and quality control. The interrelationship between manufacturing and marketing including production planning and scheduling.

MKT366 Retail Project

Contact: One semester.
Prerequisite: MKT250.
Syllabus: Students undertake a project on an individual basis which requires an in-depth analysis, interpretation and formal presentation of a retail issue or problem.
References: To be advised.

MKT367 Retail Cases

Contact: Four hours per week for one semester.
Syllabus: Framework for approaching retail management problems through case studies: break even analysis; marketing research, influence of consumer purchasing patterns, competition and the environment; formulation of merchandise, promotion, presentation, pricing, location and distribution strategies.
References: To be advised.

MKT370 Advanced International Marketing

Contact: Students will be required to keep in regular contact with subject leader during semester. At least eight contact periods per semester is suggested.
Prerequisite: MKT353 International Marketing.
Syllabus: This is a project based subject requiring detailed analysis and research of an international marketing topic approved by the subject leader.
Assessment: Students are required to prepare an in-depth research paper and verbally present their report to a panel. Research progress reports through the semester are also received.
References: To be advised separately to each student based on selected research area.

MKT371 Financial Services Marketing

Contact: Four hours per week for one semester.
Prerequisites: MKT112 Marketing Theory and Practice and FIN240 Commercial Banking and Finance.
Syllabus: Product and services marketing, impact of financial markets, deregulation of our marketing financial services, management and organisational focus in financial services, selecting and positioning in financial markets, relationship banking, developing and delivering new financial services, pricing and promotion in financial services, internal marketing.
References:

MKT372 Marketing Internship
Contact: Four hours per week for one semester (equivalent).
Prerequisite: A marketing elective.
Syllabus: The objective of an internship is to give students first hand experience in working in business in the marketing speciality in which they expect to be employed on graduation and to integrate theory with practice. Separate internship programs are drawn up for each student.
References: To be advised.

MKT374 Advanced Marketing Research: Quantitative Techniques
Contact: Four hours per week for one semester.
Prerequisites: MKT212, MKT211.
Syllabus: This course has a ‘Supplier’ orientation rather than the ‘Buyer’ orientation of MKT212. It aims to provide students with skills in Marketing Research quantitative techniques in addition to providing the opportunity to discuss some of the important issues in Marketing Research.
Assessment: Group project and presentation, seminar and participation.

MKT375 Advanced Marketing Research: Qualitative Techniques
Contact: Four hours per week for one semester.
Prerequisites: MKT212 and MKT211.
Syllabus: This course has a ‘Supplier’ orientation rather than the ‘Buyer’ orientation of MKT212. It aims to provide students with skills in Marketing Research qualitative techniques in addition to providing the opportunity to discuss some of the issues in Marketing Research.
Assessment: Group project, seminar and participation.

MKT376 International Agribusiness
Contact: Four hours per week for one semester.
Prerequisites: MKT112.
Syllabus: Agribusiness marketing alternatives; sub-sector description and institutions; grades and standards; managing the agribusiness firm; the role of public policy in agribusiness; international trade in agribusiness.
References:

MKT377 Sales Promotion and Public Relations
Contact: Four hours per week for one week.
Prerequisite: MKT346.
Syllabus: This subject develops further understanding of ‘below the line’ (sales promotion, public relations/publicity) tools as they relate to an overall promotion program.
Assessment: Examination and assignments.

MKT378 Direct Marketing
Contact: Four hours per week for one semester.
Prerequisite: MKT346.
Syllabus: Scope of direct marketing. Determining the market and the ‘offer’. Direct marketing media strategy including direct response (broadcast and print media) and direct mail (list building, procurement, evaluation and maintenance). Direct marketing and creating strategy. Control and evaluation procedures for direct marketing strategies. Content and purpose of a direct marketing plan.
Assessment: Examinations and assignment.

MKT379 Marketing High Technology Products
Contact: Four hours per week for one semester.
Prerequisites: All of first and second years of Marketing degree.
Assessment: Assignments, case studies and a project.
MKT380 Logistics Systems and Strategy

Contact: Four hours per week for one semester.
Prerequisite: MKT280.
Syllabus: This subject aims to provide understanding of how the individual processes in logistics systems can be welded into successful operational and forward plans. Topics such as Logistic Information Communication, Operational Planning and System Control and Forward Planning will be covered.
Assessment: Syndicate Report, Game Participation and Examination.
References:

MKT393 Principles of Marketing

Contact: Two one-hour lectures and two one-hour tutorials per week throughout the year.
Prerequisite: MKT291 Principles of Marketing.
Syllabus: The areas of promotion and sales management are studied in depth together with specialised marketing activities such as the marketing of services, industrial marketing and retailing. Stress is placed on theoretical application to practical assignments, case studies and simulated management games.
References:

MKT411 Marketing Planning and Control

Contact: Two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: MKT112 Marketing Theory and Practice.
Syllabus: The marketing planning function and types of marketing plans; the development of corporate goals and corporate marketing strategies to meet those goals; marketing planning procedures and the integration of marketing plans into corporate plans; the administration of planning; evaluation and control in marketing planning, analysis and compilation of marketing plans in practice.
References:

MKT412 Marketing Research Techniques

Contact: Two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: MKT112 Marketing Theory and Practice and MAT166 Business Statistics.
Syllabus: The course aims to provide students with an understanding of tools and techniques of marketing research applicable to consumer and industrial marketing. Purposes of marketing research; planning a project; formulating the problem; marketing information systems; primary and secondary sources of information; sampling techniques; bias; data analysis; questionnaire design; attitude research; test marketing; forecasting; the research report.
References:

MKT413 Case Studies in Marketing

Contact: Two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: MKT112 Marketing Theory and Practice, and should be taken in final semester.
Syllabus: Framework for approaching marketing problems through case studies: break-even analysis, marketing research, demand concepts, influence of the consumer, product policy, pricing policy, advertising, sales management and competition. Seminars in effective communication.
References:

MKT414 Buyer Behaviour

Contact: Four hours per week for one semester.
Prerequisite: MKT112 Marketing Theory and Practice.
References:

MKT431 Retail Project

To qualify for the award of Associate Diploma in Retail Management a major project must be submitted. The project will be undertaken over a period of two semesters to provide students with an opportunity to integrate their studies, to advance the knowl-
edge of retail management theory and practice, and to provide tangible evidence of the student's capabilities as a result of undertaking this award.

Students will select a topic in conjunction with the Subject Leader. It will require the development of a hypothesis or the identification of a problem, research of the subject, collection and analysis of data, and formulation of conclusions and recommendations for formal presentation. The topic may be either a major problem faced by the retail organisation employing the student with employer's co-operation or a macro retail management issue.

Assessment: The PQ grading will apply.

MKT432 Practical Application

This subject is designed to enable students to develop further skills in the practical application of retail management concepts. It exposes students to additional techniques and requires them to apply these in their retail environment. It necessitates feedback on the practical application of the other units in the course.

Assessment: The PQ grading will apply.

MKT443 Product Management

Contact: Two hours of lectures and two hours of tutorials per week for one semester.

Prerequisite: MKT112 Marketing Theory and Practice.

Syllabus: The product planning function and organisational structures for product management, including analysis of the product manager's role; the nature, importance and development of product policies; monitoring, reviewing, revitalising and deleting existing products; developing new products from idea generation to test marketing and commercialisation; control of new product, analysis through the use of case studies and simulated management games.

References: To be advised.

MKT446 Promotional Planning

Contact: Four hours per week for one semester.

Prerequisite: MKT112 Marketing Theory and Practice.

Syllabus: The process of controlling the promotional element of the marketing mix. The course focuses on a marketing/product management perspective of initiating and controlling the process of marketing communication, including the use of advertising, sales promotion, publicity and the interface with personal selling.

Reference:

MKT447 Personal Selling Strategy

Contact: Four hours per week for one semester.

Prerequisite: MKT112 Marketing Theory and Practice.

Syllabus: Planning personal selling skills, account management, strategy implementation and control.

An outline of the dynamics of commercial negotiations. An overview of the management of the sales function.

References: To be advised.

MKT448 Distribution Management

Contact: Two hours of lectures and two hours of tutorial per week for one semester.

Prerequisite: MKT113.

Syllabus: The course covers the essentials of business logistics. Physical distribution and supply as a major management function. The elements of a business logistics system. The role of purchasing and supply management. Transportation and the concept of door to door freight forwarding. How physical distribution and supply relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.

Reference:

MKT453 International Marketing

Contact: Four hours class contact for one semester.

Prerequisites: MKT112 Marketing Theory and Practice and MKT411 Marketing and Planning Control.


Text:

References:

MKT462 Advertising Management

Contact: Four hours per week for one semester. An elective subject for the Associate Diploma in Marketing.

Prerequisite: MKT446 Promotional Planning.

Syllabus: Students will develop the creative and media processes of advertising, building on the work conducted in MKT446 Promotional Planning.

Reference:

MKT464 Sales Management
Contact: Four hours per week for one semester.
Prerequisite: MKT447 Personal Selling Strategy.
Syllabus: Planning for sales management, organisation of the field force, performance measurement, selection recruitment and training, supervision, compensation control and evaluation of sales staff.
References: HUGHES and SINGLER, Strategic Sales Management, Addison-Wesley, 1985.

MKT470 Retail Principles
Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Principles and practice of retail management with particular emphasis on those aspects of special relevance to suppliers of goods and services to the retail industry; the structure of the industry, trends, merchandise planning and control, pricing and promotion, store location, layout and presentation, store management.

MKT471 Retail Merchandise Management
Contact: Four hours class work per week for one semester.
Prerequisite: Nil.
Syllabus: The role of the retail buyer, strategic merchandising, the development, ranging, budgeting, and selection of merchandise, inventory control and ordering, negotiation, and merchandising arithmetic, channel relationships, interface with suppliers, information flow.
References: BOHLINGER, M.S., Merchandise Buying, WC Brown, 1983.

MKT601 Robotics Marketing
(See MKT681)

MKT611 Buyer Behaviour
Contact: Three hours class work per week for one semester.
Prerequisite: Nil.
Syllabus: Essential concepts in psychology and sociology relevant to consumer behaviour; essential frameworks, models and concepts; fundamental processes of motivation, perception and learning in individual behaviour; nature and influence of individual predispositions, including personality characteristics, attitude formation and change; the social influences of culture, class reference groups and family; consumer decision processes; diffusions of innovations and fads; aspects of industrial buying.

MKT612 Marketing Research and Forecasting
Contact: Three hours class work per week for one semester.
Prerequisite: MAT661 Statistics for Marketers.
Syllabus: Nature and scope of marketing research, methodology in marketing research, sources of information, questionnaire design, sampling techniques, interpretation and analysis of data, managing the marketing research process, forecasting, specialised areas of marketing research.
References: AAKER and DAY, Marketing Research, Wiley, 1983.

MKT616 Marketing Theory and Practice
Contact: Three hours class work per week for one semester.
Prerequisite: Nil.
Syllabus: The marketing concept and corporate objectives and strategies; the marketing environment; marketing decision making and problem solving; designing the marketing strategic mix; planning, controlling and evaluating the marketing effort.

MKT626 Marketing Communication Strategies
Contact: Three hours class work and three hours private assignment work for one semester.
Prerequisite: MKT616 Marketing Theory & Practice.
Syllabus: Importance of promotion; role of communication in promotional strategy; elements of the promotional mix; establishing the promotional budget; promotional strategy; consumer behaviour; advertising and society.

MKT627 Product Management
Contact: Two hours of lectures per week for one semester.
Prerequisite: MKT616 Marketing Theory and Practice.

Syllabus: The product management system; the concept of the product manager; his role, responsibilities and scope of function; the management of innovation; developing product strategies and brand positioning policies; managing and monitoring existing products; rejuvenating and rationalising the product line; developing, testing, and launching new products; legal, social and environmental considerations in new product development; development of product line marketing plan and relationship to corporate marketing planning process.

Reference:

MKT628 Sales Management

Contact: Two hours of lectures and one hour of tutorials per week for one semester.

Prerequisite: MKT612 Marketing Theory and Practice.

Syllabus: The nature, role and scope of sales management; the sales organisation; the selection, recruitment, training and development of salesmen; the motivation, compensation and devaluation of salesmen; the sales process; sales forecasting and estimating market potential; sales budgeting and profitability; planning sales territories; determining sales quotas and the optimum allocation of sales effort and resources.

References:

MKT633 Advanced Marketing Research

Contact: Three hours per week for one semester.

Prerequisite: MKT612.

Syllabus: The nature and role of Marketing research, advanced research design issues, information collection, advanced data analysis techniques, presenting results and their relationship with marketing recommendations, ethical issues in marketing research applications.

References:

MKT634 Marketing in Foreign Environments

Contact: Two one-hour lectures and one one-hour tutorial per week for one semester.

Prerequisite: MKT616 Marketing Theory and Practice.

Syllabus: The distinctions in overseas marketing; environmental influences; marketing intelligence; marketing mix implications; export procedure. Case work will be used where appropriate.

References:

MKT635 Special Assignment

To qualify for the award of Graduate Diploma in Marketing, each student is required to submit a major assignment on a subject relating to either a macro or micro marketing issue. This major assignment covering two semesters provides the student with the opportunity to advance marketing knowledge, especially with regard to Australian practices in marketing management. Furthermore, this subject is the culmination of studies in Marketing at the Graduate Diploma level and provides tangible evidence of the knowledge and ability gained by the students.

Students are required to enrol in this subject at the start of their third semester of the course and to complete the subject at the end of their final semester, i.e. their fourth semester. Students are required to complete the Special Assignment within the two year duration of the course, and must not attempt to 'carry it over' outside that period.

Assessment: The PQ grading will apply.

MKT636 Marketing Decision Systems

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

Prerequisite: MKT616.

Syllabus: Review of marketing decision making concepts, modelling marketing phenomena, the concept of a marketing decision support system, the impact of current and future technological development and marketing.

References:

MKT640 Logistics Elements

Contact: Forty-two hours over five day modules.

Prerequisite: Nil.

Syllabus: Overview of Logistics Elements; the history of logistics; logistics as a system for creating flows of materials from point of supply to point of production and flows of goods from production to consumer; and concept of integrated logistics management and functions of the major operational activities it comprises.

References:

David Syme Business School – 111
MKT641 Logistics Management I

Contact: Forty-two hours over five day modules.
Prerequisite: Nil.
Syllabus: Material and product inventory control; the use and implementation of a materials requirements planning systems; EOQ and just-in-time inventory strategies; and changes to inventory control for different types of product. And distribution centres: the operation of a distribution centre-receiving, picking, and despatch; automatic picking; impact of warehouse location on distribution channel; choosing a warehouse location; and warehouse design.

References:

MKT642 Logistics Management II

Contact: Forty-two hours over five day modules.
Prerequisite: Nil.
Syllabus: Packing and materials handling and transport economics. Modern packaging, use of shippers to assemble effective loads, coding, automated picking, interaction of packaging within company, materials handling processes and objectives, and selection of handling equipment. Resources used in transport, characteristics and costs of modes, terminals, line haul and local delivery trade-offs, regulation, and technology impacts.

References:

MKT643 Decision Techniques

Contact: Forty-two hours over five day modules.
Prerequisite: Nil.
Syllabus: Management decision making through analytical techniques: nature and methods of forecasting, decision trees, collection and estimation of data, linear programming, load allocation, spreadsheets on a personal computer, and applying quantitative techniques to management. And simulation methods: deterministic and stochastic models, hand simulations, building computer simulations, using simulation models in managing logistics, and implementation of simulation results.

Reference:

MKT644 Logistics Control Systems

Contact: Forty-two hours over five day modules.
Prerequisite: Nil.
Syllabus: Timed availability of goods, manufacturing costs, and lot size; production planning constraints, machine capacity, manpower and material availability; production planning documents; sales forecasts and purchasing; and quality control. Cost definition, cost allocation and cost/volume profit analysis; budgets for cost variance analysis; logistic profit centres, planning and evaluating capital investment; cost and customer service levels. Logistics information systems: order processing, inventory control, point-of-sale, requirements planning, routes, loads, vehicles, and warehouse systems; and overall interface of logistics and marketing information systems.

References:

MKT645 Distribution Environment

Contact: Forty-two hours over five day modules.
Prerequisite: Nil.
Syllabus: Legal aspects of logistics: bills of lading, air waybills, bills of exchange, customs, responsibilities of carriers, and hazardous materials. Managing individuals and groups including safety; group dynamics in decision-making; leadership; techniques and skills of negotiating; and identifying reducing/resolving conflict. The effect of the economic environment, international trade and protection, business environment, government regulation, and prevailing social norms on the logistic operations. The logistic function in a firm: line and staff authority over logistics; interface with marketing, production and accounting; corporate planning and investment; and product life cycles and product design.

Reference:

MKT646 Special Project

Contact: Forty-two hours over five day modules.
Prerequisite: Nil.
Syllabus: Students will demonstrate their ability to analyse logistic problems by investigating a relevant area connected with their employment. They will plan a change in logistics infrastructure, study the distribution channels used, carry out a logistics audit, review and re-design a logistics information system, and demonstrate the profit contribution of the logistics system with the company.

References: Nil.

MKT647 Strategic Logistic Planning

Contact: Forty-two hours over five day modules.
Prerequisite: Nil.
Syllabus: Operational planning and system control; information requirements for planning, definition of detailed objectives, conducting a distribution audit, monitoring and controlling to achieve plans. Forward planning including future logistics investment, generation and assessment of strategic options, contribution of logistics to corporate profits, and relationship between logistics strategy and corporate plans.

References:
CHRISTOPHER, M., The Strategy of Distribution
MKT670 Agribusiness Microeconomics

Contact: Fourteen hours over two sessions.
Prerequisite: Nil.
Syllabus: Explores the theory of demand and consumer behaviour, supply and firm response within profit maximisation, price determination, and industrial structure with applications to the agribusiness and agricultural sectors.
References:

MKT671 Agribusiness Marketing

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
References:

MKT672 Agribusiness I

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
Syllabus: Identification of members of the food and fibre sector, the various subsectors, the role and function of agribusiness firms, and the magnitude of agriculture and agribusiness. Price determination factors, production, consumption, substitutes, elasticity, domestic consumption, and price over time, space and quality. Understanding the impact of farm management, grades and standards, transportation, production, and price determination upon agribusiness.
References:

MKT673 Agribusiness II

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
Syllabus: Description, analysis, and evaluation of the characteristics and performance of agribusiness subsectors and institutions. Marketing alternatives and future markets. Analyse alternative investment opportunities within agribusiness and production agriculture and explore finance alternatives.
References:

MKT674 Agribusiness Trade and Policy

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
Syllabus: Economic and social problems in agriculture. Foundation, development, and implementation of agricultural policy and the impacts upon agribusiness. Policy participants, trade-offs, alternatives, and choices. International trade theory, role and impacts of trade, and institutions affecting international trade. World food problems and the future alternatives for international trade.
References:

MKT676 Agribusiness Channels

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
Syllabus: Examines the marketing channel including participants, intermediaries, environment, behaviour, processes, conflict, power, control, leadership, and product design within the agribusiness sector. Channel topics include designing the channel, selecting members, managing, appraising performance, and channel communication.
Other topics including logistics, sales and sales management, industrial marketing and retailing.
References:

MKT677 Strategic Agribusiness

Contact: Forty-five hours over five day module.
Prerequisite: Nil.
Syllabus: Explore strategic marketing and business planning for the firm within the agribusiness sector. Analysis of customers and segments, existing and potential competitors, industry, environment, and market characteristics. Internal appraisal and analysis. Cost dynamics, alternative competitive strategies, market growth strategies, investment strategies, strategic planning for international business, and formal planning systems.
References:
MKT681 Digital Communications Marketing (incorporates MKT601 Robotics Marketing)

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus:  
1. The analysis of marketing problems: finding out about customers, competitors, resources, regulations, pressure groups, the economy, organisational constraints and opportunities.
2. Solving marketing problems: the use of product-market policy and tactical tools, particularly pricing, advertising, direct mail, sales literature, exhibitions, personal selling, distribution and after sales service.

Text:
References:

ZBM503 Decision Support Systems

Contact: Three hours per week.
Syllabus: The analysis of quantitative information, both 'soft' and 'hard' is central to successful marketing management. While few marketing directors will need to conduct their own analysis first hand, they need to know what can be achieved by others within the marketing function. They also need to know how to deal with the marketing function as a decision making sub-system and how to evaluate developments in the application of technology to business, and where appropriate, apply these to their own organisation decision needs and influences.

References: All reading material is provided.

ZBM504 Economic Analysis and Public Policy

Contact: Three hours per week.
Syllabus: While economic phenomena are generally beyond the control of marketing directors, their impact on business conditions must be understood and as far as possible, anticipated. The political and regulatory environment is similarly crucial for the development of marketing plans.

The subject reviews international developments and their domestic impact. To begin with, the external origins of domestic determinants and political pressures are analysed. Responses and reactions by Australian economic and political agencies are then reviewed in the context of decision-making in today's environment and the society of tomorrow.

References: All reading material is provided.

ZBM505 Finance

Contact: Three hours per week.
Syllabus: Although a marketing director is not a financial director, financial matters do affect marketing decisions and marketing decisions affect financial matters. In many respects marketing directors are the main point of contact between the marketing function and the financial side of the enterprise. Therefore while marketing directors need some knowledge of finance they do not require the full skills and knowledge level of a financial director. However they do need to understand the financial limitations of their own organisation, of their customers and of competitors. While they do not need to know the technicalities they should be able to ask for and understand analyses and assessments of the financial limitations of any organisation.

References: All reading material is provided.
ZBM506 Legal Analysis

Contact: Three hours per week.

Syllabus: Marketing has become one of the most heavily regulated sectors of business and yet many managers operating within a marketing function have a sketchy knowledge of the consequences of legal action or a competitor resulting from improper marketing action. As the director responsible for marketing operations, a marketing director carries heavy legal responsibilities.

References: All reading material is provided.

ZBM507 Marketing Analysis

Contact: Three hours per week.

Syllabus: Analysis for marketing decisions, either on the small scale such as deciding what price to charge a customer for a product or on the large scale such as deciding product policy, is a basic ingredient for effective marketing decision making. A marketing director has to direct the analytical activities of the marketing function. Such a person therefore needs an appreciation of what methods are appropriate, and what costs and other limitations place restrictions on their use.

References: All reading material is provided.

ZBM508 Marketing Strategy and Tactics

Contact: Three hours per week.

Syllabus: Marketing analysis is only one input into marketing decision making. While marketing directors may not be directly involved in the mechanics of analysis they will be involved in the mechanics of decision making, particularly high level decisions such as marketing strategy and general tactics. This unit reviews all of the director-level marketing decisions. It then reviews the influences on these decisions which are covered in the other seven Part I units and builds a comprehensive model of decision making at the marketing director level.

References: All reading material is provided.

ZBM511 Marketing Decision Making

Contact: Six hours per week.

Syllabus: Marketing management can be portrayed as a cyclical process involving planning, implementation, monitoring and modification. The second part of this course is largely structured on this basis but starts with a unit that draws together the material covered in the first part of the course and includes additional material on marketing decision making. It provides a foundation for the marketing management process.

References: All reading material is provided.

ZBM512 Marketing Planning

Contact: Six hours per week.

Syllabus: Planning future action and helping others plan future action is a significant part of a marketing director's job. This subject looks at the planning process, its application at different levels within the marketing function, and the relationship between marketing and corporate plans.

References: All reading material is provided.

ZBM513 Marketing Implementation

Contact: Six hours per week.

Syllabus: A major problem with many marketing courses is their concentration on analysis and the avoidance of the day-to-day managerial action for which little theory exists. This unit requires students to build theory around practice rather than the more usual ‘theory first’ pattern of study.

References: All reading material is provided.

ZBM514 Marketing Monitoring and Modification

Contact: Six hours per week.

Syllabus: This unit brings the management process full circle with its emphasis on control through the measurement of outcomes as a starting point for further activities. Monitoring and modification is necessary at several levels within a marketing function and it is the responsibility of marketing directors to see that this is not only done in a co-ordinated way but also done well. All reading material is provided.
Staff

Undergraduate Courses
- Diploma of Teaching (Early Childhood) (F)
- Diploma of Teaching (Primary) (F)
- Bachelor of Education (Fourth Year) (F)

Graduate Courses
- Graduate Diploma in Art Education (F)
- Graduate Diploma in Outdoor Education (F)
- Master of Education (F)

Subject Synopses

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

Important Notice for all Intending Students:

The School of Education advises all intending applicants for courses that the Diploma of Teaching (Early Childhood) and the Diploma of Teaching (Primary) are the only pre-service training courses it offers. Either provides the holder with a sufficient qualification for registration as a primary teacher with the Victorian Education Department. Those wishing to take other School of Education courses with a view to using the qualifications to gain full registration should apply for registration with the appropriate Teachers Registration Board before undertaking the course.
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UNDERGRADUATE COURSES

Diploma of Teaching (Early Childhood)

Course Code: DC
Course Leader: Elizabeth Mellor

The Course
A three year full-time course conducted on the Frankston campus only.
Graduates of this course are eligible for appointment as kindergarten teachers, or primary teachers both within the Ministry of Education and in private schools. After at least one year's professional experience, they are also eligible to undertake Bachelor of Education fourth year studies at Chisholm or other Institutions. The satisfactory completion of such studies enables students to convert their diploma to a Bachelor of Education degree.
The Diploma of Teaching (Early Childhood) consists of four main areas of studies: Studies in Early Childhood Education, Studies in Education, Studies in Curriculum, General Studies. In order to complete the requirements of the Diploma of Teaching (Early Childhood) candidates must satisfactorily complete each of the above areas of study.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAP (VCE) with grade D or above in eight units (four subjects) of which six units (three subjects) must be Group 1 subjects, one of which must be English. The remaining units may include Group 2 subjects. Accumulation of results over no more than two consecutive years is accepted.

Note: Prospective entrants who do not meet the entry requirements specified in (a) above may be eligible to sit for a Special Entry test and should contact the Institute and obtain the Direct Entry Application Form.
Entry with Advanced Standing may be available into years 2 and 3 of the course. Applications should be made on the Direct Entry Form.
The interstate/overseas student quota will not exceed two in a year.

Exemptions
Students may apply for exemptions when enrolling if they believe they are eligible.

Deferments
No deferments are allowed.

Leave of Absence
Leave of absence is not normally available except on medical grounds.

Note: This course will be taken by students first enrolling in 1987. Students first enrolling prior to 1987 will continue to take the Diploma of Teaching (Early Childhood) program as detailed in the 1986 Handbook.

Subject Codes and Names


EDN111 Early Childhood Teaching 1
EDN112 Early Childhood Teaching 2
EDN211 Early Childhood Teaching 3
EDN212 Early Childhood Teaching 4
EDN311 Early Childhood Teaching 5
EDN312 Early Childhood Teaching 6
EDN383 Early Childhood Administration
EDN115 Child Development 1
EDN116 Child Development 2
EDN215 Child Development 3
EDN216 Child Development 4
EDN315 Exceptional Children 1
EDN316 Exceptional Children 2
EDN113 Early Childhood Education 1
EDN114 Early Childhood Education 2
EDN213 Early Childhood Education 3
EDN214 Early Childhood Education 4
EDN313 Early Childhood Education 5
EDN314 Early Childhood Education 6
EDN317 Child Health and Safety 1
EDN318 Child Health and Safety 2
EDN384 Working in the Community
EDN385 Child Care Studies
EDN386 Family Studies
EDN117 Early Childhood Language Across the Curriculum 1
EDN118 Early Childhood Language Across the Curriculum 2
EDN217 Primary Language Across the Curriculum 1
EDN218 Primary Language Across the Curriculum 2
EDN184 Early Childhood Music and Movement
EDN284 Primary Music
EDN185 Early Childhood Mathematics
EDN285 Primary Mathematics 1
EDN286 Primary Mathematics 2
EDN182 Early Childhood Art Education
EDN282 Primary Art Education
EDN183 Early Childhood Environmental Studies Across the Curriculum
EDN281 Primary Science
EDN283 Primary Social Studies
EDN287 Human Movement
EDN288 Computer Education
EDN387 Advanced Curriculum Project 1
EDN388 Advanced Curriculum Project 2
EDN389 Mathematics Education 5 (Option)
EDN340 Mathematics Education 6 (Option)
EDN332 Computer Education 2 (Option)
EDN333 Computer Education 3 (Option)

General Studies

For Year 1 students in 1987 only
Diploma of Teaching (Early Childhood) Year 1 students will have a choice of the following general studies options, providing timetable constraints permit. Students must complete both a major study (i.e. a sequence of six 4-hour semester subjects and a sequence of two 4-hour semester subjects. Not all general studies subjects will necessarily be offered to every intake of students. Students must select two strands from the following areas in the first year of
the course. Students then continue on with one strand and this becomes their major study.

EDN166 – Studio Arts – Ceramics Studies 1
EDN167 – Studio Arts – Ceramic Studies 2
or
EDN168 – Studio Arts – Fabric Studies 1
EDN169 – Studio Arts – Fabric Studies 2
or
EDN170 – Studio Arts – Painting Studies 1
EDN171 – Studio Arts – Painting Studies 2
or
EDN157 – Language Studies – German 1
EDN158 – Language Studies – German 2
or
LIT101 – Literature – The Nineteenth Century
LIT102 – Literature – The Twentieth Century
or
EDN161 – Music Studies 1A or
EDN162 – Music Studies 1B and
EDN163 – Music Studies 2

(Special Note: Students who demonstrate a satisfactory music background by approved qualifications or at an audition/interview will enrol for EDN162 Music 1B in Semester 1. Other students will enrol in EDN161 Music 1A in Semester 1).

EDN151 – Sports Studies 1
EDN152 – Sports Studies 2
or
EDN153 – Recreation Studies 1
EDN154 – Recreation Studies 2
or
MAT181 – Mathematics and Computer Studies 1
MAT182 – Mathematics and Computer Studies 2
or
EDN175 – Environmental Science 1
EDN176 – Environmental Science 2

(For continuation of major studies strands, see description for the Diploma of Teaching (Primary) below).

Stucture of the Diploma of Teaching (Early Childhood) Course

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</table>

(b) Studies in Education.
(c) Studies in Curriculum.
(d) Studies in General Education.

Diploma of Teaching (Primary)

Course Code: DP
Course Leader: Richard Trembath

The Course
A three year full-time course conducted on the Frankston campus only.
The first three years of this degree course lead to the award of the Diploma of Teaching (Primary) which is a sufficient qualification for registration as a Primary Teacher. To be awarded the Diploma of Teaching (Primary) candidates must satisfactorily complete the prescribed units within each of the study areas below.

(a) Studies in Teaching
This includes an on-campus program as well as an off campus program of practice teaching in schools.

Admission Requirements
(a) successful completion of a Year 12 course of study accredited by VCAB (VCE) with grade D or above in eight units (four subjects) of which six units (three subjects) must be Group 1 subjects, one of which must be English. The remaining units may include Group 2 subjects. Accumulation of results over not more than two consecutive years is accepted; or

Note: Prospective entrants who do not meet the entry requirements specified in (a) above may be eligible to sit for a Special Entry test and should contact the Institute and obtain the Direct Entry application form.
Applicants should contact the School of Education.
Administrative Officer for the closing dates for applications.
Entry with advanced standing may be available in years two and three of the course. Applications should be made on the Direct Entry application form. The interstate/overseas student quota will not exceed two in any year.

Exemptions
Students may apply for exemptions when enrolling if they believe they are eligible.

Deferments
Deferments are granted only in exceptional circumstances.

Leave of Absence
Leave of absence is not normally available except on medical grounds.

Subjects

Studies in Education
EDN101 Studies in Child Psychology 1
EDN102 Studies in Child Psychology 2
EDN201 Studies in Child Psychology 3
EDN202 Studies in Child Psychology 4
EDN301 Life Span Development and Modern Life
EDN103 The School and the Community
EDN104 The School and the Individual
EDN202 School-Community Relationships
EDN203 History of Education
EDN204 Philosophy of Education
EDN303 Philosophical Issues in Education
EDN304 Communication in Education
EDN305 Politics and Education
EDN306 Sociology and Education
EDN307 Professional Issues in Education

Studies in Teaching
EDN121 Studies in Teaching 1
EDN122 Studies in Teaching 2
EDN221 Studies in Teaching 3
EDN222 Studies in Teaching 4
EDN321 Studies in Teaching 5
EDN322 Studies in Teaching 6

Studies in Curriculum
EDN231 Art Education 1
EDN331 Art Education 2
EDN132 Computer Education 1
EDN332 Computer Education 2
EDN333 Computer Education 3
END133 Health Education
EDN134 Language Across the Curriculum 1
EDN135 Language Across the Curriculum 2
EDN234 Language Across the Curriculum 3
EDN235 Language Across the Curriculum 4
EDN334 Language Across the Curriculum 5
EDN335 Language Across the Curriculum 6
EDN336 Language Across the Curriculum 7
EDN337 Language Across the Curriculum 8
EDN338 Language Across the Curriculum 9
EDN139 Mathematics Education 1
EDN140 Mathematics Education 2
EDN239 Mathematics Education 3
EDN240 Mathematics Education 4
EDN339 Mathematics Education 5
EDN340 Mathematics Education 6
EDN241 Music Education 1
EDN341 Music Education 2
EDN142 Physical Education 1
EDN242 Physical Education 2
EDN243 Science Education 1
EDN343 Science Education 2
EDN144 Social Science Education 1
EDN344 Social Science Education 2

Studies in General Education
EDN175 Environmental Science 1
EDN176 Environmental Science 2
EDN275 Environmental Science 3
EDN276 Environmental Science 4
EDN375 Environmental Science 5
EDN376 Environmental Science 6
EDN377 Environmental Science 7
EDN378 Environmental Science 8
EDN151 Sports Studies 1
EDN152 Sports Studies 2
EDN251 Sports Studies 3
EDN252 Sports Studies 4
EDN351 Sports Studies 5
EDN352 Sports Studies 6
EDN153 Recreation Studies 1
EDN154 Recreation Studies 2
EDN253 Recreation Studies 3
EDN254 Recreation Studies 4
EDN353 Recreation Studies 5
EDN354 Recreation Studies 6
LIT101 Literature – The Nineteenth Century
LIT102 Literature – The Twentieth Century
LIT203 Literature – The Dramatist as Social Critic
LIT204 Literature – War and Literature
LIT305 Literature – Children's Literature
LIT306 Literature – The Comic Spirit
LIT307 Literature – From Renaissance to Regency
LIT308 Literature – Word and Image
EDN157 Language Studies – German 1
EDN158 Language Studies – German 2
EDN257 Language Studies – German 3
EDN258 Language Studies – German 4
EDN357 Language Studies – German 5
EDN358 Language Studies – German 6
MAT181 Mathematics and Computer Studies 1
MAT182 Mathematics and Computer Studies 2
MAT281 Mathematics and Computer Studies 3
MAT282 Mathematics and Computer Studies 4
MAT381 Mathematics and Computer Studies 5
MAT382 Mathematics and Computer Studies 6
EDN161 Music Studies 1A
EDN162 Music Studies 1B
EDN163 Music Studies 2
EDN261 Music Studies 3
EDN262 Music Studies 4
EDN361 Music Studies 5
EDN362 Music Studies 6
EDN166 Studio Arts – Ceramics 1
EDN167 Studio Arts – Ceramics 2
EDN266 Studio Arts – Ceramics 3
EDN267 Studio Arts – Ceramics 4
EDN366 Studio Arts – Ceramics 5
EDN367 Studio Arts – Ceramics 6
EDN275 Studio Arts – Fabric Studies 1
EDN169 Studio Arts – Fabric Studies 2
EDN268 Studio Arts – Fabric Studies 3
EDN269 Studio Arts – Fabric Studies 4
EDN368 Studio Arts – Fabric Studies 5

122 – School of Education
EDN369 Studio Arts – Fabric Studies 6
EDN 170 Studio Arts – Painting Studies 1
EDN 171 Studio Arts – Painting Studies 2
EDN 270 Studio Arts – Painting Studies 3
EDN 271 Studio Arts – Painting Studies 4
EDN 370 Studio Arts – Painting Studies 5
EDN 371 Studio Arts – Painting Studies 6

Not all general studies subjects will necessarily be offered to every intake of students.

### Structure of the First Three Years of the Bachelor of Education Course: Diploma of Teaching (Primary)

<table>
<thead>
<tr>
<th>Year</th>
<th>Studies in Education</th>
<th>Studies in Teaching</th>
<th>Studies in Curriculum</th>
<th>General Studies</th>
<th>Semester</th>
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<tr>
<td>1</td>
<td>EDN 101/EDN 103</td>
<td>EDN 121</td>
<td>EDN 134</td>
<td>EDN 139</td>
<td>OPTION</td>
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<td>EDN 135</td>
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<td>OPTION</td>
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<td>EDN 234</td>
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<td>EDN 301/EDN 307</td>
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### Bachelor of Education

**Fourth Year of Study**

Course Code: BT4

Course Leader: Tony Townsend

This course, which takes a minimum of two years part-time study, will be conducted on the Frankston campus only.

#### Admission Requirements

Candidates should contact their employer regarding the suitability of this course for registration, promotion or other purposes.

Candidates must have:

- either
- (a) Diploma of Teaching (Primary) or its equivalent registered with the ACTA; or
- (b) Certificate A awarded by the Ministry of Education or its equivalent awarded by the Catholic Education Commission; or
- (c) equivalent to (a) or (b); and
- (d) teaching or relevant field experience (usually of at least one year).

#### Deferments

No deferments are allowed.

#### Course Structure

The course comprises four sessions of study involving evening lectures and some weekend schools. The organisation of the course is set out in the following table:

### Bachelor of Education (Fourth Year)

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem</th>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EDN 401</td>
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<tr>
<td>2</td>
<td>2</td>
<td>Studies in Education or Studies in Curriculum (Option)</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>EDN 408</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>EDN 409</td>
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</tbody>
</table>

<table>
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<tr>
<th>Hours/Week</th>
<th>4</th>
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</thead>
</table>

### Subjects

**Required Subjects**

- EDN 401 Problems and Issues in Contemporary Education
- EDN 408 Field Studies in Education
- EDN 409 Project
Studies in Education
EDN402 Multicultural Education
EDN403 Issues in Multicultural Education
EDN404 Looking in Classrooms
EDN405 Critical Teaching Problems
EDN406 School Organisation and Management 1
EDN407 School Organisation and Management 2
EDN411 Assisting Children with Special Needs 1
EDN412 Assisting Children with Special Needs 2
EDN413 Advanced Studies in School and Community
EDN414 Case Studies in School and Community

Studies in Curriculum
EDN431 Advanced Curriculum Studies: Early Childhood Curriculum Issues and Design
EDN432 Advanced Curriculum Studies: Early Childhood Exceptionality
EDN433 Advanced Curriculum in Environmental Studies
EDN434 Advanced Curriculum in Art, Music and Movement
EDN435 Curriculum Evaluation and School Review
EDN436 Computers in Education 1
EDN437 Computers in Education 2
EDN438 Advanced Music Education

General Studies
EDN466 Computer Studies 1
EDN467 Computer Studies 2
CHE491 Advanced Studies in Environmental Studies 1
CHE492 Advanced Studies in Environmental Studies 2
EDN451 Sports Studies 7
EDN452 Sports Studies 8
EDN453 Recreation Studies 7
EDN454 Recreation Studies 8
EDN457 Language Studies: German 7
EDN458 Language Studies: German 8
LIT401 Literature Studies A (Australian)
LIT402 Literature Studies B (American)
LIT403 Film Studies 1
LIT404 Film Studies 2
EDN461 Music in Contemporary Australian Society
EDN462 Studies in Community Music
EDN463 Music for Special Groups

Note: Students must complete an approved sequence in Studies in Education or Studies in Curriculum and complete an approved sequence in General Studies.

GRADUATE COURSES

Graduate Diploma in Art Education

Course Code: GF1
Course Leader: Dr Philip Perry

This is a one year full-time course (also available part-time) which is conducted at the Frankston campus only.

Scope of the Course

The course is planned for:
• Specialist art teachers.
• Teachers with developed expertise in art education.
• Art advisers and consultants.
• Community art education officers.
• Curriculum development and research officers.

The course has been designed to give participants experience and expertise in art and education that will enable them to extend their influence into areas of curriculum development and research and to be competent to act in an advisory capacity.

Three areas of work are to be satisfactorily completed:
• professional studies in art education;
• field experience, including a project;
• general studies in art, one of which is to be taken to a fourth year level.

It is assumed that students are able to enter the fourth year of study and have the necessary background to develop their major practical area of work to a high level of competence.

Admission Requirements

To be admitted to the course, an applicant must have satisfactorily completed a teacher-training qualification of at least three years duration with a major study in art, or with an additional full-time art study at a recognised tertiary institution; or equivalent.

Examples of such equivalents may be:
• Any first degree with an art major plus a Diploma of Education.
• Any Diploma of Art plus a Diploma of Education.

A limited number of places is available for the admission of candidates not meeting the above requirements if they are able to show evidence of other attainments appropriate to the course.

Course Structure

The course has been organised as follows:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Hours/Week</th>
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<tbody>
<tr>
<td>EDN601 Aesthetics and the Arts</td>
<td>2</td>
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<tr>
<td>EDN602 Field Experience</td>
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<tr>
<td>EDN603 Issues in Art Education</td>
<td>2</td>
</tr>
<tr>
<td>EDN604 Material Studies</td>
<td>2</td>
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<tr>
<td>EDN605 Program Development in Art Education</td>
<td>2</td>
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<tr>
<td>EDN606 Research Methods and Existing Research in Art Education 2</td>
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</tbody>
</table>

* Not calculated on a weekly basis.
General Studies
One major studio study and two minor studio studies must be completed.

Major Studio Studies
EDN611 Ceramic Arts 4
EDN612 Fibre Arts 4
EDN613 Printmaking 4
EDN614 Metal Crafts 4
EDN615 Painting 4
EDN616 Glass Studies 4

Minor Studio Studies
EDN621 Ceramic Arts 2
EDN622 Fibre Arts 2
EDN623 Printmaking 2
EDN624 Metal Crafts 2
EDN625 Painting 2
EDN626 Glass Studies 2

Requirements to Qualify
To qualify for the award of Graduate Diploma in Art Education, the candidate must complete satisfactorily each of the units shown in the Course Structure above.

Graduate Diploma in Outdoor Education
Course Code: GO1
Course Leader: Leon Costermans
This two year part-time course will be conducted at the Frankston campus only.

Scope of the Course
In recent years there have been many developments in the use of the outdoor environment for education and recreational purposes. However, many teachers, youth leaders, camp program organisers and community workers find that they do not have adequate expertise or a sufficiently broad background to develop programs which enable young people to derive maximum benefit from their interaction with outdoor environments.

The course aims to help leaders extend their experience in the three main areas: outdoor pursuits, environmental science and activities, and general planning, organisation and leadership skills. An integrated approach is taken, based on activities in aquatic, urban, rural, bush and high country environments.

The course combines theoretical and practical studies, with three-hour classes on one or two evenings per week, and approximately 30 days of practical field experience for outdoor pursuits, excursions and camps. Participants are also required to gain at least 17 days experience in outdoor activity leadership in a variety of settings with groups of learners such as school students or members of community organisations. Participants must have first aid and life-saving certificates current at the time of completion of the course.

Entry Requirements
To gain entry to the course applicants must:
(a) have satisfactorily completed a course leading to the award of UG1 or UG2 degree or diploma;
(ii) hold the Ministry for Education’s Certificate A, or have satisfactorily completed some other course approved by Chisholm’s School of Education as equivalent to (i) above;
or
(iii) show evidence of other attainments and calibre appropriate to the course.

AND
(b) have studies judged by the School of Education to be appropriate to the course, e.g. environmental sciences, geography, physical education, recreation, agriculture, teaching (primary, secondary, technical).

It is also necessary for a person undertaking the course to have access to groups of people, preferably in an outdoor program, in order to gain field experience in organisation and leadership.

Course Structure

First Year Subjects
END681 Outdoor Education I (60 hr + 3 days)
EDN682 Environmental Science I (60 hr)
EDN683 Outdoor Pursuits I (Sem 1: 6hr + 5 days)
EDN684 Extended Field Experience (8 days)

Second Year Subjects
EDN684 Extended Field Experience (4 days)
EDN685 Outdoor Education II (39 hr + 3 days)
EDN686 Environmental Science II (36 hr + 2 days)
EDN687 Outdoor Pursuits II (commenced in Sem 2 of first year: 15 hr + 16 days)
EDN688 Final Leadership Assessment Program (5 days)

* Times in brackets are approximate total contact hours of class time plus field experience days (weekends or with school camps, etc.)
All subjects must be passed to qualify for the Graduate Diploma in Outdoor Education.

Master of Education
Course Code: MD1
The School of Education offers a Master of Education program by research thesis.
Enquiries should be directed in the first instance to Dr Richard Trembath.
Areas for Master’s research within this School include:
Curriculum Studies – Development and evaluation in such areas as art, social studies, human movement and recreation, and environmental studies.
Educational Studies – in such areas as schools and community, teacher-pupil interaction, special assistance, and educational management.

School of Education – 125
EDN101  Studies in Child Psychology 1

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The course is an introduction to Child Psychology and aims to make students aware of the processes of development and learning in children. It familiarises students with the three areas of development: physical development, social and emotional development, and cognitive development (including learning). Particular emphasis is placed on the period of infancy. Relevant theories and recent research findings are discussed. There is an associated fieldwork program.
Assessment: One from Group D. One from Group F. (See Assessment Policy).

EDN102  Studies in Child Psychology 2

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This is a logical extension of the previous semester’s course. The emphasis is on the period of early childhood. Topics of particular importance to this stage are discussed and a related fieldwork program provides further insight into child development.
Assessment: One from Group D. One from Group F. (See Assessment Policy).

EDN103  The School and the Community

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject includes discussion and comparison of the concepts of society, community and neighbourhood, and education and schooling. Visits to schools and other case study material will enable discussion of issues related to school-community relationships. These issues include the effects of poverty or wealth, location, community attitudes, and social status on performance at school, parent participation, utilisation of community resources and changing relationships between schools, regions, and the Ministry of Education.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References: PETTIT, D., Opening up Schools, Pelican, 1980.
AACE, 1980 Plus: Community Participation and Learning, Vols 1-6, Victorian Education Department, 1979.

EDN104  The School and the Individual

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject commences with an examination of the social contexts of schools in Australia. The relationships between the school and the individual pupils are examined with particular regard to the needs of the gifted, the disabled, the economically disadvantaged and the racially or culturally different. Discussion of the nature of the changing technologies for the school, the teacher and the child, are then examined. Finally, some influences of public television on the school and the child are discussed.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
Australian Students and Their Schools, Canberra, Schools Commission, Commonwealth of Australia, 1979.

EDN111  Early Childhood Teaching 1

Contact: Two hours per week for one semester for on-campus program.
Prerequisite: Nil.
Syllabus: Strand A: In the first half of the subject, the use of observation in recording, interpreting and understanding human behaviour will be considered. Students will be introduced to a variety of observation techniques including check-lists, anecdotal records, time-samples and rating scales. The chief emphasis will be on the use of running records within the preschool. Observations made by students as part of their off-campus program will form the basis of the on-campus sessions. During the second half of this subject, students will be assisted to use their developing observation skills to understand and analyse the various forms of verbal and non-verbal methods of communication used by children and adults.
Strand B: For one day per week throughout the semester, students will observe at childcare centres and playgroups, and assist in a volunteer capacity in toddler/play groups.
Assessment: Strand A: Observation Folio 10 percent, Test 20 percent, Assignment 20 percent. Strand B: Evaluation of practice teaching 60 percent.
EDN112 Early Childhood Teaching 2

**Contact:** Two hours per week for one semester for the on-campus program.

**Prerequisite:** Nil.

**Syllabus:** Strand A: In this subject, students will be introduced to the basic activities found in pre-school programs and the ways in which they can contribute to the development of the whole child. The ways in which a child’s language and mathematical concepts can be fostered through all these activities will be stressed. Various theoretical approaches to the purposes and types of children’s play will be considered, including reference to baby and infant play. The teacher and parents’ roles in facilitating children’s development through play will also be considered. Pre-school program planning will be introduced, and the use of objectives in planning examined. Various management strategies will be discussed with particular emphasis on the role of positive guidance. Material in this strand will both draw upon and complement the students’ observations carried out concurrently as part of the off-campus program.

Strand B (off-campus): One day per week for 12 weeks of observation and teaching in pre-school followed by 18 days of supervised teaching practice in pre-school. Students will also make two excursions to pre-schools offering alternative programs during this semester.

**Assessment:** Strand A: Practice Teaching Folio 15 per cent, Assignment 15 per cent, Examination 20 per cent. Strand B: Evaluation of Practice Teaching 50 per cent.

**References:**

EDN113 Early Childhood Education 1

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

**Prerequisite:** Nil.

**Syllabus:** This subject will present sociological, historical and philosophical perspectives on the development of current early childhood provisions and practices through consideration of four themes, viz, the purpose of education within society; the value placed on children within society; the nature of childhood, and children’s play.

These themes will be illustrated with reference to the works of such theorists as Aristotle, Comenius, Locke, Rousseau, Pestalozzi, Froebel, Margaret MacMillan, Steiner, Isaacs, Piaget, Smilansky and Sutton-Smith.

**Assessment:** Examination 50 per cent, Assignment 30 per cent and Tutorial Paper 20 per cent.

**References:**

EDN114 Early Childhood Education 2

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

**Prerequisite:** Nil.

**Syllabus:** Three of the themes introduced in Early Childhood Education 1, viz, the purpose of education in society, the value placed on children, and the nature of childhood will be examined within the Australian context. Current provisions for young children within the Australian community in general, and Victoria in particular, will be examined in relation to the historical and sociological factors which influence them.

Current issues in the provision of services for young children will be examined, particularly the appropriate age for commencement of formal schooling and its implications for both pre-school and primary school teachers.

**Assessment:** Research Project 25 per cent, Tests 25 per cent, Examination 50 per cent.

**References:**


EDN115 Child Development 1

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

**Prerequisite:** Nil.

**Syllabus:** This subject is an introduction to the study of child development. It follows the development of the child through infancy in the first semester. It aims to make the student aware of the processes of development and learning in infants as well as the many factors of contemporary Australian life which may influence this development. The subject is strongly child centred and a considerable portion of it will be devoted to:
- the acquisition of child observation techniques; and
- the ability to apply the findings thus obtained to the further understanding of the child and child-rearing techniques.

The subject familiarises the students with the three areas of development, viz, social/emotional, cognitive and physical, while at the same time stressing the inter-relationship between all three of these areas.

Relevant theories and recent research findings in child development will be discussed. An associated fieldwork program will provide students with the opportunity to increase their understanding of infor-
EDN116 Child Development 2
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject follows on from the previous one. It maintains the same thrust, direction and emphasis as Studies in Child Development 1, but now covering the period of Early Childhood Development.
Assessment: As for Child Development 1.
References: As for Child Development 1 and:
FITZGERALD, STROMMER, MCKINNEY, Developmental Psychology: The Infant and Young Child, (2nd edn.), The Dorsey.
NADIEN, M.B., The Child’s Psychosocial Development (From Birth to Early Adolecence), Avery Publishing Group Inc, 1980.

EDN117 Early Childhood Language Across The Curriculum 1
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject is an intensive study of the child’s language during early childhood. Emphasis is placed upon the nature of language, theories of acquisition of language and its development. Included in the subject is an introduction to literacy in both the pre-school and primary school. The relationship between languages and literacy and beginning reading is explored. The functional uses of language are stressed with emphasis being placed on the role of the teacher in assisting the development of an extensive language repertoire.
Assessment: Tests 50 per cent and Assignments 50 per cent. Note: An assessment is made of students’ basic literacy skills and those students whose abilities are significantly below those of their peers are required to participate in a basic literacy program.

EDN118 Early Childhood Language Across The Curriculum 2 (Oracy and Drama Across the Curriculum)
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The emphasis in this subject is the development of children’s listening, speaking and dramatic skills. The following topics are included:
- The relationship between children’s listening and speaking and learning; the development of appropriate materials and activities to enhance children’s language; appropriate classroom organisation to foster listening and speaking; the provision of special assistance across the curriculum and the relationships between the teacher’s oral skills and the child’s learning.
- The drama component extends listening and speaking into such areas as choral and individual verse speaking, story telling, singing, sound effects and voice use in role play.
- Students are involved in observing and creating teaching sessions aimed to develop their own and their pupils’ capacity to imagine, empathise and predict.
Assessment: Tests 30 per cent, assignments 50 per cent, student presentation 20 per cent.
SANSOM, C., Speech and Communication in the Primary School, Black, 1978.
Drama is Primary, Victorian Education Department, 1982.

EDN121 Studies in Teaching 1
Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
Prerequisite: Nil.
Syllabus: The course consists of two complementary strands.
Strand A: An off-campus Practical Teaching Observation program of 10-15 days classroom teaching and management.
Strand B: An on-campus Teaching Skills and Planning program which focuses on the nature of teaching and the school, foundations of lesson planning and basic teaching methods and strategies.
Assessment: Strand A – Practice Teaching. Strand B – one from Group D, one from Group F. (See Assessment Policy).
References: DWYER, B. and DWYER, J., K to 6, Best Years of Their Lives, Primary English Teaching Association, 1979.
HOLT, J., How Children Learn, Pelican.
EDN122  Studies in Teaching 2
Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and school-based practice teaching.
Prerequisite: Nil.
Syllabus: A course consisting of two compulsory and complementary strands.
Strand A: An off-campus Practical Teaching program of 15-20 days of programmed observations, including daily practice teaching sessions of a minimum duration of one hour.
Strand B: An on-campus Teaching Skills and Strategies program which examines basic factors affecting curriculum decision-making and development, and the acquisition of selected teaching skills.
Assessment: Strand A – Practice Teaching. Strand B – one from Group D, and one from Group F. (See Assessment Policy).
References:
Curriculum Development Centre, Core Curriculum for Australian Schools, 1980.

EDN132  Computer Education 1
Contact: Three hours per week of lectures and practical work for one semester.
Prerequisite: Nil.
Syllabus: Computer awareness; development of a conceptual model of a computer system, history of computers, computer applications and social implications. Computers in Primary Education; teaching about computers; teaching with computers, computer related curricula.
Computer literacy; the use and care of computers associated peripheral devices and media.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:

EDN133  Health Education
Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject aims to develop an understanding and appreciation of the relationship between good health and the teaching-learning process. Consideration will be given to means for realising the role and responsibility of the primary school teacher in health education through studies of the various aspects of an effective school health program; the health services offered, the provisions of a healthy school environment, and the development and implementation of a health teaching program.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:

EDN134  Language Across the Curriculum 1
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject overviews contemporary language curricula for primary schools with an emphasis on the concept of language across the curriculum. The theoretical basis of the language curriculum focuses on the context and nature of language, language acquisition and development and the way in which teachers and children use language. The subject will provide a model of language appropriate to the primary school. Handwriting development in children, the teaching of handwriting and the teaching of word study/spelling are also carefully investigated as essential components of language across the primary school curriculum.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:
FEHRING, H. and THOMAS, V., The Teaching of Spelling, Victorian Education Department, 1983.

EDN135  Language Across the Curriculum 2 (Oracy and Drama Across the Curriculum)
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The emphasis in this subject is on the development of the primary school child’s listening, speaking and dramatic skills. The following topics are included: the relationship between children’s listening, speaking and learning; the development of appropriate materials and activities to enhance children’s language, appropriate classroom organisation to foster listening and speaking; the provision of special assistance across the curriculum and the relationships between the teacher’s oral skills and the child’s learning. A drama component extends listening and speaking into such areas as choral and individual verse speaking, story telling, singing, sound effects and voice use in role play.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:
RUSSELL, D. and RUSSELL, E.F., Listening Aids Through the Grades, ACER, 1981.
EDN139 Mathematics Education 1
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This course is an integrated study of mathematics and mathematics learning at pre-school and junior primary school levels. The mathematics topics include a study of pre-number and associated language skills, the structure of the number system, basic properties of numbers and practical application of mathematics to the child’s environment. Preparation planning and implementation of lessons for the pre-school and junior school with emphasis on the use of relevant unstructured and structured aids.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:
DUBISCH, R., Basic Concepts of Mathematics for Primary Teachers, (2nd edn.), Addison-Wesley, 1981.

EDN140 Mathematics Education 2
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The study of mathematics in the middle primary school. To develop algorithms related to the process for the operation of whole number and rational numbers. A further application of the number properties, practical mathematics of measurement, money, time and space. The study of mathematics will include the application of the theories of child development to curriculum planning in mathematics, remediation and diagnostic procedures in the classroom.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:
DUBISCH, R., Basic Concepts of Mathematics for Primary Teachers, (2nd edn.), Addison-Wesley, 1981.

EDN142 Physical Education 1
Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject is concerned with the development of teaching procedures and material that is relevant to the primary school child in the area of physical education. Theoretical areas: definitions of sport, recreation play; sport and primary child; innovations in physical education; desired outcomes; planning the program; acquisition of motor skills; teaching techniques; remediation fitness and evaluation. Practical areas: fundamental movement skills; structure of physical education lesson; peer group teaching programs.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:
EDUCATION DEPARTMENT OF VICTORIA, Physical Education – A Suggested Course of Study for Primary Schools, 1970.

EDN144 Social Science Education 1
Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: An introduction to the objectives and methods of teaching social studies in the infant and middle grades of the primary school. Emphasis is placed on presenting techniques to enable young children to develop important social concepts, skills and values. Students will gain experience in planning, teaching and evaluating social studies lessons as well as analyzing a number of exemplary resources for social studies teaching.
Assessment: One from Group E. One from Group F. (See Assessment Policy).
References:

EDN151 Sports Studies 1
Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Sport in Ancient Greece; sport and Homer; sport and religion; sport and art; sport and education; the Greek athletic festival. Sport in the middle ages and early modern times. Sport in modern Europe. Sport in Australia. Sport in other modern countries. Amateurism versus professionalism. Individual versus team sports. Participatory sports versus spectator sports. Participation in selected sports skills laboratories.
Assessment: One from Group C. One from Group E. (See Assessment Policy).
References:

EDN152 Sports Studies 2
Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Organisation of the body cells. Tissues.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN153 Recreation Studies 1

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Consideration of the relationships among work, leisure, play, recreation and sport in Australia since 1788 and the major historical events that have changed these relationships. Consideration of the role of recreation in Australia in general and selected segments of Australian society in particular.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
MERCER, D. and HAMILTON-SMITH E. (Eds.), Recreation Planning and Social Change in Urban Australia, Melbourne, Sorret Publ, 1980.

EDN154 Recreation Studies 2

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Organisation of community recreation: consideration of the various agencies involved in community recreation — government, semi-government, commercial, voluntary agencies. Program needs and interests of different age groups. Field study techniques for collecting data about recreation needs and interests within a community. Investigation of recreation needs and interests of selected groups in a selected community field study of services and facilities available in the community.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
THOMPSON, G., Some Concepts that Affect Recre-}


tion Planning, Department of Youth, Sport and Recreation, Victoria, 1979.

EDN157 Language Studies — German 1

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: This is primarily a language course for beginners or near beginners, but cultural and social aspects of the German-speaking countries of Europe will also receive attention. The teaching approach is that of communicative competence and emphasis will be placed upon comprehension and oral skills. Reading, writing and essential grammar are also seen as important and will be used or practised where necessary.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References:
NEUNER, SCHMIDT, WILMS and ZIRKEL, Deutsch-aktiv 1, (Lehrbuch1 and Arbeitsbuch 1), Berlin, Langenscheidt, 1981.

EDN158 Language Studies — German 2

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: This semester course continues the language study begun with EDN157.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References: As for EDN157.

EDN161 Music Studies 1A

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: (a) Introduction to concepts in music. A sequential program in listening techniques, aural training through choral/ensemble, and basic music materials, designed to improve the musical perception of students with little or no musical background. Through a selected listening/reading and creative music program, sound as music is investigated, the various elements of music and basic theory are introduced and explored.
(b) Students elect to study at either ‘beginner’ or ‘experienced’ levels guitar, keyboard, recorder, singing or an approved orchestral instrument.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:
EDN162 Music Studies 1B

Contact: Four hours per week for one semester.
Prerequisite: A satisfactory background in music demonstrated by approved qualifications or at an audition/interview.
Syllabus: Although similar in content to Music Studies 1A, this subject requires that the student obtain higher standards of achievement.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:

EDN163 Music Studies 2

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: (a) After studies of the basic materials of music in Music 1A/1B, students now move to a survey of Western cultures and their general characteristics.
Work with basic music materials, formal structures and aural training are continued at more advanced levels. (b) Practical studies elected in Music 1A/1B continue at a more advanced level. (c) Creative studies involve more advanced experiences using the elements of music, a variety of sound sources and appropriate notation.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:

EDN166 Studio Arts – Ceramics Studies 1

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Upon successful completion of the subject a student should have an understanding of simple hand building techniques; have an understanding of simple decorative techniques and elements of design; know the differences between, and uses of, different types of clay; know the procedures for firing gas and electric kilns.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN167 Studio Arts – Ceramics Studies 2

Contact: Four hours per week in one session.
Prerequisite: Nil.
Syllabus: Upon successful completion of the subject a student should have broadened skills and understanding gained in EDN166 Studio Arts Ceramics 1; be able to decorate ceramic pieces using a variety of methods; be able to use clay in an expressive way; be able to gain the basic skill of wheel throwing.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN168 Studio Arts – Fabric Studies 1

Contact: Four hours per week in one session.
Prerequisite: Nil.
Syllabus: Upon successful completion of the subject a student should understand the methods of fibre construction; know how to execute basic decorative stitches; understand the properties and natural fleece, threads and fabrics; have developed drawing skills related to textile designs.
Content includes: (a) Construction of fibre – spinning natural fleece on a drop spindle. (b) Surface decoration. Basic embroidery stitches and variations of these stitches are carried out. Capabilities of primary school children will be discussed in relation to stitches. (c) Understanding properties of threads and fabrics. Staple and crimp of fleece; carding of fleece. Unravelling woven materials. Exploring properties of individual fibres to ascertain differences. (d) A folio of drawings and ideas related to textiles will be compiled.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN169 Studio Arts – Fabric Studies 2

Contact: Four hours per week in one session.
Prerequisite: Nil.
Syllabus: Upon successful completion of this subject a student should be able to construct a woven fabric by several off-loom methods; have a comprehension of elementary weaving terminology; understand the
resist method of tie dyeing and appreciate the properties of hot dyes.

Content includes: (a) Off-loom weaving. Cardboard looms, styrofoam looms, weaving with straws, picture frame loom, free-form weaving. (b) Weaving terminology. Understanding of terms warp, weft, arc, shuttle, shed, tapestry, God's Eye. (c) Weaving techniques: plain weave, tapestry slit, ghiordes knot, fringing loops, Soumak, tapestry joins. (d) Tie dyeing: Resist method of dyeing, random and controlled methods, use of string, stones, pegs and clips. (e) Use of hot water dyestuffs. Dyeing with several colours. (f) Drawing skills related to designs.

Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:
MEILACH, Contemporary Batik and Tie Dyeing, Mass, Davis, 1972.

EDN170 Studio Arts – Painting Studies 1

Contact: Four hours per week in one session.
Prerequisite: Nil.
Syllabus: Students will be introduced to basic painting skills and to an awareness of aesthetic values relating to painting. Students will be expected to develop an understanding of the techniques associated with water based painting, supports, and materials. Drawing studies will be taken.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

EDN171 Studio Arts – Painting Studies 2

Contact: Four hours per week in one session.
Prerequisite: Nil.
Syllabus: Students will build on the skills gained in EDN170. They will develop an understanding of painting in oils and develop techniques of preparation of support, ground, and materials; wet into wet; glazing and scumbling; palette knife techniques; varnishing. Drawing studies will be taken.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

EDN175 Environmental Science 1 – Introduction to Studies of the Natural Environment

Contact: Four hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisite: Nil.
Syllabus: Basic ecological terms and concepts are introduced. Simple observational, mapping, sampling, recording and other skills and techniques are practised in laboratory and field, and applied to a selection of contrasting 'mini-environments' such as a rotting log, a rock pool, a fresh-water pond. The evolution and basic genetic nature of the human species is considered, and various biochemical, physiological and social influences investigated to increase students' understanding of human behaviour.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN176 Environmental Science 2 – Ecological Aspects of Human Biology

Contact: Four hours per week, comprising lectures and laboratory sessions.
Prerequisite: Nil.
Assessment: One from Group B. One from Group D. (See Assessment Policy).

References:
EDN182  Art Education (Early Childhood)

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject will consist of a series of lectures, seminars and workshops designed to provoke the active participation of the students. Students will be expected to prepare suitable resource folios for use in practical situations. The work of theorists such as Kellogg, Lansing, Winn and Porcher will be introduced when applicable.
Assessment: Assignment 50 per cent, Project 50 per cent.
References: HASKELL, L., Arts in the Early Childhood Years, Columbus, Merrill, 1979.

EDN183  Early Childhood Environmental Studies Across the Curriculum

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject will consist of two topics. In the first, content related to science will be considered. Students will be made aware of the importance of the natural environment in fostering science experiences through which young children can develop the scientific skills of observation, generalisation, discrimination, classification and problem solving. The role of science in facilitating young children's understanding of their environment and environmental issues will be considered.

In the second topic, the role of young children's play in developing their understanding and skills related to co-operative living will be considered.
Assessment: Two Assignments each 25 per cent and Examination 50 per cent.
SEEFELDT, C., Social Studies for the Pre-School - Primary School, Prentice-Hall, 1980.
SEEFELDT, C., Science Experiences for Young Children, NAECY, 1982.

EDN184  Early Childhood Music and Movement

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject will consist of two topics. The first will be a study of nursery rhymes, action games, finger plays, mime, basic movement activities, non-tuned and tuned percussion instruments. The role of parents and educators in developing an awareness of the elements of music and enjoyment of music will be considered. The second topic will consist of a practical study of the Glockenspiel. Students will be expected to use this instrument for accompanying musical and movement activities.
Assessment: Assignment 30 per cent, practical performances 20 per cent, examination 50 per cent.
COX, L., Music Movement and Drama Through the Singing Game, Cox, 1980.
MATTERSON, E., This Little Puffin, Puffin, 1984.

EDN185  Early Childhood Mathematics

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: In this subject, four major topics will be considered, viz, learning mathematics with understanding; creating and utilising experiences which develop ideas of quantity; mathematical language development and planning mathematics programs for pre-school. Within these topics, stress will be placed on the role of children's play as a means of developing mathematical skills and understanding, such as recognition of likeness and differences, and early spatial concepts. The inter-relationship between language and mathematics will be explored.
This course will focus on the stages children pass through in their understanding of mathematical ideas and students will be expected to use a child-centred, developmental approach to their planning of mathematics programs for pre-school.
Assessment: Examination 50 per cent, preparation of teaching materials 30 per cent, completion of workshop activities 20 per cent.
UNDERHILL, B., Teaching Elementary School Mathematics, Merrill, 1981.

EDN201  Studies in Child Psychology 3

Contact: Two hours per week for one semester.
Prerequisites: EDN101 and EDN102.
Syllabus: This course is a culmination of the course undertaken in the first year. It familiarises students with the three areas of child development: physical, social and emotional, and cognitive development. The major emphasis is on the period of middle childhood. Theories and recent research findings relevant to this period of development are discussed. Children's learning is also studied. A related framework program provides the opportunity to increase understanding of theory.
Assessment: One from Group E. One from Group F. (See Assessment Policy).
EDN202 Studies in Child Psychology 4

Contact: Two hours per week for one semester.
Prerequisites: EDN101 and EDN102.
Syllabus: This course is a progression from the previous semester's course. The emphasis is on the period of late childhood and adolescent development. Topics of particular importance to this stage are discussed along with relevant theories. There is also a detailed investigation into the psychology of the learning and the teaching of children.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:
EDN203 History of Education

Contact: Two hours per week for one semester.
Prerequisites: EDN103 The School and the Community and EDN104 The School and the Individual.
Syllabus: This subject commences by examining the meaning of the key concepts ‘education’ ‘schooling’, and ‘curriculum’ as they apply in Victoria today. The concepts are then examined historically, and their development traced as (a) a response to a particular social context, or (b) a reaction to a particular social context. Seminal thinkers such as Plato, Locke, Rousseau, Dewey, Neill and Illich serve as key reference points for this aspect of the course. The latter section of the course focuses on the working out of the concepts in Victorian educational practice from colonial times to the present. Particular emphasis is given to the interplay between the political process and the educational process.
Assessment: One from Group B. One from Group D. (See Assessment Policy).
References:
Other texts to be announced during the course.
EDN204 Philosophy of Education

Contact: Two hours per week for one semester.
Prerequisites: EDN103 The School and the Community and EDN104 The School and the Individual.
Syllabus: The subject introduces students to a number of concepts related to the processes of education. Relationships between concepts such as teaching, schooling, curriculum, education, training and indoctrination are analysed and several dichotomies which influence educational thought, including freedom and authority, punishment and discipline, theory and practice, method and content and fact and value are discussed. In addition, modern isms such as curriculum justification, the concept of need, equality of opportunity, the role of the teacher and values clarification are analysed.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:
EDN211 Early Childhood Teaching 3

Contact: Two hours per week for one semester for the on-campus program.
Syllabus: Strand A (on campus): Topics will include the following aspects of planning and teaching: establishing aims and content; determining lesson objectives; grouping for instructions; utilising space and time; selecting and using resources; assessment and evaluation. Amongst the teaching methods and strategies considered will be introductory procedures and closures; explaining, questioning, reinforcement, and post lesson evaluation.
Strand B (off-campus): Practical teaching sessions of 18-20 days of classroom observation and participation. Individual child study and basic teaching with children in the junior grades of the primary school.
Assessment: Strand A: Assignment 25 per cent, Student Presentation 25 per cent. Strand B: Assessment of Practice Teaching 50 per cent.
References:
EDN212 Early Childhood Teaching 4

Contact: Two hours per week for the semester for the on-campus program.
Prerequisite: Nil.
Syllabus: Strand A: This will include consideration of classroom management and, in particular, preventing problems and coping with problems. Also included will be strategies for improving classroom teaching.
Strand B: Practice teaching sessions of 20-25 days of guided teaching and classroom management with children in the middle and senior level classes in the primary school.
Assessment: Strand A: Assignment 15 per cent, Tutorial 15 per cent, Examination 20 per cent. Strand B: Assessment of Practice Teaching 50 per cent.
References:
McCULLA, N. and WALSHE, R.D., Balance in the Classroom, Primary English Teaching Association, 1981.

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EDN213 Early Childhood Education 3

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The chief emphasis of this subject is on developing students' understanding of changes in Australian education in general and primary education in particular from a sociological viewpoint. Sociological concepts of role, groups, systems and institutions are introduced with particular reference to the family as a social group, and the school as a social system. A special topic will be the impact of mass communication and technology on the family and school from a sociological perspective. Students will also be introduced to sociological methodology. It is intended that sociological concepts and methodology from this subject will be applied to Family Studies.
Assessment: Research Papers 30 per cent, Examination 50 per cent, Tutorial Exercises 20 per cent.

EDN214 Early Childhood Education 4

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject relates the historical and sociological developments discussed in the previous subjects to developments in Australian primary education. Specific topics will include social pressures and curriculum innovations, minority groups and education, and community participation in education.
Assessment: Research Papers 50 per cent and examination 50 per cent.

EDN215 Child Development 3

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject pursues the same aims, direction and thrust of the previous ones, but now the period of development under study will be middle childhood.
Assessment: As for previous subject.
References: As for previous subject plus:

EDN216 Child Development 4

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject maintains the same direction and thrust of the previous subjects. The period of development under study will be late childhood.
Assessment: As for previous subject.
References: As for previous subject plus:

EDN217 Primary Language Across the Curriculum 1 (Reading Across the Curriculum)

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The theoretical basis for the teaching of reading focuses on the factors that affect the development of reading, the major skills and strategies involved in reading for meaning and the relationship between reading, other language skills and the broader curriculum. Students examine a variety of approaches including language experience, shared reading and basal reading.
The development of reading competence in children and the means whereby children requiring special assistance can be catered for in the reading program are studied.
Assessment: Tests 50 per cent, Assignments 50 per cent.

EDN218 Primary Language Across the Curriculum 2 (Children's Literature and Writing Across the Curriculum)

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Student's knowledge and appreciation of children's literature are developed. The literature studied is also used as a stimulus for oral and written language. Particular attention is paid to the writing process and the means by which the teacher can best develop the child's written language across the curriculum.
Assessment: Assignments 50 per cent, tests 50 per cent.
EDN221 Studies in Teaching 3

Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and school-based practice teaching.

Prerequisites: EDN121 and EDN122.

Syllabus: A course consisting of two complementary strands:

Strand A: An off-campus Practical Teaching strand of 20-25 days classroom teaching and management.

Strand B: An on-campus Class Management strand focusing on multi-group teaching and streaming within a single class situation and across class levels.

Assessment: Strand A – Practice Teaching. Strand B – one from Group D, one from Group F. (See Assessment Policy).

References:

EDN222 Studies in Teaching 4

Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips, and school-based practice teaching.

Prerequisites: EDN121 and EDN122.

Syllabus: A course consisting of two complementary and compulsory strands:

Strand A: An off-campus Practical Teaching program of 20-25 days guided teaching and classroom management with children from the middle levels of the primary school.

