Our students are fortunate. Swinburne University of Technology is one of the few universities in Australia to offer a full range of programs from apprenticeships to PhDs. We give our students the added flexibility in study options of following well-defined ‘Pathways’ between our TAFE and Higher Education sectors.

Swinburne not only provides students with the skills and knowledge that will help them find employment in their chosen career, but also provides an exciting environment that makes learning fun. Our students have access to a number of sporting, computer, library and student welfare facilities at each campus and all campuses are in close proximity to many forms of public transport.

Undergraduate students also have the advantage of working closely with industry through our Industry Based Learning (IBL) program. Our IBL program not only provides students with paid work experience before graduating, it often leads to full-time employment opportunities with the same employer after graduation. Most degree courses include IBL which provides free-flow information between the University and the future employers of our graduates.

Please visit our website for further information about the University at: www.swin.edu.au

We trust you will enjoy your time at Swinburne.

J G Wallace
Vice-Chancellor
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How to use this Course Guide
The University and TAFE Course Guide provides an overview of the undergraduate courses available at Swinburne, including Bachelor degrees and TAFE certificates and diplomas.

To locate a specific course, consult the Course Index on pages 3 to 8, and identify the course title and page reference you require. Alternatively, choose one of the colour coded study areas listed below and have a browse.

- Applied and Industrial Sciences
- Business, Innovation and Management
- Computing and Information Technology
- Design
- Engineering and Technology
- Health and Human Services
- Hospitality and Tourism
- Multimedia
- Social Sciences and Arts
- Visual and Performing Arts

If you require more detailed information:
- complete the Brochure Order form at the back of the Guide;
- for general information telephone the information hotline on 1300 368 777;
- for specific information contact the School/Department on the number provided at the end of each entry;
- come to an information session on one of our Open Days; or
- visit the Course and Subject Database website at: pandora.swin.edu.au/guide

Note: TAFE course information is currently not available on the database but should be so by the end of the year.

University Courses (Higher Education)
Bachelor Degree
Degree courses take three years or more of full-time study (or equivalent part-time) and provide students with a professional qualification. Entry usually requires satisfactory completion of the Victorian Certificate of Education (VCE) or equivalent or appropriate level of TAFE studies. Many degrees at Swinburne offer an optional Industry Based Learning (IBL) year and an additional specialised Honours year. A number of Double Degree and Dual Qualification courses are also available.

Dual Qualifications
Swinburne offers programs combining three year degree programs with two year TAFE diplomas. The program enables students to complete the two courses at the same time, providing graduates with two qualifications on completion. Dual Qualifications generally take four years of full-time study.

Postgraduate Courses
Studies undertaken after completion of a Bachelors Degree or extensive work experience in the relevant field, usually in a specialised area of study. Postgraduate courses include Doctor of Philosophy (PhD), Masters by coursework or research, Graduate Diploma or Graduate Certificate. A PhD is the highest academic qualification attainable. Telephone 1300 368 777 for the Postgraduate Course Guide.

TAFE Courses
Advanced Diploma
Highest level TAFE qualification requiring three years of full-time study (or equivalent part-time). Entry is based on satisfactory completion of the Diploma or equivalent.

Diploma
Normally two years of full-time study (or equivalent part-time). Entry is based on successful completion of the VCE or relevant industry experience.

Certificate IV
Normally one year of full-time study (or equivalent part-time), which can lead to the Diploma. Entry is based on successful completion of the VCE or relevant industry experience.

Certificates I – III
Courses vary in length and can include basic employment and preparatory skills, broad based induction skills and/or workplace skills at a basic level.

Apprenticeships and Traineeships
Certificate courses which have formal employment agreements and involve on-the-job training.

Note: There is a gradual phasing out of the old system of TAFE qualifications (Advanced Certificates and Associate Diplomas), to be replaced by the above national system of awards.
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You're approaching a very important time in your life and decisions must be made. There are many courses to study at many different institutions. So why should you choose Swinburne? What are the benefits of studying here? What will set you apart from students at other universities when you seek employment? Here are a number of reasons why you should seriously consider studying at Swinburne.

Industry Based Learning (IBL)
Industry Based Learning (IBL) is a cornerstone of many of the academic programs at Swinburne. IBL is a strategy of learning that involves the student participating in a paid placement in industry before the final year of their degree. Research at Swinburne shows that, compared with other students, IBL graduates:

- have a higher graduate starting salary;
- have a higher level of responsibility for their first graduate job;
- secure a job faster than their non-IBL counterparts;
- gain enhanced workplace skills; and
- often return to their IBL employer on completion of their degree.

In a nutshell an IBL placement:
- is generally undertaken in the third year of a degree course and runs for up to 48 weeks;
- provides you with paid employment;
- helps you develop skills in your chosen profession through practical and real work experience;
- helps you develop your interpersonal skills and increase your maturity and motivation;
- provides you with substantial industry-based experience prior to graduation;
- assists you in understanding the complexity of today’s work environment especially in such matters as employer expectations, working to deadlines, the role of technology, and the major issues and priorities for modern organisations;
- provides you with contacts which will enhance your networks for possible use in your studies and later, in seeking employment.

What do students think?
“...The opportunity to be, not only part of a successful organisation, but also a productive team member is invaluable. You are not treated like a trainee or student, you are given responsibilities and expected to do the job well. At the end of the day you leave the office feeling ten feet high. You’re doing something that you’ve studied for, and you’re doing it well.”

Adrian Mercuri, Bachelor of Business (Marketing) student on IBL placement with Mercedes Benz
**Pathways**

The Swinburne Pathways Program has been designed to ensure that students who are interested in continuing their formal education gain as much benefit as possible out of studies already done.

The development of Pathways has made it easier than ever before to move between courses offered by TAFE and by the University.

Whether you are coming from school, Swinburne TAFE, another TAFE institute or another university, credit transfer pathways are in place to help your application into the right course at the appropriate level.

The credit transfer arrangements guarantee you maximum flexibility and maximum choice.

For further information contact the relevant school.

**VET in the VCE**

VET in the VCE is a Government initiative that offers students a chance to complete Year 11 and Year 12 at school while undertaking vocational studies at Swinburne. Swinburne offers a variety of VET in the VCE courses including hospitality, automotive engineering, retail operations, and sport and recreation.

Students who complete a VET in the VCE program alongside their normal VCE studies can articulate into further study, such as certificate IV or diploma studies. These programs can also improve the students’ employment opportunities and provide a valuable insight into the industry they have chosen.

Swinburne TAFE has been involved in VET in the VCE since 1994 and has developed partnerships with over forty secondary colleges throughout the Melbourne area. For information regarding the VET in the VCE program at Swinburne contact the VET Co-ordinator on (03) 9213 6778.

**Distance Learning**

Swinburne TAFE Distance Learning provides access to quality courses at a place, time and pace that best suits your lifestyle. As a student of Swinburne TAFE you will receive regular feedback from your tutor via assignments and in some instances, tutorials or workshops.

The ability to make choices and tailor your learning program makes Distance Learning flexible and satisfying. Distance Learning is an accepted mode of study and you will receive nationally recognised qualifications at the appropriate Certificate, Diploma or Advanced Diploma level on successful completion of your course.

Areas of study currently available through Distance Learning include:

- Accounting
- Banking and Finance
- Credit Management
- Estate Agency Practice
- Legal Practice
- Management
- Marketing
- Office Administration
- Out of School Hours Care
- Natural Resource Management
- Real Estate for Agents’ Representatives
- Retail Operations
- Professional Writing and Editing
- Small Business Management

For further information refer to the individual entries in this course guide, or contact the Centre for Distance Learning on 1800 633 560.

**International Education Abroad**

Imagine the excitement and challenges of studying one or two semesters of your degree overseas!

International Exchange Programs, Education Abroad Programs (EAP) and Study Tours are available at Swinburne. You can choose from nineteen different countries including North America, Scandinavia, and European and Asian countries. Travel grants are also available.

Every semester, Swinburne University of Technology hosts many students from overseas institutions. These partner institutions in turn provide opportunities for our Swinburne students to study part of their degree overseas. Exchange ‘host’ universities not only present a diverse range of subject selection; they also provide a secure base and a supportive community from which the student can explore the nuances of foreign cultures.

Students do not need to lengthen the duration of their studies as they can gain full credit for their overseas study. You don’t have to speak another language as our partners offer many courses in English. As students are constantly looking for ‘the edge’ over other students when they graduate, International Student Exchange provides every opportunity to gain that edge.

“Studying abroad has been an invigorating experience. There is so much to absorb and many adjustments to make but it is all rather stimulating.” *Danielle Antczak (Mechanical Engineering student to Umea University, Sweden, 1999)*

Visit the resource library at the Education Abroad Office, Business and Arts Building (BA922), Hawthorn campus. If you have any questions, contact:

Kent Goldsworthy, Education Abroad Advisor on (03) 9214 5147
Maureen Balsillie, Manager Education Abroad on (03) 9214 8811
Research is all about exploring the unknown

Non Year 12

Swinburne offers a lifetime of learning for all ages, as is evidenced by the fact that the majority of people studying at both TAFE and university levels have not come directly from school.

Non-school leavers come to Swinburne for many reasons. They may be seeking a change of career direction, in need of further qualifications for promotion, returning to study or have difficulties with literacy and numeracy.

Ida de Goede thanks Swinburne University of Technology, TAFE Division for helping her discover another purpose to her life. After suffering serious injuries in an accident the 53-year-old could not continue with nursing, her career of 30 years.

"After talking to staff at Swinburne’s Wantirna campus I enrolled in the Associate Diploma in Office Administration with the aim of becoming a Medical Secretary so I could still stay in touch with the medical world," she said.

Ida admitted that in the first three months of the course she was “totally confused” and found it difficult to come to grips with the world of computers, but to her credit she persevered and eventually everything fell into place.

Ida says the time she spent studying at Swinburne was “the most enjoyable time of my life and I certainly learnt a lot”.

Scholarships

Swinburne offers a large range of scholarships to new enrolling students to recognise their academic achievement and assist them financially. For further information refer to the Swinburne 2001 Scholarship Program brochure, or visit: http://www.swin.edu.au/scholarships

Summer Semester

Students can accelerate their study program by undertaking summer semester subjects. For further information visit: http://www.swin.edu.au/summer

Research

Swinburne is one of the few universities in Australia that offers a range of qualifying programs covering TAFE, Higher Education and Postgraduate Research.

In a dynamic university, much of the material being addressed in undergraduate courses today was only recently the subject of frontline research and development. It is this interaction of teaching, learning and research that describes the spirit of a true university.

Research is all about exploring the unknown. The urge to satisfy curiosity, to expand our basic knowledge and to apply this knowledge to the creation of new products, processes and services, is what research at Swinburne is all about.

A few of the areas under investigation at Swinburne include:
- millisecond pulsar astronomy utilising one of the largest supercomputers in Australia;
- probing the course of a chemical reaction in real-time with the femtosecond laser spectrometer;
- understanding the dynamics of the human brain;
- creating machines so small they would fit on a pinhead;
- understanding complex social issues such as Asian Politics and the meaning of Citizenship;
- understanding the way large businesses organise themselves and developing the science behind natural therapies.

Look at the Swinburne course guide. If you think research is for you, examine some of the innovative undergraduate courses which are designed to lead into a research degree.

I look forward to seeing you in the future as a research student. Meantime, good luck with your undergraduate program.

Professor Kerry Pratt
Pro Vice-Chancellor (Research)
Croydon offers TAFE diploma and certificate courses in the areas of business and management, computing and information technology, electronics, hospitality and tourism, and health and human services. It also offers pre-apprenticeship and apprenticeship course in building and construction, and a wide variety of short courses.

The campus is located a short walk from the Croydon station and shopping centre in the foothills of Mt Dandenong. Eastland Shopping Centre is a five kilometre drive or a two-stop train journey away, providing extensive shopping, and restaurants. The No. 755 bus which services the area between Croydon and Ferntree Gully stations, passes by the door.

Croydon campus is also home to the Industry Development Centre which is a high quality, purpose-built conference centre offering a wide range of meeting spaces, related services and equipment. It is available for hire by telephoning (03) 9213 6662.

Hawthorn campus

Hawthorn, Swinburne’s original campus, is home to the central administration, many of its undergraduate and postgraduate programs, research institutes/centres, and a campus of the TAFE Division. It is also the site of many of Swinburne’s research and training centres. The campus is located seven kilometres east of the city, and is easily accessible by train and tram. It is situated in the heart of Hawthorn and is close to restaurants, cafes and shops. Students enjoy an extensive library, bookshop, cafeterias, and sports centre.

The campus has expanded from the original single building of 1908 to cover a sizeable area from Burwood Road to Park Street in the north, and across to Henry Street in the east. Over recent years development has included new TAFE buildings, on-campus student accommodation and a multi-deck carpark. In 1999 the state-of-the-art Graduate School of Management building and further residential accommodation opened, and in 2000 the new library extension was completed providing improved library facilities for students and staff.

Healesville campus

Situated at the top end of the Yarra Valley, Swinburne’s campus at Healesville offers a wide range of courses and subjects to meet community needs. There is a special focus on small business, computing and office administration. Courses in horticulture, agriculture, art and design, indigenous studies and tourism are also offered.

Small Business Victoria – First Place, a Victorian government initiative, is located at the Healesville campus providing a number of services for small business including information on licensing requirements, counselling, and a small business bookshop.
Lilydale campus
Melba Avenue
Lilydale Vic 3140
Telephone: (03) 9215 7000
The Lilydale campus is set in a picturesque 24 hectare rural setting with panoramic views across the Lilydale Lake to the foothills and ranges of the Yarra Valley. The state-of-the-art campus has been established to provide for the higher education needs of Melbourne’s outer-east. It is situated 40kms east of Melbourne and is located within 20 minutes walking distance of a transport hub with access to rail and bus networks. On campus parking is available.
Lilydale offers undergraduate degree programs in the areas of Business, Applied Science and Social Science. Multimodal learning is a feature of Swinburne’s educational provision. Traditional methods of learning are augmented by a range of independent learning methods designed to capitalise on the benefits offered by computer and media technology.
The TAFE Division offers diplomas and certificates in business and management, information technology, agriculture and hospitality. It also runs short courses in art, business studies and computing, health and wellbeing, and hospitality and tourism.

Prahran campus
144 High Street
Prahran Vic 3181
Telephone: (03) 9214 8000
Prahran campus is home to the renowned National School of Design, which offers a range of graphic, industrial, interior/exhibition, and multimedia design courses at undergraduate and postgraduate level. Prahran also offers TAFE programs in a range of areas such as business, social sciences, visual arts, and hospitality.
A large number of short courses are offered in the areas of entertainment, arts, language, fitness, business, computing and information technology.
The campus is ideally situated in cosmopolitan Prahran close to the market, shops and cafes. It is five kilometres south of the city, and easily accessible by train, tram or bus. Prahran is small and friendly with a mixture of modern and historic buildings. Major redevelopments have been undertaken on the campus, including an Arts/Multimedia building, a building housing social sciences, library, student facilities and cafeteria, and a new Performing Arts complex.

Wantirna campus
369 Stud Road
Wantirna Vic 3152
Telephone: (03) 9210 1100
The Wantirna campus houses the central administration of Swinburne’s TAFE Division. It offers diploma and certificate courses in the areas of art and design, automotive, business and management, computing and information technology, engineering and electronics, horticulture, and health and human services. Short courses in a wide range of subject areas are also offered in either day or evening time slots.
Wantirna offers an innovative approach to education via dual qualification programs; giving students the opportunity to achieve both a diploma and a degree. The current courses available are the Advanced Diploma of Business Accounting and the Advanced Diploma of Business Marketing with direct entry into the final two years of the Bachelor of Business at the Lilydale campus.
Located just a short walk from the campus is the Knox City Shopping Centre where most facilities can be found including: extensive shopping, banks, a post office, restaurants, a cinema complex and bowling alley. The campus is easily accessible via the many buses that terminate at the Centre.
“The best way to make friends is by joining one of the numerous clubs and participating in social activities. In my time at Swinburne, I have been on water ski trips, represented Swinburne in rowing at the University Games, joined the Japanese, Country and Marketing clubs.” – Tennille Bayly
Student Life at Swinburne

Your time at Swinburne won’t be all about classrooms, lectures and exams. You will discover new friends, good times and a social life you will always treasure!

Orientation Week
Held especially for first year students to familiarise them with the campus. This event is held one week prior to classes starting and involves a tour of the campus, information sessions, live entertainment and free lunch and drinks.

FUBAR Week
Short for ‘Freeked-Up-Beyond-All-Recognition’ FUBAR week is a week-long festival held in the first week of semester one. FUBAR week is when students on all campuses celebrate their arrival at Swinburne. A fusion of cultures and music, people and fun – a truly friendly, enjoyable and inspiring week of entertainment, live music, delicious foods, sunshine and festivities. Live bands, DJ’s, comedians, street theatre, sport and recreation, club displays, competitions, giveaways and more! It culminates at the end of the week with the annual Union Night concert.

Disorientation Week
As the title suggests, this week-long party (held in the first week of semester two) assumes everyone has been orientated enough to require some celebrating! Just like FUBAR Week, Disorientation Week is yet another week-long festival, but this time with a multi-cultural flavour. Swinburne’s unique community comes alive in a flamboyant street party. International clubs share the stage with local acts, as Swinburne splashes another colourful event over all campuses.

Union Night
Held at the end of FUBAR Week, Swinburne’s Union Night has continually grown in reputation. A sell-out concert that attracts the biggest names in live entertainment from Australia and overseas, Swinburne’s Union Night is special because it is held over four floors, with entertainment on all levels including bands, DJ’s, ‘chill rooms’, bars, outdoor entertainment and more. Past bands include: The Clouds, Custard, The Screaming Jets, Pollyanna, Bjorn Again, Chocolate Starfish and Boom Crash Opera.

3SSR 94.1fm – Swinburne Student Radio
Swinburne has a student and community FM radio station going live to air every night. One of the longest serving student radio stations, 3SSR has recently experienced a dramatic resurgence in support, interest and listenerhip. Training is available and you can even have your own weekly timeslot. Joining is easy. For further information, checkout the official website at www.3ssr.org.au

Music and recreational clubs; all running special events, social outings, field trips, information sessions and more.

SwinTV
Affiliated with Channel 31 and involved with a number of campus initiatives, SwinTV is a recently organised group with a common interest in film and television, which is rapidly attracting new members. Ask at the Student Union for more information.

Balls
You can tell it’s nearing the end of the year when the Balls begin to appear. Normally held off-campus, there are a number of Balls to choose from including the general Swinburne Ball. Get on your coolest threads and arrive in style for what is one of the greatest evenings Swinburne has to offer! Tickets are cheap and includes a three course meal and live entertainment.

For more information on events and clubs, visit the Swinburne Student Union website: www.su.swin.edu.au

Sport and Recreation
Swinburne offers a range of sporting activities and opportunities. ‘Swinergy’ is Swinburne’s Sport and Recreation association providing facilities such as a gym and squash courts, plus activities such as trips and tours (see below). They also facilitate short courses, club activities and events including inter-university and TAFE competitions and games. For more information visit the Swinergy website: www.swin.edu.au/swinergy

Trips and Tours
Swinergy offer an eight-day trip to the Gold Coast in Queensland and also an eleven-day tour of Central Australia. Other trips include deep sea fishing, a Grampians weekend, Great Ocean Road tour, horse riding day trip, Phillip Island penguins, seals and koalas tour, plus skiing, winery, sailing and snow trips.

Off-Campus
The assortment of cafes, nightclubs, restaurants, theatres, shops, cinemas and other venues that surround Swinburne campuses contribute to the social life of students. Hawthorn campus adorns Glenferrie Road shopping strip with its range of classy cafes and restaurants providing a place to meet friends and enjoy the sun, whilst Prahran campus borders on Chapel Street offering all the best colour and culture Melbourne has to offer. The Student Union and clubs at Croydon, Healesville, Lilydale and Wantirna also run several off-campus events such as river cruises, movie nights and nightclub tours.
For many students entering tertiary education means leaving home for the first time; moving to Melbourne from the country, or from overseas, while others simply decide it’s time to assert their independence and move out of home.
Swinburne’s Housing Office provides off-campus options, such as Home-Away-from-Home, private rental/share housing and details on local hostels. A Housing Adviser will assist you in deciding which type of accommodation will best suit your needs and financial situation. Advice on living costs and tenancy issues is also available.

Renae Cassar shares a flat with two other university students and contacted Swinburne’s Housing Office. ‘Student Services were very helpful in helping me find a flat, they were very supportive’, said Renae. ‘I wanted to live with some other students while I was studying in Melbourne. I met some other students through friends and we decided to get a place together’.

Further information
Residential College/Apartments: (03) 9214 5555
(03) 9213 6607 (Croydon)

Off-campus options: (03) 9214 8882 (Hawthorn)
(03) 9215 7105 (Lilydale)
(03) 9214 6728 (Prahran)
(03) 9210 1905 (Wantirna)
Application Procedures for 2001 Entry

Higher Education
The minimum requirements for entry into Swinburne degree courses is the satisfactory completion of the Victorian Certificate of Education (VCE) with passes in English Units 3 and 4 OR Equivalent Studies.

Equivalent Studies to the VCE include:
- qualifications obtained interstate or overseas at either a secondary or tertiary level
- successful completion of a TAFE Diploma or Certificate IV or any tertiary subjects.

Some courses have Prerequisite Subjects in VCE and/or Special Requirements. These are set out in this publication, Swinburne course brochures and the VTAC Guide. Applicants must satisfy Prerequisites and Special Requirements to be eligible for entry into a particular course.

Non Year 12 Applicants
Applicants who do not have VCE (or equivalent studies) can apply under the Swinburne Special Entry Scheme through VTAC. There is no age requirement. Bachelor of Business and Bachelor of Business/Arts (Language) applicants must sit the STAT Multiple Choice test, managed by VTAC. Applicants for other courses must complete the VTAC form SE.

TAFE
For entry into TAFE Certificate IV and Diploma courses, satisfactory completion of VCE (see above) or a TAFE certificate level qualification or relevant work experience is required. Some courses have a minimum age requirement.

As with Higher Education courses, some TAFE courses also have Special Requirements or Prerequisite Subjects. Refer to individual course entries for details.

Mature age applicants can apply if they are at least eighteen years of age and have been out of full-time schooling for at least twelve months. Mature age applicants are not required to have completed a Year 12 qualification.

VTAC Applications
For entry into full-time and some part-time degree courses and most TAFE Certificate IV and Diploma full-time courses, applications need to be made through the Victorian Tertiary Admissions Centre (VTAC).

Applicants are advised to obtain a copy of the VTAC Guide. The 2000 VTAC Guide is available in newsagencies from July at a cost of $5.00. Alternatively, the VTAC Guide can be accessed online from VTAC’s website: www.vtac.edu.au

Further information can be obtained from VTAC at 40 Park Street, South Melbourne Victoria 3205 or telephone the VTAC Infoline on 1902 241 114. Timely applications should be lodged at VTAC by the end of September. After this time a late fee will apply.

In addition to applying through VTAC some courses also require a direct application, interview, audition and or a folio assessment. These are outlined under the course entry in this publication and in the VTAC Guide.

Change of Preference
Change of Preference is a great opportunity for students to reassess the courses they initially listed with VTAC in light of their results.

A Change of Preference advice Hotline is available to VCE students after the publication of results from Friday 8 December to noon Monday 18 December. For advice of course options call 1300 368 777.

Direct Applications
Entry into all TAFE part-time and some full-time courses is by direct application to Swinburne. There are also several Higher Education part-time and later year entry courses that require a direct application. Telephone Swinburne for an application form using the contact numbers located in each course listing of this publication.

Special Entry Schemes
Students who fall under the following categories are eligible to apply to Swinburne for special admission: rural and isolated areas, low socio-economic background, women in non traditional areas, Aboriginal and Torres Strait Islanders and people with disabilities.

For further information, contact Swinburne’s Equity Unit on (03) 9214 8855.

International Students
Swinburne welcomes international students wishing to study TAFE, Degree or Postgraduate courses. Applications can be discussed with staff in our International Student Unit. The International Student Unit is responsible for the admission, orientation and support of all international students. The International Student Unit can be contacted on (03) 9214 8647 or +61 3 9214 8647 if calling from outside Australia, or email the office on isuenq@swin.edu.au

Please note, not all Swinburne courses are available to international full fee paying students.

Course and Subject Database
Detailed information of Swinburne’s Higher Education courses is located at: pandora.swin.edu.au/guide

TAFE course information should also be available at this website later this year.
Applied Science

Course title
Bachelor of Applied Science

Duration
Three years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL) and an honours year is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35001 (full-time)
35211 (part-time)
2000 ENTER: 62.75

Course overview
Students gain a thorough understanding of science method, critical and creative thinking, information technology and statistics. A major study in one discipline of computing, psychology or interactive multimedia provides the foundation from which studies in other disciplines can be undertaken. The variety of disciplines allows many opportunities for students to diversify their studies in non-traditional areas such as accounting, marketing, media, sociology.

Major studies
Computing, Psychology, Interactive Multimedia

Career opportunities
A computing major qualifies students for most entry level positions in the programming and information technology fields. Psychology graduates may seek employment in the areas of human resources, social work, marketing, administration and research. Psychology graduates can also do further study in areas of professional psychology such as clinical, counselling, organisational and health and sports psychology. An interactive multimedia major qualifies students for most entry level positions in multimedia development, web page development, on line publishing for small businesses, and desktop publishing.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: ldinfo@swin.edu.au

Biotechnology

Course title
Bachelor of Science (Biotechnology)*

Duration
Three years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: to be advised.
2000 ENTER: New course for 2001

Course overview
This course provides in-depth studies of biochemistry, microbiology and molecular biology, as sciences that underpin biotechnology, and the application of these sciences in biotechnology. It also provides flexible options that allow students to take out major studies in chemistry, computer science, business, or media and communications.

Major studies
Human Biology, Chemistry, Science Mathematics, Concepts of Biotechnology, Biochemistry, Microbiology.

Career opportunities
Careers in biochemistry and biotechnology related to the medical, health, agricultural and environmental industries.

Professional recognition
It is expected that this new course will meet the accreditation requirements of the Royal Australian Chemical Institute.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

*Subject to accreditation

See Also
Bachelor of Applied Science (Biochemistry/Chemistry) Refer Health and Human Sciences
Bachelor of Applied Science (Psychology/Biochemistry) Refer Health and Human Sciences
Bachelor of Science (Biomedical Sciences) Refer Health and Human Sciences
Bachelor of Health Science (Environmental Health Management) Refer Health and Human Sciences
Bachelor of Science (Biomedical Sciences)/ Bachelor of Engineering (Electronics and Computer Systems) Refer Health and Human Sciences

Subjects to Accreditation
Double Degrees

Applied and Industrial Sciences – Degrees

Applied Science / Social Science

Course title
Bachelor of Applied Science / Bachelor of Social Science

Duration
Four years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35061 (full-time) 35091 (part-time)
2000 ENTER: Individual offer

Course overview
This course combines the Bachelor of Applied Science and the Bachelor of Social Science, and prepares students for employment or self-employment in the rapidly changing cultural, technological and business environments. Students are able to extend their areas of study beyond the combinations of major and minor sequences required in single degree courses, giving students flexibility and expertise beyond the limits of a narrow vocational orientation. For further information, refer to the individual degree entries in this Course Guide.

Major studies
Psychology, media, computing, sociology, interactive multimedia. Other major studies may be taken from other degrees offered at Lilydale campus.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries) Lilydale Administration Tel: (03) 9215 7000 Email: ldinfo@swin.edu.au Website: www.ld.swin.edu.au

Biotechnology / Arts

Course title
Bachelor of Science (Biotechnology) / Bachelor of Arts (Media and Communications)*

Duration
Four years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: to be advised.
2000 ENTER: New course for 2001

Course overview
This double degree combines studies in the sciences associated with biotechnology together with studies in media and communications. It aims to develop an understanding of communications and media, an advanced understanding of the social context of technological developments, an ability to define and analyse social issues related to science and technology, and excellent skills for professional, scientific and lay communication.

Major studies

Career opportunities
Prepares graduates for careers in the media and communications industries, where their expert understanding of the sciences associated with biotechnology will allow them to deal critically with technological issues and enhance community understanding.

Professional recognition
It is expected that this new course will meet the accreditation requirements of the Royal Australian Chemical Institute.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science Tel: (03) 9214 8372 Email: engsci@swin.edu.au

*Subject to accreditation

Biotechnology / Business

Course title
Bachelor of Science (Biotechnology) / Bachelor of Business*

Duration
Four years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: to be advised.
2000 ENTER: New course for 2001

Course overview
This double degree allows students to undertake the Bachelor of Science (Biotechnology) course combined with Swinburne’s accredited three year Bachelor of Business degree. It aims to provide graduates with scientific skills together with skills in business, management, innovation and entrepreneurship.

Major studies
Accounting, marketing, human resource management, economics, information systems, organisations and management, biology, genetics, chemistry, general biochemical processes, protein and enzyme structure and function, microbiology, biotechnology, molecular biology, forensic science, computer applications.

Career opportunities
Enables graduates to use scientific research and innovative skills to create new business enterprises or to contribute to existing businesses.

Professional recognition
It is expected that this new course will meet the accreditation requirements of the Royal Australian Chemical Institute.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science Tel: (03) 9214 8372 Email: engsci@swin.edu.au

*Subject to accreditation
Biological/Chemical Sciences

Course title
Diploma of Applied Science (Biological Sciences)
Diploma of Applied Science (Chemical Sciences)

Duration
Two years full-time or equivalent part-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Applicants without these prerequisites may be able to undertake introductory modules.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time and mid-year intake.
VTAC codes: 77721 (Biological)
77731 (Chemical)

Course overview
This course provides specialised education and training for scientific laboratory support staff encompassing a wide range of skills, techniques and processes so graduates are competent to meet the technological and administrative demands of a changing workforce in the science and food industries.