Strand B: An on-campus Teaching Problems and Curriculum Planning program which focuses upon administrative and management features of a well-organised classroom, including an examination of concepts such as core curricula, school-based curricula, team teaching, open plan curricula.

Assessment: Strand A – Practice Teaching. Strand B – one from Group D, one from Group F. (See Assessment Policy).

References:
Core Curriculum for Australian Schools, Canberra, Curriculum Development Centre, 1980.

EDN231 Art Education 1

Contact: Three hours per week during third semester.

Prerequisite: Nil.

Syllabus: The unit enables students to develop an understanding of the nature and value of art education. It provides a knowledge and understanding of child art. On completing the unit students will have become familiar with a range of literature in art education and will have developed the ability to work freely, exploratively, and creatively in the range of art/craft materials to be found in the Primary School.

Assessment: One from Group B, one from Group D. (See Assessment Policy).

References:

EDN234 Language Across the Curriculum 3 (Reading Across the Curriculum)

Contact: Two hours per week for one semester.

Prerequisite: Nil.

Syllabus: The emphasis in this subject is on the development of the primary school child’s literacy skills in reading, writing and literature. The theoretical basis for the teaching of reading will focus on the factors that affect the development of reading, the major skills and strategies involved in reading for meaning and the relationships between reading, other language skills and the broader curriculum. Students will examine a variety of approaches including language experience, shared reading and basal reading. The development of reading competence in children and the means whereby children requiring special assistance can be catered for in the reading program will be studied.

Assessment: One from Group C. One from Group F. (See Assessment Policy).

References:

EDN235 Language Across the Curriculum 4 (Children’s Literature and Writing Across the Curriculum)

Contact: Two hours per week for one semester.

Prerequisite: Nil.

Syllabus: Students’ knowledge and appreciation of children’s literature will be developed. The literature studied will also be used as a stimulus for oral and written language. Particular attention will be paid to the writing process and the means by which the teacher can best develop the child’s written language across the curriculum.

Assessment: One from Group D. One from Group F. (See Assessment Policy).

References:

EDN239 Mathematics Education 3

Contact: Two hours per week for one semester.
Prerequisites: EDN139 and EDN140.

Syllabus: This course is a study of mathematics related to the upper primary school level. The study will include planning of mathematical experiences; the development of algorithms for addition, subtraction, multiplication and division of whole numbers, decimals and rational. The planning, presentation and implementation of lessons suitable for the upper primary school and evaluation procedures for class assessment. Diagnosis and remediation procedures will be introduced.

Assessment: One from Group A. One from Group D. (See Assessment Policy).

References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.

EDN240 Mathematics Education 4

Contact: Two hours per week for one semester.

Prerequisites: EDN139 and EDN140.

Syllabus: Applied number, the measurement of space, time and money. Aids suitable for the teaching of applied number and practical mathematics, the application of mathematics to the environment. Further detailed procedures for general assessment, diagnosing and remediation of children experiencing difficulties in mathematics. Enrichment activities for the slow and fast learner in mathematics. Planning and preparation of lessons suitable for the teaching of pure and applied number with related activities.

Assessment: One from Group A. One from Group D. (See Assessment Policy).

References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.

EDN241 Music Education 1

Contact: Three hours per week for one semester.

Prerequisite: Nil.

Syllabus: An introduction to music in the primary school; why teach music and what constitutes a balanced music program. A study of rudimentary musical notation and musical terminology which will enable students to perform on a variety of musical instruments — tuned and non-tuned percussion and the recorder.

Assessment: One from Group D. One from Group F. (See Assessment Policy).

References:

EDN242 Physical Education 2

Contact: Three hours per week for one semester.

Prerequisite: EDN142 Physical Education 1.

Syllabus: This subject continues with the development of teaching procedures and material including a number of alternative areas to be chosen from: St John Ambulance First Aid Certificate, Austswim Teacher of Swimming Certificate, Advanced Teaching Techniques and Motor Skill Acquisition. A school based teaching program, skill teaching evaluation, clinical task analysis on student behaviour, and teacher behaviour will be included.

Assessment: One from Group D. One from Group E. (See Assessment Policy).

References:
ST JOHN AMBULANCE ASSOCIATION, First Aid, Melbourne, Ruskin, 1982.

EDN243 Science Education 1

Contact: Three hours per week for one semester.

Prerequisite: Nil.

Syllabus: The objectives of primary science identified through student participation in class activities. A sampling of topics and appropriate teaching strategies drawn from the breadth of the primary science curriculum: expository teaching and demonstration techniques, individual and group activities, games, excursions. Use of resources.

Assessment: One from Group D. (See Assessment Policy).

References:
EDUCATION DEPARTMENT OF VICTORIA, Science in the Primary School (5 parts), 1981-82.
MACDONALD EDUCATIONAL, Science 5/13 (26 titles), London, Schools Council, through Macdonald Educational.
NEW ZEALAND PRIMARY SCIENCE PROGRAM, A Teachers Handbook for Primary Science, Canberra CDC, 1981.

EDN251 Sports Studies 3

Contact: Four hours per week for one semester.

Prerequisite: Nil.

Syllabus: Historical development of sport in general in Australia and of selected sports in particular. Spectator sports in Australian sport. Sport and the Australian woman. Sport and the Australian child. Sport and politics in Australia. Australia's role in the international sports scene. Sport and the disabled. Participation in selected sport skills laboratories.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

EDN252 Sports Studies 4

Contact: Four hours per week for one semester.

Prerequisite: EDN152 Sport Studies 2.

Syllabus: Nutrition — the base for human performance: energy for physical activity; systems of energy delivery and utilisation; enhancement of energy ca-

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pacity; work performance and environmental stress; body composition, energy balance and weight control; ageing and health related aspects of exercise. Participation in selected sports skills laboratories.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN253 Recreation Studies 3

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

EDN254 Recreation Studies 4

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Study of the principles of urban planning and renewal and the provision of recreation space. Study of the requirements, modern design and management patterns of a variety of recreation facilities including community centres, indoor sports complexes, fitness centres, playing fields, playgrounds, parks, trails. Field study of the design, usage and management patterns of selected recreation facilities in a particular community.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:
THOMPSON, G., Usage Patterns of an Indoor Recreation Centre, Department of Youth, Sport and Recreation, Melbourne, 1978.
The Shopping Centre as a Community Leisure Centre, Department of Environment, Housing and Community Development, Canberra, AGPS, 1978.

EDN257 Language Studies – German 3

Contact: Four hours per week for one semester.
Prerequisites: EDN157 and EDN158.
Syllabus: Language and culture study at a more advanced level, together with use of additional written and audio-visual materials. Extensive use of German language in the classroom. Beginning reading of German language writing by selected authors. (Poetry, short stories).
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:
HAAS, W., Die Deutschen und die Oesterreicher. MEYER, C., The German Speakers of Australia, VISE, 1981.
MEYER, C., Articles on the early History of the German Speakers in Australia, VISE, 1984.

EDN258 Language Studies – German 4

Contact: Four hours per week for one semester.
Prerequisite: EDN257.
Syllabus: This semester course continues the language study begun with EDN257, together with further reading of German literary texts. In addition there will be a unit of study on the German speakers in Australia.
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References: As for EDN257.

EDN261 Music Studies 3

Contact: Four hours per week for one semester.
Prerequisites: EDN161 or EDN162 and EDN163.
Syllabus: (a) Music in the Life of Man: Art music, Man's use of music as a form of aesthetic expression. Through a detailed consideration of a number of representative works from the last 300 years this component studies how composers have modified their use of the elements of music to reflect the values and concerns of their contemporary society. (b) Practical studies. (c) Choral/instrument ensemble. (d) Creative Workshop continue to develop technique, reading, aural and interpretative skills, and repertoire.
Assessment: One from Group B. One from Group C. One from Group D. (See Assessment Policy).

References:
EDN262 Music Studies 4

Contact: Four hours per week for one semester.
Prerequisites: EDN161 or END132 and EDN163.
Syllabus: (a) Music in the Life of Man: Traditional and Folk Music. How the 'ordinary man' has used simple easily understood music for self expression and recreation. It includes a study of characteristics of traditional folk music and influences which lead to the development of an Australian Folk Tradition. (b) Practical studies. (c) Choral/Instrumental ensemble work to develop instrumental and vocal repertoire, imperative, aural, reading, technical and ensemble skills. (d) Creative Music Workshop includes more extensive use of electronic instruments and computer music, simple arrangements using seventh chords, appropriate to melodic, non-melodic persuasion, keyboard and guitar.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:

EDN266 Studio Arts — Ceramics 3

Contact: Four hours per week in one session.
Prerequisites: EDN166 and EDN167.
Syllabus: Upon successful completion of this subject a student should be able to use handbuilding and wheel forming techniques to a reasonable standard; understand simple glaze technology; decorate and fire primitive pottery pieces.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:
NIGROSH, L.I., Low Fire, Massachusetts, Dawes, 1960.

EDN267 Studio Arts — Ceramics 4

Contact: Four hours per week in one session.
Prerequisites: EDN166 and EDN167.
Syllabus: Upon successful completion of the subject a student should have individualised and developed hand-building skills; extended and improved wheel throwing methods; developed an understanding of the place of ceramics in society.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:


EDN268 Studio Arts — Fabric Studies 3

Contact: Four hours per week in one session.
Prerequisites: EDN168 and EDN169.
Syllabus: Upon successful completion of the subject a student should be able to spin fleece proficiently on a spinning wheel; have an understanding of natural dye stuffs and their reactions with mordants; possess sufficient weaving skills to effectively teaching weaving at all primary school levels.
Content includes: (a) Construction of fibre. Spinning of fleece on a spinning wheel, single and double band wheels, plying of spun threads, skeining. (b) Natural dyestuffs. Correct washing of skeined wool, reaction of natural dyestuffs with a variety of mordants. (c) Weaving techniques. Wrapping and movable warps. Importance of colour in weaving. Ethnic weaving: African and Navajo. (d) Drawing classes relate specifically to natural forms used in textiles.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN269 Studio Arts — Fabric Studies 4

Contact: Four hours per week in one session.
Prerequisites: EDN168 and EDN269.
Syllabus: Upon successful completion of the subject a student should understand the resist method of batik and appreciate the properties of cold water dyes; be proficient in combining paint, applique and stitchery; be aware of the three-dimensional possibilities of fibres and fabrics.
Content includes: (a) Surface decoration. Techniques of batik are introduced and developed. Appreciation of ethnic and modern techniques. (b) Use of cold water dyestuffs; proportions of paraffin and beeswax and resulting patterns. (c) Creative development of stitchery. Various methods of applique. Techniques of painting directly onto fabric and spraypainting are explored. (d) Drawing skills relate to batik and stitchery.
Assessment: One from group D. (See Assessment Policy).
References:
EDN270 Studio Arts - Painting
Studies 3

Contact: Four hours per week in one session.
Prerequisites: EDN170 and EDN171.
Syllabus: Students are involved in learning experiences to help solve basic colour/design problems. Drawing with various materials is encouraged as a means of recording ideas for future painting. Practical classes include demonstration of techniques and lectures on colour and composition.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:

EDN271 Studio Arts - Painting
Studies 4

Contact: Four hours per week in one session.
Prerequisites: EDN170 and EDN171.
Syllabus: This subject aims to further develop students' visual and manipulative skills. It builds upon basic skills and encourages an awareness of aesthetic values related to painting by involvement in activities which place emphasis upon freedom to explore areas of individual interest. Drawing studies will be taken.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:

EDN275 Environmental Science 3 - Human Ecology

Contact: Four hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisites: EDN175 and EDN178.
Syllabus: Human population and the demand for resources - growth and distribution of population. Correlation between population growth and resource availability. The threats posed by various forms of pollution - practical measures of pollution. Detrimental effects in the human environment of such resources as radiation, drugs, alcohol.
Assessment: One from Group B. One from Group D. (See Assessment Policy).
References:

EDN276 Environmental Science 4 - Ecosystems

Contact: Four hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisites: EDN175 and EDN176.
Syllabus: Ecosystems: structure of ecosystems' biogeochemical cycling; limiting factors in ecosystems; selected field survey techniques. The concepts and techniques introduced in earlier studies are extended and applied in selected ecological case studies of such areas as Westernport Bay. Field surveys lead to taxonomic work on fauna and flora. The impact of humans on the area is assessed. At least one of the sites selected will be the subject of current controversy and students will be expected to argue certain aspects of the case after the collection and interpretation of relevant data.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:

EDN281 Primary Science

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: In this subject, students will be expected to identify and pursue primary science objectives through participation in activities, and view of video-taped lessons.
Students will participate in a sampling of topics drawn from across the primary science curriculum, used to demonstrate various strategies - expository teaching and demonstration, individual and group experiment/investigation, 'guided discovery', short excursions, games, group discussions drawing out children's ideas.
This subject will include examination, use, and assessment of resources in the Curriculum Materials Centre. There will also be planning and demonstration of activities and lessons by students.
Assessment: Assignment (lesson plans) 40 per cent, Examination 60 per cent.
References:
EDUCATION DEPARTMENT OF VICTORIA, Science in the Primary School, (5 parts), Melbourne, Education Department of Victoria, 1981-82.
NEW ZEALAND DEPARTMENT OF EDUCATION,
EDN282  Art Education (Primary)

Contact: Two hours per week for one semester.
Prerequisite: EDN182 Art Education (Early Childhood).

Syllabus: The following topics will be considered in this subject:
- The nature of art – its meaning and function;
- creativity, developing artistic creativity; art process and art product;
- child development in art; explanations for artistic growth in children, 'deviation', barriers to growth, motivation; child art in other cultures;
- perception, 'awareness'; art basics and design; art appreciation; visual education; constructing classroom art programs; rationales, objectives, skills, processes; sequencing in art programs; methods of teaching art (eg, thematic approach, correlation and integration, etc.);
- evaluating child art; art in the classroom – resources, materials, organisation, ordering, environments, field trips, etc.

Practical work, designed to direct students' attention to the importance of the activities for children in terms of individual learning and growth situations, and to establish the student's own confidence in the ability to work freely and creatively in a range of art/craft materials, will also be undertaken.

Actual activities will examine methods of: discovery and experimentation in terms of media tools and equipment; problem solving – pupil/teacher orientated; organisation of materials, equipment and the room, sequential and thematic approaches; evaluation of programs and students' results; flexibility in terms of total programming of activities.

Assessment: Assignments 50 per cent, Project 50 per cent.

References:

EDN283  Primary Social Science

Contact: Two hours per week for one semester.
Prerequisite: Nil.

Syllabus: Students will:
- examine the relationship between the social science disciplines and social studies;
- analyse and practise inquiry – teaching strategies applicable to social studies;
- plan and teach sequences of lessons which aid children to develop concepts, skills, values and action;
- examine critically, various programs of social studies specifically developed for primary schools.

Assessment: Plan and teach a social studies unit 40 per cent, examination 60 per cent.

References:

EDN284  Primary Music

Contact: Two hours per week for one semester.
Prerequisite: Nil.

Syllabus: In this subject the approaches of Orff, Kodaly, Dalcroze and Schafer to creative music making activities will be examined. Musical plays and mimes, rhythmic and melodic accompaniments, related listening activities will be considered.

The development of a balanced music program suitable for use in junior/middle and upper primary levels will also be considered. Advanced work on glockenspiels as a musical instrument will be included.

Assessment: Assignment 30 per cent, practical performance 20 per cent and examination 50 per cent.

References:
HOLT, D. and THOMPSON, K., Developing Competencies to Teach Music in the Elementary Classroom, Merrill, 1980.

EDN285  Primary Mathematics 1

Contact: Two hours per week for one semester.
Prerequisite: Nil.

Syllabus: The subject will commence with consideration of the beginning of counting and the emergence of number in young children. Consideration will be given to how these aspects of mathematics can be fostered in the junior primary program. Work on operations, the development of number systems, mathematical ideas such as equations, applied number, mathematical ideas such as equations, applied number, fractions and spatial relationships will be presented through activities designed to increase students' own understanding and skill while acquiring appropriate teaching strategies.

Assessment: Examination 50 per cent, development of teaching materials 30 per cent, completion of workshop activities 20 per cent.

References:
UNDERHILL, R., Elementary School Mathematics, Merrill, 1981.
EDN286 Primary Mathematics 2
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Teaching emphasis on this subject will be on
planning effective mathematics programs. Procedures
for the evaluation of a child’s performance in
mathematics will be considered along with strategies
for enrichment programs. The use of games and
calculators in the classroom will be discussed.
Teacher-designed and commercially produced diag-
nostic materials will be assessed.
Assessment: Tests 50 per cent, development of teach-
ing materials 30 per cent, completion of workshop
activities 20 per cent.
References: As for Primary Mathematics 1.

EDN287 Human Movement
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This unit is concerned with the develop-
ment of teaching procedures and material that is
relevant to the primary school child in the area of
physical education.
The content includes a consideration of the theo-
retical as well as the practical aspects of teaching
physical education. Theoretical areas include defini-
tions, innovations, planning concepts, acquisition
of motor skills, teaching techniques, remedial and per-
ceptual motor programs, fitness, measurement and
evaluation. Practical areas include sessions in dance,
gymnastics, athletics, minor games, ball handling,
major games, swimming, peer group teaching.
Assessment: Assignment 50 per cent, and Devel-
opment of a Teaching Resource Folio 50 per cent.
References:
DODD, G.D. and MILLER, J.N., Physical Education,
Part 1 and Part 2, Kingswood, Physical Education
EDUCATION DEPARTMENT, Physical Education –
A Suggested Course of Study for Primary
Schools, No 1 Equipment and Facilities, No 2
Gymnastics, No 3 Dance, No 4 Ball Handling, No
5 Athletics, No 6 Swimming.

EDN288 Computer Education
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The course is an introduction to the use of
computers and computer-related technology in teach-
ing and learning with special reference to the early
years of structured education. It will include the
following two major topics:
Computer awareness: The development of a
conceptual model for a computer system together with
an understanding of its mode of operation; user skills;
care of a computer, its media and associated periph-
eral devices.
Computers in early childhood and primary educa-
tion: Teaching/learning about computers; teaching/learning with computers; methodologies and re-
sources; computers across the curriculum.
Assessment: Examination 70 per cent, Cumulative
Practical Exercises 30 per cent.
References:
BELL, S. and SCOTT, I., Springboards – Ideas for

EDN301 Life Span Development
and Modern Life
Contact: Two hours per week for one semester.
Prerequisites: EDN103, EDN104, EDN203,
EDN204, Studies in Education 1, 2, 3 and 4.
Syllabus: The course continues the study of the life
span development begun in the first two years of the
course with the study of child and adolescent develop-
ment. Both normal and abnormal development are
studied with particular emphasis on the forces of
modern life that might influence development, from
infancy to old age.
Assessment: One from Group D. One from Group F.
(See Assessment Policy)
References:
BERGER, K.S., The Developing Person Through The
BOOTZIN, R.R., Abnormal Psychology: Current Per-
KISKEN, G.N., The Dis ranged Personality, (3rd
PAPALIA and OLDs, Human Development,

EDN302 School-Community
Relationships
Contact: Two hours per week for one semester.
Prerequisites: EDN103, EDN104, EDN203,
EDN204, Studies in Education 1, 2, 3 and 4.
Syllabus: The elective consists of an investigation of
the underlying arguments for increased school-com-
munity interaction, and development of the skills
necessary for increased activity to succeed. Issues
investigated include the development of community
participation in schools; ways in which the commu-
nity can participate; legislative developments; prob-
lem-solving; community resources; needs assess-
ment; programs and processes.
Assessment: One from Group D. (See Assessment
Policy).
References:
PETTIT, D., Opening up Schools, Pelican, 1980.
MINZEY, J.D. and LE TARTRE, C., Community Edu-
cation: From Program to Process to Practice,
TOWNSEND, A.C., School-Community Relation-

EDN303 Philosophical Issues in
Education (Elective)
Contact: Two hours per week for one semester.
Prerequisites: EDN103, EDN104, EDN203,
EDN204, Studies in Education 1, 2, 3 and 4.
Syllabus: A variety of issues that impinge on
children’s attempts to succeed in schools are investi-
gated. Students are encouraged to develop their own
stance on each of these issues into a coherent philos-
ophy of education. Issues that are investigated include
racism, technological change, changes in marital relations, the cult society, political oppression and education for unemployment.

Assessment: One from Group D.

References:

EDN304 Communication in Education

Contact: Two hours per week for one semester.
Prerequisites: EDN103, EDN104, EDN203, EDN204, Studies in Education 1, 2, 3 and 4.
Syllabus: Working with topics of their own choice, students develop small, learner-centred instructional packages. The steps in systematic design, including audience identification, task description, task analysis, media selection and validation, are introduced as required. Practical work is interspersed with tutorial discussions on various aspects of communication in education. At the end of the course, students are required to demonstrate their completed packages to the class.
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

EDN305 Politics and Education (Elective)

Contact: Two hours per week for one semester.
Prerequisites: EDN103, EDN104, EDN203, EDN204, Studies in Education 1, 2, 3 and 4.
Syllabus: A theoretical and practical study of the key political concepts relating to the political and educational processes. These include the development of the Westminster system, Australian Federalism, Section 96 grants, State Aid in theory and practice, pressure (interest) groups and the Schools Commission. There is a heavy emphasis placed on investigating the 'working out' of these concepts in local schools in fieldwork situations.
Assessment: One from Group D. (See Assessment Policy).
Reference:

EDN306 Sociology and Education (Elective)

Contact: Two hours per week for one semester.
Prerequisites: EDN103, EDN104, EDN203, EDN204, Studies in Education 1, 2, 3 and 4.
Syllabus: This elective involves students examining a variety of educational and social settings experienced by primary school children. The needs of exceptional groups or individuals are identified within the context of Victorian society and appropriate helping strategies devised.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN307 Professional Issues in Education

Contact: Two hours per week for one semester.
Prerequisites: EDN103, EDN104, EDN203, EDN204, Studies in Education 1, 2, 3 and 4, and two of EDN302, EDN303, EDN304, EDN305, EDN306.
Syllabus: At the beginning of the semester key current social context issues are determined by staff and students. Groups of four of five students are then assigned to work in close contact with a member of staff on a particular issue. Each group is to produce a seminar paper. Using fieldwork (where appropriate), readings, and critical discussions employing the methodological skills acquired in the previous units, this seminar paper attempts to resolve the issue tackled. At the end of the subject, the group is required to present its paper to the whole class in an appropriate manner and organise a critical response.
Assessment: One from Group D. (See Assessment Policy).
References: There are no specific references for the subject. Groups determine their own reading lists.

EDN311 Early Childhood Teaching 5

Contact: Two hours per week per semester for the on-campus program.
Prerequisite: Nil.
Syllabus: Strand A: This strand will build on the program planning introduced in Early Childhood Teaching 2. Topics related to planning will include planning for individual children setting long and short term objectives, developing routines in the preschool program, wet day programs, selecting and implementing special events such as excursions and visits.
Strand B: Twenty to 30 days of supervised practice teaching including 10 days at the commencement of the pre-school year. In addition, students will undertake 30 hours of voluntary teaching in such capacities as teacher's aide within pre-schools and play leaders within hospital play programs. Students will also carry out observations and field tasks at preschools for one day per week for eight weeks.
Assessment: Strand A: Practice Teaching Folio 10 per cent, Assignment 20 per cent, Test 20 per cent. Strand B: Assessed Teaching Practice 50 per cent.
References:
EDN312 Early Childhood Teaching 6

Contact: Two hours per week, per semester for the on-campus program.
Prerequisite: Nil.
Syllabus: Strand A: This strand will contribute further to students' programming skills through consideration of such topics as multi-age groupings and their teaching/management implications; the selection and implementation of special activities which reflect cultural traditions particularly festivals, gifts and language. Consideration will also be given to the incorporation of TESL within pre-schools.
Strand B: A further 15 days of supervised practice teaching in pre-schools, plus 10 days of supervised practice teaching in child care centres. Students will also carry out observations, field trips and volunteer teaching in services associated with very young children.
Assessment: Strand A: Observation Folio 20 per cent, Teaching Plan Folio 20 per cent, Test 10 per cent.
Strand B: Assessed Teaching Practice 50 per cent.
SEBASTIAN, P., Handle With Care, Hargreen, 1986.
WEISNER, M., Group Care and Education of Infants and Toddlers, CV Mosby, 1982.

EDN313 Early Childhood Education 5

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject will provide students with the opportunity to apply their primary and pre-school teaching experiences to issues of curriculum design. In particular, the need for curricula to be responsive to changing societal needs and expectations will be discussed. The role of technology within the pre-school and primary school will be included. The material in this subject will also complement the work on pre-school program planning developed through the on- and off-campus strands of Early Childhood Teaching 5.

The role of evaluation in education will be discussed, with particular emphasis on the various issues associated with the evaluation and recording of children's behaviour.
Assessment: Tests 50 per cent, Seminar Paper 30 per cent, Resource Folio 20 per cent.

Curriculum Development Centre, Core Curriculum for Australian Schools, What it is and why it is needed, Canberra, 1980.

EDN314 Early Childhood Education 6

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The material in this subject is designed to complement the subjects Child Care Studies and Family Studies and to provide additional theoretical background to the Childcare practice teaching component of Early Childhood Teaching 6. It draws upon material presented in the Studies in Child Development subjects, especially that related to infant development. Issues involved in various current formal infant training programs will be explored. The strengths and weaknesses of less formal programs such as playgroups and toddler groups will be examined.

The chief emphasis of the subject will be the complex interaction between professional educators/care givers and families in the development of very young children.

This subject will conclude the Studies in Early Childhood Education major by relating the roles of professional educators/care givers and families in infant education to current societal priorities and values.
Assessment: Observation folio based on students' participation/observation in a range of infant programs and parent interviews 50 per cent, tests 50 per cent.
SEBASTIAN, P., Handle with Care, Hargreen, 1986.

EDN315 Exceptional Children 1

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The concept of exceptionality will be examined in conjunction with contemporary issues associated with the identification and classification of exceptional children. Various causes of exceptionality will be discussed, with particular emphasis on research relating to the effects of smoking, alcohol, drugs and car accidents. Behaviour characteristics of the emotionally, physically, intellectually, visually and learning disabled will be discussed along with their teaching implications.

This subject will include excursions to institutions offering specialist services for exceptional children.
Assessment: Research Paper 30 per cent, Tutorial
Paper 20 per cent and Examination 50 per cent.

References:
BOWD, A., Exceptional Children in Class, Hargreen, 1986.
Selected journal articles.

EDN316 Exceptional Children 2
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: In this subject four topics will be considered including gifted children, learning for disabled children, integration of exceptional children and working with the families of exceptional children.
The development of teaching strategies appropriate to gifted children will be considered as will information relevant to the diagnosis and remediation of learning disabilities in children. Consideration will be given to the psychological factors associated with both giftedness and learning failure. Issues and strategies associated with integration will be considered, with a view to accommodating, where possible, exceptional children in the normal pre-school and primary school environment. This subject will conclude with consideration of the effects an exceptional child can have on its family and the services available to such families.
Assessment: As for EDN315 Exceptional Children 1.
References: As for EDN315 Exceptional Children I plus:
Ministerial papers and selected journal articles.

EDN317 Child Health and Safety 1
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject consists of an examination of the incidence of child abuse nationally and locally. Students will be trained in positive, proven educational skills and strategies for stopping child abuse and other crimes of violence against people.
The meaning of health and health education will be considered as will planning considerations for health education, teaching techniques and methods, selected health topics, diet, stress, exercise, environmental hazards, medical problems in the classroom, accident statistics in schools, evaluation of health education programs, resource information and materials, developing teaching units.
Assessment: Full participation in training course, assignment 50 per cent, tests 50 per cent.
References:

EDN318 Child Health and Safety 2
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject will consider management of a casualty in life-threatening situations by performing CPR, controlling profuse bleed and also caring for an unconscious patient, care of superficial wounds, bangs, bumps, bruises and burns. Use of the RICE technique, common fractures, care of the ill patient, preparation of written messages and demonstrating a caring attitude to all casualties treated.
In the second half of the subject, the following topics will be considered:
Why teach bike education, what is bike education, types of bikes, roadworthy certificate, emergency braking, resource material, the role of the police, program implementation, basic maintenance procedures, formation riding, on-road activities, a cycling experience ride.
Assessment: Completion of the Senior St John First Aid Certificate. Practical and theory test 100 per cent.
References:
ORDER OF ST JOHN, Australian First Aid, St John Ambulance Association, Melbourne 1984.
ROAD TRAFFIC AUTHORITY, The Bike Education Course, Melbourne.

EDN321 Studies in Teaching 5
Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and school-based practice teaching.
Prerequisites: EDN221 and EDN222.
Syllabus: A course consisting of three complementary strands.
Strand A: An off-campus Practical Teaching strand of 20-25 days classroom teaching and management.
Strand B: An on-campus School Organisation strand focusing on the practical organisation and management issues associated with the classroom and the school.
Strand C: An on-campus Curriculum Organisation strand developing the notion of curriculum development being a school-based enterprise, and focusing on the inter-dependence of the Education Department's policy, program and activities processes in that enterprise.
References:
CURRICULUM DEVELOPMENT CENTRE, Core Curriculum for Australian Schools, Canberra, 1980.
EDN322 Studies in Teaching 6

Contact: Three hours per week of lectures, tutorials, laboratory sessions, field trips and school-based practice teaching.

Prerequisites: EDN221 and EDN222.

Syllabus: A course consisting of three complementary strands.

Strand A: An off-campus Practical Teaching program of 20-25 days classroom teaching and management, including one to two weeks of complete responsibility for the grade program.

Strand B: An on-campus program concerned with presenting to students induction information relevant to their first year out as practising teachers.

Strand C: An on-campus curriculum organisation strand focusing on practical experience in the school-based curriculum decision-making process, as well as the principles and practice underlying formative and summative evaluation.

Assessment: Strand A—Practice Teaching. Strand B—one from Group F. Strand C—one from Group E. (See Assessment Policy).

References:
DORA. J., Beginning to Teach, Chisholm Institute of Technology, 1986.

EDN331 Art Education 2

Contact: Three hours per week during sixth semester.

Prerequisite: Nil.

Syllabus: This unit is designed to provide students with the knowledge and understanding necessary to enable them to develop and implement suitable art education curricula for a variety of developmental levels. It will also enable students to further their knowledge and understanding of a particular aspect of child art or art education. The unit will be undertaken through lectures, workshops, visits and observations.

Assessment: One from Group B. One from Group D. (See Assessment Policy).

References:
HALL, W. and GREIG, S., Ready, Set... Art Teacher, Frankston, State College of Victoria at Frankston, 1980.
RITSON, J. and SMITH, J., Creative Teaching of Art in the Elementary School, Boston, Allyn and Bacon, 1975.

EDN332 Computer Education 2

Contact: Two hours per week of lectures and practical work for one semester.

Prerequisite: EDN132 Computer Education 1.

Syllabus: Computers in the school environment; educational applications, implications for teaching and school administration.

Hardware evaluation and selection; Commonwealth and State policies, characteristics of suitable hardware. Software evaluation and selection; the application of educational criteria, the use of evaluation checklists.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN333 Computer Education 3

Contact: Two hours per week of lectures and practical work for one semester.

Prerequisite: EDN332 Computer Education 2.

Syllabus: Computer related curricula in the primary school; an examination of existing curricula in the light of current theories of learning and the contributions of leading computer educators. Computer programming in the structural language LOGO.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN334 Language Across the Curriculum 5 (Oracy and Drama)

Contact: Two hours per week for one semester.

Prerequisites: EDN134, EDN135, EDN234, EDN235, Language Across the Curriculum 1, 2, 3, 4.

Syllabus: Theoretical considerations and practical activities centred around: (a) The organisation of classroom programs across the primary grades in respect of speaking, listening, movement, mime, improvisation and role play. (b) The preparation and presentation of practical activities within the classroom programs. (c) Materials/resources development to aid in the development and implementation of programs. (d) Program assessment and evaluation.

Assessment: One from Group A. Two from Group C. One from Group F. (See Assessment Policy).

References:
SANSOM, C., Speech and Communication in the Primary School, Black, 1978.
WAGNER, B.J., Dorothy Heathcote: Drama as a Learning Medium, National Education Association, 1976.

PRIMARY SCHOOLS LANGUAGE COMMITTEE, Talking and Listening, 1982.

EDN335 Language Across the Curriculum 6 (Assisting the Child with Difficulties in Language and Reading)

Contact: Two hours per week for one semester.

Prerequisites: EDN134, EDN135, EDN234, EDN235.

Syllabus: The individual experiencing difficulties in aspects of language and/or reading and the means whereby the teacher can provide assistance is the main concern of this subject. The major causes of the

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individual having learning difficulties in language and/or reading are considered and a focus is given to the role played by the curriculum in this. Techniques of identification, diagnosis and remediation with an emphasis on the use of informal approaches are discussed and students are given the opportunity to practise and develop these techniques. The involvement of curriculum areas, other than language and reading, is included in an attempt to promote assistance across the curriculum.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

HOWELL, K. and KAPLAN, J., Diagnosing Basic Skills, Columbus, Charles E Merrill, 1980.

EDN336 Language Across the Curriculum 7 (Children's Literature)

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: This subject examines literature for the primary school child from the point of view of reader and writer. Students are encouraged to read and discuss selected books, analyse their literary merit and assess their appeal to children. Elements of fiction will be discussed and students will write for children. They will be encouraged to present this writing and the work of professional writers to children in the classroom.

Assessment: One from Group D. One from Group F. (See Assessment Policy).

References:

GLAZER, J.I., Literature for Young Children, Columbus, Merrill, 1981.

EDN337 Language Across the Curriculum 8 (The Multicultural Classroom)

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: Topics included in this subject are: Australia as a multicultural society; The migrant child and schools; The hidden curriculum; Success and failure in the multicultural classroom; Language needs and present policies. Is a bilingual classroom the answer? The place of community languages. TESL for the multicultural classroom.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:


EDN338 Language Across the Curriculum 8 (Classroom Applications)

Contact: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: Students will be involved in structuring situations and experiences which cater for pupils' language development in all areas of the curriculum. Practical organisation of the classroom as an environment conducive to the child's language development will also be stressed. The unit draws together aspects of language across the curriculum which have been studied in previous units and explores ways in which they can be integrated in the primary school classroom.

Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:


PRIMARY SCHOOLS LANGUAGE COMMITTEE, Position Papers on Reading, Spelling, Listening and Talking.

EDN339 Mathematics Education 5

Contact: Two hours per week for one semester.
Prerequisites: EDN239 and EDN240.
Syllabus: A study of alternative mathematics programs developed in Australia, USA and Great Britain. Particular emphasis will be placed on the philosophy, sequential development and practical experiences generated within the programs. Assessment procedures, catering for individual differences, acceleration and enrichment procedures. A comparative study between the Victorian Mathematics program and the Nuffield Mathematics program. The use of text books and their relevance or otherwise to the Victorian Mathematics program.

Assessment: One from Group A. One from Group D. (See Assessment Policy).

References:


EDN340 Mathematics Education 6

Contact: Two hours per week for one semester.
Prerequisites: EDN239 and EDN240.
Syllabus: The use of testing and remediation procedures in the primary school for group assessment and individual assessment of mathematical achievement. The use of small group teaching as an aid to developing a mathematics program, an investigation of streaming into ability groups or otherwise. A detailed case study and task analysis for a group and an individual. Preparation and construction of tests and
EDN341  Music Education 2

Contact: Three hours per week for one semester.
Prerequisite: EDN241 Music Education 1.
Syllabus: An extension of musical notation and musical terminology which will enable students to consolidate their practical performance on a variety of percussion musical instruments, in particular the glockenspiel.

A study and comparison of current approaches to music education: Dalcroze, Kodaly, Ogg, Scarff and Self, culminating in the planning of a thematic unit suitable for use in the primary school.

Assessment: Two from Group D. One from Group E. (See Assessment Policy).

EDN343  Science Education 2

Contact: Three hours per week for one semester.
Prerequisite: EDN243 Science Education 1.
Syllabus: Application and extension of the principles and practices established in Science Education 1. A series of sub-units based on the areas – living things in their environments, matter, energy, time, change, space – incorporating development of appropriate attitudes and relevant concepts, and adaption of content and teaching strategies to specific primary school levels. Planning of curriculum units and programs.

Assessment: One from Group F. (See Assessment Policy).
EDUCATION DEPARTMENT OF VICTORIA, Science in the Primary School (5 parts), 1981-82.
MACDONALD EDUCATIONAL, Science 5/13 (26 titles), London, Schools Council, through Macdonald Educational.
NEW ZEALAND PRIMARY SCIENCE PROGRAM, A Teachers Handbook for Primary Science, Canberra, CDC, 1981.

EDN344  Social Science Education 2

Contact: Three hours per week for one semester.
Prerequisite: EDN144 Social Science Education 1.
Syllabus: This subject builds upon the principles and methods introduced in EDN144 and extends their application to concepts, skills and values appropriate to senior primary grades. Emphasis will be placed on designing social studies units of work which incorporate a variety of inquiry activities. Various models of curriculum design will be presented, including an in-depth examination of the exemplar program, Man: A Course of Study.

Assessment: One from Group E. One from Group F. (See Assessment Policy).

EDN351  Sports Studies 5

Contact: Four hours per week for one semester.
Prerequisite: Nil.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

EDN352  Sports Studies 6

Contact: Four hours per week for one semester.
Prerequisite: Nil.

Assessment: One from Group B. One from Group D. (See Assessment Policy).

EDN353  Recreation Studies 5

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Recreation for the mentally disabled. Recreation for the physically disabled. Recreation for the physically disabled.
EDN354  Recreation Studies 6

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Study of the general principles to be used in the promotion of safety and in accident prevention in a variety of recreational activity areas, including camping, sailing, canoeing, Scuba, mountaineering, skiing, bushwalking, individual dual and team sport, swimming. Consideration of the roles to be played by recreational administrators and supervisors, parents, participants and the promotion of safety in recreation. Field study of safety promotion in a selected recreational area of activity.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN357  Language Studies – German 5

Contact: Four hours per week for one semester.
Prerequisites: EDN257 and EDN258.
Syllabus: Language study at a high level of communicative competence is aimed at including reading and writing skills. Culture studies cover in greater depth the history of Germany and the major contributions to European literature and thought of selected German writers and other figures. Students are introduced to literary works in various genres (plays, poems, short stories, novels).
Assessment: Four from Group B. (See Assessment Policy).
References:
Selected literary works.

EDN358  Language Studies – German 6

Contact: Four hours per week for one semester.
Prerequisite: EDN357.
Syllabus: This semester course continues the language study begun with EDN357, plus reading and discussion of representative German literary periods (in particular the 19th and 20th centuries). In addition the history and contribution of the Germans in Australia will be studied.
Assessment: Three from Group B. One from Group D. (See Assessment Policy).
References: As for LAN357.

EDN361  Music Studies 5

Contact: Four hours per week for one semester.
Prerequisite: EDN261 and EDN262.
Syllabus: (a) Aesthetics and Musical Contempory Society. Topics include: How contemporary society perceives the role of music, the music of contemporary society, viz. traditional serious music, 20th century composers and their 'new' music, jazz and popular music. (b) Practical studies. (c) Choral/instrumental ensemble are further developed and include individual and ensemble performances. Students are encouraged to arrange, organise and conduct ensembles. (d) Creative Music Workshop expands sound as an expressive medium; synthesizers and electronic instruments are used as direct sound sources and modifiers of sound; arrangements include secondary sevenths and progressions, chord symbol terminology.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References:
AUSTRALIAN MUSIC CENTRE, Australian Composition; Orchestral Music; Instrumental and Chamber Keyboard Vocal and Choral; Electronic; Jazz; Folk; Pop and Rock, Sydney, 1976-1978.

EDN362  Music Studies 6

Contact: Four hours per week for one semester.
Prerequisites: EDN261 and EDN262.
Syllabus: (a) Music in contemporary society – students elect to study and present papers on topics selected from: jazz, popular music, commercial music, film music, music for the stage, music for special groups. (b) Practical studies. (c) Choral/instrumental ensemble are developed and include a variety of styles, solo and ensemble performances. (d) Creative music workshop includes original compositions and arrangements employing a variety of electronic and/or acoustic media. Arrangements are expanded to include combinations such as recorders, treble voices, piano and percussion.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:
As for EDN361 MUSIC STUDIES 5, plus:
MAGAZINES: Jamm Journals, 1982-83.

EDN366 Studio Arts – Ceramics 5
Contact: Four hours per week in one session.
Prerequisites: EDN266 and EDN267.
Syllabus: Upon successful completion of this subject a student should be able to understand kiln design, construction and firing methods; be able to complete a series of pieces which encompass special interests and ceramic skills creatively.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN367 Studio Arts – Ceramics 6
Contact: Four hours per week in one session.
Prerequisites: EDN266 and EDN267.
Syllabus: Upon successful completion of this unit a student should be able to put together a small exhibition of works which show an individual style of working with clay; be able to work in a creative manner showing a competent degree of skill and craftsmanship; be competent in glazing techniques and firing procedures.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN368 Studio Arts – Fabric Studies 5
Contact: Four hours per week in one session.
Prerequisites: EDN268 and EDN269.
Syllabus: Upon successful completion of the subject a student should be able to execute original designs showing a knowledge and appreciation of acquired textile skills; be able to plan sequential fibre curriculum for primary grades.
Content includes: (a) Construction of fabric. Hand and machine techniques of patchwork. History of patchwork. (b) Students choose one area of fabric construction or surface decoration to be executed in a series of pieces or one major piece. (c) Drawing skills relate to chosen areas.

Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN369 Studio Arts – Fabric Studies 6
Contact: Four hours per week in one session.
Prerequisites: EDN268 and EDN269.
Syllabus: Upon successful completion of the subject a student should be able to refine and selectively use skills and techniques; be able to pursue any of the studied fibre areas without further formal tuition. Content includes: (a) Surface decoration. Machine embroidery, with or without padding and/or applique, trampunto. Combinations of this media with other techniques. (b) Students choose one area of fabric construction or surface decoration to be executed in a series of pieces or one major piece. (c) Drawing skills relate to chosen area.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN370 Studio Arts – Painting Studies 5
Contact: Four hours per week in one session.
Prerequisites: EDN270 and EDN271.
Syllabus: This subject is designed to extend the knowledge and skills gained by students during the first four semesters of this major sequence of studies. Students carry through a series of paintings, encompassing skills in water based or oil pigments. Drawing studies will be taken.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:
Art and Australia, Sydney, Ure Smith.

EDN371 Studio Arts – Painting Studies 6
Contact: Four hours per week in one session.
Prerequisites: EDN270 and EDN271.
Syllabus: This subject is designed to allow students to work independently on problems relevant to their artistic development. Students are expected to develop a coherent series of paintings. Sessions allow for individual assistance, direction and critiques. Individual development is stressed and encouraged.
Drawing classes will be held regularly.
Assessment: Two from Group C. One from Group D.  
(See Assessment Policy).
References:
KNOBLER, N., The Visual Dialogue, NY, Holt,  
LYNTON, N., The Story of Modern Art, Oxford,  
Phaidon, 1980.
McQUEEN, H., The Black Swan of Trespass, Sydney,  
WILTON, A., Turner and the Sublime, London, Brit­  

EDN375 Environmental Science 5
   - Earth Studies

Contact: Four hours per week comprising lectures,  
laboratory sessions and field studies.
Prerequisites: EDN175, EDN176, EDN275,  
EDN276.
Syllabus: The land form as a product of past and  
present forces acting on various rock masses.  
Palaeontology and its use in establishing age relation­  
ships. The geology and major physiographic units of  
Victoria Coastal geomorphology, especially on  
Mornington Peninsula. Soil formation and the  
relationships between various physical factors such as  
climate and soil on vegetation type. Conservation  
problems in the field situation.
Assessment: One from Group B. One from Group E.  
(See Assessment Policy).
References:
BIRD, E.F.C., Coasts, Canberra, Australian National  
University, 1968.
COSTERMANS, L.F., Native Trees and Shrubs of  
DOUGLAS, J.G. and PEGUISON, J.A., Eds., Geol­  
ogy of Victoria, Melbourne, Geological Society  
of Australia, 1976.
HILLS, E.S., Physiology of Victoria, Melbourne,  
Witcombe and Tombs, 1975.

EDN376 Environmental Science 6
   - Environmental Problems  
   and Prospects

Contact: Four hours per week comprising lectures  
and tutorials.
Prerequisites: EDN175, EDN176, EDN275,  
EDN276.
Syllabus: Knowledge gained by students in studies  
previously undertaken is drawn together and applied  
to two major topics: (a) the future of the human  
species; and (b) the future of the environment.  
Included in consideration of the former are such  
 matters as population control, eugenics, human clo­  
ning, genetic engineering and radiation hazards. In  
dealing with the latter, students consider environ­  
mental management techniques and projects made  
necessary because of the extensive alterations the  
human species has made to its physical and biological  
environments and the resultant series of ecological  
problems with possible global effects in the near  
future.
Assessment: One from Group C. One from Group E.  
(See Assessment Policy).

References:
BIRCH, C., Confronting the Future, Boston,  
McROBIE, G., Small is Possible, London, Jonathan  
Cape, 1981.
MILLER, G.T., Environmental Science, Belmont,  
MILLER, G.T. and ARMSTRONG, P., Living in the  
PAUSACKER, I., Recycling, Ringwood, Penguin,  
1979.
WALLACE, B., Essays in Social Biology, Vols. I, II,  

EDN377 Environmental Science 7
   - Behavioural Ecology

Contact: Four hours per week comprising lectures  
and laboratory sessions.
Prerequisites: EDN175, EDN176, EDN275,EDN276.
Syllabus: Studies involving selected examples of  
various animal groups illustrate the wide range of  
behaviours found in any one group and the behavi­  
oural differences between groups. Factors underly­ing  
the development of behaviour and the origin of certain  
behaviour patterns found in humans are investig­  
gated. The option is essentially practical in nature.  
Sessions spent in the animal house or the nature  
reserve develop the student’s powers of using special­  
ised measuring and recording equipment. Visits are  
also made to animal sanctuaries and research instit­  
tutes, and to various selected sites for habitat studies.
Assessment: One from Group B. One from Group E.  
One from Group F. (See Assessment Policy).
References:
MANNING, A., An Introduction to Animal Behavio­  
REYNOLDS, V., The Biology of Human Action, San  
SILBY, R.M. and SMITH, R.H., Behavioural Ecology,  
STOKES, A.W. and PRINCE, E.D., Animal Behavio­  
r in Laboratory and Field, (2nd edn.), San  
Francisco, WH Freeman, 1975.
WALLACE, R.A., Animal Behaviour, Santa Monica,  

EDN378 Environmental Science 8
   - Microbiology

Contact: Four hours per week comprising lectures  
and laboratory sessions.
Prerequisites: EDN175, EDN176, EDN275,  
EDN276.
Syllabus: This is a practical subject, involving the  
development of various microbiological techniques  
and investigative methods. Lectures/discussions will  
be introduced where appropriate. Topics include: the  
roots of microbiology; the nature of microorganisms;  
microbial growth and its control; infection and immu­  
nity; decomposition; the spread of diseases; viruses  
and viral diseases; environmental, water, food, agricul­  
tural and industrial microbiology.
Assessment: One from Group B. One from Group C.  
One from Group F. (See Assessment Policy).
References:
BROCK, T.D., Biology of Microorganisms, NY, Prent­  

EDN383 Early Childhood Administration

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject is designed to complement and supplement material considered as part of the related subjects, Working In the Community and Child Care Studies. It focuses on three main topics, viz., administrative tasks, management strategies and working with committees. In the first of these topics, administrative tasks common to the educator such as basic bookkeeping, record keeping, letter and report writing, as well as timetabling will be discussed. Office management and staff deployment will be considered as part of management strategies. The functions of committees and, in particular, committees of management, will be considered along with an introduction to meeting procedures.
Assessment: Tutorial paper 25 percent, Assignments 25 per cent and Examination 50 per cent.
References:

EDN384 Working in the Community

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject will investigate the arguments for and against increased community involvement within children's services in general and educational services in particular. Means of ascertaining the cultural, sociological and economic characteristics of a community will be discussed as a means of determining community needs and resources. Strategies for determining what services are available within a community and their adequacy to meet local needs will also be considered. Topics such as how communities gain services and how these services are funded and delivered will be included. The chief emphasis of this subject will be the role of educators in facilitating the development of appropriate services and interacting with such services on behalf of children and their families.
Assessment: Case study 30 per cent, Tutorial Paper 20 per cent, Examination 50 per cent.
References:
MORRISON, G., Parent Involvement in the Home, School and Community, Merrill, 1978.


EDN385 Child Care Studies

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject will relate the administration competencies and skills developed in the Early Childhood Administration subject to child care centres. Funding and organisational matters at Commonwealth, State and local levels will be considered, as will the various child-minding, day care and building regulations. Particular emphasis will be placed on those inter-personal skills necessary to create a happy environment for staff.
Communication and negotiation skills will be stressed. Students will be helped to apply the programming and teaching skills developed in the Studies in Teaching subjects, as well as the understanding of the children and their families developed in the Studies in Child Development sequence and Family Studies subject, to meeting the needs of children and their families through child care.
Assessment: Tests 60 per cent, Resource Folio 20 per cent, Student Presentation 20 per cent.
References:
LANGENBACH, M. and NSKORA, T.W., Day Care Curriculum Considerations, Merrill.
SEBASTIAN, P., Handle with Care, Hargreen, 1986.
WEISNER, M., Group Care and Education of Infants and Toddlers, CV Mosby, 1982.

EDN386 Family Studies

Contact: Two hours per week for one semester.
Syllabus: The material in this subject will build upon the work on families contained within the Studies in Child Development subjects, as well as relate to Early Childhood Teaching 5 and Child Care Studies.
Students will be required to become familiar with contemporary Australian research on families and their needs through investigation of the impact of such societal factors as technology, women in part-time employment, un-employment and ethnicity of family functioning. This subject will also present an introductory overview of current legislation pertaining to families such as divorce and custody laws. Emphasis will be placed on the role of the teacher in assisting families and, in particular, facilitating their participation in the children's education.
Assessment: Seminar paper 20 per cent, Research paper 20 per cent, Examination 50 per cent.
References:

EDN387 Advanced Curriculum Project 1

Contact: The equivalent of two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students will identify a possible project and then consult with appropriate staff in order to prepare a project proposal for submission to the School of Education Program Committee. Projects may take the form of research into current trends or content on a specified curriculum area, preparation of curriculum materials for use in a pre-school or primary school, a school/pre-school based investigation into the teaching of an aspect of a curriculum area or any other form recommended by the Program Committee and approved by the School of Education School Board.
Assessment: Project Report 100 per cent.
References:
CHISHOLM INSTITUTE OF TECHNOLOGY, School of Education Project Manual, (1986 edn.)
Journal articles in the curriculum area selected for the Project will be required reading.

EDN388 Advanced Curriculum Project 2

Contact: The equivalent of two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students will identify a possible project and then consult with appropriate staff in order to prepare a project proposal for submission to the School of Education Program Committee. Projects may take the form of research into current trends or content on a specified curriculum area, preparation of curriculum materials for use in a pre-school or primary school, a school/pre-school based investigation area or any other form recommended by the Program Committee and approved by the School of Education School Board.
Assessment: Project Report 100 per cent.
References:
CHISHOLM INSTITUTE OF TECHNOLOGY, School of Education Project Manual, (1986 edn.)
Journal articles in the curriculum area selected for the Project will be required reading.

EDN401 Problems and Issues in Contemporary Education

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Issues raised in this subject include centralisation and devolution of decision making, community involvement in education, effective teaching, learning alternatives and the impact of new technology. The skills to be developed are those of paper presentation, conducting a field investigation or literature review, and writing a group report involving elementary research skills.
Assessment: One from Group C. One from Group D.
(See Assessment Policy)
References:

EDN402 Multicultural Education – Sub-Cultures and Education

Contact: Four hours per week for one semester.
Prerequisite: EDN401 Problems and Issues in Contemporary Education.
Syllabus: The course aims to develop an understanding of the multiplicity of cultures and sub-cultures that exist in Australian society with all their attendant concerns. There will be a special focus on the education needs of these children. Special attention will be paid to identifying and describing the variety of cultures and sub-cultures that exist in Australian society, and on understanding the concerns of these sub-cultures with special emphasis on the understanding of their cultural background and social and educational needs.
Assessment: One from Group B. One from Group D.
(See Assessment Policy)
References:
BULLIVANT, B.M., Race, Ethnicity and Curriculum, Melbourne, Macmillan, 1981.

EDN403 Issues in Multicultural Education

Contact: Four hours per week for one semester.
Prerequisite: EDN402.
Syllabus: This unit takes up some of the issues raised in the previous unit EDN402, emphasising problems and issues relevant to the multicultural classroom. The following areas will form the basis of the unit: bilingual education – pros and cons; the ‘hidden’ curriculum – what is it and how can it be overcome; ability and attainment of migrant children; materials development for the multicultural classroom; multiculturalism and the school syllabus; language development and ESL needs in the multicultural classroom.
Assessment: One from Group C. One from Group D.
(See Assessment Policy)
References:

EDN404 Looking in Classrooms

Contact: Four hours per week for one semester.
Prerequisite: EDN401 Problems and Issues in Contemporary Education.
Syllabus: An examination of the classroom and teacher effectiveness in the facilitation of learning. A study is made of classroom organisation, teacher-pupil interaction and the application of theories of teaching to the teaching-learning situation. Research into the teacher’s working day and examples from
classrooms illustrating different approaches to the teaching-learning situation are presented to emphasise the teacher's role in the classroom. A selection of important factors which affect the teacher's ability to facilitate learning within the classroom, e.g., vandalism, multimedia, facility, availability, are examined. Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

EDN405 Critical Teaching Problems

Contact: Four hours per week for one semester.
Prerequisite: EDN404 Looking in Classrooms.
Syllabus: In this teacher-centred subject students identify critical teaching problems and devise and evaluate strategies to eliminate these problems. Classroom-based problems are identified by the application of a teacher-stress checklist. Problem areas are examined in relation to motivation theories, time management theories, alternative classroom organisational patterns and codes of discipline. Strategies for increasing career satisfaction are devised after analysing the nature of the classroom teacher's task. Assessment: Two from Group D. (See Assessment Policy).
References:

EDN406 School Organisation and Management 1

Contact: Four hours per week of lectures and workshops.
Prerequisite: EDN401.
Syllabus: The course consists of a study of the basic administrative concerns of those charged with running efficient and effective schools. It comprises the theory and practice associated with such matters as leadership, morale, motivation and effective communication.
Assessment: One from Group B. Two from Group C. (See Assessment Policy).
References:

EDN407 School Organisation and Management 2

Contact: Four hours per week of lectures and workshops.
Prerequisite: EDN406.
Syllabus: The course continues the study commenced in the previous semester but with a practical emphasis. Particular study is made of the administrative concerns of individual students. Specific emphasis is given to the administration of school reviews and the implementation of curriculum change.
Assessment: One from Group B. Two from Group C. (See Assessment Policy).
References: Students are expected to use texts appropriate to their needs, choosing from the list supplied in class.

EDN408 Field Studies in Education

Contact: Four hours per week for one semester.
Prerequisites: The first subject in a Studies in Education or a Studies in Curriculum sequence.
Syllabus: The following components will form the basis of this subject:
(a) The role of literature pertinent to field investigation in education. Included in this will be—(i) instruction in computer and bibliographical search techniques; (ii) reviewing the literature; (iii) basic statistical procedures.
(b) Selecting questions to investigate in field settings.
(c) Introduction to methods of investigating questions in field settings. Emphasis will be placed on the techniques appropriate to case studies, experimental design, historical and philosophy inquiry and surveys.
(d) Project proposal writing.
Assessment: One from Group C. One from Group E. (See Assessment Policy).
References:
GAY, L.R., Educational Research: Competencies for Analysis and Application, (2nd edn.), Columbus, Chas Merrill, 1981.

EDN409 Project

Contact: The equivalent of eight hours per week for one semester.
Prerequisites: EDN408 Field Studies in Education and a sequence of two subjects in Studies in Education or Studies in Curriculum.
Syllabus: The project is designed as an investigation or field study which relates to the previous studies of the student as well as to the school, classroom or other setting in which the student operates. As the major purpose of this subject is to enable the student to carry out an investigation of field study, the methodological emphasis in this unit will be on the student working in the field. This will be supported by seminar sessions in which the student presents the study and leads appropriate discussion, as well as regular and frequent attendance at supervision/consultation sessions with supervisors.
Assessment: One from Group E. (See Assessment Policy).
References:
CHISHOLM INSTITUTE OF TECHNOLOGY, School of Education, Practicum and Project.

EDN411 Assisting Children with Special Needs 1

Contact: Four hours per week for one semester.
Prerequisite: EDN401 Problems and Issues in Contemporary Education.

Syllabus: The following topics will be considered in detail:
(a) The identification of the characteristics and needs of children requiring special assistance in the primary school. These will include children experiencing difficulties in language and/or mathematics, children with emotional problems and/or problems of socialisation, children requiring curriculum modification or extension.
(b) The implications of special assistance for curriculum development and evaluation.
(c) The delineation of a variety of strategies of identification diagnosis and teaching to meet the special needs identified above. Special emphasis will be placed on utilising specific curriculum areas to meet special needs.
Assessment: One from Group D and one from Group E. (See Assessment Policy).

References:

EDN412 Assisting Children with Special Needs 2

Contact: Four hours per week for one semester.
Prerequisite: EDN411 Assisting Children with Special Needs 1.

Syllabus: This subject is a logical extension of the previous semester. It provides more detailed, specialised information on the topics covered in the first semester.
The following topics will be considered in detail:
(a) An examination of techniques and strategies used in the identification, diagnosis and helping of children with special social and emotional needs.
(b) An examination of the basic counselling techniques and strategies to use with children, their parents, other professionals and para-professionals, and other members of the greater community.
(c) A detailed examination of how each component of the total curriculum could be used to assist children with special needs.
(d) The analysis of given case studies.
(e) Field work.
Assessment: One from Group D and one form Group E. (See Assessment Policy).

References:
LERNER, J., Cases in Learning and Behaviour Disorders, Houghton, Mifflin, 1981.
OTTO, W., Corrective and Remedial Teaching, Houghton, Mifflin, 1980.

EDN413 Advanced Studies in School and Community

Contact: Four hours per week for one semester.

Prerequisite: EDN401 Problems and Issues in Contemporary Education.

Syllabus: An advanced study of the political and social context of the school in Australia, together with its relationships with the community it serves. Issues considered will include: agency co-operation, the development of school-based community education, parents in schools, administration of a community oriented school, the concept of a community oriented school and urban and rural differences in education needs.
Assessment: One from Group D, one from Group F. (See Assessment Policy).

References:

EDN414 Case Studies in School and Community

Contact: Four hours per week for one semester.
Prerequisite: EDN413 Advanced Studies in School and Community.

Syllabus: This unit is designed to provide practical studies of the issues raised in EDN413 Advanced Studies in School and Community. Emphasis will be placed on the practical implementation of school-based community education using case studies from Australian and other parts of the world. Issues considered will include: The school/community advisory committee, program and process, leadership, community participation, group work-skill, program development and evaluation.
Assessment: One from Group D, one from Group F. (See Assessment Policy).

References:
ACE, 1980 Plus: Community Participation and Learning, Books 1–6, Melbourne, Education Department of Victoria, 1979.

EDN431 Advanced Curriculum Studies: Early Childhood Curriculum Issues and Design

Contact: Four hours per week for one semester.
Prerequisite: EDN401 Problems and Issues in Contemporary Education.

Syllabus: Sources of early childhood curriculum such as community expectations, issues, subject areas, theory and research will be explored. Principles and processes of curriculum design will be considered with particular reference to the Wheeler, Harrison and Clyde models.
Assessment: One from Group D. One from Group E. (See Assessment Policy).

References:
HUNKINS, F., Curriculum Development: Program Improvement, Ohio, Merrill, 1980.
EDN432 Advanced Curriculum Studies: Early Childhood Exceptionality

Contact: Four hours per week for one semester.
Prerequisites: EDN431 Advanced Curriculum Studies: Early Childhood Curriculum Issues and Design.
Syllabus: Though the subject seeks to provide a theoretical basis to the study of exceptionality, the chief emphasis will be on the curriculum and teaching implications of meeting the needs of exceptional young children. Topics will include an overview of issues and trends in special education, giftedness, sensory and perceptual—motor disabilities, intellectual and attention disabilities, language disabilities, and children suffering from chronic disabling diseases. An opportunity will be provided for students to carry out in-depth research in a specific area of exceptionality.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN433 Advanced Curriculum Environmental Studies

Contact: Four hours per week for one semester.
Prerequisites: EDN343 Science Education 2, EDN344 Social Science Education 2 and END133 Health Education 1 or the equivalent of these three subjects.
Syllabus: An examination of the places of Environmental Studies (seen as Science, Social Science and Health) in the primary school curriculum, with reference to existing programs and possible developments. Recognition of elements common to the three subject areas in terms of content and teaching methodology. An examination of one subject area in greater depth. Issues associated with these areas in terms of resources, matters of controversy, and curriculum development and evaluation.
Assessment: One from Group E. (See Assessment Policy).
References:
EDUCATION DEPARTMENT OF VICTORIA, Science in the Primary School, (6 parts), 1981-82.

EDN434 Advanced Curriculum in Art, Music and Movement

Contact: Four hours per week for one semester.
Prerequisites: EDN331 Art Education 2, EDN242 Physical Education, EDN341 Music Education, or equivalent of these subjects.
Syllabus: Initial group meetings involve an examination of the place of art, music and movement in the primary school curriculum with reference to existing programs and possible developments in the areas of art education, music education and physical education. Emphasis is placed on developing recognition of common elements and an appreciation of unique contribution in the three subject areas in terms of content, methodology, problems, organisational relations, learning environments and teaching competencies. Thereafter, students elect to examine one particular subject area in greater depth in accordance with the aims of that subject in the primary school. Group meetings involve practical consideration of problems, trends and issues associated with the three subject areas.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

EDN435 Curriculum Evaluation and School Review

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Participants in this subject will explore ways in which school communities can evaluate their own policies and practices within particular school contexts. Topics included in the subject are: concepts and rationales for curriculum evaluation; planning an evaluation; methods of data collection; ethics; implementation and reporting. Participants will be expected to take an active part in workshops and seminar presentations.
Assessment: One from Group D. One from Group E. (See Assessment Policy).
References:


School of Education – 157
EDN436 Computers in Education 1

Contact: Four hours per week of lectures and practical work for one semester.
Prerequisite: Nil.

Syllabus: Computer awareness; the structure and organisation of a computer system in general terms, the history of computers, types of computers, modes of processing, computer applications and social implications.

Education applications of computers; computer awareness curricula and methodologies, CAI, CML, computers across the curriculum.

Computer literacy; the use and care of computers.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN437 Computers in Education 2

Contact: Four hours per week of lectures and practical work for one semester.
Prerequisite: EDN436 Advanced Computers in Education 1.

Syllabus: Computers and society; applications and implications.

Evaluation and selection of hardware and software; the application of educational criteria.

Computer related curricula in the primary school.

Computer programming; the structured language LOGO, an introduction to BASIC.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

EDN438 Advanced Music Education

Contact: Four hours per week for one semester.
Prerequisites: EDN421 Music Education 1 and EDN431 Music Education 2 or equivalent of these two subjects.

Syllabus: An advanced study of the approach to music education as advocated by Emile Jaques Dalcroze. The three main areas of study will be: (1) Eurhythmics - movement activities, (2) Sol-fa-vocal activities, (3) Improvisation - practical music activities including tuned and non-tuned percussion instruments and the piano. These activities will be presented at a level suitable for use in a music program for the primary school and also at the students own level of achievement.

Assessment: Two from Group D. (See Assessment Policy).

References:


EDN451 Sports Studies

Contact: Four hours per week for one semester.
Prerequisite: Nil.

Syllabus: Sport as an art form. Sport depicted in various art forms from ancient times to the present. Use of photography in depicting sport as an art form and in communicating to the public, 'Sportugese', sport in the press, impact of television on sport and sport promotions. Requirements and skills of preparing sport reports and minutes of meetings of sports associations. Techniques required to prepare multimedia packages to promote sport.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

EDN452 Sports Studies 8

Contact: Four hours per week for one semester.
Prerequisite: Nil.

Syllabus: Topics may vary from semester to semester but include those related to: Administration in sport; Sport, coaching and training; Drug control in sport; Sport and politics; Olympic games; Sports as Entertainment; Professionalism in sport.

References:

Selected articles from professional journals and relevant sport reports.

EDN453 Recreation Studies 7

Contact: Four hour per week for one semester.
Prerequisite: Nil.

Syllabus: Topics for consideration may vary from semester to semester and include: Understanding the meaning of recreation. Recreation as an area of social concern. Changed view of leisure and recreation. Government role in recreation. Expanded services for special preparations. Growing environmental concerns.

Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:
CARLSON, R.E., Recreation and Leisure - the Changing Scene, Belmont, Wordsworth, 1980.

Selected articles from relevant professional journals.

EDN454 Recreation Studies 8

Contact: Four hours per week for one semester.
Prerequisite: Nil.


Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

EDN457 Language Studies - German 7

Contact: Four hours per week for one semester.
Prerequisite: Major study in German.
Syllabus: A study of characteristics and styles within 19th century German literature (Poetic Realism; Realism; naturalism), using selected examples from the writings of Gottfried Keller, Otto Ludwig, Theodor Storm, Wilhelm Raabe, Theodor Fontane and Gerhart Hauptmann (in the German original).
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References: To be advised.

EDN458 Language Studies - German 8

Contact: Four hours per week.
Prerequisite: EDN457 Language Studies: German 7.
Syllabus: A study of characteristics and styles within 20th Century German literature, using selected examples from writers such as Thomas Mann, Franz Kafka, Berthold Brecht, Friedrich Durrenmatt, Heinrich Boll and Gunther Grass (in German original).
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References: To be advised.

EDN461 Music in Contemporary Australian Society

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: A detailed study of contemporary Australian musicians and their music. Australian music is studied in its own context and in relation to current world movements. Students elect from the following topics: The 'Traditionalists'; The 'Experimentalists'; Jazz; Theatre Music; Film Music; Popular Music; Commercial Music; Electronic Music; Computer Music. Personalities include: John Antrim, David Ahearn, Don Banks, Don Burrows, Colin Brumby, Bruce Clarke, George Croll, George Dreyfus, Jennifer Fowler, John Sangan, Peter Sculthorpe, Bruce Smerlon, Percy Grainger.
Assessment: One from Group C. Two from Group D. (See Assessment Policy).

References:

EDN462 Studies in Community Music

Contact: The equivalent of four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students will investigate and study and/or participate in an approved area on community musical activity. Activities such as the following will be considered for approval: Music programs for children and youth, e.g., Frankston Community Music school, Peninsula Youth Orchestra, School's Band/Orchestra programs; Music programs for special groups, e.g., mentally and physically disadvantaged, geriatrics, migrants, gifted; Music ensembles, choral societies or musical theatre groups.
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References: To be advised.

EDN463 Music for Special Groups

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: A study of the use of music in contemporary society and in particular its use with disadvantaged sections of the population. Some examination of the psychological perceptions which relate to this use of music. The history and development of the use of music in therapy. Guidelines for the provision of services to special groups including mentally and physically disadvantaged, geriatrics, migrants and gifted. Behavioural objectives and evaluation procedures as applicable to these groups.
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:

EDN466 Computer Studies 1

Contact: Four hours per week of lecturers and practical work for one semester.
Prerequisite: Nil.
Syllabus: The evolution of computers; their structure, organisation and mode of operation. Data; number systems, computer arithmetic, data representation and coding formats. Processing; the central processing unit, stored program control, machine language, mnemonic codes and assembly. Programming; algorithm development, programming in FORTRAN 77.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

Prime Computer Manuals.

**EDN467 Computer Studies 2**
Contact: Four hours per week of lectures and practical work for one semester.
Prerequisite: EDN466 Computer Studies 1.
Syllabus: Mode of operation of a computer; data structures; file structures. Advanced programming in FORTRAN 77. Technological change; automation and unemployment, the impact of information systems.
Assessment: One from Group B. One from Group F. (See Assessment Policy).


**EDN601 Aesthetics and the Arts**
Contact: Two hours per week for two semesters.
Prerequisite: Nil.
Syllabus: The subject aims:
1. To develop concepts of the nature of the arts.
2. To help students define and understand aesthetics response to the arts.
3. To develop the student's capacity to assess and evaluate artistic worth through a better understanding of the elements of artistic expression.
4. To explore expressions of similar concepts in differing forms.
Assessment: Assigned work, tutorials.


**EDN602 Field Experience**
Contact: Variable.
Prerequisite: Nil.
Syllabus: Visits are designed to provide students with insights into the art activities provided, and the problems faced, by various institutions.
Assessment: Two written reports – one planning and the other summarising the year's activities.
References: Nil.

**EDN603 Issues in Art Education**
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The unit aims to provide the students with an understanding of the problems likely to be faced in the classroom, district or gallery situation, and methods of overcoming these difficulties.

Topics to be covered will include:
1. extending their own understanding and knowledge of the qualities of the materials and the ways in which they can be used;
2. evaluation of the material or technique for use by pupils of various age groups within various educational settings;
3. developing their own creative ideas with the materials used for experimentation.

Assessment: Students are required to keep a diary of experiences, findings and evaluation of each area of studies. Assessment will be based on a presentation folio of the actual work covered together with the diary of their findings.

References: Students will prepare their own bibliography of useful references for use in the classroom situation. Journals such as *Craft Australia* will provide useful information.

**EDN604 Material Studies**
Contact: Two hours per week for two semesters.
Prerequisites: Nil.
Syllabus: The unit aims to give students the opportunity to experiment with new materials and techniques for the purpose of:
1. extending their own understanding and knowledge of the qualities of the materials and the ways in which they can be used;
2. evaluation of the material or technique for use by pupils of various age groups within various educational settings;
3. developing their own creative ideas with the materials used for experimentation.

Assessment: Students are required to keep a diary of experiences, findings and evaluation of each area of studies. Assessment will be based on a presentation folio of the actual work covered together with the diary of their findings.
References: Students will prepare their own bibliography of useful references for use in the classroom situation. Journals such as *Craft Australia* will provide useful information.

**EDN605 Program Development in Art Education**
Contact: Two hours per week for two semesters.
Prerequisite: Nil.
Syllabus: The unit aims to provide students with the knowledge and skills required for satisfactory development of art/craft curricula to fit the needs of their local situation as art/craft specialists, district co-ordinators, or gallery education officers. Topics to be covered include: historical developments in art education; identification and formulation of desirable goals in art education; intended learning outcomes; strategies for teaching art; student performance objectives; planning and managing the program; evaluation.
Assessment: Essay, tutorials, program.


**EDN606 Research Methods and Existing Research in Art Education**
Contact: Two hours per week for one semester.
**EDN607 Project**

**Contact:** Variable, for two semesters.

**Prerequisites:** EDN606 should be taken previous to, or concurrent with, enrolment in EDN607.

**Syllabus:** Students are required to carry out and present a research project related to art and education. Course work undertaken in EDN606, Research Methods and Existing Research in Art Education, will give the students background knowledge and will influence the choice of topic for independent research. Close and continued discussion between supervisor and student is expected throughout the duration of the research project.

**Assessment:** The research project.

**References:** Students will select their own references.

**EDN611 Ceramic Arts**

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

**Prerequisite:** Ceramic arts studies at third year level.

**Syllabus:** Students will develop practical projects of special interest. Use of specialised techniques will be demonstrated and encouraged. Students will gain practical knowledge in kiln design, construction and firing using a variety of fuels. Students will be encouraged to undertake personal research into geology and chemistry related specifically to their personal, practical projects. Students will also undertake personal research into aspects of history and philosophy.

**Assessment:** Each student is required to prepare and present an exhibition of completed ceramic works. A research submission must accompany the exhibition.

**References:**

- **BATES, S., Pottery Teaching Today, NY, Batsford, 1980.**
- **DE BOSS, J., Glazes for Australian Potters, Sydney, Cassell, 1978.**

**EDN612 Fibre Arts**

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

**Prerequisite:** Fibre arts studies at third year level.

**Syllabus:** Students are expected to develop their own weaving or embroidery skills and concepts to a high personal level. Students will be required to investigate the properties of the materials being used and to carry out experimental work in techniques and/or chemistry related to dyeing of fibres. An investigation will be conducted by the student in an area of his/her chosen specialisation.

**Assessment:** Each student is required to prepare an exhibition of completed works. An investigation must also be presented on an aspect of the students' own specialisation.

**References:**

- Students prepare their own bibliography to correspond with their chosen research area.
- **CONSTANTINE, M. and LARSEN, J., Beyond Craft: The Art Fabric, NY, Van Nostrand Reinhold.**
- **HARDING, V., Texts in Embroidery, London, Batsford, 1977.**

**EDN613 Printmaking**

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

**Prerequisite:** Graphic arts studies at third year level.

**Syllabus:** Students will be expected to extend their conceptual abilities through drawing as well as other means of graphic communication. Serigraphic, intaglio and relief printing methods will be available but it is expected that at this level students will develop multi-media printing techniques to suit their own particular needs.

Students will be required to investigate the properties of the materials being used, and to experiment with plates, grounds and inks. An investigation will be carried out on printmaking in Australia and the work of a selected Australian printmaker is to be studied in depth.