Biological Sciences stream: a range of specialist areas that include: biotechnology, microbiology, anatomy and physiology, and zoology.

Chemical Laboratory stream: skills in chemical analysis using a range of chemical instrumentation techniques.

Career opportunities
Senior scientific laboratory support staff, laboratory technicians, technical officers, or laboratory managers.

Further information
Tel: 1300 368 777 (general enquiries)
Industrial Science Department
Tel: (03) 9214 5161

Environmental Management

Course title
Diploma in Environmental Management

Duration
Two years full-time or equivalent part-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, preferably with a science or technology background. Mature age entry is also available.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time and mid-year intake.
VTAC code: 77741

Course overview
The course includes methods of minimising, managing and re-using industrial and domestic by-products with regard to the environment, thus enabling graduates to advise management on their legislative duties. Major studies include: environmental law, planning for emergencies, ecologically sustained development, cleaner production, environmental management.

Career opportunities
The EPA, local councils, chemical companies, waste treatment and recycling company.
Successful completion of the diploma may also allow articulation into Swinburne’s Bachelor of Health Science (Environmental Health Management) with ‘advanced standing’.

Further information
Tel: 1300 368 777 (general enquiries)
Industrial Science Department
Tel: (03) 9214 5161

Food Technology

Course title
Certificate IV in Food Technology

Duration
One year full-time or equivalent part-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time and mid-year intake.
VTAC code: 77011

Course overview
This course prepares students for positions in the Food Technology/Processing industry and aims to train them to carry out duties and tasks of a para-professional food-processing technologist. Major studies include: microbiology, nutrition, hygiene and sanitation, food packaging, food biology, waste management.

Career opportunities
Supervisory and administrative positions in food processing and food technology industries.

Further information
Tel: 1300 368 777 (general enquiries)
Industrial Science Department
Tel: (03) 9214 5161
Forensic Science

Course title
Certificate IV in Forensic Science

Duration
One year full-time or equivalent part-time.

Location
Hawthorn.

Entry requirements
Students should be able to demonstrate communication and mathematical skills. Students without these skills should complete appropriate modules with the first semester of study. All students may have to attend an interview.

Application procedure
VTAC and direct to Swinburne.
VTAC code: 77861

Course overview
The course aims to provide formal education for persons working or intending to work in areas related to the forensic science industry. Major studies include: laboratory mathematics, chemistry, statistics, biology, physics, human anatomy and physiology, legal studies.

Further information
Tel: 1300 368 777 (general enquiries)
Industrial Science Department
Tel: (03) 9214 5161

Horticulture

Course title
Diploma in Horticulture
Certificate IV in Horticulture
Certificate IV in Horticulture (Landscape)
Certificate III in Horticulture (Landscape) – Apprenticeship
Certificate III in Horticulture (Nursery) – Apprenticeship
Certificate III in Horticulture (Floriculture) – Apprenticeship
Certificate II in Horticulture – Traineeship
Certificate I in Horticulture – Pre-Apprenticeship

Duration
Diploma: two years full-time or equivalent part-time.
Certificate IV: three to four years part-time.
Certificate III: three years part-time.
Certificate II: six months full-time.
Certificate I: six weeks full-time (includes one week job placement).

Location
Wantirna.

Entry requirements
Diploma/Certificate IV (full-time): satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Part-time students need to demonstrate competent literacy and numeracy skills and a commitment to the horticulture industry.
Certificate III: must be over 15 years or over, have appropriate numeracy and literacy skills and have secured full or part-time employment as an apprentice in the horticulture industry.
Certificate II: must be over 15 years or over, have appropriate numeracy and literacy skills and have secured full or part-time employment as a trainee in the horticulture industry.
Certificate I: Year 10 is preferred or experience in the horticulture industry. Applicants must be 15 years or over.

Application procedure
VTAC (Diploma full-time) or direct to Swinburne for part-time, or certificates.
VTAC code: 71311

Course overview
Diploma/Certificate IV: aims to provide students with the essential knowledge and skills required to operate at a professional level in the nursery, landscape, parks and gardens or floriculture industry. Major studies include: plant health, irrigation, drainage, plant identification and culture and water treatment systems, landscape structures and features, controlled growing environments, estimates, quotes and tenders, business operations.

Certificate III: based on the industry identified Horticulture Training Package competencies, it aims to provide students with the knowledge and skills to operate successfully at trade level in nursery, flower-growing and landscape industry. Major studies include: weed control, pest and disease control, irrigation system maintenance.
Certificate II: aims to develop appropriate knowledge and skills, which can enable a trainee to perform workplace tasks to specified standards and conditions. Major studies include: treat weeds, treat pests and diseases, operate equipment and machinery, maintain drainage systems, propagation.
Certificate I: This course aims to prepare pre-employment students with the basic skills and knowledge required to work as an apprentice or trainee in the horticulture industry. Major studies include: turf care, planted area care, nursery plant care.

Career opportunities
Depending on the level of academic achievement, employment may be sought in the areas of garden design and property maintenance, landscape design and construction, retail/wholesale plant nursery operations, and related horticultural businesses.

Further information
Tel: 1300 368 777 (general enquiries)
Horticulture and Environmental Sciences Department
Tel: (03) 9210 1234
Natural Resource Management

Course title
Diploma in Natural Resource Management

Duration
Two years full-time or equivalent part-time.

Location
Healesville, Lilydale or Distance Learning.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Units 3 and 4 – English, Chemistry, Biology and Mathematics are recommended.

Applicants without these or similar studies may require bridging studies in order to ensure adequate preparation for the educational objectives of the course. Applicants preferably need to show a commitment to Natural Resource Management by involvement in practical work in a related area.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time.

VTAC code: 70751

Course overview
Natural Resource Management involves the use, maintenance, conservation and effective management of our natural resources including flora, fauna, soils and water. Students develop a broad knowledge in environmental science and specialise in the development of management strategies for the sustainable use of our resource.

Major studies include: environmental law, ecological principles and techniques, soil science, geology, animal and plant identification, wildfire behaviour.

Career opportunities
Park rangers or forestry officers, environmental officers, consultants, park management, ecotourism, land rehabilitation and sustainable development.

Further information
1800 633 569 (Distance Learning enquiries)
Tel: 1300 368 777 (general enquiries)
Horticulture and Environmental Sciences Department
Tel: (03) 9839 2401

Viticulture

Course title
Diploma in Horticulture (Viticulture) Certificate III in Food Processing (Wine)

Duration
Two to four years part-time.

Location
Lilydale, Wantirna.

Entry requirements
Current employment or a demonstrated commitment to future involvement in the viticulture industry.

Application procedure
Direct to Swinburne.

Course overview
These new courses are currently under development. They will aim to provide technical, operational and management skills and knowledge to owners, managers and employees involved in the production of grapes and quality wine.

Career opportunities
Skilled vineyard worker or manager/supervisor, owner/operator.

Further information
Tel: 1300 368 777 (general enquiries)
Horticulture and Environmental Sciences Department
Tel: (03) 9210 1234

Chemical Accreditation

Course title
Chemical Accreditation Program

Duration
Thirty-five hours.

Location
Lilydale, Healesville.

Entry requirements
None.

Application procedure
Direct to Swinburne.

Course overview
The course is designed to provide training in the safe use, storage and disposal of chemicals. During the course, participants develop skills needed to interpret the information contained on the labels of agricultural and horticultural chemicals. Through recognition of pests and diseases, participants are able to apply control measures cost effectively.

Career opportunities
Participants will be able to use farm chemicals safely and responsibly and meet statutory requirements for purchase, transport, storage, application and disposal of farm/horticulture chemicals.

Further information
Tel: 1300 368 777 (general enquiries)
Horticulture and Environmental Sciences Department
Tel: (03) 9210 1234

Farming for Sustainability

Course title
Farming for Sustainability

Duration
Six months part-time.

Location
Healesville, Lilydale

Entry requirements
Applicants should be small property owners, horticultural and agricultural growers and producers and people interested in setting up organically and ‘environmentally friendly’ based enterprises.

Application procedure
Direct to Swinburne.

Course overview
This course is based on a competency from the Diploma in Horticulture. It covers planning and development of sustainable farming systems, recycling and energy use whole farm and catchment planning, soil and water resource management, effective nutrient and pest and disease programs, managing animal systems and financial management.

Further information
Tel: 1300 368 777 (general enquiries)
Horticulture and Environmental Sciences Department
Tel: (03) 9210 1234
Business (Hawthorn)

Course title
Bachelor of Business

Duration
Three years full-time or six years part-time. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34411 (full-time)
34701 (part-time)
2000 ENTER: 85.20

Course overview
The Bachelor of Business equips students with a diverse range of theoretical knowledge and practical skills to prepare them for the demands of tomorrow’s business world. Key features of this degree are the ability to integrate a wide range of business, information technology, arts and social science subjects, the opportunity to undertake the Industry Based Learning (or work experience) program and/ or travel overseas on international student exchanges or overseas study tours.

In the first year of the course students undertake a range of foundation studies across all Business disciplines, enabling students to ‘sample’ subject areas before committing. Subjects include:

Business students can then undertake major and minor study sequences or electives, depending on career aspirations or interests, from the following:

- Accounting*
- Asian Studies
- Australian Studies
- Business Law#
- Business Modelling#
- Cultural Studies
- Economics#
- eMarketing#
- European Studies
- Finance*
- Human Resource Management/
  Organisation Behaviour*
- Information Systems*
- International Business*
- Italian Language and Culture
- Japanese
- Literature
- Management*
- Manufacturing Management*
- Marketing*
- Media Studies
- Philosophy and Cultural Inquiry
- Politics
- Psychology
- Sociology
- See separate entries for further details on each of these.

“Bachelor of Business students are required to undertake a major study sequence in at least one of these subject areas.

Honours
An Honours degree reflects an achievement of excellence in a chosen field of study and can enhance employment prospects and increase managerial opportunities. Honours students work independently but in close consultation with a supervisor on a substantial project of their choice. Students are required to collect and analyse data and produce a substantial written thesis (10,000 to 15,000 words) on their findings. Many students continue on to undertake their Honours year immediately after their Bachelors degree while others gain full-time employment and concurrently study part-time (by this method Honours normally takes two years).

Honours can be undertaken in Accounting, Business Law, Business Modelling, Economics, Finance, Human Resource Management, Information Systems, International Business, Manufacturing Management, Marketing, or any of the above areas of study combined with a language component from either Italian or Japanese.

To undertake an Honours degree, students need to have completed a major study sequence in one of the listed areas of study in their Bachelor degree course.

Career opportunities
Accountancy, advertising, company legal work, computer programming, financial advice, human resources, market research, public relations, systems analysis.

Professional recognition
Associate Membership of the Institute of Corporate Managers, Secretaries and Administrators and the Australian Institute of Banking and Finance. See also separate subject area entries for specific body recognition.

Business Specialisations
Students studying degrees or double degrees in Arts, Business, Information Systems, Engineering or Social Science have the option of undertaking subjects from these study areas.

Honours year and Industry Based Learning program available (except for Bachelor of Arts or Social Science students).

Accounting
A knowledge of accounting can help individuals and business organisations understand how to use money (resources) to the best advantage. Gaining wealth and maintaining wealth are important elements in a market economy, plus understanding accounting is important in organising personal finances.

Accounting skills are relevant to many areas of professional interest – marketing, economic forecasting, engineering, health care or the arts.

Students can also undertake major studies in accounting through the Swinburne Bachelor of Business (Accounting).

Subjects include
- Accounting, Corporate Accounting, Management Accounting, Financial Management, Auditing, Financial Risk Management, current issues in Accounting, Taxation and Personal Investment.

Career opportunities
Public accountancy, finance, business consulting, general management.

Professional recognition
Australian Society of Certified Practising Accountants (ASCPA) and the Institute of Chartered Accountants in Australia (ICAA). Students who wish to meet the requirements for Professional Recognition by these professional bodies should apply to either the Bachelor of Business, the Bachelor of Business/Bachelor of Arts (Language) or the Bachelor of Business (Accounting).

Business Law
Business Law enables students to appreciate the impact law has on the business environment.

Law subjects emphasise skills such as the ability to understand arguments, to manipulate abstract concepts and to communicate verbally and in writing. The study of Business Law should be seen as providing support to other business subject areas, in particular the areas of Accounting, Finance, Marketing, Human Resource Management, Economics and, to a lesser extent, Information Systems. Studies in Business Law may be relevant to Arts students in support of vocational areas such as psychology, urban studies or government.

Subjects include

Career opportunities
Insurance, banking, finance, public sector. Legal knowledge would be valuable to a property officer, accountant, trust officer, administrator, company legal officer, company secretary or local government administrator.

Business Modelling
Students completing a minor sequence of study in Business Modelling acquire valuable multidisciplinary skills that are extremely marketable within the business community. Modelling production processes, developing strategies for site locations for retail businesses and analysing market research survey data are examples of the work carried out by people with business modelling skills.

Subjects include
- Quantitative Analysis, Business Forecasting, Market Modelling, eBusiness and eCustomer Relationship Marketing.

Career opportunities
Market analysis, business consultancy.
Economics
Economics is the cornerstone of most business disciplines. It is the study of what, how and for whom to produce — in essence how society allocates its resources. Topics range from an examination of macroeconomic problems such as unemployment and inflation, to an examination of the operation of specific markets such as the foreign exchange market.

Subjects include

Career opportunities
Business management, management consultancy, economic research, international trade, financial analysis, banking, policy advisors.

eMarketing
The Internet revolution is having a profound effect on the conduct of business as we move into the new millennium. Commercialisation of the World Wide Web is revolutionising the study and practice of marketing. Issues addressed in the e-commerce subjects include how end-to-end enterprise-wide technologies are changing the way business is conducted, the development of much more sophisticated methods of customer data management, with corresponding improvements in business efficiency and potential customer satisfaction; the opportunities now available to small-and-medium sized enterprises (SMEs); retailers, international marketers, product managers, and others, which take on an entirely new perspective when viewed from ‘cyberspace’. The fundamental drivers of cybercommerce are investigated, and the implications of this understanding will be used to develop strategies for managing the business of the future in a profitable, ethical and effective way.

Subjects include

Career opportunities
There are great opportunities for employment or entrepreneurial activity in this exciting new business field, and managers of non-Internet businesses of the future will also benefit from a thorough understanding of electronic marketing.

Finance
Finance is one of the fastest growing employment areas, and draws on the disciplines of both economics and accounting. It is concerned with financial and capital markets and government influences on those markets. The analysis of investments and sources of finance covers both domestic and international markets and includes foreign exchange dealings, risk management and business investment.

Subjects include

Career opportunities
Investment advice, corporate treasury, money dealing, sharebroking, portfolio management.

Professional recognition
Australian Institute of Banking and Finance.

Human Resource Management/ Organisation Behaviour
Human Resource Management studies give students an understanding of the systems and processes involved in managing people at work. Areas of study include strategic human resources management, recruitment and selection, training and development, performance appraisal, and occupational health and safety.

Organisation Behaviour studies provide students with an insight into human behaviour in organisations and the management of people. Areas of study include teamwork, leadership, communication, and motivation. A large proportion of HRM/OB studies at Swinburne is taught in an experiential manner requiring active involvement by students, enabling them to link their studies with practical ‘outside’ experiences.

Students can also undertake major studies in human resource management through the Swinburne Bachelor of Business (Human Resource Management).

Subjects include

Career opportunities
Human resources management, training, recruitment, quality coordination, customer service, administration.

Professional recognition
Associate Membership of the Australian Human Resources Institute. Students who wish to meet the requirements for professional recognition by this body should apply to either the Bachelor of Business (HRM), Bachelor of Business, or the Bachelor of Business/Bachelor of Arts (Language).

Software Development: for students seeking to specialise in the design, development and implementation of computer based systems.

Students can also undertake major studies in information systems through the Swinburne Bachelor of Information Systems or the double degree Bachelor of Information Systems/Bachelor of Business (different VTAC codes – see separate entries in this publication).

Major studies

Career opportunities
Systems analysis, project management, systems development, software support.

Professional recognition
Level 1 accreditation Australian Computer Society. Students who wish to meet the requirements for Professional Recognition by this body are required to select an approved set of information systems subjects.

International Business
Industry, government and educational institutions recognise that business is increasingly being conducted in a global market place. International business does not simply mean the export of goods. It includes the export of services such as accounting services, trade in intellectual property, foreign direct investment, overseas portfolio investment and electronic commerce.

International Business at Swinburne reflects this diversity and complexity.

International Business can also be seen as a support to other subject areas in Business (especially Marketing, Finance or Accounting), or Arts (especially students undertaking majors in a Language (Italian or Japanese), Politics, Asian Studies or European Studies).

Subjects include

Career opportunities
International trade, business management, business consultancy.
Management
Management is the multi-discipline approach to achieving organisational outcomes in working with resources of all kinds – such as human, financial and technological resources – all in a dynamic and competitive national and international context.


Subjects include

Career opportunities
General management, small and medium enterprises, management traineeships and cadetships in large businesses and organisations.

Professional recognition
Accreditation and recognition is being sought from the Australian Institute of Management.

Manufacturing Management
Manufacturing Management is the multi-discipline approach to achieving desired goals in working with people and technology in manufacturing and processing settings. The contexts of manufacturing and processing are diverse and dynamic, and include food and beverages, fibres, minerals, timber, engineering, plastics, cars, clothing, fashion, chemicals and building products.

The scope and need of managers in manufacturing has been growing rapidly. The multi-disciplinary nature of the field is reflected in the choice of subjects offered at Swinburne. After basic studies in management in a manufacturing/processing setting (including quality management), further studies are undertaken in one of the following specialisations: Accounting, Business Law, Business Modelling, Human Resource Management/Organisational Behaviour, or Marketing.

Subjects include

Career opportunities
Manufacturing and processing contexts for human resource management, marketing and accountancy.

This course is sponsored by the Foundation of Australian Manufacturing Education (FAME).

Marketing
Marketing theory and practice have become essential ingredients in the operations of most organisations. Whether the organisation represents a government authority, is in the private sector, or deals in goods or services, marketing plays an increasingly important role. Marketing is about satisfying customers with the best products at a mutually beneficial cost.

Students can also undertake major studies in marketing through the Swinburne Bachelor of Business (Marketing).

Subjects include

Career opportunities
Public relations, advertising, product/brand management, market research, direct marketing, international marketing.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Business
Tel: (03) 9214 5046
Email: bushe@swin.edu.au
Website: www.swin.edu.au/business
Career opportunities
Students with accounting majors or minors find rewarding work in industry, commerce, the public sector, the finance industry or business consulting.

Professional recognition
Graduates with a recognised accounting major plus other appropriate subjects are eligible for membership of the Australian Society of Certified Practising Accountants (ASCPA) and the Institute of Chartered Accountants (ICA).

Business Computing/Information Systems
In today’s world, information has pervaded every aspect of business organisations. As such, the study of information systems and the supporting technology is vital for any business student. The emphasis is on the effective use of information technology within an organisation and the development of systems for solving business problems.

Subjects include

Career opportunities
Information Systems includes the development of management oriented systems support and executive information systems. Career opportunities abound in the areas of management of information technology implementations and the design and analysis of IT solutions.

Economics
Understanding economic principles is an important requirement for a career in business. An economic approach to important practical social and business problems is the focus of the economics discipline.

Economics is the study of what, how and for whom to produce — in essence, how society can achieve the maximum benefit from available resources. It emphasises the importance of sound decision-making, at the level of the individual, the firm, and the society as a whole. Economics examines problem areas such as unemployment, inflation, foreign debt and environmental degradation. It also provides guidance to decision-makers on appropriate strategies for successful operation in both local and international markets.

Subjects include

Career Opportunities
Students completing an economics major or minor find employment in a wide range of challenging fields in both the public and private sectors. These include administration, management consulting, economic policy evaluation, financial analysis, banking and market analysis.

HR Management
Human Resource Management involves managing and coordinating the productive use of people to achieve the strategic business objectives of the organisation. Most HRM departments are responsible for planning, coordinating and advising on legal aspects of employment; determining, attracting and selecting employees; and developing, rewarding and managing human resources. It serves as a catalyst for implementing and managing change and development and takes a ‘line management’ perspective to contribute to corporate profit margins.

Subjects include
Organisations and Management, Human Resource Management, Organisational Behaviour, Organisations and Society, Organisational Change and Development, Strategic Planning and Project Management.

Career opportunities
Graduates with a HRM major are well equipped to work in the HR departments of organisations. Studies in HRM lead to job opportunities where there is a focus on employing human resources.

Management
Management addresses the principles and processes of management strategies, structures and practices. In the context of a competitive globalised economy students study how to develop expertise in professional management. The course recognises the diverse relationships accompanying increasingly rapid change in organisations, development processes and the nature of work. It also examines the challenge that organisations face to incorporate ebusiness and ecommerce into their operations. Students are challenged to become pro-active and self managing and are encouraged to develop creative decision making skills. The discipline incorporates a work integrated learning project where students may investigate, on an individual level or in groups, a specific area of management.

Subjects include
Organisations and Management, Human Resource Management, Organisational Behaviour, Organisational Change and Development, Strategic Planning and Project Management.

Career opportunities
Graduates with a management major are well equipped to start a professional management career. Studies in management lead to job opportunities across industries, government departments and agencies, education as well as self-employment.

Marketing
Marketing deals with the building and implementing of customer focus. It looks at the components of a marketing plan and marketing’s central role in strategy, consumer behaviour, demand determinants, customer focus, market research, market planning, product and services management, retail, advertising and promotion, and international marketing and cultures.

Subjects include
Marketing Concepts, Marketing Behaviour, Marketing Planning, Marketing Communications, Survey Research Methods, Product Management, Services Marketing and Management.

Career opportunities
Graduates with a marketing major are able to seek employment in the areas of market research, advertising and promotion, retailing, market planning, product and services management, tourism and international marketing.

Professional recognition
Graduates with a marketing major are eligible for associate membership of the Australian Marketing Institute (AMI).

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: 03) 9215 7000
Email: ldinfo@swin.edu.au
Accounting (Hawthorn)

Course title
Bachelor of Business (Accounting)

Duration
Three years full-time or six years part-time. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 4 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34411 (full-time)
34701 (part-time)
2000 ENTER: 85.20

Course overview
The Bachelor of Business (Accounting) is specifically designed for students seeking recognition by professional accounting bodies. It offers specialisation in the accounting field while maintaining good general business knowledge and practical skills development. Specialist subjects include: Accounting, Corporate Accounting, Management Accounting, Financial Management, Auditing, Financial Risk Management, Accounting Theory, Taxation, Personal Investment. Students can also choose subjects from the same wide range of business, arts and social science subjects as listed for the Bachelor of Business (see page 24). Students can also undertake major studies in Accounting through the general Swinburne Bachelor of Business.

Career opportunities
Public accountancy, finance, business consulting, general management.

Professional recognition
Graduates of this course are eligible for associate membership of the Australian Society of Certified Practising Accountants (ASCPA) and the Institute of Chartered Accountants in Australia (ICAA).

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Business
Tel: (03) 9214 5046
Email: busheh@swin.edu.au
Website: www.swin.edu.au/business

Accounting (Lilydale)

Course title
Bachelor of Business (Accounting)

Duration
Three years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35021 (full-time)
35181 (part-time)
2000 ENTER: 68.15

Course overview
Accounting is the basic language of business. Business activities are recorded and analysed in financial terms using accounting systems. Investors use financial statements to guide their actions. Managers utilise information from cost accounting systems to make decisions, price products, develop operating strategies and evaluate business performance. Accounting subjects offered at the Lilydale campus cover these and other areas, such as taxation, auditing, finance, accounting theory, management and financial accounting. The major may be combined with majors/minors from other disciplines available at the Lilydale campus subject to timetabling constraints.

Major studies
Financial and corporate accounting, management accounting, finance, taxation, auditing.

Career opportunities
Professional accountancy in auditing, liquidation, taxation, investment, finance, management, computer accounting and costing, in industry, in private accounting firms, in the public sector and overseas. Minor studies in accounting can assist in marketing, investment analysis, information systems, management, business law, non-profit management, entrepreneurial activities and international business.

Professional recognition
This degree has been granted provisional accreditation by the Australian Society of Certified Practising Accountants (ASCPA) and the Institute of Chartered Accountants (ICAA).

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: lidinfo@swin.edu.au
Website: www.ld.swin.edu.au

Human Resources

Course title
Bachelor of Business (Human Resource Management)

Duration
Three years full-time or six years part-time. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34411 (full-time)
34701 (part-time)
2000 ENTER: 85.20

Course overview
The Bachelor of Business (Human Resource Management) is specifically designed for students seeking recognition by the Australian Human Resources Institute. It offers specialisation in the HRM field while maintaining good general business knowledge and practical skills development.

Students can also undertake major studies in Human Resources Management through the general Swinburne Bachelor of Business.

Major studies

Career opportunities
Human resources management, training, recruitment, quality coordination, customer service, administration.

Professional recognition
Graduates of this course are eligible for associate membership of the Australian Human Resources Institute (AHR).

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Business
Tel: (03) 9214 5046
Email: busheh@swin.edu.au
Website: www.swin.edu.au/business

Further information
School of Business
Tel: (03) 9214 5046
Email: busheh@swin.edu.au
Website: www.swin.edu.au/business
Marketing

Course title
Bachelor of Business (Marketing)

Duration
Three years full-time or six years part-time. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34411 (full-time)
34701 (part-time)
2000 ENTER: 85.20

Course overview
The Bachelor of Business (Marketing) offers specialisation in the Marketing field while maintaining good general business knowledge and practical skills development.

Students can also undertake major studies in Marketing through the general Swinburne Bachelor of Business.

Major studies

Career opportunities
Public relations, advertising, product/brand management, market research, direct marketing, international marketing.

Professional recognition
Graduates of this course are eligible for associate membership of the Australian Marketing Institute (AMI). In addition, this course fulfils the educational requirements for recognition as a Certified Practising Marketer.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Business
Tel: (03) 9214 5046
Email: busheh@swin.edu.au
Website: www.swin.edu.au/business

Australian wine is big business – ask Mildara Blass marketer Melissa Pfeiffer. Growing up in vineyards around Australia with her winemaker father and family has given the Swinburne Bachelor of Business student inside knowledge of the world of wine.

“I approached Mildara Blass when I was looking at IBL options in 1997. I was majoring in marketing and very passionate about wine, so it was a perfect match! I’ve spent the year doing a whole range of things, working on several product repackagings, developing trade promotions, looking at point of sale merchandising. I’ve also been to some of the company’s staff training sessions in the Yarra Valley.”

Melissa started at Swinburne’s Hawthorn campus in 1996. “I was at boarding school in Melbourne so I had plenty of opportunity to look at all the universities. I wanted a good business degree with strong marketing, and chose Swinburne.”

Melissa is completing a major and minor in marketing with an additional minor in law.

“There is a lot of flexibility at Swinburne University and the staff go out of their way to be available to students. I’ve been offered a permanent job here in the marketing department at Mildara Blass, so I’ll be doing my final year at Swinburne part-time in the evenings – and classes are offered so you can do that. It’s one of the really good features of the course.”

“The IBL year is a fantastic program. You learn all the business principles and processes, all the jargon at uni, and then when you’re working on IBL, it all falls into place as to exactly what it means. It has to enhance your employment prospects enormously – I’ve got my first professional job through the IBL program.”

Melissa gets home about once a month to the family winery in Rutherglen, but with work and study she doesn’t find herself with too much time on her hands. “I’ll be doing brand management work here and with too much time on her hands. “I’ll be doing brand management work here and two subjects per semester at Swinburne, but it’s worth it. I’ve always wanted to work in the wine industry, and I am.”

Ultimately Melissa would like to use her expertise in the family business, but that’s a long way off. “I’m just really happy doing what I’m doing. I want to get as much experience as possible.”
Business/Applied Science

Course title
Bachelor of Business/Bachelor of Applied Science

Duration
Four years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35121 (full-time) 35131 (part-time)
2000 ENTER: Individual offer

Course overview
The course prepares students for employment or self-employment in the rapidly changing cultural, technological and business environments. Students are able to extend their areas of study beyond the combinations of major and minor sequences required in single degree courses, giving students flexibility and expertise beyond the limits of a narrow vocational orientation. For further information, refer to the individual degree entries in this Course Guide.

Major studies
Major areas of study include: accounting, marketing, economics, human resource management, management, computing, information systems, psychology or interactive multimedia. Other major studies may be taken from other degrees offered at Lilydale campus.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: ldinfo@swin.edu.au
Website: www.ld.swin.edu.au

Business/Arts (Language)

Course title
Bachelor of Business/Bachelor of Arts (Italian) Bachelor of Business/Bachelor of Arts (Japanese)

Duration
Four years full-time. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC full-time codes: 34651 Italian
34801 Japanese
VTAC part-time codes: 34551 Italian
34871 Japanese
2000 ENTER: 82.90 (Italian) 81.75 (Japanese)

Course overview
Swinburne’s Bachelor of Business/Bachelor of Arts (Language) is a unique course offering students a choice of two languages: Italian or Japanese (with no previous language knowledge) and associated area studies including culture, social, political and economic aspects, and an array of business specialisations. Completing students are eligible to receive two degrees: a Bachelor of Business and a Bachelor of Arts (Italian or Japanese).

In addition to the academic and practical skills which this course provides, it also opens up a myriad of international study and work opportunities upon which to build networks within the country of a student’s chosen language studies. The three year intensive language sequence assumes no prior knowledge of the language. Advanced entry is available for students who have passed VCE level Italian or Japanese.

Major studies
In the first year of the course students undertake a range of foundation studies across all Business disciplines enabling students to ‘sample’ subject areas before committing. Subjects include: Accounting, Microeconomics, Organisations and Management, Law in Global Business, The Marketing Concept, Quantitative Analysis, and Information Systems.

Students are required to undertake at least one language from Italian or Japanese and undertake a major study sequence in at least one of: Accounting, Finance, Human Resource Management/Organisation Behaviour, Information Systems, International Business, Management, Manufacturing Management or Marketing (see separate entries for further details on each of these, refer page 24-26).

Students can also undertake another major or minor study sequence to single subjects, depending on career aspirations or interests (refer to list on page 24).

Honours
An Honours degree reflects an achievement of excellence in a chosen field of study and can enhance employment prospects and increase managerial opportunities. Honours students work independently but in close consultation with a supervisor on a substantial written thesis (10,000 to 15,000 words) on their findings. Many students continue on to undertake their Honours year immediately after their Bachelors degree while others gain full-time employment and concurrently study part-time (by this method Honours would normally take two years).

Honours can be undertaken in Accounting, Business Law, Business Modelling, Economics, Finance, Human Resource Management, Information Systems, International Business, Manufacturing Management, Marketing, or any of the above areas of study combined with a language component from either Italian or Japanese.

Career opportunities
Accountancy, advertising, company legal officer, computer programming, financial advice, human resources, market research, public relations, systems analysis, international trade, particularly in organisations where there are either joint country business ventures or offices located in the country of the chosen language.

Professional recognition
Associate Membership of the Institute of Corporate Managers, Secretaries and Administrators and the Australian Institute of Banking and Finance. (See also separate subject area entries for specific body recognition eg. Accounting, refer page 24)

Information sessions
Information sessions will be held on Sunday 22 August 1999 between 11.00am and 3.00pm and repeated on Tuesday 14 December 1999 between 4.00pm and 9.00pm at the Hawthorn Campus. Attendance at one of these sessions is recommended.

STOP PRESS
During this double degree, many Swinburne students elect to undertake an International Student Exchange program of either six or twelve months. Students who participate in this program believe it is an experience they will never forget. They return more confident and mature with experience that can bolster the impact of a resume. Countries where we have exchange agreements include: Canada, Germany, Hungary, Italy, Japan, Korea, Poland, Thailand and the USA.

Further information
School of Business
Tel: (03) 9214 5046
Email: busheh@swin.edu.au
Website: www.swin.edu.au/business
Business/Accounting

Course title
Bachelor of Business (Accounting)/Advanced Diploma of Business (Accounting)

Duration
Four years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Advanced Diploma: Croydon, Lilydale, Wantirna.
Degree: Lilydale.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

This course is not available to students who have completed an Advanced Diploma of Business (Accounting).

Application procedure
VTAC code: 35041
2000 ENTER: 59.45

Course overview
Students undertake both an Advanced Diploma of Business (Accounting) and a Business (Accounting) degree. Students will have the opportunity not only to gain specialist accounting training at a theoretical and practical level but also to undertake minors in a variety of related areas including economics, finance and human resource management.

Major studies
Financial Accounting, Financial management Principles, Computer Accounting Systems, Company and Incorporated Associations Law, Management Accounting Applications, Taxation, Auditing, Corporate Accounting

Career opportunities
Professional accountancy in auditing, liquidation, taxation, investment, finance, management, computer accounting and costing, in industry, in private accounting firms, in the public sector and overseas.

Professional recognition
Upon completion of the Advanced Diploma of Business (Accounting) graduates will be eligible to apply for membership of the National Institute of Accountants (NIA). The Bachelor of Business has been separately accredited by the Australian Society of Certified Practising Accountants (ASCPA) and the Institute of Chartered Accountants in Australia (ICAA).

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: lidinfo@swin.edu.au
Website: www.ld.swin.edu.au

Business/Marketing

Course title
Bachelor of Business/Advanced Diploma of Business (Marketing)

Duration
Four years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Advanced Diploma: Croydon, Lilydale, Wantirna.
Degree: Lilydale.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

This course is not available to students who have completed an Advanced Diploma of Business (Marketing).

Application procedure
VTAC code: 35171
2000 ENTER: 65.75

Course overview
Students undertake both an Advanced Diploma of Business (Marketing) as well as a Business degree over four years of full-time study. The dual award course provides an opportunity for students to combine specific sales and marketing competencies with the theoretical knowledge, communications skills and an advanced understanding of integrated business methods required for sound management in all areas of modern business.

Major studies
Buyer behaviour, market research, retail marketing, marketing communications, product management and services marketing.

Career opportunities
Public relations, advertising, product/brand management, market research, direct marketing, international marketing.

Professional recognition
Graduates are eligible for associate membership of the Australian Marketing Institute (AMI).

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: lidinfo@swin.edu.au
Website: www.ld.swin.edu.au

See Also

Bachelor of Arts/Diploma in Business (Administration) Refer Social Science and Arts
Bachelor of Business (Tourism and Enterprise Management) Refer Hospitality and Tourism
Bachelor of Engineering/Bachelor of Business Refer Engineering and Technology
Bachelor of Information Systems Refer Computing and Information Technology
Bachelor of Information Systems/Bachelor of Business Refer Computing and Information Technology
Bachelor of Multimedia (Business Marketing) Refer Multimedia
Bachelor of Science (Biotechnology/Bachelor Business) Refer Applied and Industrial Sciences
Bachelor of Technology (Air Transportation Management)/Bachelor Business Refer Engineering and Technology
Bachelor of Technology (Air Transportation Management) Refer Engineering and Technology
Accounting

Course title
Advanced Diploma of Business (Accounting)
Diploma of Business (Accounting)
Certificate III in Accounting

Duration
Advanced Diploma: two years full-time or equivalent part-time.
Diploma: one year full-time or equivalent part-time.
Certificate III: six months full-time or equivalent part-time.

Location
Croydon, Hawthorn, Lilydale, Prahran, Wantirna or Distance Learning.

Entry requirements
Advanced Diploma/Diploma: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate: None.

Application procedure
VTAC (Advanced Diploma/Diploma full-time) or direct to Swinburne for part-time, Certificate, and mid-year intake.

VTAC code: 70201 (Croydon)
77201 (Hawthorn)
70721 (Lilydale)
78201 (Prahran)
71201 (Wantirna)

Course overview
This covers areas such as costing, payroll, accounts payable, accounts receivable, taxation and budgeting. Students gain ‘hands on’ experience using accounting, taxation, spreadsheet, database and word processing software.

The Certificate offers practical training in basic accounting, computing, communications and computerised accounting.

Career opportunities
Advanced Diploma / Diploma; provides up-to-date training for a variety of professional accounting positions.
Certificate III; payroll, accounts receivable or accounts payable clerk.

Professional recognition
Graduates of the Advanced Diploma are eligible for membership of the National Institute of Accountants (NIA).

Further information
1800 633 560 (Distance Learning enquiries)
Tel: 1300 368 777 (general enquiries)
School of Business and Commerce
Tel: (03) 9214 6754 (Prahran)
(03) 9214 6755 (Lilydale)
(03) 9214 8165 (Hawthorn)
(03) 9214 8169 (Croydon)

Advertising

Course title
Advanced Diploma of Business (Advertising)
Diploma of Business (Advertising)
Certificate IV in Business (Advertising)

Duration
Advanced Diploma: two years full-time.
Diploma: one and a half years full-time.
Certificate IV: one year full-time.

Location
Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC for the first year or direct to Swinburne for mid-year intake.
VTAC code: to be advised.

Course overview
This course combines generic business management and operations with advertising specific skills and knowledge. It covers advertising principles and practice, advertising communication and presentation techniques, advertising research, marketing, business law, software applications and consumer behaviour.

Career opportunities
A wide range of occupations within the advertising industry, including advertising manager, account service executive, brand or product manager, copywriter/designer, marketing researcher and strategic planner.

Professional recognition
Students who complete the Advanced Diploma may be admitted as members of the Advertising Institute of Australia (AIA).

Further information
Tel: 1300 368 377 (general enquiries)
School of Business and Commerce
Tel: (03) 9214 6754 (Prahran)

Banking and Finance

Course title
Diploma of Business (Banking and Finance)

Duration
One and a half years full-time, three years part-time.
Distance Learning: four years.

Location
Hawthorn, Prahran or Distance Learning.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time, distance and mid-year intake.
VTAC code: 77951 (Hawthorn)
78901 (Prahran)

Course overview
This course provides in-depth training for people who currently work, or seek employment in the banking and finance industry up to the level of branch manager or for people engaged in specialised functions in a large branch of head office who wish to increase their knowledge and skills. Major studies include: trial balance, basic reports, financial accounting, company accounting, financial management, economics for business, financial institutions and markets, commercial law, contract law.

Career opportunities
Branch manager.

Professional recognition
Australian Institute of Banking and Finance.

Further information
1800 633 560 (Distance Learning enquiries)
Tel: 1300 368 777 (general enquiries)
School of Business and Commerce
Tel: (03) 9214 8165 (Hawthorn)
(03) 9214 8754 (Prahran)
Business Administration

Course title
Diploma of Business (Administration)
Certificate IV in Business (Administration)
Certificate III in Business (Office Administration)
Certificate II in Business (Office Administration)

Duration
Diploma: two years full-time or equivalent part-time.
Certificate IV: one and a half years full-time, or equivalent part-time.
Certificate III: one year full-time, or equivalent part-time.
Certificate II: six months full-time, or equivalent part-time.

Location
Croydon, Hawthorn, Lilydale, Prahran, Wantirna.
Workplace
Certificate II/III also available through Distance Learning.

Entry requirements
Diploma/Certificate IV: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate II/III: None.

Application procedure
VTAC for the first year (Diploma/Certificate full-time) or direct to Swinburne for part-time, Certificate II/III and mid-year intake.
VTAC code: 70241 (Croydon)
77241 (Hawthorn)
70391 (Lilydale)
78241 (Prahran)
71241 (Wantirna)

Course overview
Diploma: prepares students for executive level administrative positions by developing knowledge in management principles and practices.
Certificate IV: develops the skills and knowledge required for senior level administrative positions. It places emphasis on people management, organisational and technology skills.
Certificate III: develops administrative skills at a higher level using appropriate layout and presentation techniques. It also introduces specialist fields including finance, legal, medical, marketing and human resources.
Certificate II: develops introductory skills required to enter a business office as a receptionist or clerical assistant. It is also suitable for people wanting to retrain or upgrade their skills.

Career opportunities
Diploma/Certificate IV: office management, personal assistant, executive officer, office administrator, office supervisor.
Certificate II: receptionist or clerical assistant.

Further information
Tel: 1300 368 777 (general enquiries)
Distance Learning: (03) 9213 6789
School of Business and Commerce
Tel: (03) 9210 1224

I wanted to see what I could do

Bachelor of Business/Advanced Diploma of Business (Accounting)

When Sophie Ellul left school at the end of Year 11, she had had enough of studying. Always keen on gardening, she got a job straight away propagating plants for a local nursery and then worked for four years in a local cake shop.

But then she got bored. After some time living in Queensland, she returned to Melbourne with plans for starting her own tropical fish breeding business, and enrolled in a small business course. The business never saw the light of day, but Sophie had discovered her niche. “I did a bookkeeping course through Skillshare, and did very well. So I thought I’d keep going, and enrolled as a full-time student in the Certificate in Accounting at Swinburne’s Croydon TAFE campus. I loved it!”

Her teachers and her results convinced her to complete her Diploma, with such success that she was named Victoria’s Best TAFE Accounting Student in 1996 by the National Institute of Accountants.

“I decided I didn’t want to be a shop assistant all my life – I wasn’t using my brain and I wanted to see what I could do. I really enjoyed the class environment – I thought I would be the oldest one there, but that certainly wasn’t the case. There were grandmothers in my class! We had a very close group.”

The teachers were fantastic – very approachable and really interested in teaching. It was very different from school!”

Sophie moved to Swinburne’s Lilydale campus in 1997 as a Bachelor of Business student, majoring in Accounting. Through Swinburne’s Pathways articulation program, her Accounting Diploma gave her credit for almost the whole of the first year of the degree course.

“It helped me enormously, going to TAFE first. I got a really good grounding and I got back into the discipline of study. I also started working as an accounts clerk at the beginning of 1997, so it was good to be able to do my degree subjects as a part-time student.”

After completion of the Bachelor of Business, Sophie wants to keep studying. “You have to keep up with the new legislation. My next goal is to be a CPA (certified practicing accountant). That involves five study units over two-and-a-half years!”

Sophie is critical of the pressure today’s Year 12 puts on students. “I had no idea what I wanted to do when I was at school – I don’t think many people do. You haven’t had any life experience. I didn’t do Year 12 because everyone told me how hard it was. TAFE was fantastic for me.”
Call Centres

Course title
Certificate III in Communications (Call Centres)
Certificate II in Communications (Call Centres)

Duration
Certificate III: ten weeks full-time.
Certificate II: five weeks full-time

Location
Croydon, Prahran.

Entry requirements
Basic computer skills plus fluency in written and spoken English.

Application procedure
Direct to Swinburne.

Course overview
To develop highly skilled call centre operators who become the frontline staff for business and service industries. All training involves practical, live experience in our call centre training facility in addition to the theoretical and simulated learning applications.

Career opportunities
Call centre operator at the entry level with the potential to become a supervisor or team leader through additional training and study.

Further information
Tel: 1300 368 377 (general enquiries)
School of Business and Commerce
Tel: (03) 9210 1224

Credit Management

Course title
Diploma of Business (Credit Management)
Certificate IV in Business (Credit Control)
Certificate III in Business (Credit Practice)

Duration
Diploma: four to five years part-time.
Certificate IV: three years part-time.
Certificate III: two years part-time

Location
Prahran or Distance Learning.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
Direct to Swinburne.

Course overview
Diploma: aims to develop the knowledge and skills in managing the commercial credit functions in both large and small business. Specialised credit functions and issues are covered as well as broader management skills. Major studies include: managing ambiguity and change, managing strategically, economics for business, credit finance and management, debt recovery law.
Certificate IV: covers the many practices and procedures related to credit finance, as well as providing accounting and other business skills. Major studies include: commercial law principles, contract and consumer law, credit control, dealing with conflict.
Certificate III: covers practices and procedures related to credit finance such as assessing and credit worthiness. Major studies include: business mathematics, records handling and processing, accounting to trial balance, computer fundamentals.

Professional recognition
Australian Institute of Credit Management.

Further information
Tel: 1300 368 777 (general enquiries)
Distance Learning: (03) 9213 6789
School of Business and Commerce
Tel: (03) 9214 6754

Financial Services

Course title
Advanced Diploma of Business (Financial Services – Distribution)
Diploma of Business (Financial Services – Distribution)
Certificate IV in Business (Financial Services – Distribution)

Duration
Advanced Diploma: two and a half years part-time
Diploma: one and a half years part-time
Certificate IV: one and a half years part-time

Location
Hawthorn.

Entry requirements
Advanced Diploma: mature age or at least five years in the financial services industry.
Diploma: mature age or at least four years in the financial services industry.
Certificate IV: mature age or at least two years in the financial services industry.

Application procedure
Direct to Swinburne.

Course overview
This course is aimed at those who have a management role within the Financial Services – Distribution sector, including those who are a license. It is designed to develop skills and knowledge in planning, marketing, change, leading, quality, innovation and business relationships.

Career opportunities
Further promotion within the sector.

Professional recognition
Endorsed by the Financial Managers Association of Australia (FMAA).

Further information
Tel: 1300 368 777 (general enquiries)
School of Business and Commerce
Tel: (03) 9214 6754
**Frontline Management**

**Course title**
- Diploma in Frontline Management
- Certificate IV in Frontline Management
- Certificate III in Frontline Management

**Duration**
As required.

**Location**
Workplace

**Entry requirements**
Participants must be in or entering a management or supervisory position.

**Application procedure**
Direct to Swinburne.

**Course overview**
This is a new approach to management development for frontline managers and supervisors. The course recognises existing competencies and enables achievement of further management competencies in the workplace.

**Further information**
Tel: 1300 368 777 (general enquiries)
School of Business and Commerce
Tel: (03) 9213 6685

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**Human Resources**

**Course title**
- Advanced Diploma of Business (Human Resource Management)
- Diploma of Business (Human Resource Practice)
- Certificate IV in Human Resource Operations

**Duration**
Advanced Diploma: two years full-time.
Diploma: one and a half to two years full-time.
Certificate IV: six months to one year full-time, two to three years part-time.

**Location**
Croydon, Hawthorn (part-time only).

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

**Application procedure**
VTAC (full-time) or direct to Swinburne for part-time and mid-year intake.
VTAC code: to be advised.

**Course overview**
Provides graduates with the skills, knowledge and professional practices to perform duties related to human resource operation in private or public organisations. This position may include: payroll, staffing, organisation development, industrial relations or change agent. On completion, students receive recognition toward Certificate IV in Assessment and Workplace Training.

**Career opportunities**
Advanced Diploma: management in human resources.
Diploma/Certificate: support staff in personnel, human resource management.

**Professional recognition**
- Australian Human Resources Institute
- Australian Institute of Training and Development

**Further information**
Tel: 1300 368 777 (general enquiries)
School of Business and Commerce
Tel: (03) 9213 6685 (Croydon)
(03) 9214 5594 (Hawthorn)

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**International Business**

**Course title**
- Advanced Diploma of Business (International Business)
- Diploma of Business (International Trade)
- Certificate IV in Business (International Trade)

**Duration**
Advanced Diploma: two years full-time, five to six years part-time.
Diploma: one and a half years full-time, two to four years part-time
Certificate IV: one year full-time, two to three years part-time.

**Location**
Hawthorn.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 program or equivalent, or relevant industry experience for applicants who have been in the workforce for a minimum of twelve months.

**Application procedure**
VTAC (full-time) or direct to Swinburne for part-time and mid-year intake.
VTAC code: 77221

**Course overview**
Advanced Diploma: offers participants the opportunity to apply practical managerial skills to business and commercial enterprises, and to develop entrepreneurial and innovative skills in a trading/service environment that is both multicultural and diverse in its future.
Diploma/Certificate: focuses on the various strategies involved in moving into overseas markets and the methods utilised in engaging in business overseas. Emphasis in the course is devoted to transportation, customs, marketing, cultural differences, the international trade environment, logistics and economics.

**Career opportunities**
Diploma: operational, frontline, middle management and supervisory roles of all business and commercial ventures, and specifically, in the international trade/service areas of shipping, marketing, freight forwarding and customs.
Certificate: customs officers, clerks and import/export forwarders.

**Professional recognition**
Supported by the Australian Chamber of Commerce, the Australian Chamber of Manufacturers, Austrade, the Australian Chamber of Shipping and the International Trade Council.

**Further information**
Tel: 1300 368 777 (general enquiries)
School of Business and Commerce
Tel: (03) 9214 8720
Legal Practice

Course title
Advanced Diploma of Business (Legal Practice)

Duration
Two years full-time, four years part-time.

Location
Croydon, Hawthorn, Prahran, Wantirna or Distance Learning

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time and mid-year intake. VTAC code: to be advised.

Course overview
Develops sound principles, practices, and knowledge including high level technical skills to provide guidance and services to clients in a legal environment.

Career opportunities
Senior law clerk, paralegal position in a law firm, corporation or government department.

Further information
Tel: 1300 368 777 (general enquiries) Distance Learning: (03) 92136789
School of Business and Commerce Tel: (03) 9213 6685 (Croydon) (03) 9214 8165 (Hawthorn)

Library and Information Studies

Course title
Diploma of Library and Information Studies
Certificate III in Library and Information Studies

Duration
Diploma: two years full-time, four years part-time. Certificate III: one year full-time, two years part-time.
Includes 200 hours of work experience in the information industry.

Location
Prahran

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time and mid-year intake. VTAC code: 78801

Course overview
Diploma: designed to develop broader and specialist knowledge and skills required for effective management of information. Areas covered include reference skills, research sources and strategies, client education and training, library acquisitions and managing an information agency.
Certificate III: designed to develop the skills and knowledge which will enable a person to work effectively in a variety of assistant roles in library and information agencies. Areas covered include collection maintenance, lending services, library classification, cataloguing procedures, database searching and retrieval.

Career opportunities

Further information
Tel: 1300 368 777 (general enquiries) School of Business and Commerce Department of Administration and Office Technology Tel: (03) 9214 6769

Management

Course title
Diploma of Management
Certificate IV in Management
Certificate III in Management

Duration
Diploma: up to twelve months full-time (Prahran only), two and a half to three years part-time. Certificate IV: six months to one year full-time (Prahran only), two years part-time. Certificate III: six months full-time (Prahran only), eighteen months part-time.

Location
Croydon, Lilydale, Prahran, Wantirna or Distance Learning.

Entry requirements
Mature age applicants who have industry or other relevant experience. However, Year 12 students may be considered for the full-time course.

Application procedure
Direct to Swinburne.

Course overview
Certificate III: identifies strategies for achieving financial and work goals and objectives. Also introduces the skills required to develop and manage individuals and teams. Certificate IV: concentrates on further developing the skills required to effectively manage people in the workplace and focuses on the importance of financial aspects when making decisions.
Diploma: develops an innovative and entrepreneurial attitude to management by studying a range of modules designed to enhance advanced skills in management. Major studies include: developing business overseas, quality and continuous improvement, cultural diversity, tactical marketing.

Career opportunities
Frontline and middle management positions in a range of companies in the private and public sector.

Professional recognition
Membership of the Australian Institute of Management (AIM). Favourably regarded by other professional bodies such as the Australian Society of Accountants and the National Institute of Accountants.

Further information
Tel: 1300 368 777 (general enquiries) Distance Learning: (03) 9213 6789
School of Business and Commerce Tel: (03) 9213 6685 (Croydon) and Lilydale) (03) 9214 6754 (Prahran) (03) 9213 6685 (Wantirna)
Marketing

Course title
Advanced Diploma of Business (Marketing)
Diploma of Business (Marketing)
Certificate IV in Business (Sales and Marketing)

Duration
Advanced Diploma: two years full-time or equivalent part-time.
Diploma: one and a half years full-time or equivalent part-time.
Certificate: one year full-time or equivalent part-time.

Location
Croydon, Hawthorn, Lilydale, Wantirna or Distance Learning.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC for the first year (full-time) or direct to Swinburne for part-time and mid-year intake.
VTAC code: 70261 (Croydon)
77261 (Hawthorn)
70301 (Lilydale)
71261 (Wantirna)

Course overview
Advanced Diploma: specialised aspects of marketing are researched and analysed such as strategic marketing, services marketing, direct marketing and product management.
Diploma: specialised aspects of marketing are introduced such as sales merchandising, logistics and market research.
Certificate IV: concentrates on introducing basic marketing concepts and selling skills while developing a sound basis in many general areas such as law, mathematics, computing and communications.

Career opportunities
Diploma: management positions in marketing and sales management.
Certificate: a range of positions in sales and marketing.

Professional recognition
Membership of the Australian Marketing Institute (AMI).

Further information
Tel: (03) 9213 6685 (Croydon and Lilydale)
(03) 9213 6685 (Hawthorn)
(03) 9213 6684 (Wantirna)

Operations Management

Course title
Advanced Diploma of Business (Operations Management)
Diploma of Business (Operations Management)
Certificate IV in Business (Operations Management)

Duration
Advanced Diploma: three to five years part-time.
Diploma: two and a half to four years part-time.
Certificate IV: one and a half to two years part-time.

Location
Advanced Diploma: Hawthorn.

Entry requirements
This course is more suited to mature age applicants who have industry or other relevant experience, however, Year 12 students may be considered.

Application procedure
Direct to Swinburne.

Course overview
Advanced Diploma: builds on the management skills introduced in the Diploma. Participants will develop an innovative and entrepreneurial approach to operations management.
Diploma: extends on the Certificate IV and introduces financial, project and other management skills.
Certificate IV: designed to develop skills to undertake tasks in relation to materials management and purchasing. Skills are also developed in planning, resource needs and the production processes of an enterprise. Broader competencies in communications, mathematics, statistics and computers are also introduced.

Career opportunities
Supervision and management of one or more of the operations management functions or perform duties as a manufacture/production/operations manager of a medium to large organisation.

Public Relations

Course title
Advanced Diploma of Business (Public Relations)

Duration
Two years full-time or equivalent part-time.

Location
Prahran, Wantirna.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC for the first year (full-time) or direct to Swinburne for part-time and mid-year intake.
VTAC code: to be advised.

Course overview
Prepares graduates with the sound skills, practices and principles utilised in the public relations industry. It covers writing and editing skills, government structures and influences, research, marketing principles, marketing law, computer applications including multimedia, the internet and desktop publishing, production techniques, consumer behaviour and fundraising.

Career opportunities
Senior public relations officer in a variety of organisations, large and small, including government departments and authorities at federal, state and local level and publications and media field.

Professional recognition
Students who complete the Advanced Diploma may sit the accreditation test of the Public Relations Institute of Australia (PRIA).

Further information:
Tel: 1300 368 377 (general enquiries)
School of Business & Commerce
Tel: (03) 9214 6754 (Prahran)
(03) 9210 1224 (Wantirna)
**Real Estate**

**Course title**
Certificate IV in Business (Estate Agency Practice)
Certificate in Real Estate for Agents’ Representatives

**Duration**
Certificate: one year full-time (Prahran only), three years part-time.
Certificate in Real Estate: two weeks full-time, six and a half weeks part-time.

**Location**
Croydon, Prahran, Wantirna or Distance Learning

**Entry requirements**
Certificate IV: satisfactory completion of Course in Real Estate for Agent’s Representatives.
Course in Real Estate: None.

**Application procedure**
Direct to Swinburne.

**Course overview**
Certificate: provides the opportunity to significantly broaden your knowledge and skills in law, accounting, and computing as they relate to real estate. Specialised areas are also covered in detail. On successful completion of this course you will have met the academic requirements for a full licence in real estate. A full licence also requires at least one year of full-time practical experience employed as an agent representative, over three years immediately proceeding your application.

Certificate in Real Estate: introduces the real estate industry and its functions. Successful completion of this course is necessary for you to obtain employment in sales or property management.

**Career opportunities**
Real estate agent, representative.

**Professional recognition**
Estate Agents Licensing Authority.

**Further information**
Tel: 1300 368 777 (general enquiries)
Distance Learning: (03) 9213 6789
School of Business and Commerce
Tel: (03) 9213 6685 (Croydon, Wantirna)

**Retail Operations**

**Course title**
Certificate III in Retail Operations
Certificate II in Retail Operations

**Duration**
Certificate III: one year part-time.
Certificate II: six months full-time.

**Location**
Certificate III: Wantirna.
Certificate II: Lilydale, Wantirna or Distance Learning.

**Entry requirements**
Certificate III: Certificate II or demonstrated competence based on workplace experience.
Certificate II: None.

**Application procedure**
Direct to Swinburne.

**Course overview**
Certificate III: develops knowledge and skills on work teams, employee relations, store safety, security plus an area of specialisation including training, finance or general selling.

Certificate II: the basic standard entry level qualification for workers in the retail industry.

**Career opportunities**
Employment in the retail sector.

**Further information**
Tel: 1300 368 777 (general enquiries)
Distance Learning: (03) 9213 6789
School of Business and Commerce
Tel: (03) 9213 6685

**Small Business Management**

**Course title**
Certificate III in Small Business Management

**Duration**
200 hours part-time.

**Location**
Croydon, Hawthorn, Healesville, Lilydale, Wantirna, Workplace and Distance Learning.

**Entry requirements**
None.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course is designed for people planning to set up a small business, in the early stages of running a small business or working in a small business.

**Career opportunities**
Small business as an owner-operator or employee.

**Further information**
Tel: 1300 368 777 (general enquiries)
Distance Learning: (03) 9213 6789
School of Business and Commerce
Tel: (03) 9213 6710
Computer Science and Software Engineering

Course title
Bachelor of Applied Science (Computer Science and Software Engineering)

Duration
Three years full-time.
An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – English and a study score of at least 20 in Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: 34431
2000 ENTER: 80.90

Course overview
The course includes major studies in computer science and software engineering, and concentrates on the analysis, design and implementation of large-scale computer systems, using object-oriented approaches. The course includes programming in the Java and C++ programming languages and offers the opportunity to specialise in multimedia software development.

Major studies
Computer programming in Java and C++, software engineering, multimedia systems development, web systems development, team software development projects. Students may select up to three two-subject streams of specialist topics in final year.

Minor studies
Mathematics, communication skills general elective subjects including physics, electronics and business subjects.

Career opportunities
Computer programming, internet systems development, multimedia software development, systems analysis and design, database administration, computer network support, software engineering, technical programming (systems programming, graphics, real-time systems development).

Professional recognition
Accredited at professional level towards membership of the Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Information Technology
Tel: (03) 9214 5505
Email: itinfo@swin.edu.au.
Website: www.it.swin.edu.au

Computing (Hawthorn)

Course title
Bachelor of Applied Science (Computing)

Duration
Two years full-time.

Location
Hawthorn.

Entry requirements
A TAFE Associate Diploma or equivalent qualification in a computing discipline with an average score of at least 65% or tertiary equivalent.
2001 VCE prerequisites: Units 3 and 4 – English

Application procedure
VTAC code: 34501
2000 ENTER: Individual offer.

Course overview
This conversion course provides an extensive study of computer systems and software development as well as programming, systems analysis and design, and software engineering methods. It offers an opportunity to study interactive multimedia. The course includes object-oriented programming in the Java and C++ programming languages.