**Assessment:** Each student is required to present: a folio of prints and drawings completed during the course, and a thesis on an Australian printmaker.

**References:**

- **MARA, T., Screen Printing, London, Thames and Hudson, 1979.**
- **PETERDI, G., Printmaking, (3rd edn.), NY, Macmillan, 1973.**

**EDN614 Metal Crafts**

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

**Prerequisite:** Metalcraft studies at third year level.

**Syllabus:** Students are expected to develop the various metal techniques studied in previous years into a more complex, refined and personal form of expression. The emphasis will be placed on the aesthetic and functional aspects of the design.

Students will be involved in experimental work and in learning advanced skills. They will be encouraged to experiment with materials which are typical of our times. The concept of jewellery as a phenome-
non and the urge for personal adornment of the human body is of special interest for study.
Assessment: Each student is required to submit a review of the work of a well known Australian jewellery artist/craftsman; and a series of design development directed towards one major piece of jewellery.
References:

EDN615 Painting
Contact: Four hours per week for two semesters.
Prerequisite: Painting studies at third year level.
Syllabus: Each student will be expected to develop his/her painting through selection of a particular mode of expression. Gallery visits and discussion of works will form an important part of the subject.
Assessment: The student prepares an exhibition of paintings and a folio of related drawings and preparatory works. A review of the work of a well known contemporary painter will be completed.
References:

EDN616 Glass Studies
Contact: Four hours per week for two semesters.
Prerequisite: Glass Studies at third year level.
Syllabus: Students are expected to develop skills and concepts to a high personal level. They will be expected to make contact with artists working in their area. Students will investigate the properties of the materials being used and, if applicable, will carry out experimental work in their area. They will also undertake personal research into aspects of the history and philosophy of the area.
Assessment: Each student is required to prepare and present an exhibition of completed works, accompanied by a folio of drawings, plans, and ideas. Students will also submit a review of the work of a well-known contemporary glass artist/craftsman.
References: To be advised.

EDN621 Ceramic Arts
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The unit aims to promote students' creative thinking through discriminating and sensitive use of clay as an artistic medium; to develop an understanding and knowledge of historic and contemporary styles in ceramic development; and to give an understanding of various methods in connection with ceramic production.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.
References:

EDN622 Fibre Arts
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The unit is planned to give students an understanding of the properties of fibres and fabrics and develop in them a sensitivity to the use of these materials in weaving and embroidery. A knowledge of terminology and techniques associated with fibre arts will enable students to research and assimilate published information in the area. Work includes: natural dyeing of fibres, spinning, weaving; creative embroidery.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.
References:

EDN623 Printmaking
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students will explore the materials of the printmaker in a creative manner and will experience the following methods: relief printing; intaglio printing; planographic printing; stencil printing.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.
Reference:

EDN624 Metal Crafts
Contact: Two hours per week for two semesters.
Prerequisite: Nil.
Syllabus: The unit will cover basic techniques such as cutting, shaping, joining and gravity casting, using various metals including copper, brass and silver. Students will be encouraged to incorporate other materials into their designs.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.
References:

EDN625 Painting
Contact: Two hours per week for two semesters.
Prerequisite: Nil.
Syllabus: The unit introduces the student to three painting methods; water colour, oil painting, acrylic painting. Students will be expected to develop an understanding of the requirements of each painting technique through: preparation of support; introduction to pigments; application methods; studio practice.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

EDN626 Glass Studies

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The unit will extend the student's range of artistic expression into the media of coloured and stained glass. Aspects to be studied include the design, the cartoon, the outline, the headline, glazing and finishing.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

EDN681 Outdoor Education I

Contact: An average of two hours per week throughout the year, a weekend camp at the start of the course and two half-day excursions.
Prerequisite: Nil.
Syllabus: The subject is made up of five components, each assessed separately:
(i) a weekend residential camp incorporating a wide range of activities to introduce the course;
(ii) outdoor education philosophy and programming;
(iii) practical outdoor skills including map and compass work, navigation, bush observation, identification techniques, communication skills, basic campcraft;
(iv) safety and procedures related to planning, supervision, emergencies;
(v) environmental education principles and practices.
Assessment: Participation requirements, planning assignment, theory and practical tests, tutorial presentation.
References: To be advised.

EDN682 Environmental Science I

Contact: Average of two hours per week throughout the year.
Prerequisite: Nil.
Syllabus: Environmental science in outdoor education, consisting of: origins and evolution of the Australian continent, flora and fauna, environmental perception, environmental issues, approaches to examination of environments, conservation principles and practices, survey techniques, resources.
Students also select a module in either basic ecology or extended field science studies, according to their individual backgrounds and experience.
Assessment: Practical investigations, tutorial presentation, written test.
References: To be advised.

EDN683 Outdoor Pursuits I

Contact: Approximately six hours and five days during the first semester.
Prerequisite: Nil.
Syllabus: The subject commences with an introductory/pre-assessment program as a basis for counselling each student's selection of pursuits. One 'basic' level pursuit will then be selected from orienteering, canoeing/kayaking, snorkelling, nordic or alpine skiing, sailing, bike education, horseriding, rock-climbing. The selected pursuit is to be a prerequisite to the 'advanced' level pursuit to be taken in EDN687 unless the student already possesses the relevant prerequisite.
Assessment: Participation, theory and practical tests; where there are recognised certificates, the one at introductory or basic level will normally be applicable.
References: To be advised.

EDN684 Extended Field Experience

Contact: Off-campus field experience of at least 12 days over the two years.
Prerequisite: Nil
Syllabus: Students are required to obtain at least 12 days experience (a minimum of six days each year) working with learner groups, (e.g. school groups, community groups) in various outdoor activities, such as camps, bushwalks, environmental programs, etc. Learner groups are divided into several categories (student's normal working group, other groups, persons with disabilities, etc); experience must be gained in at least two categories overall. This experience is additional to field experience required for other subjects in the course.
Assessment: Reports from activity supervisor, and/or written reports by the student.
References: Nil.

EDN685 Outdoor Education II

Contact: An average of one and a half hours per week throughout the year, a weekend camp towards the end of the year, and two half-day excursions.
Prerequisite: EDN681.
Syllabus: The subject is made up of four components (each assessed separately), which develop the subject matter introduced in EDN681 -
(i) a more comprehensive consideration of outdoor education aims and philosophy in various organisations, and further development of planning skills for outdoor programs;
(ii) practical outdoor skills including more advanced map-interpretation and navigation, ropework, lightweight camping, etc;
(iii) a thorough coverage of safety precautions, emergency action, outdoor first aid, hypothermia, etc. through classwork and simulated incidents;
(iv) a weekend camp in which numerous aspects of the whole course are applied.
Assessment: Participation requirements, program planning assignment, theory and practical tests. All students will be required to hold current St John First Aid Certificate (or equivalent) and RLSS Bronze Medallion or SLSS Surf Bronze award at the time of completion of the course.
References: To be advised.

EDN686 Environmental Science II

Contact: An average of one and a half hours per week
throughout the year, and four half-day excursions. *Prerequisite:* EDN682.

**Syllabus:** Students select at least two of the following major environmental studies, each of which has six 3-hour classes and two excursions.

- **Coastal/marine environment:** physical factors in coastal evolution, coastalmarine organisms in their various environments, survey techniques, human impact on coastal environments, activities for learners. Snorkelling/diving will be used for investigations.
- **Urban environments:** physical factors affecting cities and urban settlements, 'natural' components (vegetation, animals, etc), evolutionary changes, aesthetic aspects, human behaviour, investigation techniques, environmental activities for learners in urban situations.
- **Bush/freshwater environment:** geological and geomorphological factors, map interpretation, vegetation in relation to physical environments, influence of fire, identification techniques, bush animals in relation to their various habitats, freshwater organisms and environments, survey techniques, activities for learners, bush knowledge for bushwalkers.

**Assessment:**

(i) For each option: participation, class exercises and excursion reports.

(ii) An individual field project based on one or a combination of the environments studies, either as a field research project, or as an investigation to assemble environmental information and activities to be used with learner groups.

**References:** To be advised.

**EDN687 Outdoor Pursuits II**

**Contact:** Approximately 15 hours and 16 days, commencing in second semester of first year, and continuing in second year. Exact times will depend on pursuits selected.

**Prerequisites:** Appropriate 'basic' level pursuit EDN683 for the 'advanced' level pursuit selected.

**Syllabus:** At least one 'advanced' level pursuit to be selected from bushwalking and lightweight camping, kayaking or Canadian canoeing, scuba, nordic skiing, sailing, or other approved activity. Where recognised certificates are available from national bodies, these are to be obtained at a prescribed level.

At least one further 'basic' level pursuit from the list in EDN683.

**Assessment:** Participation, theory and practical tests, to levels of competency as specified for each pursuit.

**References:** To be advised.

**EDN688 Final Leadership Assessment Program**

**Contact:** Off-campus leadership of a major activity of at least five days.

**Prerequisites:** All first year subjects, and components of second year subjects as appropriate to the activities being undertaken.

**Syllabus:** Each student is to plan, organise, lead and evaluate a major activity with a group of learners, lasting at least five days (or two activities making equivalent time). The activity may be a camp, bush-walk, expedition, or other major event which reflects the aims of the course.

**Assessment:** Submission of preliminary plan, interview on proposed organisation, leadership of the activity, and written analytical evaluation.

**References:** Nil.
School of Nursing
**Staff**

**Undergraduate Course**
Diploma of Applied Science (Nursing)(F)

**Subject Synopses**

Note: The undergraduate course is offered at Frankston only. The entries made about the nursing course are based on documentation prepared by the Institute for the accreditation of the course.

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**SCHOOL OF NURSING**

Dean
Dorothy Angell  
RN, DTK, DWM, DNE, DANS, MEd, FCNA

Secretory to the Dean
Ann Massee

School Administrative Officer
Jennifer Atkins  
BA

Typist
Kim Moolenaar

Laboratory Assistant
Ruth Paino  
BSc

**TEACHING STAFF**

Clinical Co-ordinator
Glenice Ives  

Senior Lecturers
To be appointed

Lecturers
Elaine Duffy  
RN, RM, DipAppSc(CHN), BAppSc(AdvNsg), DipTropDiseases
Gloria Seymon  
RN, RM, BA(BiolSc), MSc, FCNA, FCN(NSW)

Tutors
To be appointed

Sessional Clinical Educators
To be appointed
UNDERGRADUATE COURSE

Diploma of Applied Science (Nursing)

Course Code: DQ
Course Leader: Ms Dot Angell

Content
The Diploma of Applied Science (Nursing) will be awarded on completion of the course and will lead to nurse registration with the Victorian Nursing Council. The qualification will be registered nationally by the Australian Council on Tertiary Awards. The aim of the course is to produce a graduate with the personal and professional qualities to serve as a sound basis for future nursing practice. To achieve this, a student will develop competency in the assessment, planning, implementation and evaluation of nursing care for individuals, groups and families within the community and in hospital settings. The emphasis of the course will be on the promotion of health as well as the care of the sick. At the core, are values which support the concept of nursing as a caring process, and these will be given special prominence throughout the course.

Areas of study in the course include nursing theory, basic sciences, behavioural sciences, information technology, applied medical microbiology, research studies and clinical practice.

Admission Requirements
(a) Successful completion of a VCE (HSC or TOP) course of study accredited by VCAB and undertaken over not more than two consecutive years. For VCE (HSC) applicants, passes in at least four Group 1 subjects including English are required. A pass in Year 10 Mathematics is compulsory and preference will be given to applicants with a pass in one or more of Physics, Chemistry and Biology; or
(b) special entry on the basis of a Special Entry Test to be held in late November/early December.

NOTE: With regard to requirement (b), this method is available to those who have completed an alternative approved study structure and are recommended for tertiary study, or whose VCAB Year 12 course of study includes fewer than four Group 1 subjects including English, or those who have not attempted a Year 12 qualification within the three years prior to 1988).

Enrolment Procedure for New Students
Applicants seeking entry on the basis of the VCE qualifications listed in (a) and (b) above must complete both a VTAC application form and a School of Nursing Form. The School of Nursing form is available from the Admissions Office, Frankston campus. The VTAC form must be received by VTAC by the date given in the VTAC Guide to Courses in Colleges and Universities for 1988 students. The School of Nursing form must be received at Chisholm no later than Friday 18 September 1987.

Applicants seeking entry on the basis of a Special Entry Test must complete a Chisholm Institute SR1 Direct Entry Form and the School of Nursing Form, both of which must be received by Chisholm no later that Friday 30 October 1987.

Deferments
No deferments are allowed.

Course Structure

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<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Subject</th>
<th>Hours per Semester</th>
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<tr>
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<td></td>
<td>NSG121</td>
<td>Recreation Studies I</td>
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<td>NSG131</td>
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<td>NSG101</td>
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<td>NSG331</td>
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**Progression Through the Course**

Year 1 of the course may be taken by part-time studies. Progression through Year 1 by part-time studies must follow this sequence: Subjects NSG131, NSG141, NSG161, NSG171, NSG132, NSG142, NSG162 and NSG172 must precede the remaining Year 1 subjects.

Years 2 and 3 of the course may be taken only by full-time studies. Special regulations govern progress through the clinical practice subjects and the details are set out in the Student Manual and are distributed to students at the beginning of the academic year.

**Assessment**

Special provisions apply for assessment procedures throughout the course, in particular in the subjects of clinical practice. The policies and procedures of assessment will be distributed to students at the commencement of each semester.
SUBJECT SYNOPSIS

NSG101  Practice, Principles & Skills
I - Maintenance and Support for the Activities of Daily Living

Contact: Three hours per week, total 39 hours.
Prerequisite: Nil.
Aim: To explore the concepts inherent in assessment, communication and care initiation, together with the theoretical concepts and principles underlying associated competencies and/or skills.
Objectives: On completion of the subject the student should begin to: a) apply the knowledge of interviewing techniques in assessing the health status of the individual across the life span and different cultural groups; b) identify client needs in order to carry out activities of daily living; and c) assist the client in maintaining and supporting activities of daily living within a safe environment.
Syllabus: There are three themes: a) Health assessment of the individual, the family and the community; b) Maintaining and supporting activities of daily living; and c) Maintaining a safe environment.
Teaching Methods: Combination of lectures, tutorials, demonstrations, role plays, self-directed.
Assessment: Nursing laboratory tests for Mastery 50 per cent; Assignments 25 per cent; Clinical Practicum Evaluation 25 per cent.

References:

NSG102/ Practice, Principles & 203/204/ Skills II, III, IV, V, VI 305/306

Contact: Three hours per week, total 30 hours.
Prerequisite: Practice, Principles and Skills for previous semesters.
Aim: Whilst continuing to develop skills in the maintenance and support of the activities of daily living, this subject also introduces the student to the principles and skills involved within the notions of habilitation and rehabilitation.
Objectives: At the completion of the subject, the student should: a) show progressive development toward more advanced assessment function; b) begin to show competence in performing a range of procedures which relate to the maintenance and support of the activities of daily living; c) be able to administer selected therapeutic agents safely; and d) begin to be able to select and carry out appropriate habilitative and rehabilitative care activities and procedures.
Syllabus: Practice functions will be explored concurrently with the problems identified in Health/Health Breakdown. Competencies will be extended in the functions of: a) assessment; b) structuring a safe environment; c) Maintaining and supporting normal behaviour, body functions and/or processes; d) substituting for, or supplementing normal body functions/processes; e) modifying behaviour; and f) minor therapeutics.
Teaching Methods: Combination of lectures, tutorials, demonstrations, role plays, self-directed.
Assessment: Nursing Laboratory Tests for Mastery 50 per cent; Assignments 25 per cent; Clinical Practicum 25 per cent.

References:

NSG111  Health/Health Breakdown I - Health and Health Education

Contact: Two hours per week, total 26 hours.
Prerequisite: Nil.
Aims: To assist the student to develop a beginning knowledge of: a) concepts of health from a cross-cultural perspective, and their relationship to nursing practice; b) assessment of the health status of individuals, families and community; c) planning primary health care programs for individuals, families and communities in a variety of settings; and d) the nurse's role as a health care facilitator throughout the lifecycle.
Objectives: On completion of the subject it is expected that the student should be able to begin to: a) discuss concepts of health and suggest reasons for the difference in perception of individuals, families and communities; b) apply knowledge of the determinates of health in order to identify factors that may impinge upon the health status of individuals, families and communities; c) apply the clinical reasoning process in assessing the health needs of a specific community group; and d) assume the role of health care facilitator with self, clients and the community.
Syllabus: There are four themes: The Nature of Health; Primary Health Care; Health Promotion and Prevention of Health Breakdown; and Designing Health Education Programs.
Teaching Methods: Combination of lectures, tutorials, self-directed studies.
Assessment: Assignment 70 per cent; Preparation of Teaching Aid 30 per cent.

References:

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NSG121 Recreation Studies I

Contact: One hour per week, Semesters 1 and 2.

Prerequisites: Nil.

Syllabus: Students have the opportunity of participating in a variety of life-time activities which it is hoped, will help them to develop positive leisure-time attitudes and habits and to consider the real values for planning and participating in recreational activities in their daily living. Students will be encouraged to analyse critically their life-style patterns.

Assessment: Written report of life-style analysis; 85 per cent attendance at activity sessions.

References: Students will be referred to appropriate text related to the particular activities being offered and to selected articles from professional journals.

NSG131 Human Bioscience I

Contact: Sixty-five hours for one semester.

Prerequisites: Nil.

Aim: To introduce students to the basic concepts of human health, anatomy and physiology, stress and stress responses, circulation and respiration.

Objectives: To demonstrate knowledge of introductory basic concepts of anatomy and physiology; cell structure and function; body regulation mechanisms; circulation; respiration; malfunctions of these systems.

Syllabus: Human-environment interactions; introduction to anatomy and terms; cellular structure, function and adaptation; tissues; cellular environment; cellular responses to stress; homeostasis and feedback mechanisms; General Adaptation Syndrome; blood, cardiovascular system, circulation and disorders; respiratory system and disorders.

Teaching Methods: Combination of lectures, tutorials, demonstrations and laboratory work.

Assessment: Laboratory reports 50 per cent; Written test 50 per cent.

References:


NSG132 Human Bioscience II

Contact: Forty-five hours for one semester.

Prerequisite: Nil.

Aim: To introduce students to the nature of information reception, processing and response.

Objectives: To demonstrate knowledge of the operation of receptors; nervous system structure and processing; response mechanisms; malfunctions of these structures and systems.

Syllabus: Nature of stimuli; sense organs; nervous system structure and function; muscle structure and function, endocrine system; malfunctions of nervous, muscular and endocrine systems; introduction to microbiology.
Teaching Methods: Combination of lectures, tutorials, demonstrations and laboratory work.
Assessment: Laboratory reports 50 per cent; Written test 50 per cent.

References:

NSG141 Applied Basic Physics and Chemistry I

Contact: Forty hours for one semester.
Prerequisite: Nil.

Aim: To give students a firm foundation knowledge of those concepts from physics and chemistry which are commonly applied in nursing practice.

Objectives: To demonstrate and apply the basic physical and chemical concepts of matter, chemical bonding and reactions, mechanics, electricity and electronics, sound, and their associated techniques of measurement as they relate to the clinical practice of nursing.

Syllabus: Chemistry: Concepts of elements, compounds, mixtures, phases, atomic and sub-atomic particles, bonding, chemical reactions, equilibria, enthalpy, acids and bases, solutions. Molecular and ionic dynamics.

Physics: SI units and measurement in nursing; mechanics and its application to nursing practice; basic concepts of electricity and electronics—electric quantities, circuits, measurements and safety; bio-electricity, electrodiagnosis, electrotherapy; magnetism and MRI; sound and hearing; ultrasonics.

Teaching Methods: Combination of lectures, tutorials, demonstrations and laboratory work.

Assessment: Laboratory reports 30 per cent; Written Tests 70 per cent.

References:

NSG142 Applied Basic Physics and Chemistry II

Contact: Forty hours for one semester.
Prerequisite: Nil.

Aim: To give students a firm foundation knowledge of those concepts from physics and chemistry which are commonly applied in nursing practice.

Objectives: To demonstrate and apply the basic physical and chemical concepts of heat and temperature, fluids, optics, x-rays, nuclear physics, water chemistry, organic chemistry and the chemistry of toxins, mutagens and carcinogens, as they are commonly employed in the clinical practice of nursing.

Syllabus: Physics: The physics of heat, temperature, cryogenics, and their application to nursing; laws of fluids as applied to the human body; optics and its applications in nursing practice; X-rays and nuclear medicine.

Chemistry: Physiological and biochemical aspects of water chemistry and relevant organic chemistry; chemistry of toxins, mutagens and carcinogens.

Teaching Methods: Combination of lectures, tutorials, demonstrations and laboratory work.

Assessment: Laboratory reports 30 per cent; Written Tests 70 per cent.

References:

NSG151 Enquiry and Processing Skills I

Contact: Two hours per week for one semester, total 26 hours.
Prerequisite: Nil.

Aim: To introduce the student to concepts of factual and conceptual forms of enquiry and to allow the student to gather, analyse and use data and information from all areas of the life span, across differing cultural backgrounds and psycho-social areas.

Objectives: On completion of the subject, the student should be able to: a) discuss the relevance of enquiry to nursing practice and be able to identify the steps in the enquiry process; b) ask relevant questions and make the right observations, necessary for the collection of data, and to be able to gather, analyse and look for relationships in differing kinds of data; c) report and record information accurately and to identify problems; and d) commence to assess and establish nursing diagnosis and nursing care.

Syllabus: There are four major themes; a) The Nature of Enquiry—why enquire/ how to enquire, what question to ask, data and data collection, making the most of written data and establishing data banks; b) Assessment and the Nursing Diagnosis—definitions, how and why, types, nursing history and its significance, problem solving and problem oriented programs; c) Models of Enquiry—in primary health care setting, in cross cultural areas, in the psycho-social areas, looking at statistics in Australia; and d) Overall—data bank from clinical experience, introduction to epidemiology, introduction to research.

Teaching Methods: Combination of lectures, tutorials and laboratory work.

Assessment: Assignments 75 per cent; Written Test 25 per cent.

References:
DU GAS, B.W., Introduction to Patient Care, WB Saunders, Sydney, 1982.
NSG152  Enquiry and Processing  
Skills II – Introduction to Research

Contact: Two hours per week, total 20 hours.  
Prerequisite: NSG161.  
Aims: To introduce the student to the basic concepts of research, both in the community and the hospital setting and to show the need for research findings in the field of nursing. Critical analysis is examined and discussed and epidemiology is introduced.  
Objectives: On completion of the subject the student should: a) know some of the methods necessary to conduct research and epidemiological studies; b) develop a positive and informed attitude towards research based on enquiring attitudes and the ability to ask relevant questions and to document the information obtained; c) show an ability to read and critically analyse both the research model and the available literature; and d) use simple statistical analysis to determine experimental outcomes.  
Syllabus: There are three major themes: a) Research - methodology from A to Z, who does it/what does it mean/ Quantitative and qualitative research. b) Critical Analysis - evaluating the research method and meaning, reading, understanding and critically analysing the results and discussions, looking at ethical issues in research, and c) Introduction to Epidemiology - a brief introduction to this large area as this subject is expanded in Year 3 of the course.  
Teaching Methods: Combination of lectures, tutorials and laboratory work.  
Assessment: Assignments 75 per cent; Discussion and Class Participation 25 per cent.  
References:  
VALANIS, B., Epidemiology in Nursing and Health Care, Appleton Century Croft, Norwalk, Connecticut 1986.  

NSG161  Psychosocial Studies I  

Contact: Three hours per week for one semester.  
Prerequisite: Nil.  
Syllabus: Nature and scope of psychology; biological bases of behaviour; perception, learning, memory; motivation; individual differences.  
Assessment: Laboratory reports and class tests.  
References:  
WEINMAN, J., An Outline of Psychology as Applied to Medicine, Bristol, Wright, 1981.  

NSG162  Psychosocial Studies II  

Contact: Three hours per week for one semester.  
Prerequisite: NSG161.  
Syllabus: Life span development; physical, emotional and intellectual changes in infancy and early child-
hood; adolescence; adulthood and old age; life events and their psychological importance; interpersonal communication and behaviour; interpersonal communication in the medical setting.  
Assessment: Seminar presentation, case study and class tests.  
References:  

NSG171  Sociology I  
The Individual in Society  

Contact: Two hours per week.  
Prerequisite: Nil.  
Aim: To introduce students to important basic concepts of sociology to serve as a reference for further study and application to nursing.  
Objective: To demonstrate knowledge of basic concepts about the relationship between the individual and society, and its application to nursing.  
Syllabus: A general introduction to the discipline of sociology with an application to the area of health and illness and nursing in particular. Content includes exposure to the relevant major sociological theories and a variety of basic sociological concepts in the context of health and illness: Culture, social structure, groups, the family, socialisation, stratification, power, and deviance. Students will also be introduced to sociological research.  
Teaching Methods: One lecture and one tutorial per week.  
Assessment: Investigative report, 55 per cent; Essay, 45 per cent.  
References:  

NSG172  Sociology II  
Illness, Treatment and Society  

Contact: Two hours per week.  
Prerequisite: NSG171.  
Aim: To introduce students to the nature and extent of illness and health needs in Australia compared with other countries and how health services are provided and used.  
Objective: To demonstrate an understanding of the nature and extent of illness in Australia compared with other countries and to have an appreciation of the health needs of particular groups and how health services are provided and used.  
Syllabus: The health status of the Australian population and other countries in the First, Second and
Health and social inequality in Australia – social class; gender; ethnicity; aboriginal; age. Social fac-
tors in the treatment of illness including policies for special needs and the provision of special health 
services. 'Consumerism' as ideology in the provision of health services.

Teaching Methods: One lecture and one tutorial per week.
Assessment: Investigative report, 60 per cent; Test, 40 per cent.

References:
RUSSELL, C., and SCHOFIELD, T., Where it Hurts: An Introduction to Sociology for Health Workers, 
LEWIN, E. and OLSEN, V. (Eds.), Women, Health 
and Healing: Toward a New Perspective, Tavis-
MITCHELL, J., What is to be Done about Illness and 
TOWNSEND, P. and DAVIDSON, N. (Eds.), Ine-
quities in Health, Penguin, Harmondsworth, 
1984.

NSG181 Clinical Practicum I

Contact: Thirty-five hours per week for four weeks, 
total hours 140.
Prerequisite: Nil.
Co-requisites: Health/Health Breakdown I; Enquiry 
and Processing Skills I; Practice Principles and Skills 
I; Nursing Theory I.

Aim: The aim of the subject is to begin the develop-
ment of a construct of health and illness from the 
client-system viewpoint. As the students begin to 
establish both an individual and community health 
profile, they will begin to creatively use this knowl-
dge in order to facilitate the personal growth and 
healthy life-style for the client system.

Objectives: On completion of the experience, the 
student should begin to: a) identify patterns of human 
growth and development through the life cycle; b) 
explore life style factors which may have some impact 
on the health of the individual, family and commu-
nity; c) access the influence of cultural and commu-
nity attitudes on an individual's developmental and 
health needs; d) develop an increased sensitivity to 
acceptance of differing beliefs, cultural values and 
health practices and their implications for nursing; e) 
increase awareness and knowledge of available com-
munity resources that promote health and help pre-
vent health breakdown; f) demonstrate an ability in 
structuring a client's physical and emotional environ-
ment; g) develop interpersonal communication skills 
through interviewing; b) demonstrate the ability to 
assess the health status and needs of clients, taking 
different environmental influences into account; i) 
evaluate the importance of health education in the 
care of clients and their families and the community; 
j) demonstrate some skills in planning and organizing 
nursing care, and k) evaluate own performance and 
outcomes of nursing intervention activities according 
to the level of experience.

Clinical Venues: One week – Communication and 
Community Orientation in the community; One week 
– Maternal and child health centres, Kindergartens, 
Primary schools; One week – Occupational health 
centres, Community health centres, Volunteer organ-
isations, One week – Day hospitals re the needs of the 
elderly; School health venues, Health assessment and 
promotion in a shopping centre.

Assessment: Clinical Log Book 100 per cent.

NSG182 Clinical Practicum II

Contact: Thirty-five hours per week for six weeks, 
total 210 hours.
Prerequisite: NSG181.
Corequisites: Health/Health Breakdown II, Enquiry 
and Processing Skills II, Practice Principles and 
Skills II, Nursing Theory II.

Aim: The main aim of the subject is to provide an 
opportunity for the student to begin to consolidate and 
integrate the theoretical concepts and the practical 
skills acquired in college.

Under the guidance and supervision of an experi-
enced practitioner, the student will practice selected 
nursing care activities for the normalisation of spe-
cific populations.

Objectives: At the completion of these experiences, 
the student should be able to assist clients in overcom-
ing the problems of powerlessness, in particular 
health breakdown contexts. At a beginning level, the 
student should be able to: a) assess the client's ability 
to cope with the activities of daily living; b) when 
necessary, support the client in regard to the activi-
ties of daily living; c) identify the different modes of 
caring required in the particular situation; for ex-
ample preventative, habilitative, rehabilitative or 
therapeutic; and d) mobilise appropriate self-help 
abilities within the individual or group, to overcome 
the sensation of powerlessness.

Clinical Venues: The venues chosen for the clinical 
experience will relate to the problems identified in 
Health Breakdown II, for example: a) Community 
Services, for the developmentally disabled, related to 
mental health, for the deaf; dumb and blind b) 
voluntary support and self-help groups; c) day care 
and rehabilitation centres; d) extended care centres 
and nursing homes; and e) medical/surgical nursing 
venues.

Assessment: Clinical Log Book 50 per cent; Critical 
Incident Technique 50 per cent.

NSG191 Nursing Theory I

Conceptualisation in 
Nursing

Contact: One hour per week in Semester I and 2, total 
23 hours.
Prerequisites: Nil.
Corequisites: NSG111, NSG101, NSG151, NSG181, 
NSG112, NSG102, NSG152, NSG182.
Aims: To introduce the student to the nature of 
nursing and its relationship to health care and to the 
concepts involved in the development of a professional 
model of nursing practice.

Objectives: On completion of the subject, the student 
should begin to: a) demonstrate an ability to interpret 
nursing philosophies; b) be able to outline some 
common theories of nursing and illustrate how these 
can be applied to nursing situations; c) be able to 
evaluate the advantages and disadvantages of vari-
ous theoretical models of nursing; d) be able to 
identify factors which are significant in influencing 
the roles and functions of the nurse; e) be able to 
discuss the various modes of delivery of care and the

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implications, advantages and disadvantages of each for patient/client care.

Syllabus: Introduction to the Universe of Nursing: Effects of changing social content on nursing; conceptualisation in Nursing: Movement toward the establishment of a nursing discipline; analysis of the four major elements for a nursing Model; grand organiser in Nursing Theory; evaluation of Conceptual Models of nursing: Use of criteria in judgement; toward a Professional Model of Practice; roles in Nursing, quality assurance; patterns of Practice: the question of advocacy and participation in nursing; the question of rights.

Teaching Methods: Reading course with discussion/tutorials.

Assessment: Major end of year assignment on the Nature of Nursing – 2500 words.

References:

NSG213 Health/Health Breakdown III – Inability to Cope with Environmental Demands

Content: Two hours per week, total 20 hours.
Prerequisites: NSG111, NSG112.
Aims: To introduce the student to nursing orientation for moderately severe health breakdown, as distinct from the medical approach. It is intended to provide the student with set problems which may be encountered in the different fields of nursing practice and across the age continuum, each of which demand certain nursing practice skills.
Objectives: As a result of participating in and completing the subject, the student should be able to: a) apply the framework of questions to selected problems to determine the processes involved in health breakdown and how these processes may interfere with the activities of daily living; b) apply relevant theoretical concepts and principles from the other strands of study and utilise clinical learning experiences in the exploration of selected problems; c) demonstrate a body of knowledge in relation to a range of breakdown processes and consequences; d) determine the nature of the intervention which is appropriate to the breakdown processes; e) apply knowledge of the breakdown processes (pathophysiological and pathopsychological) and the consequences of breakdown to formulate relevant care principles and management strategies for the care of patients/clients in varying settings and across the age continuum; and f) transfer the skills developed in the exploration of the selected problems to new but similar situations encountered in various practice contexts.
Syllabus: In terms of the health breakdown process, the focus will be on the problems encountered by the nurse. Because these problems are the consequences of the breakdown processes, and the outcomes will influence the client’s capacity to engage in the activities of daily living, an examination of the processes and causes of health breakdown will follow the initial amplification of the problem.

The problems to be examined by the student are: 1. Problems which manifest as psychosocial dysfunction, for example, withdrawal associated with depression, excessive anxiety and substance use and abuse. 2. Problems associated with cardio-pulmonary dysfunction. These will encompass a wide range of disturbances in oxygenation which are associated with respiratory and/or circulatory impairment. 3. Problems associated with communicable disease.

Teaching Method: Lecture, tutorial and self-directed modes of study.
Assessment: Workbook activities associated with problem packages 25 per cent; Diary records of cases examined 25 per cent; Test 50 per cent.

References:
HASE, S. and DOUGLAS, A.I., Human Dynamics and Nursing – Psychological Care in Nursing Practice, Churchill Livingstone, Melbourne, 1986.

NSG214 Health/Health Breakdown IV – Inability to Cope with Environmental Demands

Contact: Two hours per week, total hours 18.
Prerequisites: NSG111, NSG112.
Aims: To introduce the student to a nursing orientation for moderately severe health breakdown, as distinct from the medical approach. It is intended to provide the student with a set of problems which may be encountered in the different fields of nursing practice and across the age continuum each of which demand certain nursing practice skills.
Objectives: As for Health/Health Breakdown III.
Syllabus: The following problems will be examined by the student: 1. Problems which may present as an ‘Acute Abdomen'; 2. Problems which relate to trauma; 3. Issues in Women’s Health.
Teaching Method: Lecture, tutorial and self-directed modes of study.
Assessment: Workbook activities associated with problem packages 25 per cent; Diary records of cases examined 25 per cent; Tests 50 per cent.
References:
CARRIER, V.K., LINDSAY, A.M. and WEST, C.M.,


NSG222 Recreation and Special Populations

Contact: Two hours per week in Semester 3 or 4.
Prerequisite: Nil.
Syllabus: Role of recreation among various special population groups in the community. Specific recreational needs and interests of selected special groups in the community. Fieldwork exercises related to three selected special population groups.
Assessment: Class test and written fieldwork report.

NSG233 Human Bioscience III

Contact: Fifty hours for one semester.
Prerequisites: NSG131, NSG132.
Aim: To introduce students to the basic concepts of the body’s defences against damaging agents and to metabolism.
Objectives: To demonstrate knowledge of the nature of injurious agents and the protective mechanisms used by the body; digestion and nutrition.
Syllabus: Infection processes, inflammation and tissue healing; lymphoreticular system and the immune response; skin and its disorders; gastrointestinal system, digestion, absorption and malfunctions; hepatobiliary functions and malfunctions; metabolism and nutrition.
Teaching Methods: Combination of lectures, tutorials, demonstrations and laboratory work.
Assessment: Laboratory reports 50 per cent; Written test 50 per cent.

NSG234 Human Bioscience IV

Contact: Forty-five hours for one semester.
Prerequisites: NSG131, NSG132.
Aim: To introduce students to the regulation of the body’s internal environment, reproductive structure and function and the musculo-skeletal system.
Objectives: To demonstrate a knowledge of body fluid balance mechanisms; reproduction; skeletal structures; muscular mechanisms.
Syllabus: Regulation of body fluids and electrolytes; kidney structure, function and malfunction; diuretic drugs; regulation of internal environment; oedema; urinary system; male and female reproductive systems and associated disorders; musculo-skeletal structures and functions; injuries and disorders of the musculo-skeletal system.
Teaching Methods: Combination of lectures, tutorials, demonstrations and laboratory work.
Assessment: Laboratory reports 50 per cent; Written test 50 per cent.

NSG241 Information Technology

Contact: Two hours per week in Year 2, total hours 38.
Prerequisites: Nil.
Aim: To introduce students to computer systems and their use in health management services.
Objective: Upon completion of this unit, the student will be able to demonstrate knowledge of computer systems and their uses in the nursing field.
Syllabus: Computers and computer literacy. The computer as a tool for storage, retrieval and analysis of information. Computer controlled systems in health management. Information systems and their effect on the nursing field.
Teaching Method: Combination of lectures, tutorials and laboratory work.
Assessment: Laboratory work 50 per cent; Written test 50 per cent.
References: To be advised.

NSG251 Applied Medical Microbiology

Contact: Thirty hours for one semester.
Prerequisites: NSG131.
Aim: To give students essential knowledge and skills related to disease caused by pathogens in man and to ensure awareness of the role of the nurse in the control and prevention of infection in hospitals and the community.
Objectives: To demonstrate knowledge of the characteristics of micro-organisms which commonly cause disease in man and to demonstrate specifically common methods employed to identify micro-organisms and their sensitivity; assist in diagnosis and therapy; prevent spread of infection.

Syllabus: Introduction to medical microbiology and immunity; specimen collection, handling and preservation for microbiological examination; common pathogens and their characteristics; epidemiology of infectious diseases; diagnostic microbiology in the laboratory; development of resistance in micro-organisms; chemotherapy and antibiotics in common use; measures to prevent spread of infection, including handwashing, aseptic techniques, isolation, sterilisation, disinfection and disposal of infected materials; nosocomial infection.

Teaching Methods: Combination of lectures, tutorials, demonstrations and laboratory work.

Assessment: Laboratory reports 20 per cent; Assignments 40 per cent; Written test 40 per cent.

References:

NSG253 Enquiry and Processing Skills III - the Epidemiological Process

Contact: Two hours per week in Semesters 3 and 4, total hours 38.
Prerequisites: NSG151 and NSG152.
Aims: To apply the principles of an epidemiological approach to the exploration of two groups of community-related health problems. The first group of problems have as a theme 'Living Safely', and allow the exploration of motor vehicle accidents, or accidents in the home or industrial accidents. The second group relates to infectious type outbreaks and their control.
A major purpose in adopting these problems is to help bridge the gap between community health needs and nursing practice/intervention.
Objectives: On completion of this subject, the student should: a) have a basic knowledge of the concepts inherent in epidemiology as a technique, whereby data about the health status of a group of people are ordered and processed; b) be able to explore some specific health problems using the principles or techniques developed in the study; c) be able to suggest ways in which policy decision-making may be influenced by the results of studies undertaken; and d) have some increased knowledge about the topics or problems examined during the course of any study undertaken.

Syllabus: The concept of epidemiology as a tool for use by the health care worker; the determination of a problem and its significance in prevention of break-down of health; a search for existing knowledge about the problem - tapping and reviewing various sources; the formation of relationships and the extent to which they are interactive. Methodology: the application of epidemiological principles. The blueprint for change: a rational approach to health policy decision-making, taking account of personal, political and economic factors.

Teaching Methods: This will focus on self directed activities by individuals and groups of students and be supported by tutorial discussions.

Assessment: Project 50 per cent; Class Tests 50 per cent.

References:
VALAMIS, B., Epidemiology in Nursing and Health Care, Appleton-Century-Croft, Norwalk, Connecticut, 1986.

NSG263 Psychosocial Studies III

Contact: Three hours per week for one semester.
Prerequisites: NSG161 and NSG162.

Syllabus: Personality theory; reactions to life stresses; the concepts of normality and abnormality; typology of disorders; psychological reactions to pain and illness; pain and stress as factors in health; control and management of pain; psychological aspects of hospitalisation; psychological preparation for surgery.

Assessment: Seminar presentation, case study and class test.

References:

NSG264 Psychosocial Studies IV

Contact: Three hours per week for one semester.
Prerequisite: NSG161 and NSG162.

Syllabus: The therapeutic role of communication in health care; interventions required of the nurse; information needs of patients; counselling - a model for nurses; care for the carer; stress and burnout; resources for psychological help.

Assessment: In-group participation, video-taped interview and analysis of interview.

References:
NSG273 Sociology III
Sociology of Nursing and Health Care

Contact: Two hours per week.
Prerequisites: NSG171 and NSG172.
Aim: To introduce students to the major sociological factors associated with nursing and health care from general focus on the health worker.
Objective: To demonstrate an understanding of the major sociological factors affecting the organization and delivery of health care and the roles of health care workers in this process.
Syllabus: Sociological perspectives on health, illness and society. Social aspects of health care; definitions of health and illness; health care as a social control mechanism; the development and social structure of health care - the medical profession, ancillary and alternative health occupations; the division of labour in health care - social class, gender, ethnicity; the role of ideology; occupational responses - professionalisation, trade unionism; issues in occupational health for health care workers.
Teaching Methods: One lecture and one tutorial per week.
Assessment: Assignment, 60 per cent; Test, 40 per cent.
References:
WILLIS, E., Medical Domination, Allen and Unwin, Sydney, 1983.

NSG281 Legal Studies

Contact: Two hours per week in Year 2, total 20 hours.
Prerequisites: Nil.
Aim: To introduce nurses to the law and legal processes which impinge upon the practice of nursing and health care generally.
Objective: On completion of the subject students should be able to recognise legal aspects of health care issues and in particular the rights and obligations of themselves and their patients/clients in a range of practice contexts, and to act on them appropriately.
Syllabus: Introduction to the law: sources of law and legal institutions in Australia; the place of social and professional conventions and practices; ethical issues and their application to health law; legal aid and the process of litigation. Civil law affecting nurses: contractual liabilities and rights; negligence and vicarious liability; insurance and health care; defamation and confidentiality. Criminal law affecting nurses: assault and battery, police procedures; law relating to abortion and sterilisation; tissue donors, transplants, IVF and AIDS; false imprisonment, child and patient abuse. Administrative law: the operations of the Births, Deaths and Marriages Act, Adoptions; the Coroners Act; Poisons Act and Regulations; Nurses Registration Act; Mental Health Act; Public Hospitals Act; Public Health Act; Child Welfare Act. Industrial Law: Labour Law and the Industrial Relations and Arbitration system; Workers Compensation and Safety Legislation.
Teaching Methods: Lectures, case studies, field visits, role playing.
Assessment: Assignments 50 per cent; Examination 50 per cent.
References:

NSG283 Clinical Practicum III

Contact: Thirty-five hours per week for seven weeks, total hours 245.
Prerequisites: NSG181 and NSG182.
Corequisites: Health/Health Breakdown III, Enquiry and Processing Skills III, Practice Principles and Skills III, Nursing Theory II.
Aims: The experiences will provide an opportunity for the student to begin to consolidate and integrate new theoretical concepts and practical skills acquired in college, whilst the cumulative learning experiences will allow for an increasing competence in the skills previously developed. It also aims to foster in the student the continued utilisation of a problem solving, holistic approach to the delivery of nursing care; effective participation as a health team member and an increasing awareness of the need for legal and ethical standards to be applied to practice.
Objectives: On completion of the subject, the student should be able to: a) collect and synthesise data relevant to the health breakdown problems selected for exploration during the practicum; b) recognise those situations encountered in clinical practice in which legal principles must be considered; c) teach aspects of health care to selected individuals and groups; d) begin to demonstrate competence and confidence in performance of the skills acquired in Practice Principles and Skills III; e) provide nursing care for patients/clients with an increased range of health breakdown problems; f) begin to apply knowledge of more complex health breakdown processes, with the associated care principles and management strategies, to the planning, implementation and evaluation of nursing care for selected patients/clients; and g) demonstrate ability to utilise the holistic approach to care.
Clinical Venues: The venues chosen for the clinical experience will relate to the problems identified in Health/Health Breakdown III, and will include community services, for psycho-social dysfunction, venues for acute medical nursing; venues for isolation nursing; self-help groups associated with psycho-social dysfunction, cardio-pulmonary dysfunction and communicable diseases.
Assessment: Clinical Log Book 50 per cent; Critical Incident Technique 50 per cent.

NSG284 Clinical Practicum IV

Contact: Thirty-five hours per week for seven weeks, total 245 hours.
Prerequisites: NSG181, NSG182 and NSG283.
Corequisites: Health/Health Breakdown IV, Enquiry and Processing Skills III, Practice Principles and Skills IV, Nursing Theory II.
Aims: To provide an opportunity for the student to begin to consolidate and integrate new theoretical
concepts and practical skills acquired in college, whilst the cumulative learning experiences will allow for an increasing competence in the skills previously developed. It is intended to foster in the student the continued utilisation of a problem solving, holistic approach to the delivery of nursing care; effective participation as a health team member and an increasing awareness of the need for legal and ethical standards to be applied in practice.

Objectives: At the completion of these experiences the student should be able to: a) collect and synthesise data relevant to the health breakdown problems selected for exploration during the practicum; b) recognise those situations encountered in clinical practice in which legal principles must be considered; c) teach aspects of health care to selected individuals and groups; d) begin to demonstrate competence and confidence in performance of the skills acquired in Practice Principles and Skills IV; e) provide nursing care for patients/clients with an increased range of health breakdown problems; f) begin to apply knowledge of more complex health breakdown processes, with the associated care principles and management strategies, to the planning, implementation and evaluation of nursing care for selected patients/clients; and g) demonstrate ability to utilise a holistic approach to care.

Clinical Venues: The venues chosen for the clinical experience relate to the problems identified in Health/Health Breakdown IV. Thus, further learning experiences are gained in acute surgical nursing, orthopaedic nursing and gynaecological nursing.

Assessment: Clinical Log Book 50 per cent; Critical Incident Technique 50 per cent.

NSG292 Nursing Theory II – Bioethical Issues in Nursing

Contact: One hour per week in Semesters 3 and 4, total hours 19.

Prerequisite: NSG191.

Corequisites: NSG213, NSG203, NSG253, NSG283, NSG284.

Aim: To introduce the student to the ethical dimensions of decision-making and action in the health care sector in general, and professional nursing practice in particular.

Objectives: On completion of the subject, the student should: a) be partially aware of the ethical dimensions of decision-making in the practices of health care and of nursing; b) be more sensitive to the wide range of ethical concerns which can arise whilst nursing in a modern society; c) begin to recognise, integrate and reconcile the various considerations which are relevant to the resolution of ethical dilemmas; d) begin to be committed to the lifelong study of ethics, as a natural process within their own professional development; and e) begin to maintain a sense of moral obligation to act ethically.

Syllabus: Introduction to the world of Bioethics. Case Studies: the case studies presented for consideration will relate to the themes studied in health breakdown. Some reasons for increasing importance and complexity of ethical problems: ethical decision making. Two main approaches in ethics: Consequentialist/Teleological; Non-Consequentialist/Deontological. Consideration of the nature of the nurse-client relationship: professional codes, the nurse as moral agent.

Teaching Methods: Combination of lecture, tutorial-discussion and case studies.

Assessment: Minor essays which pertain to Health Breakdown problems. Total number of essays – six 100 per cent.

References:


NSG315 Health/Health Breakdown V - People in Crisis

Contact: Two hours per week, total 20 hours.

Prerequisites: NSG111, NSG112, NSG213 and NSG214.

Aim: The approach adopted in year two will continue, but the problems now become more complex. The student will be able to explore and manage more difficult problems in various contexts and across the age continuum.

Objectives: As for Health/Health Breakdown III.

Syllabus: The nature of the three problems to be studied will introduce the student to crisis theory and management. These problems relate to the child in hospital; accident and emergency in regard to violence by others, illness and accident; attempted suicide and other self destructive behaviour.

Teaching Method: Lecture, tutorial and self-directed modes of study.

Assessment: Workbook activities associated with problem packages 25 per cent; Diary records of cases examined 25 per cent; Tests 50 per cent.

References:


NSG316 Health/Health Breakdown VI - People in Crisis

Contact: Two hours per week, total 18 hours.

Prerequisites: NSG111, NSG112, NSG213 and NSG214.

Aims: The approach adopted in year two will be continued, but the problems become more complex.
The student will be given the opportunity to explore and manage more difficult problems in various contexts and across the age continuum.

**Objectives:** As for Health/Health Breakdown III.

**Syllabus:** The nature of the problems to be studied will introduce the student to crisis theory and management in regard to birth and parenthood, high dependency situations - critical illness and terminal illness; the peri-operative experience.

**Teaching Method:** Lecture, tutorial and self-directed modes of study.

**Assessment:** Workbook activities associated with problem packages 25 per cent; Diary records of cases examined 25 per cent; Tests 50 per cent.

**References:**


**NSG335 Human Bioscience V**

**Contact:** Fifty hours for one semester.

**Prerequisites:** NSG233, NSG234.

**Aim:** To introduce students to the physiology of conception, development and birth.

**Objectives:** To demonstrate a knowledge of gamete formation, fertilization, pregnancy, birth and developmental influences.

**Syllabus:** Reproduction, melosis and gamete formation; physiology of human sexuality; fertilization, implantation and development; hormonal control of pregnancy; parturition and associated physiological adjustments; premature delivery; environmental and genetic influences on embryonic development; congenital abnormalities; human life cycle; aging.

**Teaching Methods:** Combination of lectures, tutorials, demonstrations and laboratory work.

**Assessment:** Assignments 50 per cent; Written Test 50 per cent.

**References:**


**NSG354 Enquiry and Processing Skills IV – Investigatory Study**

**Contact:** One hour per week in semesters 5 and 6, total hours 19.

**Prerequisites:** NSG151, NSG152 and NSG253.

**Aim:** To consolidate skills, previously introduced, in problem identification, data collection and analysis, and in the design of projects typical of introductory research activity.

**Objectives:** On the completion of the subject the student should have demonstrated a willingness to participate collaboratively in projects generating nursing knowledge, which are relevant to clinical practice or health care services.

**Syllabus:** The student will be offered a choice of items for investigation or they may choose to investigate an item which they may nominate.

**Teaching Method:** A learning contract with individual project development under the guidance of lecturers and tutors.

**Assessment:** Submission of a completed project report 75 per cent; participation in a seminar presentation on their project 25 per cent.

**References:**


**NSG365 Psychosocial Studies V**

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

**Prerequisite:** NSG264.

**Syllabus:** Psychological care of chronic and terminal patients; psychological assessment of disorder; cognitive, emotional, and mood state assessment; therapeutic interventions; alternative approaches to health.

**Assessment:** Seminar presentation, case study and class test.

**References:**


**NSG366 Psychosocial Studies VI**

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

**Prerequisite:** NSG365.

**Syllabus:** Social behaviour; motivation, needs and emotions; person perception, attribution and social roles; group behaviour; conflict and conflict resolution; the individual in the health organization; the nurse as part of the health team; role expectations and behaviours in nursing; organisational theory applied to nursing.

**Assessment:** Seminar presentation, case study and class test.

**References:**


**NSG374 Sociology IV**

**The Political Sociology of Health Care**

**Contact:** Two hours per week.
Prerequisite: NSG273.
Aim: To introduce students to the social and political factors involved in decisions about health care in contemporary Australian society.
Objective: To show a clear understanding of the socio-political nature of the organisation and practice of health care in Australia.
Syllabus: Definitions of political sociology; theories of social and political power; Australian socio-political systems and the provision of health care; power and control in health care; interests and ideology in health and illness, treatment and prevention; micro-politics in health care; mental illness and disability as deviance; the political economy of health.
Teaching Methods: One lecture and one tutorial per week.
Assessment: Assignment 60 per cent; Test 40 per cent.
References: NAVARRO, V., Crisis, Health and Medicine, Tavistock, NY, 1986.

NSG375 Sociology V
Policy Development in Health Care

Contact: Two hours per week.
Prerequisite: NSG273.
Aim: To introduce students to the issues involved in policy development in health care.
Objective: To show an appreciation of the diversity of factors and issues involved in the development of health care policies and the historical effects of policy changes on present-day health care provision.
Syllabus: The socio-political arena of health care in Australia; health policy development procedures; policy and practice, some existing examples—community health, women's health, aboriginal health, etc; the hierarchy of interest and pressure groups in health policy; community control of health care in general and in Victoria.
Teaching Methods: One lecture and one tutorial per week.
Assessment: Investigative assignment, 60 per cent; test 40 per cent.

NSG385 Clinical Practicum V

Contact: Thirty-five hours for seven weeks, 245 hours.
Prerequisites: NSG283 and NSG284.
Corequisites: Health/Health Breakdown V; Enquiry and Processing Skills V; Practice Principles and Skills V; Nursing Theory V.
Aims: To allow the student to further consolidate skills and the application of knowledge; to allow the practising of some of the new more complex skills which relate to the studies in Health/Health Breakdown V and to the high dependency states as developed in the Practice Principles and Skills component of the course.
Objectives: As a result of completing this experience, the student should: a) demonstrate increasing competence in selected skills acquired in the Practice, Principles and Skills component of year two; b) be able to collect and synthesise data relevant to the examination of the increasingly complex health breakdown problems which are explored during Health/Health Breakdown V; c) be able to apply relevant theoretical concepts and principles from each of the strands of study to the delivery of nursing care; d) demonstrate increasing competence in recognising changes in health status of clients with complex health breakdown problems; e) demonstrate a beginning ability to plan, implement and evaluate care for selected clients with high dependency states and/or health breakdown problems; f) demonstrate increasing ability to recognise emergencies and take or participate in appropriate nursing actions; g) demonstrate beginning ability to use and evaluate selected specialised equipment used in the care of patients with complex health breakdown problems; h) be able to identify and meet the safety needs of high dependency patients and those with complex health breakdown problems; and i) demonstrate an ability to interact appropriately with patients/clients, families in situations associated with complex health breakdown problems and in instances of crisis.
Clinical Venues: The venues chosen for the clinical experience relate to the problems identified in Health/Health Breakdown V. The learning experiences are therefore related to acute psychiatric nursing; paediatric nursing and accident and emergency nursing.
Assessment: Clinical Log Books 50 per cent; Critical Incident Technique 50 per cent.

NSG386 Clinical Practicum VI

Contact: Thirty-five hours for seven weeks, total 245 hours.
Prerequisites: NSG283 and NSG284.
Corequisites: Health/Health Breakdown VI; Enquiry and Processing Skills VI; Practice Principles and Skills VI; Nursing Theory VI.
Aims: To allow the student to further consolidate skills and the application of knowledge; and allow the practising of some of the new more complex skills which relate to the studies in Health/Health Breakdown VI.
Objectives: As a result of completing this experience, the student should: a) demonstrate increasing competence in selected skills acquired in Practice, Principles and Skills component of year two; b) be able to collect and synthesise data relevant to the examination of the increasingly complex health breakdown problems which are explored in Health/Health Breakdown VI; c) be able to apply relevant theoretical concepts and principles from each of the strands of study to the delivery of nursing care; d) demonstrate increasing competence in recognising changes in health status of clients with complex health breakdown problems; e) demonstrate a beginning ability to plan, implement and evaluate care for selected clients with high dependency states and/or health breakdown problems; f) demonstrate increasing ability to
recognise emergencies and take or participate in appropriate nursing actions; g) demonstrate beginning ability to use and evaluate selected specialised equipment used in the care of patients with complex health breakdown problems; h) be able to identify and meet the safety needs of high dependency patients and those with complex health breakdown problems; and i) demonstrate an ability to interact appropriately with patients/clients, families in situations associated with complex health breakdown problems and in instances of crisis.

Clinical Venues: The venues chosen for the clinical experience relate to the problems identified in Health/Health Breakdown VI. The learning experiences are therefore related to maternity nursing; high-dependency nursing and peri-operative nursing.

Assessment: Clinical Log Books 50 per cent; Critical Incident Technique 50 per cent.

NSG393 Nursing Theory III – Introduction to Crisis Theory and Management

Contact: Two hours per week in Semester 5 and 6, total hours 38.

Prerequisite: NSG292.

Aim: The subject relates to the themes of study in Health/Health Breakdown V and VI and aims to introduce the student to the principles and strategies necessary for the understanding and effective assistance of people at risk or in crisis.

Objectives: On completion of the subject the student should be able to appreciate the nature of the crisis and the crisis experience; be alert to a person or population at risk; begin to discriminate between a crisis and a non-crisis state; and be able to participate in both the informal and formal processes of crisis intervention and management.

Syllabus: Crisis theory and practice: introduction and overview. Understanding people in crisis; identifying people in crisis; helping people in crisis; and family and social network strategies during crisis. Crisis subjects will be related to the following themes: the child in hospital; violence by others; illness, accidents or disaster; crisis resulting in attempted suicide and other self-destructive behaviours; changes to lifestyle – birth and parenthood; high-dependency situations – terminal illness, critical care, surgery.

Teaching Methods: Lecture, tutorial, discussion groups on case studies.

Assessment: As this subject is closely integrated with Health/Health Breakdown V and VI, assessment format will be minor essays related to these problems. Six essays – 100 per cent.

References:


NSG394 Nursing Theory IV – Nurse as Change Agent

Contact: Two hours per week in Semesters 5 and 6, total hours 38.

Prerequisite: NSG292.

Aim: So that the student can function as a change agent, the subject will offer the student some effective strategies to deal with the many stresses and changes which are evident within the nursing profession.

Objectives: On completion of the subject, the student should: a) be able to appreciate some of the origins of stress in nursing; b) be able to recognize early, some negative behavioural responses to stress; c) begin to participate in the development of various strategies toward the prevention and management of stress, in self and others; d) be able to undertake a basic analysis of an organisation – its goals, tasks, structures, technology and its people; e) have developed a perception of themselves as members of an organisation as well as a functional specialist; f) be able to identify the main conventional functions of management, for example planning, organising, controlling and evaluating; and g) be able to apply the knowledge gained to a group-based venture or project.

Syllabus: The effect of stress upon the nurse’s sense of well-being: stress and the nurse, origins of stress in nursing, reality shock, negative responses to stress, burnout, change theory. Self-awareness: tools to develop personal stress awareness: stress assessment tools, unrealistic expectations; making interpersonal relationships work for – not against – a person; stress reduction techniques; organisation analysis; organisational development. Management: the process, the role of the manager. Management of change. Venture management: seeking resources, marketing the venture, operating the venture, evaluation of the venture.

Teaching Method: Reading course with tutorials and discussion. Field work.

Assessment: Essay on the Management of Stress in Nursing 50 per cent; Venture Project 50 per cent.

References:
COEHN, H., The Nurse’s Quest for a Professional Identity, Addison-Wesley, 1981.


NSG331 Elective Studies – Nursing

Contact: Two hours per week in Semester 6, total hours 18.

Aim: To provide opportunity for the student to study a specific field of nursing, to greater depth.

Objectives: On completion of the subject the student should: a) have met the requirements of the learning contract; b) have submitted an in-depth report on the learning experience; and c) have developed further
their clinical competence for the particular field of nursing.

**Syllabus:** In groups of six, the students will negotiate a learning contract and five days clinical experience in one of the following fields of nursing, for example: adult medical-surgical nursing; paediatric nursing; gerontological nursing; psychiatric nursing; developmental disability nursing; maternal and child health nursing; high dependency nursing; community nursing; palliative care nursing.

**Assessment:** Group Report 50 per cent; Clinical Assessment 30 per cent; Self-Assessment 20 per cent.

**References:**

Plus references for particular fields of nursing, as previously listed.

**Elective Studies – General**

**Contact:** Equivalent of two hours per week in Semester 5 or 6.

**Prerequisite:** NSG222.

**Syllabus:** This subject provides students with the opportunity of further extending their study of recreation and special populations. Students are required to complete a fieldwork exercise related to one selected special population group.

**Assessment:** Written fieldwork report.

**References:**
School of Social and Behavioural Studies
Staff

Undergraduate Courses
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- Associate Diploma in Welfare Studies (C) 192

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- Graduate Diploma in Communication and Information Studies (C) 194
- Graduate Diploma in Community Education (C&F) 194
- Graduate Diploma in Multi-cultural Studies (C) 195
- Graduate Diploma in Welfare Administration (C) 196
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Subject Synopses

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C & F at both campuses.
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DEPARTMENT OF APPLIED PSYCHOLOGY

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BA, LLM(Melb), Barrister and Solicitor of the Supreme Court of Victoria

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Teresa Allen

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BA, DipSocStud(Melb)
Ian G. Murray
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MSW(Michigan)
Margaret C. Safron
BA, DipSocStud(Melb)
Leah Zacs
BSc(Hons)(Monash), MAPsS

Secretary
Marie Kjer-Nielsen
UNDERGRADUATE COURSES

Bachelor of Arts

Course Code: BD

Students must select either two major strands or one major and two minor strands, together with sufficient subjects to make up 20 semester subjects to be studied over a period of not less than three years of full-time study, or part-time equivalent.

A major consists of eight semester subjects in an approved sequence, and a minor of four such subjects. Major and minor strands are available in Applied Psychology, Applied Sociology, and Political Studies. A Literature Major has been approved for inclusion in the Bachelor of Arts and is currently awaiting accreditation. It is expected that the accreditation process will be complete in time for Semester 1, 1988.

Minor strands are available in Literature, Narrative Studies, and Labour Studies. Minor strands are also available in Statistics (taught by the Faculty of Technology's Division of Mathematical and Environmental Sciences) and in Economics (taught by the David Syme Business School). Statistics may also be undertaken as a cognate major in conjunction with one of the major sequences offered by the School of Social and Behavioural Studies; it comprises six semester subjects.

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

Admission Requirements

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

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

Credit Transfer

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

Admission with Advanced Standing

Admission with advanced standing may be granted to an applicant who provides evidence of tertiary study equivalent to eight or more semester subjects. In all cases at least six semester subjects must be completed at Chisholm before a student is eligible for award of the Bachelor of Arts. A student's total program of tertiary study must meet the structural requirements of the Bachelor of Arts with respect to major and minor strands.

Class Hours

Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester during first year, and at least three per semester thereafter. First year students are required to attend classes for a minimum of 16 hours per week; in later years a minimum of 11 hours per week.

Part-time students are expected to undertake two subjects per semester, a minimum of eight hours per week.

Assessment

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

Subjects are graded on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
</tr>
<tr>
<td>P1</td>
<td>Pass (Higher Division)</td>
</tr>
<tr>
<td>P2</td>
<td>Pass (Lower Division)</td>
</tr>
<tr>
<td>N</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Major and Minor Strands

APPLIED PSYCHOLOGY

The Applied Psychology major requires the completion of eight semester subjects in Psychology, together with two semester subjects in Statistics (MAT171 and MAT172, or equivalent). First and second year subjects in Psychology are compulsory and must be taken in the sequence PSY101, PSY102, PSY201, PSY202. (This sequence forms a minor.) In third year, students must complete PSY301, PSY302, PSY304 and one of PSY303, PSY305, PSY306, PSY307 or PSY308. The table below lists the Psychology subjects required for minor and major studies.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY101</td>
<td>Psychology - Introductory 5</td>
</tr>
<tr>
<td>PSY102</td>
<td>Psychology - Introductory 5</td>
</tr>
<tr>
<td>MAT171</td>
<td>Statistics 4</td>
</tr>
<tr>
<td>MAT172</td>
<td>Statistics 4</td>
</tr>
<tr>
<td>PSY201</td>
<td>Psychology - Human Development 5</td>
</tr>
<tr>
<td>PSY202</td>
<td>Psychology - Personality and Interpersonal Behaviour 5</td>
</tr>
<tr>
<td>PSY301</td>
<td>Psychology - Psychology in the Industrial Setting 5</td>
</tr>
<tr>
<td>PSY302</td>
<td>Psychology - Vocational Development 5</td>
</tr>
<tr>
<td>PSY303</td>
<td>Psychology - Theory and Systems 5</td>
</tr>
<tr>
<td>And one of</td>
<td></td>
</tr>
<tr>
<td>PSY304</td>
<td>Psychology - Professional Development 4</td>
</tr>
<tr>
<td>PSY305</td>
<td>Psychology - Community Psychology 5</td>
</tr>
<tr>
<td>PSY306</td>
<td>Psychology - Psychology and the Law 4</td>
</tr>
<tr>
<td>PSY307</td>
<td>Psychology - Experiential Introduction to Counselling 5</td>
</tr>
<tr>
<td>PSY308</td>
<td>Psychology - Health Psychology 4</td>
</tr>
</tbody>
</table>

APPLIED SOCIOLOGY

A major in Applied Sociology consists of eight semester subjects, the first two of which must be SOC102 and SOC104, taken in that order. Students then select six upper division sociology subjects to complete a major, or two to complete a minor. For a major, SOC210 and one of SOC350, 351 or 352 are required. Provided that prerequisites are satisfied, upper division subjects may be taken in any

School of Social and Behavioural Studies – 187
order, except that one of SOC350, 351 or 352 must be one of the final two subjects in the major. For SOC351 and SOC352, though not SOC350, SOC310 is a prerequisite. It is recommended that SOC210 precedes SOC310. An additional requirement for a major is Statistics MAT171 or equivalent.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC102</td>
<td>4</td>
</tr>
<tr>
<td>SOC104</td>
<td>4</td>
</tr>
<tr>
<td>MAT171</td>
<td>4</td>
</tr>
<tr>
<td>SOC302</td>
<td>4</td>
</tr>
<tr>
<td>SOC304</td>
<td>4</td>
</tr>
<tr>
<td>SOC306</td>
<td>4</td>
</tr>
<tr>
<td>SOC308</td>
<td>4</td>
</tr>
<tr>
<td>SOC310</td>
<td>4</td>
</tr>
<tr>
<td>SOC312</td>
<td>4</td>
</tr>
<tr>
<td>SOC314</td>
<td>4</td>
</tr>
<tr>
<td>SOC350 or SOC352</td>
<td>5</td>
</tr>
</tbody>
</table>

**COMUNICATION STUDIES**
The Communications Studies subjects are not available to students whose first enrolment in the Bachelor of Arts was after 1985. They are available to current Bachelor of Arts students whose initial enrolment in the course pre-dates Semester 1, 1986.

A major in Communication Studies requires the completion of eight subjects, the two introductory subjects COM100 and COM102 followed by six other subjects of which at least two must be at third year level. MAT171 or its equivalent is also a requirement for the major. A minor consists of the two introductory subjects and any two second year subjects.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM100</td>
<td>4</td>
</tr>
<tr>
<td>COM102</td>
<td>4</td>
</tr>
<tr>
<td>MAT171</td>
<td>4</td>
</tr>
<tr>
<td>COM202</td>
<td>4</td>
</tr>
<tr>
<td>COM206</td>
<td>4</td>
</tr>
</tbody>
</table>

**PROPOSED LITERATURE MAJOR**
The proposed Literature Major comprises the following:

**Year 1 Compulsory**
LIT100 Literature 1600-1800: From Renaissance to Regency (See LIT208).
LIT101 From Romantic to Modern (formerly called Introduction to Literature: The 19th Century).

**Year 2 and 3**
Students will take six Upper Division subjects which must include two sets of paired subjects (see below) and LIT350 Literature and Society.
Pair 1 LIT210 Modern Literature (New subject: a study of some of the chief modern movements in English Literature in this century)
LIT211 War and Literature (See LIT204)
Pair 2 LIT220 Australian Literature (See LIT206)
LIT221 American Literature (See LIT207)
Pair 3 LIT230 The Dramatist as Social Critic (See LIT203)
LIT231 Modern Drama (New subject: a study of major trends in 20th Century drama and theatrical presentation)
Pair 4 LIT240 Reading Film Narrative (See LIT302)
LIT241 Popular Narrative Fiction (See LIT304)
Pair 5 LIT250 Novel into Film (See Word and Image LIT308)
LIT261 Drama into Film (See LIT309)
Pair 6 LIT260 Fiction Writing: Theory and Practice (See LIT300)
LIT261 Advanced Fiction Writing (See LIT301)

LIT350 Literature and Society: Compulsory new subject: a study of certain texts of the period 1870-1970 to explore some major currents in literature and literary criticism, and their relationship to social change. This subject will be the last taken in the Literature Major, with the qualification that it may be taken concurrently with one other Literature subject.

**POLITICAL STUDIES**
A major in Political Studies requires the completion of eight of the subjects listed in the following table, of which four are compulsory (marked C). A minor requires the completion of POL153 and POL154, plus...
two upper level subjects. Students should normally complete POLI53 and POLI54 before proceeding to upper level subjects; completion of a minor in Political Studies is a prerequisite for POL360.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL153</td>
<td>4</td>
</tr>
<tr>
<td>POL154</td>
<td>4</td>
</tr>
<tr>
<td><strong>Upper Division</strong></td>
<td></td>
</tr>
<tr>
<td>POL252</td>
<td>4</td>
</tr>
<tr>
<td>POL256</td>
<td>4</td>
</tr>
<tr>
<td>POL258</td>
<td>4</td>
</tr>
<tr>
<td>POL260</td>
<td>4</td>
</tr>
<tr>
<td>POL262</td>
<td>4</td>
</tr>
<tr>
<td>POL264</td>
<td>4</td>
</tr>
<tr>
<td>POL266</td>
<td>4</td>
</tr>
<tr>
<td>POL268</td>
<td>4</td>
</tr>
<tr>
<td>POL350</td>
<td>4</td>
</tr>
<tr>
<td>POL352</td>
<td>3</td>
</tr>
<tr>
<td>POL360</td>
<td>2+</td>
</tr>
</tbody>
</table>

**STATISTICS**

Statistics is available as a minor or as a cognate major. The first year subjects are structured so that students with different levels of mathematical background knowledge can be accommodated. Statistics MAT171 and MAT172 have been designed for students with a non-mathematical background. Statistics MAT173 and MAT174 have been designed for students with a sound mathematical basis at Year 12. The latter subjects constitute the first year of a major study in Statistics, viz., MAT173, MAT174, MAT273, MAT274, MAT373, MAT374.

Students completing MAT171 and MAT172 at a suitable level (a healthy pass) may be permitted to complete a minor by taking MAT273 and MAT274. Such students wishing to complete a major will be required to strengthen their mathematical basis by taking MAT174 before proceeding to a study of third year subjects MAT373 and MAT374.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT171</td>
<td>4</td>
</tr>
<tr>
<td>MAT172</td>
<td>4</td>
</tr>
<tr>
<td>MAT173</td>
<td>5</td>
</tr>
<tr>
<td>MAT174</td>
<td>5</td>
</tr>
<tr>
<td>MAT273</td>
<td>5</td>
</tr>
<tr>
<td>MAT274</td>
<td>5</td>
</tr>
<tr>
<td>MAT275</td>
<td>5</td>
</tr>
<tr>
<td>MAT373</td>
<td>5</td>
</tr>
<tr>
<td>MAT374</td>
<td>5</td>
</tr>
</tbody>
</table>

**MAT374** Statistics 5 Please refer to page 335 for subject descriptions.

**Minor Strands**

**LABOUR STUDIES**

Labour Studies comprises four semester length subjects which also have the status of single subjects or electives.

The subjects are:

- POL100 Introduction to Labour Studies
- POL262 Politics of Labour
- SOC217 Sociology of Working
- PSY205 Psychology of Work

On completion of the compulsory introductory subject POL100, students may take the upper-division subjects in any sequence.

POL262 is also accredited for a Political Studies major/minor, but double credit is not permissible. Provided they possess the prerequisites students may, with the permission of the program co-ordinator, replace one of the upper division subjects with one of the following subjects offered by the David Syme Business School.

- ADM334 Labour Relations
- FIN350 Comparative Labour Studies
- FIN361 Law in Labour Relations
- FIN370 Labour Economics

(Because of the structural requirements of the double degree, this option is not available to Bachelor of Arts/Bachelor of Business students).

**LITERATURE**

For a minor in Literature, students are required to take LIT101 and LIT102 and two other subjects.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT101</td>
<td>Literature – The Nineteenth Century 4</td>
</tr>
<tr>
<td>LIT102</td>
<td>Literature – The Twentieth Century 4</td>
</tr>
<tr>
<td>LIT203</td>
<td>Literature – The Dramatist as Social Critic 4</td>
</tr>
<tr>
<td>LIT204</td>
<td>Literature – War in Literature 4</td>
</tr>
<tr>
<td>LIT205</td>
<td>Literature – Australian Literature 4</td>
</tr>
<tr>
<td>LIT207</td>
<td>Literature – American Literature 4</td>
</tr>
<tr>
<td>LIT300</td>
<td>Literature – Fiction Writing: Theory and Practice 4</td>
</tr>
<tr>
<td>LIT301</td>
<td>Literature – Advanced Fiction Writing 4</td>
</tr>
<tr>
<td>LIT302</td>
<td>Literature – Reading Film Narrative 4</td>
</tr>
<tr>
<td>LIT304</td>
<td>Literature – Popular Narrative Fiction 4</td>
</tr>
<tr>
<td>LIT307</td>
<td>Literature – From Renaissance to Regency 4</td>
</tr>
<tr>
<td>LIT308</td>
<td>Literature – Word and Image 4</td>
</tr>
<tr>
<td>LIT309</td>
<td>Literature – Drama into Film 4</td>
</tr>
<tr>
<td>Electives: LIT206 Children’s Literature is available only as an elective in the Bachelor of Arts.</td>
<td></td>
</tr>
</tbody>
</table>

**NARRATIVE STUDIES**

For a minor in Narrative Studies, students are required to take:

(a) LIT101 and LIT102 or approved equivalent as prerequisites; and
(b) four of the Narrative Studies units listed below.
It is possible for students to take two minors in Literature and Literature-related areas. Students taking the Narrative Studies minor, as well as the Literature minor, may not include any of the Narrative Studies subjects in their Literature minor.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT300 Literature – Fiction Writing: Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>LIT301 Literature – Advanced Fiction Writing</td>
<td>4</td>
</tr>
<tr>
<td>LIT302 Literature – Reading Film Narrative</td>
<td>4</td>
</tr>
<tr>
<td>LIT304 Literature – Popular Narrative Fiction</td>
<td>4</td>
</tr>
<tr>
<td>LIT308 Literature – Word and Image</td>
<td>4</td>
</tr>
<tr>
<td>LIT309 Literature – Drama into Film</td>
<td>4</td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE STUDIES**

Administrative Studies will comprise four semester length subjects which will also have the status of single subjects or electives. Three strands are offered with each having ADM130, Introduction to Management, as its foundation subject. The three strands offered are:

(a) Organisation strand
(b) Human Resource Management strand
(c) Marketing strand

(a) Organisation Strand
Students are required to complete Introduction to Management ADM130, Management of Organisational Performance ADM269, and any two of the following: Organisation Change ADM262, Public Administration ADM265, Managing the Environment ADM337, Strategic Management ADM340, Labour Relations ADM334*.

(b) Human Resource Management Strand

(c) Marketing Strand
Students are required to complete Introduction to Management ADM130, Entrepreneurial Management ADM212, Marketing Theory and Practice MKT112, Buyer Behaviour MKT211.

Footnotes: * The subject Labour Relations ADM334, is allowed as a subject within the Labour Studies minor and the Economics minor. It can only be counted for inclusion within one minor. #MKT115 (1/2S) is not required as a prerequisite for MKT211 for BA students.

**ECONOMICS**

For a minor in economics, students are required to complete two Group A and Group B subjects according to the following structure:

**Group A:** (Compulsory foundation subjects.) Students are required to complete Macroeconomics FIN171 and; either Microeconomics FIN271 or Pricing for Marketers FIN212*. (*This subject is a subject designed for students taking the B/Bus (Marketing) degree.)

**Group B:** (Elective subjects in the minor.) Students are required to complete two of Monetary Theory and Practice FIN233, The International Economy FIN273, Labour Economics FIN370, Public Finance FIN372, Business Statistics and Forecasting FIN217, Money and Capital Markets FIN330#, Labour Relations ADM334#, State and Political Economy POL268#

#Only one of these three subjects may be taken in an Economics minor.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN130 Money and Capital Markets</td>
<td>4</td>
</tr>
<tr>
<td>FIN171 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>FIN212 Pricing for Marketers</td>
<td>4</td>
</tr>
<tr>
<td>FIN217 Business Statistics &amp; Forecasting</td>
<td>4</td>
</tr>
<tr>
<td>FIN233 Monetary Theory &amp; Practice</td>
<td>4</td>
</tr>
<tr>
<td>FIN271 Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>FIN273 The International Economy</td>
<td>4</td>
</tr>
<tr>
<td>FIN370 Labour Economics</td>
<td>4</td>
</tr>
<tr>
<td>FIN372 Public Finance</td>
<td>4</td>
</tr>
<tr>
<td>ADM334 Labour Relations</td>
<td>4</td>
</tr>
<tr>
<td>POL268 State and Political Economy</td>
<td>4</td>
</tr>
</tbody>
</table>

Refer to page 76 for subject details.

**Other Subjects Available**

Provided the appropriate prerequisites are met, most subjects at degree level offered at Chisholm Institute may be undertaken as individual subjects in the Bachelor of Arts.

**Bachelor of Arts/Bachelor of Business**

<table>
<thead>
<tr>
<th>BA/BBus (Accounting)</th>
<th>Course Code: JA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BBus (Administration)</td>
<td>Course Code: JK</td>
</tr>
<tr>
<td>BA/BBus (Banking and Finance)</td>
<td>Course Code: JN</td>
</tr>
<tr>
<td>BA/BBus (Business Administration)</td>
<td>Course Code: JU</td>
</tr>
<tr>
<td>BA/BBus (Marketing)</td>
<td>Course Code: JM</td>
</tr>
</tbody>
</table>
BA/BBus (Office Administration)  
Course Code: JB  
Course Leader: Dennis Woodward  
Each Double Degree program is designed to provide a broadly based business education together with a major study in one specialised area of business (accounting, business administration, banking and finance, marketing, management or office administration), and one specialised area of arts (applied psychology, applied sociology, political studies or literature). In addition, minor studies are available in economics and applied psychology, applied sociology, administrative studies, literature or political studies. In the Bachelor of Arts a major consists of eight semester subjects in an approved sequence and a minor of four such subjects.

Recognition
By selecting appropriate subjects in the degrees a student may progress towards qualification for membership of one or more of: the Australian Society of Accountants, the Institute of Chartered Accountants in Australia, the Institute of Professional Secretaries (Australia), the Bankers Institute of Australia and the Australian Psychological Society. Full membership of these professional bodies may require additional study and work experience.

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

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE), (being passes in four subjects including English); or  
(b) successful completion of the Certificate of Business Studies; or  
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

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

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

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements (see Student Manual 1988).

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

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

- Holders of the AAIB award from the Australian Institute of Bankers are eligible for credit for up to six subjects. Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course.  
- Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

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

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

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

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

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

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.
Course Structure
For each student an integrated program of subjects is constructed to meet personal and vocational needs. Advice regarding possible combinations of subjects will be given to students by the Course Leader or other nominated staff from both schools. Different business strands require different numbers of subjects. The usual number of semester subjects required in each strand, and the time normally required for a full-time student to complete a program, are shown below:

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

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

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

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

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

6. BA/BBus (Business Administration)
   - 32 full subjects
   - Time Required: 4 years.

NOTE: Slight variations in the number of subjects required for each strand occurs because of different statistics prerequisites of arts majors, and because of exemptions obtained when certain combinations of subjects are chosen. See notes below Example 2. Two examples of double degree programs are shown below. Additional information is available from the course brochure and the Course Leader.

Example 1: Bachelor of Arts/Bachelor of Business (Banking and Finance) — with a major in Applied Sociology and minors in Political Studies and Economics within the Bachelor of Arts.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1:</td>
<td></td>
</tr>
<tr>
<td>SOC102, POL153, MAT171*</td>
<td>SOC104, POL154, FIN171, ACC103</td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
</tr>
<tr>
<td>SOC212, POL252, EDP172, FIN111</td>
<td>SOC208, POL264, ADM130, FIN240</td>
</tr>
<tr>
<td>Year 3:</td>
<td></td>
</tr>
<tr>
<td>SOC216, MKT112, FIN217, FIN260</td>
<td>SOC210, FIN271, FIN280, FIN245</td>
</tr>
<tr>
<td>Year 4:</td>
<td></td>
</tr>
<tr>
<td>SOC310, FIN233, FIN363, FIN393</td>
<td>SOC352, FIN365, FIN333, FIN323</td>
</tr>
<tr>
<td></td>
<td>(Total: 32 full subs)</td>
</tr>
</tbody>
</table>

Example 2: Bachelor of Arts/Bachelor of Business (Marketing) — with a major in Applied Psychology and minors in Applied Sociology and Administrative Studies within the Bachelor of Arts.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1:</td>
<td></td>
</tr>
<tr>
<td>PSY101, SOC102, MKT112, MAT166</td>
<td>PSY102, SOC104, MKT113*, EDP173</td>
</tr>
</tbody>
</table>

192 – School of Social and Behavioural Studies
**Associate Diploma in Welfare Studies**

**Course Code:** QW  
**Course Leader:** George M. Clarke

This course is designed to provide academic and practical training for prospective welfare workers. Although the course will concentrate on the provision of services to individuals and family units, students will be given the opportunity to develop skills in working with groups and the systems of the wider community. Students normally complete the course in two years of full-time study. The course may be completed on a part-time basis over a longer period, normally not more than four years.

**Admission Requirements**

(a) Successful completion of a Year 12 course of study accredited by VCAT (VCE) (being passes in four subjects including English);  
(b) qualifications and/or experience acceptable to the Admissions Committee.

Applicants must have reached the age of 19 years by 1 January in the year studies begin.

**Special Requirements**

Applications for the course should be made direct to Chisholm Institute and, in addition to the Institute's Direct Application Form, applicants must complete a special Welfare Studies Form. Application forms can be obtained from the Admissions Officer and must be returned by 30 October. On the basis of these applications some applicants will be invited to attend a group discussion during November or December.

**Course Structure**

The course for the Associate Diploma consists of 14 semester subjects, 13 of which are compulsory. The remaining subject is normally chosen from first year subjects offered by the Humanities Department, but may, with approval, be a subject offered by another department or school in the Institute. Normally the course is taken in the following sequence:

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>PSY101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL31</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective*</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>PSY102</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC104</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL33</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL35</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>WELL239</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL231</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL235</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL241</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL233</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WELL237</td>
<td>2</td>
</tr>
</tbody>
</table>

* For the range of subjects, students should refer to the subject synopses and the Bachelor of Arts.  
** 38 days of practical experience in each semester, and a two hour seminar each week.

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**GRADUATE COURSES**

**Graduate Diploma in Applied Psychology**

**Course Code:** PY5  
**Course Leader:** Arthur E. Crook

**Content**

This course has been designed to:

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

**Admission Requirements**

A degree with an accredited major in Psychology.

**Course Structure**

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

The six subjects are:

- PSY401 Psychology (Psychological Assessment)
- PSY402 Psychology (Changing Behaviour)
- PSY403 Psychology (Multivariate Data Analysis)
- PSY404 Psychology (Professional Experience)
- PSY405 Psychology (Professional Experience)
- PSY406 Psychology (Applied Research Project)

Syllabuses for individual subjects are contained in subject synopses under the heading Psychology. Each of the subjects PSY401, PSY402 and PSY403 requires class attendance of six hours a week. Each of the subjects PSY404 and PSY405 involves the equivalent of 25 days attendance in a psychology placement setting. Placements are arranged by the department. In addition there are fortnightly seminars of two hours’ duration.

PSY406 requires the student to design and carry out an applied research project. Fortnightly seminars are held and each student is obliged to see his or her supervisor approximately once a week in order to facilitate the successful completion of the project. The typical class attendance time for full-time students is 12 hours a week; and for part-time students varies between three and nine hours per week depending on the combination of subjects. Part-time students usually undertake PSY402, PSY403 and PSY404 in the first year, and PSY401, PSY405 and PSY406 in the second year.

School of Social and Behavioural Studies – 193
Graduate Diploma in Communication and Information Studies

Course Code: PU
Course Leaders: Tony Keulemans Pearl Levin

Content
This is a two year part-time interdisciplinary course conducted over four consecutive academic semesters with eight hours per week class contact (lectures, tutorials, workshops, seminars, etc.)
The aim of the course is for students to acquire expertise in both technological and social dimensions of communication and information, emphasising studies within the social sciences and in computing and information systems. To that extent the course aims to meet the needs of organisations in both the public and private sectors for people with expertise in the applications of communication and information resources.
The course should be of value to persons involved or interested in personnel, training and staff development, management and administration, public relations, industrial relations, advertising and, more generally, in the information creation, processing and distribution services. The course should be of significance for those who wish to increase their potential for advancement in the expanding communication and information fields. Students who successfully complete the course are eligible for provisional Associate Membership of the Australian Computer Society.

Admission Requirements
The minimum entry standard is a recognised degree providing a relevant foundation for the course or an equivalent approved by the Institute's Admissions Committee.
Consideration may be given to an applicant who has successfully completed a substantial part of an appropriate tertiary course (or equivalent qualifications) combined with relevant work experience. In some instances an applicant may be required to undertake bridging studies to provide the necessary foundation for the course.

Course Structure
A student will be required to complete eight single semester subjects. A semester subject involves four hours class contact per week.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP402</td>
<td>4</td>
</tr>
<tr>
<td>EDP404</td>
<td>4</td>
</tr>
<tr>
<td>EDP411</td>
<td>4</td>
</tr>
<tr>
<td>EDP413</td>
<td>4</td>
</tr>
<tr>
<td>COM404</td>
<td>4</td>
</tr>
<tr>
<td>COM411</td>
<td>4</td>
</tr>
<tr>
<td>COM412</td>
<td>4</td>
</tr>
<tr>
<td>COM414</td>
<td>4</td>
</tr>
</tbody>
</table>

Graduate Diploma in Community Education

Course Code: PB1
Course Leader: Jim Ross

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

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

Course Structure
To complete the Graduate Diploma in Community Education, a student must complete 11 semester subjects. Three subjects are normally studied concurrently per semester. The final semester of the course is devoted primarily to fieldwork.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC401       Sociology – Community Education Theory</td>
<td>2</td>
</tr>
<tr>
<td>SOC402       Sociology – Human Growth and Development</td>
<td>2</td>
</tr>
<tr>
<td>SOC403       Sociology – Group Reflection and Community Education Forum</td>
<td>2</td>
</tr>
<tr>
<td>SOC404       Sociology – Community Education: Neighbourhood Centres</td>
<td>2</td>
</tr>
<tr>
<td>SOC405       Sociology – Community Education: School and Community</td>
<td>2</td>
</tr>
<tr>
<td>SOC406       Sociology – Processes in Community Education</td>
<td>2</td>
</tr>
<tr>
<td>SOC407       Sociology – Administration in Community Education</td>
<td>2</td>
</tr>
<tr>
<td>SOC408       Sociology – Community Development</td>
<td>2</td>
</tr>
<tr>
<td>SOC409       Sociology – Methods of Teaching</td>
<td>2</td>
</tr>
<tr>
<td>SOC410       Sociology – Interpersonal and Sociocultural Communication</td>
<td>2</td>
</tr>
<tr>
<td>SOC411       Sociology – Community Education Practice: (Fieldwork)</td>
<td>4</td>
</tr>
<tr>
<td>SOC412       Sociology – Group Reflection and Community Education Forum</td>
<td>2</td>
</tr>
<tr>
<td>SOC413       Sociology – Basic Helping Skills</td>
<td>2</td>
</tr>
<tr>
<td>SOC414       Sociology – Women, Sexuality and Social Control</td>
<td>2</td>
</tr>
<tr>
<td>SOC415       Sociology – Community Co-operatives</td>
<td>2</td>
</tr>
<tr>
<td>SOC416       Power and Powerlessness</td>
<td>2</td>
</tr>
</tbody>
</table>
Graduate Diploma in Multicultural Studies

Course Code: GH
Course Leader: To be advised

Content
This two year part-time course is designed for professional people in the areas of education: health care and social welfare; legal and industrial relations to significantly develop their:
(i) knowledge of the social and cultural backgrounds and current position of some of the ethnic and racial groups with which they work;
(ii) communication skills which will enable them to interact effectively with clients and co-workers from various ethnic and racial groups;
(iii) knowledge of how to apply cross-cultural perspectives to the design, development and evaluation of work programs and practice within their respective professions.

The core subjects of the course are designed to provide students with the information and analytic frameworks considered essential for a sound understanding of intergroup relations, to provide information about cultural traditions and linguistic practices as they intersect with economic, social and political structures in Australia, and to improve interaction skills. They deal with key sociological, psychological, and communication aspects of cultural diversity.

The specialist subjects are designed to enable students to apply the analytic frameworks from the core subjects to their professional work as well as extend their knowledge and skills in areas directly related to their work with various ethnic and racial groups. The course provides specialist qualifications for teachers who successfully complete the strand in Teaching English as a Second Language (TESL), and the strand in Community Language Pedagogy.

Admission Requirements
A degree and/or diploma and a minimum of one year’s relevant work experience, or training and/or experience judged by the Admissions Committee to be appropriate. (A limited number of places may be available for this latter category).

Applicants for the education strands must be qualified teachers. Entrants to the Community Language Pedagogy strand will normally be expected to have successfully completed a minimum of two years of a community language offered as part of a degree or diploma. Students with a demonstrable equivalent level of proficiency in a community language may be admitted.

Each intake will enrol in a specific strand; for example, teachers intending to specialise in the Teaching of English as a Second Language will enrol in the TESL strand; professionals in health and welfare areas will enrol in the Health Care and Social Welfare strand. Usually only one strand will be offered in any one year.

Course Structure
The first year of the course comprises four semester subjects which form a common core for all students. In the second year of the course students take four semester subjects in the areas of: a specialist study; program development and evaluation; community languages for special purposes; and interactional skills training. They also undertake a Field Project.

Those students enrolled in a the TESL strand and the Community Languages Pedagogy strand must spend a minimum of 45 days in the field for their Field Project. Students enrolled in the Community Languages Pedagogy strand do not take the community languages for special purposes subject, instead their specialist study is a one semester subject lasting six hours per week instead of the usual three hours per week. These students of community language pedagogy take a total of eight subjects, all other students take nine subjects.

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>GMS601 Ethnic and Racial Groups in Australia</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS602 Sociolinguistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS603 Cross-cultural Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS604 Theories of Intergroup Relations</td>
<td>2</td>
</tr>
</tbody>
</table>

Teaching English as a Second Language (TESL) Strand

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>GMS605 Applied Linguistics A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS606 Community Languages for Special Purposes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS607 Applied Linguistics B</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS608 Interactional Skills Training</td>
<td>3</td>
</tr>
<tr>
<td>1/2</td>
<td></td>
<td>GMS609 Field Project</td>
<td>Total 45 days</td>
</tr>
</tbody>
</table>

Multicultural Curriculum Strand

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>GMS605 Applied Linguistics A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS606 Community Languages for Special Purposes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS610 Multicultural Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS608 Interactional Skills Training</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS609 Field Project</td>
<td>2</td>
</tr>
</tbody>
</table>

Community Languages Pedagogy Strand

<table>
<thead>
<tr>
<th>Yr</th>
<th>Sem</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>GMS611 Community Language: Italian</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS612 Community Language: Greek</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS613 Community Language: Croatian-Serbian</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS614 Applied Linguistics C</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS608 Interactional Skills Training</td>
<td>3</td>
</tr>
<tr>
<td>1/2</td>
<td></td>
<td>GMS609 Field Project</td>
<td>Total 45 days</td>
</tr>
</tbody>
</table>

School of Social and Behavioural Studies – 195
### Health Care and Social Welfare Strand

<table>
<thead>
<tr>
<th>Yr Sem</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>GMS615 Specialist Study</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GMS616 Program Development and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>GMS 606 Community Languages for Special Purposes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GMS608 Interactional Skills Training</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GMS609 Field Project</td>
<td>2</td>
</tr>
</tbody>
</table>

### Legal and Industrial Relations Strand

<table>
<thead>
<tr>
<th>Yr Sem</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>GMS615 Specialist Study</td>
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<td>GMS616 Program Development and Evaluation</td>
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### Graduate Diploma in Welfare Administration

**Course Code:** PW1  
**Course Leader:** Jim Ross

**Content**

This two year part-time course is designed to equip practitioners with a sound theoretical basis on which to analyse current welfare issues, problems, programs, policies and organisational factors in the welfare industry. Emphasis is given to the acquisition of practical skills in management, administration, resource allocation, communication, policy formulation and implementation, and research skills.

**Admission Requirements**

The normal entry level is a tertiary degree or diploma. Some places will be available to applicants whose training and experience are acceptable to the Admissions Committee of the Institute. In addition to the above requirements, all successful applicants are expected to have some experience in social welfare or administration or both.

**Course Structure**

To obtain this diploma, a student must complete nine semester subjects. Two are normally studied concurrently per semester. The normal subject progression is shown below.

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<tr>
<th>Yr Sem</th>
<th>Subject</th>
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<td>SOC422 Sociology - The Welfare Industry</td>
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<tr>
<td></td>
<td>SOC430 Sociology - Social Policy</td>
<td>3</td>
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<td>2</td>
<td>SOC421 Sociology - Organisational Structures and Processes</td>
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### Master of Arts

**Course Code:** MA

The School of Social and Behavioural Studies offers a Master of Arts program by research thesis. Enquiries should be directed in the first instance to the appropriate Head of Department. Areas for Master's research within the School include:

- **Applied Psychology** – applied experimental psychology; developmental, forensic, occupational, and organisational psychology; stress management, and skilled performance.
- **Applied Sociology** – social theory; deviance; community relations; adolescence; religion; minority groups; organisations.
- **Communication Studies** – Social psychology of communications; communications policy; applied linguistics.
- **Political Studies** – the Labour Movement in Australia in the 20th Century; Australian State politics; political implications of the 1930’s depression; war and morality; natural rights; post-1949 politics of the Chinese Communist Party and army.
COM100 Communication Studies
Human Communication Processes

Contact: Four hours per week of lectures, tutorials and workshops for one semester.

Prerequisite: Nil.

Syllabus: This subject will focus on the following forms of communication: intrapersonal; interpersonal; small group; intercultural. Each of the above studies will involve an analysis of the different functions and effects of verbal and non-verbal communication.

Assessment: Cumulative, based on an essay, workshop reports, tutorial papers and an oral examination.


COM102 Communication Studies
Message Analysis

Contact: Four hours per week of lectures, workshops and tutorials for one semester.

Prerequisite: Nil.


Assessment: Cumulative, based on an essay, tutorial paper, tests.


COM170 Communication Skills

Contact: Two hours per week of lectures, tutorials and workshops for one semester.

Prerequisite: Nil.

Syllabus: Structure of the English language: Grammar, spelling rules and punctuation; sentences, passages and style; argumentation. Reading and Listening: Reading speed, listening, cues; comprehension, interpretation; note taking. Writing skills: Summaries and precis, reports, essays. Speech: Confidence; reporting, public speaking, interviews, non-verbal communication.

Assessment: Class exercises, presentations and written reports.


COM180 Written and Oral Communication

Contact: Four hours per week, comprising lectures, tutorials and workshops for one semester.

Prerequisite: Nil.

Syllabus: Structure of language: communication models; non-verbal communication; professional writing of memoranda; letters and reports with reference to the computer industry.

Oral communication skills: listening; presenting short talks; using telephones; interviewing techniques; presenting formal reports to board meetings; group problem solving and negotiation skills. Committee and other meetings: rules and procedures, preparation of agenda and minutes. (Special provision is made for students who are non-native speakers of English but they should have an ASLPR grade of 3 in all four skills upon entry.)

Assessment: Class exercises and presentations, written reports and test.


Partial Exemption: Students who believe that their proficiency in writing businessmemos and business letters is of a Distinction or High Distinction grading may attempt a 'challenge test' in the Business Letters and Memos Unit of COM180. If students gain a Distinction or High Distinction grading for this test they may be awarded those grades for that unit and not be required to attend classes for that unit.

COM191 Oral and Written Communication

Contact: Two hours per week for one semester. The subject will be presented primarily by means of tutorials and workshops.

Prerequisite: Nil.

Syllabus: Structure of the English language: grammar, spelling rules, punctuation and logical argumentation in selected communicative contexts.

Writing skills for summaries, letters, memoranda, reports, essays.

Oral communication skills: reporting, public speaking, interviews, using telephones. Functions of non-verbal communication.

Communication with non-English speaking migrants.

References: BAILEY, B., Effective Language, Sydney, Campus, 1981.


COM196 Communication Studies

Contact: Five hours per week, consisting of two hours of keyboarding and three hours of Communication Studies for two semesters.

Prerequisite: Nil.

Syllabus: Keyboarding – development of basic keyboard competence and familiarity with the operation of the typewriter/word processor.

Manuscript and report keyboarding including: proofreading signs, quotations, footnotes, statistics, outlines, contents, bibliographies and appendices.

Acquisition of a keyboarding speed of 25-30 wpm on a five minute writing, with five or fewer errors. Acquisition of methodical work patterns.

Communication – a practical emphasis and designed to increase competency in communication skills.
Mechanics of language — grammar, punctuation, spelling, argumentation;
Verbal and non-verbal communication;
Communication processes, communication models;
Listening and Reading skills;
Oral communication, public speaking, interviewing;
Creative writing, style;
Writing skills, summaries, letters, essays, reports;
Interpersonal and group communication.

Assessment: Assessment for the keyboarding component will be cumulative; assessment for communication also cumulative by oral and written exercises, assignments, group projects and tests.

References:

COM202 Communication Studies Audio-Visual Languages

Contact: Four hours per week of lectures, tutorials and studio exercises for one semester.
Prerequisites: COM100 and COM102, or approved equivalents
Syllabus: This subject focuses on the way in which audio-visual languages are constructed and how they operate.

Design and preparation of messages using differing media; applications of various media and their potentials; how to ‘read’ audio/video materials.

Audio and video ‘hands-on’ experience whereby theory is put into practice.

Assessment: Cumulative, based on an essay and audio-video projects.
Reference:

COM208 Communication Studies Publishing and Editing

Contact: Four hours per week of lectures and workshops for one semester.
Prerequisites: COM100 and COM102, or approved equivalent.
Syllabus: Writing styles for differing purposes and differing audiences. The press (i) local, metropolitan and national; (ii) daily, weekly, monthly; (iii) specialist press. Interviewing for news gathering. Writing style, house style and newspaper styles. In-house public relations. External public relations. Copy writing and copy editing. The role of the public relations officer.

Assessment: Cumulative, based on assignments, copy editing exercise and tests.

References:
AGPS, Style Manual for Authors, Editors and Printers, Canberra, 1981.

COM206 Communication Studies Information Diffusion

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: COM100 and COM102, or approved equivalent.

Assessment: Cumulative, based on an essay, tutorial presentations, group projects and examination.
Reference:

COM210 Communication Studies Interpersonal and Group Communication

Contact: Four hours per week of lectures, tutorials and practical sessions for one semester.
Prerequisites: COM100 and COM102 or approved equivalents.
Models of interpersonal communication. Review of social skills and communication competencies. Development of interpersonal skills, especially assertiveness and problem solving.

Theories of group communication and development. Effects of the group on the individual and the individual on the group. Analysis of group communication flow. Decision-making and problem solving in the group setting.

Assessment: Cumulative, based on essays, tutorial papers, report and test.
References:

COM296 Communication Studies

Contact: Three hours per week of lectures, tutorials and workshops for two semesters.
Prerequisite: A pass in first year Graphic Design studies.
Syllabus:

- Reasoning and argumentation;
- Principles of attitude and change and bases of persuasion;
- Communication strategies — sources, messages, media, audiences, rationale statements.
- Copywriting;
- Editing and report writing skills;
- Advertising, public/client relations;
- Applications, potentials and limitations of communication media;
- Video production, storyboards, scripts, roles.

Assessment: Essay, report, projects and exercises.
References:

COM302 Communication Studies
Communication Methodologies

Contact: Four hours per week of lectures, tutorials and seminars for one semester.
Prerequisites: A minor in Communication Studies and MAT171 (or equivalent).
Syllabus: This subject will focus on the main critical and empirical approaches covering the respective influences of the semiotic and 'process' schools of thought. The subject will include studies of: the history and philosophy of science; scientific method, empirical research and underlying theories and models; humanistic/critical research; the North American traditions: public speaking, message and relationship communication styles; the European traditions: semiotics, linguistics, the Frankfurt School and later developments; rhetorical analysis and criticism; intercultural and international communication; contemporary and future developments.
Assessment: Cumulative, based on essays, seminar/tutorial presentations.
References:

COM304 Communication Studies
Organisational Communication

Contact: Four hours per week of lectures, tutorials and workshops for one semester.
Prerequisites: A minor in Communication Studies, or equivalent.
Syllabus: This subject will focus on the main variables in organisational communication and include studies of: theory of organisations: classical school, human relations, human resources and systems theory; organisational diagnosis; managerial theory and practice; formats for organisational communication: message forms, content and direction; group processes: decision-making and conflict resolution; communication overload; innovation and change within organisations; communication audits.
Assessment: Cumulative, based on tutorial papers, tests and reports.
Reference:

COM306 Communication Studies
Communication Technologies

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: Minor in Communication Studies, or equivalent.
Syllabus: The subject will focus on existing and emerging communication technologies and include detailed studies of such concepts as the 'Communications Revolution' and 'Information Society'; the major providers and controllers of communication services; terrestrial and satellite communication networks, RSTV, CTV; videotex, teletext; teleconferencing - audio, video, computer, word processing and electronic mail. Socio-economic and cultural impacts: national, international, organisational and individual; introduction to technology assessment and future research.
Assessment: Cumulative, based on a report, tests, and tutorial papers.
References:

COM308 Communication Studies
Seminar on Professional Problems

Contact: An average of three hours per week comprising seminars, individual supervision and/or an approved work experience program for one semester.
Prerequisites: A minor in Communication Studies and MAT171, or equivalents.
Syllabus: The topics will vary from year to year, depending upon student requirements and/or the availability of participating host organisations. The range of topics can extend to various vocational issues and explore such areas as the dissemination and evaluation of communication within an organisation or the community generally. The appraisal of communication strategies, ethics and responsibility in communication are other examples of areas which may form the subject of individual or group projects.
Assessment: Based on major report or mini-thesis.
References: These will vary according to the approved topic or work experience program. Recent and contemporary publications will form a major component of the literature to be appraised in developing an approved project.

COM310 Communication Studies
Mass Communication

Contact: Four hours per week comprising lecture and tutorial/workshops for one semester.
Prerequisites: Minor in Communication Studies, or equivalent.
Syllabus: This subject straddles both the process and socio-cultural approaches to mass communication and will include detailed studies of such topics as: forms and functions of the mass media; taxonomy of mass media theories; ideological functions of the media; 'high' culture and mass culture; the effects of mass communication on culture and society.
Assessment: Cumulative, based on essays, tutorial papers and examination.
References:
LOWERY, K. and DE FLEUR, M.L. (Eds.), Mile-

COM396 Communication Studies

Contact: Three hours per week for one semester.
Prerequisites: Satisfactory completion of second year Graphic Design studies or entry to the degree course.
Syllabus:
• Media research, information diffusion, mass communication effects;
• Introduction to organisational communication;
• Negotiating, briefing;
• Report writing;
• Multi-media campaign and promotional strategies;
• Professional consultations.
Assessment: Oral and written exercises, group project and report.
References:

COM401 Communication Studies Communication in Organisations

Contact: Four hours per week for one semester.
Syllabus: A consideration of the perspectives from which organisations may be analysed including the ‘auditing’ of organisational effectiveness and the evaluation of communication technologies within organisational structures. Perspectives for organisational research. Theory of organisation. Internal and external communication systems. Auditing communication systems in organisations.
Assessment: Theory paper, tutorials and report.
References:

COM404 Communication Studies Futures Research and Technology Assessment

Contact: Four hours per week for one semester.
Assessment: Essay, report and tutorial papers/presentations.
References:
AUSTRALIAN COMMITTEE OF INQUIRY INTO TECHNOLOGICAL CHANGE IN AUSTRALIA, Report, Canberra, AGPS, 1980.

COM411 Communication Studies Organisational and Management Communication

Contact: Four hours per week for one semester.
Syllabus: A consideration of the perspectives from which organisations may be analysed including the ‘auditing’ of organisational effectiveness and the evaluation of communication technologies within organisational structures. Perspectives for organisational research. Theory of organisation. Internal and external communication systems. Auditing communication systems in organisations.
Assessment: Theory paper, tutorials and report.
References:

COM412 Communication Studies Media and Message Design in Organisations

Contact: Four hours per week for one semester.
Syllabus: A consideration of the main variables in message design with a view to constructing effective messages for various media of communication. Features and applications of various recording and telecommunication media. In-house journals, annual reports, manuals etc. Features of educational and persuasive messages. Scripting, reporting, interviewing, editing, proofreading; production decisions. Computer graphics, videotele, teletext.
Assessment: Essay or report, production exercises and tutorial/workshops papers and presentations.
References:
NEWSUM, D. and SIEGFREID, Writing in Public Relations, Belmont, California, Wadsworth, 1981.

COM414 Communication Studies Interdisciplinary Research Project

Contact: Four hours per week comprising seminars and individual supervision for one semester.
Syllabus: This project will draw on relevant studies of communication and information within both the social sciences and information sciences and demonstrate the theoretical and practical contribution that studies in one area can contribute to the other.
Project work will be supplemented by periodical seminars serving to integrate the relevant disciplines
and providing opportunities to discuss 'state of the art' development in communication and information technologies.
Assessment: Based on major report or mini thesis.
References: Monographs and serials will vary according to the subject matter of the approved project.

COM491 Communication Studies
Contact: Two hours per week for one semester.
Prerequisite: Nil.

GMS601 Multicultural Studies
Ethnic and Racial Groups in Australia
Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: An examination of the ethnic composition of Australia with reference to the geographic, economic and occupational distribution of post-World War Two immigrants.
Examining the traditional social structures and cultures on various ethnic groups; current social structures and cultures of various ethnic groups as they relate to the position of ethnic groups in the economic and political structure.
The content and ideological underpinnings of Australian government and institutional policies regarding ethnic groups in Australia, particularly those policies which have implications for equality of access and participation of ethnic groups in social, political and economic institutions.
A section of this subject will be devoted to a specialist study of Aborigines.
Assessment: Essay, field project and seminar paper.

GMS602 Multicultural Studies
Sociolinguistics
Contact: Three hours per week.
Prerequisite: Nil.
Syllabus: An examination of sociolinguistic concepts. Societal and individual bilingualism and techniques for drawing sociolinguistic profiles. Overview of the language used in Australia and issues in language planning. Consideration of power relations between ethnic groups and dominant groups through attitudes to language and the status of languages. Consideration of languages in institutions, refinement of students' own communicative performance, particularly in the use of interpreters and translators.
Assessment: Cumulative, based on test of sociolinguistic concepts; sociolinguistic profile or analytical project on interactional language; and short practical exercises in occupational communicative competence.

GMS603 Multicultural Studies
Cross Cultural Psychology
Contact: Three hours per week for one semester.
Prerequisite: Nil.
Assessment: Seminar paper, essay and test.

GMS604 Multicultural Studies
Theories of Intergroup Relations
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The intersection of class, power and ethnic/racial group membership.
Consensus theories of social order: adaptation; assimilation.
Conflict theories of social change: competition; differential power; ethnocentrism.
The development and maintenance of ethnic and racial identity; processes of social identification and stereotyping.
Prejudice and discrimination: individual, institutional, structural; strategies for reducing prejudice and discrimination.
Assessment: Essay and Class paper.
JAKUBOWICZ, A., State and Ethnicity: Multicultu-

School of Social and Behavioural Studies – 201
GMS605 Multicultural Studies

Applied Linguistics A

Contact: Three hours per week for one semester.
Prerequisite: GMS602 Sociolinguistics.

Syllabus: A study of the linguistic levels of the English language: phonology; the phoneme/grapheme non-correspondence; morphology; syntax, semantics; discourse structures.

Language learning processes and the role of language in thinking. Types of learners and factors affecting learning: eye or ear preferences; idiosyncratic learning styles and those influenced by previous teaching; age; socio-cultural settings; motivation. The relevance of the contrastive analysis hypothesis. The relevance of the L2=L1 acquisition hypothesis. A study of the theory, techniques and application of error analysis.

Assessment: Test, short seminar paper, error analysis project.

References:

GMS606 Multicultural Studies

Community Language for Special Purposes (Italian, Greek or Croatian/Serbian)

Contact: Three hours per week for one semester.
Prerequisite or Co-requisite: GMS602 Sociolinguistics.


Choice of Language: Students nominate their choice of language when applying for the course. The language nominated by most students enrolled in the course is the language to be taught.

Syllabus: Unit 1. Introduces the alphabet, basic vocabulary and specific aspects of the grammar of the selected language for beginners or near beginners. Students with more advanced levels of proficiency will also be catered for. Unit 1 serves as a foundation for Unit 2.

Unit 2. Focuses on the learning of the language for specific communicative purposes. These are negotiated with the students prior to the commencement of the subject. Through this unit students will learn the vocabulary, syntax and speech act structures for their own specific professional communication needs. A communicative approach is to be used for the teaching of this subject.

Assessment: Short tests of vocabulary, grammar, pronunciation, dictation and oral reading as well as role plays for students in their respective professional settings. Some educators may negotiate to produce language teaching materials for part of their assessment.

References: To be advised.

GMS607 Multicultural Studies

Applied Linguistics B

Contact: Three hours per week for one semester.
Prerequisites: Year 1 subjects and GMS605, GMS606.

Syllabus: The history of teaching English as a foreign and second language internationally and in Australia. The impact of the development of linguistics and psychology on the methods and approaches to the teaching of English.

The communicative approach to the teaching of English; assessing learners' needs, teaching methods and syllabus design for various types of learners (ESL for children at kindergarten, primary and secondary school; ESL for post-secondary education; ESL for adult learners; EFL for children and adults). Emphasis will be determined by students' particular interests.

The role of TESL in language across the curriculum.

Principles and procedures for designing English for Special Purpose courses.

Purposes of testing, test design, types of tests, appropriateness of instruments, survey of published ESL/EFL tests with particular reference to the ASLPR.

Examination and development of materials for the communicative approach to teaching ESL/EFL. Consideration of authenticity of language in all teaching media.

Assessment: Major project on a selected topic in syllabus design. Theoretical paper on the communicative approach to TESL/EFL.

References:

GMS608 Multicultural Studies

Interactional Skills Training

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: To explore and identify cultural values, beliefs, attitudes, prejudices and sense of identity through experiential activities.

To promote an awareness of how these values, beliefs and attitudes may inhibit or enhance interaction with others.

To experience and become sensitised to different ways of viewing the world.

To develop interpersonal strategies for trying to effect change in human systems to develop knowledge and techniques in using experimental activities for in-service programs.

Assessment: Evaluative reports and presentation of group activity.

References: To be advised.

GMS609 Multicultural Studies Field Project

Contact: Two hours per week for one semester or 45 days of teaching practice over two semesters for students in the TESL or Community Language Teaching Strands.

Prerequisites: GMS615, GMS616 for non-teacher education strands.

Syllabus: For non-teacher education strands: implementation of the field project design, plus field project seminars during which students discuss their progress.

For teacher education strand: 45 days of teaching practice (in the place of students' employment if appropriate) following a program negotiated with the lecturer concerned.

References: To be advised.

GMS610 Multicultural Studies Multicultural Curriculum Development

Contact: Three hours per week for one semester.

Prerequisites: GMS605.

Syllabus: The multicultural society and education: the concept of 'multicultural education'; government policies; equality of educational opportunity; core values, cultural identity and self-concept; national cohesion and educational rights of minority groups; Australia's evolving cultural identity. The school in its local community: demographic analysis; sociolinguistic profile; parental aspirations; school-community liaison; school policy.

Principles of curriculum development: school policy; syllabus; programs; lesson plans; materials development; evaluation for the multicultural curriculum co-ordinator. The relatedness of the TESL, community language programs and the multicultural education programs.

Topics in developing multicultural curricula: analysis of prejudice in children's books; role of community languages in social studies; the use of drama for the resolution of conflict; potential transference of errors in maths; immigrants in literature; the relevance of studies of life styles; developing multicultural perspectives across all subjects on the curriculum. Examination of teaching materials and programs for multicultural education.

Assessment: An essay and a curriculum project.

References: To be advised.

GMS611 Multicultural Studies Community Language: Italian

Contact: Six hours per week for one semester.

Prerequisites: Year one of the course.

Syllabus: Development of communicative competence in Italian by a study of common grammatical errors and their alternatives in spoken and written Italian. Topics will result from the administration of a diagnostic test at the beginning of the course. Italian for classroom instructions and organisation. Parent-teacher communication, eg, reporting student progress, giving formal talks on the curriculum and ethnic schools, discussing parental expectations of schooling, writing letters and designing questionnaires.

A study of selected Italian children's literature (fiction and non-fiction). Techniques of story telling.

A comparative study of selected social issues common to Italian-speaking people in Italy and Australia.

A survey of Italian dialects, auditory recognition of Italian dialects spoken in Australia, examination of the status of standard Italian and dialects in education.

Assessment: Language tests, annotated bibliography, essay or report.

References: To be advised.

GMS612 Multicultural Studies Community Language: Greek

Contact: Six hours per week for one semester.

Prerequisites: GMS601, GMS602, GMS603, GMS604.

Syllabus: Development of communicative competence in Greek by a study of common grammatical errors and their alternatives in spoken and written Greek. Topics will be determined by results of a diagnostic test at the beginning of the course. Greek for classroom instructions and organisation. Parent-teacher communication, eg, reporting student progress, giving formal talks on the Greek language programs, general curriculum and ethnic schools, discussing parental expectations of schooling, writing letters and designing questionnaires.

Adaptation, selection and modification of selected Greek children's literature (fiction and non-fiction) for use in Greek reading programs. Techniques of story telling.

A comparative study of selected social issues common to Greek-speaking peoples in Greece and Australia.

An overview of twentieth century changes in the Greek language.

Assessment: Language tests; an annotated bibliography, essay or report.

References: To be advised.

GMS613 Multicultural Studies Community Language: Croatian/Serbian

Contact: Six hours per week for one semester.

School of Social and Behavioural Studies – 203
Prerequisites: GMS601, GMS602, GMS603, GMS604.

Syllabus: Development of communicative competence in Croatian/Serbian by a study of common grammatical errors and their alternatives in spoken and written Croatian/Serbian. Topics will be determined by the results of a diagnostic test at the beginning of the course. The language of classroom instruction and organisation. Parent-teacher communication, eg. reporting student progress, giving formal talks about the curriculum, discussing parental expectations of schooling, writing letters and designing questionnaires.

A study of selected children's literature (fiction and non-fiction) published in Croatian/Serbian. Techniques of story telling.

A comparative study of selected social issues common to Croatian/Serbian-speaking peoples in Yugoslavia and Australia.

Assessment: Language tests; an annotated bibliography; essay or report.

References: To be advised.

GMS614 Multicultural Studies Applied Linguistics C

Contact: Three hours per week for one semester.

Prerequisites: GMS611 or GMS612 or GMS613.

Syllabus: Examination or policies of governments, education authorities and ethnic groups for the teaching of community languages.

The nature of bilingual education in multicultural education.

Types of learners, types of programs including models of bilingual education, FLES and CLIPS programs. Consideration of the L2=L1 hypothesis. Bilingualism and cognitive development. Implementation of the sociolinguistic profiles for school curriculum development, syllabi and teaching plans. The communicative approach to syllabus design and testing.

Examination of curriculum materials in, for example, Greek, Italian, German, Indonesian, French and Aboriginal languages. Materials development and the use of authentic language.

Community liaison for the development of school policy in respect of community languages.

Assessment: Major project on a selected topic in syllabus design. Materials development project or report on community liaison project.

References:
STATE BOARD OF EDUCATION, Ministerial Advisory Committee on Multicultural and Migrant Education, The Place of Languages Other Than English in Victorian Schools, Melbourne, State Board of Education, 1985.

GMS615 Multicultural Studies Specialist Study

Contact: Three hours per week for one semester.

Prerequisites: GMS601, GMS602, GMS603, GMS604.

Syllabus: This subject aims to enable each student to obtain information about ethnic community and government organisations and services relevant to the student's particular field of work; to critically evaluate research policy and program literature relevant to the student's particular field of work; and to critically evaluate his/her own work setting and his/her role in that setting with reference to the information obtained.

Themes such as the following will structure discussion in the various specialist areas:

The desirability of specialist services for ethnic and racial groups; the role, use, training and recruitment of interpreters and ethnic workers by professionals and para-professionals; cultural assumptions underlying the training of professionals and para-professionals and the provision of services; positive discrimination/affirmative action; availability and role of ethnic and/or Aboriginal support groups.

Examples of topics and references to be covered by some of the professional and para-professional groups are contained below.

Health Care and Social Welfare: Health care and social welfare provisions in countries other than Australia.

Cultural differences in attitudes to: family role during illness, pain and illness, medication and treatment, medical and welfare staff, sexuality, the aged, problems of settlement, government role in the provision of services.

Role of interpreters and ethnic workers and how they might be used by professionals in the health care and social welfare fields.

Organisational responses to ethnic and racial and Aboriginal clients, eg. provision of alternative welfare and hospital facilities and services, community health and welfare facilities.

Alternative health care services or provisions.

Cultural assumptions underlying the provision of health care in Australia.

Legal and Industrial Relations: Cultural bias and the law; tribal law; legal and police systems in countries other than Australia, anti-discrimination legislation and practices; workers compensation; implementation and evaluation of immigrant oriented programs in industry, such as the TESL program; the role of ethnic liaison officers in industry; ethnic and racial representation and participation in trade unions; occupational health and safety and the immigrant worker; recognition of overseas qualifications; the role and use of interpreters and ethnic workers in legal and industrial settings.

Assessment: Professional Resources Project.

References:
General:

204 – School of Social and Behavioural Studies
Health Care and Welfare:


COX, D., Migration and Integration in the Australian Context, Melbourne, University of Melbourne, 1980.


Legal and Industrial Relations:


GMS616 Multicultural Studies

Program Development and Evaluation

Contact: Three hours per week for one semester.

Prerequisites: GMS601, GMS602, GMS603, GMS604.

Syllabus: Identification of the problem. Conceptualisation of 'need'. Assessing the 'need' for modified or new programs or services; for example, assessing a community's need for information about health and welfare benefits. The role of the user and the community in assessing 'need'. Information-gathering strategies and techniques such as surveys, case studies, observation; interviewing and questionnaire designs.

Exploring alternative service and program options. Examination of alternative models and structures for services and/or programs to meet particular goals. Assessment of the potential social costs and benefits for various groups affected by the proposed program(s) or service(s). Links with related organisations and services. The role of the user and the community in exploring alternative service and program options.

Implementing the program(s) or service(s). The context provided by organisational structure and constituent group interests. The role of constituent group interests. The role of constituent and affected groups in implementing program(s) or service(s).

Evaluating a program or service: formative and summative evaluation. Establishing the evaluation criteria; the role of the user and the community in this process.

Assessment: Workshop activities and field project design.

References:


LIT101 Literature

The Nineteenth Century

Contact: Four hours per week of lectures and tutorials for one semester.

Prerequisite: Nil

Syllabus: A course which looks at the development in theory and practice of literature in the 19th Century. An attempt will be made to isolate some of the factors which precipitated and/or hastened this change and determined the direction it would take. In essence, this course presents a study in romantic thought and expression which existed alongside realistic approaches, especially in fiction, throughout the century. The causes of the modern movement will be explored.

Assessment: Cumulative, by essays and tutorial papers.

References: Students will study the writings of some of the following: Charles Dickens, William Wordsworth, George Eliot and Thomas Hardy.

LIT102 Literature

The Twentieth Century

Contact: Four hours per week of lectures and tutorials for one semester.

Prerequisite: Nil

Syllabus: The course considers literary modes as practised in 20th Century writing in English, and an exploration of the relationship between the chief movements in literature and social/political/intellectual trends of the 20th Century. Modernism will be considered as a shaping force in the fiction, and verse and drama studied.

Assessment: Cumulative, by essays and tutorial papers.

References: Students should be familiar with the writings of some of the following: D.H. Lawrence, James Joyce, Henry James, T.S. Eliot, W.B. Yeats, Samuel Beckett, John Osborne.

LIT203 Literature

The Dramatist as Social Critic

Contact: Four hours per week of lectures and tutorials for one semester.

Prerequisites: LIT101 and LIT102, or approved equivalents.

Syllabus: The Dramatist as Social Critic. Eight plays are chosen from classical Greek drama to modern drama. The aim is to encourage students to see the wider social implications of staged drama; plays grow out of and make comment on their particular culture. Students will be expected to develop their skills in

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historical and philosophical research, and will be
guided to participate in reading aloud and develop
theatrical skills through workshop sessions.
Assessment: Essays, research for tutorial papers,
practical stagecraft and participation in an acted
reading of one of the plays at the end of the semester.
Teamwork is essential in the assessment.
References: To be advised.

LIT207 Literature
American Literature

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102, or approved
equivalents.
Syllabus: A thematic study of American Literature
covering the following topics: the response of litera-
ture to the challenge of the American landscape; the
urbanisation of American Literature; the ‘American
Dream’ in Literature; the ‘complex fate’ of American
writers; literature in relation to major historical
movements in America’s past and to issues of contem-
porary importance. Such authors as Nathaniel
Hawthorne, Herman Melville, Henry James, Mark
Twain, Scott Fitzgerald, Joseph Heller, Arthur
Miller, Eugene O’Neill, Emily Dickinson, Robert
Lowell, Wallace Stevens and Jack Kerouac will be
studied.
Assessment: Cumulative, with essays, a tutorial
paper and one final test.
References: To be advised.

LIT208 Literature
1600–1800: From
Renaissance to Regency

Contact: Four hours per week of lectures and tutorials
for one semester.
Prerequisites: LIT101 and LIT102 or approved
equivalents.
Syllabus: A study of prose, poetry and drama de-
dsigned to illustrate relationships between literature
and society between approximately 1600 and 1800. A
fundamental academic aim of the course is to develop
a framework of critical conceptsm which may be
applied in textual analysis and evaluation, under-
taken in the light of the historical circumstances in
which the texts were produced.
Assessment: Cumulative, by essays and tutorial
papers.
References: To be advised.

LIT300 Literature
Fiction Writing: Theory and
Practice

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102, or approved
 equivalent.
Syllabus: A study of the art and craft of the Australian
short story taken in parallel with the writing of the
students’ own stories. The course is therefore par-
critical, part-creative, equal time being given to both
sections.
Assessment: Cumulative, by essay, tutorial papers
and a folder of original narrative prose.
References:
GOLDSWORTHY, K. (Ed.), An Anthology of Aus-
tralian Short Stories, Nelson, Melbourne, 1983.
HORGAN, P., Approach to Writing, Bodley Head,

LIT301 Literature
Advanced Fiction Writing

Contact: Four hours per week for one semester.
Prerequisites: LIT101, LIT102, and LIT200, or approved equivalents.

Syllabus: A practical series of lectures and workshops in which students will work towards the development of a folio of short stories. Class discussion will concentrate on plot, theme, pace, style, characterisation, language and editing of the completed manuscript.

Assessment: A folio of short stories.


LIT302 Literature Reading Film Narrative

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102, or approved equivalents.

Syllabus: A study of the ways in which narrative is constructed in film. The course aims to study formal narrative elements, the idea of a film 'language', and the ways in which cinematic codes function. A wide range of films will be used to explore such issues which will be considered in theory and practice.

Assessment: Cumulative by assignments, test and tutorial paper.

LIT304 Literature Popular Narrative Fiction

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: LIT101 and LIT102, or approved equivalents.

Syllabus: A course which explores the nature and persistence of narrative as it is displayed in popular modes and genres. Through a wide range of texts (including examples of popular narrative poetry, the Gothic novel, the mystery novel and the rise of detective fiction, the best-seller, and film as the most popular 20th century narrative form), students will consider how narratives function, how popular fictions reveal the ideology of their times, and how they relate to the more traditional 'respectable' culture which co-exists with them.

References: To be advised.

LIT308 Literature Word and Image

Contact: Four hours a week for one semester.
Prerequisites: LIT101 and LIT102, or approved equivalents.

Syllabus: A study of texts which exist as novels and films to compare ways in which authors and film directors realise their respective visions within the modes and techniques available to them. The course emphasises the narrative processes involved in each medium.

In addition a chosen film script may be compared with the novel from which it was adapted.

Assessment: Cumulative, by essays and tutorial papers.

LIT309 Literature Drama into Film

Contact: Four hours per week for one semester.
Prerequisites: LIT101 and LIT102, or approved equivalents.

Syllabus: A study of texts which exist as plays and as film. To compare ways in which dramatists and film directors realise their respective visions within the modes and techniques available to them. The course emphasises a range of drama and a range of approaches to the cinematic texts. Texts as varied as King Lear and Don's Party may be considered. Topics include: dialogue in play and film; the question of realism, drama text and screenplay as blueprints for performance.

Assessment: Cumulative, by essays, tutorial paper, and test.
References: To be advised.

LIT401 Literature Studies A - Australian

Contact: Four hours per week for one semester.
Prerequisite: Nil. (Students who have passed LIT206 are not eligible to enrol for this subject.)

Syllabus: The main topics covered will be:
(i) The struggle to modify English form and style to colonial conditions;
(ii) The struggles for a language suitable to the environment in Australian poetry;
(iii) Social realism in Australian fiction;
(iv) The main strands in contemporary drama and fiction.

Assessment: One from Group D. One from Group F.
References: To be advised.

LIT402 Literature Studies B - American

Contact: Four hours per week for one semester.
Prerequisite: Nil. (Students who have passed LIT207 are not eligible to enrol for this subject.)

Syllabus: Topics will include:
(a) The response of literature to the challenge of the American landscape;
(b) The 'urbanisation' of American literature;
(c) The 'American dream' in literature;
(d) The 'complex fate' of American writers;
(e) Literature in relation to major historical movements in America's past and to issues of contemporary importance.

These topics will be pursued through a study of such authors as Herman Melville, Henry James, Scott Fitzgerald, Joseph Heller, Eugene O'Neill, Emily Dickinson, Wallace Stevens.

Assessment: One from Group F. One from Group D.
References: To be advised.

LIT403 Film Studies 1

Contact: Four hours per week for one semester.
Prerequisite: Nil.

Syllabus: This subject is essentially a study of narrative in film, aiming at understanding of how films function rather than at evaluation. Study will focus
on a number of core films by such directors as John Ford, Alfred Hitchcock, Max Ophuls and others. These films will be used as a basis for discussion of such issues as:
(a) The film as a formal structure;
(b) Style and meaning, style and feeling;
(c) Mise-en-scene and montage: how meaning is made within and between shots;
(d) Genre: conventions and constraints;
(e) How a film reveals the preoccupations and ideology of his maker and the society it depicts.
Assessment: One from Group D. One from Group F. (See Assessment Policy.)
Reference:

LIT404 Film Studies 2
Contact: Four hours per week for one semester.
Prerequisite: LIT403 Film Studies 1.
Syllabus: This subject involves further study in 'how to read a film'. Again, the chief stress will be on the making of film narrative and on how certain stylistic elements contribute to meaning.
The films for study will be chosen from contemporary Australian, American and European film-makers and will be used as the basis for discussion of such issues as:
(a) Critical approaches - auteurism, genre criticism, mise-en-scene criticism;
(b) Signs and meaning in the cinema;
(c) Some aspects of film theory;
(d) Comparative studies of film and other media (eg, novel, drama);
(e) Some comparison between recent films from various sources.
Assessment: One from Group D. One from Group F. (See Assessment Policy.)
Reference:

PCE121 Police Studies
Contact: Three hours per week for one semester (part-time).
Prerequisite: Nil.
Syllabus: The subject examines the nature and operation of formal organisations, concentrating on the evolution of organisation theory and organisation analysis. Particular attention will be directed to the bureaucratic model, to the formal structure of large organisations, to the setting and achievement of goals and to systems approaches. It is an introduction to the principal models developed by practising administrators and by scholars in their efforts to understand the 'world of work' with particular reference to police organisations.
Assessment: A combination of cumulative work and formal examination.
References:

PCE123 Police Studies
Contact: Three hours per week for one semester (part-time).

Prerequisite: Police Studies PCE121.
Syllabus: Individual and group behaviour that emerges within the formal structure of police organisations. The problems faced by the police administrator in enforcing law and maintaining order, particularly the question of administrative discretion. Styles of policing, police accountability and the problems of reconciling the protection of individual rights with the protection of the community.
Assessment: A combination of cumulative work and formal examination.
References:

PCE125 Legal Studies
Contact: Three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisite: Nil.
Syllabus: An introduction to the sociology of law and legal systems emphasising the Australian common law pattern but with comparative studies of other systems where appropriate. Particular emphasis will be given to the development of the law an instrument of social control and recent reforms and changes in the legal system in which reference will be made to concepts of legally enforceable social rights, the provision of legal aid and alternative legal procedures to the traditional adversary system.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

PCE127 Legal Studies
Contact: Three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisite: Legal Studies PCE125.
Syllabus: A study of some specialised areas of criminal law including crimes without victims; compensation for crimes; the unmaking of criminal law; political crimes and civil liberties; administrative sanctions and redress, (e.g. ombudsman); legal rights of law officers; concepts of deviance and crime; interpretation of criminal statistics and role of community agencies in the treatment of offenders.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

PCE191 Introduction to Legal Studies
Contact: Four hours per week for one semester.
Prerequisites: Nil. This subject is not available to students enrolled in the Associate Diploma in Police Studies.
Syllabus: A study of the law and in particular, the Australian legal system as it relates to and affects social processes within our community. Topics include: development and organisation of the law; legal standards of decision-making and community alternatives to formal law; types of law; functions and dysfunctions of law in society; the process of law reform.
Assessment: Cumulative, by an oral presentation of
References:

PCE192 Legal Regulation and Social Relationships

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

**Prerequisites:** Introduction to Legal Studies or approved equivalent. This subject is not available to students in the Associate Diploma in Police Studies.

**Syllabus:** Focus of study is to examine relationships between legal rules and social interaction affected by such rules. An attempt is made to understand the combined effects of legal and social regulation. Topics studied include - civil liberty and the legal notion of freedom; administrative review as legal regulation; the ambit of anti-discrimination law; family and individual relationships. Topics may vary, depending on emerging trends of social concern at the time.

**Assessment:** Cumulative, by oral presentation of a seminar paper, essay, class participation in seminar discussions and test.

References:

PCE221 Police Studies

**Contact:** Three hours per week for one semester (part-time).

**Prerequisite:** Police Studies PCE121.

**Syllabus:** The police officer's perception of his professional role. Principles of police administration as a guide to practice, e.g. authority and responsibility, leadership, etc. The changing nature of police management; the development of administrative skills for handling tasks (problem solving, planning and research, budgeting) and for handling people (counselling, personnel management and selection). Police community relations.

**Assessment:** A combination of cumulative work and formal examination.

Reference:

PCE223 Legal Studies

**Contact:** Three hours per week for one semester (part-time); four hours per week (full-time).

**Prerequisites:** PCE125 and PCE127 Legal Studies.

**Syllabus:** A detailed study of two broad areas of substantive law:
(a) the law of persons, covering personal capacity, status and responsibility, (e.g. citizenship, family law, privacy); and
(b) the law of property, covering such areas as fraud, embezzlement, negotiable instruments, hire-purchase and allied transactions. In each case, the possible involvement and role of the police officer will be examined.

**Assessment:** A combination of cumulative work and formal examination.

References: To be advised.

POL100 Introduction to Labour Studies

**Contact:** Four hours per week of lectures and tutorials for one semester.

**Prerequisites:** Nil.

**Syllabus:** The subject is designed as a multi-disciplinary introduction to Labour Studies. It examines such issues as: the nature of work in society; technology and work; the Australian industrial relations system; the role of trade unions; industrial conflict; industrial democracy; occupational health and safety; discrimination in employment.

**Assessment:** Continuous throughout the semester based on essays and class participation. There will also be a final examination.

References:

POL153 Political Studies

**Introduction to Australian Politics**

**Contact:** Four hours per week of lectures and tutorials for one semester.

**Prerequisite:** Nil.

**Syllabus:** The course is designed as an introductory unit in political studies. It concentrates on the Australian political system. Some of the main topics to be discussed are: the nature of liberal democracy; the key concepts of politics; constitution and parliament; party and electoral systems; political socialisation and behaviour. A theme of the course will be 'who rules Australia and how?'

**Assessment:** Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.

Reference:

POL154 Political Studies

**Political Ideas**

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

**Prerequisite:** Nil.

**Syllabus:** This is a course in political ideas. The syllabus will cover such areas as political language and argument, political sovereignty, obligation and freedom, equality, justice and rights.

**Assessment:** Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.

References:

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POL252 Political Studies
Advanced Australian Politics

Contact: Four hours per week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: This is an advanced course in Australian politics. Each semester will be devoted to a detailed analysis of some of the following topics: parties and interest groups; electoral systems and behaviour; constitution and parliament; federalism; political elites; public policy.

Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

POL256 Political Studies
Chinese Politics

Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: A course in Chinese politics. It will include detailed studies of Mao Zedong, land and social reform, the Cultural Revolution, the roles of the People's Liberation Army and the Chinese Communist Party. The course will focus around the debates about the nature of modernisation in contemporary China.

Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

POL258 Political Studies
Indian Politics

Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: A course in Indian politics. It will include detailed studies of caste and village politics, the relationship between tradition and modernity, political integration and disintegration, the political elite, and social and economic change. The course will focus on the nature and impact of social change in contemporary India.

Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.

POL260 Political Studies
Australian State Politics

Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: A course in Australian State Politics. It will include detailed analysis of the functions of State governments and comparative studies of State electoral systems, State party systems, leadership styles, and relationships to local government authorities.

Assessment: Continuous throughout the semester based on essays, tutorial papers, and class participation. There will also be a final examination.
References: To be advised.

POL262 Political Studies
Politics of Labour

Contact: Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: This course examines the politics of industrial relations within the Australian context. Subjects covered will include: the Government, the State and industrial relations; structures of employee/employer organisations; political ideology and industrial relations; trade union involvement in political and social issues; unions and political parties; worker participation.

The themes of the course will be conflict and democracy in industrial relations.

Assessment: Continuous throughout the semester based on essays and class participation. There will also be a final examination.
References: To be advised.

POL264 Political Studies
Comparative Politics

Contact: Four hours per week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: This is a course in comparative politics. Some of the major topics to be discussed include: the diversity of political systems; political cultures; liberal democracy; totalitarianism; comparative ideologies; comparative political institutions.

Assessment: Continuous throughout the semester based on essays and tutorial participation. There will also be a final examination.
References: To be advised.

POL266 Political Studies
Political Morality

Contact: Four hours per week of lectures and tutorials for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: The unit is designed to develop in students a sophisticated appreciation of the interplay between moral theory and practical public decision making. Some of the main topics are: is there any difference between public and private morality? What should we decide about the morality of IVF, abortion, euthanasia, assassination and nuclear weapons? Has the environment an intrinsic value?

Assessment: Continuous throughout the semester based on essays, tutorial papers, and class participation. There will also be a final examination.
References: To be advised.

POL268 State and Political Economy

Contact: Four hours per week for one semester.
Prerequisites: POLI53 and POLI54, or approved equivalents.
Syllabus: The primary aim of this subject is to analyse theories of the state and the political economic process in liberal-capitalist society. Topics discussed in lectures and tutorials will include: contemporary problems of the state, Keynesian, Marxist and Monetarist theories of the state and the economy, limits imposed on the state by the international economy.
Specific material on the state and economy in Australia will be included.
Assessment: Continuous throughout the semester based on essays and tutorial papers/participation. There will also be a final examination.
References: To be advised.

POL350 Modern Political Theory

Contact: Four hours a week for one semester.
Prerequisites: POLI53 and POLI54, or approved equivalents.
Syllabus: This is a course in political philosophy; an examination of the arguments advanced by some major philosophical theorists in their discussions about such political issues as society and types of social regulation, rights, justice and the distribution of wealth, civil disobedience, punishment and democracy.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

POL352 Political Studies
International Relations

Contact: Four hours a week for one semester.
Prerequisites: POLI53 and POLI54, or approved equivalents.
Syllabus: This course examines three major aspects of international relations.
1. Interdependence and sovereignty of nations, (nation state, imperialism, foreign aid, transnational bodies, etc);
2. War and weapons, (causes and nature of war, nuclear strategy, arms control, etc);
3. Domestic determinants of foreign policy, (case studies of selected countries).
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There will also be a final examination.
References: To be advised.

PSY101 Psychology
Introductory

Contact: Five hours per week for one semester, including lectures, tutorials and laboratory sessions.
Prerequisite: Nil.
Syllabus: An introduction to the study of human behaviour including perception, consciousness, learning, memory and methodology.
Assessment: Continuous throughout the semester, based on laboratory reports, tests and a tutorial paper presentation.

PSY102 Psychology
Introductory

Contact: Five hours per week for one semester, including lectures, tutorials and laboratory sessions.
Prerequisite: PSY101 Psychology.
Syllabus: An introduction to the study of social psychology, personality and abnormal psychology, with further work in the areas of research and methodology and the application of statistical methods.
Assessment: Continuous throughout the semester, based on laboratory reports, tests and a tutorial paper presentation.
References: As for PSY101.

PSY191 Psychology

Contact: Three hours of lectures and tutorials per week for one semester.
Syllabus: The subject introduces basic principles of psychology with an emphasis on their application in everyday life. The subject is designed to assist the student in understanding human behaviour in various contexts.
Topic areas include perception, learning, memory, child development, personality, abnormal psychology and social psychology.
Assessment: Cumulative, based on tests, tutorial reports and participation.
References: To be advised.

PSY192 Applied Social and Behavioural Studies

Contact: A subject for Bachelor of Applied Science (Computing) students of four hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject introduces basic concepts in Psychology and Sociology with an emphasis on their application to everyday life. The content of the subject is designed to enable students to make use of a variety of perspectives in examining individual behaviour and the social issues of contemporary society.
Topic areas include socialisation, perception, personality, stress and anxiety, leadership, small groups and large organisations, social inequality,
social change, social problems and the roles of psychology and sociology in post-industrial society.  
Assessment: Cumulative - based on tutorial reports, tests and class participation.  
References: To be advised.

PSY194 Psychology

Contact: Two hours lecture/tutorial per week for one semester.  
Prerequisite: Nil.  
Syllabus: Human mechanisms for information processing, perceptual abilities, learning and memory, skills and work, ergonomics, stress.  
References: To be advised.

PSY201 Psychology Human Development

Contact: Four hours per week for one semester, including lectures, tutorials, research design and statistical analysis.  
Prerequisites: PSY101 and PSY102 Psychology, and MAT171 and MAT172 Statistics, or equivalent.  
Syllabus: Biological and developmental foundations of behaviour. The psychological bases of behaviour.  
Human development: the interaction of genetic and environmental factors; the importance of early experience; agencies of socialisation; maturation and learning; language acquisition and function; psychological and organisational development with special reference to the work of Piaget.  
Skilled performance: component processes and performance capacities; the skilled operator and the limits of his efficiency.  
Statistical methods: principles of good research design: hypothesis testing and estimation; application of binomial, Poisson, and chi-squared distributions.  
Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.  

PSY202 Psychology Personality and Interpersonal Behaviour

Contact: Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.  
Prerequisite: PSY201 Psychology.  
Central themes: Personality and interpersonal behaviour.  
Syllabus: Personality: nomothetic and ideographic approaches; the determinates and structure of personality; a comparative study of major theories; abnormality and maturity.  
Interpersonal behaviour: the nature of social attraction; person perception and the influence on the self concept of interpersonal experiences; theories and techniques of social communication, attitudes and attitude change; group processes; leaders and leadership; interpersonal factors in performance.  
Statistical methods: other applications of chi-squared distribution; correlational techniques including uses of Fisher's transformation; tests on two sample means; use of computer.  
Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.  
References: BARON, R.A. and BYRNE, Social Psychology.  

PSY205 Psychology of Work

Contact: Four hours per week for one semester.  
Prerequisites: POLI100, or approved equivalent.  
Syllabus: The subject examines the socio-psychological conditions affecting labour relations in Australia. It concentrates on issues such as: human factors in technological change; the nature of human motivation; attitudes and values of industrial relations activists; conflict resolution methods; job satisfaction and worker participation.  
Assessment: Progressive throughout the semester based on essays, class participation and tests.  
References: To be advised.

PSY291 Psychology

Contact: Four hours per week for one semester.  
Prerequisite: PSY191 Applied Psychology.  
Syllabus: Basic psychological theory and concepts in terms of organisational behaviour. Problems arising from the organisation/individual interface. Specifically these problems are examined within the areas of group dynamics; work motivation and adjustment; leadership; productivity and effectiveness; conflict resolution and organisational change.  
References: To be advised.

PSY301 Psychology - Psychology in the Industrial Setting

Contact: Five hours per week for one semester, including lectures, tutorials and practical skills training.  
Prerequisite: PSY202 Psychology.  
Central theme: Applied Psychology.  
Syllabus: Psychological assessment and classification: theory and practice of psychological assessment; test construction; concepts of validity and reliability; published tests in print; administration of psychological tests; prediction of performance; limitations of statistical prediction; professional ethics.  
Education and Training: the identification of training needs, developing objectives, course planning, the selection of instructional methods in relation to objectives and learner characteristics, evaluation of learning outcomes.  
Human factors in industry: man-machine and man-man interaction in industry; the human component in systems; design and development of new systems.  
Assessment: Cumulative, based on short tests, assignments, tutorial papers and participation in training seminars.  
PSY302 Psychology
Vocational Development

Contact: Five hours per week for one semester, including lectures, tutorials and practical skills training.
Prerequisite: PSY202 Psychology.
Central theme: Applied Psychology.
Syllabus: The person and the organisation. Theories of organisation; group behaviour and organisation communication; job satisfaction and morale; factors affecting output; status and authority in organisations; styles of leadership; communication; motivation and organisational climate; conflict in organisations.

Vocational development: theories of vocational development; vocational development as a process of personal growth; the value of test and other information-gathering devices in vocational and guidance.

Personnel psychology: performance evaluation and staff development; personnel management and the management of personnel; employer-employee relations; employee attitudes; the contribution of personnel management to productivity; organisation development and action research; problems confronting the change agent.
Assessment: Cumulative based on short tests, assignments, projects, essays and tutorial papers. An examination may be included.
References:

PSY303 Psychology
Professional Development

Contact: Four hours per week for one semester.
Prerequisite: PSY202 Psychology.
Central theme: Professional development.
Syllabus: Career planning; the selection interview; the curriculum vitae; conducting a meeting; information retrieval; psychologists' reports; negotiation; legal ethical and professional issues affecting psychological practice. Other professional issues as suggested in class.
Assessment: By class assignment and participation.
References:

PSY304 Psychology
Theory and Systems

Contact: Five hours per week for one semester, including lectures, tutorials and practical work.
Prerequisite: PSY202 Psychology.

Central theme: Theory, research and experimental design.
Syllabus: Theory and systems in psychology: the historical development of psychological methodologies; schools of psychology; the philosophy of the physical sciences and its bearing on psychology; theory construction; a critical evaluation of psychology as a 20th century behaviour science; current issues and developments.

Statistical methods: random, stratified, cluster, and two-stage sampling methods; non-parametric and parametric one-way and two-way analysis of variance; selected comparisons among multiple groups; linear regression analysis.
Assessment: A combination of tests, assignments and a final examination.
References:
PSY307 Psychology

Introduction to Experiential Counselling

Contact: Five hours per week for one semester.
Prerequisite: PSY202 Psychology.
Central theme: Introduction to Counselling.
Syllabus: Introduction to counselling theory and practice. Themes to be covered include general issues of counselling, individual approaches, group approaches and systems approaches to counselling. A strong focus of this subject will be on developing skills of empathic listening and increasing self-awareness.
Classes will include formal lectures, regular weekly workshops and a two-day workshop, to be arranged during the semester.
Assessment: Cumulative, based on an essay, a videotaped interview, participation in weekly workshops, and participation in a two-day workshop.
References:

PSY308 Psychology

Health Psychology

Contact: Four hours per week for one semester.
Prerequisite: PSY202 Psychology.
Assessment: A combination of assignments, class participation and test.
References:

PSY391 Psychology

Contact: Four hours per week for one semester.
Prerequisite: Applied Psychology PSY291.
References: To be advised.

PSY401 Psychology

Advanced Psychological Assessment and Classification

Contact: Six hours per week. Discussions, lectures, guided study groups and practical classes to develop assessment skills.
Prerequisites: See Graduate Diploma in Applied Psychology.
General objectives: At the completion of this subject students will be able to:
(a) critically evaluate and select assessment procedures to achieve specified purposes;
(b) apply and utilise assessment procedures and monitor their effectiveness with a minimum of supervision from an experienced psychologist.
Syllabus:
2. Behavioural assessment procedures: introduction to behavioural assessment theory and methods; relevance to clinical application.
3. Classification systems: objectives and types of classification systems; psychometric, organisational and other factors affecting classification decisions. Organisational and individual decisions making.
Assessment: Cumulative, based on seminar participation, case study report, assignments and practical exercises.
References: To be advised.

PSY402 Psychology

Changing Behaviour

Contact: Six hours per week for one semester.
Prerequisites: See Graduate Diploma in Applied Psychology.
Aim:
(a) to examine theories about behaviour change, at the levels of: the individual; the small group; the organisation; and society/culture.
(b) to identify and develop a conceptual framework within which various theories may be accommodated.
(c) to develop students' skills as 'change agents'.
Syllabus:
1. Theories about changing behaviour: theory-building and criteria of a 'good theory'. Communities and differences in theoretical foundations, objectives and techniques of various approaches to attitude and behaviour change especially those which are applied in psychotherapy, group work, organisation development, and community intervention and development programs. Review of research into the effectiveness of these approaches. Examination of values and ethical issues.
2. Skills training: introduction to counselling, encounter group leadership; organisation development strategies and mechanisms; community interventions.
Assessment: Assessment may be based on one or more of the following: written assignment; contributions to seminars; test. Details of assessment are finalised with students at the beginning of the subject.
PSY403 Psychology
Multivariate Data Analysis

Contact: Three hours per week for two semesters.
Prerequisites: See Graduate Diploma in Applied Psychology. It is expected that students will have an understanding of the use in psychological research of the common types of univariate and bivariate data collection, description, and analysis, including analysis of variance, correlation and regression analysis.

General objectives: To understand and be able to use the main multivariate techniques in psychological research. The course is based on computer work.


Assessment: Assessment involves periodic written assignments (reporting analysis of data) and a short examination at the end of each semester.

References: To be advised.

Students must also own a pocket calculator and at least one general statistics book such as:


PSY404/PSY405 Psychology
Professional Experience

Contact: Two placements, each of 25 working days in a professional (psychology) agency, under the direct supervision of a qualified psychologist. Placements are arranged by the Department of Applied Psychology.