Major studies
Computer programming in Java and C++, software engineering, multimedia systems development, web systems development, team software development project.

Career opportunities
Computer programming, internet systems development, multimedia software development, systems analysis and design, database administration, computer network support.

Professional recognition
Membership of the Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Information Technology
Tel: (03) 9214 5505
Email: itinfo@swin.edu.au.
Website: www.it.swin.edu.au

Computing (Lilydale)

Course title
Bachelor of Applied Science

Duration
Three years full-time or part-time equivalent.
An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Year 12 or its equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35211 (full-time)
35211 (part-time)
2000 ENTER: 62.75

Course overview
The computing major covers the essential material necessary for entry to a career in programming, and systems engineering. It also includes studies in social, legal and ethical implications of computing. There is an emphasis on project work throughout the major, which enables students to develop technical and communication skills necessary to ensure that they are of immediate benefit to employers after completing the course.

Major studies

Career opportunities
Graduates will be qualified for most entry level positions in the information technology field, including positions such as programmer, programmer analyst, software engineer and systems engineer.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: ldinfo@swin.edu.au
Website: www.ld.swin.edu.au
Information Systems

Course title
Bachelor of Information Systems

Duration
Three years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 3431 (full-time)
2000 ENTER: 82.75

Course overview
This course is designed for students wishing to pursue a career in the business application of Information Technology (IT) in specialities ranging from the management of IT to the design and development of computer based information systems. The course develops students’ analytical and problem solving skills enabling them to succeed in today’s rapidly changing technological environment.

Major studies
Computer fundamentals, programming, systems analysis and design, database management, use of the Internet, end-user computing, software engineering, development methodologies, information systems management and planning.

Students can also take core business subjects in accounting, marketing, organisational behaviour, economics, or quantitative analysis and complete a minor in a business discipline.

Career opportunities
Systems analysis, project management, systems development, software support.

Professional recognition
Accredited at professional level towards membership of the Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Information Technology
Tel: (03) 9214 5505
Email: itinfo@swin.edu.au
Website: www.it.swin.edu.au

Information Technology

Course title
Bachelor of Information Technology

Duration
Three years full-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.

2001 VCE prerequisites: Units 3 and 4 – English and Mathematics (any).

Application procedure
VTAC code: 34311
2000 ENTER: 98.10
Applicants must also lodge a BIT Application for Interview and Admission Form by 29 September 2000 (available by telephoning (03) 9214 8442).

Course overview
Students gain ‘state of the art’ skills in analysis, design, programming and implementation of systems plus the management skills necessary to apply information technology in the modern business world.

The course has been developed in cooperation with industry. It is a fast track program (students complete a full four year degree in three years) with all students being granted a scholarship of approximately $9000 per year, funded by sponsoring organisations. All students spend a total of 40 weeks (2 x 20 week periods) working in industry (Industry Based Learning).

Major studies
Computer fundamentals, programming, business applications and systems, behaviour and communications in organisations, accounting, decision analysis, systems software, database management systems, systems and information analysis, software engineering, data communications, emerging technologies, computing in the human context.

Career opportunities
Software engineering, systems development, LAN consultancy, customer support analysis, systems analysis and design, systems integration consultancy, client-server analysis, pre sales technical consultancy.

Professional recognition
Accredited at professional level towards membership of the Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Information Technology
Tel: (03) 9214 5505
Email: itinfo@swin.edu.au
Website: www.it.swin.edu.au
Software Engineering

Course title
Bachelor of Software Engineering

Duration
Four years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 1 and 2 – Physics, Units 3 and 4 – English and a study score of at least 25 in either Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: 34961
2000 ENTER: 85.65

Course overview
This program is aimed at high achieving students interested in the development of large, complex computer systems. It provides an extensive education in contemporary approaches to the analysis, design and implementation of such systems using state-of-the-art methods and technology.

Major studies
Software development techniques: programming in Java and C++, object-oriented analysis and design. Software engineering: software process modelling, formal methods, human-computer interaction, requirements analysis, systems design, software architecture, real-time systems, software validation and verification.

Computer science: knowledge-based systems, data base, data communications, operating systems, concurrent programming, programming languages, team software development projects.

Career opportunities
Computer programming, systems analysis and design, software engineering, technical systems development (systems programming, graphics, real-time systems development), project management.

Professional recognition
Accredited at professional level towards membership of Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Information Technology
Tel: (03) 9214 5505
Email: itinfo@swin.edu.au
Website: www.it.swin.edu.au

Information Systems/Business

Course title
Bachelor of Information Systems/Bachelor of Business

Duration
Four years full-time.
An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC full-time code: 34561
2000 ENTER: 85.65

Course overview
This double degree combines specialist studies in Information Systems with a full Business Degree leading to a choice of a generalist or specialist career in the use of information technology (IT) to solve business problems.

Major studies
Information Technology and Strategies, Data Analysis and Design, Business Computer Applications, Information Systems, Programming, Data Communications, Software Engineering, Advanced Application Development. Students also undertake foundation studies across all Business disciplines including: Accounting, Microeconomics, Organisations and Management, Business Law, Marketing, Quantitative Analysis. Students also undertake a major sequence of study from the Bachelor of Business.

Career opportunities
Information Systems specialisations in areas such as systems analysis, project management, computer programming, software support. Combined with business specialisations, in areas such as accounting, marketing, international business and management.

Professional recognition
Accredited at professional level towards membership the Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Information Technology
Tel: (03) 9214 5505
Email: itinfo@swin.edu.au
Website: www.it.swin.edu.au

See Also
Bachelor of Applied Science (Research and Development)/Bachelor of Engineering (Electronics and Computer Systems) Refer Engineering and Technology
Bachelor of Business (with a major in Information Systems) Refer Business, Innovation and Management
Bachelor of Engineering (Robotics and Mechatronics) Refer Engineering and Technology
Bachelor of Engineering (Robotics and Mechatronics)/Bachelor of Applied Science (Computer Science and Software Engineering) Refer Engineering and Technology
Bachelor of Engineering (Telecommunications and Internet Technologies) Refer Engineering and Technology
Bachelor of Engineering (Telecommunications and Internet Technologies)/Bachelor of Applied Science (Computer Science and Software Engineering) Refer Engineering and Technology
Bachelor of Multimedia (Multimedia Software Development) Refer Multimedia
Bachelor of Multimedia (Networks and Computing) Refer Multimedia
Bachelor of Multimedia (Networks and Computing)/Bachelor of Engineering (Telecommunications and Internet Technologies) Refer Multimedia

See Also
Bachelor of Applied Science (Research and Development)/Bachelor of Engineering (Electronics and Computer Systems) Refer Engineering and Technology
Bachelor of Business (with a major in Information Systems) Refer Business, Innovation and Management
Bachelor of Engineering (Robotics and Mechatronics) Refer Engineering and Technology
Bachelor of Engineering (Robotics and Mechatronics)/Bachelor of Applied Science (Computer Science and Software Engineering) Refer Engineering and Technology
Bachelor of Engineering (Telecommunications and Internet Technologies) Refer Engineering and Technology
Bachelor of Engineering (Telecommunications and Internet Technologies)/Bachelor of Applied Science (Computer Science and Software Engineering) Refer Engineering and Technology
Bachelor of Multimedia (Multimedia Software Development) Refer Multimedia
Bachelor of Multimedia (Networks and Computing) Refer Multimedia
Bachelor of Multimedia (Networks and Computing)/Bachelor of Engineering (Telecommunications and Internet Technologies) Refer Multimedia
Computer Science

Course title
Advanced Diploma of Computer Science (Multimedia/Instrumentation/Software Development)
Diploma of Computer Science
Certificate IV in Computer Science

Duration
Advanced Diploma: two years full-time.
Diploma: one year full-time.
Certificate IV: six months full-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent with preference given to students with passes in Units 3 and 4 – Mathematical Methods. Students without this unit will be given consideration but may be required to complete additional bridging subjects. Mature age, non-VCE applicants will be considered on individual applications and an interview if necessary.

Application procedure
VTAC or direct to Swinburne for mid-year intake.
VTAC code: 77301

Course overview
This course is specifically designed to provide students with the skills needed for a wide range of positions in technology based industries including data acquisition and control, network and systems management, programming and multimedia.

Advanced Diploma: contains components enabling students to gain advanced levels of operation in one of the three streams: Multimedia, Instrumentation, Software Development (or a combination if desired). The multimedia stream offers additional fundamental principles of 3D animation, modelling, sound and image editing and CD authoring techniques. The instrumentation stream has an emphasis on applied science and information retrieval and analysis in a physical laboratory environment. The software development stream offers extensive business application development, networking and object oriented programming.

Diploma: the emphasis of the Diploma is to provide the student with advanced skills relating to current industry standards. Major studies include: Programming in Pascal and C++, Introduction to Networking, Principles of Multimedia Design and Animation.

Certificate IV: contains the introductory areas of computer science studies providing students with the fundamental skills required by the industry. Major studies include: information technology with animation, WWW design, hardware systems design, elementary maths, electronics and physics.

Career opportunities
Advanced Diploma: graphical user interface design, web page design, multimedia authoring, CD presentation, object oriented programmer in Java, C++, visual basic, data acquisition and sensor design.

Diploma: design and implementation of software/hardware, installation and maintenance of local area networks, technical support to Web design, application of 3D design.

Certificate IV: assistants to practitioners, technical support, installation and maintenance, consulting, sales and training programs.

Successful completion of the course may also allow Pathways to one of Swinburne’s degree programs.

Further information
Tel: 1300 368 777 (general enquiries)
Industrial Science Department
Tel: (03) 9214 5161

Computer Systems

Course title
Diploma in Computer Systems
Certificate IV in Computer Systems
Certificate II in Computer Systems

Duration
Diploma: two years full-time or equivalent part-time.
Certificate IV: one and a half years full-time or equivalent part-time.
Certificate II: six months full-time or equivalent part-time.

Location
Croydon, Hawthorn, Wantirna (Certificate II only).

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. 2001 VCE prerequisites: Units 1 and 2 – Mathematical Methods or any two mathematics at Units 3 and 4.

Application procedure
VTAC (Diploma/Certificate IV full-time) or direct to Swinburne for part-time and Certificate II.
VTAC code: 70011 (Croydon)
77341 (Hawthorn)

Course overview
This course is designed to provide a sound background and application of hardware and software components of modern computing systems including network techniques.

Career opportunities
Diploma: technical officer or senior computer technician, computer network technician, training instructor, and technical support.

Certificate IV: technician or service personnel who perform maintenance, diagnosis, repair customer liaison, and directs technical assistants.

Certificate II: technical assistant who performs assembly, installation and tests tasks under direction.

Professional recognition
Graduates of the Diploma are eligible for Associate membership of the Institution of Engineers, Australia.

Further information
Tel: 1300 368 777 (general enquiries)
Computing and Electrotechnology Department
Tel: (03) 9214 8875 (Hawthorn)
Manufacturing, Electrical, Electronics and Automotive Department
Tel: (03) 9213 6690 (Croydon/Wantirna)
Electronic Publishing

Course title
Certificate IV in Electronic Publishing
Certificate III in Desktop Publishing

Duration
Certificate IV: one year full-time, two years part-time.
Certificate III: twelve weeks full-time, one year part-time.

Location
Certificate IV: Wantirna.

Entry requirements
Certificate IV: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate III: Year 11 or its equivalent, or mature age.

Application procedure
VTAC (Certificate IV full-time) or direct to Swinburne for part-time and Certificate III.
VTAC code: 71601.

Applicants are encouraged to attend an information session on 22 November 2000 at the Wantirna campus.

Course overview
Certificate IV: designed to develop job-specific skills, knowledge and attitudes necessary to perform specific electronic publishing work appropriate to ASF 4 level in the Australian Standards Framework. Major studies include: typography and layout, image input - scanning, graphic manipulation, illustration applications, systems management, electronic image assembly. Certificate III: provides training for people who wish to pursue a career in the prepress sector of the printing, electronic publishing, or graphic arts industries, or those already employed but needing to upgrade their skills. Major studies include: print industry structure and methods, computer operations, typography and layout, DTP applications, illustration and graphics applications.

Career opportunities
Certificate IV: enables graduates to pursue a career in the printing and publishing pre-press industries, as well as including the skills required to plan and run a small business in the field. Certificate III: entry level employment in a broad range of categories within the graphic arts and allied industries or further education.

Further information
Tel: 1300 368 777 (general enquiries)
Computing and Information Technology Department
Tel: (03) 9210 1228

Information Technology

Course title
Diploma of Information Technology (Network Engineering)
Diploma of Information Technology (Software Development)
Certificate IV in Information Technology (Client Support)
Certificate IV in Information Technology (Network Management)
Certificate IV in Information Technology (Programming)
Certificate IV in Information Technology (Systems Analysis and Design)
Certificate III in Information Technology

Duration
Diploma: two years full-time, six years part-time.
Certificate IV: three semesters full-time, four years part-time.
Certificates II and III: eighteen weeks full-time or equivalent part-time.

Location
Diploma (Software Development): Croydon, Lilydale, Prahran, Wantirna.

Entry requirements
Diploma/Certificate IV & III: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate II: Year 10 or mature age.

Application procedure
VTAC (Diploma/Certificate IV full-time) or direct to Swinburne for part-time and Certificates II & III.
VTAC codes: to be advised.

Course overview
Diploma (Software Development): provides learners with software development skills – program design, code development, systems analysis and design, project management and client interaction. Major studies include: programming, the analysis and design of computer systems, the implementation and maintenance of systems, project management and the provision of technical advice and support.
Diploma (Network Engineering): provides the skills needed to work in network engineering and management. It provides training in a range of relevant skills for the selection, installation, use, programming and networking of microcomputers, and for client support generally.
Certificate IV (Programming): provides skills in computer programming and systems analysis and design. It covers operating systems in some detail, and programming in different languages. In addition, it provides a sound introduction to project management, designing IT solutions for business requirements and client interaction.
Certificate IV (Systems Analysis and Design): provides skills in computer programming and systems analysis and design. It covers operating systems in some detail, and programming in different languages. In addition, it provides a sound introduction to project management, designing IT solutions for business requirements and client interaction.
Certificate IV (Network Management): provides learners with high level technical skills to support users of computer systems, and to manage computer networks.
Certificate IV (Client Support): provides learners with high level technical skills to support users of computer systems, and to manage computer networks.
Certificate III: a practical program in computing applications business operations and concepts. It covers a diverse range of computer applications.
Certificate II: provides training in a broad general introduction to computing and information technology particularly for small businesses and home users.

Career opportunities
Diploma (Software Development): employment in software development as computer programmers/systems analyst.
Diploma (Network Engineering): network administration/management, technical client support.
Successful completion of these Diplomas may also allow pathways to one of Swinburne’s degree programs.
Certificate IV (Network Management): client support, network administration/management.
Certificate IV (Client Support): client support and network administration.
Certificate III: entry level employment in a broad range of information technology occupations, including: client support, IT sales and marketing and help desk vocations.
Certificate II: entry level employment in the information technology/sales and marketing technology industries or further education.

Professional recognition
Graduates of the Diploma of Information Technology (Software Development) are eligible for associate membership of the Australia Computer Society (ACS).

Further information
Tel: 1300 368 777 (general enquiries)
Computing and Electrotechnology Department
Tel: (03) 9214 6765 (Prahran)
Computing and Information Technology Department
Tel: (03) 9213 6694 (Croydon)
Tel: (03) 9210 1228 (Wantirna)
Computing with Confidence

Course title
Computer Workshop Certificate – Computing with Confidence

Duration
Eighteen weeks part-time (each workshop).

Location
Croydon, Healesville, Lilydale, Wantirna or community venues.

Entry requirements
None.

Application procedure
Direct to Swinburne.

Course overview
A computing course for beginners, this course aims to increase confidence and ability in dealing with basic computing. Topics include: computer fundamentals, word processing, spreadsheets and using the Internet. This course comprises two workshops, both of which need to be completed to receive the Certificate.

Further information
Tel: 1300 368 777 (general enquiries)
Computing and Information Technology Department
Tel: (03) 9213 6694 (Croydon Campus)
Tel: (03) 9210 1228 (Wantirna Campus)

Learning Technologies for Teachers

Course title
Certificate in Learning Technologies for Teachers

Duration
Self-paced and online, nominally 100 hours.

Location
Croydon or via the Internet.

Entry requirements
Applicants should be practising teachers. Online applicants should have access to a 486 microcomputer or better, capable of running the MS Office suite, with access to the Internet and the World Wide Web.

Application procedure
Direct to Swinburne or online at http://online.tafe.swin.edu.au/cit/clt/

Course overview
This introductory course has been designed especially for teachers who require professional development to qualify in learning technologies for classroom use.

Students select five of the following seven modules: Word, Excel, Access, MS Publisher, PowerPoint, Windows and Multimedia Systems. For each module the student receives a comprehensive manual and tutorial support using email. Progress is monitored by computer managed learning software known as ‘The Learning Manager’, which also issues and receives assignments and review tests.

Further information
Tel: 1300 368 777 (general enquiries)
Computing and Information Technology Department
Tel: (03) 9213 6694
Graphic Design

Course title
Bachelor of Design (Graphic Design)

Duration
Three years full-time.
An honours year is also available.

Location
Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English. Applicants are advised to undertake an art-related study, such as Art or Visual Communication and Design in Units 3 and 4 to assist in the development of a folio.

Application procedure
VTAC code: 36101
2000 ENTER: Individual offer
All applicants must participate in a pre-selection program and, if selected, attend an interview/folio presentation in December. For further details, refer to the VTAC Guide 2001.

Course overview
The aim of the degree course is to educate designers to work effectively in areas where information is conveyed by visual means, such as publishing, publicity, merchandising, multimedia, advertising, printing, education and research. The first two years of the course are common to each of the degree/honours streams, but in the final degree year areas of investigation include, production technology, design management, publication design, multimedia design, typography, communication design, image making, packaging, visual identity and digital production.

Major study
Three dimensional design, communication design, typographic design, multimedia design, publication design, image making, design research, design writing, design management and visual language.

Career opportunities
Graphic design for, and within, the broad visual communication industry. Employment in design consultancies, multi-disciplinary design practices, communication design, advertising, multimedia design or independent designer/maker.

Professional recognition
Membership of Design Institute of Australia

Information sessions
Sunday 27 August between 11.00am and 3.00pm.
Attendance is recommended.

Further information
National School of Design
Tel: (03) 9214 6755
Email: lstandley@swin.edu.au
Website: www.swin.edu.au/design

Industrial Design

Course title
Bachelor of Design (Industrial Design)

Duration
Three years full-time.
An honours year is also available.

Location
Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English. Applicants are advised to undertake an art-related study, such as Art or Visual Communication and Design in Units 3 and 4 to assist in the development of a folio.

Application procedure
VTAC code: 36201
2000 ENTER: Individual offer
All applicants must participate in a pre-selection program and, if selected, attend an interview/folio presentation in December. For further details, refer to the VTAC Guide 2001.

Course overview
Students experience a broad range of theoretical and studio based activities designed to facilitate career paths within consumer product, furniture, exhibition, management, transportation and other areas of three-dimensional design. The program provides an opportunity for students to work both in teams and on an individual basis exploring the integration of new technologies, creativity, theory and practice. Students gain an understanding of appropriate vocational skills including computer software and visual communication techniques whilst exploring environmental, philosophical and ethical issues associated with the future direction of industrial design.

Major studies
The design process, concept and form generation, computer aided design and technology, design history and critical theory, management and visual communication.

Career opportunities
Product design for, and within, manufacturing industries or design consultancies, exhibition, environmental and furniture design, stage and set design, self-employed designers.

Professional recognition
Membership of Design Institute of Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm.
Attendance is recommended.

Further information
National School of Design
Tel: (03) 9214 6755
Email: lstandley@swin.edu.au
Website: www.swin.edu.au/design

Interior and Exhibition Design

Course title
Bachelor of Design (Interior and Exhibition Design)

Duration
Four years full-time.

Location
Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English. Applicants are advised to undertake an art-related study, such as Art or Visual Communication and Design in Units 3 and 4 to assist in the development of a folio.

Application procedure
VTAC code: 36031
2000 ENTER: Individual offer
All applicants must participate in a pre-selection program and, if selected, attend an interview/folio presentation in December. For further details, refer to the VTAC Guide 2001.

Course overview
The course aims at a broad design education with a firm grounding in the technology and science of the built environment. The Interior and Exhibition program deals via a series of design projects with the ideas of the possible. The areas of exhibition, museum design, theatre, commercial, retail and furniture are incorporated within the discipline. A semester of Industry Based Learning (IBL) within the profession is included in year three. Honours may be awarded.

Major studies
Studio based design, design history and critical theory, technology and materials, building science, CAD drafting, communications, professional and business practice.

Career opportunities
Interior and exhibition design, hotel/retail design, theatre design, museum design, computer aided design, design management.

Professional recognition
Membership of Design Institute of Australia.
Membership of the Society of Interior Designers of Australia.
Registration as a Building Practitioner.

Information sessions
Sunday 27 August between 11.00am and 3.00pm.
Attendance is recommended.

Further information
National School of Design
Tel: (03) 9214 6755
Email: lstandley@swin.edu.au
Website: www.swin.edu.au/design
Multimedia Design

Course title
Bachelor of Design (Multimedia Design)

Duration
Three years full-time for Bachelor of Design. An honours year is also available.

Location
Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English. Applicants are advised to undertake an art-related study, such as Art or Visual Communication and Design in Units 3 and 4 to assist in the development of a folio.

Application procedure
VTAC code: 36001
2000 ENTER: Individual offer

All applicants must participate in a pre-selection program and, if selected, attend an interview/folio presentation in December. For further details, refer to the VTAC Guide 2001.

Course overview
This course aims to produce graduates with a broad understanding of communication design, electronic multimedia, typographic design, image modelling, audio and video specialisation as applied to electronic media.

Major studies
Multimedia design, three dimensional design, communication design, typographic design, image making, and media studies.

Career opportunities
Design consultancies, information technology companies, media and entertainment studios, advertising agencies and government instrumentalities.

Professional recognition
Membership of the Australian Graphic Design Association, Membership of Multimedia Industry Network and Associate Membership of the Design Institute of Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm. Attendance is recommended.

Further information
National School of Design
Tel: (03) 9214 6755
Email: lstandley@swin.edu.au
Website: www.swin.edu.au/design

Product Design

Course title
Bachelor of Engineering (Product Design)

Duration
Four years full-time.

An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn and Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Physics, Chemistry, Biology, Specialist Mathematics, Information Technology (Information Systems) or Psychology.

Application procedure
VTAC code: 34121
2000 ENTER: Individual offer

All applicants must participate in a pre-selection program and, if selected, attend an interview/folio presentation in December. For further details, refer to the VTAC Guide 2001.

Course overview
This course offers a balanced combination of study in the areas of industrial design, mechanical design, design for manufacture and management. The program has been developed around a studio-based environment which will prepare students for professional practice by exercising and integrating design engineering knowledge and skills through project based activities.

Major studies
Design studio, mechanical design, design for manufacture, project management, human aspects in design.

Career opportunities
Graduates will find employment in industries dealing in the design, development and manufacture of domestic products or the automobile industry. Their role will be primarily in the area of design, innovation, project management and manufacturing.

Professional recognition
Membership of The Institution of Engineers, Australia and the Australian Association of Industrial Design.

Information sessions
Sunday 27 August between 11.00am and 3.00pm (Hawthorn), Tuesday 12 September at 6.30pm (Prahran), and Wednesday 13 December between 4.00pm and 8.00pm (Hawthorn). Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
National School of Design
Tel: (03) 9214 6755
Email: lstandley@swin.edu.au
Website: www.swin.edu.au/design

Get a Taste for Design – Short Courses

Swinburne is offering short courses to give you ‘hands on’ experience in the elements of design. The short course runs Tuesday 27 June to Friday 30 June and Tuesday 19 September to Friday 22 September 2000, 10am to 4pm at the National School of Design, Prahran Campus.

The introductory courses consist of a series of lectures and workshops introducing each of the disciplines offered in National School of Design. It allows secondary students the opportunity to explore the areas that might otherwise not be considered as a possible career option. Swinburne staff and senior students will be available for advice on preselection and the selection process into the School. This is an excellent course for current VCE students to build a folio for entrance to further study, and get a taste of tertiary life.

Further information
National School of Design
Telephone (03) 9214 6755
1999 Victorian Design Awards

Several of Swinburne's National School of Design graduates (and recent graduates/alumni) were successful in being finalists and winners of these prestigious awards.

The awards program is committed to promoting excellence and achievement in the design profession across all disciplines and career levels.

The various categories and winners were:

**Graphic Design – Young Designer Award Winner**
Ryan Guppy, Ampersand (restaurant identity).

**Graphic Design – Student Design Award Winner**
Katherine Chadwick, Health and Disease stamps.

**Graphic Design – Student Design Award Finalists**
Katherine Chadwick, Bohemia Central.
Bruce Armstrong, Capabilities Brochure.
Naina Indira Knoess.

**Industrial Design – Student Award Finalists**
Anthony Heap
Patrick Corcoran
Martin Reid

**Interior Design – Student Finalist**
Mark Nolan – Incite

**The Grant and Mary Featherston Award Winner**
Carl Moriarty, PSU: Portable Sterilisation Unit.

**The Grant and Mary Featherston Award Finalist**
Aran Rhee, High Vision and Tactile Clocks for the vision impaired.

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Rani Smale

**Bachelor of Design student Rani Smale** has always been interested in art, but it took a couple of false starts to get her into it as a career. “When I left school I started doing a general arts degree, but I fairly quickly worked out that that wasn’t for me. I worked for a while, and then went overseas to England and Europe for a couple of years.

“When I came back in 1994 I enrolled in a degree in Tourism, but I found that it wasn’t creative enough. At that point I went for the big change in direction and decided to go with design. I had heard that the Swinburne course was a really good one, so I applied as a mature-age student – not really expecting to get in!”

Rani, who is 29, started at Swinburne’s Prahran campus in 1996. “I’ve always been interested in the fine art side of design – drawing and illustration – and I was really pleased to find that that was a good part of the course. I’d hate to think that would ever be completely overtaken by the computer side.”

“I did find it difficult to adapt to the computer side of the course at first – I didn’t feel my computer skills were up to scratch, and it’s great that Swinburne is now teaching computing to the first year design students. You need both, the computing and the fine art elements of design.”

Rani has recently completed her IBL year in the design offices at the Walt Disney Company, a real coup as the company only takes one student a year. “Disney wanted someone who was interested in illustration, and I’ve been working on ideas for toys, games, clothing – anything that can be manufactured.

“Doing IBL has been such a valuable experience – I’ve seen what actually goes on in the industry, and how design principles are applied. I’ll go back to Swinburne with quite a different perspective.”

Rani completed her Honours year in 1999 as a full-time student. “I’ve had some really good teachers at Swinburne. Some of them are absolutely inspirational. The student group is quite a mixed bag, which makes it interesting!”

Where does Rani see her design studies taking her? “For now I want to get some good industry experience, somewhere I can do illustration work. I might do some freelance for a while. In the really long term, I like the idea of having my own business.”
Design – TAFE

Design

Course title
Certificate IV in Arts (Applied Design) – Graphic Design stream
Certificate IV in Arts (Applied Design) – Product Design stream

Duration
One year full-time.

Location
Graphic Design: Prahran, Wantirna.
Product Design: Wantirna.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. All applicants must attend an interview/folio presentation.

Application procedure
VTAC and direct to Swinburne (both are required).
VTAC code: 78011 (Prahran)
71011 (Wantirna)

Course overview
This course aims to prepare students for careers in graphic or industrial design by providing a foundation program in design theory and practice. Major studies include: design principles and elements, drawing, colour, 3D studies.

Career opportunities
Successful completion of the course may allow Pathways to one of Swinburne’s diploma or degree programs.

Further information
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9214 6739 (Prahran)
(03) 9210 1116 (Wantirna)

Graphic Art

Course title
Diploma of Arts (Graphic Art)

Duration
Two years full-time.

Location
Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. All applicants must attend an interview/folio presentation.

Application procedure
VTAC and direct to Swinburne (both are required).
VTAC code: 78111

Course overview
This course prepares students to execute design concepts efficiently and economically and to be capable of using traditional media and computer technology to assemble ‘camera-ready’ and digital artwork with the necessary understanding of graphic reproduction techniques. Major studies include: the design process, electronic design, reprographics and prepress, finished art, technical illustration, typography, photography, drawing for illustration.

Career opportunities
Graphic artist in advertising agencies, graphic design and finished art studios, publishing companies, large corporations, printing companies, film and television production houses, and government departments. Successful completion of the course may allow Pathways to one of Swinburne’s degree programs.

Further information
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9214 8239

Koori Art and Design

Course title
Certificate III/IV in Aboriginal and Torres Strait Islander Art and Design

Duration
Two years part-time.

Location
Healesville, Wantirna.

Entry requirements
Art and design experience is not required to enter this course, but applicants must be Koori. Applicants are selected at interview.

Application procedure
Direct to Swinburne.

Course overview
This course aims to develop art, craft and design skills within the context of Koori art and culture studies. The program is designed to enable students to produce, market and promote their work. Major studies include:

Career opportunities
Artist, craftworker, community artist.

Further information
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9210 1116

See Also
Advanced Diploma of Arts (Electronic Design and Interactive Multimedia) Refer Multimedia
Certificate IV in Electronic Publishing Refer Computing and Information Technology

Short Courses
The Arts Department also offers a number of short courses suitable for folio preparation or as an introduction to further study, including:

- Foundation in Art and Design
  A complete folio preparation course available at Prahran and Wantirna.
- Certificate in Performance
  Six months professional preparatory course available at Prahran.
- Evening courses in acting, film and TV, ceramics, computer graphics, design, drawing, painting and photography.

Further information
Tel: (03) 9213 6600
Air Transportation

Course title
Bachelor of Technology (Air Transportation Management)

Duration
Three years full-time plus six months to one year
optional Industry Based Learning (IBL).

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Specialist Mathematics, Information Technology; Information Systems, Psychology.

Application procedure
VTAC code: to be advised.

Course overview
This course aims to prepare students for professional ‘non-flying’ careers in the air transportation industry.

Major studies
Airport planning and management, aircraft aerodynamics, urban infrastructure, airline operations, aviation business management, airspace management and air traffic services, aviation law, crew resource management and instrumentation.

Career opportunities
Airline management, airline flight operations, airline ground operations, airport management, airport operations, airline planning, aviation consultancy firms, aviation charter firms, air services, aviation regulatory and safety services, aviation safety authorities.

Information sessions
Sunday 27 August between 11.00am and 3.00pm, and Wednesday 13 September at 7.30pm.
Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Aviation

Course title
Bachelor of Technology (Aviation)

Duration
Three years full-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Unit 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Specialist Mathematics, Information Technology; Information Systems, Psychology.

Application procedure
VTAC and direct to Swinburne.
VTAC code: 34511
2000 ENTER: Individual offer

Admission to the course is based on both the ENTER and the outcome of an interview held in mid December. Civil Aviation Safety Authority medical requirements and flying fees apply.

Course overview
The Aviation program provides both the educational and practical training requirements for a career as a professional pilot within the air transportation industry. Flying training to Commercial Pilot Licence and theory to Air Transport Pilot Licence is integrated into the course. Specifically designed studies in aviation encompassing the management, human factors and engineering areas are incorporated.

Major studies
Aviation Human Factors, Aviation Management and Air Transportation Facilities Management, Aerodynamics, Aircraft Structures, Avionics, Aircraft Propulsion, Aircraft Design, Flying Training and its associated theory (approximately two days per week). Some students may need to devote additional time to the flying segment of the course.

Career opportunities
Professional pilot in areas including airlines, flying instruction, charter work, police, air traffic control.

Professional recognition
Theory requirements of Civil Aviation Safety Authority to Air Transport Pilot Licence standard.

Information sessions
Sunday 27 August between 11.00am and 3.00pm, and Wednesday 13 September at 7.30pm.
Attendance at one of these sessions is recommended.

Further Information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Website:www.swin.edu.au/aviation

Biotechnology

Course title
Bachelor of Engineering (Biotechnology)*

Duration
Four years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – English, a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: to be advised.
2000 ENTER: New course for 2001

Course overview
This course prepares students for careers in chemical engineering, especially as new developments in biotechnology influence the future of chemical engineering. It aims to develop an understanding of the fundamentals of engineering and science, the technical skills required for chemical and bioprocess engineering, and an appreciation of the responsibilities of engineers in cleaner production and environmental sustainability.

Major studies

Career opportunities
Chemical engineers in the rapidly expanding biotechnology industries, converting scientific knowledge and research into commercial products, processes and services.

Professional recognition
It is expected that this new course will meet the accreditation requirements of The Institution of Engineers, Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further Information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Website:www.swin.edu.au/aviation

*Subject to accreditation
### Building Surveying

**Course title**
Bachelor of Technology (Building Surveying)

**Duration**
One and a half years full-time or part-time equivalent.

**Location**
Hawthorn.

**Entry requirements**
A TAFE diploma or equivalent qualification in Building Surveying with an average score of 65% or better.

**Application procedure**
VTAC (full-time) or direct to Swinburne part-time.

**Course overview**
Building surveyors are responsible for ensuring that proper standards and practices are observed in the construction of new buildings, that buildings meet requirements of building regulations and laws, and that adequate plans and specifications are submitted by professional engineers, architects and builders for all proposed new buildings and alterations to buildings so that they will be safe and appropriate for their intended uses.

**Major studies**
The program studies the basic scientific principles of building surveying, building science and practices, the acts and regulations relating to building and their interpretation and application. It also emphasises the development of communication skills, and an understanding of the social responsibility involved in this kind of service career.

**Career opportunities**
Graduates work as building surveyors with municipalities, and architectural, building and engineering firms, consultants in private practice, property managers with banks, investment and insurance companies, and in planning, supervision and project management in the building construction industry.

**Professional recognition**
Membership of the Australian Institute of Building Surveyors and Associate Membership of the Australian Institute of Building. It also satisfies the Victorian Building Practitioners Board’s education requirements for commercial builders and building surveyors.

**Information sessions**
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

**Further information**
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Website: www.siw.edu.au/ees

### Civil Engineering

**Course title**
Bachelor of Engineering (Civil)

**Duration**
Four years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL) is also available.

**Location**
Hawthorn.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Physics, Chemistry, Biology, Psychology. Information Technology (Information Systems) or Specialist Mathematics.

**Application procedure**
VTAC (first year) or direct application (second year onwards).

**Course overview**
Civil engineering deals with the creation, improvement and protection of the environment. Civil engineers provide the technical expertise and management skills to plan, design, construct and maintain such facilities as buildings, bridges, dams, water supply systems, waste treatment systems, road and rail networks, air and sea ports. The first two and a half years consist of foundation studies in a broad range of subjects including mathematics, computing and civil engineering topics. Students then undertake a year of paid and supervised work experience (Industry Based Learning). Students return to Swinburne for one and a half years of advanced civil engineering topics, including specialist electives.

**Career opportunities**
Civil engineers work as planners, designers, administrators, investigation and research engineers and consultants. Civil engineering is also an excellent preparation for many general managerial positions in business and industry.

**Professional recognition**
Graduate membership of The Institution of Engineers, Australia.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Physics, Chemistry, Biology, Psychology. Information Technology (Information Systems) or Specialist Mathematics.

**Application procedure**
VTAC (first year) or direct application (second year onwards).

**Course overview**
Electrical engineering is a profession characterised by the growth of new technology and new opportunities. Engineers can work in the technical aspects of designing electronic systems, or in computer systems or electrical machine control.

**Major studies**
Electronics, digital signal and image processing, computer systems design, micro-electronics, chip design, photonics, computer communication, automatic control, engineering management and business skills.

**Career opportunities**
Microprocessor applications, telecommunications, analog and digital electronic design, systems modelling and control, and advanced computer design.

**Professional recognition**
Graduate membership of The Institution of Engineers, Australia.

**Information sessions**
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

**Further information**
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859

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## Electronics and Computer Systems

**Course title**
Bachelor of Engineering (Electronics and Computer Systems)

**Duration**
Four years full-time. An additional one year of Industry Based Learning (IBL) or 12 weeks of work placement must be undertaken as part of this degree.

**Location**
Hawthorn.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Physics, Chemistry, Biology, Psychology. Information Technology (Information Systems) or Specialist Mathematics.

**Application procedure**
VTAC (first year) or direct application (second year onwards).

**Course overview**
Electrical engineering is a profession characterised by the growth of new technology and new opportunities. Engineers can work in the technical aspects of designing electronic systems, or in computer systems or electrical machine control.

**Major studies**
Electronics, digital signal and image processing, computer systems design, micro-electronics, chip design, photonics, computer communication, automatic control, engineering management and business skills.

**Career opportunities**
Microprocessor applications, telecommunications, analog and digital electronic design, systems modelling and control, and advanced computer design.

**Professional recognition**
Graduate membership of The Institution of Engineers, Australia.

**Information sessions**
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.
Mechanical Engineering

Course title
Bachelor of Engineering (Mechanical)

Duration
Four years full-time or part-time equivalent.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Physics, Chemistry, Biology, Psychology, Information Technology (Information Systems) or Specialist Mathematics.

Application procedure
VTAC (first year) or direct application (second year onwards).
VTAC code: to be advised.
2000 ENTER: 82.05

Course overview
This course provides a thorough grounding in the physical sciences, mathematics and engineering science. It develops the skills and knowledge needed to improve the environment, efficiently utilise energy and natural resources, to design consumer products for mass production and to design, install, test, maintain and manage complex mechanical projects.

Career opportunities
A diverse range of positions including: consulting, project management, planning, research and development, engineering design, quality control, measurement and control of environmental conditions, manufacturing and testing of products, processes and services, sales, installation and maintenance.

Professional recognition
Graduate membership of The Institution of Engineers, Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm (Hawthorn), Tuesday 12 September at 6.30pm (Prabran), and Wednesday 13 December between 4.00pm and 8.00pm (Hawthorn). Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Daniel Wilcocks and Chen Lu Feng
top of the pops
Bachelor of Engineering

Swinburne mechanical engineers are certainly top of the pops with Citylink developer Transfield Obayashi. The company was so pleased with 1998 IBL students Chen Lu Feng and Daniel Wilcocks that they were asked back to work for a further three months during the summer vacation!

Daniel is working in procurement – ordering the parts and products needed for particular sections of construction and then showing the workers on site how to interpret the engineer’s drawings. Chen is currently coordinating mechanical services with consultant engineers Connell Wagner.

Swinburne’s IBL program was a big drawcard for Daniel Wilcocks when he was looking at university courses. “I’ve found Swinburne a very friendly place – I’ve made a lot of good friends there and some of the lecturers have been really helpful.”

Chen Lu Feng came to Australia from southern China in 1989, when he was twenty. After five years working as a quality controller in a whitegoods factory, he did a TAFE engineering course part-time and enrolled in the Bachelor of Engineering at Swinburne in 1995.

“I have enjoyed the course. Some of the teaching has been excellent and there are plenty of other mature-age students. A big plus is that seventy or eighty per cent of the Swinburne graduates find jobs, because of the IBL year.”

Both Chen and Daniel will complete the final year of the five-year engineering program full-time at Swinburne’s Hawthorn campus. Daniel is keen to work in water engineering once he graduates, his other interests being fire protection and the construction industry. Certainly neither he nor Chen should be short of opportunities.

“I’ve found Swinburne a very friendly place – I’ve made a lot of good friends there and some of the lecturers have been really helpful.”

Chen Lu Feng came to Australia from southern China in 1989, when he was twenty. After five years working as a quality controller in a whitegoods factory, he did a TAFE engineering course part-time and enrolled in the Bachelor of Engineering at Swinburne in 1995.

“I have enjoyed the course. Some of the teaching has been excellent and there are plenty of other mature-age students. A big plus is that seventy or eighty per cent of the Swinburne graduates find jobs, because of the IBL year.”

Both Chen and Daniel will complete the final year of the five-year engineering program full-time at Swinburne’s Hawthorn campus. Daniel is keen to work in water engineering once he graduates, his other interests being fire protection and the construction industry. Certainly neither he nor Chen should be short of opportunities.
Product Design

Course title
Bachelor of Engineering (Product Design)

Duration
Four years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn and Prahran.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 in English, Mathematical Methods and one of Physics, Chemistry, Biology, Specialist Mathematics, Information Technology (Information Systems) or Psychology.

Application procedure
VTAC code: 34121
2000 ENTER: Individual offer

All applicants must participate in a pre-selection program and, if selected, attend an interview/fole presentation in December. For further details, refer to the VTAC Guide 2001.

Course overview
This course offers a balanced combination of study in the areas of industrial design, mechanical design, design for manufacture and management. The program has been developed around a studio-based environment which will prepare students for professional practice by exercising and integrating design engineering knowledge and skills through project based activities.

Major studies
Design studio, mechanical design, design for manufacture, project management, human aspects in design.

Career opportunities
Graduates will find employment in industries dealing in the design, development and manufacture of domestic products or the automobile industry. Their role will be primarily in the area of design, innovation, project management and manufacturing.

Professional recognition
Membership of The Institution of Engineers, Australia and the Australian Association of Professional recognition

Industrial Design.

Information sessions
Sunday 27 August between 11.00am and 3.00pm (Hawthorn), Tuesday 12 September at 6.30pm (Prahran), and Wednesday 13 December between 4.00pm and 8.00pm (Hawthorn). Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
National School of Design
Tel: (03) 9214 6755
Email: lstandley@swin.edu.au
Website: www.swin.edu.au/design

Robotics and Mechatronics

Course title
Bachelor of Engineering (Robotics and Mechatronics)

Duration
Four years full-time or part-time equivalent.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods, and one of Physics, Chemistry, Biology, Information Technology (Information Systems), Psychology or Specialist Mathematics.

Application procedure
VTAC (first year) or direct application (second year onwards).

VTAC code: 34581
2000 ENTER: 80.80

Course overview
The course aims to develop innovative skills in robotic and mechatronic systems, computing, electronics, mechanical and electrical engineering, in national and international contexts.

Major studies
Electronics and instrumentation, engineering design, energy systems, programming, engineering materials, mathematics, physics, bionics, computer aided design, computer systems engineering, control and automation, digital signal and image processing, engineering business management, engineering economics, electronics, ergonomics, human computer interaction, industrial electronics, machine and power systems, machine dynamics, mechanical design, micromachines, non-contact inspection and measurement, object oriented software development, robot system design, software engineering, technology, management and law, transducers, sensors and control.

Career opportunities
Industries including robotics, airlines, chemical industries, automotive, appliance manufacturing and industrial research; in a variety of roles including design engineer, project planner, product designer and project manager.

Professional recognition
Graduate membership of The Institution of Engineers, Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Telecommunications and Internet Technologies

Course title
Bachelor of Engineering (Telecommunications and Internet Technologies)

Duration
Four years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC (first year) or direct application (second year onwards).

VTAC code: 34201
2000 ENTER: 81.20

Course overview
This course provides an in-depth understanding of the technology of the internet and the international telecommunications industry. It covers the internet, local and global digital networking and mobile communication systems for tomorrow’s broadband interactive information highways.

Major studies
Engineering design, object-oriented software development (Java), global networks, telecommunications, electronics and instrumentation, engineering mathematics, engineering physics, new media, engineering business skills, computer communications and LANs, embedded microcontrollers, control and automation, electromagnetic waves, network engineering, real time and distributed systems, open systems and internetworking, digital signal and image processing, photonics and fiber optics, mobile and personal communications, engineering management.

Career opportunities
Graduates will find rewarding high-tech careers in the converging telecommunications, multimedia, computing, and internet information industries.

Professional recognition
Membership of The Institution of Engineers, Australia

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/bioscielceng
Air Transportation/Business

Course title
Bachelor of Technology (Air Transportation Management)/Bachelor of Business

Duration
Four years full-time plus six months to one year optional Industry Based Learning (IBL).

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.

VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Specialist Mathematics, Information Technology: Information Systems, Psychology.

Application procedure

Course overview
This course aims to prepare students for professional ‘non-flying’ careers in the air transportation industry. The additional business studies aim to expand the range of employment opportunities into management areas.

Major studies
Airport planning and management, aircraft aerodynamics, urban infrastructure, airline operations, aviation business management, airspace management and air traffic services, aviation law, crew resource management and instrumentation, plus selected business studies.

Career opportunities
Airline management, airline flight operations, airline ground operations, airport management, airport operations, airport planning, aviation consultancy firms, aviation charter firms, air services, aviation regulatory and safety services, aviation safety authorities.

Professional recognition
Associate membership of the Institute of Corporate Managers, Secretaries and Administrators, affiliate membership of the Australian Institute of Banking and Finance, accreditation by the Australian Institute of Management (pending).

Information sessions
Sunday 27 August between 11.00am and 3.00pm, and Wednesday 13 September at 7.30pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Aviation/Business

Course title
Bachelor of Technology (Aviation)/Bachelor of Business

Duration
Four years full-time or part-time equivalent.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology (Information Systems), or Specialist Mathematics.

Application procedure
VTAC and direct application. VTAC code: to be advised

Course overview
This course provides both the educational and practical training requirements for a career as a professional pilot within the air transportation industry. Flying training to Commercial Pilot Licence and theory to Air Transport Pilot Licence is integrated into the course. Specifically designed studies in aviation encompassing the management, human factors and engineering areas are incorporated. Business studies are undertaken with core subjects, a management major and a choice of minor subjects.

Major subjects
Aviation Human Factors, Aviation Management and Air Transportation Facilities Management, Aerodynamics, Aircraft Structures, Avionics, Aircraft Propulsion, Aircraft Design, Flying Training and its associated theory (approximately two days per week). Some students may need to devote additional time to the flying segment of the course. In addition students undertake studies in business discipline.

Course opportunities
Aviation careers in the air transportation industry as professional pilots.

Information sessions
Sunday 27 August between 11.00am and 3.00pm, and Wednesday 13 September at 7.30pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Website: www.swin.edu.au/aviation

Biotechnology/Business

Course title
Bachelor of Engineering (Biotechnology)/Bachelor of Business

Duration
Five years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: to be advised. 2000 ENTER: New course for 2001

Course overview
This double degree course allows students to undertake the Bachelor of Science (Biotechnology) course combined with Swinburne’s accredited three year Bachelor of Business degree. The aim of this combination is to provide graduates with scientific skills together with skills in business, management, innovation and entrepreneurship.

Major studies
Accounting, marketing, human resource management, economics, information systems, organisations and management, biology, genetics, chemistry, general biochemical processes, protein and enzyme structure and function, microbiology, biotechnology, molecular biology, forensic science, computer applications.

Career opportunities
Enables graduates to use scientific research and innovative skills to create new business enterprises or to contribute to existing businesses.

Professional recognition
It is expected that this new course will meet the accreditation requirements of The Institution of Engineers, Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Website: www.swin.edu.au
Biotechnology/Biotechnology

Course title
Bachelor of Engineering (Biotechnology)/Bachelor of Science (Biotechnology)

Duration
Five years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: to be advised. 2000 ENTER: New course for 2001

Course overview
This double degree will develop an in-depth understanding of the fundamentals of chemical engineering and the sciences that underpin biotechnology together with a mastery of the technical skills required for chemical and bioprocess engineering, and an appreciation of the responsibilities of engineers in cleaner production and environmental sustainability.

Major studies

Career opportunities
Careers in chemical engineering especially as new developments in biotechnology influence the future of chemical engineering.

Professional recognition
It is expected that this new course will meet the accreditation requirements of The Institution of Engineers, Australia and the Royal Australian Chemical Institute.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Engineering/Arts

Course title
Bachelor of Engineering (Civil)/Bachelor of Arts
Bachelor of Engineering (Electronics and Computer Systems)/Bachelor of Arts
Bachelor of Engineering (Mechanical)/Bachelor of Arts

Duration
Five years full-time. An optional and additional one year of Industry Based Learning (IBL).

Location
Hawthorn.

Application procedure
VTAC code: to be advised. 2000 ENTER: 85.25

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology (Information Systems) or Specialist Mathematics.

Course overview
This double degree involves the study of engineering and arts subjects. Students major in: Civil, Electronics and Computer Systems, or Mechanical Engineering. Typically Arts studies commence in the third year of the program.

Major studies
For details of major studies available, refer to separate entries under Bachelor of Engineering and Bachelor of Arts.

Career opportunities
Refer to entries under Bachelor of Engineering and Bachelor of Arts.

Professional recognition
Graduates are eligible for membership of The Institution of Engineers, Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering (Electronics and Computer Systems)
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
School of Engineering and Science (Civil and Mechanical)
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Engineering/Business

Course title
Bachelor of Engineering (Civil)/Bachelor of Business
Bachelor of Engineering (Electronics and Computer Systems)/Bachelor of Business
Bachelor of Engineering (Mechanical)/Bachelor of Business

Duration
Five years full-time. An optional and additional one year of Industry Based Learning (IBL).

Location
Hawthorn.

Application procedure
VTAC codes: to be advised. 2000 ENTER: 85.25

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology (Information Systems) or Specialist Mathematics.

Course overview
This double degree involves the study of engineering and business subjects. Students major in: Civil, Electronic and Computer Systems, or Mechanical Engineering. Typically business studies commence in the third year of the program, allowing studies in Accounting, Law, Economics, Finance, Management and Marketing.

Major studies
For details of major studies available, refer to separate entries under Bachelor of Engineering and Bachelor of Business.

Career opportunities
Refer to entries under Bachelor of Engineering and Bachelor of Business.

Professional recognition
Graduates are eligible for membership of: The Institution of Engineers Australia, Australian Computer Society, Australian Society of Certified Practising Accountants in Australia and Institute of Chartered Accountants in Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering (Electronics and Computer Systems)
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
School of Engineering and Science (Civil and Mechanical)
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Research and Development / Electronics and Computer Systems

Course title
Bachelor of Applied Science (Research and Development)/Bachelor of Engineering (Electronics and Computer Systems)

Duration
Five years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – English, Physics and Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC (first year) or direct application (second year onwards).
VTAC code: 34041
2000 ENTER: Individual offer.

Course overview
As well as conventional coursework, students will have the opportunity to take part in research projects with some, or all of Swinburne’s internationally renowned research groups in astrophysics and supercomputing, applied optics, neurophysiology, telecommunications, intelligent systems research, biomedical instrumentation and spectroscopy.

Major studies
Introduction to physiology, electronic systems, introduction to biophysics, electronics, software development, embedded microcontrollers, circuits, photonics and fibre optics, communications principles, linear systems, astronomy and instrumentation, digital signal and image processing, neural networks and intelligent instrumentation, digital electronics design, control and automation, introduction to finance and accounting, computer communications and LAN's.

Career opportunities
Professional employment in research and development laboratories in engineering and science.

Professional recognition
Graduates are expected to be eligible to apply for membership of The Institution of Engineers, Australia.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/bioscieleng/

Robotics and Mechatronics / Computer Science and Software Engineering

Course title
Bachelor of Engineering (Robotics and Mechatronics)/Bachelor of Applied Science (Computer Science and Software Engineering)

Duration
Five years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology (Information Systems) or Specialist Mathematics.

Application procedure
VTAC code: 34991
2000 ENTER: 85.25

Course overview
This double degree brings together two complementary disciplines which are founded on engineering, the applied sciences and mathematics. It addresses issues that include technology management, accounting and human factors. The course includes the study of advanced technologies that have a significant influence on mechatronic systems and software engineering for a wide range of applications.

Major studies
Robot system design, industrial electronics, digital signal and image processing, computer aided design, mechanical design, object oriented software development, software engineering, programs programming, embedded microcontrollers, control and automation, machine dynamics, business management.

Career opportunities
Roles including design engineer, software engineer, project planner, product designer and project manager in a wide spectrum of industries including robotics, aerospace, chemical, defence, automotive and manufacturing.

Professional recognition
Graduate Membership of The Institution of Engineers, Australia and credit at Professional Level (the highest level) towards membership of the Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Website: www.swin.edu.au/bioscieleng/

Telecommunications and Internet Technologies / Computer Science and Software Engineering

Course title
Bachelor of Engineering (Telecommunications and Internet Technologies)/Bachelor of Applied Science (Computer Science and Software Engineering)

Duration
Five years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – English, Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology (Information Systems) or Specialist Mathematics.

Application procedure
VTAC code: 34791
2000 ENTER: 85.25

Course overview
This double degree course provides education and training for professional careers in the converging telecommunications, internet and information industries. Its focus is the application of computers in the internet/telecommunications field.

Major studies
Communications, signal processing, telecommunications technologies, networking and internetworking protocols, internet applications, object oriented software techniques (Java), software engineering techniques, database, systems software, multimedia teletraffic theory, information theory, real time embedded computing, transmission media, broadband networks, mobile communications, social impact of telecommunications and the internet, professional skills and engineering management.

Career opportunities
Graduates will find rewarding high-tech careers in software engineering in the converging telecommunications, multimedia, and internet ‘information industries’.

Professional recognition
Membership of The Institution of Engineers, Australia and the Australian Computer Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Website: www.swin.edu.au/bioscieleng/
Automotive

Course title
Certificate IV in Automotive
Certificate III in Automotive Repair, Service and Retail
Certificate II in Automotive

Duration
Certificate IV: two years part-time.
Certificate III: three years part-time.
Certificate II: twenty weeks full-time.

Location
Certificate IV: Wantirna.

Entry requirements
Certificate IV: completion of a trade certificate or equivalent.
Certificate III: applicants must be at least 15 years of age and apprenticed to an employer.
Certificate II: a Year 10 pass in Maths, Science and English is desirable.

Application procedure
Direct to Swinburne.

Course overview
Certificate IV: aims to provide training at an advanced skill in the automotive industry.
Certificate III: off-the-job training for motor mechanic apprentices, including how to repair all major vehicle components and being able to find and correct faults in cars, light trucks and 4 wheel drive vehicles.
Certificate II: aims to provide fundamental skills and knowledge for anybody seeking employment in the automotive industry.

Career opportunities
Certificate IV: advanced skill tradesperson, automotive technician.
Certificate II/III: apprentice motor mechanic.

Further information
Tel: 1300 368 777 (general enquiries)
Manufacturing, Electrical, Electronic and Automotive Department
Tel: (03) 9210 1226

Aviation

Course title
Diploma of Technology (Aviation)
Certificate IV in Technology (Aviation)

Duration
Diploma: one and a half years full-time.
Certificate IV: one year full-time.

Location
Hawthorn, Moorabbin Airport.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.

Application procedure
VTAC code: to be advised.

Course overview
This course is offered in conjunction with General Flying Services at Moorabbin Airport. The overall objective of the course is to prepare students for professional careers in the aviation industry as aeroplane pilots. Whilst there is a strong engineering base, the technical risks associated with flying have diminished, and the areas of more concern are related to human failings. In addition, pilots should be industry-aware, recognising the needs of both the organisation and the customer. In both courses, only fifty per cent of academic subjects are technical.

Career opportunities
Pilot. Successful completion of the course may also allow Pathways to one of Swinburne's degree programs.

Professional recognition
Qantas have recognised the combination of Swinburne and General Flying Services as one of their preferred sources of new pilots.

Further information
Tel: 1300 368 777 (general enquiries)
Mechanical and Manufacturing Technology Department
Tel: (03) 9214 8504

Building

Course title
Diploma of Building
Certificate IV in Building
Certificate III in Building and Construction – Apprentice Carpentry
Certificate III in Building and Construction – Apprentice Painting and Decorating
Certificate III in Joinery/Shopfitting/Stairbuilding – Apprentice
Certificate II in Building and Construction – Pre-Apprenticeship Painting and Decorating, Front End Training
Certificate II in Building and Construction – Pre-Apprenticeship Carpentry
Certificate II in Joinery/Shopfitting/Stairbuilding – Pre-Apprenticeship

Duration
Diploma: two years full-time.
Certificate IV: one year full-time, four years part-time.
Certificate III: three years part-time (8 weekly blocks).
Certificate II: sixteen weeks full-time.

Location
Croydon.

Entry requirements
Diploma: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate IV: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or qualified tradesperson, or mature age.
Certificate III: must be at least 15 years of age and apprenticed to an employer.
Certificate II: Year 10 or mature age.

Application procedure
VTAC (Diploma full-time) or direct to Swinburne for part-time and certificate courses.
VTAC code: to be advised.

Course overview
Diploma: covers building theory and practice related to residential, industrial and commercial buildings. Major studies include: quantity surveying, tendering, planning and scheduling, construction technology and management, construction dealing, personnel management, contract administration, cost control and quality management.
Certificate IV: covers building theory and practice related to low rise buildings and associated steel structures. Major studies include: plan interpretation, drafting, quantities take off, estimating, scheduling, construction technology, OHS, site supervision surveying, cost control and business management.
Certificate III (Carpentry): students receive advanced training in carpentry. Major studies include: hand tool skills, scaffolding, use of power tools, occupational health and safety, plan and document interpretation, and framing, roofing and fixing skills.

Continued on next page
Certificate III (Painting & Decorating): students receive advanced training in painting and decorating. Major studies include: hand tool skills, scaffolding, use of power tools, occupational health and safety, plan and document interpretation, paint application skills, paint types.

Certificate III (Joinery/Shopfitting/Stairbuilding): apprentices in joinery are involved in planning and construction of off-site components used in the building industry including doors, windows cupboards and stairs. Skill development covers preparation of plans, cutting schedules and set-out requirements for all aspects of trade.

Certificate II: suitable for people interested in gaining an apprenticeship or traineeship in the building industry. This training is the equivalent of the first two years of part-time apprenticeship training.

Career opportunities
Diploma: building works supervisor, estimator, contract administration and builder.
Certificate IV: building practitioner, building works supervisor, estimator.
Certificate III: employment in the building and construction industry as a qualified tradesperson.
Certificate II: apprenticeship in the building and construction industry.

Further information
Tel: 1300 368 777 (general enquiries)
Building, Transport and Warehousing Department
Tel: (03) 9210 6663

Electrical

Course title
Certificate IV in Electrical
Certificate III in Electrical (Electrician)
Certificate I in Electrical – Pre-Apprenticeship

Duration
Certificate IV: four years part-time.
Certificate III: three years part-time.
Certificate I: six months full-time.

Location
Hawthorn, Wantirna.

Entry requirements
Certificate IV: completion of an electrical apprenticeship.
Certificate III: must be a registered electrical apprentice.
Certificate I: Year 11 or mature age student preferred.

Application procedure
Direct to Swinburne.

Course overview
Certificate IV: provides post-trade further study for persons seeking a career in electrical, electronics and allied industries.
Certificate III: designed for people employed as electrical apprentices, the course provides students with the necessary skills and knowledge to work at trade level within the electrical and electronics industry.
Certificate I: aims to provide students with general knowledge and skills in electrical industry, which will enhance the opportunity of gaining an apprenticeship.

Career opportunities
Certificate IV: technicians capable of performing a range of complex functions without direct supervision.
Certificate III: employment as a registered technician.
Certificate I: apprentice electrician or electrical trainee.