In addition, two-hour seminars are held fortnightly to discuss issues relevant to placements.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:
(a) to acquaint students with some of the professional roles undertaken by applied psychologists and the settings in which they do so;
(b) to introduce students to the use of concepts, knowledge, skills and techniques in 'real-life' settings;
(c) to acquaint students with the various ethical and legal issues encountered in applied work; and
(d) to give students some basic professional skills (such as administering and scoring psychological tests, assisting in applied research, or conducting interviews).

Syllabus: In the seminar program associated with the placements, the following topics are explored: the nature of the organisation; the nature of psychologists' roles in the organisation, (eg, primary objectives, organisational structure and 'climate' boundaries, relationships with its external environment); analysis of the conceptual frameworks and methods used in the psychology unit; legal and ethical responsibilities.

Assessment: Based on the report which each student is required to present concerning his or her placement experiences.

References:

Other references to be advised.

PSY406 Psychology
Applied Research Project

Contact: A research-based unit with fortnightly seminars of two hours' duration over two semesters, and one hour per week of individual supervision.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: To ensure that students become familiar with the planning and conduct of a piece of applied research, and with the written and oral presentation of research findings.

Syllabus: Issues covered in the seminar program include: how to identify a research area and a particular problem or question; ethical issues in research; use of library and other resources for research purposes; preparing and presenting research proposals.

Specific methodological, research design and data analysis issues are discussed in individual consultations with the student's supervisor. Since the unit PSY403 (Multivariate data analysis) deals with research design and data analysis issues which are likely to be highly relevant to the applied research project, students are normally advised against enrolling in PSY406 until they are concurrently enrolled in or have completed PSY403.

Assessment: Assessment based on (a) a progress report, in which the student presents a complete research proposal; and (b) a final report, in journal article form, which states the research issue, outlines previous research and theory bearing on the research issue, describes the research design and data analysis methods, presents the findings, and comments on their significance.

References: See PSY403. Additional references to be advised.

SOC102 Sociology
Introductory

Contact: Four hours per week (two lectures, one tutorial, one workshop) for one semester.

Prerequisite: Nil.

Syllabus: Introduction to sociology. The nature of sociology - some of the basic concepts, perspectives and methods that sociologists use. The processes and structures that affect the way in which individuals become members of society. The structure of modern society. Some contemporary social issues. Concepts and institutions examined include socialisation and culture, family and marriage, women and society, and deviance and social control.

Assessment: Cumulative, based on tutorial participation, an essay, a workshop report, and a test.

Reference:

SOC104 Sociology
Introductory

Contact: Four hours per week (two lectures, one
tutorial, and one workshop) for one semester.

**Prerequisite:** SOC102 Sociology.

**Syllabus:** Introduction to sociological perspectives and research. The nature and relevance of sociological perspectives, such as: functionalist, interactionist and conflict, as shown in studies of social stratification, organisations, work and education. An overview of the research process; introduction to research design; use of qualitative and quantitative data in social research; designing a questionnaire and constructing a scale, and observation and description of a social setting.

**Assessment:** Cumulative, based on a tutorial presentation, an essay, workshop reports, a test and class participation.


**SOC105 Sociology**

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

**Prerequisite:** Nil.

**Syllabus:** An interdisciplinary approach to the study of women. Four themes will be addressed from the perspectives of sociology and psychology, together with an exploration of these themes in relation to women in literature. The themes are: sexism, gender and its construction, women and family and the women's movement.

**Assessment:** Cumulative, based on papers, projects and contributions to workshop sessions.

References: To be advised.

**SOC150 Sociology**

**Technology and Society**

**Contact:** Four hours per week of lectures, tutorials and workshops for one semester.

**Prerequisite:** Nil.

**Syllabus:** This subject is designed to broaden students' understanding of social issues in technological change. Technology in historical perspective. Social theories of technological change. The inter-relation between technological development in different social contexts – Australia, Asia, Europe. Contemporary developments in three key areas of change – microelectronics, robotics, communications. Technological change and business. Industrial issues. The role of government. Technology and the individual. Controlling the future.

**Assessment:** Cumulative, based on one 3,000 word essay, one workshop report, one book review, and class participation.


**SOC191 Sociology**

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

**Prerequisite:** Nil.

**Syllabus:** Sociology for understanding the contemporary social world. An examination of the process of socialisation and of social factors which influence family life. Some perspectives on deviance and social stratification. Current issues relating to social change and social problems, such as demographic change, immigration, poverty, unemployment, transnational corporations and the environment.

**Assessment:** Cumulative, based on class participation, assignments and a test.


**SOC194 Sociology**

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

**Intended primarily for Digital Technology students.**

**Prerequisite:** Nil.

**Syllabus:** This subject is intended to broaden student perspectives on society. It will provide a better understanding of society and general issues of technology, and social and technological change. The subject focuses on the social structure and organisation of Australian society. Topics included are specifically chosen to encourage Digital Technology students to develop a critical perspective on Australian history, patterns of employment and cultural life.

**Assessment:** Cumulative, based on class participation, assignments and a test.


**SOC202 Sociology**

**Mass Media**

**Contact:** Four hours per week (two lectures, two tutorials) for one semester.

**Prerequisites:** SOC102 and SOC104 Sociology.

**Syllabus:** Sociology of mass media. Critical analysis of the function of the popular media in the social distribution of knowledge. The mass media as legitimators of order and the status quo. Media organisations and their place within structures of economic and political power. News and the social construction of reality. The media and images of deviance: folk devils and moral panics. Advertising – symbols and stereotypes. The media and women's roles. Techniques for media analysis in empirical sociology.

**Assessment:** Cumulative, consisting of one essay, one book review, a contribution to workshop sessions, and one test.


**SOC204 Sociology**

**Immigration and Minority Relations**

**Contact:** Four hours per week (two lectures, two tutorials) for one semester.

**Prerequisites:** SOC102 and SOC104 Sociology.

**Syllabus:** Immigration and minority relations. Concepts and models of intergroup relations; ethnicity and ethnic identity. Social implications of an increasing plural society; pressures for assimilation. The response of Australian social institutions to pluralism, (e.g. law, education, industry, unions). Characteristics and values of particular cultural groups in Australia, (e.g. Turkish, Aboriginal, Vietnamese). Relevant theoretical and research literature.
Assessment: Cumulative, based on essays, tests, and topic assignments.

References:

SOC206 Sociology
Sociology of Community Development

Contact: Four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: SOC102 and SOC104 Sociology.
Syllabus: Community development. Community organisation as an approach to social change; change strategies; locality development, social planning, social action; locality as a base for 'people power', community power structures; impact of wider decision making bodies; participation, group formation, neighbourhood development; issues and controversies; ideology, politicisation of community work, personal and structural change.
Assessment: Cumulative, one major essay and a research project on a local community.
Reference:

SOC208 Sociology
Sociology of Organisations

Contact: Four hours per week (lectures and tutorials) for one semester.
Prerequisites: SOC102 and SOC104 Sociology.
Assessment: Cumulative, consisting of a tutorial paper, an essay or case study, a test and class participation.
References:
SALAMAN, G., Class and the Corporation, Fontana, Glasgow, 1981.

SOC210 Sociology
Theory and Methodology

Contact: Four hours per week (one lecture, three tutorials) for one semester.
Prerequisites: SOC102 and SOC104 Sociology.
Syllabus: Social theory and methodology. The subject presents some of the key theoretical perspectives and related methodological issues in sociology. These theoretical perspectives are studied through the work of particular theorists.

Assessment: Cumulative, based on one tutorial paper, reading reviews and a test.
References:
RITZER, G., Contemporary Social Theory, Alfred A Knoff, NY, 1983.

SOC212 Sociology
Sociology of Youth

Contact: Four hours per week (one lecture, three tutorials) for one semester.
Prerequisites: SOC102 and SOC104 Sociology.
Assessment: Cumulative, based on tutorial participation and presentations, an essay or project report, and two tests.
Reference:

SOC214 Sociology
Sociology of Education

Contact: Four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: Sociology of Education: an outline of the main theoretical orientations as exemplified by research in this field, i.e. structural functionalism and the many varieties of conflict analysis including Marxism. An examination of structured inequalities in education: class, race, ethnicity and gender, in order to illustrate the relationships between the education system and society. Emphasis is placed on critically examining research in the area of education focusing on the relationship between the researchers theoretical framework and the methodology utilised.
Assessment: Cumulative, based on an essay, a tutorial paper, a project report, a test and class participation.
References:

SOC216 Sociology
Industrial Sociology

Contact: Four hours per week (one lecture, one seminar, one tutorial) for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: Historical summary of the origins of industrialism, developing patterns of industrial growth.

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and conflict, consumerism, alienation, the growth and power of the corporation, organisational development, the effects of technology, environmental issues, the energy crisis and post-industrial society.

**Assessment:** Cumulative, consisting of two essays, one tutorial paper, and one test.

**Reference:**

**SOC217 Sociology**

**Sociology of Work**

**Contact:** Four hours per week of lectures, tutorials and workshops.

**Prerequisites:** POL100, or approved equivalents.

**Syllabus:** The subject provides students with an understanding of the contributions made by sociologists to the analysis of work in a variety of social, industrial, cultural, organisational and occupational contexts. The 'classic' theories of Weber, Durkheim, Marx. The meaning of work in different societies. Work in contemporary Australian society. Occupations and the social structure. Work and sex roles. Technological change and its effects. Work and industrial relations. Industrial democracy. Work and cultures. Work and the union movement.

**Assessment:** Cumulative, based on an essay, a book review, a resource file, and tutorial/class participation.

**References:**

**SOC218 Sociology**

**Sociology of Prisons**

**Contact:** Four hours per week (one lecture, one tutorial, one seminar) for one semester.

**Prerequisites:** SOC102 and SOC104.

**Syllabus:** Historical development of punishment and penal institutions. Remand, trial and imprisonment. The effects of isolation and deprivation, prison populations and social class, resocialisation and techniques of coping in a total institution, deterrence and rehabilitation, parole, release, recidivism, reform, alternatives.

**Assessment:** Cumulative, based on one seminar paper, one long essay, and class exercises.

**Reference:**

**SOC220 Sociology**

**Sociology of Ageing**

**Contact:** Four hours per week (two lectures, two tutorials), for one semester.

**Prerequisites:** SOC102 and SOC104 Sociology.


**Assessment:** Cumulative, consisting of class exercises, one tutorial paper and one test.

**Reference:**

**SOC291 Sociology**

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

**Prerequisites:** SOC101 Applied Sociology.

**Syllabus:** Social Control and Deviance: an analysis of various types of social deviance and some perspectives on deviance. Social Stratification: an examination of different types of inequality, sociological approaches to the study of social differentiation and effects of technology on the class structure of society. Religion: the secularisation of Australian society and some of the effects of this on the Protestant work ethic. Social Change: some differing views of social change including an examination of changes brought about by advanced technology.

**Assessment:** Cumulative, based on class assignments and tests.

**Reference:**

**SOC302 Sociology**

**Deviance and Social Control**

**Contact:** Four hours per week (two lectures, two tutorials) for one semester.

**Prerequisites:** SOC102 and SOC104 Sociology.

**Syllabus:** Sociology of deviance and social control. Introduction to the field of study — definition and nature of the concept of social deviance. What constitutes the field of study? Theoretical approaches: (a) psychological approaches, (e.g. psychoanalytical, behavioural); (b) sociological approaches — structural-functionalism, ecological, anomie theory, symbolic interactionist/labelling/social phenomenological and conflict perspective. Examination of empirical studies related to different deviant categories, e.g. mental illness, delinquency, criminality, etc. Cross-cultural comparisons of deviant phenomena. Study of agents of social control in Australian society, e.g. law enforcement agencies, psychiatric institutions.

**Assessment:** Cumulative, based on one tutorial paper, four short papers, and one test. Students failing to meet requirements will sit for an examination at the end of the course.

**Reference:**

**SOC304 Sociology**

**Urban Sociology**

**Contact:** Four hours per week (two lectures, two tutorials) for one semester.
**Prerequisites:** SOC102 and SOC104 Sociology.

**Syllabus:** Urban sociology. Theoretical approaches to urbanisation: Weber, the Chicago School, rural-urban contrasts, Simmel, etc. Social structure of the city (class, status, ethnicity). Urban managerialism and housing classes. Power and the distribution of scarce urban resources: Harvey, Pahl, etc. Spatial inequality. Implications of the theoretical approaches for modern urban planning and urban policy. Focus on urbanism in Australia.

**Assessment:** Cumulative, based on one tutorial paper, three short papers and one long essay.

**References:**

**SOC306 Sociology**

**Sociology of Welfare**

**Contact:** Four hours per week (two lectures, two-hour seminar).

**Prerequisites:** SOC102 and SOC104 Sociology.

**Syllabus:** Sociology of Welfare. The relationship between welfare ideology, models, welfare practice and its political and organisational context; approaches to social policy, the Welfare State, the retreat of the Welfare State; analysis of poverty from three major perspectives, examination of welfare policy and delivery in selected fields: aged, child care, unemployment, battered women and children, alcoholism and drug abuse and health care.

**Assessment:** Cumulative, consisting of one major essay, one tutorial paper and one book review.

**References:**

**SOC308 Sociology**

**Sociology of the Family**

**Contact:** A subject for degree students of four hours per week (two lectures, two tutorial) for one semester.

**Prerequisites:** SOC102 and SOC104 Sociology.

**Syllabus:** Sociology of the family. Historical and theoretical examination of family, household, marriage and sex. Kinship systems, marriage, sex and economic relationships in industrial and non-industrial societies. Modern family life, conflict and disruption. The marriage relationship, images of family in popular culture, changing gender relations and the politics of the family.

**Assessment:** Cumulative, based on an essay, a tutorial paper, a project report, a test and class participation.

**References:**

**SOC310 Sociology**

**Social Research Methods**

(Offered only in first semester of each year).

**Contact:** Four hours per week (two lectures, two tutorials) for one semester. The subject includes preparation under supervision of a research proposal intended for later implementation in SOC382.

**Prerequisites:** SOC102, SOC104 and MAT171.

**Syllabus:** Social research methods. Social research in its historical, social and sociological contexts. Different theoretical perspectives and their significance for methods used. The methods of social research: an overview of the research process; selecting and formulating a research problem; designing and administering a study; research strategies; techniques for the collection and measurement of data; recording processing, analysing and presenting data; interpreting results; writing reports.

**Assessment:** Cumulative, consisting of one research proposal and class exercises. Students passing the subject will be awarded a PQ grade.

**References:** To be advised.

**SOC312 Sociology**

**Sociology of Religion**

**Contact:** Four hours per week (one lecture, three tutorials) for one semester.

**Prerequisites:** SOC102 and SOC104 Sociology.


**Assessment:** Cumulative, based on tutorial participation and presentations, an essay or project report, and two tests.

**References:**

**SOC314 Sociology**

**Social Stratification**

**Contact:** Four hours per week (lecture, tutorial, workshop) for one semester.

**Prerequisites:** SOC102 and SOC104 Sociology.

**Syllabus:** Class and social stratification. An evaluation of different sociological perspectives of class and social stratification. The changing class structure of the advanced societies. Class, status and power in Australian society. The debate regarding the role of the state. Gender as a dimension of stratification.

**Assessment:** Cumulative, consisting of one tutorial presentation, one essay, one project and one test.

**References:**
SOC350 Sociology
Library Dissertation

A subject for final year degree students which entails individual library study under supervision on a topic of the student’s choice, the submission of a dissertation, and attendance at special seminars. It is possible for a student to write a dissertation in an area not previously studied. Such a student may be required to attend lectures and tutorials in that area (where assistance in the choice of a topic will be offered). The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, and at least five upper division sociology subjects, the last of which may be taken concurrently with this subject. The student who is not attending lectures and tutorials in the topic area will be required to submit before enrolment an outline of the topic and indicate the range of the literature review.

Syllabus: Dissertation: a thorough and careful analysis of literature on a sociological topic. The topic should be well defined and focused on a particular problem or issue reflecting empirical, conceptual, theoretical, methodological or applied concerns, or on a particular theorist, controversy or development.

Assessment: A dissertation of approximately 12,000 words to be submitted for examination, or, in the case of the student who is required to attend lectures and tutorials, a dissertation of approximately 8,000 words.

References: To be advised.

SOC351 Sociology

A subject for final year degree students which entails participation under supervision in a group research project nominated by the Applied Sociology Department. The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, SOC310 (wherein a research proposal has been successfully completed by the student), and at least four upper division subjects, the last of which may be taken concurrently with this subject.

Syllabus: Group research practicum. Class examination of the various stages of research; the construction and implementation of a research design for investigating a sociological problem. Students will be required to carry out the field work and write up the research report.

Assessment: Students will be assessed on their contribution to the project and to the final research report of approximately 8,000 words.

References: To be advised.

SOC352 Sociology
Research Practicum - Individual

A subject for final year degree students which entails the implementation and completion of a research project initiated by one or more students, regular consultation with the supervisor, and participation in problem centered seminars. The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, SOC310 (wherein a research proposal has been successfully completed by the student) and at least four upper division sociology subjects, the last of which may be taken concurrently with this subject.

Students must have their research design approved by the Applied Sociology Department before enrolment in this subject.

Syllabus: Student initiated research practicum. Students carry out the field work which culminates in a research report.

Assessment: One research report of approximately 8,000 words to be submitted for examination.

References: To be advised.

SOC391 Sociology

Contact: Four hours per week for one semester. A group research project will be conducted; small groups will meet in three class hours with the instructor in charge of the project, and there will be one scheduled hour of individual supervision per week. Alternative, individual research projects may be carried out under supervision.

Prerequisites: SOC191 and SOC291 Applied Sociology.

Syllabus: A project of social research, involving the following stages: formulation of a sociological problem, theoretical conceptualisations, coding and analysis of data, and the writing and presentation of a research report.

Assessment: One research report of approximately 8,000-12,000 words to be submitted for examination.

SOC401 Sociology
Community Education

Contact: Two hours per week for one semester.

Prerequisite: Nil.

Syllabus: Theoretical and ideological perspectives underlying community education; identification of developments in community education in USA, UK and Australia; emerging aims and objectives in community education in Victoria; values and assumptions of different strands in community education in Victoria; social policy and community education; social and cultural factors in education achievement; social context and implications of community education.

References:
SEAY, N.F. et al., Community Education: A Developing Concept, Michigan, Pendall, 1974.

SOC402 Sociology
Human Growth and Development

Contact: Two hours per week for one semester.

Prerequisite: Nil.

Syllabus: Humanistic models of man; the process of learning and development; the style of personality and motivational patterns; the concept of self and identity; social processes in human growth; social structure and socialisation; social action and interaction; family and work processes; barriers to autonomy; anomie and alienation; social stratification; prescribed social roles.

References:
GLASS, J.F. and STAUDE, J.R. (Eds.), Humanistic

SOC403  Sociology
Group Reflection and Community Education Forum

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum enables students to pursue particular interests or respond to current issues and events, and provides an opportunity for others engaged in community education to participate regularly and thereby find an avenue to share and develop ideas. Special sessions will be included, eg, effective listening, information diffusion, sensitivity training.
References: To be advised.

SOC404  Sociology
Community Education - Neighbourhood Centres

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Community/neighbourhood centres in community education; origin and growth of learning centres; aims and programs of learning centres; philosophy of education of learning centres; role of centres in educating wider community; community involvement and community resource utilisation in community centres; issues raised by community/neighbourhood centres; access to education; political economy of education; integrated services to meet total education needs; relationship between formal and informal learning systems as a feature of continuous education; special needs of adults returning to study; case studies of learning centres and community education programs in Victoria.

SOC405  Sociology
Community Education - School and Community

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The school in contemporary Australian society. Overview of formal education in Australian society, role of school, types of schools, role of pupils, parents, teachers and school principals, key issues in Australian education; school in the community. Nature of local communities, tasks of schools, community participation in decision making processes, recent research on school and community; school developments with particular references to influence of Schools Commission, varieties of school/community interaction, ideology in school/community relations, approaches to linking school and community, the community school; comparative review of developments in UK, USA and Scandinavia.

SOC406  Sociology
Processes in Community Education

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Communication; the basic element of social behaviour, verbal/non-verbal, message composition, social exchange; confrontation, cross cultural communication; implications of language for community education. Group dynamics; perception of the other and group development, the patterns of interaction and emotional conditions, task orientation and problem solving; decision making strategies and conflict resolution. The influence process; leadership styles and effective management, team building and morale maintenance; design, conduct and evaluation of learning influences. Program development; initiation, modification, termination, evaluation; usage of audio-visual equipment in programs.

SOC407  Sociology
Administration in Community Education

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Administrative styles; organisational processes; goal setting; policy making; management processes; committee formation, staff selection, fund raising and budgeting, meeting procedure, keeping records, documenting programs; research methods: assessment of community needs, fact finding, action research; community relations: building of community, community resources; audio-visual usage and maintenance.

SOC408  Sociology
Community Development

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Sociology of urban community; social and cultural change; community power structures; community resource distribution; social policy and community; community development as process rather than program; concept of self help in community problem solving; community development strategies; roles of community development worker; case studies.

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SOC409 Sociology Methods of Teaching

Contact: Two hours per week for one semester.
Prerequisite: Nil.


References:

SOC410 Sociology Interpersonal and Sociocultural Communication

Contact: Two hours per week for one semester.
Prerequisite: Nil.

Syllabus: Interpersonal communication relationships: settings - interpersonal, interpersonal group, organisational and public; face to face and mediated situations, selection of teaching-learning approaches, cross cultural communication; group communication; leader role, the individual, effects upon motivation produced by the group situation, the generation of energy, the directing of this energy to task matters in a co-ordinated way, problem solving, decision making strategies; mass media and mass society: characteristics of modern society, media forms, media content, role, place and structure of mass media organisations within society, the function of mass media in social change.

References:

SOC411 Sociology Community Education Practice Fieldwork

Contact: One day per week for one semester.
Prerequisite: Nil.

Syllabus: Placements at a number of centres and agencies involved in fieldwork. A fieldwork report will be required for each student.

SOC412 Sociology Group Reflection and Community Education Forum

Contact: Two hours per week for one semester.
Prerequisites: All other subjects listed in course guide for the Graduate Diploma in Community Education.

Syllabus: This subject provides the opportunity for students to reflect both on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example, effective listening, information diffusion, sensitivity training.

References: To be advised.

SOC413 Sociology Basic Helping Skills

Contact: Two hours per week for one semester.
Prerequisites: Nil.

Syllabus: A basic model of helping - theoretical accounts and an understanding of the process and goals of helping. Helping skills; attending, concreteness, empathy. Skill application to particular contexts. A comparison with other models and intervention strategies, and underlying theories of change. Community resources available for referral.

Assessment: Journal, assignment and participation.

References:

SOC414 Sociology Women, Sexuality and Social Control

Contact: Two hours per week for one semester.
Prerequisites: Nil.

Syllabus: The social construction of sexuality understood in an historical context, the changing definitions of masculinity and femininity. Sexuality and power, alternative sexualities, Women's Bodies: changing imagery and the construction of sexual difference. The control and regulation of sexuality, the medicalisation of control, the commercialisation and sexuality.

Assessment: Seminar presentations, papers and participation.

References:
SOC415 Sociology
Community Co-operatives

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Historical perspective on co-operatives – Rochdale pioneers, development of co-operatives in UK, Sweden and Australia, community based co-operatives; Worker Co-operatives – the Mondragon experiment, worker co-operatives in UK and Victoria, philosophical underpinnings and basic principals of worker co-operatives; Community Co-operatives in Victoria – food co-operatives, child care co-operatives, community credit co-operatives, educational co-operatives, community housing co-operatives; Co-operatives, Developments and Issues – Government policy, co-operatives education, resources, legal requirements.
Assessment: Seminar presentations and participation.

References:

SOC416 Sociology
Power and Powerlessness

Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Perspectives on Power – elitist theories, pluralist theories, alternative views; Theoretical Concepts – power, inequality, stratification, socialisation, social control, poverty, deviance; Politics of Scarcity – changing economic climate, fiscal crisis, retreat from the welfare state, unemployment, low income, housing, child care, taxation; Powerless Groups – issues relating to unemployed, aborigines, women, migrants, disabled, homeless, prisoners, aged; Approaches to Change – Alinsky, organising for power; Women against poverty and isolation, self-help approach; Social policy approach.
Assessment: Seminar presentations and participation.

References:

SOC421 Sociology
Organisational Structures and Processes

Contact: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The nature and prevalence of organisations; early insights provided by Marx, Durkheim, Weber, Taylor and Mayo; different approaches to organisations: the rational, systems, conflict and action approaches; the goals of organisations; the structure of organisations; measuring organisational performance; the relationship between structure and processes; professionals in bureaucratic settings; organisations and clients; issues in welfare organisations.
Assessment: One essay or case study, one tutorial paper, class participation.

References:

SOC422 Sociology
The Welfare Industry

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Social Welfare: historical perspectives, theoretical perspectives, welfare models, welfare ideologies; the welfare state: origins, characteristics, theoretical approaches, retreat from the welfare state; the structure of social welfare in Australia; welfare issues: politicalisation of welfare, resources and autonomy, accountability, deprofessionalisation, self help.
Assessment: One major essay, two tutorial papers.

References:
SOC425 Sociology Project Design

Contact: Two hours per week for one semester.
Prerequisites: SOC422 and SOC430.
Syllabus: Project design and initiation: the formulation and construction of a project design to be determined in relation to the student's learning needs and interests and resources available in the course.
Assessment: Evaluation of student's project design (3,000 words).
References: To be advised.

SOC429 Sociology Project Implementation

Contact: Five hours per week for one semester.
Prerequisites: SOC425.
Syllabus: This subject is the culmination of the project begun earlier in SOC425, and will include the presentation of a final report.
Assessment: 8,000-10,000 words project report.
References: To be advised.

SOC430 Sociology Social Policy

Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Social Policy - Historical developments, definitions and concepts, theoretical perspectives, models of analysis; issues in social policy; processes of influencing policy formation and change; substantive areas in social policy: low income, housing, child care, aged - depending on interest and choice by students.
Assessment: Cumulative, based on an assignment, seminar presentations, and a literature review.
References:

SOC431 Sociology Program: Planning, Implementation, Evaluation

Contact: Three hours per week for one semester.
Prerequisites: SOC422, SOC430.
Syllabus: Need: Different concepts and models of need; values and assumptions; methods of need assessment; translation of need and values into policies. Program: perspectives on program - systems, action; programs in the light of residual, institutional development models; types of programs: new programs, pilot programs, change in existing programs. Program planning: concept of planning, problem and value clarification; constraints; operationalising aims and objectives; program implementation; program evaluation - formative and summative evaluation.
Assessment: Cumulative, based on an assignment and seminar presentation.
References: To be advised.

SOC432 Sociology Research Methods for Welfare

Contact: Three hours per week for one semester.
Prerequisites: SOC430, SOC422.
Syllabus: Objectives of Welfare Research: Selecting and formulating a research problem; searching the literature; the logic of research design; different types of designs; sampling; data collection techniques; processing, presenting and analysing data; ethical considerations in welfare research.
Assessment: Cumulative, based on a tutorial presentation, exercises and class participation.
References:

SOC433 Sociology Resource Management

Contact: Three hours per week for one semester.
Prerequisites: SOC422, SOC430.
Syllabus: Funding: funding as a resource; funding sources; funding submissions; fundraising. Financial Management: budgeting, program budgeting, financial statements, balancing financial resources between multi-delivery centres. Buildings and Equipment Management: depreciation; insurance. Staff Management: staff as resources, recruitment, supervision, training, controlling, protecting, enabling, facilitating; terminating contracts; working with superiors; team work, delegation, interdisciplinary co-ordination; autonomy and accountability within the organisation.
Assessment: Cumulative, based on exercises, seminar presentation and class exercises.
References: To be advised.
WEL131 Welfare Studies

Contact: Four hours each week for one semester.
Prerequisite: Nil.
Syllabus: The course provides an understanding of the historical, social, political and economic factors involved in the shaping of welfare services and the distribution of power in Australian society. The history of the development of welfare services in Australia. The present pattern of services. Changes in the attitudes underlying the provision of services - from charity to rights and from residual to developmental. The Australian Assistance Plan and subsequent developmental programs. Regionalisation and the consequences of this. Self-help and volunteering in welfare.
Assessment: Cumulative, by means of seminar papers and a major assignment.
References: To be advised.

WEL133 Welfare Studies

Contact: Four hours each week for one semester.
Prerequisite: Nil.
Syllabus: The course introduces social welfare work from the worker's perspective. The relationship between values, knowledge and method. Human nature and needs, the sources and variability of values, and the issue of relativity. The interaction of values, knowledge, feelings and behaviour. The values of self-determination, individual worth and dignity, and realisation of potential in welfare work.
An introduction to methods of intervention such as case-work, group-work and community organisation in an historical and ideological context. The concept of social functioning.
Assessment: Cumulative, by means of seminar papers and a major assignment.

WEL135 Welfare Law

Contact: Four hours each week for one semester.
Prerequisite: Nil.
Syllabus: The sources of Australian Law; the role of the courts; sentencing and the role of the welfare worker; the law relating to families and children, tenancy, consumers, employees, mental health and hospitals, citizens' rights, policing and bail, imprisonment and community corrections, administrative and appeals tribunals and the processes available for enforcement of welfare rights, special groups, e.g. aborigines, women, migrants; death and inheritance; sources of legal assistance.
Assessment: Cumulative, by means of seminar papers and a major assignment.
References: To be advised.

WEL231 Welfare Studies

Contact: Four hours each week for one semester.
Prerequisite: WEL131 Welfare Studies.
Syllabus: The course presents students with techniques and knowledge applying to welfare work with individuals and small groups and the recording processes applying to this.
Interviewing, verbal and non-verbal communica-
tion, listening, clarifying, establishing needs and resources. The welfare worker as counsellor, broker, agent, advocate. Referring, recording, case histories, case discussions. Confidentiality and ethics. Group dynamics, working with task-centred groups.
Assessment: Cumulative, by means of a major case study, class exercises and participation.

WEL233 Welfare Studies

Contact: Four hours per week for one semester.
Prerequisite: WEL133 Welfare Studies.
Syllabus: The course aims to prepare the welfare work student for employment in an organisational setting, and provides the basic groundwork for expertise in one or two specialised areas of welfare practice. General System Theory as a framework for agency practice. Guest lecturers cover welfare practice in a number of welfare areas. Workshops concentrate on the development of skills appropriate to team approaches to intervention and decision making. The conduct of meetings and case conferences.
Assessment: Cumulative, by means of a major essay, class exercises and participation.

WEL235 Welfare Field Work and Practice

Contact: Thirty-eight days of practical experience, plus a two hour workshop each week.
Prerequisites: WEL131 and WEL133 Welfare Studies.
Syllabus: The subject enables the student to experience a real work situation and, under supervision, to integrate this experience with the theoretical aspects of the course and with increased awareness and understanding of personal issues which affect students as welfare workers.
Students are encouraged to take responsibility for their own learning and evaluation in conjunction with field teachers and staff members.
Assessment: Satisfactory completion of fieldwork and presentation of a report on this.

WEL237 Welfare Field Work and Practice

Contact: Thirty-eight days of practical experience, plus a two hour workshop each week.
Prerequisite: WEL235 Welfare Field Work and Practice.
Syllabus: The subject enables students to experience a different and new learning situation in which opportunity is provided to reinforce previously acquired skills and work on learning gaps recognised as a result of WEL235. A greater theoretical sophistication and level of self-awareness is expected of students than for WEL235.
Students are encouraged to undertake the second placement in an area conducive to future employment aspirations.
Assessment: Satisfactory completion of fieldwork and presentation of a report on this.

WEL239 Welfare Psychology

Contact: Four hours each week for one semester.
Prerequisites: PSY101 and PSY102 Psychology.
Syllabus: An overview of various forms of counselling intervention including individual, group and systems approaches. Alternative ideological and theoretical frameworks in counselling, eg, humanistic, psychoanalytic and behaviourist models.
Mental illness. Counselling as a role. Responsibility, listening, confronting and empathy.
Assessment: Cumulative, by means of an essay, presentation of a counselling videotape and participation in workshops.
Reference:

WEL241 Welfare Sociology

Contact: Three hours each week for one semester.
Prerequisites: SOC102 and SOC104 Sociology.
Syllabus: The relationship between welfare ideologies and theoretical perspectives and the development of social policy and the administration of services. Welfare perspectives, welfare issues and different approaches to welfare delivery. The nature, structure and processes of community and some possible strategies, methods and techniques in applying welfare values and objectives within local communities.
Assessment: Cumulative, by means of a major essay, seminar paper and community project.
References: To be advised.
FACULTY OF TECHNOLOGY

General Staff
Undergraduate Course
Graduate Course
Subject Synopses

DIVISION OF DIGITAL TECHNOLOGY

Staff
Undergraduate Courses
Graduate Courses
Subject Synopses

DIVISION OF ENGINEERING AND INDUSTRIAL TECHNOLOGY

Staff
Undergraduate Courses
Graduate Courses
Subject Synopses

DIVISION OF INFORMATION TECHNOLOGY

Staff
Undergraduate Courses
Graduate Courses
Subject Synopses

DIVISION OF MATHEMATICAL AND ENVIRONMENTAL SCIENCES

Staff
Undergraduate Course
Graduate Courses
Subject Synopses

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BE, PhD(NSW), ASTC, FIEAust, FIProdE, FRSA

Personal Assistant to the Dean
Valerie J. Grinblat
AlPS

Assistant to the Dean
John White
BSc(Melb), MACS

Faculty Administrative Officer
Pamela D. Goble
BA, DipEd(Monash)

Resources Officer
Henri Lausberg

Typist
Angela Callaghan

DIVISIONAL ADMINISTRATIVE OFFICERS AND ASSISTANTS

Division of Digital Technology
Barbara Harkin
BComm(Melb)

Division of Engineering and Industrial Technology
Juergen Annuss
Cassandra J. Goffin

Division of Information Technology
Kenneth Hobbs
BA(Deakin)

Cheryl Ely
Ann Gilbert
BBus(Chisholm)

Gotu Tamhane
BSc(Hons)(Bombay), MIPMA

Note: Division staff are listed with their relevant Division.
GENERAL FACULTY COURSES

The Faculty of Technology currently offers two courses which draw upon a wide range of disciplines within the Faculty and the wider Institute. In order to reflect their interdisciplinary nature, those courses are listed as general Faculty courses rather than under any one of the Faculty's four divisions.

UNDERGRADUATE COURSE

Bachelor of Technology

Course Code: BI
Course Leaders: Hollins - Ray Pugh
Frankston - Peter Terokfalvy

This course is part of a two-tier course comprising the Bachelor of Technology and an Associate Diploma in Technology (Computing). The two-tier program is run jointly with Holmesglen and Frankston Colleges of Technical and Further Education. The Degree and the Associate Diploma courses have a common first year which is conducted entirely within the TAFE colleges. The final two years of the degree program are conducted on the Caulfield and Frankston campuses of Chisholm.

Content

The course aims to produce flexible technologists who are able to respond to the changing needs of industry. Students study a common core of technological subjects as well as constructing a parallel coherent program to suit their individual interests and vocational aims.

Admission Requirements

Applications for entry to first year must be directed to the Admissions Officer at Holmesglen or Frankston Colleges of Technical and Further Education. The entry requirements are:

(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) qualifications and/or experience which are acceptable to the Program Management Committee.

Those applicants that are able to demonstrate social and/or educational disadvantage or who are mature age with prior experience will be favourably considered.

Prerequisites

There are no special prerequisites for this course and students with a non-science year 12 are encouraged for entry.

Selection of Students for Second Year

On successful completion of the common first year students are eligible to continue with the second year of the Associate Diploma or to proceed to the second year of the degree. Selection for degree students will be based on examination performance and may be subject to quota.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
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<td>Semester 1</td>
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<td>Semester 2</td>
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<td>2</td>
<td>TEC211 Information Processing</td>
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<td>TEC212 Technological Principles II</td>
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<td>TEC213 Analytical Methods II</td>
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<td>Approved Stream¹</td>
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<td>Electives²</td>
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<td>3</td>
<td>TEC311 Management Principles</td>
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<td>TEC312 Industrial Project</td>
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<td>TEC313 Entrepreneurship</td>
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<td>TEC314 Professional Presentation Methods</td>
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<td>Approved Stream³</td>
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<tr>
<td></td>
<td>Electives²</td>
<td>4</td>
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</tbody>
</table>

Notes:

1. Approved streams can be constructed from the material of any coherent group of existing subjects.
2. Electives can be any subject currently available which complements the Approved Stream.
3. The second level of an approved stream must be consistent with and build upon the first level of the stream.

All students must complete the core subjects and an approved stream of study that is composed of a coherent group of subjects, together with four hours per week of elective subjects approved by the Course Leader.

Two examples of coherent streams are:

(i) Computer Studies

<table>
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<tr>
<th>Year</th>
<th>Subject</th>
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<tbody>
<tr>
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<td>Semester 1</td>
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<td>Semester 2</td>
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<td>2</td>
<td>TEC215 Applications Programming</td>
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<td></td>
<td>TEC216 Computer Science I</td>
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<tr>
<td>or</td>
<td>TEC217 Digital Signal Processing I</td>
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<tr>
<td>3</td>
<td>TEC315 Systems Development</td>
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<td>TEC316 Computer Science II</td>
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<td>or</td>
<td>TEC317 Digital Signal Processing II</td>
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</table>
GRADUATE COURSE

Graduate Diploma in Computer Graphics

Course Code: GG
Course Leader: Colin Herbert

Content
This two year part-time course provides an opportunity for graduates to develop expertise in the implementation (including selection and acquisition) and use of advanced technology in computer graphics.

Admission Requirements
The normal entrance requirement is a recognised degree or diploma.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hrs per wk</th>
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<tbody>
<tr>
<td>1</td>
<td>GRA611</td>
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<tr>
<td></td>
<td>or MAT619 Introduction to Mathematics &amp; Programming</td>
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<td>PHY611</td>
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<td></td>
<td>ENG614</td>
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</tbody>
</table>
EDP616 Graphics Data Base
Structures

Contact: Three hours per week for seven weeks.
Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.

Syllabus: Aims and objectives of data base technology, data independence, storage, security, integrity. Data models, network, hierarchical, inverted list. Structure and normalisation of data. Linked lists for graphics, applications to system and user defined primitives. Data base organisation to represent images. Primitive graphic attributes, line style, width, colour. Character attributes, font, size, orientation, spacing, shear, trend, quality. Segments and segment attributes, retained and non-retained segments, visibility, highlighting, detectability, transformation. Symbol tables and instance parameters. Comparisons of some commonly used graphics data structures. Storage and access methods, entry point access methods, hashing, indexing, bit maps, navigational access methods, cord rings, pointer arrays.

Assessment: Class test, assignments.

References:

Colloquium on Man Machine Interface using the Graphical Kernel System (GKS), London, January 13, 1983, in particular the articles:
HOPGOOD, F.R.A., GKS review;
GALLOP, J.R., Graphical output facilities of GKS;
ROSENTHALL, D.S.H., The GKS input facilities and how to use them.

ENG611 Interactive Graphics and Application Software

Contact: Three hours per week for seven weeks.
Prerequisite: Entry requirements into the Computer Graphics Graduate Diploma.


Assessment: Software assignments, library research, unit test.

References:
Australian Standard 2880, ISO GKS.

ENG612 Computational Geometry
and Object Modelling

Contact: Three hours a week for 14 weeks.
Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.


Assessment: Assignments, class tests, examination.

References:

ENG613 Systems Implementation
and Support

Contact: Three hours per week for seven weeks.
Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.


Assessment: Assignments, class tests, examination.

References:
ACM SIGGRAPH (special issue on GKS), February 1984.

ENG614 Advanced Computer Graphics Topics

Contact: Three hours per week for seven weeks.
Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.

Syllabus: This will be determined and announced to students at the beginning of the course. Such topics could typically be chosen from: pictorial aspects of data communications, the place of graphics in the ISO OSI protocols, ray tracing, advanced in form generation, security and legal aspects of graphics, copyright on graphics software and graphics productions, ‘graphics on silicon’, fractal surfaces, real time graphics processing, graphics in robotics and artificial intel.
ligence, procedural modelling, advances in medical diagnostic imaging, graphic prosthetics, social implications of graphics advances, animation, graphics in the manufacturing automation protocol (MAP).

Assessment: Assignments, examination (mandatory pass).

References: Current books and journals.

ENG615 Computer Graphics Project

Contact: Four hours a week for two semesters (28 weeks).

Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.

Syllabus: The project takes a nominal four hours per week, students undertake an investigation into an industry problem related to their particular field of interest. Where possible, projects will be of direct service to an industrial 'customer', if not, then they should be based on data generated from industry. The investigation may be supported by laboratory work, field studies or literature searches as appropriate. Students may undertake approved projects of their own. In most cases there will be a clear practical outcome from the project.

Assessment: Typewritten report at the end of the year, an oral defence. Assessment may be carried out in conjunction with an industrial supervisor where this is appropriate.

References: As advised by supervisor.

GRA611 An Introduction to Design Studies

Contact: Three hours per week for seven weeks.

Prerequisite: Entry requirements into Computer Graphics Graduate Diploma.

Syllabus: This subject examines 'two cultures' with regard to commonalities and differences in what is meant by knowledge, theory, standards and criticism. Historical and modern concepts of aesthetics. Design to the Artist and to the Technologist. Design from the Graphic Artists viewpoint. Basic organisation of visual Elements, introduction to the design of Letterform and Typography.

Assessment: Major essay.

References: To be advised.

MAT619 Introduction to Mathematics and Programming

Contact: Three hours per week for seven weeks.

Prerequisite: Entry requirements into the Computer Graphics Graduate Diploma.

Syllabus: The subject is designed for students who do not have a science/engineering background to provide a quick introduction to computer concepts and apply these to some elementary mathematics as appropriate to Computer Graphics. Data in a digital system, RAM ROM, disks, files, utilities. Interpretive and compiled high level languages. The operating system. Trigonometry and circular functions. Cartesian and parametric form of two dimensional conic sections. Two dimensional vectors, vector operations including scalar and vector products, geometric interpretations of vectors and vector processes. Matrix algebra, the matrix for representing a graphic object and for transformations. Programming, development and documentation principles, program modularity.

Assessment: Software assignments, class tests.

References:


MAT620 Mathematics and Programming

Contact: Three hours per week for 14 weeks.

Prerequisite: Entry requirements into the Computer Graphics Graduate Diploma.

Syllabus: Vectors in three dimensions, direction cosines, projections and components. Matrices applied to graphic object representation and transformation. Functional transformations as applied to graphics, the Fast Fourier Transform (FFT), convolution. Pascal programming, program design concepts, error trapping and recovery, testing. Modular design, use of data transfer by value and by reference. The Pascal RECORD, data structures and design. FORTRAN 77 programming, data and control structures, TYPE declarations, mode mixing, call by value and by reference, FORTRAN 66 and FORTRAN 77 compatibility problems.

Assessment: Programming assignments, class tests.

References:


PHY611 A Thousand Words - A Million Pixels

Contact: Three hours per week for seven weeks.

Prerequisite: Entry requirements into the Computer Graphics Graduate Diploma.


Assessment: Practical work, assignments, examination (mandatory pass).

References:

DEKEN, J., Computer Images, Thames and Hudson, 1983.


PHY612 Visual Realism

Contact: Three hours per week for seven weeks.

Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.

Syllabus: Two dimensional objects, principles drawn from psychology and art and design practice govern-
ing the perception of images in two dimensional displays. Three dimensional objects, difficulties of representing three dimensional objects in two dimensions. Techniques for improving realism, removal of hidden lines and surfaces, shading, texture, colour, use of dynamic images stereopsis. Application of principles to computer displays used in design, simulation, entertainment and advertising. Laser disc, holograms. Assessment: Practical work, assignments, examination (mandatory pass).

References:

PHY613 Image Generation and Processing

Contact: Three hours per week for seven weeks.
Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.


References:

TEC205 Materials Technology

Contact: Four hours per week for two semesters.


References:

TEC206 Manufacturing Technology

Contact: Two hours per week for two semesters.

Syllabus: The relevance of the scale of production and the possibilities and economics of alternate processes. Casting processes; Mechanical working; Welding and allied processes; surface hardening and finishing. Manufacturing processes for plastics, rubber and ceramics. Machining processes; Metrology; principles and method of basic measurement.

References:

TEC207 Graphics Communications

Contact: Two hours per week for two semesters.


References:

TEC211 Information Processing

Contact: Three hours per week for two semesters (84 hours).

Syllabus: Programming: Introduction to programming languages and standards, e.g. INS, Interpreters and compilers — effects on user criteria. Introduction to Operating system to be used. PASCAL — scalar data types, operators and expressions, assignment statements, standard input and output, arrays and records.

Data Modelling and File Organisation: Data Modelling – construction of information systems. Serial and Sequential files, extracting, sorting, merging, updating, characteristics of Magnetic Tape Storage, blocking. Randomly addressable secondary storage, suitable media, disc addressing, disc directories. Random files, key transforms, allocation of file space. Index techniques, index sequential access method, ISAM VSAM. Logical data organisation, networks, lists, rings, entry point access, navigational access. The Data Base Concept, controlled redundancy, multi-user access, multi-key access, ad hoc query facilities.

Data Communications: Remote I/O devices and networks. Telephone and telex networks, stored message switching systems, voice, text, graphics and image communication. Data storage and retrieval, professional management tools (DSS), text processing and personal support tools.

References:
TEC212 Technological Principles II

Contact: Two hours of theory per week and two hours of laboratory work per fortnight for two semesters.
Prerequisites: To be accepted into the Bachelor of Technology course with passes in Technical Principles I and Analytical Methods I.
Assessment: Theory 60 per cent, Laboratory work 40 per cent.
Prescribed Text: To be advised.
References:

TEC213 Analytical Methods II

Contact: Two hours per week for two semesters.
Prerequisite: Analytical Methods I.
Syllabus: Mathematical Methods and Modelling; differential and integral calculus; applications; differential equations.
Statistical methods and modelling; special distributions; fitting data to distributions including graphical methods; non-parametric procedures; predictive model building.
Assessment: Assignments, tests and formal examinations.
References:

TEC215 Application Programming

Contact: Five hours of classes per week for two semesters.
Prerequisite: Nil.
Syllabus: Programming Design Theory: Study of current program structured design methodologies. Programming Techniques: For example, table handling, data representation and movement, file handling.
Study of COBOL Programming Language: COBOL syntax rules, implementation of programming techniques using COBOL.
Study of Common Types of Application Programs: For example, report generating programs, update programs, validation programs, inquiry programs.
References:
GRAUER, R.T., Structured Methods Through COBOL, Prentice-Hall.

TEC216 Computer Science I

Contact: Semester 1: Two hours per week of lectures plus two hours per fortnight of laboratory work. Semester 2: One hour per week of lectures plus two hours per week of laboratory work.
Prerequisite: To be accepted into the Bachelor of Technology with a pass in Computing I.
Syllabus: Numbers systems. Boolean algebra. Combinational and sequential logic circuits. General overview of the architectural and organisational structure of general computing systems. Introduction to the operation and applications of a particular microcomputing system, including peripherals. The BASIC computer language and its applications.
Assessment: Two examinations, one at the end of each semester 60 per cent. Continuous laboratory assessment through the year 40 per cent. To pass this subject, students must have satisfactorily completed the laboratory component of the course.
Prescribed Text:
LABORATORY Manual.
References:

TEC217 Digital Signal Processing I

Contact: Two hours of lectures and two hours of laboratory work per fortnight for two semesters.
Prerequisite: To be admitted to the Bachelor of Technology with a pass in Computing I.
Prescribed Text: To be advised.
References:

TEC305 Introduction to Methods Study

Contact: Two hours per week for two semesters.
Introduction to Human Factors. Physiological work measurement, fatigue, experience curves and motivation. An integrated set of experiments will be run throughout the course.

References:

**TEC306 Industrial Equipment Design Principles**

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

*Syllabus:* Design principle; the phases of design-feedback and iterative aspects; various methods for creative thinking. Model formulation including application of solid mechanics and machines theory to design of real components with static and dynamic loads. Specification of design by detail drawings and assembly drawings. Factors of safety. Detail design; beams and columns, keys for shafts, bolted and welded joints. Design of shafts. Selection of chain drives including belt conveyors. Selection of bearings. The influence of forming and fabrication on design solutions.

References:

**TEC307 Safety and Environmental Technology**

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

*Syllabus:* Introduction; current experiences and future projections, the need for a system safety concept. Principles of accident prevention; safety design concepts (safe life and fail safe), system redundancy and diversity. Safety programs; use of descriptive and analytical accident statistics and rates, assessing priorities, the design of practical programs. Major environmental problems of industry; land, water, air, noise and radiation. Common methods of monitoring and analysis associated with waste disposal. Legislative and administrative approaches to pollution control.

References:

**TEC308 Industrial Systems Technology**

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


References:

**TEC311 Management Principles**

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


References:
(Revised edn.), Irwin, 1979.

**TEC312 Industrial Project**

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

*Syllabus:* Within the nominal three hours per week, students should complete an investigation into an industry problem related to a student’s particular area of interest. It is intended that, where possible, the investigation should be industry based.

References: To be advised, dependent on the project.

**TEC313 Entrepreneurship**

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


References:
ENGLISH, J., *How to Organize and Operate a Small Business In Australia*, (2nd edn.), George Allen
and Unwin Aust Pty Ltd, 1983.

TEC314 Professional Presentation Methods

Contact: Two hours per week for one semester.
Syllabus: Objective setting, planning and structures: The variation necessary for different messages. Non-verbal messages and their impact on communication. Understanding audience needs, tailoring the material to the audience. Personal presentation: the impact of dress, diction and speaking style on the audience.
References: A wide range of Marketing and Audio-visual journals and magazines will be used as appropriate.

TEC315 Systems Development

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

TEC316 Computer Science II

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

TEC317 Digital Signal Processing II

Contact: Four hours per week for two semesters.
Data storage and retrieval – databases, coding and compression.
References:
## Undergraduate Courses
- Bachelor of Applied Science (Digital Technology) (C)
- Bachelor of Applied Science (Multi-discipline) (C) *
- Associate Diploma in Tribology (C)

## Graduate Courses
- Graduate Diploma in Digital Communications (C)
- Graduate Diploma in Robotics (C)
- Master of Applied Science (C)

## Subject Synopses

**Note:** All courses are offered at Caulfield only.

* In conjunction with the Division of Mathematical and Environmental Sciences.
DIVISION OF DIGITAL TECHNOLOGY

Chairman
Raymond F. Pugh
BSc, BEd(Melb), MEnvSc(Monash), FMTC, MAIP, MASLE

Secretary
Elizabeth Lithgow

Divisional Technical Staff
Laboratory Manager
Milton Richardson

Technical Officers
Nino Benci
CertTechElec
Ross Harrop
CertMechTech, CertAeroInstr-Maker
Simon Hill
BEng(Chisholm)

Laboratory Technicians
Rodney Cutts
CertMechTech
Alison Hall
Cert Tech(ElecEng)
Ian Herbert
DipCommEng, TTTC, MIEAust, MIREE
Peter Oliver
CertElecTechComp, Cert-CompFieldService

Laboratory Assistant
Maria Ozadovsky

DEPARTMENT OF APPLIED PHYSICS

Head of Department
Raymond F. Pugh
BSc, BEd(Melb), MEnvSc(Monash), FMTC, MAIP, MASLE

Senior Lecturers
John Davis
DipEEng(Ballarat), BSc(Hons), PhD(Monash)
Charles C. Don
MSc, DipEd(Melb), PhD(Monash), ARMIT, MAIP
Charles F. Osborne
BA(Hons), BSc(Melb), PhD(Monash), BA(CIT), GradDipAppPsych(Chisholm), FAIP, MAPsS
Imants Svalbe
BSc(Hons), PhD, DipEd(Melb), MAIP, MIEEE

Lecturers
Graham G. Swensen
MSc, BEdSt(Qld), PhD(Syd), DipTerEd(New England)
Peter Wells
BSc(Hons), PhD, DipEd(Monash), MAIP
Michael J. Morgan
BSc(Hons), PhD(Monash), MAIP
Peter D. Norman
BSc, BEd(Melb), PhD(Monash)
Fred E. Robilliard
BSc(Hons), MSc(LaTrobe), ARMIT

Tutors
Andrew Cramond
BAppSc(VIC), MAppSc(Chisholm)
Reginald Roberts
BSc(Melb), MSc

Projects Officer
Peter J. Atkinson
BSc(Hons), PhD(Monash)

Senior Tutor
Charles M. Greif
BSc(Monash)

Tutor
Frank Papafotiou
BEng(RMIT)

DEPARTMENT OF ROBOTICS AND DIGITAL TECHNOLOGY

Head of Department
James Breen
BSc, MBA(Melb), MACS

Secretary
Maureen Richardson

Principal Lecturer
John Dann
FRMTC, BAppSc(RMIT), MIEAust, AFIMA, MACS

Senior Lecturers
Lynne Endacott
BSc, DipEd(Monash), GradDipDP(CIT), MACS
Roger C. La Brooy
BE(Hons), MEngSc(Monash), SenMRI/ISME, MARA, MIEAust
Willem Lindemans
BSc(Hons), DipEd, PhD(Adelaide), MAIP
David M. Rowe
BA(Hons), MA(Oxon), MIEEE, MACM, MACS

Lecturers
Colin Herbert
BEngElec(Monash), DipCommEng(RMIT), TTTC(Teachers' College)
Andrew P. Paplinski
MSc(Eng), PhD(Warsaw)
Kin Keong Wong
BE(Hons), MEngSc(Monash), MIEEE
UNDERGRADUATE COURSES

Bachelor of Applied Science (Digital Technology)

Course Code: BR
Course Leader: Dr W. Lindemans

Content
This course aims to provide appropriately trained professionals in the field of digital technology. The course has been developed to incorporate relevant aspects of Computer Science, Electronic Engineering and Physical Science, in an integrated and interrelated manner, thereby providing bridges between these distinct disciplines.

Students of this course should acquire in-depth knowledge and skills in areas of computer hardware and software, as well as instrumentation, interface technology, and digital systems applications.

The course content provides for both intellectual and practical training. This training ensures that graduates have skills which should make them readily employable. It will also enable them to keep up to date and adapt readily to rapid changes in these areas of technology.

Admission Requirements:
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) Qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Prerequisite
A pass in VCE Mathematics A or its equivalent, and a pass in at least Year 11 Physics.

Recommended
Year 12 passes in both Mathematics A and B, and Physics provide a valuable background for this course. Year 12 Computer Science may also be of benefit.

Course Structure
The Bachelor of Applied Science (Digital Technology) is a three-year, full-time course in Computers and related technologies (both software and hardware).


All second year subjects are compulsory, and include Operating Systems, Software Development, Digital Electronics and Design, Microprocessor Applications, Communication, Control, Mathematics and Instrumentation.

During the final year of the course all students will carry out a major project involving both Software and Hardware. They will study Real-time Programming, Microchip Design, and Signal Processing. In addition, they will select four electives from Robotics, Computer Graphics, Artificial Intelligence, Image Processing, Computer Networking, VLSI Project.

Recognition
Graduates of the course are eligible to membership of the Australian Computer Society.

Course Code: BR1
First Year Subject List

<table>
<thead>
<tr>
<th>Codes</th>
<th>Names</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester</td>
</tr>
<tr>
<td>RDT130</td>
<td>Software Development I</td>
<td>4</td>
</tr>
<tr>
<td>RDT140</td>
<td>Software Development II</td>
<td>-</td>
</tr>
<tr>
<td>RDT132</td>
<td>Digital Design I</td>
<td>5</td>
</tr>
<tr>
<td>RDT142</td>
<td>Microprocessor</td>
<td>-</td>
</tr>
<tr>
<td>ELE103</td>
<td>Electrical Networks</td>
<td>4</td>
</tr>
<tr>
<td>ELE130</td>
<td>Electronics I</td>
<td>-</td>
</tr>
<tr>
<td>MAT124</td>
<td>Mathematics IA</td>
<td>4</td>
</tr>
<tr>
<td>MAT125</td>
<td>Mathematics IB*</td>
<td>(2)</td>
</tr>
<tr>
<td>PHY190</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>COM170</td>
<td>Communication Skills</td>
<td>2</td>
</tr>
</tbody>
</table>

ELECTIVES **
SOC194  Applied Sociology                   - 2
or
PSY194  Applied Psychology                  - 2
Total                  23 23
(25) (25)

* Mathematics IB may be omitted by students with good results in two Mathematics subjects at Year 12 level.
** Students must select ONE of these electives for study in Semester 2.

Course Code: BR2
Second Year Subject List

<table>
<thead>
<tr>
<th>Codes</th>
<th>Names</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester</td>
</tr>
<tr>
<td>RDT230</td>
<td>Software Development III</td>
<td>4</td>
</tr>
<tr>
<td>RDT240</td>
<td>Software Engineering</td>
<td>-</td>
</tr>
<tr>
<td>RDT231</td>
<td>Systems Software</td>
<td>2</td>
</tr>
<tr>
<td>RDT241</td>
<td>Operating Systems</td>
<td>-</td>
</tr>
<tr>
<td>RDT232</td>
<td>Digital Design II</td>
<td>4</td>
</tr>
<tr>
<td>RDT242</td>
<td>Microprocessor</td>
<td>-</td>
</tr>
<tr>
<td>RDT233</td>
<td>Digital Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>RDT243</td>
<td>Digital Electronics II</td>
<td>-</td>
</tr>
<tr>
<td>RDT234</td>
<td>Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>RDT244</td>
<td>Communication Principles</td>
<td>-</td>
</tr>
<tr>
<td>RDT245</td>
<td>Systems Control Theory</td>
<td>2</td>
</tr>
<tr>
<td>MAT228</td>
<td>Mathematics II</td>
<td>2</td>
</tr>
<tr>
<td>MAT229</td>
<td>Numerical Methods</td>
<td>2</td>
</tr>
<tr>
<td>PHY291</td>
<td>Instrumentation Physics</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

Faculty of Technology – 239
Course Code: BR3  
Third Year Subject List

<table>
<thead>
<tr>
<th>Codes</th>
<th>Names</th>
<th>Hours per week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDT330</td>
<td>Real Time Systems &amp; Programming</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>RDT340</td>
<td>Software Systems</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>RDT332</td>
<td>Digital Design III</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>RDT334</td>
<td>Microchip Design I</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>RDT335</td>
<td>Signal Processing</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>RDT336</td>
<td>Project</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Intelligent Systems</td>
<td>(4)</td>
<td>(4)</td>
</tr>
<tr>
<td>RDT350</td>
<td>Computer Graphics</td>
<td>(4)</td>
<td>(4)</td>
</tr>
<tr>
<td>RDT351</td>
<td>Computer Communication &amp; Networks</td>
<td>(4)</td>
<td>(4)</td>
</tr>
<tr>
<td>RDT352</td>
<td>Robotics</td>
<td>(4)</td>
<td>(4)</td>
</tr>
<tr>
<td>RDT354</td>
<td>Microchip Design II</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>PHY390</td>
<td>Computer Image Processing</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

Note: Students are required to pass in FOUR Elective Units. They should enrol for ONE in Semester 1 and THREE in Semester 2.

Associate Diploma in Tribology

Course Code: QA  
Course Leader: R.F. Pugh

Content
The course is intended for middle-level personnel such as foremen, shop floor industrial supervisors and non-professional engineers and is designed to provide:

(i) A sound basis of scientific principles;
(ii) The application of scientific principles to tribological problems in the workshop environment;
(iii) An understanding of the selection, fitting and maintenance of bearings;
(iv) A basic knowledge and understanding of lubrication, friction and wear;
(v) A diagnostic approach to the causes of faults in machine parts;
(vi) Anticipatory methods for avoiding machine failure;
(vii) The comparison of the various maintenance strategies to enable the selection of the best maintenance program for a given industrial concern.

Admission Requirements
Applicants must satisfy one of the following:

(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passed in four subjects including English);
(b) Have completed a technician certificate and have relevant experience in industry;
(c) Have served an apprenticeship, had several years' experience and be currently employed in a supervisory capacity;
(d) Be a technical sales representative with suitable work experience;
(e) Be a teacher of trade subjects with the Education Department.

Course Structure
The course is conducted over four years, that is eight 14-15 week semesters, on a part-time basis. Classes may be evening or afternoon twice a week, dependent on demand.

Course Code: QA1  
First Year Subject List

<table>
<thead>
<tr>
<th>Codes</th>
<th>Name</th>
<th>Hours per week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT105</td>
<td>Mathematics</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>MEC143</td>
<td>Materials Science 1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MEC171</td>
<td>Introduction to Lubricants and Lubrication</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PHY101</td>
<td>Scientific Principles 1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>COM191</td>
<td>Oral and Written Communication</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>MEC172</td>
<td>Introduction to Bearings</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>MEC243</td>
<td>Materials Science 2</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>PHY102</td>
<td>Scientific Principles 2</td>
<td>-</td>
<td>2</td>
</tr>
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</table>

Course Code: QA2  
Second Year Subject List

<table>
<thead>
<tr>
<th>Codes</th>
<th>Name</th>
<th>Hours per week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT208</td>
<td>Mathematics</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>MEC271</td>
<td>Lubricants and Lubrication 2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MEC272</td>
<td>Bearings</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHY201</td>
<td>Scientific Principles 3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MEC211</td>
<td>Elements of Machine Design</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>MEC251</td>
<td>Machine Maintenance</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>MEC272</td>
<td>Friction and Wear</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>PHY202</td>
<td>Scientific Principles 4</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>

Course Code: QA3  
Third Year Subject List

<table>
<thead>
<tr>
<th>Codes</th>
<th>Name</th>
<th>Hours per week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEC351</td>
<td>Reliability and Physics of Failure</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHY301</td>
<td>Scientific Measurements and Instrumentation</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHY302</td>
<td>Tribological Problems Case Studies 1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MEC361</td>
<td>Machining and Surface Finishes</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>MEC371</td>
<td>Gears and Mechanisms</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>MEC361</td>
<td>Machine Design 1</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>
GRADUATE COURSES

Graduate Diploma in Digital Communications

Course Code: PX1
Course Leader: Mr D. Rowe

Content
The Graduate Diploma in Digital Communications is intended for professionals in either Computing or Communications who wish to undertake studies in Computer Communications and related interdisciplinary areas. Its aims are:

(a) To provide a thorough understanding of the central subject of the course, Computer Communications;
(b) To consolidate students' skills in the underlying foundation disciplines of Computing, Digital Technology and Communications;
(c) To provide the opportunity to study in a range of areas relevant to a career in Computer Communications, e.g. Data Processing, Business Studies, Mathematics and Social Studies.

The course currently draws students from a wide range of employment including engineering, programming, management, marketing and training. This course is available part-time only and takes a minimum of two years, with eight hours per week of class contact.

Admission Requirements
The normal entry requirement is at least a three-year degree or diploma level qualification in a discipline which provides a suitable basis for the course, e.g. Computer Science, Data Processing or Electrical, Electronic or Communications Engineering.

Applicants with a degree or diploma in a subject not directly related to the course may be considered if they have relevant work-experience in Computers or Communications.

Applicants without degree or diploma qualifications may be admitted on the basis of work-experience subject to the approval of the Institute’s Admissions Committee. The level of work experience required would be at least four years in a position carrying significant technical responsibility in an area relevant to the course. Applicants should also be able to demonstrate an ability to study at a tertiary level.

Course Structure
In order to complete the course, a student must pass a total of 12 units and a project. Each unit involves one 2-hour class per week for one semester. Students are advised to take four units in each of their first two semesters, and then take two units plus the project in each of the second two semesters. The selection of units is subject to the approval of the course leader.

The units are grouped as follows:

Bridging Units
These units cover the basic principles of the three underlying foundation subjects: Computing, Digital Technology and Communications.

The units are introductory in level and students should take units in any areas for which they have no prior qualifications or work experience; later
units of the course assume that students have at least this level of knowledge of the foundation subjects.
A maximum of two bridging units may be counted towards the total of 12 required for completion.

The Bridging Units are:
RDT651 Computer Principles I
RDT652 Computer Principles II
RDT653 Digital Electronics Principles
ELE635 Communications Principles I

Core Units:
These units represent the heart of the course and all involve the area of Computer Communications. All core units are compulsory.
The Core Units are:
RDT664 Computer Networks I
RDT665 Computer Networks II
RDT666 Network Analysis and Design
RDT667 Terminal-Based Systems
RDT668 Communications Practical

Elective Units:
Students may select elective units freely in accordance with individual interests in order to bring their total number of units up to 12.
The Elective Units are:
RDT661 Computer Networks III
RDT662 Proprietary Network Architectures
RDT663 Local Communications
RDT664 Public Telecommunication Networks
RDT665 Computer Communications Components
RDT666 Real Time Software Design
RDT667 Real Time Programming
RDT668 Distributed Processing
RDT669 Information Security
RDT670 System Programming
RDT671 Microprocessor Systems
RDT672 Microelectronic Technology and Design
ADM605 Entrepreneurship and Small Enterprises
COM491 Communications Networks in Society
EDP615 Systems Selection and Procurement
EDP616 Computer Project Management
EDP617 Computer Operations Management
EDP618 Systems Analysis and Implementation
EDP619 Database Systems
ELE636 Communications Principles II
MKT631 Digital Communications Marketing
MAT670 Queueing Theory

Particular electives will be offered subject to demand and the availability of resources.
The Project:
RDT601 Communications Project

Graduate Diploma in Robotics
Course Code: PI
Course Leader: R. La Brooy

Contents
This course is designed as a part-time course to be completed in a minimum of two years. This normally involves four academic semesters of study with eight hours per week of class contact.
The course aims to provide specialised training in Robotics for those people who will work as engineers, programmers, technical specialists or managers in manufacturing industry with special interests in robotics and its applications. To achieve this aim the course has been designed around three objectives:
(a) as an educational program to update technologists with rapid advances in robotics and computer-based manufacturing technology;
(b) as a process to bridge the gap between the software and hardware specialists in robotics applications and design;
(c) as a training program to provide in-depth appreciation of the technicalities involved in the design of industrial robots.

Admission Requirements
The normal entry requirement is at least a three year degree or diploma in a course which provides a relevant foundation for studies in robotics, or an equivalent qualification approved by the Chisholm Admissions Committee. For example, a degree in Engineering, Science or Data Processing would be acceptable. Applicants may be required to undertake bridging units to attain a uniform standard. Applicants who do not have an appropriate degree or diploma qualification will be considered only if their training and experience are judged to be of high quality and provide a suitable alternative to the normal entry requirement. These applicants will be required to undertake bridging units to attain the necessary standards. In all cases of special entry, employer support and endorsement will be highly valued.

Course Structure
In order to complete successfully the Graduate Diploma, a student is to pass the equivalent of 16 units comprising Core Units, Bridging Units (where applicable) and Elective Units. A Unit typically has a content of two weekly contact hours for a semester.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units:</strong></td>
<td></td>
</tr>
<tr>
<td>RDT630 Robotics I</td>
<td>2</td>
</tr>
<tr>
<td>RDT631 Robotics II</td>
<td>2</td>
</tr>
<tr>
<td>RDT632 Robotics III</td>
<td>2</td>
</tr>
<tr>
<td>RDT633 Robotics Practical I</td>
<td>2</td>
</tr>
<tr>
<td>RDT634 Robotics Practical II</td>
<td>2</td>
</tr>
<tr>
<td>RDT635 Project A</td>
<td>4</td>
</tr>
<tr>
<td>RDT643 Project B</td>
<td>8</td>
</tr>
<tr>
<td>The first five of the above are compulsory. Either Project A or Project B must be completed.</td>
<td></td>
</tr>
<tr>
<td><strong>Bridging Units</strong></td>
<td></td>
</tr>
<tr>
<td>RDT636 Computing Systems &amp; Software</td>
<td>2</td>
</tr>
<tr>
<td>RDT637 Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>RDT638 Digital Electronics</td>
<td>2</td>
</tr>
<tr>
<td>RDT639 Physical Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>MAT671 Mathematics for Robotics</td>
<td>2</td>
</tr>
<tr>
<td>MEC621 Principles of Mechanics of Machines</td>
<td>2</td>
</tr>
<tr>
<td>A maximum of two units may be prescribed where necessary, to be taken during the first or second semester.</td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
</tr>
<tr>
<td>RDT640 Production Planning &amp; Management</td>
<td>2</td>
</tr>
<tr>
<td>RDT641 Software Development</td>
<td>2</td>
</tr>
<tr>
<td>RDT642 Industrial Systems &amp; Human Factors</td>
<td>2</td>
</tr>
</tbody>
</table>
The Faculty of Technology offers a Master of Applied Science program by research. Enquiries should be directed in the first instance to the Administrative Officer, Division of Digital Technology. Areas for Master's research within this Division include:

**Applied Physics** — acoustics, particularly propagation of impulsive noise; materials, structure and detection of faults in materials by tomography and other techniques; computer image processing applied to shape analysis, texture aspects of surfaces and monitoring and control.

**Computer Science** — compiler design and development, design of operating systems, microelectronic circuit design.

**Digital Communications** — communications hardware design, protocol specification and development, network design, signal processing.

**Robotics** — hardware and software control, digital control, servo-systems, robot trajectory planning and simulation, industrial machine vision, tactile sensing, assembly automation, screw theory as applied to robot analysis.
PHY101 Science Principles 1

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Revision of kinematics and dynamics with applications to conservation of momentum and energy. Friction between dry surfaces in contact. Work, energy and power with application. Simple machines involving application of the above. Efficiency of machine and causes of energy wastage. Motion in a circle. Rotational dynamics and moment of inertia, conservation of angular momentum. Precession and the associated force couples.
References:

PHY102 Science Principles 2

Contact: Two hours per week for one semester.
Prerequisite: Nil.
References:

PHY120 Physics

Contact: Three hours theory, three hours laboratory work, and one hour tutorial per week for two semesters.
Prerequisites: VCE Physics (recommended).
Syllabus: Electrical measurement, waves and optics, energy and fields, AC and electronics and modern physics.
Recommended Texts:
The first year laboratory manual must be purchased.
References:

PHY130 Computer Science

Contact: Five hours per week including lectures and laboratory work.
Prerequisite: VCE Mathematics A. Physics and/or Computer Science (recommended).
Syllabus: Introduction to digital logic including number systems, codes, adders, decoders, code converters, multiplexers, comparators, flip-flops, registers and counters. Introduction to computer organisation and architecture including memory, busses, CPU, machine codes, microprocessors, peripherals. Introduction to microcomputer systems – memory organisation, CPU, assembly codes, input/output, peripheral cards and devices, DOS. Structured programming and data structures in the Pascal language, including data types, operations and expressions, input and output, arrays, lists and pointers.
Prescribed Text:
The first year laboratory manual must be purchased.
References:

PHY150 Physics

Contact: Two hours per week for two semesters.
Prerequisite: Nil
References:
CHISHOLM INSTITUTE OF TECHNOLOGY, PHY150 Waves and Optics, (Course Notes), Department of Applied Physics, 1988.

PHY190 Physics 1

Contact: Two hours lecture and two hours practical work per week for two semesters.
Prerequisites: Nil.
References:

PHY207 Art and Science/Technology

Contact: A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.

Syllabus: The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.

Assessment: By assignment and class papers.

References: To be advised.

PHY226 Physical Astronomy

Contact: Three hours per week for two semesters.
Prerequisite: To have attempted the first year of the Applied Science multidiscipline course.

This subject is a half point elective of interest to all science students and especially to prospective teachers. It is available to multidiscipline degree students. The course includes the use of telescopes, the planetarium and excursions to astronomical observations.

Syllabus: Basic concepts of astronomy, including use of star charts and catalogues; theory of space, time, matter and gravitation; measurement techniques; telescopes, detectors, instrumentation; the space program; Earth and the solar system; solar and stellar astronomy including stellar evolution, gravitational collapse, novae, pulsars, black holes; galaxies; quasars; cosmology.

References:

PHY228 Milestones in Contemporary Science

Contact: Four hours per week for one semester, or two hours per week for two semesters.
Prerequisite: Nil

Syllabus: An overview of the process of science via readings in some milestones in contemporary science, e.g. the Nobel Awards. An examination of the social and economic implications of science on contemporary society and vice versa. Scientists as human beings and debates on the social responsibilities of scientists.

The course is to be learner-orientated rather than instructor orientated. Students will be allowed a reasonable amount of freedom in the choice of topics for assignment work.

Assessment: Written assignments, oral presentation and class participation.

References: To be advised.

PHY235 Scientific Photography

Contact: Two hours theory per week and two hours per fortnight of laboratory work for two semesters.


Applications: Use of conventional, high speed, time lapse, Holographic, Schlieren and special forms of photography in areas such as biology, ecological studies, physics, chemistry and engineering (e.g. microscopy, crack detection, shock wave analysis, densitometry, thermography).

References: To be advised.

PHY236 Computer Imaging

Contact: A course of two hours theory and two hours of laboratory work per week for two semesters.
Prerequisite: PHY130 Computer Science.

Syllabus: Image Formation: Visual perception, TV signals, cameras, sampling and digitisation, other input devices, computer memory requirements, basic computer graphics.

Data Manipulation: Thresholding and contrast operations, averaging and filtering, image enhancement and noise reduction. One and two dimensional Fourier transforms.

Applications: Pattern recognition, segmentation, radiography, tomography, speech analysis and computer vision.


PHY250 Physics

Contact: Three hours theory and two hours laboratory work per week for two semesters.
Prerequisite: PHY120 Physics.

Syllabus: AC and network theory, field theory, quantum physics, nuclear physics, optics, solid state physics.