Further information
Tel: 1300 368 777 (general enquiries)
Manufacturing, Electrical, Electronic and Automotive Department
Tel: (03) 9210 1226 (Wantirna)
Computing and Electrotechnology Department
Tel: (03) 9214 8875 (Hawthorn)

Electronics

Course title
Diploma of Electronics (Broad Based)/ (Microprocessors)
Certificate IV in Electronics (Broad Based)/ (Microprocessors)
Certificate II in Electronics

Duration
Diploma: two years full-time or equivalent part-time.
Certificate IV: eighteen months full-time or equivalent part-time.
Certificate II: six months full-time or equivalent part-time.

Location
Diploma: Croydon, Hawthorn.
Certificate II: Croydon, Hawthorn, Wantirna.

Entry requirements
Diploma: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, successful completion of Certificate IV, or mature age.
2001 VCE prerequisites: Units 1 and 2 — Mathematical Methods or any two mathematics at Unit 3 and 4.
Certificate IV: successful completion of Cert II.
Certificate II: Year 11 or mature age.

Application procedure
VTAC (Diploma full-time) or direct to Swinburne for part-time, mid-year intake, or certificates.
VTAC code: 70431 (Croydon)
77431 (Hawthorn)

Course overview
Diploma/Certificate IV (Microprocessors): gives students a general background in electronics, with an emphasis on digital technology and the application of Microprocessors-controlled circuitry.

Diploma/Certificate IV (Broad Based): gives students a general background in electronics.

Certificate II: Provides vocational training for people interested in a career in the electronics and computer industries.

Career opportunities
Technical officer assistant.

Professional recognition
Associate membership of the Institution of Engineers, Australia.

Further information
1800 633 560 (Distance Learning enquiries)
Tel: 1300 368 777 (general enquiries)
Computing and Electrotechnology Department
Tel: (03) 9214 8875 (Hawthorn)
Manufacturing, Electrical, Electronic and Automotive Department
Tel: (03) 9213 6690 (Croydon)
Engineering

Course title
Advanced Diploma of Engineering Technology (Principal Technical Officer)

Duration
Advanced Diploma (Principal Technical Officer): three years full-time, six years part-time.
Advanced Diploma: two years full-time, four years part-time
Diploma: one year full-time, two years part-time
Certificate IV: two years part-time (day or evening).
Certificate III: three years part-time (day or block release).
Certificate II: twenty weeks full-time.
Engineering Production Certificate: 320 hours per level.

Location

Entry requirements
Advanced Diploma (Principal Technical Officer): successful completion of the Advanced Diploma of Engineering Technology or equivalent.
Advanced Diploma/Diploma: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, with passes in Units 1 and 2 – mathematics (any), or completion of a mechanical or fabrication trade certificate, or mature age entry.
Certificate IV: satisfactory completion of the academic requirements of a fitting and machining apprenticeship.
Certificate III: students must be registered apprentices.
Certificate II: Year 10 level is preferred, or mature age.
Engineering Production Certificate: none.

Application procedure
VTAC (Diploma full-time) or direct to Swinburne for part-time, mid-year intake, and all other courses. VTAC code: 77441

Course overview
Advanced Diploma (Principal Technical Officer): aims to meet the needs of people at, or aspiring to, the Metals and Engineering Award Classification and managers in both public and private sectors across all engineering streams and in small medium and large enterprises.

Advanced Diploma: equips students with the knowledge and skills required for a career in manufacturing and mechanical engineering.
Diploma: this course aims to provide vocational training for persons seeking a career in the mechanical and manufacturing and allied industries.
Post Trade: This course is offered in three streams. The CNC Machining stream provides students with the knowledge and skills in CNC technology to safely operate and program CNC machines. Students learn how to produce machined components to a high degree of accuracy in a workshop environment using milling machines. CNC lathes and CNC machining centres. In the Maintenance and fluid Power stream students learn to install and maintain factory equipment and machine tools, diagnose faults in fluid power equipment and develop valuable welding skills. In the Press Toolmaking stream students manufacture press tools using CNC technology in a tool room environment, design and manufacture tools to produce consistent, accurate burr free components and carry out press settings for tool trials.
Certificate III (Fabrication): qualifies personnel for the engineering fabrication trade. On completion, students will have skills in welding and metal fabrication in the trade of Boilermaking.
Certificate III (Mechanical): provides students with necessary skills and knowledge to work at trade levels within the metal trades industry.
Certificate II: aims to provide students with a broad overview of the engineering field and prepares participants for entry into employment as apprentices or trainees in the area of mechanical, fabrication, electrical, automotive and electronics. Major studies include:
Engineering Production Certificate: aims to meet the formal training needs of operators and production workers across a broad range of activities in the manufacturing and engineering industries. The course consists of three levels each consisting of eight modules.

Career opportunities
Advanced Diploma (Principal Technical Officer): management positions in engineering with a high level of technical engineering knowledge.
Advanced Diploma: production supervisor, production planner, production controller, tools design, drafting technician, estimator, plan and equipment sales agent.
Diploma: positions involving the installation, commissioning and maintenance of industrial mechanical equipment, drafting and design of mechanical equipment.
Post Trade: employment in the mechanical post trade area equating to a C7 classification.
Certificate III (Fabrication): tradesperson in industries such as maintenance and repairs, structural steel fabrication, container manufacture, pipeline welding, shipbuilding and general engineering.

Certificate III (Mechanical): tradesperson in industries such as manufacturing, maintenance, repairs, jobbing and general engineering.
Certificate II: apprentice or trainee in engineering trades in areas of mechanical, fabrication, electrical, automotive and electronics.

Engineering Production Certificate: employment up to C10 level in the manufacturing and engineering industry.

Further information
Tel: 1300 368 777 (general enquiries)
Mechanical and Manufacturing Technology Department
Tel: (03) 9214 8504 (Hawthorn)
Manufacturing, Electrical, Electronics and Automotive Department
Tel: (03) 9210 1226 (Wantirna)
Fire Technology

Course title
Diploma of Fire Technology
Certificate IV in Fire Technology

Duration
Diploma: two years full-time or equivalent part-time.
Certificate: one year full-time or equivalent part-time.
Day and evening classes are available. Off-campus study (flexible delivery) is also available for some subjects.

Location
Hawthorn.

Entry requirements
There are no formal prerequisites required, however, applicants should be able to demonstrate the following competencies: reading and writing at a level that displays emerging technical knowledge and vocabulary, ability to participate in extended learning exchanges and exploratory discussions to solve problems, ability to use and analyse everyday data, relation and pattern, number, measurement and shape.

Application procedure
VTAC (full-time) or direct to Swinburne for the certificate part-time and mid-year intake.
VTAC code: 77631

Course overview
The Diploma is designed to develop technical skills and knowledge and to train practitioners and designers to work with engineers and related professionals in the development, commissioning, monitoring and assessment of fire safety systems, practices and products and investigation of fire emergency incidents. The course allows for specialisation in three main streams: fire safety management, fire protection design and fire investigation.

The Certificate provides a broad grounding in generic workplace skills and knowledge of fire industry operations covering the principles of fire behaviour and fire protection. Major studies include: [Include a max of 5 major study areas specific to the course level]

Flexible delivery combines traditional correspondence study with teacher-contact support. Course notes are supplied, and students complete the work requirements in their own time but at a predetermined rate. Additional assistance is also provided through phone and mail contact with tutors. An additional fee is charged for each flexible delivery module.

Career opportunities
Diploma: practitioners in fire safety, insurance or systems design.
Certificate: assistants to practitioners in fire safety, insurance and systems design.

Further information
Tel: 1300 368 777 (general enquiries)
Industrial Science Department
Tel: (03) 9214 5161

Swinburne Engineering Fabrication student Cameron Reed has struck gold. In September 1998 he won the prestigious gold medal in the Melbourne Regional Work Skill welding competition, and will go on to the national competition in March. This is a three-day event organised as part of the national Engineering Expo.

Melbourne-born Cameron is a third year apprentice boilermaker at Kvaerner Process Systems in Bayswater, part of the multinational Kvaerner Group, making gas processing equipment.

He started his apprenticeship in January 1996, when he was 17. Kvaerner had had several other apprentices go through the Certificate in Engineering Fabrication course at Swinburne’s Hawthorn campus, and felt that the program was well designed to coincide with what they did. Cameron completed the course by spending one day a week at Swinburne.

The course teaches you welding and fabrication techniques – I’ve got four welding tickets for different processes – plus occupational health and safety and so on. The practical work was OK, but I’ve never been much of a person for theory work, so that was a bit harder. The

Cameron Reed

I’ve never been much of a person for theory work

Certificate in Engineering Fabrication

Swinburne staff were very good and I was able to go over a lot of my school work in my workplace.’

‘The facilities at Swinburne in the new buildings are really good – they have a lot of machinery so you get a good go.’

Outside work Cameron is a busy man. He is a champion speedway racer, starting when he was only twelve and building his own car when he was sixteen. From September to June weekend race meetings can see him travelling from Broken Hill to Mildura to Bairnsdale. He also spends time trailbike riding, camping and making working quarter-scale models of steam traction engines.

Cameron has one year to go to complete his apprenticeship and become a qualified boilermaker and welder. He is interested in the possibility of a more specialised job offshore, on the oil rigs, or in the gas fields. But that’s a way off. For the moment he has more medals to win.
Quality Technology

Course title
Certificate in Quality Technology

Duration
One to two years part-time.

Location
Hawthorn.

Entry requirements
Because of the strong bias towards statistical methods, the student must have a firm mathematical grounding, or a pass in Mathematic (TEA002). Bridging Mathematics can be arranged.

Application procedure
Direct to Swinburne.

Course overview
Quality Technology is concerned with the techniques and strategies necessary to build quality into a product or service at a competitive price and to maintain this level of quality in order to give continued customer satisfaction. The achievement of quality goals in a manufacturing company is twofold. It concerns the inclusion of quality responsibilities into various functions such as product design and development, production engineering, human resources, production control purchasing, installing, and operating auditing and quality systems.

Career opportunities
Employment in a range of industries as quality audit or manual writer and other quality related positions.

Further information
Tel: 1300 368 777 (general enquiries)
Mechanical and Manufacturing Technology Department
Tel: (03) 9214 8504

Renewable Energy Technology

Course title
Certificate IV in Renewable Energy Technology

Duration
One year full-time or two years part-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Basic mathematical literacy skills are desirable to enable successful completion of the course. Applicants with computer literacy qualifications may gain exemptions for some modules.

Application procedure
VTAC (full-time), direct to Swinburne (part-time). VTAC code: to be advised.

Course overview
This course covers the principles of operation of renewable energy systems such as indirect solar for heating of buildings and heat storage, radiant solar energy used for solar hot water, solar space heating and photovoltaic electricity and wind energy. The course also covers micro-hydro systems, solar biological energy and the use and re-use of plant animal materials to generate energy.

Career opportunities
Graduates from this course will be employed as consultants that will be capable of designing, installing, commissioning, maintaining, operating and repairing renewable energy systems. Graduates will also have the skills necessary to operate in small business management.

Further information
Tel: 1300 368 777 (general enquiries)
Mechanical and Manufacturing Technology Department
Tel: (03) 9214 8504

Driver Instruction

Course title
Certificate III in Road Transport (Motor Vehicle Driver Instruction)

Duration
Three to six months part-time

Location
Croydon and Kilsyth (METEC)

Entry requirements
Current Driver’s Licence.

Application procedure
Direct to Swinburne.

Course overview
Training to work and operate as an accredited driving instructor providing a range of theoretical and practical skills for individuals entering or currently in the industry.

Career opportunities
Work in the transport industry as an accredited driving instructor.

Further information
Tel: 1300 368 777 (general enquiries)
Building, Transport and Warehousing Department
Tel: (03) 9213 6663
### Forklift Truck Driving

**Course title**
- Forklift Truck Driver
- Forklift Truck Driver Assessment
- Forklift Truck Driver Refresher Course

**Duration**
- Forklift Truck Driver: four days.
- Forklift Truck Driver Assessment: one day.
- Forklift Truck Driver Refresher Course: depends on current level of competency.

**Location**
Croydon or industry location (conditions apply).

**Entry requirements**
- Forklift Truck Driver: driving experience but motor vehicle driver's license not necessary.
- Forklift Truck Driver Assessment: completed the Forklift Truck Driver Refresher Course and have Forklift driving and operating experience.
- Forklift Truck Driver Refresher Course:

**Application procedure**
Direct to Swinburne.

**Course overview**
- Forklift Truck Driver: students learn skills to gain Occupational Health and Safety certification Class L.F from qualified industry expert, and enable safety operation of a forklift truck in industry.
- Forklift Truck Driver Assessment: designed to give experienced operators up-to-date information on current regulations and safety procedures and to ensure that they are competent in current driving and the operational skills required in industry.
- Forklift Truck Driver Refresher Course:

**Career opportunities**
Employment wherever forklifts are used.

**Further information**
Tel: 1300 368 777 (general enquiries)
Building, Transport and Warehousing Department
Tel: (03) 9213 6663

### Welding

**Course title**
- Welding Certificates to AS1796
- Certificate of Advanced Welding
- Certificate in Basic Welding

**Duration**
- Certificates to AS1796: one semester part-time (120 hours).
- Advanced Welding: 240 hours full-time or part-time.
- Basic Welding: forty weeks part-time (2 evenings per week).

**Location**
- Welding to AS1796: Hawthorn
- Basic Welding: Hawthorn, Wantirna.

**Entry requirements**
- Certificates to AS1796: applicants should have completed the appropriate prerequisite modules and have relevant industry experience.
- Advanced Welding: students should have completed the appropriate prerequisite modules including NNBB09 Welding and Thermal Cutting.
- Basic Welding: Year 10 or mature age and a level of English adequate to cope with the safety aspects of the course.

**Application procedure**
Direct to Swinburne.

**Course overview**
- Certificates to AS1796: provides students with the knowledge and skills to obtain one or more welding certificates in accordance with Australian Standards 1796. Certificate types include: low carbon steel, pipe, alloy steel, alloy steel pipe.
- Advanced Welding: qualifies personnel for the welding and fabrication industry where a competent welding skill is required. Major studies include: gas tungsten, manual, gas metal, and submerged arc welding.
- Basic Welding: students receive basic theoretical and practical training in manual arc, oxy, acetylene welding and cutting and MIG welding.

**Career opportunities**
- Certificates to AS1796: boiler and vessel manufacture, oil and gas pipeline installation and general fabrication.
- Advanced Welding: employment in the automotive, maintenance, agriculture, motor-body building, furniture manufacturing and general fabrication industries.
- Basic Welding: employment in engineering where basic welding skills are necessary.

**Further information**
Tel: 1300 368 777 (general enquiries)
Mechanical and Manufacturing Technology Department
Tel: (03) 9214 8504 (Hawthorn)
Manufacturing, Electrical, Electronics and Automotive Department
Tel: (03) 9210 1226 (Wantirna)
Biochemistry/Chemistry

Course title
Bachelor of Applied Science (Biochemistry/Chemistry)

Duration
Four years full-time including one year of Industry Based Learning (IBL).

An honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, one of Mathematical Methods, Specialist Mathematics, or a study score of at least 30 in Further Mathematics, and one of Chemistry or Biology.

Application procedure
VTAC (first year) or direct application (second year onwards).

VTAC code: 34601
2000 ENTER: 78.80

Course overview
Biochemistry is the study of the structures and processes of living things based on the principles of chemistry and biology. This course examines how biochemical knowledge can be applied to a range of industries and medical investigations. It emphasises practical skills relating to the culturing of microorganisms and the investigation of complex molecules such as enzymes and DNA. It also develops general skills such as computing, management, team-work, and looks at the role of chemistry in society, industry and the environment.

Major studies
Biology, chemistry, biochemistry, microbiology, biotechnology, chemical applications, computer applications, mathematics, general business skills. final year research project.

Career opportunities
Biochemists work in many areas, including medical research, environmental research, clinical biochemistry, biotechnology, microbiology, food production, agricultural biochemistry, beverage production, fermentation technology, pharmaceutical production, biomolecular research, protein engineering, wine science, waste treatment, biodegradation and bioremediation.

Professional recognition
Membership of the Royal Australian Chemical Institute, the Australian Society for Biochemistry and Molecular Biology, the Australian Biotechnology Association and the Australian Society for Microbiology.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Biomedical Sciences

Course title
Bachelor of Science (Biomedical Sciences)

Duration
Three years full-time.
An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, Physics and Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC (first year) or direct application (second year onwards).

VTAC code: 34681
2000 ENTER: Individual offer.

Course overview
This course covers specialist theoretical and practical study of the functional aspects of the human body plus study of the modern instrumentation and technology required in clinical care and other monitoring environments.

Major studies
Medical biophysics, cell function, cardiology, respiratory technology, neuroscience, electronics, biomedical and scientific instrumentation and monitoring systems, medical imaging, physics, physiological modelling, emerging medical technologies, sensory systems, respiratory and renal biophysics.

Career opportunities
This course enjoys an extremely high graduate employment rate in the health care sector, medical equipment companies and sports medicine area. Hospital careers include intensive care support, medical technologists positions in cardiovascular, respiratory and neurological medicine, biomedical engineering.

Professional recognition
Membership of the Australian Institute of Physics.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/

Environmental Health

Course title
Bachelor of Health Science (Environmental Health Management)

Duration
Four years full-time including one year of Industry Based Learning (IBL).

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE Prerequisites: Units 3 and 4 – English, one of Mathematical Methods or Specialist Mathematics, or a study score of at least 30 in Further Mathematics, and one of Chemistry, Biology or Physics.

Application procedure
VTAC (first year) or direct application (second year onwards).

VTAC code: 34051
2000 ENTER: Individual offer.

Course overview
This course is the only accredited course in Victoria for students seeking a career as an environmental health officer. Students study science, engineering and humanities subjects and develop a wide range of biological, technological, legal and administrative skills including planning, designing and implementing programs in community health, environmental protection, food safety, risk analysis and occupational health and safety.

Major studies
Food safety, infection control, pollution management, food and environment law, health promotion, risk assessment, water science.

Career opportunities
Employment with commonwealth, state and local government authorities, food and waste management industries and private consultancies. Graduates may also work with overseas aid agencies in places such as Rwanda, Somalia, Vietnam and Iraq.

Professional recognition
Membership of the Australian Institute of Environmental Health.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au
Human Services

Course title
Bachelor of Social Science (Human Services)

Duration
One year full-time or equivalent part-time.

Location
Hawthorn.

Entry requirements
Successful completion of Swinburne’s Diploma of Community Services in Welfare Studies, Community Work or Mental Health Work at credit average level or above. Students must also successfully complete the Higher Education subject HAS101 Sociology 1B to be eligible for entry into this course.

Application procedure
Direct to Swinburne.

Course overview
This course provides students with a pathway from practitioner-focussed TAFE studies in human services to higher education studies in policy, analysis and management studies. It includes development of generic skills with particular relevance to the human services sector.

Major studies
Conceptual analysis, research design and policy development and electives including human services management and organisational behaviour.

Career opportunities
Prepares students for management and leadership positions in such areas as: social welfare, aged care services, disability services, community care, community development, family support services, children’s services, housing services, youth work.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Social and Behavioural Sciences
Tel: (03) 9214 5209
Email: sbsadmin@swin.edu.au
Website: www.swin.edu.au/sbs

The intensive care unit at Melbourne’s Royal Children’s Hospital is quiet, life-saving machines humming softly. Caring for these machines is the work of medical biophysicists like Swinburne Applied Science student Donna Wiwczaruk.

Donna has been working at the hospital for twelve months, completing the Industry Based Learning segment of her degree course. “I was always interested in the medical side of science, and wanted to do something that was more focussed than just a general science degree. This program has been great – you have so many options and there are a lot of career opportunities because not many universities offer a course like it.”

Her work involves troubleshooting with equipment at a patient’s bedside, testing and servicing of machines, and educating other staff in equipment operation.

Donna is the first to admit that she had trouble settling down at uni to start with. “I hated it. I was travelling up and down to Frankston every day – I still do but I’ve got used to it! – and wasn’t happy, and I didn’t do very well in first year. But I caught up by doing some of first year again part-time, and really started to get into the swing of things. I’ve made a fantastic network of friends.”

“Swinburne is a great university because it’s smaller than some of the others. The lecturers have time for you, and the IBL year is sensational. It means employers are aware you know how to work – not just the technical side, but how to be part of a workplace.”

Medical biophysics has traditionally been a male oriented profession, though Swinburne works hard to ensure its student intake is as balanced as possible. All Donna’s colleagues at the Children’s are male. “In the past there has been an attitude that if it’s got to do with tools, it must be for men. But that hasn’t really been a problem here. Occasionally one of the nurses will say something like “don’t move that machine, wait for the guys”. But the ICU is a very closeknit working unit, and it’s been good to educate everyone that women make just as good medical biophysicists as men!”

Donna is looking forward to getting back to study, but is tossing up whether to do her final year full-time or accept an extension of her contract at the hospital and switch to part-time study. “It’s great to have the flexibility to choose. I’d love to finish off with my friends, but then the job opportunity is very tempting…I’ll let you know when I decide!”

*From 2001 this course will be known as Bachelor of Applied Science (Biomedical Sciences).
Psychology

Course title
Bachelor of Social Science (Psychology)

Duration
Three years full-time or six years part-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34341 (full-time)
34271 (part-time)
2000 ENTER: 88.95

Course overview
Psychology is currently a top career choice, with the number of people studying psychology increasing each year. Psychology is directly related to major employment growth areas in Australia. The psychology profession is forecast to have the highest percentage employment growth of all occupational groups during the next decade. Our society has become increasingly aware that major social issues are fundamentally related to human behaviour which is the subject matter of psychological study. This degree also focuses on generic skills such as data collection, analysis and report writing, problem-solving abilities, and research skills related to working with people.

Social Science (Psychology) students are required to undertake two majors, one of which must be Psychology.

Social Science (Psychology) students may also undertake studies from a wide range of Business, Social Science and Arts subjects (see page 3, 55 and 78 and separate entries for further details on each of these).

Career opportunities
Human services, research, citizenship, social policy and human services management. With further studies, students with appropriate majors can obtain qualifications to become, for example, psychologists, librarians, teachers, personnel officers, social workers or sociologists.

Professional recognition
The three year undergraduate sequence in Psychology is accredited by the Australian Psychological Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Social and Behavioural Sciences
Tel: (03) 9214 5209
Email: sbsadmin@swin.edu.au
Website: www.swin.edu.au/sbs

Psychology / Biochemistry

Course title
Bachelor of Applied Science (Psychology/Biochemistry)

Duration
Three years full-time. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English and one of Mathematical Methods or Specialist Mathematics, or a study score of at least 30 in Further Mathematics, and one of Chemistry or Biology.

Application procedure
VTAC code: 34161 (first year) or direct application (second year onwards).
2000 ENTER: 82.60

Course overview
This course covers both psychology and biochemical structures and processes that underpin and influence human behaviour. Special topics deal with neurological processes and biochemistry of the brain.

Psychology studies emphasise vocational skills and knowledge relevant to applied fields. Biochemistry is the study of the structures and processes of living things based on the principles of chemistry and biology.

Major studies
Social psychology: developmental psychology, design and measurement, personality, abnormal psychology, psychological measurement.

Biochemistry: general biochemical processes, protein and enzyme structure and function, molecular genetics and the biochemistry of complex molecules such as proteins and DNA, biochemical signals and the interaction of therapeutic drugs.

Career opportunities
Medical and biomolecular research, neurological research, community health services, clinics and institutions involved in the assessment and management of persons with neurological problems, clinical psychology, sports psychology.

Professional recognition
The Australian Society for Biochemistry and Molecular Biology.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Engineering and Science
Tel: (03) 9214 8372
Email: engsci@swin.edu.au

Psychology / Psychophysiology

Course title
Bachelor of Applied Science (Psychology/Psychophysiology)

Bachelor of Arts (Psychology/Psychophysiology)

Course title
Bachelor of Arts (Psychology/Psychophysiology)

Duration
Three years full-time. An honours year is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – English, and one of Mathematical Methods, Specialist Mathematics, Further Mathematics, Physics, Chemistry, Biology or Psychology.

Application procedure
VTAC code: 34141 (Applied Science) 34461 (Arts)
2000 ENTER: 86.10 (Applied Science) 86.85 (Arts)

Course overview
This course covers both psychology and associated physiological processes, particularly neurological and cognitive processes. It emphasises the monitoring and measurement of physiological processes using biomedical instrumentation, and relates this to behaviour and psychological state.

Major studies

Career opportunities
Neurophysiological areas of hospitals, research areas of universities and research institutes within the private and public sectors, community health services, and clinics and institutions involved in the assessment and management of neurological and psychophysiological problems.

Professional recognition
After an additional (fourth) year of study, graduates are eligible for associate membership of the Australian Psychological Society.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering (Applied Science)
Tel: (03) 9214 8859
Email: iyoung@swin.edu.au
Website: www.swi.edu.au/bioscienceeng/
School of Social and Behavioural Sciences (Arts)
Tel: (03) 9214 5209
Email: sbsadmin@swin.edu.au
Website: www.swi.edu.au/arts
Social Science

Course title
Bachelor of Social Science

Duration
Three years full-time or six years part-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34221 (full-time)
34191 (part-time)
2000 ENTER: 82.85

Course overview
Social Science students learn how to gather, synthesise and assess information, how to conceptualise issues, and to express themselves effectively both orally and in writing. The major areas of study within this degree are Politics, Psychology and Sociology. These subjects involve core competencies required by growth areas in Australian industry and government.

Politics concentrates on the study of political power and policy, the factors that influence these, and their impact on society. Psychology provides a scientific basis for understanding ourselves and other people whilst Sociology is the study of people in groups ranging from the family to whole societies.

Social Science students may also undertake studies from a wide range of Business and Arts subjects (see list on page 23 and 78 and separate entries for further details on each of these). They are required to undertake two majors, one of which must be Politics, Psychology or Sociology. (see below for further details on each of these).

Career opportunities
Human services, research, citizenship, social policy and human services management. With further studies, students with appropriate majors can obtain qualifications to become, for example, psychologists, librarians, teachers, personnel officers, social workers or sociologists.

Professional recognition
The three year undergraduate sequence in Psychology is accredited by the Australian Psychological Society.

STOP PRESS
For assistance with sociology CATS and research for VCE projects, check out our VCE Resources website at: www.swin.edu.au/sbs/vce

Further information
School of Social & Behavioural Sciences
Tel: (03) 9214 5209
Email: sbsadmin@swin.edu.au
Website: www.swin.edu.au/sbs

Social Science Specialisations
Students studying degrees or double degrees in Arts, Business, Information Systems or Social Science have the option of undertaking subjects from these study areas.

An honours year is also available.

Politics
Politics concentrates on the study of political power and policy, the factors that influence these, and their impact on society. Courses provide an overview of modern Australian politics, the system of government, the role of social movements in Australia, international politics and Australian foreign policy, and the social and political changes sweeping Asia. Politics enables us to understand the decisions that shape our lives, and to see Australia in its regional context.

Subjects include
Australian politics, international politics, modern Japan, modern Australia, emergence of modern Asia, public policy in Australia, Australia and Asia, development and democratisation in South-East Asia, work in Australia.

Career opportunities
Politics is a good complement to other major study areas and can lead into employment in areas such as the media, publishing, personnel, government, commerce and industry.

Psychology
Psychology provides a scientific basis for understanding ourselves and other people. It addresses many topics ranging from brain processes to dreams and consciousness, and from child development to abnormal psychology. There is an emphasis on practical skills and application. After completing a Psychology major students can undertake further study in areas of professional psychology, such as clinical, counselling, health organisational, sports and forensic psychology.

Subjects include
Introductory psychology, introductory statistics and research methods, developmental psychology, design and measurement, cognition, social psychology, the psychology of personality, psychological measurement, abnormal psychology.

Students can also undertake major studies in Psychology through the Swinburne Bachelor of Social Science, Bachelor of Social Science (Psychology), Bachelor of Arts (Psychology/ Psychophysiology), Bachelor of Applied Science (Biochemistry/Psychology), Bachelor of Applied Science (Psychology/Psychophysiology).

Career opportunities
Counselling, welfare work, research, human resources. Further study is required to qualify in areas of professional psychology, such as clinical, counselling, organisational sports and health psychology.

Sociology
Sociology is the study of people in groups ranging from the family to whole societies. It is about how individual and group behaviour shapes groups and society and, in turn, how behaviour is shaped by society and its institutions. Understanding group behaviour, being familiar with different explanations for this behaviour, and being able to gather data to explore aspects of the social world are important skills, both for employment purposes and for being a knowledgeable and participating citizen of Australian society.

Subjects include
Introductory sociology, comparative sociology, models of sociological analysis, sociology of deviance and social control, sex and gender in society, sociology of organisations, current issues in sociology, methodology of social research, sociology and social policy, cybercities, sociology of the electronic age.

Career opportunities
Social research, administration, community development, public housing, human resources, marketing, social work.

Professional recognition
Australian Sociological Association.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.
Biomedical Sciences/Electronics and Computer Sciences

Course title
Bachelor of Science (Biomedical Sciences)
Bachelor of Engineering (Electronics and Computer Systems)

Duration
Five years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – English, Physics and Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC (first year) or direct application (second year onwards).
VTAC code: 34681
2000 ENTER: Individual offer

Course overview
This double degree covers specialist study of the physical, physiological and anatomical aspects of the human body and its medical care, plus a full span of studies important to a professional electrical/electronic/biomedical engineer.

Major studies
Medical biophysics, cell function, cardiology, respiratory technology, neuroscience, electronics, biomedical and scientific instrumentation and monitoring systems, medical imaging, electrical engineering, power systems, microprocessor and computer systems, automatic control systems, digital signal and image processing.

Career opportunities
A wide range of electrical engineering careers through to biomedical engineering and medical technology.