References:

The Second Year Laboratory Manual must be purchased.

PHY260 Physics

Contact: Two hours theory and three hours laboratory work per week for two semesters.
Prerequisite: PHY120 Physics.

Syllabus: Instrumentation, acoustics, digital electronics, analogue electronics. Introduction to microprocessors.

References:

Second Year Laboratory Manual must be purchased.

PHY291 Instrumentation Physics

Contact: Two hours lecture, and one hour laboratory work per week for two semesters.
Prerequisite: PHY190 Physics 1.

Syllabus: Electrical and magnetic properties of solids, optics – opto-electronic devices, fibre optics,
Fourier optics. Physics of Measurements. References: To be advised.

PHY307 Art and Science/Technology

Contact: A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: This subject is offered as an alternative related study for areas other than liberal studies area. The subject is also available for selection by those majoring in the theoretical areas but may not be available every year. The subject is designed to examine the connections that have existed between artistic thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.
Assessment: By assignment and class papers.
References: To be advised.

PHY330 Contemporary Physics

Contact: Two hours per week for two semesters.
Prerequisite: To be admitted to the final year of the Bachelor of Engineering (Mechanical) course. This course is designed to give engineers an appreciation of the use of Physics in a modern society.
Assessment: The assessment will be a combination of report and examination (approximately equal weight).

PHY333 Applied Science Thesis/Project

Contact: Three hours per week for two semesters.
Prerequisites: A student must be completing the final year of his/her degree, including PHY350 Physics 3.
Syllabus: There is no formal syllabus. Students make a contract with a member of the Applied Physics Department to work in an area of mutual interest. Currently these areas are acoustics, computer imaging, instrumentation, materials, tomography and x-ray analysis.
References: The appropriate books and/or articles depend on the topics.

PHY336 Advanced Computer Imaging

Contact: Two hours theory plus two hours laboratory work per week.
Prerequisites: PHY236 Computer Imaging and other RDT281 Computer Science or PHY260 Physics.
Syllabus: Imaging Optics - hardware and software requirements, Transformations in Imaging - a thorough discussion of point, spatial and statistical transforms in 1 and 2D imaging, especially filtering, compression and enhancement of visual images.
Problems of images in geological, medical, industrial and art environments. This section will consist of case studies taken from the above fields.
References:

PHY350 Physics

Contact: Four hours theory and six hours laboratory per week. This subject is taken by students doing the Bachelor of Applied Science course.
Prerequisites: PHY250 Physics and PHY260 Physics.
Syllabus: Instrumentation, electromagnetism, materials, acoustics, computer interfacing, nuclear physics, optics, advanced instrumentation and signal processing.
References:
Third Year Laboratory Manual must be purchased.

PHY390 Computer Image Processing

Contact: Four hours per week for one semester.
Prerequisites: MAT228 Mathematics II, MAT229 Numerical Methods, RDT244 Communication Principles.
Applications: Some of the following topics will be considered in detail: Data Compression; Pattern Recognition; Gauging; Blob Analysis.
References:
PHY611  A Thousand Words - A Million Pixels

Contact: Three hours per week for seven weeks.
Prerequisite: Entry requirements into the Computer Graphics Graduate Diploma.
Assessment: Practical work, assignments, examination (mandatory pass).
References:
DEKEN, J., Computer Images, Thames and Hudson, 1983.

PHY612  Visual Realism

Contact: Three hours per week for seven weeks.
Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.
Syllabus: Two dimensional objects, principles drawn from psychology and art and design practice governing the perception of images in two dimensional displays. Three dimensional objects, difficulties of representing three dimensional objects in two dimensions. Techniques for improving realism, removal of hidden lines and surfaces, shading, texture, colour, use of dynamic images stereopsis. Application of principles to computer displays used in design, simulation, entertainment and advertising. Laser disc, holograms.
Assessment: Practical work, assignments, examination (mandatory pass).
References:

PHY613  Image Generation and Processing

Contact: Three hours per week for seven weeks.
Prerequisite: Normal progress through the Computer Graphics Graduate Diploma.
Syllabus: The place of imaging and image processing in graphics. Image acquisition and display systems. Problems of image correction and restoration. Mapping - intensity and spatial transformations. Motion detection and deblurring. Applications to modern image processing systems in technology and medicine.
Assessment: Practical work, assignments, examination (mandatory pass).

References:

PHY691  Industrial Vision Systems

Contact: Two hours per week for one semester.
Prerequisites: RDT636 Computer Systems and Software and RDT639 Physical Instrumentation.
Assessment: Written tests and assignments.
References:

RDT130  Software Development I

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: Nil.
Syllabus: An introduction to computer resources, computing techniques, and the Pascal programming language. Structured programming, data types, data flow, functions and procedures. Students may qualify in this subject at an early stage by passing a challenge exam.
Assessment: To be advised.

RDT132  Digital Design I

Contact: Two hours lectures, two hours practical, one hour tutorial work per week for one semester.
Prerequisites: Nil.
Syllabus: Binary number system, binary codes, Boolean algebra, Combinational and sequential logic, logic families and implementations. Digital design techniques and applications.
References:

RDT140  Software Development II

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT130.
Syllabus: Program design and data structures, operating systems, compilers, libraries, linkers, loaders, editors. Topdown development, testing and debugging strategies.
References: To be advised.

RDT142  Microprocessor Applications I

Contact: Two hours lectures, two hours practical, one hour tutorial work per week for one semester.

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Prerequisites: RDT130, RDT132.

RDT230 Software Development III
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT140.
Syllabus: Unix operating system user interface. System programming languages, e.g. C. Advanced programming techniques - state driven, data driven programs.

RDT231 Systems Software
Contact: Two hours lectures or tutorials per week for one semester.
Prerequisite: RDT140.
Syllabus: Modes of computer operation - dedicated, batch, RJE, timesharing, transaction processing, large-scale real time. Operating system control, command languages, job flow, spooling. Secondary storage, data and programs, control and access. File organisation, DBMS.

RDT232 Digital Design II
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT142.
Syllabus: Microprocessor based systems - CPU, RAM, ROM, I/O, buses. CPUs - microcoding, registers, ALU, sequencing, data paths, IO. Memory configurations, access, refresh, DMA. Buses - direction, timing, access, buffers. I/O techniques - parallel, serial, handshaking, interrupts.
References: To be advised.

RDT233 Digital Electronics I
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: RDT132, ELE130.
References: To be advised.

RDT234 Electronics II
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: ELE130.

RDT240 Software Engineering
Contact: One hour lecture, two hours tutorial work per week for one semester.
Prerequisite: RDT230.

RDT241 Operating Systems
Contact: Two hours lectures, one hour tutorial work per week for one semester.
Prerequisite: RDT230.

RDT242 Microprocessor Applications II
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT232.
References: To be advised.

RDT243 Digital Electronics II
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: RDT232, RDT234.
Syllabus: Digital - Analog Interface: analog switches, sample and hold, ADC, DAC. Timing circuitry - oscillators, monostables, frequency and phase control, PWM. Phase locked loops - modulate/demodulate, frequency multipliers/dividers, digital filters, controllers.

RDT244 Communication Principles

Contact: Two hours lectures or tutorials per week for one semester.
Co-requisite: MAT228, MAT229.

RDT245 Systems Control Theory

Contact: Two hours lectures or tutorials per week for one semester.
Co-requisite: MAT228, MAT229.
References: To be advised.

RDT281 Computer Science II

Contact: Six hours of classes per week for two semesters.
Prerequisites: PHY130.
Syllabus: This subject is divided into a number of compulsory and optional units. The compulsory units are:

- Microprocessor Architecture and Programming: (Four hours per week for one semester). Architecture of the M68000 micro-processor, hardware configurations, assembler programming, interrupt management, algorithm design techniques.
- Systems Software: (Two hours per week for one semester). Modes of operating computers, job flow, storage and file management, compilers, linkers, loaders, debugging systems.
- Operating Systems: (Two hours per week for one semester). Multiprogramming, memory management, input/output mechanisms, concurrent processes, deadlocks.

To complete the subject at least four semester hours (i.e., four hours in one semester, or two hours in each of two semesters) of optional units must be taken. See under RDT281 for descriptions of the optional units. Students are strongly advised to take one or more Computer Science Elective subjects in addition to this subject.
Assessment: Practical work and examinations.
References: To be advised in each unit.

RDT291/292/293/294 Computer Science Elective

These subjects are half-point electives in the Bachelor of Applied Science (Multi-discipline) course. Students may take one or more of these subjects in the second or third years of the course. To take one of these subjects, students must select two or more optional units such that a minimum of six semester hours of classes are taken. Each unit is taken over one semester only. The optional units are:

- CS1 Artificial Intelligence (2 hours per week). AI languages such as LISP and PROLOG, simple expert systems, natural language programming.
- CS2 Computer Graphics (4 hours per week). See details under RDT351.
- CS3 C Programming and UNIX (3 hours per week). Advanced programming unit in the C language, use of the UNIX operating system.
- CS4 Cobol Programming (4 hours per week). Commercial computer programming, the COBOL language, file handling, sequential updating, array processing.
- CS5 Fortran Programming (3 hours per week). Design and development of Fortran 77 software, structure and modularity, use of subroutine libraries.
- CS6 Information Storage and Retrieval (4 hours per week). Principles and practices of file storage in a commercial processing environment.
- CS7 Introduction to Computer Communications (2 hours per week). Data communications technology, techniques, protocols, network architecture.
- CS8 Introduction to Instrumentation (2 hours per week). Physical principles of sensing devices, application of commercial sensors.
- CS9 Numerical Computing (3 hours per week). Numerical and graphical application of Fortran 77, packages and libraries.
- CS10 Real Time Systems and Programming (3 hours per week). See details under RDT350.
- CS11 Robotics (4 hours per week). See details under RDT353.
- CS12 Software Engineering (2 hours per week). Software specification and design, software tools, debugging, quality assurance, documentation, cost estimation.
- CS13 Systems Analysis and Design (4 hours per week). Systems development cycle, project management, structured analysis, data modelling techniques, entity relationship model.
Assessment: Practical work and examinations.
References: To be advised in each unit.

RDT330 Real Time Systems and Programming

Contact: Two hours lectures, one hour tutorial work per week for one semester.
Prerequisite: RDT241.
Syllabus: Applications for real-time systems, problems of implementation, basic principles of real-time programming, tasking and processor scheduling, synchronisation, interprocess communication, multiprocessor systems, reliability, design methodologies, concurrent high level languages.
References: To be advised.

RDT332 Digital Design III

Contact: Two hours lectures, two hours practical work per week for one semester.
Prerequisites: RDT232, RDT243.
Syllabus: Circuit product design techniques, design
rules, CAD packages, optimisation criteria, Manufacturing technologies. Complex bus structures – protocols and interfacing, SI00, GPIB, VME, Multibus II. Designing with intelligent digital devices – controllers, signal processors, communication devices. Computer Architectures - micros to super computers, multiprocessor systems, bit alices, RISC.

References: To be advised.

RDT334 Microchip Design I

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT243.
Syllabus: MOS devices and circuits, integrated system fabrication, data and control flow, structural design methodology for LSI and VLSI implementation of integrated system designs.
References: To be advised.

RDT335 Signal Processing

Contact: Two hours lectures, two hours practical/tutorial work per week for two semesters.
Prerequisite: MAT228, MAT229, RDT244.
Syllabus: Periodic and aperiodic signals, time and frequency domain descriptions, Fourier and Laplace transforms, network response, analogue filters, sampled data, Z transforms, FFT's, spectral analysis, applications of digital signal processing to speech, audio and image processing.
References: To be advised.

RDT336 Project

Contact: Six hours per week for two semesters, including tutorials, seminars and interviews.
Prerequisite: All second year subjects.
Syllabus: Project selection – to involve both digital hardware and software; Specification – scheduling, costing, material sourcing, justification; Personal task management; Reporting of progress; Testing and evaluation; Report writing.
References: Journals, manufacturers' literature.

RDT340 Software Systems Implementation

Contact: One hour lecture, two hours tutorial work per week for one semester.
Prerequisite: RDT330.
Syllabus: Detailed examination of a major item of systems software, e.g. a communications driver. Implementation of representative items of software.

RDT350 Intelligent Systems

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT240.
Syllabus: Artificial Intelligence and its role in robotics, information, data, language and communication. LISP and its use in AI. Data stream analysis, feature extraction, knowledge representation and processing, pattern recognition, levels of understanding, problem solving, expert systems.

References: To be advised.

RDT351 Computer Graphics

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: MAT228, MAT229.

RDT352 Computer Communication and Networks

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT244.
Syllabus: Survey of applications of data communications and computer networks, the layer model for communication processes, asynchronous and synchronous communication, line control protocols. Bit oriented protocols, packet switching, HDLC and X.25 interface. Telecom data services, proprietary network architectures, ISO model for Open Systems Interconnection. Data security and encryption, local area networks.
References: To be advised.

RDT353 Robotics

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT243, RDT245, MAT228.
Syllabus: Introduction and history of robotics, architecture, geometry and kinematics, actuators, and effectors, sensors, control, programming industrial robots, applications.
References: To be advised.

RDT354 Microchip Design II

Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisite: RDT334.
References: CAD Tool Manuals.

RDT381 Computer Science III

Contact: Six hours of classes per week for two semesters.
Prerequisite: RDT281.
Syllabus: This subject consists of a compulsory project and a number of optional units.
Project: (two hours per week for two semesters). A major software project in a language studied in the
course. If appropriate, some hardware development may be included. Lecture/tutorial sessions in project definition, planning, scheduling and evaluation. To complete the subject at least eight semester hours (an average of four hours contact in each of the two semesters) of optional units must be taken. See under RDT291 for descriptions of the optional units. Students are strongly advised to take one or more Computer Science Elective subjects in addition to this subject.

Assessment: Practical work and examinations. References: To be advised in each unit.

RDT601 Communications Project

Contact: This project is completed over two semesters. No formal contact hours are prescribed, but students are expected to spend an average of at least four hours per week on their project.

Prerequisites: Students may start their project when sufficient units have been completed to form a suitable basis for the work proposed. This will normally be approximately half way through the course.

Aims:
(i) To consolidate and extend the student's knowledge of communications by application to a practical problem.

(ii) To complete the assessment process; students must demonstrate that they have not just acquired theoretical knowledge but that they can apply that knowledge to real-life situations.

(iii) To develop the student's project management skills in such areas as planning, goal setting, progress monitoring and report writing.

Syllabus: Project topics are individually chosen in conjunction with the Course Leader and will normally involve an area of particular interest or importance to the student. The project may be related to the student's employment or personal activities or it may involve work of use to Chisholm Institute of Technology. The project will involve practical work and the submission of a report of between 8,000 and 15,000 words.

RDT630 Robotics I

Contact: Two hours per week for one semester.

Prerequisite: Nil.

Syllabus: Overview of robotics; current and future applications of robotics; elements of a modern robotic device: drive, feedback control, programming methods, sensors. End effectors; design considerations, operational constraints. Introduction to the kinematics of robots. Introduction to path and trajectory control. Robot-based manufacturing systems; concepts and practical considerations. Social financial implications of robotic installations.

Assessment: Written test and assignments.

References:


RDT631 Robotics II

Contact: Two hours per week for one semester.

Prerequisite: RDT630 Robotics I.

Syllabus: Robot geometry and kinematics; matrix transforms leading to kinematic equations; inverse kinematic solutions to joint angles. Formulation of manipulator Jacobians. Motion trajectories; planning aspects, joint co-ordinated and interpolated motion. Control: servoloops, electronic hardware, techniques of servo-control, role of the microprocessor. Programming: interfacing to computers; programming languages of industrial robots. Sensing devices; tactile sensing; vision, speech.

Assessment: Written tests and assignments.

References:


Selected journal articles and research papers. Lecture notes.

RDT632 Robotics III

Contact: Two hours per week for one semester.

Prerequisite: RDT630 Robotics I, RDT631 Robotics II.

Syllabus: Application Case studies including considerations of financial and social issues; System Approach to Robotics in manufacturing; Group Technology; Flexible Manufacturing Systems; Dedicated Automated Systems; R&D in Robotics; Factories of the Future; Artificial Intelligence and Robotics; selected research papers.

Assessment: Written tests and assignments.

References:


RDT633 Robotics Practical I

Contact: Two hours per week for one semester.

Co-requisites: RDT630 Robotics I.

Syllabus: Laboratory work and exercises to acquaint the student with the structure, geometry and programming of typical robots.

Assessment: Laboratory work, assignments and reports.

References: Selected robot manuals and journal articles.

RDT634 Robotics Practical II

Contact: Two hours per week for one semester.

Prerequisite: RDT633 Robotics Practical I.

Syllabus: This unit consists of a set of experiments on robot applications such as material handling and arc-welding. Case studies of current applications of robots (plant visits) will be undertaken.
Assessment: Laboratory work, assignments and reports.
References:
Manufacturers' manuals and journal articles.

RDT635 Robotics Project A
Contact: Two hours per week for two semesters.
Prerequisites: RDT631 Robotics II and RDT634 Robotics Practical II.
Syllabus: Projects may be of an investigational, research or constructional nature in relation to the applications of robotics.
Assessment: Practical work, written reports and oral presentation.

RDT636 Computing Systems and Software
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: The digital computer: architecture, control, manipulation and storage of data as binary code. Relationship between hardware and software. Operating systems, compilation, assembly, linking, loading and execution of programs. User friendly systems and man-machine interface.
References:

RDT637 Control Systems
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Assessment: Written tests and assignment work.
References:

RDT638 Digital Electronics
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Number systems, logical functions and gates, combinational logic, sequential logics and their applications. LSI devices – ROM, RAM, PLA and microprocessors. The structure and operation of commonly used microprocessors and addressing modes, program and interrupt control, input/output devices.
References:
Manufacturers' manuals.

RDT639 Physical Instrumentation
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Introduction to transducers, signal interfacing, amplification, linerisation, noise. Analogue and digital instrument parameters and limit sensing. Concept of accuracy, precision, dynamic range, resolution, errors and repeatability.
Assessment: Written tests, laboratory work and assignments.
References:

RDT640 Production Planning and Management
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Introduction to elementary accounting and financial decision making. Production system fundamentals; work flow analysis; group technology. Production management; man-machine and the work place; industrial and employee relations, wages and awards.
Assessment: Written tests and assignments.
References: To be advised.

RDT641 Software Development
Contact: Two hours per week for one semester.
Prerequisites: RDT636 Computer Systems and Software; RDT638 Digital Electronics, or equivalent.
Syllabus: Algorithmic processors, structural languages and the design of structural processes. Real time processes and programming, concurrent languages. Software development tools, hardware/software integration and trade-offs. In-circuit emulation, real-time prototype analysis.
Assessment: Written tests, laboratory work and assignment.
References:
Manufacturers' manuals.

RDT642 Industrial Systems and Human Factors
Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Industrial systems: the basis of systems analysis, and design. Factors involved in an industrial organisation, relationships between industries. The manufacturing process, scale and complexity. Large and small-scale organisations. Plant design
and operation. The robot in the organisation.
Human factors: signal detection theory, the 'ideal
observer', information processing and decision mak-
ing, the human operator and tracker, controller and
supervisor, decision errors, causes of human error,
vigilance, information overload. Factors causing fa-

Design of systems for efficient use of labour, the
robotic environment. Shift in the workforce. Job
design, enrichment, motivation, satisfaction. New
tasks, effects on education and retaining require-
ments.

References:
KINKADE, R.G. and VAN COTT, H.P. (Eds.), Human
LOCKYER, K.G., Factory Management, Pitman,
1969.
MAGEE, J.F., Industrial Logistics, McGraw-Hill,
1968.
McCORMICK, E.J. and ILGEN, D., Industrial Psy-
PUGH, D.S. et al., Writers on Organizations, Pen-
guin, 1971.
Introducing Systems Analysis and Design, NCVC

Selected papers and articles.

RDT643 Robotics Project B

Contact: Four hours per week for two semesters.

Prerequisites: RDT631 Robotics II and RDT634
Robotics Practical II.

Syllabus: Projects may be of an investigational, re-
search or constructional nature in relation to the
applications of robotics.

Assessment: Practical work, written reports and oral
presentation.

RDT644 Computer Aided Design

with Graphics

Contact: Two hours per week for one semester.

Prerequisite: RDT636 Computer Systems and Soft-
ware, or equivalent.

Syllabus: Commonly used graphic hardwares. Geo-
metric modelling on computer display units. Algo-

rithm development in object manipulation. Applica-
tion of computer graphics in the process of design and
simulation. Common man-machine interface tech-
niques.

References: To be advised.

RDT645 Robot Communication and

Control

Contact: Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Computer network architecture. The flex-
ible manufacturing system as a partial data-driven
automation system. Application of real-time systems
in robot communication and control.

Assessment: Written tests and assignment work.

References: To be advised.

RDT646 Microelectronic

Technology and Design

Contact: Two hours per week for one semester.

Prerequisite: RDT638 Digital Electronics, or equiva-
 lent.

Syllabus: Introduction to present fabrication technol-
ogy for microelectronic devices. Design rules for
existing processing technique. Design tools com-
monly used in VLSI design.

References:
HAMILTON, D.J. and HOWARD, W.G., Basic Inte-
MEAD, C. and CONWAY, L., Introduction to VLSI

RDT647 Artificial Intelligence

Contact: Two hours per week for one semester.

Prerequisite: RDT636 Computer Systems and Soft-
ware, or equivalent.

Syllabus: The role of artificial intelligence in robotics
with emphasis in processes like pattern recognition,
natural language understanding and multidimen-

sional presentation. Simple problem solving algo-
rithms. Programming languages for artificial intel-
ligence systems.

Assessment: Written tests and assignment work.

References: To be advised.

RDT648 Sensory Instrumentation

Contact: Two hours per week for one semester.

Prerequisite: Nil.

Syllabus: Principles for conversion of important
physical parameters into electrical analogue signals.
Active and passive filtering. Analogue to digital
conversion. Measurement techniques in noisy envi-
ronment. Interface to digital computers for signal
processing.

Assessment: Written tests, laboratory and assign-
ment work.

References:
LESEA, A. and ZAKS, R., Microprocessor Interfacing
SEIPPEL, R.G., Transducers, Sensors and Detectors,
Prentice-Hall, 1983.

RDT649 Introduction to Computer

Integrated Manufacture

Contact: Two hours per week for one semester.

Prerequisite: RDT630 Robotics I.

Syllabus: The effect of CAD/CAM on the product cycle
and automation. Design analysis, storage and re-
trieval; automatic drafting and part coding. NC
machines, computer assisted process planning, NC
part programming, material requirement planning,
shop floor control and product scheduling. Computer
assisted inspection and quality testing.

Assessment: Written tests and assignments.

References:
GROOVER, M.P. and ZIMMERS, E.W. Jr., CAD/
CAM Computer-Aided Design and Manufacturing,

Selected journal articles.

RDT650 Advanced Micro-

processor Systems

Contact: Two hours per week for one semester.

Prerequisite: RDT638 Digital Electronics, or equiva-
 lent.

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Syllabus: Microprocessor architectures, addressing modes and their applications, instruction sets, their relation with high level languages. Interrupt handling, parameter passing, modes of operations; Assembler level programming, typical bus systems, simple interfacing.

Assessment: By written tests and assignments.

References:
STONE, H.S., Microprocessor Interfacing, Addison Wesley, 1982.

Selected articles and manufacturers' manuals.

RDT651 Computer Principles I

Contact: Two hours per week for one semester.
Prerequisite: Nil.

Aim: This unit is for students with no previous experience with computers. It covers the principles of operation of stored-program computers and the basic principles of programming.

Syllabus: Digital representation of information. Principles of the stored program computer. Basic programming concepts. Introduction to high level languages for programming. The program development process.

RDT652 Computer Principles II

Contact: Two hours per week for one semester.
Prerequisite: RDT651 Computer Principles I, or equivalent knowledge.

Aim: This unit is for students with some experience of programming, who have had limited experience of computer systems and their applications.

It covers the major software components of computer systems and the variety of ways in which typical systems are used. The major emphasis is on the principles of operating systems.

Syllabus: Varieties of uses of computers; different modes of operation. Purpose and principles of operating systems; process and memory management, command languages and job scheduling. Input/output operations; file concepts and data structures; introduction to database management.

RDT653 Digital Electronics Principles

Contact: Two hours per week for one semester.
Prerequisite: Nil.

Aim: This unit is for students with little or no experience of digital logic. It covers the operation of digital logic and how it can be used in computing and telecommunications equipment. It also introduces the principles of semiconductor integrated circuit manufacture and the economic importance of this technology.

Syllabus: Simple Boolean Algebras. Combinational circuits, e.g. AND, OR, NOT, NAND, NOR. Complex combinational functions, sequential circuits and memory elements. Common logic families, e.g. TTL, ECL, MOS, CMOS. Introduction to semiconductor technology.

RDT654 Computer Networks I

Contact: Two hours per week for one semester.

Prerequisite: RDT651 Computer Principles I (or equivalent knowledge).
Co-requisite: RDT654 Computer Networks I (or equivalent knowledge).

Aim: This unit is fundamental to the course. It covers the method of operation of typical, current computer communications networks and provides a basis for later units on the more advanced aspects of computer communication.

Syllabus: Simple asynchronous communications. Modems and modem interfaces (e.g. V.24/RS-232C). Synchronous communications. Principles of communications protocols; examples of protocols, e.g. Bisync and HDLC. Introduction to advanced communications, e.g. packet switching, computer network architectures and local area networks.

RDT655 Computer Networks II

Contact: Two hours per week for one semester.
Prerequisite: RDT654 Computer Networks I.

Aim: This unit is fundamental to the course. It covers recent developments in two areas: the development of standards for open systems interconnection, particularly at the lower levels of communication; and the use of satellites and local networks as alternative mechanisms for data communications.


RDT656 Network Analysis and Design

Contact: Two hours per week for one semester.
Prerequisite: RDT654 Computer Networks I.

Aim: This unit is fundamental to the course. It covers the issues involved in analysing and designing a computer communications network.

Syllabus: User requirements; throughout considerations; queueing delays; circuit switched network design; errors and reliability; network topology; performance characteristics of complete systems.

RDT657 Terminal-Based Systems

Contact: Two hours per week for one semester.
Prerequisite: RDT651 Computer Principles I (or equivalent knowledge).
Co-requisite: RDT652 Computer Principles II (or equivalent knowledge).

Aim: This unit is fundamental to the course. It covers the type of computer applications in which computer communications are used, and of the structure of software used for computer communications.


RDT658 Communications Practical

Contact: Two hours per week for one semester.
Co-requisite: RDT654 Computer Networks I.
Aim: This unit is fundamental to the course. It is laboratory based and is intended to give students direct experience of using simple communications equipment. Students with extensive practical experience may claim exemption from this unit.

Syllabus: A set of laboratory classes involving terminals, modems, cabling, microprocessors, oscilloscopes, break-out boxes and other test equipment.

RDT661 Computer Networks III

Contact: Two hours per week for one semester.
Prerequisite: RDT664 Computer Networks I.
Aim: It covers recent developments in standards for the higher levels of communications.

RDT662 Proprietary Network Architectures

Contact: Two hours per week for one semester.
Prerequisite: RDT664 Computer Networks I.
Aim: This unit covers proprietary communications standards widely used in industry.
Syllabus: Early industry standards, e.g. Binary Synchronous. IBM’s System Network Architecture. Other representative proprietary network architectures. Proprietary network architectures implemented to ISO standards.

RDT663 Local Communications

Contact: Two hours per week for one semester.
Prerequisites: RDT663 Digital Electronics Principles, ELE636 Communications Principles I (or equivalent knowledge).
Co-requisite: RDT664 Computer Networks I.
Aim: This unit is for those involved in designing or implementing local connections. It covers techniques for computer communication over short distances, not involving Telecom services. The emphasis is on the hardware and physical-level aspects of local connections; higher level aspects are covered in RDT655 Computer Networks II.
Syllabus: Choices of media, e.g. cable, optic fibre, free space propagation. Fundamental issues, e.g. information representation, noise, error control. Existing standards, e.g. RS-232C, RS-422, RD-423, IEEE-488. Local area networks. Combined analogue and digital signalling, e.g. PABX.

RDT664 Public Telecommunication Networks

Contact: Two hours per week for one semester.
Prerequisite: ELE635 Communications Principles I, or equivalent knowledge.
Aim: This unit is for those with an interest in the mechanisms of communications or who may be concerned with Telecom services. It covers the method of operation of the public switched telephone service and its likely future development.
Syllabus: Basic components of telephone networks.


RDT665 Computer Communications Components

Contact: Two hours per week for one semester.
Prerequisite: RDT664 Computer Networks I.
Aim: This unit is for those who may be involved in the selection or design of computer communications equipment. It covers the purpose and method of operation of available data communications components, with the emphasis on the pragmatic aspects of the subject.
Syllabus: Communications interfaces. Modems and related equipment. Multiplexors and concentrators. Other communications equipment, e.g. protocol converters, encryption units. Communications test equipment.

RDT666 Real Time Software Design

Contact: Two hours per week for one semester.
Prerequisite: RDT651 Computer Principles I, or equivalent knowledge.
Co-requisite: RDT652 Computer Principles II, or equivalent knowledge.
Aim: This unit is for those involved in software implementation. It covers methodologies for the design and implementation of real-time systems, especially transaction processing and other message-oriented systems.
Syllabus: The Software Life Cycle. Data Structuring. Modelling tools, e.g. finite state machines, decision tables.

RDT667 Real Time Programming

Contact: Two hours per week for one semester.
Prerequisites: RDT651 & 652 Computer Principles I & II, or equivalent knowledge.
Aim: This unit is for those involved in software implementation. It covers the problems involved in real time systems and programming techniques used to solve those problems. It also covers programming languages with real time features and their uses.
Syllabus: Classes of real time system. Concurrency in real time systems; synchronisation and communication. Real time operating systems. Real time programming languages.

RDT668 Distributed Processing

Contact: Two hours per week for one semester.
Prerequisites: RDT657 Terminal-Based Systems, RDT654 Computer Networks I, EDP619 Database Systems, or equivalent knowledge.
Aim: This unit is for those involved in system design and implementation. It covers specific problems arising in the distributed data-processing environment and mechanisms which can be used for the solution of these problems.

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RDT669  Information Security

Contact: Two hours per week for one semester.
Prerequisites: RDT651 & 652 Computer Principles I & II, or equivalent knowledge.
Co-requisite: RDT654 Computer Networks I.
Aim: This unit is of general interest. It covers the range of threats to security in a communications-based computer system and the counter-measures available.
Syllabus: The variety of threats to computer systems. Legal issues. Disaster control and counter-measures. Cryptography.

RDT670  System Programming

Contact: Two hours per week for one semester.
Prerequisites: RDT651 & 652 Computer Principles I & II, or equivalent knowledge.
Aim: This unit is for those who have had some experience of application programming but not of system programming. It covers: use of a modern timesharing system; writing programs interfacing directly to an operating system and exercising operating system functions; using a powerful system programming language. Currently the operating system used in UNIX* and the programming language is C.
Syllabus: The user's interface to the UNIX operating system. The C programming language. System programming under UNIX.
*UNIX is a trade mark of AT & T Bell Laboratories.

RDT671  Microprocessor Systems

Contact: Two hours per week for one semester.
Prerequisites: RDT651 Computer Principles I, RDT653 Digital Electronics Principles, or equivalent knowledge.
Aim: This unit is for people with some experience of computing, but with little or no previous contact with microprocessors. The aim is to give an understanding of the capabilities of 8 & 16 bit microprocessors. Currently, the Motorola 6801 and 68000 systems are used.
Syllabus: The general characteristics of microprocessors. Programming microprocessors in both assembler and Pascal. Simple microprocessor interfacing.

RDT672  Microelectronic Technology and Design

Contact: Two hours per week for one semester.
Prerequisite: RDT653 Digital Electronic Principles, or equivalent knowledge.
Aim: This unit is for those involved in hardware design. It covers the range of semiconductor technologies available and the principles of designing integrated circuits.
Staff

Undergraduate Courses
- Bachelor of Engineering (Civil and Computing) (C) 260
- Bachelor of Engineering (Electrical and Computing) (C) 261
- Bachelor of Engineering (Industrial and Computing) (C) 261
- Bachelor of Engineering (Mechanical and Computing) (C) 262

Graduate Courses
- Graduate Diploma in Highway and Traffic Engineering (C) 264
- Graduate Diploma in Process Computer Systems (C) 264
- Graduate Diploma in Project Management (C) 264
- Graduate Diploma in Structural Computations (C) 265
- Master of Engineering (C) 265

Subject Synopses 266

Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
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AND INDUSTRIAL
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FIHT, FITE, FAPRT, FIEAust

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DipLandSurveying(RMIT), LS, MISA
Quy Le
BE(Auckland), MIEAust
Keith H. McKenry
BE, MEngSc(Melb), MIEAust
Murray A. Muspratt
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BAppSc(VIC), MEng(CIT)
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ham), PhD(Newcastle-upon-
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MEngSc(Melb), TTTC,
MIEAust, MIEEE, MACS

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MSc(ElecEng)(Gdansk)
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BSc(Glasgow),
PhD(Edinburgh)
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ONC(Croydon TC)

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MASLE, MBIM, FIQA, FMS,
FIS, FSS.

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GradIMechE, MIEAust
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MEngSc(Melb), GradDip
DP(CIT), CEng, MI MechE
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MEngSc(Melb), TTTC
R. Damian Kennedy
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(RMIT), MIEE, MIEEE
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David W. Tyler
HND(Enfield TC), BE,
MEngSc(Monash), GradDil-
MechE
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FIMEchE, FRAeE

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MIEAust
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MIEAust, GradIMechE
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DipMet(RMIT), TTTC, MIM
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ME(Indian Inst. of Science),
MEngSc(Monash)
Kees Sietsma  
BEng(Elec)(Syd)

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Senior Technical Officer
Ivor G. Little

Technical Staff
Jack Craig
Ian Dent
Adrian Sietsma
Arthur Turnock
UNDERGRADUATE COURSES

Bachelor of Engineering

All Bachelor of Engineering courses have recently been extensively restructured and the content revised to reflect changes in professional engineering practice and in the technology available to and utilised by engineers. The words 'and Computing' have been added to the title of each of the engineering streams to reflect these changes. The new structure provides for a core of studies to be taken in common by all students with specialisation beginning to develop in the second year of the four year course.

Bachelor of Engineering (Civil and Computing)

Course Code: BV

Content
The course provides for a broad training in the profession of Civil Engineering and covers the large integrated range of subjects which are required in civil engineering practice. The course provides a sound knowledge of the principles and applications of computing necessary to operate effectively as a professional engineer working in industry. Students will also be expected to attend a one week Engineering Field Camp during the later years of the course.

Recognition of Course
This course is recognised for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of an appropriate Certificate of Technology; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Prerequisites
A science background which includes Physics and at least one Mathematics subject at Year 12 level.

Recommended
English, Mathematics A and B, Physics and Chemistry at Year 12 level are the ideal preparation.

Progression Through the Course
Full-time students must pass the year as a whole before being allowed to study any subject from the following year.

To pass a year of a course a student must:
(a) obtain a pass mark at the annual assessment in each subject of the year; or
(b) be passed by the Academic Board in the year as a whole. In awarding such a pass the Board shall take into account the student's performance in all subjects in accordance with principles which it shall from time to time determine. A student passed by the Board in the year as a whole and who has not passed at the annual assessment in any particular subject shall not be recorded as having passed in that subject but shall be allowed to proceed with subjects in a later year of the course for which a pass in that subject is a prerequisite.

A student who fails to pass a year of the course in accordance with (a) or (b) above must repeat the whole of that year as a full-time student or repeat the failed subjects only as a part-time student.

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
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<td>CIV432 Geotechnics II</td>
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</table>
Bachelor of Engineering (Electrical and Computing)  
Course Code: BE

Content
This is a four year full-time course providing a broad training in the profession of Electrical Engineering. Students may specialise in Electrical Power or Communication Engineering in the final year. The course also provides a sound knowledge of the principles and applications of computing necessary to operate as a professional engineer working in industry.

Recognition of Course
This course is recognised for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of an appropriate Certificate of Technology; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Prerequisites
A science background which includes Physics and at least one Mathematics subject at Year 12 level.

Recommended
English, Mathematics A and B, Physics and Chemistry at Year 12 level are the ideal preparation.

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

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

Laboratory and Assignment Work
The above must be satisfactorily completed before a candidate may sit for written examinations.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>ELE262 Signals and Communications</td>
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<td>ELE310 Design I</td>
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<td>ELE325 Electrical Machines</td>
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<td>ELE364 Fields in Communications</td>
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<td>ELE380 Power Systems I</td>
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<td>ELE425 Power Electronics &amp; Machine Control</td>
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<td>ELE480 Power Systems II</td>
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</tbody>
</table>

Bachelor of Engineering (Industrial and Computing)

Content
A course for students seeking careers in the branch of engineering which is concerned with the integration of technological, financial, human and other resources to form efficient productive systems.

Course Code: BL
Course Leader: Damian Kennedy

Faculty of Technology – 261
Recognition of Course
This course is recognised for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of an appropriate Certificate of Technology; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Prerequisites
A science background which includes Physics and at least one Mathematics subject at Year 12 level.

Recommended
English, Mathematics A and B, Physics and Chemistry at Year 12 level are the ideal preparation.
Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 3 — Admission to Courses. (See Student Manual 1988.)

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

A student who fails to pass a year of the course in accordance with (a) or (b) above must repeat the whole of that year as a full-time student or repeat the failed subjects only as a part-time student.

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td>Semester 1 2</td>
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<tr>
<td>1</td>
<td>MAT112 Mathematics</td>
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<td>PHY150 Physics</td>
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<td>ENG101 Electrical Technology</td>
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<td>ENG102 Applied Mechanics</td>
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<td>ENG103 Engineering Communications</td>
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<td></td>
<td>ENG104 Computer Science</td>
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<td>ENG105 Computer Applications I</td>
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<td>ENG204 Engineering Material Science</td>
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<td>ENG205 Computer Applications II</td>
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<td>ENG206 Engineering Management I</td>
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<td>MAT212 Mathematics II</td>
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<td>MEC207 Workshop Practice</td>
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<td>IND255 Methods Engineering</td>
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<td>IND256 Theory of Manufacturing Processes</td>
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<td>ELE237 Electronics</td>
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<td>3</td>
<td>ENG305 Computer Applications III</td>
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<td>ENG306 Engineering Management II</td>
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<td></td>
<td>ENG307 Industrial Project I</td>
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<td></td>
<td>MEC356 Thermo-fluids</td>
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<td></td>
<td>ELE337 Electronic Systems</td>
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<td>IND354 Design for Production</td>
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<td>IND355 Design of Productive Systems I</td>
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<td></td>
<td>ACC310 Engineering Accounting I</td>
<td>2 2</td>
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<td>4</td>
<td>ENG405 Computer Applications IV</td>
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<td>ENG406 Engineering Management III</td>
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<td>ENG407 Industrial Project II</td>
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<td>ACC311 Engineering Accounting II</td>
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<td>IND453 Safety &amp; Environmental Engineering</td>
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<td>IND454 Operations Research</td>
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<td></td>
<td>IND455 Design of Productive Systems II</td>
<td>4 4</td>
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</tbody>
</table>

Select 2 of:
ADM310 Personnel Administration & Industrial Law | 2 2 |
IND456 System Reliability | 2 2 |
MEC409 Automation: Mechanisms & Control | 2 2 |

Bachelor of Engineering (Mechanical and Computing)

Course Code: BH
Course Leader: Ken Deutscher

Content
A course for students who aim to reach a professional level in mechanical engineering. It includes study in the major disciplines: Mechanics of Solids, Fluids and Machines, Thermodynamics, Materials, Design Management and Computing Studies.

Recognition of Course
This course is recognised for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English); or
(b) successful completion of an appropriate Certificate of Technology; or
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.
Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 3 — Admission to Courses. (See Student Manual 1988).

Prerequisites
A science background which includes Physics and at least one Mathematics subject at Year 12 level.

Recommended
English, Mathematics A and B, Physics and Chemistry at Year 12 level are the ideal preparation.

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td></td>
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<td>Semester 1  2</td>
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<tr>
<td>1</td>
<td>MAT112  Mathematics I</td>
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<tr>
<td></td>
<td>PHY150  Physics</td>
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<tr>
<td></td>
<td>ENGI01  Electrical Technology</td>
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<tr>
<td></td>
<td>ENGI02  Applied Mechanics</td>
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<td>ENGI03  Engineering Communications</td>
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<td></td>
<td>ENGI04  Computer Science</td>
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<td>ENGI05  Computer Applications I</td>
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<td>2</td>
<td>ENG204  Engineering Material Science</td>
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<td></td>
<td>ENG205  Computer Applications II</td>
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<td>ENG206  Engineering Management I</td>
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<td></td>
<td>MAT212  Mathematics II</td>
<td>4  4</td>
</tr>
</tbody>
</table>
GRADUATE COURSES

Graduate Diploma in Highway and Traffic Engineering

Course Code: PV
Course Leader: K.T. Solomon

Content
This two year part-time course offers specialised training for qualified engineers. The course involves attendance at classes for six hours per week.

Admission Requirements
A recognised degree or diploma in civil engineering, or in an associated discipline.
Applicants who lack the necessary qualifications, or who do not wish to undertake the complete course, will be permitted to enrol for single subjects.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>1</td>
<td>CIV670 Planning for Transportation Systems</td>
<td>2</td>
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<tr>
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<td>CIV671 Highway Design</td>
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<td></td>
<td>CIV672 Construction Planning</td>
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<td>CIV673 Project</td>
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<tr>
<td>2</td>
<td>CIV674 Traffic Engineering</td>
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<tr>
<td></td>
<td>CIV675 Bridge Engineering</td>
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<tr>
<td></td>
<td>CIV676 Pavement Design</td>
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<tr>
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<td>CIV677 Hydrology and Drainage</td>
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<td>CIV678 Project</td>
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<td>CIV679 Project</td>
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<td></td>
<td>CIV680 Highway Elective Stream</td>
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<td>CIV681 Project</td>
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<tr>
<td>2</td>
<td>CIV682 Geotechnical Engineering</td>
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<tr>
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<td>CIV683 Highway Design</td>
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<tr>
<td></td>
<td>CIV684 Project</td>
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<tr>
<td></td>
<td>CIV685 Traffic Elective Stream</td>
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<td>CIV686 Traffic Flow Theory</td>
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<td></td>
<td>CIV687 Systems Analysis</td>
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<td>MAT631 *Advanced Statistics</td>
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<td>CIV688 *Computer Aided Design</td>
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<td>CIV689 Project</td>
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<td>CIV690 Transportation Engineering</td>
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<td>CIV691 Traffic Engineering</td>
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<td></td>
<td>CIV692 Planning</td>
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</tbody>
</table>

* Electives, one of the two to be selected.

Graduate Diploma in Project Management

Course Code: PH
Course Leader: Kees Sietema

Content
A two year part-time course to introduce the graduates to the fundamental management concepts and techniques as applied to project management, and to develop an understanding of the interaction of financial, time, engineering and management aspects of projects management.

Admission Requirements
A recognised degree or diploma in Engineering or an associated discipline.

Course Structure

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per wk</th>
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<tr>
<td>1</td>
<td>MEC631 Project Management I</td>
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<td>ACC612 Management Accounting</td>
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<td>MEC632 Project Management II</td>
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<td>MEC639 Project Evaluation</td>
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<td>MEC633 Project Management III</td>
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<td>MEC640 Case Studies</td>
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<td>MEC634 Project Management IV</td>
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<td>MEC638 Industrial Project</td>
<td>3</td>
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</tbody>
</table>

264 – Faculty of Technology
Graduate Diploma in Structural Computations

Course Code: PZ
Course Leader: H. Robert Milner

Content
This two year part-time course offers specialist training for qualified engineers who are involved in using computers for structural analysis and design. This course involves attendance at classes for approximately four hours per week.

Admission Requirements
A recognised degree or diploma in civil engineering or in an associated discipline. Applicants who lack the necessary qualifications, or who do not wish to undertake the complete course, may be permitted to enrol for single subjects.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per Week</th>
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<tbody>
<tr>
<td>1</td>
<td>EDP640 Computer Programming</td>
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<td>EDP641 Computer Systems</td>
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<td>CIV603 Skeletal Frame Analysis</td>
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<td>CIV604 Computer Application I</td>
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<td>EDP642 Digital Computer Equipment</td>
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<td>CIV606 Finite Element Analysis</td>
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<td>CIV607 Numerical Analysis</td>
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<td></td>
<td>CIV608 Computer Application II</td>
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Master of Engineering

Course Code: ME

The Faculty of Technology offers a Master of Engineering program by research thesis. Areas for Master’s research within this Division include:

Civil – transportation economics; traffic flow; road safety; design of steel structures; finite elements in fluids and structures; limit state design of highway bridges; soil rock engineering; public health.

Electrical and Electronic – avionics; communication; electric power.

Mechanical – the mechanics of fluids, machine, materials and solids, and thermodynamics.

Industrial – methods engineering; operations research; work place layout; ergonomics.

Enquiries should, in the first instance, be directed to Mr Juergen Annuss, the Administrative Officer, Division of Engineering and Industrial Technology.
SUBJECT SYNOPSIS

CIV211 Engineering Surveying

Contact: A course of four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


(b) Computations: Traverses, accuracy, adjustment, area of a closed traverse. Computation of areas: Trigonometrical formulae, Trapezoidal rule and Simpson's rule. Volumes, prismatical, end-area formulae, contours and mass-haul diagram.

References:
WILSON, R.S.P., Land Surveying, McDonald & Evans, 1971.

CIV220 Road Traffic Accidents

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: To provide an understanding of methods of accident analysis and prevention. Road accident patterns, interstate and international comparisons, data collection, collision site investigation, planning on site inspections, driver and witness questioning, road user groups, the particular problems posed by drivers, passengers, pedestrians, motorists, bicyclists. Road accident costs, property damage, personal injury, fatal, driver behaviour, normal, abnormal patterns, modification techniques, effect of court proceedings as opposed to on-the-spot fining methods.

Assessment: Seminar presentation, class contribution, and a test.

References:

CIV221 Highway Design

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: To provide the student with an appreciation of the role of the traffic police and the significance of highway design on traffic capacity and accidents.

Transport task, people and goods, vehicle limits, Australian Road Organisations, role of Government — Commonwealth, State and Local. Sociological perspectives, psychological aspects, communication and work styles, authoritarian, democratic, laissez-faire, verbal and body language, perspectives on traffic crime, treatment of crime — punishment, rehabilitation, deterrent. Highway design; effect on capacity and accidents, geometrical design, traffic volume, design speed, sight distance, horizontal and vertical alignment, widths and cross falls, medians, intersections, accident, capacity problems, at grade conflict points, flaring, channelisation, roundabouts.

Assessment: Seminar presentation, class contribution, and a test.

References:

CIV222 Traffic Engineering and Control

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: The student will be provided with the knowledge to improve traffic flow whilst at the same time seeking a minimisation of traffic collisions.

Traffic characteristics, effect of vehicles on flow patterns, special problems of commercial vehicles, cycles, pedestrians. Traffic surveys-sample sizes, equipment to determine volume, speed, etc. volume, speed, density, travel time, delay and origin and destination studies.

Intersections, uninterrupted (rural highway), interrupted flow (urban roadway), speed, free, 85th percentile, speed limits and enforcement, theory of traffic flow, flow optimisation and accident minimisation, road capacity, mid block and intersection, level of service, traffic signals, vehicle accumulated, linked-SCRAM, police role in traffic control, pedestrian movements and control, road furniture, parked vehicles on and off the street, capacity and accident problems, lighting.

Assessment: Seminar presentation, class contribution, and a test.

References:


CIV223 Land Use and Transport Interaction

Contact: Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: To provide students with a knowledge that will enable them to assist with the traffic problems of City Engineering Departments.

Traffic patterns, hourly, daily, monthly, yearly; significance in design, traffic control and accident patterns, road hierarchy, traffic control and management, old and new residential areas, level of service, exclusion and limitation of traffic, end, mid-block, diagonal, partial closures, slow ways, median strips, speed humps, one way streets, regulatory measurements, signing-stop and give way, speed limits, parking controls, bans on heavy vehicles, intersection treatments, channelisation, T-Junctions, roundabouts.

Assessment: Seminar presentation, class contribution, and a test.

References:
CIV225 Structural Engineering I

Contact: A course of four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:

CIV324 Geotechnics I

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:
- POTTER, A.W.R. et al., Geology, McDonald & Evans, 1975.
- CHISHOLM, Geological Maps and Laboratory Notes, 1983.

CIV325 Structural Engineering II

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:

CIV326 Water Engineering

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:
CIV428 Civil Engineering Design

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: The students are required to complete at least three engineering designs working individually or as a member of a team. Designs will be selected which require students to use tools such as computers, research papers, library resources and standard codes of practice. The designs include topics selected from public health engineering, structural engineering, geotechnical area, water engineering areas and construction. Typical designs are: 1. Design of a structure incorporating use of both structural steel and concrete. 2. The foward planning of a city water reticulation system using packaged programs and including economic analysis. 3. The design of a section of rural highway working to RCA standards. 4. Feasibility study for the establishment of a rock quarry including operational schedules and equipment selection.

In addition students will be required to participate in a series of design oriented seminars covering such issues as conceptual design, project planning, construction methods and equipment and technological impact.

References: To be advised.

CIV429 Structural Computations

Contact: Three hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Matrix methods, general stiffness method, initial strains, support settlement, analysis software packages. Stability of frames, structural dynamics; one degree systems, multi-degree systems. Structural steel: mechanical properties, Analysis: simple design method, rigid, semi-rigid and plastic design, design of members, connections, and structures, bracing. Introduction to finite element method; plane stress, plane strain and plate bending elements, applications.

References:
LAY, M.G., Source Book for the Australian Steel Structures Code AS1250.
TAHAIR, N.S., The Behaviour and Design of Steel Structures, Methuen, Australia, 1977.

CIV430 Civil Engineering

Contact: Five hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References:
O’FLAHERTY, Highways, Volume 1, Arnold, 1974.
Caterpillar Performance Handbook, (current edn.),
Various NAAASRA Standards.

CIV431 Project Management

Contact: Two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Organisation - Types, formal, line, line and staff, matrix, project management matrix. Client’s obligations: project brief, finance, site, time frame, budget, government controls, public relations. Project manager’s responsibility: defining client’s requirements, conceptual design and planning, budgeting and cost control, project organisation. Fees and Charges: lump sum, percentage fee, combination fee, cost plus fee. Staff management: authority, responsibility, resources, training, unions. Equipment and techniques in civil engineering projects. Construction techniques used for building, bridges, mineral access, offshore and underground.

References:
CIV432 Geotechnics

Contact: Two hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


References:

CIV603 Skeletal Frame Analysis

Contact: Two hours per week.
Prerequisites: Nil.

References:

CIV604 Computer Application I (Project)

An individually based project involving an application relevant to skeletal frame analysis and design.

CIV606 Finite Element Analysis

Contact: Two hours per week.
Prerequisites: Nil.

References:

CIV607 Numerical Analysis

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: Solution of linear equations; Gauss-Jordon reduction, Jordan method of successive transformation, Gaussian elimination, skyline and wave front solvers, Choleski method.

Eigenvalue solutions; vector iteration including deflation, transformation methods (Jacobi and Householder), polynomial iteration including simplified approximations. Solution of non-linear equations by Newton-Raphson method, method of steepest descent.

Finite Difference: forward, backward and central differences, error terms interpolation, extrapolation, solution of DEs, initial and boundary value problems.

References:

CIV608 Computer Application II (Project)

An industrially based project involving an application relevant to finite element analysis.

CIV670 Planning for Transportation Systems

Contact: Two hours per week.
Syllabus: The role of road transport, institutional constraints, mobility, sources of funds. Economic factors, project analysis and financing, highway cost allocation, pricing policies. Government policies, social goals, the planning process, trip generation, distribution and assignment. Public opinion, role of pressure groups, environment impact, preparation of statements. Surface and sub-surface investigation, sampling and reporting.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:
ARRB, CBOR, CRB and NAASRA publications to be advised during the course.

CIV671 Highway Design

Contact: Two hours per week.
Prerequisites: Nil.
Syllabus: Geometric design and standards for the various road classes, design speed and economic implications, capacity, mid-block intersection designing, channelisation, rotary, signalised, grade separated. Safety considerations, human factor engineering, road furniture. Earthworks, manual and computer analysis.

Assessment: To be based on a series of submitted assignments during the semester.

References:
CIT, Highway Design 1, 1977.
ARRD, CRB and NAASRA publications to be advised during the course.

CIV672 Construction Planning

Contact: Two hours per week.

Syllabus: Job planning, preliminary and details scheduling of operation, bar charts, critical path methods. Job estimates. Project organisation, the resident engineer, labour, plant and material control and costing, job financing, cost indices. Job safety, industrial relations, demarcation disputes. Day labour and contract options, contract documents, legal considerations, arbitration.

Assessment: To be based on submitted assignments and an open-book examination at the end of the semester.

References:
NTILL, J. and RYAN, P., Civil Engineering Construction, Angus and Robertson, 1974.
Australian Federation of Construction Contractors, various publications.

CIV673 Project

An industrially based project involving an advanced design or review, or an experimental investigation together with a 5,000-word report, which is to be submitted at the end of the year.

Assessment: To be based on a typewritten report submitted at the end of the year.

CIV674 Traffic Engineering

Contact: Two hours per week.


Assessment: To be based on an open-book examination at the end of the semester.

References:

CIV675 Bridge Engineering

Contact: One hour per week for one semester.

Syllabus: Bridge types and superstructures, design philosophies, factors influencing selection, material properties. Sites, choice of foundation type, pier spacing, aesthetic and hydraulic considerations. Bridge loadings, design standards. Practical and economic considerations.

Assessment: To be based on a series of assignments submitted during the semester.

References:
NAASRA and SRA publications to be advised.

CIV676 Pavement Design

Contact: One hour per week.

Prerequisite: Nil.


Assessment: To be based on a series of submitted assessments throughout the semester.

References:
Australian Asphalt Paving Association, ARRB, Cement and Concrete Association, NAASRA, and SRA publications to be advised during the course.


CIV677 Hydrology and Drainage

Contact: One hour per week.

Prerequisite: Nil.

Syllabus: Hydrologic analysis, rainfall-runoff estimation and probability, flood control methods. Hydraulic analysis, flow in various conduits, control structures, culvert design, scouring effects. Erosion and sedimentation control. Drainage, surface and sub-surface design.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:

CIV679 Bridge Engineering

Contact: Four hours per week of lectures and project work for one semester.

Prerequisite: CIV675 Bridge Engineering.

Syllabus: Bridge superstructure types; structural characteristics. Analysis of decks; manual methods, computer methods including finite element approach. Design methods; elastic, ultimate strength and limit state approach. Details formwork, prestressing, bearings, surfacing, services.

Assessment: To be based on a series of submitted assignments throughout the semester.

References: To be advised.

CIV680 Highway Construction

Contact: Two hours per week.

Prerequisite: Nil.


Assessment: To be based on submitted assignments
and open book examination at the end of the semester.

References:
NAASRA and SRA publications to be advised during the course.

CIV681  Project
As Project CIV673 above.

CIV682  Geotechnical Engineering
Contact: Three hours per week for one semester.
Prerequisite: Nil.
References:

CIV683  Highway Design
Contact: Three hours per week.
Prerequisite: CIV671, Highway Design.
Assessment: To be based on submitted assignments throughout the semester.
References:
NAASRA and SRA publications to be advised during the course.

CIV685  Traffic Flow Theory
Contact: Two hours per week.
Prerequisite: Nil.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

CIV686  Systems Analysis
Contact: A course of lectures and discussion sessions of two hours per week.
Prerequisite: Nil.

Syllabus: Mathematical, linear, non-linear and dynamic programming methods and applications. Queueing, random, Markov.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References: To be advised.

CIV687  Computer Aided Design
Contact: Two hours per week.
Prerequisite: Nil.

CIV689  Transportation Engineering
Contact: Two hours per week.
Prerequisite: Nil.
Syllabus: Modal split, integrated multi-mode systems and interchanges, roads (public, private) parking and terminal facilities, airways and airports, railways, mass transit systems. Pipelines. Inter and intra modal competition, system costs and subsidies. Safety, energy, capacity, flexibility considerations. Freight handling, depot location. Future transport systems.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

CIV690  Regional and Urban Planning
Contact: Two hours per week.
Prerequisite: Nil.
Syllabus: Planning authorities and procedures. The origins of modern urban planning. Theories of urban planning. Case studies. The interaction between transport and urban land-use planning. Techniques for urban and regional planning.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

CIV691  Traffic Engineering
Contact: Two hours per week.
Prerequisite: CIV674 Traffic Engineering.
Assessment: To be based on submitted assignments and an open book examination at the end of semester.
References:
ELE103  Electrical Networks

Contact: Two hours lecture and two hours laboratory/tutorial per week for one semester.
Prerequisite: As prescribed under Admission Requirements to First Year for Bachelor of Applied Science (Digital Technology).
References:

ELE130  Electronics I

Contact: Two hours lecture and two hours laboratory/tutorial per week for one semester.
Prerequisite: ELE103 Electrical Networks.
Syllabus: Electrical properties of semiconductors, diodes, transistors; transistor models, single stage amplifiers, introduction to operational amplifiers, transistors as switching device.
References:

ELE204  Networks and Energy Conversion

Contact: Two hours of lectures and two hours of laboratory and tutorial classes per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:

ELE236  Electronics I

Contact: Three hours of lectures and laboratory/tutorial work per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Reference:

ELE237  Electronics

Contact: Two hours of lectures and laboratory/tutorial work per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:
- HF 9645B Computer Software Manuals.

ELE262  Signals and Communications

Contact: Three hours of lectures, tutorials and laboratory work per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: An introduction to the mathematical representation and analysis of signals and systems using Fourier series and Fourier transforms. Analogue and
digital modulation techniques (envelope, angle and pulse modulation) with emphasis on communication systems implementation. The basic concepts of information theory and coding are also introduced.

References:

ELE310 Design I

Contact: Three hours of lectures and design tutorials for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: (a) Study of the fundamental concepts and principles of electrical design including CAD methods. Heating and cooling of machines with thermal transients and cyclic loading. Design of busbars, electromagnets and other items with and without CAD packages. (b) Design of operational amplifiers as general purpose building blocks in conjunction with power transistors and digital circuits in a variety of applications.

References:
CHISHOLM, Electrical Design Class Notes.

ELE325 Electrical Machines

Contact: Three hours of lectures and laboratory tutorial work per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

References:

ELE330 Electronics II

Contact: Three hours of lectures and laboratory tutorials per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: The application of transistors in amplifiers, switching circuits and integrated circuits. Special circuit techniques in wide band, tuned and power amplifiers. Feedback and its consequences in various types of circuits including oscillators. Regulators and switched mode power supplies.
Reference:

ELE337 Electronic Systems

Contact: Three hours theory and practice per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: This subject introduces a range of electronic systems and the corresponding signals encountered in monitoring, control and supervisory application. Signals are considered in terms of spectrum, convolution and correlation properties, coding and modulation/demodulation are examined. Examples of transmission media and practices are studied. Principles of open loop and closed loop control analog and sampled systems are examined. Components and techniques used in Industrial Electronics are studied.

References:
OGATA, K., Modern Control Engineering, Prentice-Hall, 1970.

ELE340 Control Systems

Contact: Three hours of lectures and laboratory tutorials per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

References:

ELE364 Fields in Communications

Contact: Two hours per week of lectures, laboratory and tutorials for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: This subject reviews the electrostatic field, magnetostatic field, Gauss’s, Ampere’s, Biot-Savart laws, Poisson’s and Laplace’s equations. Maxwell’s equations in differential and integral form and their implications are introduced. Propagation involving ground wave, ionosphere and tropospheric scattering are considered. Microwave, waveguide and transmission lines are studied and compared. Antenna theory is presented and measurements made. Travelling and standing waves situations are analysed and discussed including consideration of impedance miss-

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match and transformation. Microwave sources and amplifiers are studied. Extensive use is made of computer analysis and computational methods.

References:

ELE380  Power Systems I

Contact: Two hours of lectures, laboratory and tutorial classes per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:

ELE401  Signal Processing and Filters

Contact: Two hours of lectures per week and two hours of laboratory/tutorials for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:

ELE411  Design II

Contact: Three hours of lectures and design tutorials for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: (a) Study of the economics and methodology of design as applied to electric power equipment. Introduction to tendering, contracting, AAV assessment and price adjustment procedures. Standard Specifications. Design of transformers and CAD packages covering cores, magnetic circuit, windings, insulation and complete units. Design of electrical services in buildings including protection and safety systems. Principles of illumination and lighting design using computer packages. (b) Microprocessors in instrumentation, interfacing, logic analysers and development systems. Measurement and control in industrial environments, transducers, hazardous locations, interference, isolation, VHF and UHF communication amplifiers.
References:

ELE425  Power Electronics and Machine Control

Contact: Two hours of lectures and two hours laboratory/tutorial work per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:
RAMSHAW, R.S., Power Electronics — Thyristor Controlled Power for Electric Motors, Chapman and Hall, 1975.

ELE446  Computer Control

Contact: Two hours of lectures and two hours of laboratory/tutorial work and plant visits per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:
SKINNSkey, F.G., Controlling Multivariable Processes, ISA, 1981.

ELE465 Communication Systems

Contact: Four hours of lectures, tutorials and laboratory work per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Syllabus: An introduction to the system design concepts of telecommunication networks. The course discusses the teletraffic characteristics of networks and the application of advanced technologies towards an integration of the communication services in the digital network. The topics include studies of digital and analog transmission techniques applicable to guided and radio media. The developments in switching techniques and signalling are covered with emphasis on computer communication techniques and the value added services.

References:
BRILEY, B.E., Telephone Switching, Addison-Wesley, 1983.

ELE480 Power Systems II

Contact: Four hours of lectures, laboratory and tutorial classes per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.


References:

ELE635 Communications Principles I

Contact: Two hours for one semester.
Prerequisite: Nil.

Aims: This unit is for students with no qualifications or experience in electrical and telecommunications engineering. It aims to give students sufficient background in communications principles and the associated applied mathematics to act as a foundation for later units.


Reference:
YOUNG, P., Electronic Communication Techniques, Merrill.

ELE636 Communications Principles II

Contact: Two hours per week for one semester.
Prerequisite: Communications Principles I, or equivalent knowledge.

Aims: This unit is for those concerned with the technical aspects of the communication process. It covers the techniques used to propagate signals over various media, the range of transmission systems available and their relative advantages and disadvantages.


References:
HALSALL, F., Introduction to Data Communications and Computer Networks, Addison Wesley.
YOUNG, P., Electronic Communication Techniques, Merrill.

ELE650 Process Modelling

Contact: Four hours per week for one semester, including lectures, laboratory and tutorial.

Syllabus: Introduction to processes; dynamic nature of processes and systems; open and closed loop systems; complexity; linearity; SISO and MIMO systems; continuous and discrete systems. System equations for processes: differential and state equations. Transform methods: Laplace and z transforms. Transfer function representation: block diagrams. System behaviour: s plane theory; poles and zeros, time and frequency response.

Assessment: Written examination. Laboratory and assignment work.

References:

ELE651 Digital Logic and Components

Contact: Two hours per week for one semester, including lecture, laboratory and tutorial.

Syllabus: Boolean algebra: concepts, theorems, simplification. SSI devices: gates, flip flops. Activity

Assessment: Written examination. Laboratory and assignment work.

References:
Manufacturers' Data and Application Manuals.

ELE652 Process Simulation

Contact: Two hours per week for one semester including lectures, laboratory and tutorials.

Prerequisite: Nil.


Digital simulation: block form and expression-based languages (CSMP).

Hybrid computing: hardware and software for hybrid operation.

Assessment: Written examination. Laboratory and assignment work.

References:

ELE653 Process Control and Identification

Contact: Four hours per week for one semester including lectures, laboratory and tutorials.

Prerequisite: Nil.

Syllabus: Control criteria: stability; observability; controllability; system error; gain and phase margins; integral criteria; controllers for process control.

Compensation: design of foward and feedback path controllers for continuous SISI systems using root locus; design of state variable tuning techniques. Adaptive gain, techniques and applications, feedback control laws; use of transform techniques for compensation of discrete system.

Assessment: Written examination. Laboratory and assignment work.

References:

ELE654 Small-Computer Software

Contact: Four hours per week for one semester including lectures, laboratory and tutorials.

Prerequisite: Nil.


Assessment: Written examination. Laboratory and assignment work.

References:
Manufacturers' reference and programming manuals.

ELE655 Measurement and Instrumentation

Contact: Two hours per week for one semester, including lectures, laboratory and tutorials.

Prerequisite: Nil.

Syllabus: Measurement concepts: limit and probable errors, error analysis. Process variables: transducers and transmitters for important variables such as displacement, motion, pressure, temperature, flow. Signal conditions and manipulation: amplifiers, bridge circuits; mathematical manipulation; linearisation, voltage-to-frequency; analogue-to-digital and digital-to-analogue conversion. The nature and sources of noise: accurate measurement in the presence of noise – filtering, averaging, correlation; common mode rejection; cabling – grounding, shielding, isolation, crosstalk; human factors in data display.

Assessment: Written examination. Laboratory and assignment work.

References:
BENDAT and PIERSOL, Measurement and Analysis of Random Data, Wiley.
OLIVER and CAGE, Electronic Measurement and Instrumentation, McGraw-Hill.
Analogue Devices – Non-Linear Circuits Handbook.

ELE656 Computer Architecture and Interfacing

Contact: Two hours per week for one semester including lectures, laboratory and tutorials.

Prerequisite: Nil.


Assessment: Written examination. Laboratory and assignment work.

References:

ELE657 Computer Process Control

Contact: Two hours per week for one semester including lectures, laboratory and tutorials.

Prerequisite: Nil.
Assessment: Written examination. Laboratory and assignment work.

ELE658 Operating System Software

Contact: Two hours per week for one semester, including lectures, laboratory and tutorials.
Prerequisite: Nil.
Assessment: Written examination. Laboratory and assignment work.

ELE679 Project

Contact: Four hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To complete either one major project or several minor projects which unify the various subjects of the course. The normal project will include as many of the topics as possible from the following:
Instrument and measurement plan behaviour. Propose a plant model. Identify the model parameters. Specify control objective. Design a suitable controller. Implement the controller, using either high level languages or at microprocessor level as appropriate on simulated plant. Construct and test an appropriate interface to plant. Allocate several software/hardware tasks (e.g. controller, status, alarming, data logging) and run on real-time operating system. Implement and test on plant.
Assessment: To be based on a report submitted at the end of the year.

ELE682 Digital Computer Equipment I

Contact: Four hours per week for seven weeks.
Prerequisite: EDP653 Computer Equipment.

ELE683 Digital Computer Equipment II

Prerequisite: ELE682 Digital Computer Equipment.
Syllabus: Microprocessor types, Machine Codes, instruction types, Addressing modes, instruction execution and timing, interrupt handling, Direct Memory Access, Communications protocol, emulation and simulation, microcomputer algorithms and programming techniques.

ENG101 Electrical Technology

Contact: Three hours per week for two semesters.
Prerequisite: As prescribed under Admission Requirements to First Year.
Syllabus: Introduction to circuit analysis electric and magnetic fields. Study of the main principles and concepts relating to transformers, rotating machines, electric power systems, lighting and electrical safety. Introduction to electrical measurements.

ENG102 Applied Mechanics

Contact: Three hours lectures, tutorials and laboratory work for two semesters.
Prerequisite: As prescribed under Admission Requirements to First Year.

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ENG103 Engineering Communications

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Admission Requirements to First Year.

References:

ENG104 Computer Science

Contact: Two hours of lectures and two hours of laboratory/tutorial work per week for two semesters.
Prerequisite: As prescribed under Admission Requirements to First Year.

References:

ENG105 Computer Applications I

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Admission Requirements to First Year.
Syllabus: Keyboard skills: use of peripheral equipment. Introduction to Operating systems: files, directories, commands, editing. Programming Skills: algorithmic solution to a problem, structured programming, program development, documentation and specification. Programming Languages: modern programming language – PASCAL, BASIC, comparisons between BASIC and PASCAL. Restrictions of computation; finite word length, speed, memory. Use of Packages: use of packages, word processing, spreadsheet, simple data bases.

References:

ENG204 Engineering Materials Science

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

References:
Basic Guide to Concrete Construction - Cement and Concrete Associations of Australia.

ENG205 Computer Applications II

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: Problem solution techniques; task allocation between humans and machines. Programming languages: FORTRAN, PASCAL. Microprocessor assembler language programming. Comparison of compiled versus interpreted. Characteristics and function of compilers, assemblers, interpreters, linkers, operating systems. File structures; data tiles, access to data structures, search algorithms. Use of packages; statistical database management systems. Topics will also be selected from a range of applications relevant to the specialisation of each student group.

References:

ENG206 Engineering Management I

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

References:

STANDARDS ASSOCIATION OF AUSTRALIA, ASI 837 - Ergonomics in the Office and Factory; SAA.

ENG305 Computer Applications III

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

SYLLABUS: Software engineering; data structures (lists, linked lists, trees), design principles for maintainable and modifiable software. Documentation. Programming; use of pointers, application to lists and graphs. Networks; interconnection of computers, error handling, data highway arbitration and control. Instrumentation; connection of data loggers; plotters. General purpose interface bus overview. Graphics; uses of computer graphics, computer aided design and drafting. Geometric principles, defining and manipulating objects, simple and complex graphics, data bases. Graphics algorithms; scaling, clipping, windowing, three dimensional object definition, hidden line and hidden surface removal. Introduction to graphics editor principles; menu driven operation.

References:

ENG306 Engineering Management II

Contact: Three hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.


References:
WU, N. and COPPINS, R., Linear Programming and Extensions, McGraw-Hill.

ENG307 Industrial Project I

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

SYLLABUS: In a nominal two hour/week to undertake an investigation into an industrial problem related to a student's particular field of interest. The investigation may be either Institute or industry based, and where possible, be developed on data generated by industry. The investigation may be supported by laboratory work, field studies or literature searches as is appropriate. Students will work singly or in groups depending upon the complexity of the project undertaken.

Assessment: Based on the examination of a typewritten report submitted at the end of the year along with a public defence of the report, 90 per cent of marks will be allocated for the project report assessment and 10 per cent for an oral defence. Assessment may be carried out in conjunction with an industrial supervisor where this is appropriate.

ENG405 Computer Applications IV

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.


References:
GROOVER, M.P., Automation, Production Systems...
ENG406 Engineering Management III

Contact: Two hours lecture and one hour tutorial per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

References:
CAPEY, B.A., Guidebook to Contract Law in Australia, CCH, 1981.
STANDARDS ASSOCIATION OF AUSTRALIA, AS2124-1981 General Conditions of Contract, SAA.

ENG407 Industrial Project II

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: In a nominal two hours/week to undertake an investigation into an industry problem related to a student's particular field of interest. It is intended that, where possible, the investigation be industry based or if this is not possible, that it will be based on data generated by industry. The investigation may be supported by laboratory work, field studies or literature searches as is appropriate. Students may work singly or in groups depending upon the complexity of the project undertaken. It is generally expected that this project will require greater engineering knowledge than the project undertaken in Industrial Project I.
Assessment: Based on the examination of a typewritten report submitted at the end of the year along with a public defence of the report, 90 per cent of marks will be allocated for the project report assessment and 10 per cent for an oral defence. Assessment may be carried out in conjunction with an industrial supervisor where this is appropriate.

IND255 Methods Engineering

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.

Work Measurement: Time study and extensions.


Motivation and Human Factors: Selling ideas, formal communication skills, employee involvement and human factors design.


References:

IND256 Theory of Manufacturing Processes

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.


References:

IND354 Design for Production

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


References:
MANUFACTURER'S CATALOGUES. AUSTRALIAN STANDARDS, AS1250 - Structural Code, AS1403 - Shaft Code, AS1131 & AS1163 - Steel Sections.

IND355 Design of Productive Systems I

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Syllabus: (a) Materials handling - Objectives of material handling; the materials handling equation, principles for efficient materials handling. TRANSIT MODAPTS. Unit load concepts: pallets, containers and packaging. Types of Equipment. Loading, unloading, picking and storage. Warehousing systems. Specifying equipment. Safety: Cranes and Hoists, manual repetitive handling.

Layout tools, including computerised methods. Office planning; facility services.
(c) Quality Assurance - Management: Economic and organisational bases of the control of quality, the cost of quality, specifications and standard, functional relationships and special aspects such as visual inspection. Total Quality Control programs and their role in Australia. Product liability and life cycle costing. The inter-relationship between sample size, goodness and confidence as the fundamentals of sampling theory. The use of attributes and variables in control charting. Capability studies, cu-sum approaches, and other data interpretation. Supplier quality assurance. Concepts of experimental design for optimum statistical analysis; full and fractional factorial design in product and process improvement. Other strategies in multi-variable situations which affect the economics of quality and reliability.

References:
AUSTRALIAN STANDARDS AS1418, Crane and Hoist Code; AS2359, 1980 SAA.

IND453 Safety and Environmental Engineering

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Syllabus: Principles of accident prevention: accident models, the methodology of safety, strategies for protection, safety design concepts, system redundancy and diversity, the systematic identification of effective safety strategies in the areas of design, organisation and human and social factors. Safety programs: the epidemiological approach to accident prevention, the choice and use of descriptive and analytical accident statistics and rates, criteria for the selection of accident statistics, assessing priorities in safety strategies and the design of practical programs. Major environmental problems of Industry. Common methods of monitoring and analysis associated with waste disposal to land, water, air, noise, radiation and health. Various legislative and administrative approaches to pollution control.

References:
IND454 Operations Research

Contact: A course of three hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: Optimisation: constrained and unconstrained. Transportation problem, assignment problem, integer programming, and general non-linear programming, dynamic programming, stochastic programming; Simulation: the simulation process and business complexity, simulation models, pseudo-random number generation, Monte Carlo simulation, validating the model. Use of simulation languages. Experimental design: Engineering experimentation, research and development, design for statistical analysis, analysis of variance, factorial designs, Latin squares, optimisation. Evolutionary design and experimental optimisation. Regression analysis.
References:

IND455 Design of Productive Systems II

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: The student is required to integrate industrial engineering concepts in the design of productive systems. Students are required to work on productivity orientated projects. Covering technological, administrative, management and/or physical distribution situations as either separate or as integrated problems. Designs so produced are to be presented as formal reports and assessed, wherever possible, in collaboration with engineers in organisations external to Chisholm.

Students are to be encouraged to visit companies and seek out their own individual projects as a matter of policy to encourage student initiative and entrepreneurship.

One of the projects involves students working in groups to develop computer-based decision support systems to aid operational management of a computer simulated manufacturing facility. In both instances, considerable emphasis is to be placed on the standard of reports presented.

Topics to be covered both in lectures and the design projects, include:

- Systems Design Concepts: Process parameters; materials, processes. Manufacturing systems, types, steady state design, dynamic design, input-output analysis, data collection and control designs. Use of designed experiments; conventional and statistical.
- Value analysis and cost reduction concepts. Reliability design evaluation including fault tree and failure modes and effects analysis. System productivity and profitability measurement.

References:

IND456 System Reliability

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: The economics of reliability: cost/benefit analysis and life cycle costing, catastrophic failure. Configuration improvement: fault tree analysis failure mode and effect analysis, reliability mathematics as the basis of the design function. The physics of failure approach: failure mechanism, environmental engineering and life testing. Contractual reliability: planning, organising and controlling a program through its definition, design and development, production and operational stages. Testing for reliability: production, apportionment and statistical inference with constant and variable time schedules. Maintenance, monitoring and maintainability: data retrieval, data banks and further reliability improvement via the use of engineering statistics.

References:
MEC171 Introduction to Lubricants and Lubrication

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Lubrication Systems: Introduction to various methods of lubrication such as total loss lubrication to internal lubrication systems. Lubricants: Types, properties of liquid lubricants and greases, composition of lubricants. Selection of Lubricants: Factors that control the choice of oil, greases solid lubricants. Other liquids. Lubrication of Components: Lubrication of journal bearings, rolling element bearings, thrust bearing, gears. Lubrication in metal cutting and metal working.
References:
BONER, C.J., Modern Lubricating Greases, Scientific Publication (GB) Ltd.
CAMERSON, Basic Lubrication Theory, Ellis Norwood, 1981.
EVANS, E.A., Lubricating and Allied Oils, Chapman & Hall Ltd.
MALLING, J., Principles of Tribology, Macmillan.
RANNEY, M.W., Synthetic Oils and Greases – Recent Developments, Moyes Data Corp.

MEC172 Introduction to Bearings

Contact: Two hours lecture per week for one semester.
Prerequisite: Nil.
References:

MEC202 Fluid Mechanics I

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:

MEC204 Machine Design and Manufacture

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: (a) Manufacturing Processes – The relevance of the scale of production and the possibilities and economics of alternate processes. Casting processes; mechanical working; cold working and hot working. Powder metallurgy; Welding and allied processes; welding metallurgy, heat affected zone, welded cracking, testing of weld. Surface hardening processes. Surface finishing: electroplating principles, electroforming, electromachining, Decorative coatings. Manufacturing processes for plastics, rubber and ceramics. Machining processes; Metrology: principles and method of basic measurement, sources of error, surface texture measurement and principles of gauging.
References:
Manufacturers Catalogues.

MEC207 Workshop Practice

Contact: Twenty-eight hours.
Prerequisite: As prescribed under Progression
Through the Course.


Reference:
AMSTEAD, OSTWALD and BEGEMAN, Manufacturing Processes, Wiley and Son.

MEC211 Mechanics of Solids and Machines

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.


(b) Machines - Friction: Laws of friction between two contacting surfaces; motion on inclined plane, screw threads, modification of V-thread, overhauling. Clutches, and Thrust Bearings; Centrifugal clutches, uniform wear and uniform pressure theories, disc and cone clutches and thrust bearings. Brakes: types of brakes, band brakes, internal and external shoe drum brakes, Belt Drives: Ratio of belt tensions, modification for V-grooves pulley, effect of centrifugal tension, initial tension, power transmitted, creep. Flywheels: Cyclic fluctuation of energy, design of flywheel to control speed fluctuation. Gear Trains: Kinematic analysis and synthesis of simple, compound and epicyclic gear trains, input, output and casing torque, computer aided synthesis of gear trains, harmonic drives.

References:

MEC299 Engineering Science

Contact: Four hours theory per week for two semesters.
Prerequisites: A pass in MAT102 Mathematics and PHY125 Physics.

Syllabus: Electrical: electrical sources and elements; electrical circuits; electrical measurement; non-sinusoidal wave forms; steady state AC circuits, transformers. Mechanical: an introduction to mechanical engineering problems and their solution; concepts of statics, internal forces in parts; deflection, strain energy and impact; plane stresses including principle stresses; kinematics; dynamics and vibration.

Assessment: Two written examination papers; one at mid-year and one at the end of the year, together with performance in assignment work.

References: To be advised.

MEC301 Mechanical Engineering Design I

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Syllabus: Preliminary design decisions, optimisation in design, design for reliability and noise control, design of dynamic systems, design against wear and corrosion. Introduction to tribology, rolling-element bearings, journal bearings and lubrication. Detailed design of spur gears, selection of fluid power units, detailed design of structures, lifting equipment and pressure vessels in accordance with Australian Standard Codes.

References:
CARTER, A.D., Mechanical Reliability, Macmillan, 1972.

STANDARDS ASSOCIATION OF AUSTRALIA: AS 1250 Steel Structures Code; AS 1403 Shafts for Power Transmission; AS 1418 Crane Code; AS 1210 Unfined Pressure Vessel Code.

MEC304 Engineering Materials

Contact: Three hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.


References:

MEC308 Process Control

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Syllabus: Mathematical modelling of Engineering

References:

MEC309 Thermofluid Dynamics

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:
DUNCAN, W.J., THOM and YOUNG, Mechanics of Fluids, Arnold.
MIRONER, A., Engineering Fluid Mechanics, McGraw-Hill.

MEC311 Mechanics of Solids and Machines II

Contact: Four hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:

MEC356 Thermo-Fluids

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.
References:
MEC399 Engineering Science

Contact: Six hours theory per week for two semesters.
Prerequisite: A Pass in MEC299 Engineering Science.

Syllabus: Civil: The principles of analysis and design of structural elements; beams; including beams of two materials and pre-stressed beams, simple and continuous beams; short and long columns; joints using simple and moment connections; frameworks and massive structure; arches and postal frames; the flow of water in pipes and channels, pipework systems, network analysis.

Electrical: network and analysis; switching algebra; power systems; principles of electrical machines.

Mechanical: first and second laws of thermodynamics; heat transfer, conduction and radiation; properties of fluids, hydrostatics, fluid dynamics. Reynold's no., continuity, Bernoulli equation, fluid friction and pipe flow problems.

MEC401 Mechanical Engineering Design II

Contact: Five hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Syllabus: A major design project involving a complex engineering system, under the auspices of an industrial organisation and Chisholm. Layout planning, specification for plant and selection of thermal or fluid equipment will be involved, as well as detailed investigation of selected design problems. Lectures will cover some of these topics plus advanced design organisation, noise control, environmental issues, advanced computer modelling and selection of proprietary items of plant such as pumps.

References:
Industrial Documentation: Current Technical Literature.

MEC408 Lubrication and Wear

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Fluid Film Lubrication: Navier-Stokes equation, Reynolds equation, solution for two-dimensional isoviscous incompressible flow. Application to journal bearings, thrust bearings and porous bearings.

References:
CAMERON, Basic Lubrication Theory, Ellis Norwood, 1981.
MALLING, Principles of Tribology, Macmillan.

MEC409 Automation: Mechanisms and Control

Contact: Two hours per week for two semesters.
Prerequisite: As prescribed under Progression Through the Course.

Syllabus: Algebraic and co-ordinate transformation methods; differential relationships; motion trajectories - joint and cartesian; Lagrangian mechanics - dynamic equations. Control theory - an overview of hydraulic, pneumatic, electrical elements; actuators - step motors, modelling, drive and control; sensors and digital sampling, position servo control, force feedback control and adaptive control models. Forces; forces and torques in various co-ordinate frames and joint forces and torques. Compliance; force, touch, vision and position feed-back related to homogenous transformations. Computers: control strategies and programming languages.

References:

MEC411 Mechanics of Solids & Machines III

Contact: Four hours per week for two semesters.
Prerequisites: As prescribed under Progression Through the Course.


(b) Machines - Homogeneous transformations: Notation; translation, rotation, relative, inverse,


**MEC412 Thermodynamics, Heat and Mass Transfer**

Contact: four hours per week for two semesters.

Prerequisite: As prescribed under Progression Through the Course.


References:


THRELEKLD, J.L., *Thermal Environmental Engin
planning and control, computer applications 2.

References:

MEC633 Project Management III

Contact: Three hours per week of evening study for one semester.
Prerequisite: Nil.

Syllabus: Environmental and structural influences, organisational design, power structures, information management, managerial styles, motivation, conflict, leadership, organisation design.

References:

MEC634 Project Management IV

Contact: Three hours per week of evening study for one semester.

Prerequisite: Nil.

Syllabus: Project Management techniques; contracts, legal aspects, industrial relations, safety, quality control, site organisation and control, resource management, negotiations.

References:
INSTITUTION OF ENGINEERS, AUSTRALIA, Reliability of Large Machines, IEAust, 1982.

MEC639 Project Evaluation

Contact: Three hours per week of evening study for one semester.

Prerequisite: Nil.

Syllabus: Discussion of all factors involved in evaluating and selecting projects, company strategy and mission, financial evaluation techniques, economic and technological forecasting, decision making under uncertainty, optimising and decision analysis techniques, decision trees, linear programming.

References:

UN INDUSTRIAL DEVELOPMENT ORGAN-
Staff

Undergraduate Courses
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- Bachelor of Applied Science/Bachelor of Business (Computing and Accounting) (C&F) 291

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- Graduate Diploma in Communication and Information Studies (C) 294
- Graduate Diploma in Computing (C) 294
- Graduate Diploma in Information Technology (C) 295
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Note: Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses.
DIVISION OF INFORMATION TECHNOLOGY

Chairman
Jack Greig
BSc(Melb), GradDipDP(CIT), DipEd(Melb), MACS

Secretaries
Gayle Barnes
Lisa Darling
Jackie Kimpトン
Judy Steele (Frankston)

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CertEDP(CIT), BAppSc(CIT), MACS, MACM

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BSc(Qld), BEdSt(Qld), DipComSc(Qld)

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BSc(Ed)(Melb), GradDipDP(CIT)

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BA(Mitchell)

Ewen McPherson
BSc(Monash), GradDipDP (Chisholm), TPTC

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BSc(Latrobe), DipEd, GradDipDP(CIT)

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BAppSc(CIT), MACS

Max Warlond
GradDip C&IS(Chisholm)

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GradDipC&IS(Chisholm)

Dan Eaves
GradDipInfoTech(Chisholm)

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BSc, DipEd(Monash), GradDipC&IS(Chisholm), MACS, MAAAI

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DipEE, BAppSc(VIC), MBA(Melb)

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MSc(Copernicus)

Henry Linger
BE(Swinburne)

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GradDipComp(Chisholm)

Jan Miller
DipBusStud(DP), BAppSc(Chisholm)

Misha Scott
BAppSc(Chisholm)

Sylvia Tucker
BA, DipED(Qld)

290 — Faculty of Technology
UNDERGRADUATE COURSES

Bachelor of Applied Science (Computing)

Course Code: BP
Course Leader: R. Hagan

Intending students are advised that micro computers are used in a wide range of courses within the Division of Information Technology.
Students intending to purchase a microcomputer should consult the Division before purchase to ensure compatibility with Chisholm facilities.

Content
This course is designed to produce graduates who satisfy the computing needs of industry, government and commerce. Upon completion of the course, graduates should be well suited to employment in the fields of computer programming, systems analysis and design and related areas.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE)(being passes in four subjects including English), and a background in mathematics to at least Year 11 level is recommended, or;
(b) Successful completion of the Certificate of EDP (Operating and Coding); or
(c) Qualifications and/or experience acceptable to the Admissions Committee.
Students must also achieve a pass in any branch of Mathematics at least at Year 11 level.

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

Part-time
Subjects are normally available in the evening. Students should note that blocks of hours are provided during the day where possible to facilitate day release.

Course Structure
To qualify for the degree a student must pass a total of 29 subjects – 10 from first and second year and 9 from third year.

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<th>Code</th>
<th>Subject</th>
<th>Sem</th>
<th>Hours per week</th>
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</table>

Students may take any elective from the following areas providing they have the prerequisite required. Any other four hour, undergraduate, single semester subject may be taken upon approval from the course leader.
Accounting
Administrative Studies
Communication Studies
Economics
Electronics
Marketing
Mathematics (especially MAT223 to MAT226)
Psychology
Sociology

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

Course Code: BJ
Course Leaders: Max Worland (Computing)
John Rice (Accounting)

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

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

Recognition
Students will meet the academic requirements for entry to the professional year of the accounting bodies, and satisfy the knowledge requirements of the Australian Computer Society for admission to corporate membership to the grade of member.

Faculty of Technology – 291
Venue
Day and evening classes are offered at Caulfield. Day classes only are offered at Frankston.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English);
(b) successful completion of the Certificate of Business Studies; or
(c) qualifications and/or experience acceptable to the Chisholm Admission Committee.
Intending applicants are advised that:
(i) students with Group 1 VCE subjects are likely to receive preference over those with Group 2 VCE subjects when being considered for selection into the course;
(ii) preference will be given to students completing a full-time Year 12 course of study accredited by VCAB (VCE) or accredited or recognised by Chisholm (TOP) who have passed at least four subjects including English at one sitting;
(iii) an accumulation of subjects will be accepted as meeting entry requirements where those subjects have been studied on a part-time basis.
Intending applicants who do not meet the above Admission Requirements are referred to Regulation 3 – Admission Requirements. (See Student Manual 1988.)

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies including a copy of academic record and subject synopses from the handbooks of the years in which the subjects were passed. This will enable credits to be processed by the David Syme Business School Admissions Committee and the Admissions Committee for the Division of Information Technology. In all cases at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.
The following credit transfers have been standardised by the Academic Board:
Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.
Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to the equivalent of Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

Right of Challenge
In the Bachelor of Business the right of challenge exists in the subjects ACC104 Accounting – Systems and Procedures.

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

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

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

Course Structure
In order to qualify for the awards of this Double Degree, a student will normally complete the equivalent of 38 half-year subjects over four years equivalent full time study. The course structure is set out below.

<table>
<thead>
<tr>
<th>Yr</th>
<th>Code</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>1</td>
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<td>Software Development 1</td>
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<td>ACC103</td>
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<td>1</td>
<td>FIN111</td>
<td>Contract Law</td>
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<td>FIN116</td>
<td>Law of Business Organisations</td>
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<td>ACC242</td>
<td>Productive Systems and Accounting</td>
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<td>MKT112</td>
<td>Marketing Theory &amp; Practice</td>
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<td>Auditing</td>
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GRADUATE COURSES

Graduate Diploma in Business Technology

Course Code: PO
Course Leaders: Pearl Levin and Ian Beaman

Content
Business Technology is the use of integrated computer and communication systems to support administrative procedures and management decision making in a business environment. The aim of this course is to provide the opportunity for people such as business managers, professional office workers, computing professionals, business consultants, technology sales personnel and business systems analysts to develop expertise in the introduction and management of advanced technology into business organisations.

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

Course Structure
Students are required to successfully complete eight subjects. The subjects are designated as foundation, core and elective subjects. The course is organised into three separate streams to cater for students with differing backgrounds. Each stream consists of different combinations of foundation, core and elective subjects. The streams of study are:

General Entry Stream – for students with little or no background in either business or computing.
Business Entry Stream – for students with a background in business.
Technical Entry Stream – for students with a background in computing.

The following subjects are core subjects:
1) EDP716 Analysis Techniques for Business Systems.
2) ADM720 Social and Behavioural Aspects of Business Technology
3) EDP718 Principles of Data Base
4) EDP717 Data Communications and Converging Technologies
5) FIN750 Legal Implications of Business Technology

The following are foundation subjects:
1) EDP705 Introduction to Business Computing
2) ACC705 Business and Financial Control Systems
3) ADM730 Management of Business Technology and Personnel

Students with prior qualification in Computing or Business will be required to complete:
5 Core Subjects
2 Foundation Subjects
1 Elective Subject
8 Subjects in Total

Students with prior qualification NOT Computing or Business will be required to complete:

1. Students with prior qualifications in Computing:

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester</th>
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<tbody>
<tr>
<td>1</td>
<td>ACC705 Business &amp; Financial Control Systems</td>
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<td>EDP716 Analysis Techniques for Business Systems</td>
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<td>2</td>
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Year 2

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<td>ADM730 Management of Business Technology and Personnel</td>
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<tr>
<td>EDP717 Data Communications &amp; Converging Technologies</td>
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<td>ADM750 Legal Implications of Business Technology</td>
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2. Students with prior qualifications in Business:

<table>
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<tr>
<td>1</td>
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Year 2

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<td>EDP717 Data Communications &amp; Converging Technologies</td>
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<td>ADM750 Legal Implications of Business Technology</td>
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3. Students with qualifications NOT Business and NOT Computing will do the following:

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<th>Year</th>
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<th>Semester</th>
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</thead>
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Year 2

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<td>EDP716 Analysis Techniques for Business Systems</td>
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<tr>
<td>ADM750 Legal Implications of Business Technology</td>
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<tr>
<td>ADM730 Management of Business Technology and Personnel</td>
<td>2</td>
</tr>
</tbody>
</table>

4. The following specific Graduate Diploma in Business Technology electives will be offered:

- EDP719 Structured Programming
- ACC706 Relevant Costing and Financial Management
- EDP710 Application Project (in consultation with both course leaders), OR

Faculty of Technology – 293
Students may also select appropriate electives from other Computing or Business Graduate Diploma Courses in consultation with Course Leaders.

Graduate Diploma in Computing
Course Code: PP1
Course Leader: Graeme Shanks
Intending students are advised that micro computers are used in a wide range of courses within the Division of Information Technology
Students intending to purchase a micro computer should consult the Division before purchase to ensure compatibility with Chisholm facilities.

Content
The Graduate Diploma in Computing is designed for those with a tertiary qualification in any discipline wishing to gain a first qualification in the computing field.
The aims of the course are:
1. To provide appropriately trained professionals in the field of commercial computing.
2. To provide a conceptual framework for students to keep pace with developments in this area.
3. To provide students with a practical knowledge of computer hardware and software which can be put to immediate use.
4. To develop a professional approach to computing and an awareness of social implications.
The course is offered both full-time and part-time.
- The duration of the full-time course is one year (two semesters) with 20 hours per week of class contact.
- The duration of the part-time course is two and a half years (five semesters) with eight hours per week for class contact.

Admission Requirements
The minimum entry standard is:
1. A recognised diploma or degree qualification; or
2. The equivalent as approved by the Chisholm Admissions Committee.
People who do not have the formal prerequisites for entry to the course may be able to gain special entry if they satisfy the following criteria:
1. Academic qualifications, at least two years in total, of tertiary level courses and/or industry courses assessed as being at tertiary level.
2. Experience: at least two years job experience.

Course Structure
The course consists of six core subjects, three elective subjects and a case study. The core subjects are designed to provide students with a broad knowledge of information technology, whilst the elective subjects allow students to pursue areas of interest to a significant depth.
To successfully complete the course, a student must achieve a result of at least 40 per cent in both practical work and theory to pass a subject (with the exception of the case study).

Core Subjects
- EDP750 Information Systems I
- EDP751 Information Systems II
- EDP760 Software Development I
- EDP761 Software Development II
- EDP770 Computer Technology I

<table>
<thead>
<tr>
<th>Electives</th>
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<tr>
<td>EDP752 Cognitive Support Systems</td>
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<tr>
<td>EDP753 EDP Management</td>
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<tr>
<td>EDP754 Computers in Society</td>
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<tr>
<td>EDP760 COBOL Programming</td>
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<tr>
<td>EDP763 Comparative Languages</td>
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<td>EDP772 Systems Software</td>
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<td>EDP773 Advanced Database</td>
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<tr>
<td>EDP774 Computers in Education</td>
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<tr>
<td>EDP775 Office Technology</td>
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</tbody>
</table>

Graduate Diploma in Communication and Information Studies
Course Code: PU
Course Leaders: Pearl Levin
Tony Keulemans

Content
This is a two year part-time interdisciplinary course conducted over four consecutive academic semesters with eight hours per week class contact (lectures, tutorials, workshops, seminars, etc.)
The aim of the course is for students to acquire expertise in both technological and social dimensions of communication and information, emphasising studies within the social sciences and in computing and information systems. To that extent the course aims to meet the needs of organisations in both the public and private sectors for people with expertise in the applications of communication and information resources.
The course should be of value to persons involved or interested in personnel, training and staff development, management and administration, public relations, industrial relations, advertising and, more generally, in the information creation, processing and distribution services. The course should be of significance for those who wish to increase their potential for advancement in the expanding communication and information fields.

Admission Requirements
The minimum entry standard is a recognised degree providing a relevant foundation for the course or an equivalent approved by the Institute’s Admissions Committee.
Consideration may be given to an applicant who has successfully completed a substantial part of an appropriate tertiary course (or equivalent qualifications) combined with relevant work experience. In some instances an applicant may be required to undertake bridging studies to provide the necessary foundation for the course.

Course Structure
A student will be required to complete eight single semester subjects. A semester subject involves four hours class contact per week.
Three subjects must be drawn from those taught by staff from the Division of Information Technology (DIT) and three from staff teaching within the School of Social and Behavioural Studies (SSBS). However, a subject taught jointly by DIT and SSBS may be substituted for one of the three subjects in each
category. One of the eight subjects must be the Interdisciplinary Project in the final year.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per Week</th>
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<tbody>
<tr>
<td>EDP411 Introduction to Computer Information Systems</td>
<td>4</td>
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<tr>
<td>EDP402 Computerised Information Systems</td>
<td>4</td>
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<tr>
<td>EDP413 Information Systems Development</td>
<td>4</td>
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<tr>
<td>EDP404 Communication and Information Technology</td>
<td>4</td>
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<tr>
<td>COM411 Organisation and Management Communication</td>
<td>4</td>
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<tr>
<td>COM412 Media and Message Design in Organisation</td>
<td>4</td>
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<tr>
<td>COM404 Futures Research and Technology Assessment</td>
<td>4</td>
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<tr>
<td>COM414 Interdisciplinary Research Project</td>
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</tbody>
</table>

Prerequisites
EDP411 is a prerequisite for EDP402, EDP413, EDP404.
No COM prerequisites.

Graduate Diploma in Information Technology
Course Code: PCI
Course Leader: Gail Bourne

Content
This course is offered to those who have existing an tertiary qualification in computing and/or data processing or equivalent work experience, and who are interested in furthering their knowledge in computing at a post-graduate level. Completion of this course may be counted as a prerequisite to master’s study. This course aims to:

- present the ‘state of the art’ in commercial computing;
- pursue specialised areas in depth by both coursework and thesis.

On completion of the course, graduates should be able to contribute at a higher level to the work in their place of employment and benefit of their profession. They should also be prepared for further advanced study and research in the field.

The course is offered as a two year part-time course conducted over four consecutive academic semesters with eight hours per week class contact, or as a one year full-time course conducted over two consecutive academic semesters with 16 hours per week class contact.

Admission Requirements
The minimum entry standard is a recognised degree or graduate qualification in computing and/or data processing, or equivalent. Consideration may be given to an applicant who has a relevant diploma plus work experience, or who has relevant professional qualifications and experience, and is occupying a higher level position in computing.

Course Structure
A student will be required to take eight semester subjects. Each subject involves four hours class contact per week for one semester.

To complete the course successfully, a student must accumulate six coursework points plus two credit points from a research project.

- six subjects 1 credit point each (as approved by the Course Leader)
- a research project comprising EDP645 and EDP646 2 credit points
- Total 8 credit points

The research project is equivalent to two semester subjects and in exceptional circumstances two semester subjects may be completed instead. Such action requires the recommendation of the Course Leader and approval of the Division Graduate Research and Coursework Committee.

One subject from an equivalent graduate diploma course may be taken in place of one of these subjects, with the approval of the Course Leader.


A student may either major in a particular area by choice of similar subjects, or can obtain a general knowledge of advanced computing.

SUBJECT (EACH SUBJECT HAS ONE CREDIT POINT)

Subjects without prerequisites:
EDP608 Software Development
EDP649 Software Development
EDP621 Systems Development
EDP622 Systems Development
EDP623 Information Storage & Retrieval
EDP635 Distributed Systems

Subjects with prerequisites
EDP609 Software Development
EDP625 Systems Theory
EDP626 Systems theory
EDP627 Systems Development
EDP630 Information Storage & Retrieval
EDP639 Distributed Systems
EDP643 Information Storage & Retrieval
EDP644 Intelligent Systems
EDP647 Intelligent Systems

Project
EDP645 Minor Thesis 1
EDP646 Minor Thesis 2

Stream Summaries
A summary of the intent of each of the major streams is presented below:

(a) System Development Stream (EDP621, EDP622, EDP627, EDP636)
The overall emphasis of this stream is on the application systems development process. The major topic areas are:

- The conceptual framework of the systems development process and a study of two different but typical approaches currently used that fit within this framework.
- The use of information systems to support managerial decision making, especially the design of decision support systems.
- The management of the system development project including a study of some packaged methodologies.
- The organisational issues concerned with the management of Information Technology.
Master of Applied Science (Computing) – by Coursework

Course Code: MC1
Course Leader: Dan Eaves

Introduction
The Master of Applied Science (Computing) is a two year part-time degree by coursework with an emphasis on the industrial relevance of high technology. The aims of the course are:

(a) To provide the conceptual and theoretical framework within which the student can appreciate and integrate the rapidly changing and increasingly sophisticated technologies (software, hardware and methodological) such that they can be used by the graduate to develop solutions within an information technology context to the complex problems facing our society.

(b) To advance the depth of theoretical knowledge of students in specific areas of interest to a level appropriate to a higher degree such that students will have the intellectual and conceptual foundation to play a leading role in the development of the information technology industry.

Admission Requirements
To be admitted to the course, students will require:
1. Prior undergraduate study such as an honours degree in Computing Science or Information Science and at least two years of relevant work experience; or
2. A three year undergraduate degree in Computer Science or Data Processing and post-graduate diploma course in Information Systems, Digital Technology or similar area having a significant post-graduate Computer Studies content and at least two years relevant work experience; or
3. There may be provision for students to enter the course with some non-computing tertiary study and several year's work in the computer industry, provided they have also completed an appropriate post-graduate diploma course; or
4. Those students who, in the pursuit of their occupation, or by other means, have demonstrated their ability to successfully undertake studies at the Master's degree level and have also completed an appropriate post-graduate diploma course (or equivalent) shall require the approval of the Institute's Admissions Committee before admission to the course.

Only applicants of high academic ability, as shown by their performance in prior studies, will be admitted to the course.

Bridging Studies
Because of the highly specialised nature of the course, students may be required to take particular units from one of the post-graduate diploma courses offered by the Faculty before commencing particular subjects in the Master's course. Bridging Studies do not count as assessable subjects in the course structure.

Duration of the Course
It is expected that the student will complete the course in a minimum of two years of part-time study. Students will be required to complete the course within a maximum of four years, except where exceptional circumstances exist.
Course Structure
The course consists of six subjects each requiring four hours class contact per week for one semester, plus a minor thesis. The minor thesis is considered to be the equivalent in workload to two subjects and will require the attendance and participation of the student in a seminar program.

Each student should study two subjects each semester. Due to the dynamic nature of this field of study, new subjects will be introduced as is deemed appropriate. Not all subjects will run in any year. Students will be required to discuss their subject selections with course and subject leaders prior to enrolment to ensure the subject is appropriate to their objectives.

The currently approved subjects are:
ZAB511  Artificial Intelligence
ZAB512  Advanced System Development
ZAB513  Convergent Technology
ZAB514  Information Modelling
ZAB515  Decision Support System Development
ZAB516  Decision Support System Software
ZAB517  Advanced Interactive Graphics
ZAB518  Models of Programming
ZAB519  Advanced Computer Communications
ZAB520  Distributed Processing
ZAB521  Advances in Sensory Devices
ZAB522  Robot Applications
ZAB523  Flexible Manufacturing Systems
ZAB524  Microchip Design
ZAB525  Advanced Microprocessor Applications
ZAB526  History of Computing Thought
ZAB510  Minor Thesis

Students may negotiate to undertake the study of up to two subjects of equivalent standard and content offered by another tertiary institution.

Master of Applied Science – by Thesis

Course Code: MS5
Course Leader: David Arnott

The Faculty of Technology offers a Master of Applied Science program by research thesis. Enquiries should be directed in the first instance to the Administrative Officer, Division of Information Technology.

Areas for Master's research within this Division include system analysis and design methodologies, knowledge based systems, computer assisted software engineering, programming languages, decision support systems and information storage and retrieval.
EDP110 Data Processing

Contact: A course of four hours per week for one semester.
Prerequisite: Nil.
Aim: To familiarise students with a commercial programming language and generally acceptable programming techniques; develop programs interactively, and become familiar with features available in a representative computer operating system.

Syllabus: Program design tools and techniques; COBOL language features including sequential and other file handling techniques; interactive program development; use of operating system features — file handling, editing, copying.

Assessment: Assignment work and examination.

References: To be advised.

EDP111 Software Development 1

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Introduction to computer systems, hardware and software. Use of a multi-user computer system, directories, utilities and budgets.

Programming as a discipline. What is a program — data plus processing. Basic programming elements: sequence, selection and iteration. Types of data, data storage. Internally stored data: variables and constants. Externally stored data: files, records, fields and characters. Control data versus information. Types of files: sequential/non-sequential.

Stages of writing a program: determining requirements, design, implementation, testing. Design tools, algorithms, source program, compilation/compilation, object program, loader/linker, executable code, syntax errors, logic errors, execution errors, debugging, programming standard guidelines. Program documentation.

Introduction to the COBOL Programming language: purpose and uses. Structure of COBOL programs: DIVISIONS, SECTIONS, paragraphs, sentences, statements, words.


Defining data in COBOL: single data items and complex data structures.

Table handling in COBOL: One dimensional tables. OCCURS clause; subscript management; relationship to iterative processing using PERFORM verb (including PERFORM...VARYING and its inadvisability). Partially full tables, free pointer concept versus current number of entries pointer.

References:

EDP112 Software Development 2

Contact: Four hours per week for one semester.
Prerequisites: EDP111, EDP113.

Syllabus: Master File Updating: Inputs (transaction file and old master file); Outputs (new master file, error report, reconciliation report); transaction types and their actions (Addition/Creation/Insertion, Amendment/Change/Alteration/Deletion); ‘Insitu’ versus ‘Father-Son’ updating; balance line algorithm.

Further reporting techniques: What should be printed if there is no report body? Positioning of heading routine processing, end of report message; line-up routines for pre-printed stationery control break logic; REdefines clause — explicit and implicit.

Searching tables: Linear search and binary search techniques, sorted and unsorted table, and their effect on search logic.

Initialising Tables: VALUE clause and its problems; VALUE in conjunction with REdefines clause; use of reference files to build tables. Multi-dimensional tables and subscript management.

Updating tables: inserting and deleting entries from sorted and unsorted tables.

Validating programs: purpose; extent or depth of validation; data definition to suit processing; use of tables (including tables containing error messages); error reporting; use of reference files; INSPECT, UnSTRING, STRING.

Subprogramming: its place in modern methodology; relationship to design techniques already studied, driver programs and test harnesses.

CASE structure in COBOL: GO TO...DEPENDING ON, IF structure. Further table handling: INDEXED BY, SET, SEARCH.

Data representation and USAGE clause. Efficiency in COBOL: the historical view and current attitudes; programmer, time and space efficiency; suggestions.

Qualification of data names: suffix, prefix, OR and IN. CORRESPONDING options. SORT verb.

Record structures in COBOL: fixed, variable, varying, data sensitive; OCCURS...DEPENDING ON...clause. Relative files.

Further Indexed Sequential File processing: multiple keys, error handling including DECLARATIVES.

References:
GRAUER, R. T., Structured Methods Through CO-

EDP113  Computer Technology 1

Contact: Four hours per week for one semester. 
Prerequisite: Nil. 
Syllabus: Computer Equipment: History of computing; Major components; CPU architecture; Data representation; The role of the operating system; Assembly level programming; Peripheral devices; communications devices.
File organisation and storage: Secondary storage devices; Serial and sequential files; Random and relative files; Indexed files.
References: 

EDP114  Computer Technology 2

Contact: Four hours per week for one semester. 
Prerequisites: EDP113, EDP111. 
Syllabus: Basic Operating System Concepts: Files and directories; Access control and security; Resource allocation; Range of operating system security; Multi-programming interrupt handling; Timesharing.
Operating System Syntax: In a variety of operating systems (eg, UNIX, MS-DOS, PRIMOS, AOS) – Command syntax; macros.
Advanced Operating System Concepts: Concurrent programming; File control subsystems; Access to shared data, locks, semaphores; Co-operating concurrent processes; Scheduling schemes; Memory management.
References: 
Manufacturers’ reference manuals as indicated.

EDP115  Information Systems 1

Contact: Four hours per week for one semester. 
Prerequisite: Nil. 
Syllabus: Basic Business Systems: system theory; terminology; typical systems, e.g. debtors, creditors, stock control; typical documents used in business systems, e.g. invoices, orders.
Computerised Business Systems: types – mainframe, mini and micro; reasons for using each type; data storage techniques; centralised versus distributed; real-time, on-line, and batch systems.
Basic Design and Implementation Considerations: operating systems and equipment; design of screens, reports, file access and organisation, including user access requirements; initial file creation; backup and security; system installation.
References: 

EDP116  Information Systems 2

Contact: Four hours per week for one semester. 
Prerequisite: EDP116. 
Syllabus: Introduction to the Systems Development Life Cycle: system development life cycle; organisational structures for computing; computer professionals; skill requirements; job functions; analyst/user interface.
Planning and Control of Projects: task identification; resource and time estimating; tools for project control; team dynamics; project leadership; quality assurance.
Information Gathering and Presentation: determining user requirements; user responsibilities; types of information required; information gathering tools (eg, interviewing and questionnaires); report writing; presentation to users.
Documentation: deliverables; user and operational documentation; standards; technical reviews.
References: 

EDP172  Data Processing

Contact: A course of four hours per week for one semester. 
Prerequisite: Nil. 
Aim: To introduce students to the use of computers in business. 
Syllabus: Hardware: Components of a computer, classification of computers, evaluating hardware requirements, future directions.
Software: Introduction to operating systems, PRIMOS interactive file manipulation and editing, introduction to application programs.
Information Systems: Computer-based operational and information systems, use of computers for transaction processing, use of computers for decision support, development of information systems, evaluating system requirements.

Assessment: Practical work and examination.

Reference:

EDP173 Information Technology

Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit will provide students with a basic appreciation of the role, usefulness and limitations of information technology in a business environment.
Assessment: Examination and practical assignments.

References:
HARBISON, S. and STEELE, G., C: A Reference

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EDP211 Software Development 3

Contact: Four hours per week for one semester.
Prerequisite: EDP112.
Syllabus: Interactive versus batch processing; Screen handling modes: field and block; Screen types: menu screens, data entry screen, components of a data entry screen, screen id, title, prompts, data entry area (field), field delimiters, confirmation/verification, error messages and other field protection. Fields: data and/or control; validating fields. Subscreens: field grouping; movement between subscreens. Forms of Data: internal, enterable, confirmation/verification.

Processing one field including justification and error handling. Processing one subscreen. An ideal approach: screen manager, control break scrolling. Primitives. COBOL SCREEN SECTION.

Screens package: Implication of the screens package of detailed program design: use of tables, to set up a subscreen, data storage limitations, error handling.

MIDAS: Utilities CREATEK, DBUILD, EDMPLUS. Structure of an Indexed Sequential file: indexes and buckets; fixed and variable length records; file arrangements; inverted files; multi-lists.

Item selection for scrolling data, paging forward, paging backward.

Menus: hierarchy of menus, movement between menus (up and down the hierarchy). Help: help files: field level, subscreen level, screen level etc; built-in help: prompts and error messages with emphasis on the needs of a particular user. Data entry: user acceptance of data entered; methods of modifying data entered; skipping, line to change.

Transaction logging. Recovery programs; roll forward and roll backward.

Low level (primitive) controls. COBOL SCREEN SECTION in more detail; Screen generation abilities.

Black mode: concepts; one implementation FORMS package; advantages; disadvantages. Designing programs to allow user maximum flexibility of data entry fields.

EDP212 Software Development 4

Contact: Four hours per week for one semester.
Prerequisite: EDP112, EDP114.
Syllabus: Overview of History and Concepts of C. Basic syntax; Declarations and Types; Arithmetic Operators; Relational Operators; if and While Statements; Simple Input/Output; print format specifiers; Character Types; Logical Operators; Assignment Operators; Operator Precedence; Type Conversion.

Arrays: More Control Structures; Pointers; Size of Operator; Pointer Arithmetic; Pointers and Arrays; Strings; Address arguments; 2D Arrays; Arrays of Pointers.

Functions: parameter passing by reference and by value; macro definitions.

Formatted Input - scanf (); Text File Handling; Pipes; filters and I/O redirection.

Structures and unions; Pointers to a Structure; Typedef; Unions.

Binary I/O; Random Access.

Separate compilation; linking.

Storage Allocation, Lists, Trees; Dynamic Storage Allocation; Data Abstraction; Recursion; Self-Referential Structures; Linear Linked Lists; List Operations; List Processing Functions; Binary Trees; Binary Tree Creation and Traversal.

Sorting; Sorting by Insertion; Sorting by Selection; Sorting by Exchange - Bubble Sort; Sorting by Partitioning.

Quicksort; Evaluation of sorting techniques.

Bitwise expressions and operations.

Functions as parameters.

References:


HARBISON, S. and STEELE, G., C: A Reference
EDP213  Computer Technology 3

Contact: Four hours per week for one semester.
Prerequisite: EDP114.

The Database Concept: Data Sharing, Related Data, Data Independence, Data Integrity, Data Dictionary.
Data Models: Hierarchical, Network, Relational.
Relational Database: Relational Algebra, Relational Calculus, Referential and Entity Integrity.
Micro Computer DBMS: Facilities and features, Limitations, Study of a micro DBMS product.
Mini/Mainframe Relational DBMS with SQL Interface: Data Definition – creating and amending tables and rows, Data Manipulation.

References:

EDP214  Computer Technology 4

Contact: Four hours per week for one semester.
Prerequisite: EDP213.

Syllabus: CODASYL DBMS Concepts. Physical Database Design: Conversion of logical data model to physical database design, indexing, clustering, hashing. Design considerations, for relational DBMS implementation, for CODASYL DBMS implementation.

CODASYL Implementation – PRIME DBMS:
DDL – Data Definition Language, DML – Data Manipulation Language, Database Query Language – DISCOVER
Database End User Facilities: Query Languages, Query by Example, Natural Language.

References:

EDP215  Information Systems 3

Contact: Four hours per week for one semester.
Prerequisite: EDP116.

Syllabus: Overview: the nature of analysis, the system development life cycle, and their relationship to strategic planning; different systems development tools and methodologies.
Data Centred Analysis: the data centred approach to analysis, including entity relationship modelling, normalisation, functional modelling and procedure modelling.
Process Centred Analysis: the techniques, tools and stages of the procedure centred approach to analysis, including dataflow diagrams.
Evaluation of Analysis Tools and Methods: evaluation, analysis and comparison of methodologies, tools and techniques; the need for quality assurance during system development (eg, reviews, standards).


EDP216  Information Systems 4

Contact: Four hours per week for one semester.
Prerequisites: EDP215, EDP112, EDP114.

Syllabus: Software Ergonomics: the need for user friendly software, screen design, report design, security controls.
Detailed Design: the need for good system design including quality assurance techniques, coupling and cohesion, structure charts, procedure models, procedure hierarchies, design heuristics, module size, program size, considerations, copy libraries.
Prototyping: what is a prototype, what happens when you prototype, prototyping without specifications, prototyping and system design techniques.
Implementation: design of security and backup, conversion – file creation, parallel running, testing – system, user and acceptance, post-implementation actions – reviews, efficiency, tuning and maintenance, documentation which needs to be maintained during design and implementation, user documentation and training, standards – PRIDE, SDM70 etc.

CAPRON, H.L., Systems Analysis and Design, The
EDP275  Data Processing

Contact: Four hours per week for one semester.
Prerequisite: EDP172 Data Processing or equivalent.
Aim: To familiarise students with a commercial programming language and generally acceptable programming techniques; develop programs interactively; become familiar with features available in a representative computer operating system.

Syllabus: Program design tools and techniques; COBOL language features including sequential and other file handling techniques; interactive program development; use of operating system features—file handling, editing, copying.
Assessment: Assignment work and examination.
References: To be advised.

EDP276  Data Processing

Contact: Four hours per week for one semester.
Prerequisite: EDP172 Data Processing or equivalent.
Aim: To enable the student to:
* understand the role of the systems analyst/designer in the commercial environment;
* participate as an active (user-oriented) member of a system development team.

Syllabus: Concepts of on-line, batch, real-time, database systems analysis techniques; systems design techniques; system implementation including file creation, user training, system testing, cutover, system maintenance, post-implementation review.
References: To be advised.

EDP303  Industrial Experience

Contact: Two hours practical work per week for two semesters.
Prerequisites: EDP212, EDP214, EDP216.
Syllabus: Students work in project groups (usually four people) on system development tasks for a client who may be either internal or external to Chisholm. In general, projects involve all aspects of the system development life cycle. Project Management aspects of system development are stressed. A student in part-time or full-time employment in the computer industry may, with the agreement of all the affected parties, introduce appropriate materials from said employment as part of the assessment for this subject.

EDP311  Software Development 5

Contact: Four hours per week for one semester.
Prerequisite: EDP211, EDP212.
Examples will be drawn from UNIX, PC-DOS, VAX, VMS, etc.
The programming language required for practical work will be C which must be available on both the PC's and UNIX (on the Pyramid).
Any assembler level programming required will be based on the 8086/88 architecture (IBM PC).
References:

EDP312  Software Development 6

Contact: Four hours per week for one semester.
Prerequisites: EDP211, EDP212.
Syllabus: Programming Support Tools: Cross-referencers; Source Program Re-Structuring Utilities; Source Code Control Systems and Version Controls; Source and Object Library Management and Data-Hiding Techniques.
Quality Assurance: Test Data Generators; Test Harnesses.
Documentation and Control: Computer Assisted Flow-Charts and Design Diagrams; WP for System Documentation; WP and/or HELP Systems for User
Documentation; Office Automation for project communication; Computer-Assisted Project Control.
4GL's: Implications for 4GL's: The impact of application tools on prototyping; The relationship between software tools and methodological approaches; data driven design versus procedural design; areas of application for 3GL's and 4GL's; Hybrid systems: Interfacing 3GL and 4GL components.
References:
SYTWOT, W.R. and GRUBER, W.H., Information
Faculty of Technology - 303
EDP316 Information Systems 6

Contact: Four hours per week for one semester.
Prerequisite: EDP213, EDP216.
Syllabus: Nature of Unstructured Work Environments: Definitions; The role of decision support, knowledge based, expert and other systems for small, unstructured problem domains; Descriptive analysis of managerial work and managerial information preferences; The managerial and the expert domains, and cognitive styles; Man-machine interface issues, prototyping and iterative development.

Decision Support Systems: Institutional versus ad hoc DSS, organisational issues; Evolutionary development methodologies; DSS architectures; Hardware and software DSS with emphasis on integrated packages and modelling; DSS case studies.

Knowledge Based Systems: The architecture of knowledge-based systems; Control structures; Knowledge representation; Evolution of knowledge based systems from academic AI research; Tools for knowledge engineering and the construction of expert systems.

References:

EDP375 Data Processing

Contact: Four hours per week for one semester.
Prerequisite: EDP276 Data Processing.
Syllabus: Mass storage, information systems, telecommunication; real-time; database; information retrieval; case study research involving projects in selected areas.
References: To be advised.

EDP402 Computerised Information Systems

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Serial storage media. Serial/Sequential file organization. Extracting, sorting, merging, updating data.

Logical data structures; trees, networks, lists, rings. Physical implementations. Entry point access; navigational access.
The data base concept. The data base models. Theory and practice of relational data base management systems. The CODASYL approach.


References:

EDP403 Information Systems Development

Contact: Four per week for one semester.
Syllabus: The role of computer user and his/her role in the development of the logical data and procedure model of his/her own system.
- The systems development process.
- Logical Specification of a system. Methods of developing a 'logical model' of an organisation in terms of data and procedure.
- The Entity-Relationship model, Functional model, Context diagram, Procedure specification (data blow diagram, pseudo code etc.) and their inter-relationships.
- Case Study.
- Approaches to system implementation.

Assessment: A case study and a written report.
References:

EDP404 Communication & Information Technology

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: 1. Data Communications: Basic concepts in Data, Audio and Video Communications; Network components – Multiplexing techniques and devices, concentrators, terminals, controllers, and digital PBX; Transmission Control – Control protocols, error control and efficiency; Security and Encryption; Network architectures, network design, network operations; Common carrier services and tariffs; Local area networks; Network standards; Trends in communications.
2. Converging Technologies: The fundamental technologies – Computers and communications; Developing technologies – Data and text processing; Audio processing; Image processing – graphics, micrographics, optical systems, video; Artificial intelli-
gence; Applications of Technology – Office Automation, composite document processing, electronic mail, document output processes, teleconferencing, document storage and retrieval, expert systems; Information system services – Telex, teletex, videotex, Commercial information networks;

- Other applications – Electronic Funds Transfer Systems, Electronic Publications, Video-audio Education System

References:

EDP411

NAFFAH, N., Office Information Systems, North Holland, 1981.
STATE OF THE ART REPORTS – Office Automation, Infotech, Series 8, Number 3; Integrated Office Systems, Series 10, Number 5.

EDP405 Interdisciplinary Project

Contact: Four hours per week for one semester.

Syllabus: This project will include relevant studies from the social sciences and information sciences and demonstrate the theoretical and practical contribution that studies in one area can contribute to the other.

Project work will be supplemented by periodical seminars and tutorials serving to integrate the relevant disciplines and providing opportunities to discuss ‘state of the art’ developments in communication and information technologies.

Assessment: A substantial report or ‘mini-thesis’ plus seminar papers.

References:


Learned journals and other sources to be advised according to topic. For general report or thesis writing.

EDP411 Introduction to Computer Systems

Contact: Four hours per week for one semester.

Prerequisite: Nil.

Syllabus: Introduction to Computer Systems; People and their roles in the Computer Industry; Computer hardware; Office technology and related hardware; Data Communications; Data representation and storage techniques; Data and file organization and data retrieval; Batch and real-time systems; Software – systems and application; Packages – selection and evaluation; Programming languages and concepts; End-users, information centres; End-users, information centres; Software for application development; Overview of classical MIS & DSS; Characteristics of managerial work, including decision making; Decision Support System concepts; DSS case studies of both ‘ad hoc’ and ‘institutional’ systems; Financial modelling as an example of a DSS tool.

References:


EDP413 Information System Development

Contact: Four hours per week for one semester.

Prerequisite: EDP411.

Syllabus: Introduction to Information Systems: Introduction to System Development; New skill requirements for the new roles for systems analysts; Traditional systems development cycle; Alternate systems development cycle; Human aspects of analysis; Project management; Estimating costs and benefits.

Structured Analysis Techniques: Tools for structured analysis; Stages of structured analysis; Levelling of functions to reduce complexity; Development of a logical model of a business operation.

The Office Environment: Can structured techniques be used for analysis of office systems?

Data Modelling Techniques: The Entity-Relationship (E-R) model of an organisation; Functional modelling; Levelling of E-R model using functions; Detailed data design; Procedure modelling.

References:

GREIG, J., Course Notes for Information Engineering, Chisholm Institute of Technology, 1985.
MARTIN, J. and FINKELSTEIN, C., Information Engineering, Savant Institute, 1981.

EDP615 Systems Selection and Procurement

Contact: Two hours per week for one semester.

Prerequisite: RDT651 Computer Principles I, or equivalent knowledge.

Co-requisites: RDT652 Computer Principles II, or equivalent knowledge.

Aim: This unit is for those concerned with the management of computer installations. It covers the
process of selecting and purchasing a computer system with a significant communications component.  


EDP616 Computer Project Management

Contact: Two hours per week for one semester.  
Prerequisite: RDT651 Computer Principles I.  
Co-requisite: RDT652 Computer Principles II, or equivalent knowledge.  

Aim: This unit is for those concerned with the management of computer installations. It covers the principles of managing in a project situation, i.e., the co-ordination of resources in order to reach a well defined endpoint under defined constraints such as time and budget.  

Syllabus: The general structure of projects. Identifying goals, agreeing plans, progress monitoring. Project management tools. Personnel issues. Issues involved in particular types of project, e.g. those involving installation of equipment or the development of software.

EDP617 Computer Operations Management

Contact: Two hours per week for one semester.  
Prerequisite: RDT651 Computer Principles I, or equivalent knowledge.  
Co-requisite: RDT652 Computer Principles II or equivalent knowledge.  

Aim: This unit is for those concerned with the management of computer installations. The purpose is to give students a thorough grounding in the process of managing a computer system with a significant communications component.  


EDP618 Systems Analysis and Implementation

Contact: Two hours per week for one semester.  
Prerequisite: RDT651 Computer Principles I, or equivalent knowledge.  

Aim: This unit is for those with a limited background in Data Processing who wish to extend their knowledge in that area. It covers the basic principles of Systems Analysis and Systems Implementation in a conventional data processing environment.  


EDP619 Database Systems

Contact: Two hours per week for one semester.  
Prerequisite: RDT651 Computer Principles I, or equivalent knowledge.  
Co-requisite: RDT652 Computer Principles II or equivalent knowledge, EDP618 Systems Analysis and Implementation.  

Aim: This unit is for those with a limited background in Data Processing who wish to extend their knowledge in that area. It covers the role of data and database systems in communications-based computer systems.  

Syllabus: The functions of a database system; typical models for data structures; examples of database management systems; data dictionaries; database administration issues.

EDP620 Computer Systems

Contact: Four hours per week for one semester.  
Prerequisite: Nil.  

Syllabus: Microcomputer hardware and software: CPU operations, peripherals, CPUs and support chips, Micro Operating systems (CP/M and MS-DOS), Common software (Word processors, Spreadsheets, graphics etc). Computer Architecture: Von Neumann machines, microprogramming multiple CPU systems, distributed systems, new architectures. Fifth generation machines. Electronic Office concepts: the office environment, technology; word processing, communications networks, applications, implementation, management workstations, management issues.  

References:  
GALITZ, W., Human Factors in Office Automation, LOMA, 1980.  
Manufacturer's Manuals.  
Related journals, research papers and conference proceedings.

EDP621 System Theory

Contact: Four hours per week for one semester.  
Prerequisite: Nil.  


References:  
Related research papers.
EDP622 Systems Development

Contact: Four hours of class contact per week for one semester.
Prerequisite: Nil.
Syllabus: Structured Analysis: The system life cycle, the organisation chart, the context diagram, data flow diagrams, data dictionary, structured English, decision tables, decision trees, walkthroughs.

The specification of systems using these tools, qualification and selection of options, logical design specifications.

Introduction to physical design considerations.

Information Modelling: The entity-relationship model, functional models, collection of data items, normalisation, data structure diagrams, introduction to file and database design, design of procedures to maintain and retrieve data, interfaces with other approaches.

References:
MARTIN, J. and FINKELSTEIN, C., Information Engineering, Savant Institute, 1981.

Course notes and relevant research manuals.

EDP624 Programming Systems

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Application program design and development tools, with demonstrations of 4GLs such as FOCUS and INFO, and some program generator packages. Appropriate use and limitations of these tools.

Comparison of several program, design and development techniques with small case study exercises.

Commercial Transactions Processing systems. DG/TPMS, IBM/CICS, PRIMOS/P-PRIMEWAY and Honeywell/TVDS with discussion of the program development cycle for each system.

The programmers interface to file management systems. DG/INFOS, DG/DBMS, PRIMOS/MIDAS, PRIMOS/DBMS, IBM/IMS and Honeywell/FMS, with demonstration or presentation on the common use of these packages in industry.

References:
Manufacturers Manuals. Relevant research papers and conference proceedings.

EDP623 Information Storage and Retrieval

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: The Database Concept, Data modelling and normalisation, Relational database/relational algebra and calculus, Introduction to ORACLE, ORACLE syntax for database implementation, ORACLE retrieval commands, Codasyl concepts, Codasyl DDL and DML, comparison of Codasyl and SQL, Developments in Data Base Architecture.

References:

Relevant research papers and manuals.

EDP625 Systems Theory

Contact: Four hours per week for one semester.
Prerequisites: EDP621 Systems Theory.

References:
Related research papers.

EDP626 Systems Theory

Contact: Four hours per week for one semester.
Prerequisite: EDP625 Systems Theory.
Syllabus: Introduction to journal control theory including the laws of cybernetics. Development of a cybernetic model of a viable system, including application of the model. Seminars on major issues in systems theory (e.g. centralisation versus decentralisation, measurement in systems, structure and function, control systems at different levels of recursion, expert systems).

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References:
SCHODERBEK, C.G. et al., Management Systems, Conceptual Considerations, Business Publica-
tions, 1980.
Related research papers.

EDP627 Systems Development

Contact: Four hours per week for one semester.
Prerequisites: EDP622 System Development.
Syllabus: Structured Design: Structured design concepts; coupling and cohesion; morphology of sys-
tems; design heuristics; transform analysis; packaging; implementation. Corporate Strategic Planning: A Study of Corporate Strategic Planning and its importance in system development.
Project Management: Project scope and justification; project control and documentation; resource estimation of project costing; project management systems; project team, group problem solving; change control; roles for users and data processing professionals.
References:
MARTIN, J. and FINKELSTEIN, C., Information Engineering, Savant Institute, 1981.

EDP628 Programming Systems

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Concurrent programming techniques (Real-time programming). Nature of Real-Time pro-
grams. Control of concurrent activities. Synchronisation and Mutual Exclusion. Semaphores and Moni-
tors and IPC. Scheduling of multiple activities. Executive Processes. Concurrent programming lan-
guages (Concurrent PASCAL, MODULA, ADA, EDISON).

Programming language translators. Assemblers, compilers and interpreters. Anatomy of a typical
compiler. Grammars and Parsing. Syntax error processing and recovery. Code generation and Run-
time environment. Optimisation. Design and im-
Brief summary of requirements of an operating sys-
tem. Anatomy of a typical operating system. Review computer hardware. System nucleus. Memory
management. System Call monitor. I/O and File
systems. Protection and Privilege. Hardware sup-
port of Operating systems. Job control language.
Performance monitoring and Tuning of operating
systems. Implementation of a small multi-tasking
monitor.
References:
ALLWORTH, T., Introduction to Real-Time software
design, Macmillan, 1981.
BUER, F. et al., Compiler construction, Springer-
Verlag, 1976.

GRIES, D., Compiler construction for Digital Com-
HARTMANN, A., A concurrent PASCAL compiler for
KAISLER, S.H., The design of operating systems for
LISTER, A., Fundamentals of operating systems,
PYSTER, A., Compiler design and construction, Van
WAITE, W. and GOOS, G., Compiler construction,
WIRTH, N., Algorithms+ Data structures = Pro-
Manufacturers' Manuals.
Relevant journals, research papers and conference
proceedings.

EDP629 Programming Systems

Contact: Four hours of class contact per week for one
semester.
Prerequisite: Nil.
Syllabus: Introduction to Artificial Intelligence, in-
cluding concepts and examples in natural language
processing, pattern recognition, game theory, and
expert systems with examples using the logic pro-
gramming language PROLOG.

Theory of Operating Systems. History and Hard-
ware. Device and File management systems in UNIX.
System calls in UNIX. The UNIX 'SHELL'. UNIX
utility programs. The UNIX system programming
language 'C'. Languages. A comparative study of
significant developments in programming languages.
History and development of languages such as FOR-
TRAN, ALGOL, COBOL, PL/I, LISP, PASCAL, APL,
ADA, EDISON and PROLOG. Data Base Query
Languages and Fourth generation languages such as
FOCUS.

Interactive graphics. Graphics, Image processing and
Pattern recognition. Pictorial input. Display
devices. Vector/Raster graphics. Primitive Graphic
functions. Software for editing and transformation of
images. Wire-frame and solid modelling. Applications
of graphics, CAD etc.

References:
HAUGELAND, J., Mind Design, Bradford Books,
1981.
HOROWITZ, E., Programming Languages - A Grand
Tour, Springer-Verlag, 1983.
LEE, G., From Hardware to Software - an introd-
cution to computers, Macmillan, 1982.
MITCHE, D., Introductory readings in Expert Sys-
tems, Gordon and Breach, 1982.
NEWMANN, W. and SPRUILL, R., Principles of
interactive computer graphics, McGraw-Hill,
1981.
PAVLIDIS, T., Algorithms for Graphics and Image
processing, Springer-Verlag, 1982.
BELL LABORATORIES, UNIX Programmers Man-
ual Vol.1.
Manufacturers' Reference Manuals.
Relevant research papers and conference proceed-
ings.

EDP630 Information Storage and
Retrieval

Contact: Four hours per week for one semester.
**Prerequisite:** EDP623 Information Storage and Retrieval.

**Syllabus:** M-machine dialog, BCS, query language recommendations, Using VISTA query language on PRIME ORACLE-IAG; Natural language Query Systems – On-line English; Deductive Database Systems; Storage and retrieval of text; Parsing and indexing techniques; Commercial document retrieval systems – DIALOG, AUSINET, LEXIS etc; Videotex database systems; Commercial videotex systems – PRESTEL, - TELIDOL; Standards of videotex systems; Image Database systems; Stage and retrieval for office automation.

References:
MARTIN, J., Application Development Without Programmers, Savant Institute, 1981.
WINSTON, P.H., Artificial Intelligence.

Selected reference manuals and research papers.

**EDP631 Information Storage and Retrieval**

**Contact:** Four hours for one semester.

**Prerequisite:** EDP623 Information Storage and Retrieval.

**Syllabus:** Data Dictionary/directory concepts, Typical facilities and features provided in DD/DS, BCS recommendations for DD/DS, Study of Commercial Dictionaries and how these products are being used. Different approaches and tools for the database design process DBDA, automated database design DBPROTOTYPEII, Design and optimisation of physical storage structures HASHING, INDEXING and other organisations, Database administration, roles and responsibilities, data administration.

References:
CLARK, J.D., Data Base Selection, Design and Administration, Preager, 1980.
MARTIN, J., Managing the Data Base Environment, Savant Institute, 1981.
ROSS, R.G., Data Dictionaries and Data Administration, AMACOM, 1978.

Selected reference manuals and research papers.

**EDP635 Distributed Systems**

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

**Prerequisite:** Nil.

**Syllabus:** Basic Concepts: Analog and digital signals, code, carrier modulation, switched and leased lines, circuit, message and packet skitching, line control protocols, error control, networks.

**Equipment:** Processors, terminals, modems, multiplexors, concentrators, linesplitters, interfacing equipment.

**Common Carrier Services:** Datel Service, Austpac, Digital Data Service, Analogue Data Service, Aussat.

References:

**EDP636 Systems Development**

**Contact:** Four hours of class contact per week for one semester.

**Prerequisite:** EDP622 System Development.

**Syllabus:** Systems Development Aids: An investigation of the latest tools available to assist in the development of applications for the computer. Automation of parts of the system development process. Use of fourth generation languages such as FOCUS, MAPPER and INFORMATION in system development. Future directions in system development including the use of natural language. Investigation of such methods as the Nissen Information Analysis Methods (NIAM).

User Driven Computing: Information centres; user rights, fourth generation languages; query languages; analysis and design methodologies for the user; application generators.

References:
MARTIN, J., Applications Development without Programmers, Savant Institute, 1981.

Relevant research manuals.

Literature describing the commercial products.

**EDP638 Project**

**Contact:** This subject will be two semesters in duration. The first seven weeks will consist of four hours of class contact. The remainder of the subject will consist of student research in an approved area under the supervision of an academic staff member.

**Prerequisites:** The successful completion of at least
four subjects in the course.
Syllabus: (Weeks 1–7). Introduction to research and the research process; selection and formulation of a research problem; literature search approaches; research design; thesis writing techniques; questionnaire construction; data analysis techniques. Each student will be required to present a project proposal and literature review of the approved area during weeks 1–7.
Assessment: Each student will be required to submit a project on an approved topic, which will count for 100 per cent of assessment.
References:
CHISHOLM INSTITUTE OF TECHNOLOGY, Department of EDP, The Citation of References, Chisholm Institute Printing Services, 1984.

EDP639 Distributed Systems
Contact: Four hours of class contact per week for one semester.
Prerequisite: EDP635 Distributed Systems.
Syllabus: Networks and their characteristics: Long-haul networks, local area networks, integrated voice and data networks. Layered protocols. Design choices: Distributed analysis of events, volumes, locations, response times; candidates for real-time and batch development, partitioning the data model and the processing, design calculations, hardware considerations, common carrier offerings, network software, file and database design, security and recovery.
Implementation: Testing a distributed system, control and co-ordination, performance data collection and analysis, the Communications Manager.
References:
BLACK, D., Data Communications Networks and Distributed Processing, Reston, 1983.
MARTIN, J., Computer Networks and Distributed Processing.

EDP640 Computer Programming
Contact: One hour per week for two semesters.
Prerequisite: Nil.
Syllabus: Introduction to Programming: Problem definition and solution using algorithms defined by logic diagrams such as flowcharts, structure diagrams and decision tables; the benefits of modular and structured programming methods.
Programming Techniques:
• the need for adequate program documentation and techniques to achieve this; ‘forced self-documentation’ possibilities;
• introduction to secondary storage data structures and file processing;
• division of a program into logically separate and hierarchically structured modules which are either ‘manager’ or ‘worker’ oriented;
• test data selection, use of trace facilities and general debugging techniques.

EDP641 Computer Systems
Contact: One hour per week for two semesters.
Prerequisite: Nil.
Syllabus: Operating Systems:
• definition of operating systems;
• the evolution from simple, batch orientation through developmental stages to complex batch-streaming and/or multiple-access, on-line orientation;
• the objectives of a typical modern operating system, its functions and its constituent components;
• the study of a typical modern operating system job control language;
• an overview of the facilities offered by a typical modern operating system.
Computing Systems:
• investigation of criteria for selection of hardware and software.
• Specification of requirements for purchasing purposes.
References:
Manufacturers’ operating systems reference manuals.

EDP643 Information Storage and Retrieval
Contact: Four hours per week for one semester.
Prerequisites: EDP631 Information Storage and Retrieval and EDP635 Distributed Systems.
prototype system. CODASYL recommendations for distributed database.
References:
MARTIN, J., Corporate Strategy for Distributed Data Processing, Savant Institute, 1981.
MARTIN, J., Distributed File and Database Design, Savant Institute, 1982.

EDP644 Intelligent Systems
Contact: Four hours per week for one semester comprising lectures, presentations and practical work.
Prerequisite: Nil.
Syllabus: This subject provides students with a conceptual understanding of artificial intelligence and its commercial applications. Particular emphasis is placed on the development and use of expert systems and methods of knowledge representation and acquisition. A study of the objectives and implications of the fifth generation project is included.
References:

EDP645 Minor Thesis 1
Contact: Four hours per week or equivalent for one semester.
Prerequisite: The successful completion of at least four subjects in the course.
Aim: To study an area of computing in considerable depth and to give students an understanding of the nature of scientific research and its use in the solution of problems in computing and information systems.
The first seven weeks will consist of four hours of class contact consisting of lecture, guest speaker presentation and student presentation.
The remainder of the subject will consist of student research in an approved area under the supervision of an academic staff member.
Syllabus: (Weeks 1–7). Introduction to research and the research process; selection and formulation of a research problem; literature search approaches; survey construction; data analysis techniques.
Assessment: Each student will be required to present a comprehensive literature review of the approved area (50 per cent) and must be able to show substantial progress on the development of the project by presenting a seminar outlining the thesis and the work done during the semester (50 per cent).
References:

CHISHOLM INSTITUTE OF TECHNOLOGY, Department of EDP, The Citation of References, Chisholm Institute Printing Services, 1984.

EDP646 Minor Thesis 2
Contact: Four hours per week or equivalent for one semester.
Prerequisite: Successful completion of Minor Thesis 1.
Objectives: Same as EDP645. This subject will consist of student research in an approved area under the supervision of an academic staff member.
Assessment: Each student will be required to submit a project on an approved topic (100 per cent).
References:
CHISHOLM INSTITUTE OF TECHNOLOGY, Department of EDP, The Citation of References, Chisholm Institute Printing Services, 1984.

EDP647 Intelligent Systems
Contact: Four hours per week for one semester.
Prerequisite: EDP623.
4. Graphic Representation Techniques: Graphic and advanced tools for professional and end user man-machine interaction. Graphic representation in object-based programming languages. General principles of Intelligent graphic interface design and use. The workbench and the desk top.
References:
Relevant research papers.

EDP650 Introduction to Programming
Contact: Four hours per week for seven weeks.
Prerequisite: Nil.
Syllabus: Historical development of Program Design Methods. An in-depth study of a program design approach based on data structures. Data Structures and transformations. Correctness of Logical design, test data, debugging, modifying the design.

EDP684 Case Study
Contact: Four hours per week for 14 weeks.
Prerequisite: EDP761 Information Systems I and EDP762 Cobol Programming.
Syllabus: The case study will involve a realistic business problem. Students will be required to undertake the analysis, design and implementation of an appropriate data processing system.

EDP705 Introduction to Business Computing
Contact: Four hours per week for one semester.
Prerequisite: Nil.
Aim: To provide an introduction to computer technology and to provide an introduction to end-user computing.
Syllabus: Introduction to computer systems, people and their roles in the computer industry, computer hardware, office technology and related hardware, data communications, data representation and storage techniques, data and file organisation and data retrieval, batch and real-time systems, software - systems and application, packages - selection and evaluation, programming languages and concepts, end-users, information centres and software for application development.

EDP710 Application Project
Contact: Four hours per week for one semester.
Prerequisite: The completion of at least four subjects in the course.
Syllabus: At the conclusion of this subject students should be able to understand a substantial applied research project; document the findings of the project; and show an understanding of the relevant technologies used in business.

EDP716 Analysis Techniques for Business Systems (Core Unit)
Contact: Four hours per week for one semester.
Prerequisite: EDP705.
Aim: To understand the organisation as an information system; to understand the analysis and documentation techniques appropriate to technology based business systems; to appreciate aspects of the integration of traditional computer systems with office automation.
Syllabus: Introduction to Information Systems: introduction to system development; new skill requirements for the new roles for systems analysts; traditional systems development cycle; alternate systems development cycle; human aspects of analysis; project management; estimating costs and benefits.
Structured Analysis Techniques: tools for structured analysis; stages of structured analysis; levelling of functions to reduce complexity; development of a logical model of a business operation.
The Office Environment: Can structured techniques be used for analysis of office systems?
Data Modelling Techniques: The Entity-Relationship (E-R) model of an organisation; functional modelling; levelling of E-R model using functions; detailed data design; procedure modelling.

EDP717 Data Communication & Converging Technologies
Contact: Four hours per week for one semester.
Prerequisite: Nil.
Aim: To explore the basic concepts, hardware and software components of communication systems; to develop an appreciation of the characteristics of alternative communication systems available in Australia; to investigate evolution of various technologies and their convergence; and to study the application of these technologies to business functions.
Syllabus: 1. Data Communications: basic concepts in data, audio and video communications; network components, multiplexing techniques and devices, concentrators, terminals, controllers and digital PBX; transmission control, control protocols, error control and efficiency; security and encryption; network architectures, network design, network connections; common carrier services and tariffs; local area networks; network standards; trends in communications.
2. Converging Technologies: the fundamental technologies, computers and communications; developing technologies, graphics, artificial intelligence; applications of technology, office automation – composite document processing, electronic mail, document output processes, teleconferencing, document storage and retrieval, expert systems; information system services, telex, video, commercial information networks; other applications, electronic funds transfer systems, electronic publications, video-audio Education System.

References:

EDP718 Principles of Data Base

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Serial storage media. Serial/Sequential file organization. Extracting, sorting, merging, updating data.
The data base concept. The data base models. Theory and practice of relational data base management systems. The CODASYL approach.

References:
TESKEY, P.N., Principles of Text Processing, Ellis Horwood, 1982.

EDP719 Structured Programming

Contact: Four hours per week for one semester.
Prerequisite: EDP705.
Syllabus: 1. Algorithm Building Blocks: The structured programming view of design constructs such as sequence, selection, iteration and case.

References:

EDP750 Information Systems I

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Some common business systems e.g., order-filling, invoicing, debtors and creditors (including the Public Sector); Typical information flows in a business; The need for information in a business system; The relevance and need for computers in the provision of the required information; The need for systems analysis; A conceptual framework for Systems Development; The systems life cycle and the role and importance of users in the development of systems, and their interaction with computer professionals; Characteristics of analysis and including interviewing techniques.

Methodologies used for analysis, e.g. (i) The data centred approach to analysis, including entity relationship modelling, normalisation, finishing with a functional decomposition model of user requirements, plus procedure models for the data; (ii) Structured Analysis Techniques including the tools and stages of structured analysis, using the data centred approach for data stores.
The importance of documentation to be maintained throughout the life cycle, including easy to understand user interfaces; The need for quality assurance during system development (eg, reviews, standards); Deliverables during the system development process.

References:
EDP751 Information Systems II

Contact: Four hours per week for one semester
Prerequisites: EDP750, EDP760.
Syllabus: The need for good system design including quality assurance techniques; Coupling and cohesion (factors to be considered), structure charts; Procedure models, procedure hierarchies; model size, program size – consideration copy libraries; The need for user friendly software, design screen – menu functions; Report design; Prototyping; Design of security and backup; Conversion – file creation – parallel running; Testing – system, user and acceptance; Post implementation actions; reviews, efficiency tuning, maintenance; Documentation which needs to be maintained during design and implementation; User documentation and training; UDC, more specifically, DSS, user friendly software products, support and assistance, access to date; why users can/cannot do it themselves; Information Centres – a possible alternate way of development; Standards – PRIDE, SDM70 etc, and what they are.
References:

EDP752 Cognitive Support Systems

Contact: Four hours per week for one semester.
Syllabus: 1. Overview: Definitions, role of decision support systems: knowledge based systems, expert systems and other such systems for small unstructured problem domains. Brief case studies. Comparison with MIS, OA and EDP.
2. Foundation: Descriptive analysis of managerial work, contrasts with clerical work, managerial preferences for information, prescriptive and descriptive theories of decision making. The managerial domain and the expert domain and cognitive styles, man-machine interface for cognitive support systems. Prototyping and iterative developments. Organisational structures for cognitive support systems.
Reference:

EDP753 EDP Management

Contact: Four hours per week for one semester.
Prerequisites: EDP771, EDP751, EDP761.
Syllabus: Project Planning Control; Scheduling, estimating and resource allocation; Organization and staffing; Standards and documentation; Operations Management; Equipment and software selection; Evolution of the EDP Audit function; Significance of audit to EDP security; Control in EDP Systems – administration controls, system development controls, operational controls, security controls, cost-effectiveness analysis controls; Computer assisted fraud.
References:
Relevant journal articles.

EDP754 Computers in Society

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Privacy and the Computers Age; Computer Crime; Access to Information Resources; Repetition Strain Injury and its prevention; Technology and Employment; Policy and Planning Issues; Psychological Aspects of Computers – human computer interaction; Life Style Implications.
References:
BJORN-ANDERSEN, N. et al. (Eds), Information Society – for Richer, for Poorer, North Holland, Amsterdam, 1982.
EDP760 Software Development I

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Background to the development of structured programming design techniques. Concept of a task-oriented module. Top-down design. Methods of expressing algorithms. The module-hierarchy chart.

Selection of test data and determination of expected results. Desk-checking and debugging the design. Top-down testing. Peer-group technical reviews.


Local and global variables. Methods of passing of parameters. Coupling and cohesion. Application of structured techniques to programming languages which lack such features.

References:

Programmers’ Reference Manual as appropriate. Reference texts for Programming Languages as appropriate.