Professional recognition
Membership of The Institution of Engineers, Australia and membership of the Australian Institute of Physics.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/

Social Science/Welfare Studies

Course title
Bachelor of Social Science/Diploma of Community Services (Welfare Studies)

Course length
Four years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, and a minimum of one years work experience in a relevant field. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35111 (Lilydale)
2000 ENTER: 56.05

Course overview
Students undertake both a Diploma of Community Services (Welfare Studies) and a Social Science degree. The two awards are linked through their common focus on community and human services and the social and behavioural sciences. Students have the opportunity to develop community service orientated competencies combined with a sound theoretical grounding in social and behavioural science.

Career opportunities
The Welfare Studies Diploma is recognised by government and non-government agencies for employment in the fields of child welfare, youth work, disability, family work and aged care. The Psychology major provides a basis for further studies and a career as a psychologist.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: lidinfo@swin.edu.au
Website: www.ld.swin.edu.au

See Also
Bachelor of Business (Human Resource Management) Refer Business, Innovation and Management

Health and Human Services – Double Degree/Dual Qualification
Aged Care

Course title
Certificate IV in Diversional Therapy
Certificate III in Community Services (Aged Care Work)

Duration
Diversional Therapy: two years part-time.
Aged Care: six months full-time, one year part-time.

Location
Croydon, Prahran.

Entry requirements
There are no entry requirements. However, preference will be given to those currently employed in the field, those who have past experience as a volunteers or in paid employment, and those with personal experience in caring for older people or people with a disability.

Application procedure
Direct to Swinburne.

Course overview
Diversional Therapy: providing leisure opportunities for older people and people with disabilities is a new and growing field in Australia. As these new programs emerge, there is an increasing need to provide qualified professionals to facilitate these leisure and recreation programs. Major studies include: client interaction, introduction to health, ageing in Australia, psychology, specific needs, presenting reports.

Aged Care Work: aims to provide vocational training for people currently employed, or seeking employment, as personal carers in aged care settings. Major studies include: hygiene and comfort, mobility, meaningful activity, grieving and dying, medication administration and monitoring, dementia management.

Career opportunities
Employment as a diversional therapist, personal carer in the aged and/or disabilities services fields.

Further information
Tel: 1300 368 777 (general enquiries)
Community and Further Education Department
Tel: (03) 9214 6866 (Prahran)
Human Services Department
Tel: (03) 9213 6882 (Croydon)

Child Care

Course title
Advanced Diploma of Community Services (Children’s Services)
Diploma of Community Services (Children’s Services) – Centre Based Care
Diploma of Community Services (Children’s Services) – Out of School Hours Care
Certificate III in Community Services (Children’s Services) – Traineeship also available.
Certificate II in Community Services (Children’s Services)

Duration
Advanced Diploma: one years full-time or part-time equivalent.
Diploma (Centre Based Care): two years full-time, three to four years part-time.
Diploma (Out of School Hours Care): eighteen months to two years part-time.
Certificate III: one year part-time.
Certificate II: six months full-time or one to two years part-time.

Location
Advanced Diploma: Croydon, Prahran (to be confirmed).
Diploma/Certificate III (Centre Based Care): Croydon, Prahran.
Diploma/Certificate III (Out of School Hours Care): Prahran, Distance Learning.
Certificate II: Distance Learning or Vocational Program.

Entry requirements
Advanced Diploma: completion of the Diploma of Community Services (Children’s Services) – Centre Based Care stream, or its equivalent.
Diploma (Centre Based Care): satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Diploma (Out of School Hours Care): satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Students working in the OSHC industry preferred.
Certificate III: demonstrated interest in and suitability for work in children’s services field.
Certificate III (traineeship): must be eligible to register as a trainee and working in partnership with an employee.
Certificate II: there are no formal entry requirements.

Application procedure
Advanced Diploma: direct to Swinburne. Diploma (Centre Based Care) full-time: must apply through VTAC and also complete a Child Care application form. Part-time applicants must complete a Child Care application form. VTAC Code: 78021 (Croydon) 78051 (Prahran)

All applicants must attend a compulsory information session. VCE applicants are required to attend an interview and must have an ENTER. Alternative category applicants are required to sit an entrance exam and attend an interview.

Diploma (Out of School Hours Care): direct to Swinburne.

Certificate III: direct to Swinburne. Applicants must complete a Child Studies application form and attend a compulsory information session. This may be followed by a test and interview.

Course overview
Advanced Diploma: designed to further the leadership and management skills of those who hold positions of responsibility in children’s services and who wish to gain qualifications to further their career path in children’s services. Major studies include: team membership and management, communication and diversity studies, health and safety, child development, guiding behaviour.

Diploma (Centre Based Care): provides students with the skills, knowledge and understanding required to work with children as fully qualified child care professionals. The course involves the study of the social, emotional and physical development of infants and children up to the age of twelve years specialising in children 0-6 years. Major studies include: child development, observation skills, guiding behaviour, communication and diversity, team membership and management, health and safety, program and curriculum studies.

Diploma (Out of School Hours Care): is designed to provide the skills, knowledge, understanding and practical skills to work with children and their families in outside school hours care programs. Graduates provide quality care for the social, emotional, physical, educational and recreational needs of school age children (5-12 years). Major studies include child development, child observation, health and safety, first aid, communicating with children, families, staff, understanding and guiding children’s behaviour, program planning (OSHC), play and leisure, service administration.

Certificate III: part of a suite of courses that provide a comprehensive package of training to meet the needs of the children’s services industry. Two streams are available:

Centre Based Care: students study the development of children 0-6 years. Theory components are interspersed with practical placements to provide knowledge of developmentally appropriate ways to meet the needs of young children. The General Stream is available for students who are competent in both written and spoken English. The Bilingual Stream is available for students from a non-English speaking background who have completed most of their schooling overseas.

Out of School Care: students combine theory components with practical placement to provide knowledge of developmentally appropriate ways to meet the needs of children 6-12 years in before school care, after school and vacation care programs.
Certificate II: containing the first modules of the Certificate III and Diploma and this course is undertaken by Distance Learning where students are supported by workshops, phone tutoring and study using manuals. The course may also be conducted in secondary schools as a vocational program in Year 11 and 12.

**Career opportunities**
Advanced Diploma: management and coordination in child and family services.
Diploma: child care centres, family day care schemes, infant care settings, private homes, preschool play centres, out of school hour programs and work as aides with children who have special needs.
Certificate III: Level 2 Child-Care Workers and/or further education.
Certificate II: Child-Care Workers and/or further education.

**Professional recognition**
Diploma level allows graduates to seek work as fully qualified staff according to Children’s Services Regulations and National Standards.

**Further information**
Tel: 1300 368 777 (general enquiries)
Department of Children’s Services and Health
Tel: (03) 9214 6863 (Prahran)
(03) 9213 6828 or 6682 (Croydon)

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**Community Services and Health Management**

**Course title**
Diploma of Business (Specialist Industry)

**Duration**
Two years part-time (evenings).

**Location**
Prahran, Wantirna.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. It is expected that applicants be engaged in paid or volunteer work in the human services field, working at management of supervision levels or planning to do so.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course is designed to enable people working in the health and community services sectors to extend and expand their skills in business and management practices. A wide range of subjects is offered, ranging from technical skills (ie computer usage) to understanding strategic management and cultural diversity.

**Career opportunities**
Management of aged care, administrative roles, child care, community and disability in health facilities.

**Further information**
Tel: 1300 368 777 (general enquiries)
Department of Children’s Services and Health
Tel: (03) 9214 6866 (Prahran)
Human Services Department
Tel: (03) 9210 1212 (Wantirna)

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**Community Work**

**Course title**
Diploma of Community Services (Community Work)

**Duration**
Two years full-time, four years part-time.

**Location**
Prahran.

**Entry requirements**
Applicants must be Post Year 12 with the equivalent of two years experience in community development work (either paid/unpaid).

**Application procedure**
VTAC (full-time) or direct to Swinburne (part-time).
VTAC code: 78551
In addition to completing the VTAC application, all applicants must attend one two-hour information session, complete a Community Work Supplementary Application form and attend an interview.

**Course overview**
The Diploma provides students with the knowledge and skills required to work as community development workers in a range of settings including working with groups who experience inequalities. It is necessary therefore that students who wish to work in this field understand the origin of structured social inequality. Major studies include: community development theory and practice, social policy, sociology, research, political economy, group and personal communication, human rights and advocacy.

**Career opportunities**
Community development worker.

**Further information**
Tel: 1300 368 777 (general enquiries)
Department of Children’s Services and Health
Tel: (03) 9214 6866 (Prahran)
Human Services Department
Tel: (03) 9210 1212 (Croydon/Wantirna)
### Disability Work

**Course title**  
Certificate IV in Community Services (Disability Work)

**Duration**  
One year full-time, two years part-time (day).

**Location**  
Prahran, Wantirna.

**Entry requirements**  
Although this is a pre-vocational course, generally preference will be given to applicants who have six to twelve months human services experience. All applicants must attend an information session and interview (written and verbal).

**Application procedure**  
VTAC (full-time) or direct to Swinburne (part-time).  
VTAC code: 78061 (Prahran)  
71031 (Wantirna)

**Course overview**  
This course is designed to meet the training needs of people employed, or wish to be employed, in residential and community based facilities providing services to people who have a disability (physical, sensory, multiple, intellectual, acquired).

**Further information**  
Tel: 1300 368 777 (general enquiries)  
Community and Further Education Tel: (03) 9210 1212 (Wantirna)

### Health and Human Services

**Course title**  
Introduction to Health and Human Services

**Duration**  
Six months full-time.

**Location**  
Wantirna.

**Entry requirements**  
Attend a selection interview, demonstrate an interest in the field and have basic reading skills.

**Course overview**  
This course provides an overview of the health, social and community services field. It explores issues related to the field. It also covers basic skills relevant to further study and future employment in the area of health, social and community services.

**Further information**  
Tel: 1300 368 777 (general enquiries)  
Access Department Tel: (03) 9210 1212

### Justice

**Course title**  
Diploma of Social Science (Justice)

**Duration**  
Two years full-time, four years part-time.

**Location**  
Croydon, Hawthorn.

**Entry requirements**  
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Preference will be given to applicants who can demonstrate community work/legal experience.

**Application procedure**  
VTAC (full-time) or direct to Swinburne (part-time).  
VTAC code: 70671 (Croydon)  
77671 (Hawthorn)

**Course overview**  
The course covers areas which relate to community para-legal work and human service settings, including basic socio-cultural, political and legal structures, intellectual frameworks of the study of law and legal processes and law enforcement, a range of interpersonal strategies and tactics within legal, social, cultural, economic and political dimensions, and the role of para-legal work in political and legal policy and law enforcement processes.

**Career opportunities**  
Employment at the para-professional level in public or private organisations within the justice industry.

**Further information**  
Tel: 1300 368 777 (general enquiries)  
Community and Further Education Department Tel: (03) 9214 8370 (Hawthorn)  
Human Services Department Tel: (03) 9213 6682 (Croydon)
**Mental Health Work**

**Course title**
Diploma of Community Services (Mental Health Work – Non Clinical)

**Duration**
Four years part-time.

**Location**
Prahran.

**Entry requirements**
The course is aimed at mature age students (twenty-three years plus) preferably with at least one year’s experience in the psychiatric disability support sector or other welfare service. The course welcomes people with personal experience of psychiatric disability.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course is designed for direct service workers in community based psychiatric disability support work settings. Major studies include: psychology, sociology, psychiatric disability support, counselling, casework, community development and working in a context of crisis. Students are required to complete two Fieldwork Placements of 5 and 8 weeks full-time and a project part-time over 4 months.

**Career opportunities**
Psychosocial rehabilitation programs, employment, recreation and leisure day program and drop-in centres, residential programs, accommodation and outreach support, self-help and advocacy, and a range of other community contexts where psychiatric disability is an issue.

**Further information**
Tel: 1300 368 777 (general enquiries)
Community and Further Education Department
Tel: (03) 9214 6866

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**Nursing**

**Course title**
Certificate IV in Health (Nursing)

**Duration**
One year full-time, two years part-time.

**Location**
Croydon, Prahran.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12, or its equivalent, or mature age. Applications are invited from Aborigines and Torres Strait Islanders and persons from non-English speaking backgrounds. Both men and women are encouraged to apply.

**Application procedure**
Direct to Swinburne. Applicants must attend a compulsory information session, followed by an entrance test and interview.

On the basis of information on the application form (including work experience and voluntary work), and entry test results, applicants are selected for interview.

**Course overview**
Provides the skills, knowledge and understanding needed for students wishing to work as Division 2 nurses, particularly in nursing homes, adult day care centres and a range of other settings. The program involves classroom study and clinical placements at a range of extended care settings, nursing homes and hospitals. (Include a max of 5 major study areas).

A series of Post Basic Modules are available for graduates of the Certificate IV in Health (Nursing). These include post-basic training in Acute Care, Management of Alcohol and Other Substance Abuse, Maternity Nursing.

**Career opportunities**
Occupational Health and Safety Officers are employed in a wide range of organisations, both public and private.

Certificate IV: higher level supervisors who may be assistant safety officers.

Certificate III: line supervisors, union representatives and safety committee members.

**Further information**
Tel: 1300 368 777 (general enquiries)
Industrial Sciences Department
Tel: (03) 9214 5161

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**Occupational Health and Safety**

**Course title**
Certificate IV in Occupational Health and Safety
Certificate III in Occupational Health and Safety

**Duration**
Certificate IV: two years part-time.
Certificate III: one year part-time.

**Location**
Hawthorn.

**Entry requirements**
Mature age students with some work experience and a demonstrated interest in OHS.

**Application procedure**
Direct to Swinburne.

**Course overview**
Occupational Health and Safety concerns the identification, assessment and control of conditions in the work environment that are harmful to the health and safety of people in all occupations. It also covers the prevention of accidents, injuries and ill health and the rehabilitation of injured workers.

**Career opportunities**
Occupational Health and Safety Officers are employed in a wide range of organisations, both public and private.

Certificate IV: higher level supervisors who may be assistant safety officers.

Certificate III: line supervisors, union representatives and safety committee members.

**Further information**
Tel: 1300 368 777 (general enquiries)
Children’s Services and Health Department
Tel: (03) 9214 6863 (Prahran)
Human Services Department
Tel: (03) 9213 6682 (Croydon)
Outdoor Leadership

Course title
Diploma of Recreation (Outdoor Leadership)
Certificate IV in Recreation (Outdoor Leadership)
Certificate III in Outdoor Leadership

Duration
Diploma: two years full-time.
Certificate IV: one year full-time.
Certificate III: one year full-time.

Location
Certificate III: Croydon.

Entry requirements
Diploma/Certificate IV: satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Applicants twenty-one years or over are preferred.
Certificate III: it is preferable that applicants are eighteen years or over.

Application procedure
Direct to Swinburne.

Course overview
Diploma/Certificate IV: students can look forward to the development of their technical, interpersonal, professional judgement and safety skills. In partnership with the Outdoor Education Group (O.E.G), the course begins with the basic fundamentals before moving onto more complex challenges. Major studies include: leadership, ethics and values, risk management, weather interpretation, wilderness first aid, managing group problem solving and decision making, environmental legislation.

Certificate III: an introductory course aimed at people who have an interest in pursing a career in the outdoor industry, but as yet have little experience in this field. Students will develop judgement and technical skills and prudent safety standards. Major studies include: recreation and the law, risk management, adventure learning, weather information, work team communication, dealing with conflict.

Career opportunities
Diploma: management of outdoor recreation enterprises or facilities, development and conduction of extended outdoor programs or activities.
Certificate IV: conduct activities at outdoor recreation centres, camps and in adventure guiding, or outdoor retail sector.
Certificate III: camp assistant, outdoor retail sector.

Further information
Tel: 1300 368 777 (general enquiries)
Department of Human Services
Tel: (03) 9213 8682

Hannah Lieberman fits a lot into 24 hours. She has recently completed her full-time Diploma in Recreation, Sports Coaching at Swinburne’s Hawthorn campus, at the same time as studying part-time at another university in the Bachelor of Applied Science (Disability Studies) program, working as the Club Administrative Officer for the University Sports Association and the Swinburne University Amateur Football Club.

"I did a bit of everything there — from finding sponsorship for the Australian University Games to organising a major fund-raising auction night for the football club at Caulfield racetrack to working as a trainer. Everything I had studied in my course was relevant!"

How does she fit it all in?

"I've always been a busy person. When I started in 1995 I was also playing state league netball, coaching and working. I really liked the course — but at the end of 1996 a close friend from there died, and I decided I needed to be somewhere else for a while.

"I had heard about the Swinburne course, that it was very hands on, and very relevant to the field, and thought I'd give it a go."

Hannah studied full-time at Swinburne in 1997. "I got involved in everything at Swinburne, which I had never done at Deakin. The smaller size is such an advantage, and the marketing of all the university activities is good.

Hannah had the opportunity to put her coursework to good use when she won a scholarship — the first — awarded by the Swinburne Chancellery to work as the Club Administrative Officer for the University Sports Association and the Swinburne University Amateur Football Club.

"I had a big dream. I want to combine my interests and run my own organisation providing recreational activities for people with disabilities. It would be a client-based business, designing activities to suit individual needs."

Where does Hannah Lieberman direct her energies next? "I have a big dream. I want to combine my interests and run my own organisation providing recreational activities for people with disabilities. It would be a client-based business, designing activities to suit individual needs."

It's hard to believe that Hannah Lieberman is still only 22.
### Patient Services

**Course title**
Certificate III in Health (Patient Services)

**Duration**
Nominal duration (240 hours) comprising on-the-job and off-the-job components.

**Location**
Prahran or Workplace.

**Entry requirements**
There are no formal entry requirements, however, experience in the health care industry is preferred.

**Application procedure**
Direct to Swinburne.

**Course overview**
The primary aim of this course is the multi-skilling of existing workers in the health industry. It combines the classification of cleaner, food services assistant, nursing attendant and orderly. Major studies include: Workplace Communication, Workplace Team Effectiveness, Health Care Environment, Occupational Health and Safety.

**Career opportunities**
Patient services assistants in the health care industry.

**Further information**
Tel: 1300 368 777 (general enquiries)
Department of Children’s Services & Health
Tel: (03) 9214 6863

### Sports Administration / Coaching

**Course title**
Diploma of Recreation (Sports Administration) or (Coaching)

**Duration**
Two years full-time.

**Location**
Hawthorn.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Preference will be given to applicants who can demonstrate recreation experience. There is a significant requirement for on-the-job training, and students are expected to have access to various recreation organisations in order to successfully complete the course.

**Application procedure**
VTAC code: 77981 (Coaching) 77991 (Administration)

**Course overview**
This course aims to provide an accredited training program for people wishing to pursue a career in the recreation industry in either Sports Administration or Sports Coaching. The Administration stream is for people wishing to pursue a career or improve skills in the administration of recreation organisations. Major studies include: accounting, management, finance, marketing, legal management. The Sports Coaching stream is for people wishing to pursue a career or improve skills in sports coaching operations. Major studies include: sports performance, first aid, workplace trainer, sports science.

**Career opportunities**
Employment in community centres, interest groups, government organisations and trade unions. Successful completion of the Diploma may allow also a Pathway to Swinburne’s Bachelor of Social Science (Human Services).

**Professional recognition**
Membership of the Australian Sports Administrators’ Association for Recreation (Administration) graduates.

**Further information**
Tel: 1300 368 777 (general enquiries)
Department of Human Services
Tel: (03) 9214 6863

### Welfare Studies

**Course title**
Diploma of Community Services (Welfare Studies)

**Duration**
Four years part-time.

**Location**
Croydon, Prahran, Wantirna.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. All applicants should have completed two or more years of paid or voluntary social welfare related work. In addition students are required to demonstrate a level of personal maturity and aptitude for the course. All applicants are required to attend an information session and interview.

**Application procedure**
Direct to Swinburne.

**Course overview**
The course aims to provide participants with the knowledge, skills and values to perform competently as professional and social welfare workers. This role seeks to promote, relieve or restore the social functioning of individuals, families, social groupings or larger communities. Major studies include: sociology, psychology, welfare practice, community development, social policy, counselling skills.

**Career opportunities**
Employment in community centres, interest groups, government organisations and trade unions. Successful completion of the Diploma can provide a Pathway to business, marketing, management and tourism studies in the higher education sector at Swinburne. Students may also undertake studies in human movement, sports management and health sciences at other institutions.

**Professional recognition**
Membership of the Australian Sports Administrators’ Association for Recreation (Administration) graduates.

**Further information**
Tel: 1300 368 777 (general enquiries)
Community and Further Education Department
Tel: (03) 9214 6866 (Prahran)
Department of Human Services
Tel: (03) 9210 1212 (Croydon/Wantirna)
Youth Work

Course title
Diploma of Community Services (Youth Work)
Certificate IV in Community Services (Youth Work)

Duration
Diploma: two years full-time.
Certificate IV: one year full-time, two years
Flexible Delivery.

Location
Prahran, Wantirna.

Entry requirements
Satisfactory completion of an appropriate Victorion Year 12 or its equivalent, or mature age. Applicants must also demonstrate a commitment to working with young people and have relevant work or voluntary experience directly related to the youth sector.

Application procedure
VTAC (full-time) or direct to Swinburne (part-time).
VTAC code: 78071 (Prahran)
71041 (Wantirna)

Course overview
Diploma: aims to provide students with the knowledge and skills required to function effectively as youth workers in a variety of community settings. The course provides students with a firm theoretical framework complemented by a strong practical focus through field experience and work related assessment. Major studies include: casework skills, community and group work, psychology, program design and development.

Certificate IV: provides an entry level qualification for employment in youth work roles with community and residential services. Major studies include: communications, case planning and management, human development, legal frameworks, sociology of youth, community work.

Career opportunities
Diploma: local government youth programs, housing, health, employment, juvenile justice, child protection and recreation programs.

Successful completion of the Diploma may also allow a Pathway to the Bachelor of Social Science (Human Services).

Certificate IV: direct care roles in residential care, juvenile justice and community support.

Further information
Tel: 1300 368 777 (general enquiries)
Community and Further Education Department
Tel: (03) 9214 6866 (Prahran)
Department of Human Services
Tel: (03) 9210 1212 (Croydon/Wantirna)
Tourism and Enterprise Management

Course title
Bachelor of Business (Tourism and Enterprise Management)

Duration
Three years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Year 12 or equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35031 (full-time) 35521 (part-time)
2000 ENTER: 64.50

Course overview
The core subjects provide the knowledge and basic skills required in the broad business environment, while the enterprise management stream extends and reinforces these foundations as they apply in the operation of small and medium sized organisations. The tourism stream provides a more industry-specific focus for the understandings provided in the business subjects, and uses an interdisciplinary approach which views tourism as a form of human behaviour as well as a business interest.

Major studies
Introduction to Tourism, Tourist Destination Management, Tourism Enterprise Development, Tourism Services, Tourism Channels and Travel Management, Tourism Services, Planning and Management in Ecotourism, Enterprise Management, Organisations and Management, Human Resource Management, Organisational Behaviour, Managing Diversity/Culture in the Workplace, Strategic Planning and Project Management, Managing Quality in Organisations

Career opportunities
Graduates of this course may find employment in the wide range of tourism enterprises (e.g., attractions, transport and tour services), in other enterprises where tourists are involved (e.g., museums and national parks), and in administrative or coordinating organisations such as regional tourism authorities.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: lidinfo@swin.edu.au
Website: www.lid.swin.edu.au

Tourism and Enterprise Management / Hospitality Management

Course title
Bachelor of Business (Tourism and Enterprise Management) / Diploma of Hospitality Management

Duration
Four years full-time or eight years part-time. Students may withdraw at various exit points with a Certificate IV in Hospitality Supervision or a Diploma of Hospitality Management.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Year 12 or equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35051 (full-time)
2000 ENTER: 59.75

Course overview
This dual award provides an opportunity for students to combine specific customer-related competencies and hospitality industry experience with the knowledge, skills and understandings required for sound management in the broader tourism system. Students will undertake concurrent studies at theoretical and practical levels in the hospitality, tourism and enterprise management areas, and have the opportunity to relate these to other business areas such as marketing, financial management, and human resource management.

Major studies

Career opportunities
A range of tourism and tourism related fields from enterprise marketing to small/medium sized business management.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: lidinfo@swin.edu.au
Website: www.lid.swin.edu.au
Hospitality

Course title
Diploma of Hospitality (Management)
Certificate IV in Hospitality (Food and Beverage)
Certificate III in Hospitality (Commercial Cookery) – Apprenticeship
Certificate II in Hospitality (Commercial Cookery)
Certificate II in Hospitality (Operations)

Duration
Diploma: two years full-time.
Certificate IV: one and a half years full-time.
Certificate III: three years part-time.
Certificate II: six months full-time.

Location
Diploma: Lilydale, Prahran
Certificate IV: Croydon, Lilydale, Prahran
Certificate III: Lilydale
Certificate II: Croydon, Lilydale, Prahran

Entry requirements
Diploma/Certificate IV: satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate III: Year 10/11 or mature age, and apprenticed to an employer.
Certificate II (Commercial Cookery): Year 11 or mature age.
Certificate II (Operations): Year 10/11 and must be at least 16 years of age.

In addition to the entry requirements, it is recommended that students gain casual or part-time employment in the hospitality industry whilst studying.

Application procedure
VTAC (Diploma/Certificate IV full-time) or direct to Swinburne for mid-year intake, and other certificate courses.
VTAC code: 70971 (Croydon)
78571 (Prahran)

Course overview
Diploma/Certificate IV: aims to develop a broad awareness and understanding of the hospitality industry, skills and competencies from entry level to advanced level across various streams and to develop general and specialised supervisory skills in hospitality operation.
Certificate III: aims to provide training and skills in kitchen operations and reflects the role of a qualified cook.
Certificate II (Commercial Cookery): aims to provide participants with the skills and expertise which will enable them to work within the hospitality industry as Commercial Cooks (Grade 3).
Certificate II (Operations): aims to develop a broad awareness and understanding of the hospitality industry and to multi-skill in entry levels and competencies in key aspects of hospitality services. Major studies include: Restaurant Service (Food and Beverage), Customer Service and Introduction to the Hospitality Industry.

Career opportunities
Diploma: manager in any hospitality functional area. Successful completion of the course may also allow pathways into one of Swinburne’s degree programs.
Certificate III: employment in hospitality operations or further study.
Certificate II: employment as a cook and/or further study.

Tourism

Course title
Diploma of Tourism (Operations Management)
Diploma of Tourism (Meetings and Events Management)
Certificate IV in Tourism (Tour Guiding and Operations)
Certificate IV in Tourism (Sales and Marketing)
Certificate III in Tourism (Guiding)
Certificate II in Tourism (Guiding)
Certificate II in Tourism (Aboriginal and Torres Strait Islander Cultural Guiding)

Duration
Diploma: two years full-time.
Certificate IV: three semesters full-time.
Certificate III: six months full-time.
Certificate II (Guiding): one year part-time (evening).

Certificate II (Aboriginal and Torres Strait Islander Cultural Guiding): one year full-time, two years part-time.

Location
Diploma (Operations Management): Lilydale.
Diploma (Meetings and Events Management): Prahran.
Certificate IV (Tour Guiding and Operations): Lilydale.
Certificate IV (Sales and Marketing): Prahran.
Certificate III/V: Croydon.
Certificate II (Aboriginal and Torres Strait Islander Cultural Guiding): Healesville.

Entry requirements
Diploma/Certificate IV: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate III: none.
Certificate II (Guiding): none.
Certificate II (Aboriginal and Torres Strait Islander Cultural Guiding): must be Aboriginal or Torres Strait Islander.

Application procedure
VTAC (Diploma/Certificate IV) or direct to Swinburne for mid-year intake, and other certificate courses.
VTAC code: 70591 (Lilydale)
78651 (Prahran)

Course overview
Diploma: provides students with the skills and knowledge required to manage and operate a tourism business.
Certificate IV: provides students with the skills and knowledge required to develop, access, increase and update information regarding the tourism industry.
Certificate III: designed to reflect the role of guides who operate with significant independence but do not generally operate extended tours.
Certificate II (Guiding): provides an overview of the Australian tourism industry together with specific guiding skills for any region of Australia.
Certificate II (Aboriginal and Torres Strait Islander Cultural Guiding): provides indigenous people with the skills and expertise which enable them to operate successfully within the tourism industry.

Career opportunities
Diploma (Operations Management): operations consultants, tour coordinator, specialist guide.
Diploma (Meetings and Events Management): conference administrator, reception and registration, sales and marketing.
Certificate III: employment as a guide in the tourism industry.
Certificate II: employment in retail tour operations or further education.