EDP761 Software Development II

Contact: Four hours per week for one semester.
Prerequisites: EDP760, EDP770.
Syllabus: Third generation language programming using COBOL. Sub-division into four divisions and the purpose of each; File, record and definitions: group and elementary items; picture clauses (not including edited numeric); condition names. Procedural statement: relatively elementary examples of common verbs; sequential file processing; comments.

Process of compilation, link editing and execution: compilation errors; link-editing errors; execution errors; debugging procedures; Introduction to array processing: OCCURS; REDEFINES; examples of the above features; Sound documentation and coding standards.

Fourth generation language programming. Procedural and non-procedural languages; Prototyping of (user-designed) systems; Controlling the use of fourth generation languages; The fourth generation language environment; Control structures and syntax of a fourth generation language; Testing and debugging; and Transaction processing.

References:
CANNING, R.J., A Programmer Productivity Controversy, EDP Analyser, Jan., 1986

Relevant manufacturer’s manuals.

EDP762 Cobol Programming

Contact: Four hours per week for one semester.
Prerequisites: EDP761, EDP750.
Syllabus: Further aspects of the COBOL language, including: Field definitions including all editing features; Use of OCCURS and REDEFINES clauses leading to examination of single and multi-dimensioned array storage and processing; Relative file storage, definition and processing; and the sub-division of a program into separately compiled and tested modules including detailed examination of the LINKAGE SECTION and of CALL and EXIT PROGRAM verbs.

Programming techniques, including: The design and implementation of update programs of father-son type; Storage of data in tables and use of table look-up algorithms including: linear search; binary search; and traversal of a binary tree; and the processing of additions and deletions to tables of data that are stored: randomly; sequentially; and as a binary tree.

Screen handling, including: Video terminal hardware and control codes; Control of video terminals using the COBOL language; Comparison of screen support software provided by different manufacturers; and Factors involved – with emphasis on programming implications – screen layout and design; and File handling, including: Indexed sequential file handling procedures for multi-keyed, shared files, including examination of COBOL verbs: READ, WRITE, REWRITE, DELETE; and START; ISAM file structure; and ISAM file utilities and their use in creating and maintaining ISAM files.

References:

Relevant manufacturers’ manuals.

EDP763 Comparative Language

Contact: Four hours per week for one semester.
Prerequisites: EDP761, EDP750.
Syllabus: RPG Programming: The RPG Processing
Cycle, forms, indicators and sample program; Instructions, RPG editor, compilation and execution; Report writing, level breaks; Sequential and index sequential file processing; Tables and arrays; Screen Handling; Programming Aids and Revision; Language Comparison.

For each of the functions listed below, a variety of languages is discussed. Input/Output processing including files; Sub-routine or procedure calls including parameter passing; Data types supported; Procedural constructs (sequence, selection and iteration); Vector and array processing; Other – recursion, dynamic storage allocation, etc.

References:

EDP770 Computer Technology I

Contact: Four hours per week for one semester.

Syllabus: (a) Equipment: The major components of computer hardware: The CPU; Secondary storage devices; Input and output units; Number system and code sets.

(b) Operating Systems: Historical development of operating systems; The need for, and function of, a typical, modern, multi-user operating system: input-output handling; protection and security; memory management; resource scheduling; range of utilities. Using operating systems: features of standard terminals; command language; single commands and macros; text editors; language processors.

(c) Data Communications: Remote I/O devices and networks; Data communications code; Data communications hardware; Telephone networks; Packet-switched networks; Digital Data networks; Local area networks; Protocols; Open Systems Interconnection; Australian Telecommunications facilities.

References:
- REYNOLDS, G.W., Introduction to Business Telecommunications, Merrill, Ohio, USA, 1984.
- CHISHOLM INSTITUTE OF TECHNOLOGY, Computer Centre Handbook.

Relevant manufacturer's manuals.

EDP771 Computer Technology II

Contact: Four hours per week for one semester.

Prerequisites: EDP751, EDP770.


Database: The database concept, Database models, Relational data model, Using SQL – Data Definition Commands, Retrieval Commands, Security Commands, Data Dictionary Commands, Embedded Commands

References:

Relevant manufacturer's manuals.

EDP772 Systems Software

Contact: Four hours per week for one semester.

Prerequisites: EDP770, EDP760.

Syllabus: Operating System Theory: File systems; Kernel functions; Process management; Memory management; Security; System administration; Compilers; Linkers.

'C' Programming: Basic 'C' syntax; Data types and declarations; Operators; Expressions and statements; Flow control (if, while etc.); Functions; Input/Output; 'C' preprocessor; Arrays; Strings and string processing; Structures.

System Programming In 'C': Command line interface; Basic I/O; Pipe, fork and exec system calls; Signals and interrupts; Interprocess communication.

References:

EDP773 Advanced Database

Contact: Four hours per week for one semester.

Prerequisites: EDP761, EDP751, EDP771.

2. Concepts of On-line Systems: On-line versus batch; Types of on-line systems; Transaction processing — history, concepts and terminology; On-line environment; Concurrency control; Restart and recovery — DBMS and TP considerations; Concept of transaction (event); Integration of both on-line and batch processing.

3. Design of Transaction Processing Systems: Gathering facts and statistics; Designing messages and dialogues; Evaluating alternatives; Designing interfaces with other systems; Program structure and logic; Estimating resource requirements; Reviewing computer centre operations; Implementing the application; Post implementation tuning.

4. Features and facilities offered by Transaction Processing Software: Creating, testing and modifying screen formats; Program structure; System calls; Monitoring the user environment; Debugging aids; Priorities and scheduling transactions.

5. Study and use of a particular transaction processing system software product.

6. Codasyl DML.

7. Query Language.

8. Current and future trends in Data Management: Data Dictionary System; Database Administration; Distributed Databases.

References:

Relevant manufacturer's manuals.

EDP774 Computers in Education

Contact: Four hours per week for one semester.
Prerequisites: EDP770, EDP760.
Syllabus: 1. The role of computing in education. 2. Overview of hardware and software. Relevant application. 3. Authoring and Computer Aided/Managed Learning. 4. Training and simulation packages and appropriateness of each. 5. Educational languages such as LOGO. 6. Logistics and support. 7. Future trends.

References:
COLE, P., Aspects of Technological Change and Some Educational Responses, VISE, Melbourne, 1983.
Computing and Education in 1984 and Beyond, Sixth Annual Conference, Computer Education Group of Victoria, 1984.

Relevant journal articles.

EDP775 Office Technology

Contact: Four hours per week for one semester.
Prerequisite: EDP771.
Syllabus: 1. Introduction to Office Automation: Objectives of Office Technology, Models, Goals and Values; Personal Computers as personal productivity tools; Introduction to the IBM PC. File Storage media, care and use; Functions provided by DOS, with emphasis on file manipulation.

2. Basic office functions: The office environment, information in the office; Text manipulation — document creation, modification and storage; Document retrieval; Printing options; Word Processing. PC-WRITE — development of personal skills.

3. Office standards and procedures: The office environment, human and organisational aspects; Importance of office procedures and standards; Originating documents — OCR, dictation equipment and techniques, voice recognition.

4. Document filing, retrieving and duplicating: Electronic filing, micrographics, document indexing, reprographics/duplicating; Control and security of documents; Data protection and encryption; DOS directory structures, further DOS commands.

5. Decision support and data processing in the office: Manipulation of structured data; Integration of data with text; Lotus 1-2-3: spreadsheet software for decision support.

6. Unstructured data in the office: The importance of voice and image data; Non-keyboard interfaces; Lotus 1-2-3: graphical presentation data; Other image forms; Integration of data with text.

7. User developed computing in the office: Database file manipulation and information retrieval.

8. User developed computing continued: Further dBase III facilities.

9. Communications in the office


11. The Office Automation study: Needs analysis, determination of requirements, Request for Proposal; Business Technology Centre demonstration.

12. Office automation architectures and approaches: Evolutionary development; Hardware and software strategies.


References:
NAFFAH, N., Office Information Systems, North Holland, 1981.

Faculty of Technology — 317
ZAB510  Minor Thesis
Prerequisites: The student will be required to have studied a minimum of four of the Master's subjects of which at least two are highly relevant to their thesis topic prior to the commencement of the minor thesis.

ZAB511  Artificial Intelligence
Prerequisites: Nil.
Syllabus: Overview of the philosophical foundations of artificial intelligence. Techniques appropriate to the development of artificial intelligence systems including topics such as learning methods, search methods, general problem solver, production rules specified as situation action pairs, optimisation heuristics, case studies. Expert Systems, Concepts and definitions, the components of an expert system, the fifth generation computer project and its implications for the future.

ZAB512  Advanced System Development
Prerequisites: EDP622 System Development and EDP623 Information Storage and Retrieval from the Graduate Diploma in Computing and Information Systems or equivalent.
Syllabus: Generalised system modelling; Organisational information systems and components thereof. Operational information systems development processes. A framework for the automation of the information system development process. The conceptual schema and the data dictionary. A review of products available, or under development, that may assist in the system development process. The appropriateness of products to different developmental environments. Organisation structures or system development. Review of the traditional system life cycle and its relevance to system development in an automated system development environment. New approaches to the system development process. Changing professional roles within the system development environment.

ZAB513  Convergent Technology
Prerequisites: Nil.
Syllabus: Study of the various technologies and their evolutionary path. This would include some study of technologies that are still being initiated.

Technologies that would be covered currently include: computer architecture, high level software, user based computing, management decision support systems, communications, distributed processing, and the automation of the office, image processing, text processing, graphics, audio processing, robotics, human factors and artificial intelligence.

Study of the types of convergence of the technologies that could occur and an exploration of some likely consequences.

Study of the social, psychological and economic forces that will affect the convergence process. Planning for change.

Study of the organisation and organisational functions and structures. Exploration of consequences of the convergence of technologies on the structure and function of the organisation.

ZAB514  Information Modelling
Prerequisite: EDP622 System Development and EDP623 Information Storage and Retrieval from the Graduate Diploma in Computing and Information Systems, or equivalent.

ZAB515  Decision Support System Development
Prerequisite: EDP621 System Theory from the Graduate Diploma in Computing and Information Systems or equivalent.
Syllabus: Theoretical foundations for decision support systems (DSS) with emphasis on the development process. Topics considered include: Evolutionary system development, Managerial Learning Styles, DSS tailoring, Evaluating System Effectiveness, Personal versus Group Support Systems, Soft Information, Organisational Structures for DSS Provision, Experimental Development of a DSS.

ZAB516  Decision Support System Software
Prerequisite: ZAB515 Decision Support System Development.

ZAB517  Advanced Interactive Graphics
Aim:
1. To develop an understanding of interactive graphics and its application to evolving information systems.
2. To gain knowledge of graphics presentation and action techniques for user/machine dialogue.
3. To be aware of model representation, transformation, viewing processes and associated algorithms.
4. To explore the development of interactive graphics interfaces to information data base structures.

**Syllabus:** The interactive graphics model; graphics system architecture; interactive hardware and software techniques; graphics standards development. Introduction to computational geometry and object modelling; geometric transformations; viewing operations and algorithms. Human factors for interactive systems — presentation techniques, action techniques, the use of colour; introduction to document composition. Business graphics; presentation graphics; graphics interfaces to data bases (record, text and image); document production. Image processing — composite document (data, text, graphics, image); image capture techniques: transformation processes, viewing operations; pattern recognition techniques; image storage techniques; image compression, indexing considerations; applications.

**References:**

**ZAB518 Software Engineering**

**Prerequisites:** EDP624 Programming Systems and EDP622 System Development from the Graduate Diploma in Computing and Information Systems, or equivalent.

**Syllabus:** The need for better methodologies, increasing software cost-effectiveness. Factors affecting software development, such as information theory advances, rapidly increasing communications needs, increased technical, theoretical and operations capabilities.

Current software engineering environments, software development support systems. Software reliability and analysis, including formal methods of program verification and specification. Software complexity metrics and prediction. Software probability, patentability. Language processing tools. Computer program synthesis methodologies, including prototyping.

Development of computer software for parallel processing. Application of underlying principles to complex current programming.

**ZAB519 Advanced Computer Communications**

**Prerequisites:** EDP635 Distributed Systems from the Graduate Diploma in Computing and Information Systems. RDT605 Computer Networks II from the Graduate Diploma in Digital Communications or equivalent.

**Syllabus:** Review of the classes of problems to be solved in computer communications i.e. establishment and release of links, synchronisation, addressing, error control, encryption, flow control and congestion avoidance, routing and multiplexing.

The principle of layered structuring of communication functions. Protocols as mechanisms for communication within layers. Examples of protocol mechanisms for solving the above problems. Formal models for specifying and verifying communication protocols.

The theoretical model of the ISO Reference Model. The functions of the layers within the ISO Reference Model. Examples of some protocols implementing layers within the ISO Reference Model.

Examination of some alternative structures for communications systems, e.g. local area networks, proprietary network architectures, SWIFT.

Review of the problems involved in network design, i.e. achieving required levels of performance, achieving desired levels of reliability and minimising cost.

Topological methods for deciding on the placement of concentrators or switching nodes.

Methods for assessing the vulnerability of networks to failures and for evaluating the most effective ways of adding redundancy to improve reliability.

Methods of assessing throughput and delay characteristics of networks by means of analytic queuing theory and simulation.

**ZAB520 Distributed Processing**

**Prerequisites:** EDP636 Distributed Systems and EDP623 Information Storage and Retrieval from the Graduate Diploma in Computing and Information Systems. RDT605 Computer Networks II and EDP611 Information Storage and Retrieval from the Graduate Diploma in Digital Communications or equivalent.

**Syllabus:** The range of system configurations for distributed systems, e.g. tightly coupled multiprocessors, shared memory-loosely coupled systems, systems linked by high bandwidth connections and by low bandwidth connections.

Issues involved in shared memory systems, e.g. mutual exclusion and synchronisation. Specific mechanism such as semaphores and monitors. Communication in non-shared memory systems, e.g. message passing and remote procedure calling mechanisms. Languages which support concurrent processing, e.g. Ada.

Issues in distributed operating systems, e.g. naming, error control, resource management, security and deadlock control. Issues in distributed data bases, e.g. concurrency control and methods of synchronisation.

Methods of developing software for the distributed environment. Role of the host and its relationship to issues such as auditability.

Criteria for assessing the degree of distribution suitable for an application. Methods for partitioning databases and applications software. Methods for the detailed analysis and design of distributed systems. The operation aspects of distributed systems. Case studies of distributed systems.

**ZAB521 Advances in Sensory Devices**

**Aim:** On completion of the course, the student will:
1. Comprehend and have a conceptual framework describing the physical and other processes
which govern real measurement systems involved in sensory data acquisition.

2. Have a knowledge of the principles, both theoretical and practical, governing the design and operation of sensory devices and to evaluate the device designs critically. In particular, the student will be familiar with the hardware/software alternatives which are available in modern measurement practice.

3. Be aware of the devices currently available or under development in the field of sensory data acquisition, in particular, those associated with automatic devices.

**Syllabus:** Overview of the physiology and psychology of human sensory processes and comparison with machine systems and environments covering vision, audition and the sensory mechanisms; generalised measuring system concepts, structures and classifications of measuring systems; characteristics of measuring systems; validity and reliability of measurements; role of computers in measuring systems; analogue and digital representations; data stream analysis and feature extraction.

Overview of sensors for automatic devices; sensory systems in the robotic environment; contact sensors; non-contact sensors; techniques and practical problems in sensory technology.

Review of modern integrated sensory systems and future development.

**References:**


**ZAB522 Robot Applications**

**Aim:**
1. To develop a conceptual understanding of the operation of a robotic device.
2. To gain a thorough knowledge of automation in industry.
3. To become aware of the trends of development of robotics.

**Syllabus:** Basic mechanisms of robot operation, geometrical, kinematical, and dynamical methods; methods of actuation, transmission, sensing and control of typical robotic devices; common methods of programming commercial robots; present application of robots in industry; examination of the trend of development of robotics.

**References:**


**ZAB523 Flexible Manufacturing Systems**

**Aim:** The student on completion of the unit will:
1. Have in-depth understanding of requirements in flexible manufacturing systems.
2. Have acquired knowledge of the technical requirements of a flexible manufacturing system and skills for applications.
3. Become aware of the social and economic effect of the introduction of flexible manufacturing systems.

**Syllabus:** Elements in a manufacturing process. Their functions and interrelationships with respect to the overall performance. Concept of group technology and workflow analysis.

Design concept of flexible manufacturing systems. Importance of man-machine interface and the operation of a flexible manufacturing system.

Trends of development, present technical problems and foreseeable technical difficulties. Conceptual structure of the factory of the future.

Unmanned manufacturing systems – case studies.

The social impact of the introduction of flexible manufacturing systems; the impact on skill required, working conditions and social structure; economic issues, both local (to the factory) and global (to the society as a whole).

**References:**


**ZAB524 Microchip Design**

**Aim:**
1. To develop the knowledge and skills required to enable the student to design and have manufactured, complete digital systems on a silicon chip.
2. To develop an awareness of the digital systems architecture concepts, particularly suitable for very large scale integration.
3. To provide familiarity with, and experience in, using typical software tools for the design, verification and simulation of chip designs.

**Syllabus:** MOS devices and circuits. Integrated system fabrication and design rules. Two phase clocks and storage registers. Data and control flow in digital processors. The systematic design of complex structures. The interface to manufacture; Caltech Intermediate Form for LSI layout description.

Students will be expected to design an LSI system or subsystem of equivalent complexity for fabrication on a multi-project chip.

**References:**


**ZAB525 Advanced Microprocessor Applications**

**Aim:**
1. To equip students with the knowledge and skills needed to undertake the development of a complex microprocessor-based system.
2. To explore the interaction between hardware and software and the efficient balancing of the
two in a system design.

3. To survey the range of currently available hardware and software components and their role in the system design.

Syllabus: Introduction to the microprocessor development system and its tools.

- Microprocessor hardware development: Bus standards, processor, memory and I/O support modules.
- Multi-tasking systems: Design of multi-tasking executives, the use of ready-made software components.
- Inter-process communication: The use of buffers, mutual exclusion, synchronisation, interrupts.
- Real-time systems: Design of multi-tasking systems for optimum real-time performance.
- Special purpose hardware: Intelligent peripheral controllers, disk controllers and their interface to the system, co-processors, communication controllers, programmable parallel and serial I/O devices.
- Multi-processor systems: Tightly coupled systems, shared memory, bus arbitration techniques, system optimisation.
- Distributed systems: Systems formed from intelligent workstations and servers linked by a high speed data pathway; work-station design, file servers, special purpose processors, system partitioning, network requirements. The use of customer VLSI for performance enhancement.

ZAB526 History of Computing Thought

Contact: Four hours per week for one semester.
Prerequisite: Nil.
    British ENIGMA machines at Bletchley park. British computing at Cambridge and Manchester to 1950. Turing’s post-war work. The development of data storage techniques through magnetic core.

References:
### Undergraduate Course
- Bachelor of Applied Science (Multi-discipline) (C)  

### Graduate Courses
- Graduate Diploma in Applied Polymer Science (C)  
- Graduate Diploma in Water Science (C)  
- Master of Applied Science (C)  

### Subject Synopses

**Note:** Courses marked C are offered at Caulfield only, those marked F at Frankston only, and those marked C&F at both campuses. Courses marked C/F may be started at Frankston but must be completed at Caulfield.
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Technical Officer
Poh H. Boey
BSc(Monash)
UNDERGRADUATE COURSE

Bachelor of Applied Science (Multi-discipline)

Course Code: BS
Course Lead: R.G.W. Adlem

Content
This course combines studies in Applied Physics, Chemistry, Biology, Statistics, Mathematics and Computer Science. Students can major in one or more areas, as listed in the following tables, and wide alternatives are provided to enable the student to tailor the course to suit individual needs.

Admission Requirements
Successful completion of a Year 12 course of study accredited by VCAB (VCE) (being passes in four subjects including English).
Preferences will be given to students who have passed in English, Mathematics (preferably Mathematics A and Mathematics B) plus two other Science subjects (preferably Physics, Chemistry or Computer Science).

Careers
The primary aim of the Bachelor of Applied Science is to train graduates for careers in science, however, the training they receive, combined with elective options available from schools within Chisholm allows them to enter an even wider range of careers. Further advice on appropriate subject selection and career opportunities should be sought from the Divisional Administrative Officer.

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

Diploma to degree conversion
Diplomates wishing to convert to a degree must complete at least the equivalent of a full-time final year of study for the degree course, subject to the approval of the Dean.

Course Structure
First Year
The first year structure of the course has been modified since last year and is awaiting approval by the Reaccreditation Committee.
The first year comprises four subjects from the table below. Students must undertake the compulsory MAT106 Mathematics and Scientific Computing plus three other subjects. Advice should be sought from the Administrative Officer as to appropriate subject selections suitable for various career options (see section above ‘Careers’).

Year Subject Hours per week
--- --- ---
1 | MAT106* Mathematics and Scientific Computing | 7 |
   | CHE111 Chemistry | 7 |
   | CHE181 Biology | 5 |

Second and Third Years
To successfully complete a degree, a student must undertake either a double major (a major being defined as a study to, and including, third year), or a single major supported by two minors (a minor being defined as a study to, and including, second year). In addition, a student must complete two points of electives, from either the 'Electives' table below, or from the list of minor and major studies, or subjects from other schools as approved by the course leader. Normally one point of electives is undertaken in each of second and third year. (See examples of alternative course structures below).

Minor Studies

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>CHE290</td>
<td>Aquatic Science (one semester) 6</td>
</tr>
<tr>
<td></td>
<td>CHE291</td>
<td>Aquatic Science (one semester) 6</td>
</tr>
<tr>
<td></td>
<td>CHE225</td>
<td>Basic Chemistry 8</td>
</tr>
<tr>
<td></td>
<td>CHE229</td>
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<td></td>
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<tr>
<td></td>
<td>MAT201</td>
<td>Applied Mathematics 6</td>
</tr>
<tr>
<td></td>
<td>MAT202</td>
<td>Statistics and Operations Research 6</td>
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<tr>
<td></td>
<td>MAT204</td>
<td>Applied Numerical Analysis 6</td>
</tr>
<tr>
<td></td>
<td>RDT281</td>
<td>Computer Science 6</td>
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Major Studies

<table>
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<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
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<td>CHE335</td>
<td>Basic Chemistry 10</td>
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<td>CHE339</td>
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<td></td>
<td>MAT301</td>
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<td></td>
<td>MAT302</td>
<td>Statistics and Operations Research 6</td>
</tr>
<tr>
<td></td>
<td>RDT381</td>
<td>Computer Science 6</td>
</tr>
</tbody>
</table>

Alternative Course Structures

First Alternative
(Two major studies and two points of electives)

Year 1
Four subjects

Year 2
Minor Minor *Elective (one Credit point or two half Credit points)

Year 3
Major Major *Elective (one Credit point or two half Credit points)

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

Year 1
Four subjects

Year 2
Minor Minor *Elective (one Credit point or two half Credit points)
GRADUATE COURSES

Graduate Diploma in Applied Polymer Science

Course Code: PL1
Course Leader: Kevin R. Chynoweth

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

Admission Requirements
This course is designed for scientists employed in polymer processing industries (plastics, fibres, rubber, surface coatings, adhesives). It is primarily intended to attract graduates and diplomates in Chemistry. However, graduates with suitable backgrounds in other science and engineering areas will be considered by the Chisholm Admissions Committee.

Basic Requirements
Applicants will be considered only if they fall into one of the following categories:

a) Having a degree or diploma in science or engineering; or
b) Having significant scientific experience and/or training in a polymer or polymer-related industry for at least three years.

Selection Process
Applicants must be able to demonstrate evidence of adequate English communication ability to successfully complete the course.

Rank Order
Applicants will be short-listed by rank order which will be decided by:

i) Motivation and likelihood of completing the course;
ii) Work history – length and nature of relevant work experience;
iii) Suitability of the tertiary qualification as a basis for the successful completion of the course.

Course Structure
Eight hours per week are devoted to formal lectures, practical work and field trips.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>1</td>
<td>CHE611 Polymer Science 1</td>
<td>8</td>
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<tr>
<td>2</td>
<td>CHE612 Polymer Science 2</td>
<td>8</td>
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<td>CHE614 Polymer Science 4</td>
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Graduate Diploma in Water Science

Course Code: PK1
Course Leader: Tom Davies

Content
This interdisciplinary course employs the resources of the various departments within the Faculty of Technology as well as other schools within the Institute. It provides specialist training in fields concerned with the maintenance of the quality of fresh, estuarine and marine water resources.

Admission Requirements
A degree or diploma in science or engineering.

Course Structure
This part-time course requires two years of attendance on two evenings per week.
Ten hours per week are devoted to formal lectures, discussion groups, practical work and field trips.

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<tr>
<th>Semester</th>
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<td>CHE632 Supporting Concepts II</td>
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<td>CHE633 Aquatic Systems IIA</td>
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<td>CHE636 Pollution Control Technology</td>
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<td>CHE605 Water Science Project</td>
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<td>CHE604 Water Management</td>
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<td>CHE605 Water Science Project</td>
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Master of Applied Science

Course Code: MS6

The Faculty of Technology offers a Master of Applied Science program by research thesis. Enquiries should be directed in the first instance to the Administrative Officer, Division of Mathematical and Environmental Sciences. Areas for Master's research within this Division include:

Chemistry — water sciences, aquatic biology, applied electro-chemistry, manufacture of synthetic drugs, polymer chemistry and surface chemistry.

Mathematics — mathematical modelling of large physical systems; models of the patterns of deposition of strontium 90 in Australia; of power production systems in Victoria; or rainfall runoff.
CHE111 Chemistry

Contact: Three hours of theory and four hours of practical work for two semesters.
Prerequisite: HSC Chemistry or equivalent.
Syllabus: Data interpretation (3 hours): a brief introduction to proper interpretation of experimental results.
Molecular bonding and structure (7 hours): atomic structure, electronic energy levels, shape of atomic orbitals, covalent bonding, Lewis electron pair approach, Sidgwick-Powell theory. Bond energies and bond lengths, covalent radii, electronegativity, intermolecular bonding and its effect on properties.
Equilibria (7 hours): Equilibrium constants, activities, acid-base equilibria, hydrolysis, solubility products, co-ordination compounds, formation constants, stability constants, multi-ligand equilibria.
Thermodynamics (7 hours): reversible processes, internal energy, heat, pressure-volume work, First Law, enthalpy, heat of reaction, enthalpy of formation, Hess's Law, Kirchhoff's equation, Gibb's free energy, entropy, criteria for spontaneity.
Kinetics (7 hours): rate laws, order of reaction, activation theory, mechanism and determination of mechanism.
Spectroscopy (8 hours): electromagnetic radiation, Beer-Lambert Law, molecular energy levels, infra-red spectra, identification using characteristic group frequencies, nuclear magnetic resonance spectroscopy.
Electrochemistry (6 hours): electronic and electrolytic conductors, Faraday's Laws. Electrochemical cells, half cell reactions and potentials, Nernst equation, the hydrogen scale of electrode potential, activity, measurement of emf, ion selective electrodes, measurement of pH, redox titrations.
Phase equilibria (7 hours): phase changes, Gibb's phase rule, one-component systems, heating and cooling curves, Clausius-Clapeyron equation, pressure-temperature and pressure-volume phase diagrams, critical point. Two-component systems, temperature-composition and pressure-composition phase diagrams, eutectics and azotropes. Colligative properties, molecular weight determination.
Organic chemistry (21 hours): the major classes of organic compounds - alkanes, alkenes, alkydes, alcohols, alkyl halides, amines, carbonyl compounds, carboxylic acids and their derivatives, aromatic compounds.
Inorganic chemistry (7 hours): groups of the periodic table, metals and non-metals, co-ordination compounds, radio chemistry, some contemporary problems in inorganic chemistry.
Special topics (8 hours): these will be taken as either two or four hour lectures by staff with special expertise in the area. Topics which have been covered are aquatic chemistry, drugs, the origin of life on earth, cosmetics, fuels and polymers.
Practical work (4 hours per week).
References:

CHE181 First Year Biology

Contact: Four hours theory per week (three by one hour lectures and one by one hour tutorial). Two hours practical work per two weeks. One field trip.
Prerequisite: Year 11 or Year 12 Biology would be an advantage but not essential.
Syllabus: Human perception: perception as the basis for understanding how humans understand. Environmental perception. Values systems.
Cells: Prokaryotes and eucaryotes, structures and functions, units of living systems.
Genetics: basic processes, human variation.
Human systems: structures and functions.
Health.
Biological classification: classification principles, the kingdoms. Diversity in living things.
Animal behaviour: innate and learned behaviours. Human behaviour.
References:

CHE190 Environmental Ecology

Contact: Four hours per week of lectures and tutorials for one semester plus field trip of five days.
Prerequisite: Nil.
Syllabus: This course deals with current environmental issues. After a short introduction on the history of human impact on the earth, topics dealt with include issues such as growth of human populations, energy consumption, resource depletion, forestry and forest resources, pollution, nature conservation and uranium mining.
Assessment: By written assignment, tutorial papers and participation.
References: To be advised.

CHE225 Basic Chemistry II

Contact: Four hours of lectures and four hours of practical work per week.
Prerequisite: CHE111.
Syllabus: Fundamental Chemistry: Electrochemical concepts (6 hours): methods of e.m.f. measurement, thermodynamics of cells, oxidation-reduction potentials, activity/concentration relationship.
Kinetics (7 hours): rate laws, determination of reaction order, reaction mechanisms, temperature dependence of rate, absolute rate theory.
Spectroscopy concepts (12 hours): electromagnetic radiation, atomic and molecular energy levels, fundamental principles of microwave, infrared UV-visible and NMR spectroscopy.

Organic chemistry (14 hours): hybridisation, stereochemistry, bond reactivity, alkanes, ethers, alkenes, amines. Reaction mechanisms.

Organic spectroscopy (8 hours): identification of organic compounds using IR, UV, NMR spectroscopy and mass spectrometry.

Inorganic chemistry (8 hours): periodic table trends, MO theory, ionic bonding, lattice energy, packing and crystal lattices, ionic radii and radius ratio, Born-Haber cycle. Transition metals. Coordination complexes. Crystal field theory.


Complexometric and redox titrimetry (8 hours): complexometric titrations, indicators, and analysis methods. Redox titrations.


Spectroscopic techniques (14 hours): UV-visible spectrophotometry; instrumentation, quantitative methods, analytical applications. Fluorimetry. Analytical applications, use of standard addition. Infrared spectroscopy.

Atomic spectroscopy (6 hours): atomic emission. Analytical emission spectroscopy; arc and spark excitation, instrumentation, direct reading spectrometry, inductively coupled plasma. Atomic absorptions; theory, instrumentation, atomisation systems.


CHE229 Applied Chemistry II

Contact: Four hours of lectures and four hours of practical work per week.
Prerequisite: CHE111.
Corequisite: CHE225.


Natural products (6 hours): major classes of natural organic compounds, with an emphasis on their use by man. The chemistry (and biosynthesis) of carbohydrates, proteins, terpenes, steroids, alkaloids, etc.


Organic synthesis (12 hours): Special reactions commonly used in synthesis; Grignard reaction, nucleophilic substitution, oxidation-reduction, carbonyl addition, Diels-Alder reaction. The disconnection approach. Aldol & Claisen condensations, Malonic ester synthesis.


Polymer applications (7 hours): polymer classification, macro and microstructure of polymers, crystallinity, melting and glass transitions, structural factors affecting transitions, design of polymers for specific applications.


Rheology (7 hours): viscosity, Newton’s Law of Viscosity, classification of fluids, flow curves, evaluation of parameters for non-Newtonian fluids, viscoelastic fluids.

Surface chemistry (14 hours): surface tension, Kelvin and Laplace Equations, surfactants, contact angle and wetting, spreading co-efficient, gas absorption, applications to wetting agents, water repellants, adhesives, mineral flotation, detergency, etc.

Molecular transport processes (7 hours): diffusion, settling, electrophoresis, application to analytical and preparative separation techniques.

Applied thermodynamics (7 hours): ideal and real gases, equations of state, Joule-Thompson effect, partial molar quantities.


CHE280 Biology II

Contact: Three hours per week for two semesters.
Prerequisite: CHE181.
Characteristics and operation of sense organs in different animals. Structure and function of nerves, nervous systems. Response capacities, muscles, locomotion.

References:

CHE290 Aquatic Science I

Contact: Four hours of theory per week and four hours practical work per fortnight for one semester.
Prerequisites: CHE181, and preferably CHE111.
Syllabus: Origin of lake basins, morphology of lakes, temperature, stratification, sediment transport, chemical features of Australian lakes, sources and mechanisms of ion supply, chemistry of lake sediments, carbonate and redox equilibria, biota of lakes, major biological communities, biological production, energy flow, limiting nutrients, river characteristics, stream order, flow regimes, sediment transport in streams, influence of flow on water chemistry, composition of river biota, factors controlling distribution of biota, longitudinal zonation of biota.

References: Extensive reading list provided.

CHE291 Aquatic Science II

Contact: Four hours of lectures per week and four hours of practical work per fortnight.
Prerequisite: CHE290.
Syllabus: River management, flood control programs, introduced species, river improvement, catchment management, salination, point and non-point sources of pollutants, heavy metal and organic contaminants, transport of pollutants, biological accumulation, toxic effects, toxicity testing, organic compounds, nutrient budgets, lake management, unit processes for waste-water treatment, anaerobic and aerobic treatment processes, physio-chemical treatment, advanced waste-water treatment, packaged treatment plants, process modification water re-use, effluent monitoring, water quality criteria.

References: Extensive reading list provided.

CHE333/PHY/RDT/MAT
Applied Science Thesis Project

Contact: The equivalent of three hours per week for two semesters.
Prerequisite or Corequisite: One of the appropriate majors: PHY350, RDT381, MAT301, MAT302, CHE335, CHE339.
Syllabus: There is no formal syllabus. Students make an agreement with an academic staff member working in an area of mutual interest and who will perform the role of supervisor.

References: Appropriate books and journals depending on the project.

CHE334 Chemical Technology

Contact: Three hours per week for two semesters.

Approximately half the time is devoted to formal lectures and the other half to industrial visits and project work.
Prerequisite: CHE111 Chemistry.
Co-requisite: CHE225.
Syllabus: Chemical engineering unit processes. Pollution control technology: study of the technology used in the control of water, air and noise pollution, energy usage, resource recovery. Industrial processes: a study of the processes of such industries as petroleum refining, organic coatings, dye stuffs, paper making, food processing, resin and polymer production, paint production, textile dyeing and brewing.


CHE335 Basic Chemistry III

Contact: Four hours of theory and six hours of laboratory work per week for two semesters.
Prerequisite: CHE225.
Syllabus: Electrochemistry (14 hours): Basic equations illustrating voltage/current, diffusion and conductivity control of electrochemical reactions. Batteries, corrosion and analytical applications.

Electrochemical applications (9 hours): voltammetry; Coulometric methods.

Thermal analysis (3 hours): TGA, DTA, DSC, thermomechanical and miscellaneous techniques, enthalpicimetric methods.

Organometallic and co-ordination chemistry (7 hours): crystal field theory, crystal field stabilisation energy, M.O. treatment of bondings in complexes. Metal carbonyls and nitrosyls.

Organic functional group chemistry (14 hours): Alkanes, alkenes, alkynes, alkyln and aryl halides, aromatic compounds, aldehydes and ketones, acids and acid derivatives, nitro compounds.


Communication techniques (8 hours): Effective communication, impromptu speaking, delivering prepared speeches, presenting technical seminars, and interview techniques.

Radiochemistry (7 hours) manufacture of radioisotopes, decay scheme, beta particle and gamma ray counters, statistics of decay, neutron activation, isotope dilution and other tracer methods in analysis.

Computer interfacing (14 hours): DAC and ADC principles. Principles of interfacing, data acquisition and storage.

Fourier transform infrared spectroscopy (4 hours): frequency and time domain spectroscopy, Michaelson interferometer, instrumentation and advantages of FTIR.


Chromatography applications (12 hours): ion chromatography. High performance liquid chromatography. Head space chromatography.
Spectroscopic applications (14 hours): flame photometry, atomic absorption spectroscopy, emission spectroscopy, ICP spectroscopy, automatic analysis, electrophoresis, near IR spectroscopy.

Automatic analysis (7 hours): procedures for decision to install auto analysis. Types of systems.

Flow injection analysis (4 hours): principles of FIA. Instrumentation.

References:

CHE339 Applied Chemistry III

Contact: Five hours of theory and five hours of laboratory work per week for two semesters. Laboratory work for the second semester consists of a research project.

Prerequisite CHE229.
Co-requisite CHE335.

Syllabus: Organic synthesis (14 hours): functional group preparations, special synthetic techniques, synthon approach in organic chemistry, organometallic reagents in synthesis, synthesis of some complex molecules.

Review talks (7 hours): students are each given a current review paper in any field of chemistry, required to search the background literature on the topic and present a talk.

Aquatic chemistry (14 hours): composition of natural water, sources of inorganic material, stratification in lakes, esturine chemistry, biogeochemical cycles.

Polymer properties and applications (14 hours): crystalline morphology, crystalliziation kinetics, MW and MWD, degradation of polymers, rubbers, use of NMR spectroscopy, 1H and 13C NMR, polymer blends, polymeric liquid crystal.

Polymer synthesis (7 hours): ionic chain polymerisation; living polymers, block co-polymers, functional end group. MWD control. Stereochemistry. Block and graft co-polymers.

Colloid chemistry (14 hours): classification and stability of colloids, surface charge and the electrical double layer, coagulation, DLVO theory, Schulz-Hardy Rules, polymer flocculation, emulsions, foams and aerosols. Applications to water treatment, paints, foodstuffs, cosmetics, air pollution control, suspension and emulsion polymerisation etc.

Particle size analysis (7 hours): particle size distributions, particle shape and sampling problems, comparison of a range of techniques including sieving, settling, centrifugation, particle counters (Couler and HIAC), photon correlation, Fraunhofer diffraction, light scattering, hydrodynamic chromatography, Field-Flow Fractionation.

Bio-inorganic chemistry (7 hours): function and toxicity of elements, metalloporphyrins, chlorophyll, haemoglobin, myoglobin and cytochromes, vitamin B12, non-heme proteins, enzymes.

Ultratrace analysis (14 hours): reagents, sampling, detection limits, sample storage and preservation, extraction and concentration techniques, dialysis, precipitation problems.

MO theory (14 hours): LCAO method, orbital symmetry, FMO.

Advanced spectroscopy (14 hours): IR, UV, NMR, and MS problems. Shift reagents and spin decoupling, NMR of other nuclei.

Biochemistry (14 hours): photosynthesis, cell organelles, energy transformations in a cell, peptides, proteins and enzymes, DNA, mutation and carcinogenesis, organic synthesis via microorganisms, lipids and fatty acids, detoxification mechanisms.

References:
SHAW, D.J., Introduction to Colloid and Surface Chemistry, (3rd edn.), Butterworths.

CHE491 Advanced Studies in Environmental Studies 1

Contact: Four hours per week for one semester. Prerequisite: Nil.

Syllabus: This subject will incorporate studies in environmental sciences, law, economics and politics. Topics studied will be examined from a diversity of perspectives in order to develop a greater understanding of decisions made by various sectors of the community when dealing with environmental questions. Environmental issues considered will range from those relevant to the individual in terms of health, such as cancer, to global considerations of issues, such as populations and energy.

Assessment: Two from Group D. (See Assessment Policy).

References:

CHE492 Advanced Studies in Environmental Studies 2

Contact: Four hours per week for one semester. Prerequisite: CHE491 Advanced Studies in Environmental Studies 1.

Syllabus: Students will carry out, as members of a team, an investigation of a specific environmental issue. During this investigation students will be expected to identify the various disciplines relevant to the selected issue and to gather appropriate information. Data collected by individuals will be analysed, interpreted and integrated with information obtained by other members of the team in the production of an integrated group report.
Assessment: Two from Group D. (See Assessment Policy).

References:

CHE604 Water Management
Contact: Six hours per week for one semester.
Prerequisite: CHE635 Pollution Ecology, CHE636 Pollution Control Technology.

CHE605 Water Science Project
Contact: Four hours per week for two semesters.
Prerequisite: CHE633 Aquatic Systems 2A, CHE634 Aquatic Systems 2B.
Syllabus: This subject is intended to provide experience in team approaches to problem solving in a multidisciplinary situation. Students will be trained in research methodology, in the organisation of a coherent report, and in the presentation of the results and conclusions of their project.

CHE611 Polymer Science 1
Contact: Four hours of lectures and four hours practical work each week for one semester.
- Kinetics of free radical polymerization;
- Kinetics of polyesterification;
- Emulsion polymerisation;
- Anionic polymerisation;
- Cationic polymerisation;
- Suspension polymerisation;
- Synthesis of a urea-formaldehyde resin;
- Determination of Tm and Tg by dilatometry;
- Crystallization kinetics by dilatometry;
- Nucleation and growth rates by optical microscopy.

References:

CHE612 Polymer Science 2
Contact: Four hours of lectures and four hours practical work each week for one semester.
Prerequisite: CHE611.
- Radical copolymerization and IR analysis. Determination of MW averages by SEC;
- Reactions of cellulose and derivatives;
- Determination of network parameter of a vulcanized elastomer;

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• Tensile properties of polymers;
• Tensile properties of elastomers;
• Impact behaviour of polymers;
• Analysis of extruder screw performance (RMIT);
• Flow characterisation of polymer melts by (i) Melt Flow Index; (ii) Brabender Extrusiograph (RMIT);
• Brookfield viscometer.

References:

**CHE613 Polymer Science 3**

**Contact:** Four hours of lectures and four hours of practical work per week for one semester.

**Syllabus:** Physical methods of polymer and additive analysis (6 hours): Use of XRD for identification of polymers and fillers and determination of degree of crystallinity. Thermal analytical methods DSC, DTA, TG, TMA. Dynamic methods DMA.

**Chemical analysis of polymers and additives (6 hours):** Chemical reactions of polymers, IR and NMR analysis. Chromatographic methods GLC, HPLC, head space analysis by GC, pyrolysis GC.

**Surface properties (6 hours):** Friction and abrasion. Lubrication. Thermal and electrical properties. Optical properties. Chemical resistance.

**Thermal and photooxidation (6 hours):** Thermal, photolytic, mechanical, radiative and oxidative degradation. Biological and environmental effects.

**Degradation products:**

- Polymer stabilisation (6 hours): Heat stabilizers, light absorbers, metal deactivators. Stabilisation methods during manufacture and use.
- Compounding and additives (6 hours): Formulation principles applied to elastomers, thermosets, thermoplastics, cellular polymers, surface coatings, films, sheet, pipes. Mixing, calendering.
- Elective units (6 hours): Three units are chosen from the list of elective units on the basis of the student consensus, and (ii) available expertise. Adhesives, surface coatings and vulcanized rubber have been popular units in the past.

Suitable experiments are chosen from the following list:

- Determination of crystallinity in various PE grades by XRD;
- Identification of fillers by XRD;
- DSC studies of semicrystalline polymers (if available): Sequence distribution in PMMA by NMR spectroscopy;
- IR studies on polyesters;
- Analysis of PVC additives;
- Antioxidant analysis by HPLC;
- Qualitative analysis of unknown polymers;
- Analysis of vulcanized rubbers;
- Accelerated degradation studies.

References:
RANBY, B., & RABEK, J.F., *Photo-degradation, Photo-oxidation and Photo-stabilization of Poly-


**CHE614 Polymer Science 4**

**Contact:** Four hours of lectures and tutorials and four hours of practical work per week for one semester.

**Syllabus:** Students will select six units from the list of elective units. These will generally be presented by experts from industry. Alternatively, study programs originating outside the Department of Chemistry and Biology which may be approved could include selected topics from the following Graduate Diplomas: Digital Communications, Robotics, Business Technology, Communication and Information Studies, Digital Communication, Marketing and Project Management, depending on availability. Students use all of their laboratory time undertaking a project on a topic related to their employment. The project focuses on the relevant principles of polymer science discussed throughout the course to a point where the employer will benefit from both the nature of the project and the development of their employees.

**CHE630 Aquatic Systems 1**

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

**Syllabus:**

**Unit 1 - Basic Ecology and Systematic Biology.**

Basic ecology – components of ecosystems, energy flow, nutrient cycling, population ecology, interactions between species, community ecology. Systematic biology – the biota of aquatic systems; Animal Kingdom: protista, cnidaria, platyhelminthes, aschelminthes, annelida, mollusca, arthropoda, chordata; Plant Kingdom: bacteria, algae, fungi, bryophytes, lower vascular plants, gymnosperms, angiosperms.

**Unit 2: Introduction to Aquatic Systems.**

Lakes – formation of lake basins, morphology, thermal characteristics, light regimes, mixing; Streams – stream morphology, classification of streams, interactions between streams and their catchment, mixing; Estuaries – classification, physical characteristics, salinity regimes; Marine – tides, currents world oceans, physical characteristics. Introduction to aquatic chemistry – pH, redox potentials, major ions, trace components.

**References:**

**CHE631 Supporting Concepts 1**

**Unit 1 – Social Issues.**

**Contact:** Two hours per week for one semester.
Syllabus: Methodological and ethical issues for the social scientist engaged in measuring public opinion and perceptions of environmental questions; data collection and analysis for social surveys; value judgements and their place in decision making; resolution of conflict. Group processes; interest and pressure groups, mass meetings, social movements. Relations between social institutions – political system (legislative and administrative bodies at local, state and national levels); legal system (courts, tribunals and judiciary boards); industrial system (exploitative use of the environment).


Unit 2 – Mathematical Principles.
Contact: Two hours per week for one semester.
Syllabus: Basic statistical concepts – probability, sample measures, sampling distributions, fitting of distributions to empirical data; estimation and hypothesis testing; analysis of variance; design of experiments – replication, randomisation, experimental error, precision and efficiency; linear regression analysis and correlation; intuitive approach to step-wise multiple regression procedure and use of pre-written computer solution

References:

Unit 3 – Basic Hydrology and Geology
Contact: Two hours per week for one semester.
Syllabus: Geology – basic mineralogy; weathering; petrology – igneous, sedimentary and metamorphic rocks; sediments – grain size analysis, transportation, erosion and deposition processes, sedimentary environments; geological maps, interpretation of aerial photographs. Hydrology – hydrologic cycle; hydrologic and geomorphic processes association, stream and valley formation; weather and climate; evaporation and transpiration, runoff; streamflow volume, temporal variation, hydrograph separation, unit hydrograph, models; streamflow routing; channel storage, reservoir routing, derivation of basin outflow; frequency and duration of hydrological phenomena; groundwater.

References:

CHE632 Supporting Concepts 2

Unit 1 – Modelling of Aquatic Systems.
Contact: One hour per week for one semester.
Prerequisite: CHE631 Supporting Concepts 1.
Syllabus: Introduction to modelling; equations of motion – 1D and 2D approximations; analytical solutions; conservation equations for heat and salinity; stratified flow; numerical methods – use of computer packages for lake, river and estuarine systems; case studies.

References:

Unit 2 – Coastal Geomorphology
Contact: One hour per week for one semester.
Syllabus: Coastal and sea evolution – changes in sea level, emerging and submerging shorelines; cliffed coasts; beaches, spits and barriers, coastal dunes; estuaries and lagoons; delta; classification of coastal landforms; effects of man on stability of the coastal zone.


CHE633 Aquatic Systems 2A

Contact: Four hours per week for one semester.
Prerequisite: CHE630 Aquatic Systems 1.
Syllabus: Unit 1 – Aquatic Chemistry (20 hours)
Chemical processes in freshwater, estuarine and marine systems including relationships between stream chemistry and flow, C02 and O2 cycles, nutrient cycles (P, N & Si), biogeochemical aspects of trace elements (Fe, Mn, Cu, etc.), sediments and particulate matter, natural organic matter cycles, trace organic compounds, coagulation.

References:

Unit 2 – Aquatic Microbiology (10 hours)


CHE634 Aquatic Systems 2B

Contact: Four hours per week for one semester.
Prerequisite: CHE630 Aquatic Systems 1.
Syllabus:
Unit 1 - Freshwater biology (20 hours)
Biota of lakes, plankton, nekton, benthos, seasonal changes in lake communities, factors controlling lake communities. The biota of streams, stream benthos, factors controlling stream benthos, adaptations of benthic organisms, longitudinal changes in stream communities.

References:

Unit 2 - Marine Biology (20 hours)
Biota of estuaries, plankton, benthos, influence of physical and chemical factors of estuarine communities. Marine plankton, factors controlling marine plankton, marine benthos, littoral communities, influence of physical and chemical factors of littoral communities.

References:

CHE635 Pollution Ecology

Contact: Three hours per week for one semester.
Syllabus: Sources and types of pollutants; pollution as a stressor of aquatic communities - impact of inert pollutants, short and long-lived toxicants, biostimulants and heat; community response as an indicator of pollution - indicator species methods, diversity methods, community structure and function methods; biological monitoring programs - ambient monitoring, effluent monitoring, toxicity testing, continuous methods.

References:
HELLAWELL, J.M., Biological Surveillance of Rivers, Water Research Centre, Medmenham, UK, 1978

CHE636 Pollution Control Technology

Contact: Three hours per week for one semester.
Syllabus: Unit processes for water and wastewater treatment - physical, chemical and biological processes; advanced wastewater treatment - packaged treatment plants, phosphorus and nitrogen removal, water reclamation, Lake Tahoe, Windhoek; process modification - case studies of process modifications to reduce or remove an effluent problem; public health and ecological considerations; case studies - design of waste treatment plants for particular wastewaters.

Plant visits:
MMBW, South Eastern Waste Water Purification Plant, Carrum.
CSIRO, Division of Chemical Technology - Waste Water Treatment Research Facility, Lower Plenty.

References:

MAT106 Mathematics and Scientific Computing

Contact: Seven hours per week for two semesters.
Prerequisite: Mathematics A or equivalent.
Syllabus: Mathematical Methods; vectors, matrices, functions, complex numbers, series, partial differentiation, integration, differential equations, applications.

Statistical Methods; data analysis, distribution theory, estimation, confidence intervals, inference, hypothesis tests, model testing, regression, correlation, statistical packages.

Scientific computing: overview of computer software, operating systems, file systems, languages, access and use of Prime facilities, use of micro computer, Pascal, introduction to FORTRAN and BASIC.
Assessment: By tests, assignments and examinations.

References:

MAT112 Mathematics

Contact: Four hours per week for two semesters.
Prerequisite: Mathematics A or equivalent.
Syllabus: Basic differentiation and integration. Periodic functions: sinusoids, piecewise linear functions, average and RMS values. Elementary functions: circular and hyperbolic functions, their inverses, logarithmic equivalents. Systematic integration: completing the square substitutions, partial fractions, by parts, reduction formulae, numerical integration; applications to arc length and surface area.

Partial differentiation: approximations and errors, maxima and minima, directional derivative, curve fitting by least squares.

Complex algebra: de Moivre's theorem, Euler's formula, phasors, complex mappings.
Vectors: scalar and vector products, scalar derivatives, applications.

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First and second order differential equations with appropriate applications.
**Assessment:** By tests, and formal examination at the end of each semester.
**References:**

**MAT125 Mathematics 1B**

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

**Prerequisite:** Mathematics A at Year 12 (or equivalent).

**Corequisite:** MAT124 Mathematics 1A.

**Syllabus:** Matric algebra: inverse of order $3 \times 3$. Complex algebra: Cartesian and polar form; De Moivre's theorem; the Fundamental theorem of algebra. Vector algebra: resolutes in three dimensions; scaler products; applications in kinematics. Calculus: limits and continuity; derivatives and integrals of rational algebraic, circular and exponential functions; change of variable in integration; areas between curves; volumes of revolution; curve sketching; optimisation problems. Differential equations and applications in kinematics. Analytic geometry: cartesian equations of simple curves (including conics); parametric specifications; tangents, normals; simple locus problems.

**Assessment:** By class tests, assignments and formal examination each semester.

**References:**

**MAT124 Mathematics 1A**

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

**Prerequisites:** Mathematics A and Mathematics B at Year 12 (or equivalent), or Mathematics A at Year 12 (or equivalent) if MAT125 is taken concurrently.


**Assessment:** By class tests, assignments and formal examination each semester.

**References:**

**MAT123 Mathematics for Computing**

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

**Prerequisite:** Year 11 Mathematics or equivalent.

**Syllabus:** Boolean Algebra — propositions and connectives, truth tables, Karnaugh maps, conditional connectives, applications to switching and computer logic. Modulo Arithmetic — binary, octal and hexadecimal, relationship to computer arithmetic. Descriptive Statistics — A comparison of 'classical' and 'modern' techniques to summarise data including an examination of techniques available in computer packages. Sampling — Ideas of census and sample, sample summary statistics as point estimates of population parameters, Probability, Binomial, Poisson and Normal distributions.

**References:**

**MAT164 Business Mathematics and Statistics**

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

**Prerequisite:** Nil.

**Syllabus:** Descriptive statistics for one and two variables; time series and forecasting; linear functions; use of a statistical package; introduction to probability; confidence limits and hypothesis tests; simple and compound interest; mathematics of finance.

**References:** To be advised.
MAT171 Statistics

Contact: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: A course in descriptive statistics for students with a non-mathematical background, looking at data collection, representation and reduction. This includes an introduction to sampling, tabular and graphical representation of data, measures of location, dispersion and correlation, empirical probability and probability distribution. An introduction to the concept of significance testing will be given.

References:

MAT172 Statistics

Contact: Four hours per week for one semester.
Prerequisite: MAT171 Statistics.
Syllabus: A course in inferential statistics designed to give a selection of statistical tools useful in social science analysis. This includes point and interval estimation, tests of hypotheses about location, dispersion, correlation and equality of two populations.

References:

MAT173 Statistics

Contact: Five hours per week for one semester.
Aim: Students are expected to master a variety of basic operations and methods in statistics. These methods will be applied to analyse a wide range of problems in the social and behavioural areas.
Prerequisite: Year 12 Mathematics or equivalent.
Syllabus: Scales of measurement and types of variable. Graphing data: time series, relative frequency, histogram, cumulative frequency, ogive, bivariate plot.
Summary statistics; mean, weighted and unweighted, median, mode, standard deviation, interquartile range, range.
Modern descriptive statistics; stem and leaf displays, box plots. Introduction to measures of association.
Probability: basic rules, joint probability, conditional probability.
Probability distributions: discrete random vari-
ables, continuous random variables, expectation – mean, variance, covariance.
Theoretical distributions: binomial, hypergeometric, Poisson, uniform, normal.
Use of normal probability paper.
Sampling distribution of x.
Estimation: point estimates for mean and proportions, large sample interval estimates for means and proportions, required sample size.
Hypothesis testing: basic philosophy, large sample, tests for means and proportions.
Assessment: One test, one assignment and one final examination.
References:

MAT174 Statistics

Contact: Five hours per week for one semester.
Aim: This course is a continuation of MAT173 Statistics, further developing statistical skill and associated mathematical concepts required for interpretation and understanding of the problems found in social and behavioural areas.
Prerequisite: MAT173 Statistics, or its equivalent.
Syllabus: Hypothesis tests: one sample and two sample tests on means, variances, proportions – t, chi-sq, F distributions.
Distribution Free tests: based on binomial distribution, based on ranks, chi-squared, contingency table, goodness of fit.
Simple linear regression, parameter estimation, significance testing.
Matrix algebra: basic operations, partitioned matrices, transformation of vector space.
Calculus: differentiation and integration of polynomials, exponential function and logarithmic function; integration by parts, partial differentiation.
Assessment: As for MAT173.
References: As for MAT173.

MAT175 Statistics

Contact: Two hours per week for one semester.
Prerequisite: MAT161 Business Statistics.
Syllabus: Empirical probability and probability distributions. An examination of some commonly used measures of association. An introduction to the concepts of significance testing will be given and applied to test for significance of association in a contingency table.
References:
SPENCE, J.T., COTTON, J.W., UNDERWOOD, B.J.

MAT181 Mathematics and Computer Studies 1

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisite: Nil.

Syllabus: Properties of the number of system including integers, rationals, irrationals and complex numbers. Elements of number theory; properties of primes, composites and modulo arithmetic. Structures in algebra; groups and fields. Mode of operation of a computer; data representation and coding formats, modes of processing, operating systems and utilities. Algorithm development; programming in FORTRAN 77.

Assessment: One from Group B. One from Group F.

References:


MALCOLM, W.G., Number and Structure, Reed Education, 1975.


MAT182 Mathematics and Computer Studies 2

Contact: Four hours per week of lectures and practical work for one semester.

Prerequisite: Nil.


Assessment: One from Group B. One from Group F.

References:
LUMSDEN, J., Elementary Statistical Method, University of Western Australia Press, 1974.


Prime Computer Manuals.

MAT201 Applied Mathematics

Contact: Six hours per week for two semesters

Prerequisite: MAT106 Mathematics and Scientific Computing.

Syllabus: Four compulsory units and two elective units are taken.

Compulsory units:
- Vector Calculus: Gradient, divergence, curl; line and surface integrals; Theorems of Green, Stokes and Gauss.
- Differential equations: Analytical techniques for first and higher order differential equations; series solutions; method of Frobenius; partial differential equations; Fourier series solution.
- Introduction to Fluid Dynamics: Physical properties of fluids; fluid flow kinematics; Lagrangian and Eulerian description; Euler and Bernoulli equations; viscous fluids; Navier-Stokes equation.
- Numerical Methods I: Solution to non-linear equations; Euler, modified Euler and Runge-Kutta methods; boundary value problems; polynomial approximations to functions; numerical integration.

Elective units:
- Transform Theory: Laplace transforms, solution of differential equations; Fourier transforms.
- Complex Variable: complex functions, complex integration, Taylor and Laurent series, conformal mappings, applications.
- Mathematical Modelling I: Formulation of governing equations and boundary conditions, dimensional analysis, approximate solutions, case studies.
- Differential Equations II: Phase plane, equilibrium points, Bessel and Legendre equations.

References: To be advised in individual units.

MAT202 Statistics and Operations Research

Contact: Six hours per week for two semesters.

Prerequisite: MAT106 Mathematics and Scientific Computing.

Syllabus: Four compulsory units and two elective units are taken.

Compulsory units:
- Experimental Design I: factors, randomisation, replication, models; one way ANOVA, randomised block design, Latin square designs, factorial designs; two way factorial ANOVA, Yates method.
- Regression Analysis: Single variable and general linear regression models, testing model assumptions, residual analysis, transformations, validation.
- Stochastic Processes and Queueing Theory: Markov chains, absorbing and regular chains; Poisson processes, testing data for Poisson processes; Queueing theory, single queue and multichannel models.
- Linear Programming: Graphical solutions; Simplex algorithm, sensitivity analysis, duality, transport, assignment and network problems.

Elective units:
- Non-parametric Methods: Binomial test, sign test, Box and Stuart tests, chi square tests, Mann-Whitney test, Kruskal-Wallis test; Kendall’s tau, Spearman’s rho; Order-statistics.
- Quality Assurance and Sample Surveys: random sampling, stratified sampling and systematic sampling; control charts, cusum charts, acceptance sampling.
- Data Analysis: Exploratory data analysis; probability plots, bivariate plots, two-way coded tables, median polish; time series data, rootograms, fitted counts.

References: To be advised in individual units.

MAT204 Computational Mathematics

Contact: Six hours per week for two semesters.

Prerequisite: MAT106 Mathematics and Scientific Computing.
Syllabus: Four compulsory and two elective units are taken.

Compulsory units:

- Computational Linear Algebra: Errors; elimination, iterative and relaxation methods; eigenvectors; Gaussian elimination, Gauss-Seidel iteration; special methods.
- Computational Nonlinear Equations: Nonlinear equations, real and complex zeros; nonlinear systems, fixed point and iterative techniques.
- Computational Calculus: Numerical differentiation; operators, interpolation formulae; numerical quadrature, Newton-Cotes method, Gaussian, special integrals.
- Computational Ordinary Differential Equations: Initial value, boundary value and eigenvalue problems; Reduction of higher order; systems of equations.

Elective units:

- Computational Approximations: Taylor polynomials, Chebyshev polynomials, cubic splines, least squares methods, orthogonal polynomials.
- Computational Partial Differential Equations: Explicit and Implicit schemes; methods for hyperbolic and elliptic equations; transient problems; stability, error analysis.

References: To be advised in individual units.

MAT205 Mathematical Methods

Contact: An average of three hours per week for two semesters.

Prerequisite: MAT106 Mathematics and Scientific Computing.

Syllabus: Any suitable choice of three units may be taken from MAT201, MAT202, MAT204, MAT301 or MAT302 subject to prerequisites.

References: To be advised in individual units.

MAT212 Mathematics

Contact: Four hours per week for two semesters.

Prerequisite: MAT112 Mathematics.

Syllabus: Laplace Transforms: definition, use of standard list, theorems involving derivatives and translation, inverse Laplace transforms including Heaviside theorems, unit step functions, solution of differential equations.

Fourier series: Euler formulae, odd and even functions, general period, half-range expansions, Fourier transforms.

Partial Differential Equations: solution by direct integration, solution by separation of variables including application to wave and heat equations.

Co-ordinate Geometry: plane polar co-ordinates and simple curve sketching, cylindrical and spherical polar co-ordinates, transformations from one system to another.

Multiple integration: double integrals using cartesian or polar co-ordinates, triple integrals.

Matrices: eigenvalues and eigenvectors, diagonalisation, application to engineering problems.

Vector Calculus: unit tangent vector, gradient, directional derivative, divergence and curl, line integrals, surface integrals, Green's theorem, divergence theorem, Stokes theorem.

Computational Mathematics: errors, zeros of nonlinear functions, simultaneous equations, polynomial approximations, numerical integration, differential equations.

Probability and Statistics: rules of probability, organisation and presentation of data, use of program packages, random variable and probability distributions, expected values, special discrete and continuous distributions.

References:

MAT223 Quantitative Management and Planning Techniques

Contact: Four hours per week for one semester.

Prerequisite: MAT123 Mathematics for Computing or equivalent.


References:

MAT224 System Simulation

Contact: Four hours per week for one semester.

Prerequisite: MAT123 Mathematics for Computing or equivalent.


References:

MAT225 System Measurement and Evaluation

Contact: Four hours per week for one semester.

Prerequisite: MAT123 Mathematics for Computing or equivalent.

MAT226 Forecasting and Inventory Control

Contact: Four hours per week for one semester.
Prerequisite: MAT123 Mathematics for Computing or equivalent.
Syllabus: Forecasting — concepts and model requirements, regression methods, moving average, exponential smoothing, seasonal models, Box-Jenkins model. Applications and case studies utilising computer packages. Inventory Control — basic concepts; simple EOQ, back-order and production models; multi-product EOQ models; stochastic models; single-period models.

References:

MAT228 Mathematics II

Contact: Two hours per week for two semesters.
Prerequisite: MAT124 Mathematics I A.
Corequisite: MAT229 Numerical Methods.
Fourier analysis: Complex Fourier series; Fourier transforms, theorems, convolutions, correlations, impulse function; the discrete Fourier transform.
Coordinate geometry: polar, spherical and cylindrical coordinates; coordinate transformations.
Assessment: By class tests, assignments and formal examination each semester.

References:

MAT229 Numerical Methods

Contact: Two hours per week for two semesters.
Prerequisite: MAT124 Mathematics I A
Corequisite: MAT228 Mathematics II
Probability and statistics: random variables and special distributions; confidence intervals and hypothesis testing; correlation and convolution; data reduction; use of statistical microcomputer software.
Assessment: By assignments and formal examination each semester.

References:

MAT273 Statistics

Contact: Five hours per week for one semester.
Prerequisite: MAT124 Statistics (or a suitable result in MAT123 Statistics for selected topics.)
Syllabus: Two units from the following list will be taken by each student: measures of association*, computer aided statistical analysis*, design and analysis of experiments I*, design and analysis of experiments II*, sample surveys*, contemporary data analysis*, introduction to multivariate data analysis*, probability models, statistical inference, multivariate data analysis I, multivariate data analysis II.

(*May be taken by a student with a suitable result in MAT123.
Details of unit content available from the Department of Mathematical Sciences.
References: To be advised.

MAT274 Statistics

Contact: Five hours per week for one semester.
Prerequisite: MAT273 Statistics.
Syllabus: Two units from the following list will be taken by each student: measures of association*, computer aided statistical analysis*, design and analysis of experiments I*, design and analysis of experiments II*, sample surveys*, contemporary data analysis*, introduction to multivariate data analysis*, probability models, statistical inference, multivariate data analysis I, multivariate data analysis II.

(*May be taken by a student with a suitable result in MAT124.
Details of unit content available from the Department of Mathematical Sciences.
Units chosen may not include those taken in MAT273.
References: To be advised.

MAT275 Statistics

Contact: Five hours per week for one semester.
Prerequisite: MAT274 Statistics.
Syllabus: Two units from the following list will be taken by each student: measures of association*, computer aided statistical analysis*, design and analysis of experiments I*, design and analysis of experiments II*, sample surveys*, contemporary data analysis*, introduction to multivariate data analysis*, probability models, statistical inference, multivariate data analysis I, multivariate data analysis II.

(*May be taken by a student with a suitable result in MAT124.
Details of unit content available from the Department of Mathematical Sciences.
Units chosen may not include those taken in MAT273, MAT274, MAT373 and MAT374.

340 — Faculty of Technology
MAT281 Mathematics and Computer Studies 3

Contact: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT181 and MAT182.
Syllabus: The axiomatic method; inductive and deductive proof; mathematical induction. Symbolic logic; truth tables for common connectives; an algebra of propositions; logical equivalence; valid argument forms and methods of proof; logic and switching circuits. Computing: Data structures, file structures and access methods, searching and sorting. Advanced programming using FORTRAN 77.
Assessment: One from Group B. One from Group F.
References:

MAT282 Mathematics and Computer Studies 4

Contact: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT181 and MAT182.
Syllabus: Discrete and continuous probability distributions; binomial, geometric, uniform and normal distributions. Introduction to concepts of hypothesis testing and development of testing procedures involving normal, t- and chi square distributions.
Computing: Numerical methods; approximations and errors, solution of equations. Switching theory; logic functions, Boolean algebra, circuits.
Assessment: One from Group B. One from Group F.
References:

MAT301 Applied Mathematics

Contact: Six hours per week for two semesters.
Prerequisite: Applied Mathematics MAT201.
Syllabus: Four compulsory units and two elective units are taken.
Compulsory units:
Partial Differential Equations; First order, linear, semilinear, quasilinear; second order, D'Alembert's solution; initial boundary value problem, diffusion equation, elliptic boundary value problem, numerical solutions.
Viscous Flow and Boundary Layers; Helmholtz vorticity equation, Rayleigh's problem, Kelvin's circulation theorem, Continuity equations; boundary layer problems, Blasius solution, Slow viscous flow; Stokes equation.
Mathematical Modelling II: Role of modelling in air and water resource management; advective-diffusion equation; air pollution, dispersion relations, concentration fields; USEPA and Victorian EPA models.
Numerical Methods II: Systems of linear equations; partial differential equations, finite difference methods, stability analysis; curve fitting and data smoothing, splines.
Elective units:
Continuum Mechanics: Cartesian tensors, transformation laws, operations, isotropic tensors; Analysis of stress, body and surface forces, equilibrium, principal stresses, pure shear; analysis of strain, Lagrangian and Eulerian descriptions, extension and dilation.
Electromagnetic Theory II: Plasmas, electrodynamic and magnetodynamic models; electrolydynamics; magnetohydrodynamics; solar winds; electromagnetic induction; waves, antennas, waveguides.
Variational Methods: Functionals, extrema and variations of functions; traversality conditions; inequality constraints; geodetics, Lagrange's equations.
Discrete Mathematics: Propositional logic, application to program design; Boolean algebra, switching networks; mathematical induction; graph theory, algorithms.
References: To be advised in individual units.

MAT302 Statistics and Operations Research

Contact: Six hours per week for two semesters.
Prerequisite: MAT202 Statistics and Operations Research.
Syllabus: Four compulsory and two elective units are to be taken.
Compulsory units:
Distribution Theory: Joint distributions, marginal and conditional distributions, independence; expectations; special discrete and continuous distributions; transformations; moment generating functions.
Simulation: Deterministic and stochastic models; simulation procedures, analysis of performance; random number generation; queueing models; GPSS package.
Statistical Inference: Estimation, properties of estimation; distribution of estimators; Hypothesis testing; errors, power, Neyman-Pearson Lemma; minimum variance unbiased estimation.
Experimental Design II: Factorial designs, fixed and random effects determination of (EMs) values; nested designs; repeated measures designs; split-plot designs; confounding, fractional factorial designs, aliases; ANOVA; Statistical packages.
Elective units:
Forecasting: Regression methods, time series, moving averages, exponential smoothing, seasonal models; Box-Jenkins models.
Inventory Theory: EOQ models, discounts; multi
product EOQ models, constrained optimisation; probabilistic models, single and two period models; dynamic modelling; replacement models.

Decision Theory: Pay-off tables; game theory; criteria for choice of action; utility theory, application of decision theory to sampling, optimal sampling plans; Bayesian estimation.

Multivariate Data Analysis: Principal component analysis; Factor analysis, orthogonal and oblique rotations; alternative estimation procedures; multi-dimensional scaling, cluster analysis, discriminant analysis.

References: To be advised in individual units.

MAT373 Statistics

Contact: Five hours per week for one semester.
Prerequisite: MAT274 Statistics.

Syllabus: Two units from the following list will be taken by each student: measures of association*, computer aided statistical analysis*, design and analysis of experiments I*, design and analysis of experiments II*, sample surveys*, contemporary data analysis*, introduction to multivariate data analysis*, probability models, statistical inference, multivariate data analysis I, multivariate data analysis II.

Units chosen may not include those taken in MAT273 and MAT274.

Details of unit content available from the Department of Mathematical Sciences.

References: To be advised.

MAT374 Statistics

Contact: Five hours per week for one semester.
Prerequisite: MAT373 Statistics.

Syllabus: Two units from the following list will be taken by each student: measures of association*, computer aided statistical analysis*, design and analysis of experiments I*, design and analysis of experiments II*, sample surveys*, contemporary data analysis*, introduction to multivariate data analysis*, probability models, statistical inference, multivariate data analysis I, multivariate data analysis II.

Details of unit content available from the Department of Mathematical Sciences.

Units chosen may not include those taken in MAT273, MAT274 and MAT373.

References: To be advised.

MAT381 Mathematics and Computer Studies 5

Contact: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT281 and MAT282.

Syllabus: Formal proofs using valid argument forms. The number and sum of divisors of N; divisibility, properties of primes, continued fractions. Introduction to the history and philosophy of mathematics; famous problems in mathematics.

Computer architecture: Calculators, microcomputers, minicomputers, mainframe architecture.

Programming in Pascal: Pascal program structure; modular programming.

Assessment: One from Group G. One from Group F.


MAT382 Mathematics and Computer Studies 6

Contact: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT281 and MAT282.

Syllabus: Application of statistical concepts to problems in psychology and education including parametric and non-parametric methods, linear regression and correlation, ANOVA and sample survey techniques.


Assessment: One from Group B. One from Group F.


MAT622 Numerical Modelling

Contact: Four hours per week for seven weeks.
Prerequisite: EDP687 Fortran Programming.

Syllabus: Solution of linear equations, zeros of non-linear function, numerical integration, approximation of functions, differential equations, errors.

References: To be advised.

MAT631 Advanced Statistics

Contact: Two hours per week for one semester.
Prerequisite: Nil.

Syllabus: Probabilistic model building using engineering based data; statistical inference, parameter estimation and significance tests; quality assurance, control charts and acceptance sampling; simulation, monte-carlo methods, random variate generation; regression analysis, linear and non-linear models; experimental design and analysis of variance; estimation of extreme values.

References: To be advised.

MAT665 Statistics for Marketers

Contact: Three hours per week for one semester.
Syllabus: A course in basic statistics designed for post-graduate students in the field of marketing. The topics to be covered include: descriptive statistics, empirical distributions, probability distribution, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term forecasting and least squares curve fitting techniques.

EPPER, G.D. and GOULD, F.J., Quantitative Con-
MAT670  Queueing Theory

Contact: Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Review of probability and probability distributions. Introduction to queueing theory, M/M/1 queues, priorities, service distributions, multiserver, systems of queues.
References:

MAT671  Mathematics for Robotics

Contact: Two hours of lectures and tutorials per week for one semester.
Prerequisites: Nil.
Syllabus: Elementary vector analysis as applied to displacement and velocity. Solid geometry: three dimensional geometry of points, lines and planes. Matrices, determinants, inverse matrices, rank, linear independence. Numerical methods, errors, fixed and floating point operations, polynomial approximations, look-up tables, interpolation.
Assessment: Written tests and assignments.
References:
McMahons Road, Frankston, Victoria.

A —
George Jenkins Theatre, Student Union, Educational Development Unit, Community Services (Level 1), Cafeteria (Level 2), Lecture Theatres (Levels 2 & 4), School of Education, Staff Lounge (Level 3), Library (Levels 3 & 4), handicapped access.

B —

+ 1 — Art & Design Workshop.
+ 2 — Ceramic Production Workshop.

C —
Administration, Continuing Education, Language Development.

CC — Childcare Centre.

D — Administration.

E — Nursing.

G — Garages (Chisholm vehicles).

H — Halls of Residence.


SP — Staff Parking Area.

T — Tennis Courts.

VP — Visitors Parking Area.

W — White Cottage: School of Education.

Vehicle Entry & Exit.

Entry to buildings.