Further information
Tel: 1300 368 777 (general enquiries)
Hospitality and Tourism Department
Tel: (03) 9213 6726 (Croydon)
(03) 9839 2499 (Lilydale)
(03) 9214 6589 (Prahran)
Business Marketing
Course title
Bachelor of Multimedia (Business Marketing)
Duration
Three years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.
Location
Hawthorn.
Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.
Application procedure
VTAC code: 34061
2000 ENTER: 86.35
Course overview
This program gives graduates the opportunity of participating in the exciting new field of electronic commerce. It would serve the needs of those wishing to pursue a multimedia-oriented career, particularly related to the production and design of multimedia applications in their respective chosen discipline, as expressed by the co-major. Graduates will provide their future employers with comprehensive skills in the principles and practice of marketing as they are applied in a multimedia environment, with a solid grounding in the analysis and modelling of market conditions.
Major studies
Design for multimedia, the Internet and WWW, the marketing concept, quantitative analysis, market behaviour, electronic marketing, 3D animation and special effects; business forecasting; multimedia systems, business demography, eBusiness, eCustomer relationship management, eCommerce strategy.
Career opportunities
Career opportunities abound including: working for yourself – start your own business; developing CD-ROM based and World Wide Web applications; developing special effects for the film and television industry; managing company computing and intranet infrastructures; interacting with teams of specialists, such as designers, audio engineers and film producers; developing mass communication media such as electronic newspapers and magazines, advertising copy and catalogues; developing new forms of electronic hardware, such as hand-held mobile video phones and intelligent personal organisers.
Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.
Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/biosci/eleceng/multimedia

Interactive Multimedia
Course title
Bachelor of Social Science (Interactive Multimedia)
Duration
Three years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL), and an honours year is also available.
Location
Lilydale.
Entry requirements
Satisfactory completion of an appropriate Year 12 or equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.
Application procedure
VTAC code: 35161 (full-time)
35081 (part-time)
2000 ENTER: 69.90
Course overview
This course combines computing and media studies subjects to address the practice and theory of producing interactive multimedia products both in terms of conceptualisation and content development and delivery. It emphasises the importance of programming (through its computing subjects) as well as the effective development of content appropriate to client needs (through its media/writing subjects). Students will develop a range of practical skills necessary for the development of multimedia materials, such as programming, scripting and project management, as well as critical and cultural theory and criteria for analysing, utilising and creating effective multimedia and online deliveries.
Major studies
Information systems fundamentals, an introduction to media, literature and film, interactive multimedia technologies development, human computer interaction, popular culture
Career opportunities
This degree will prepare graduates for careers in any industry which has a demand for the development of multimedia materials for uses ranging from training to promotion. Career opportunities include entry level interactive multimedia development, on line publishing for small businesses, and desktop publishing.
Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.
Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: ldinfo@swin.edu.au
Website: www.lid.swin.edu.au

Media Studies
Course title
Bachelor of Multimedia (Media Studies)
Duration
Three years full-time.
An optional and additional year of Industry Based Learning (IBL) is also available.
Location
Hawthorn and Prahran.
Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.
Application procedure
VTAC code: 34081
2000 ENTER: 85.10
Course overview
The course develops an in-depth understanding of the broad range of creative design aspects of multimedia systems and combines this with the study of media and communications practices, influences and politics.
Major studies
Design principles for electronic media and multimedia, psychology of human learning, instructional design techniques applied to interactive multimedia, multimedia systems, textual analysis (TV, print, new media), political economy of media and telecommunications, publishing in new media and radio production, cyber cities.
Career opportunities
Career opportunities abound including: working for yourself – start your own business; developing CD-ROM based and World Wide Web applications; developing special effects for the film and television industry; managing company computing and intranet infrastructures; interacting with teams of specialists, such as designers, audio engineers and film producers; developing mass communication media such as electronic newspapers and magazines, advertising copy and catalogues; developing new forms of electronic hardware, such as hand-held mobile video phones and intelligent personal organisers.
Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.
Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/biosci/eleceng/multimedia
### Multimedia Design

**Course title**
Bachelor of Design (Multimedia Design)

**Duration**
Three years full-time. An honours year is also available.

**Location**
Prahran.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English. Applicants are advised to undertake an art-related study, such as Art or Graphic Communication in Units 3 and 4 to assist in the development of a folio.

**Application procedure**
VTAC code: 36001
2000 ENTER: Individual offer.

All applicants must participate in a pre-selection program and, if selected, attend an interview/folio presentation in December. For further details, refer to the VTAC Guide 2001.

**Course overview**
This course aims to produce graduates with a broad understanding of communication design, media studies and programming as applied to the world wide web and computer interactive mediums. Graduates will have highly developed and relevant skills in communication design for electronic mediums, typography, animation, 3D modelling, audio and video specialisation requirements as applied to electronic mediums.

**Major studies**
Multimedia design, three dimensional design, communication design, typographic design, image making, and media studies.

**Career opportunities**
Design consultancies, information technology companies, media and entertainment studios, advertising agencies and government instrumentalities.

**Professional recognition**
Membership of the Australian Graphic Design Association, Membership of Multimedia Industry Network and Associate Membership of the Design Institute of Australia.

**Information sessions**
Sunday 27 August between 11.00am and 3.00pm. Attendance is recommended.

### Multimedia Software Development

**Course title**
Bachelor of Multimedia (Multimedia Software Development)

**Duration**
Three years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

**Location**
Prahran.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.

2001 VCE prerequisites: Units 3 and 4 – English and Mathematical Methods or Specialist Mathematics, or Further Mathematics.

**Application procedure**
VTAC code: 34091
2000 ENTER: 84.30

Course overview
This course would serve the needs of those wishing to pursue a multimedia oriented career. It includes major studies in software development using an object-oriented approach and multimedia design. It includes Java and C++ programming. It also aims to develop an in-depth understanding of the broad range of creative and design aspects of multimedia and internet technologies.

**Major studies**
Design for multimedia, the internet and WWW, computer systems, software development, introduction to software engineering, learning and instructional design, 3D animation and special effects, computer authoring, data communications, multimedia systems.

**Career opportunities**
For example Java-based Web site development, the next generation of multimedia and Web design tools, and e-commerce secure systems development.

**Professional recognition**
Accredited at professional level towards the Australian Computer Society.

**Information sessions**
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

### Networks and Computing

**Course title**
Bachelor of Multimedia (Networks and Computing)

**Duration**
Three years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

**Location**
Prahran.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.

2001 VCE prerequisites: Units 3 and 4 – English and Mathematical Methods or Specialist Mathematics.

**Application procedure**
VTAC code: 34111
2000 ENTER: 86.60

Course overview
This course develops an in-depth understanding of the broad range of development aspects of multimedia systems and the technologies underpinning them, with a particular emphasis on the internet and computer communications.

**Major studies**
Design for multimedia, the internet and WWW, engineering mathematics, software development, electronic systems, learning and instructional design, electronics, 3D animation and special effects, computer authoring, network administration, multimedia systems, telecommunications technologies, computer communications and LAN’s, internetworking, and IP technologies.

**Career opportunities**
For example, Java-based web site development, and management of corporate LANs, intranets and other Internet access facilities.

**Information sessions**
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

**Further information**
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8559
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/multimedia
Networks and Computing/Telecommunications and Internet Technologies

Course title
Bachelor of Multimedia (Networks and Computing)/Bachelor of Engineering (Telecommunications and Internet Technologies)

Duration
Five years full-time. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.
2001 VCE prerequisites: Units 3 and 4 – English and Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: 34151
2000 ENTER: 89.20

Course overview
This double degree program provides in-depth specialist engineering knowledge of the international telecommunications industry and global networks and also of technical and creative aspects of multimedia systems. This is particularly relevant to the continued convergence of multimedia systems and communications networks, currently typified by the World Wide Web.

Major studies

Career opportunities
Development of CD-ROM based and World Wide Web applications, development of special effects for the film and television industry, management of company computing and intranet infrastructures, development of mass communication, development of new forms of electronic hardware.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: lyoung@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/multimedia

See Also
Bachelor of Arts (Media and Communications)
Refer Social Science and Arts

Bachelor of Applied Science
Refer Applied and Industrial Sciences

Bachelor of Social Science
Refer Social Science and Arts

Bachelor of Engineering (Telecommunications and Internet Technologies)
Refer Engineering and Technology

Bachelor of Engineering (Telecommunications and Internet Technologies)/Bachelor of Applied Science (Computer Science and Software Engineering)
Refer Engineering and Technology
Interactive Multimedia

Course title
Advanced Diploma of Arts (Electronic Design and Interactive Media)

Duration
Two years full-time.

Location
Prahran, Wantirna.

Entry requirements
Successful completion of at least the first year of an approved art, design or media course at a post-VCE level. Mature age applicants with some industry experience are also welcome to apply. All applicants must complete a Supplementary Application form and present a folio of work at interview.

Application procedure
VTAC and direct to Swinburne (both are required).
VTAC code: 78981 (Prahran)
71091 (Wantirna)

Course overview
This course is designed to train students in various aspects of electronic design related to computer generated graphics, design, interactive multimedia and arts applications. Major studies include: electronic design, interactive media, computer animation, three-dimensional modelling, digital imaging, computer art, web page authoring, and digital video.

Career opportunities
Graphic design studios, multimedia production houses, and visual art studio practice.

Successful completion of the course may also allow Pathways to the Bachelor of Design (Multimedia Design) at the National School of Design.

Further information
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9214 6739 (Prahran)
(03) 9210 1116 (Wantirna)

Multimedia

Course title
Diploma of Multimedia
Certificate IV in Multimedia
Certificate II in Interactive Multimedia

Duration
Diploma: two years full-time or equivalent part-time.
Certificate IV: one year full-time, two years part-time.
Certificate II: eighteen weeks full-time, eighteen months part-time.

Location
Certificate II: Lilydale, Wantirna.

Entry requirements
Diploma/Certificate IV: satisfactory completion of an appropriate Victorian Year 12, or its equivalent, or mature age.
Certificate II: Year 11 or its equivalent, or mature age.

Application procedure
VTAC (Diploma/Certificate IV full-time) direct to Swinburne for part-time and Certificate II.
VTAC code: 70001 (Lilydale)
71001 (Wantirna)

Hawthorn to be advised.

Course overview
Diploma: students study all the subjects of the Certificate IV and undertake extensive studies in multimedia programming, modelling and animation, electronic commerce and complete a major practical project.
Certificate IV: enables students to develop a high level of expertise in multimedia work. Topics include: digital imaging, multimedia programming, internet applications, web publishing, multimedia systems.
Certificate II: provides students with the skills, knowledge and attitudes needed to begin working with multimedia. It covers a broad range of basic media related tasks and provides a foundation from which to enter the multimedia industry. Topics include: multimedia design, animation, digital audio, digital imaging and the internet.

Career opportunities
Diploma: prepares students for careers with information technology companies, the media, entertainment studios, advertising agencies, government instrumentalities and e-commerce.
Certificate IV: multimedia development, electronic design and development of on-line services eg. kiosks.
Certificate II: employment as a trainee in the multimedia industry with the ability to design and create multimedia systems, web pages and CD-ROM products.

Further information
Tel: 1300 368 777 (general enquiries)
Computing and Information Technology Department
Tel: (03) 9214 1228 (Wantirna)
Computing and Electrotechnology Department
Tel: (03) 9214 8875 (Hawthorn)
Bachelor of Arts

Duration
Three years full-time or six years part-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34321 (full-time) 34401 (part-time)
2000 ENTER: 67.20

Course overview
The Bachelor of Arts is designed to foster individual student development, to develop skills and encourage investigation and enquiry which may be applied to a range of situations. Arts students learn how to gather, synthesise and assess information, how to conceptualise issues, and to express themselves effectively both orally and in writing.

Arts students can study from the following:
Asian Languages and Cultures (Japanese)
Asian Studies
Australian Studies
Cultural Studies
European Studies
Italian
Literature
Media Studies
Philosophy and Cultural Inquiry

Arts students may also undertake studies from a wide range of Business and Social Science Subjects (see lists on pages 24 and 65).

They are required to undertake two majors one of which must be from the Arts list (see individual entries for further details on each of these).

Honours
Outstanding Bachelor of Arts students have the option of undertaking a specialised additional year of study, graduating with a Bachelor of Arts (Honours) degree. Honours provides students with an opportunity to enhance their research ability and permits further studies and specialisation in their major discipline. The Honours year is offered in the areas of Languages, Psychology, Social Sciences and Industry and Community Studies.

Career opportunities
Administration, human resources, publishing, public relations, interpreting, journalism. With further studies, students with appropriate majors can gain qualifications to become, for example psychologists, librarians, sociologists or teachers.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

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Further information
School of Social & Behavioural Sciences
Tel: (03) 9214 5209
Email: sbsadmin@swin.edu.au
Website: www.swin.edu.au/sbs

Arts Specialisations
Students studying degrees or double degrees in Arts, Business, Information Systems, Engineering or Social Science have the option of undertaking subjects from these study areas.

An honours year is also available.

Asian Languages and Culture (Japanese)

No prior knowledge of the Japanese language is assumed. Students who have passed VCE Japanese are admitted to an advanced program. Students who are native speakers of Japanese are ineligible to enrol in this language.

Japan is arguably Australia’s most important trading partner and plays a major role in Australia’s economy. The Japanese program trains students to communicate effectively in Japanese as well as providing opportunities to study contemporary Japanese culture, society and economy.

The Japanese program is held in high esteem both in Australia and Japan as evidenced by the number of Swinburne students who are awarded Japanese language prizes and study scholarships provided by the Japanese Government.

Subjects include
Japanese (a three year sequence of language study – both beginner and advanced level streams are offered) plus two Japanese studies subjects: Introduction to Japan – A Cultural Overview and Communication in Japanese.

Work Experience in Japan is also available (only available to Bachelor of Business/Bachelor of Arts (Japanese) students).

Career opportunities
Teaching, events organisation, tourism (within Australia and Japan), the business sector.

Asian Studies
Asian Studies provides a knowledge of the diverse traditions, political forces, and social and economic dynamics that have forged our neighbouring region. With the growing emphasis on internationalisation and cooperation with our northern neighbours, it is worth considering inclusion of at least some of the Asian Studies subjects in a program. Students of an Asian language should certainly complement their study with a number of these subjects.

The focus of Asian Studies is on contemporary Asia.

Subjects include
International politics, introduction to Japan, modern Japan, emergence of Modern Asia, Australia and Asia, communication in Japanese, development and democratisation in South East Asia, Asian business law, Asian Pacific business practice.

Career opportunities
Students envisaging a career in the media, government, commerce and industry would benefit from Asian Studies.

Australian Studies
Australian Studies is an interdisciplinary program that examines Australian society and its cultures from several perspectives. It looks at the political, economic and social history of twentieth century Australia, moving from there to specific studies within particular disciplines such as Literature, Media Studies, Philosophy and Cultural Inquiry, Politics and Sociology. Australian Studies encourages students to identify connections between political and social institutions, cultural practices and economic structures, to analyse how they are changing and the effects of those changes.

Subjects include
Australian politics, modern Australia, popular culture, Australia and Asia, practical ethics, cinema studies, public policy in Australia, Australian writing and cultural change, work in Australia, sociology and social policy.

Career opportunities
Teaching, private and public sectors, human services.

Cultural Studies
Cultural Studies is an interdisciplinary major providing students with the theoretical understanding, the skills of critical analysis, and the diversity of disciplinary approaches appropriate to the study of culture.

Subjects include
Introduction to Japan, Models of Sociological Analysis, Post-War Italy, History of Ideas, Texts and Contexts, Philosophy of Culture, Twentieth Century European Literature and Thought, Social Philosophy, Politics and Ethics, Reading, Writing and Criticism, Popular Culture, Sex and Gender in Society, Social Psychology. Approaches to Culture, Rationality, Environmental Philosophy, Cross Cultural Perspectives, Renaissance Literary Culture, Cinema Studies, Sociology of Organisations.

Career opportunities
Teaching, civil service, journalism, media, diplomatic corps.
**European Studies**

Students develop an understanding of the events which are shaping contemporary Europe by studying subjects chosen from Literature, Language and Culture, Politics, Philosophy, Sociology and Business. These examine the economies, politics, societies and business cultures of the European region.

European Studies offers two (elective) subjects which are taken in Europe. These comprise a 3-4 week European Union Study Tour and Work Experience Learning in Europe, which involves three months stay in a European country of choice.

European Studies is also an option for TAFE students who have completed an Associate Diploma in International Trade.

**Subjects include**

International politics, post-war Italy, European Union, European politics, post-war Italy, European Union study tour, international business in the Italian context, renaissance literary culture, work experience in Europe, migration and ethnicity, European business studies, European Union – business context, approaches to culture.

**Career opportunities**

Particularly relevant for students wishing to pursue a career in the international business environment.

**Italian**

No prior knowledge of the Italian language is assumed. Students who have passed VCE Italian can be admitted to an advanced program.

The Italian major enables students to communicate with Italeans, on both linguistic and socio-cultural levels. The study has a practical orientation, strongly emphasizing language acquisition and competence as a medium towards gaining an understanding of Italy as a modern, economically and technologically advanced nation and an appreciation of modern Italian culture. It addresses a number of aspects of Italian language, culture, geography, history, literature, economics, politics and sociology.

Italian offers two (elective) subjects taken in Europe which can further enhance a student’s language skills. These comprise a 3-4 week European Union Study Tour, and Work Experience in Europe, which involves three months stay in a European country of choice.

**Subjects include**

Italian (a three year sequence of language study – both beginner and advanced level streams are offered), Post-War Italy, Twentieth Century European Literature and Thought, European Union, Contemporary Italy, Work Experience, Study Tour to the European Union, International Business in the Italian Context, International Business – European Context.

**Career opportunities**

Language studies are taken as an additional skill to another major area of study. This major is ideal for people working in areas related to Europe or Italy, or with Italians both in Australia or overseas, and is especially useful in fields such as business, design, engineering, aviation or information technology.

**Literature**

One of the most fascinating challenges facing Literary Studies today is the shift from a culture based on and formed by the book, to a ‘wired’ society increasingly dominated by electronic media, where an encyclopaedia can be stored on a compact disk. Far from being obsolete in this new information age, the study of literary culture is central to an understanding of the transition from the page to the screen. Literature is also a good complement to studies in Media Studies.

**Subjects include**

Writing fiction, texts and contexts, Australian writing and cultural change, reading, writing and criticism, renaissance literary culture, electronic writing, literature project.

**Career opportunities**

Journalism, advertising copywriting, hypertext writing, teaching, web writing.

**Media Studies**

Media Studies offers a uniquely broad-based education in the media and associated industries and is taught by people with extensive workplace experience in publishing, print media and radio. Media Studies incorporates a wide range of academic and production subjects covering textual analysis (how we make sense of both film and ‘media’ materials – TV, print, new media), a study of the political economy of media and telecommunications, and hands-on subjects in which the emphasis is on publishing, radio production and workplace experience.

**Subjects include**

Texts and contexts, the media in Australia, popular culture, new media: the telecommunications revolution, media voices, media style, cinema studies, radio production and criticism, electronic writing, professional attachment program (work experience), information society: a global perspective, media project.

Students can also undertake major studies in media studies through the Swinburne Bachelor of Arts (Media and Communications) (different VTAC code – see separate entry in this publication).

**Career opportunities**

Journalism, radio production, public relations, communications research.

**Philosophy and Cultural Inquiry**

The subjects offered by Philosophy and Cultural Inquiry are designed to provide a well-grounded understanding of the major conceptual influences which have shaped our contemporary world view, and in this way, to enhance our prospects of responding insightfully and effectively to the problems of living which confront us today. To advance this goal, we draw on influential currents in philosophical thought, the history of ideas, social and behavioural research, political theory, and the history and philosophy of science. In the process of opening up our understanding of the world we live in, we introduce students to the techniques of philosophical inquiry in a way which promotes a variety of useful reasoning skills, including conceptual analysis, argument construction and evaluation, critical and creative thinking.

**Subjects include**

Introduction to philosophy, critical thinking, history of ideas, philosophical psychology, philosophy of culture, social and political philosophy, rationality, practical ethics, approaches to culture, and environmental philosophy.

**Career opportunities**

The ability to solve problems, to communicate clearly, to organise ideas effectively, to analyse complex material, and to evaluate arguments – are skills which are highly valued by employers. Consequently, the skills fostered by philosophical inquiry help equip students for a variety of responsible positions in the workforce.

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**Information sessions**

Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

**Further information**

School of Social and Behavioural Sciences
Tel: (03) 9214 5209
Email: sbsadmin@swin.edu.au
Website: www.swin.edu.au/sbs
Media and Communications

Course title
Bachelor of Arts (Media and Communications)

Duration
Three years full-time or six years part-time

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12 or equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34071 (full-time)
34281 (part-time)
2000 ENTER: 92.65

Course overview
This course covers media and communications practices, influences and policies, and provides an ideal foundation for further studies in a range of specialised areas. It incorporates a wide range of academic and production subjects covering textual analysis - how we make sense of both film and ‘media’ materials (TV, print, new media), a study of the political economy of media and telecommunications, and hands-on subjects in which the emphasis is on publishing, radio production and work-place experience.

An honours year is also available. Students can also undertake major studies in Media Studies thorough the general Swinburne Bachelor of Arts (different VTAC code – see separate course entry in this publication).

Subjects include
Texts and contexts, the media in Australia, popular culture, new media, media voices, media style: The process of journalism, cinema studies, radio production and criticism A, electronic writing, professional attachment program (work experience), information society: a global perspective, media project, radio production and criticism B.

In addition to the study of media and communications, students choose another major and subjects from a wide range available within the Bachelor of Arts, Bachelor of Social Science or Bachelor of Business.

Career opportunities
Journalism, radio production, public relations, communications research.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Social and Behavioural Sciences
Tel: (03) 9214 5209
Email: shsadmin@swin.edu.au
Website: www.swin.edu.au/shs

Social Science

Course title
Bachelor of Social Science

Duration
Three years full-time or part-time equivalent.
An honours year is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Year 12 or equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.
2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 35201 (full-time)
35151 (part-time)
2000 ENTER: 56.30

Course overview
The Bachelor of Social Science provides students with skills and abilities pertinent to a variety of professional careers in the public and private sectors of employment. Students are encouraged to develop a theoretical insight of their chosen disciplines to enable them to understand not only current developments in society and the workplace, but also to adapt and respond appropriately to future developments as they occur. In addition, the course is designed to enhance a number of generic skills highly valued by employers and important for the development of the individual such as self-awareness, presentation and communication skills and skills for the maintenance of learning and knowledge.

Bachelor of Social Science students are required to undertake a major study sequence in at least one of media, psychology or sociology.

Social Science Specialisations

Media Studies
Media Studies incorporates a wide range of academic and production subjects in three overlapping groups: textual analysis, which concerns the ways in which we make sense of film and ‘media’ materials; study of the political economy of media and telecommunications, dealing with issues such as ownership and control of the media and the cultural impact of new technologies; and hands-on subjects emphasising publishing, radio production and workplace experience.

Subjects include

Career opportunities
Media studies graduates may seek employment in the areas of journalism, media production, public relations, communications research, and administration.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: linfo@swin.edu.au
Website: www.lfd.swin.edu.au

Psychology

Psychology provides a scientific basis for understanding ourselves and other people. It addresses many topics ranging from brain processes to dreams and consciousness, and from child development to counselling skills. The psychology major provides knowledge about many aspects of interpersonal relationships and human behaviour. Students are provided with a broad introduction to psychology plus skills and knowledge relevant to applied fields.

Subjects include

Career opportunities
Psychology graduates may seek employment in the areas of human resources, social work, marketing, advertising, administration and research. Graduates can also do further study in areas of professional psychology such as clinical, counselling, organisational, developmental, health and sports psychology.

Professional recognition
The Australian Psychological Society (APS).

Sociology

Sociology studies how individuals interact as groups, ranging from families to whole societies. It provides different understandings of the way individuals, groups and societies work. It also offers different ways of finding out about the social world, ranging from participant observation through to computerised data techniques.

Subjects include

Career opportunities
Sociology graduates may seek employment in the areas of social research, administration, planning, community development, human resources, policy development, and marketing.

Professional recognition by the Australian Sociological Association.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.
Social Science/Business

Course title
Bachelor of Social Science / Bachelor of Business

Duration
Four years full-time or part-time equivalent. An optional and additional year of Industry Based Learning (IBL) is also available.

Location
Lilydale.

Entry requirements
Satisfactory completion of an appropriate Year 12 or equivalent. Special Entry is available for those who do not have a Year 12 qualification or its equivalent.

2001 VCE prerequisites: Units 3 and 4 – with a study score of at least 20 in English.

Application procedure
Through VTAC or direct to Swinburne for mid-year intake.

VTAC code: 35141 (full-time)
35231 (part-time)

2000 ENTER: 82.40

Course overview
The course prepares students for employment or self-employment in the rapidly changing cultural, technological and business environments. Students are able to extend their areas of study beyond the combinations of major and minor sequences required in single degree courses, giving students flexibility and expertise beyond the limits of a narrow vocational orientation.

For further information, refer to the individual degree entries in this Course Guide.

Major studies
Accounting, marketing, economics, human resource management, management, media, psychology or sociology. Other major studies may be taken from other degrees offered at Lilydale campus. For further information refer to the individual entries in this Course Guide.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
Tel: 1300 368 777 (general enquiries)
Lilydale Administration
Tel: (03) 9215 7000
Email: ldinfo@swin.edu.au
Website: www.ld.swin.edu.au

Karen Gilbert collects hundreds of Collingwood autographs every week. It's part of her job as media communications and public relations manager for the Collingwood Football Club. “Once a week we get the players to do a signing session and provide autographs for sponsors, club activities and selected charities. It takes quite a bit of organisation to get all the people you need there at the same time!”

That’s only one item in a job that has Karen working six days a week during the football season. “I arrange all the media interviews and match day press conferences for the players and coaching staff, press releases, put together our radio show on Sport 927, organise stories for the quarterly Collingwood magazine, the annual report, sponsor newsletter, the Football Record…it goes on and on, really. I love it.”

Karen enrolled at Swinburne in 1988 to do a Bachelor of Arts majoring in Psychology, but after the first semester she decided psychology wasn’t for her and changed over to a double major in Media Studies and Marketing.

“The flexibility of courses at Swinburne was really important for me. I could do my BA with half my subjects from the Business area, and when I got glandular fever for a year I could switch to studying part-time.”

Karen had worked in several sports-related media and marketing jobs before starting at Collingwood in 1997. “I went overseas for a year in 1995 and ended up working in the media centre for the Dunhill Cup at St Andrews in Scotland!”

“I found that what we had learnt at Swinburne was really relevant when I started working. The lecturers had given us a good grounding. I liked the fact that Swinburne was a smaller university – it made it more personalised. I still keep up with the friends I made at Swinburne.”

Karen is reveling in her busy life at Collingwood. “I want to stay here and see the team win a premiership! These are exciting times for the club, with Eddie McGuire coming in as president and other changes taking place. I’m looking forward to being part of that.”
Arts/Administration

Course title
Bachelor of Arts/Diploma in Business (Administration)

Duration
Four years full-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Year 12 or equivalent.

2001 VCE prerequisites: Units 3 and 4 – a study score of at least 20 in English.

Application procedure
VTAC code: 34571
2000 ENTER: 76.65

Course overview
This dual qualification allows students to specialise in the area of Media Studies as well as gain skills in administration. Media Studies is a vital ingredient for a career in journalism or radio production, public relations or communications research. Students choose from a range of specialist Media Studies subjects including: Texts and Contexts, The Media in Australia, Popular Culture, New Media: The Telecommunications Revolution, Media Voices, Media Style: The Process of Journalism, Cultural Representation in Australia, Cinema Studies, Radio Production and Criticism, Electronic Writing, Professional Attachment Program (Work Experience), Information Society: A Global Perspective, Media Project.

Students must undertake two majors one of which must be Media Studies. Students may choose any Arts, Social Science or Business major as their second major.

Administration involves the use of skills ranging from keyboard and interpersonal skills, to desktop publishing, accounting, organisational procedures, and management principles and practices.

Honours
Outstanding Bachelor of Arts students have the option of undertaking a specialised additional year of study, graduating with a Bachelor of Arts (Honours) degree. Honours provides students with an opportunity to enhance their research ability and permits further studies and specialisation.

Career opportunities
Administration, personnel, publishing, public relations, media and research.

Information sessions
Sunday 27 August between 11.00am and 3.00pm and Wednesday 13 December between 4.00pm and 8.00pm. Attendance at one of these sessions is recommended.

Further information
School of Social and Behavioural Sciences
Tel: (03) 9214 5209
Email: sbsadmin@swin.edu.au
Website: www.swin.edu.au/sbs

See Also
Bachelor of Arts (Psychology/Psychophysiology) Refer Health and Human Services
Bachelor of Engineering/Bachelor of Arts Refer Engineering and Technology
Bachelor of Multimedia (Media Studies) Refer Multimedia
Bachelor of Social Science (at Hawthorn campus) Refer Health and Human Services
Bachelor of Social Science (Psychology) Refer Health and Human Services
Bachelor of Social Science/Diploma of Community Services (Welfare Studies) Refer Health and Human Services
### Liberal Arts

**Course title**  
Diploma in Liberal Arts

**Duration**  
Two years full-time, four years part-time.

**Location**  
Prahran.

**Entry requirements**  
Satisfactory completion of an appropriate Victorian Year 12, or its equivalent, or mature age.

**Application procedure**  
VTAC (full-time), direct to Swinburne (part-time).  
VTAC code: 78001

**Course overview**  
This is a humanities and social science oriented course which aims to prepare students for further studies in this area. Major studies include: Inquiry and Presentation, Issues in Multicultural Australia, Nature and its Human Transformations, Tradition and Modernity, Urban Studies, Theories of Human Personality.

**Career opportunities**  
Enhanced opportunity for entry into a number of degree courses in the Humanities and Social Sciences, either at Swinburne or other tertiary institutions.

**Further information**  
Tel: 1300 368 777 (general enquiries)  
Community and Further Education Department  
Tel: (03) 9214 6866

### Tertiary Preparation

**Course title**  
Certificate IV in Humanities and Social Science (Tertiary Preparation)

**Duration**  
One semester full-time, one year part-time.

**Location**  
Hawthorn.

**Entry requirements**  
The program aims to attract students from a variety of backgrounds. In particular the course is geared to cater for mature-age persons who were unsuccessful in gaining entry into a program offered by a university, or who do not have Year 12 or its equivalent.

**Application procedure**  
Direct to Swinburne.

**Course overview**  
This course is a special bridging program specifically aimed to prepare students for subsequent entry into Bachelor of Arts or Bachelor of Business degree programs. Core units are as follows: research skills, analysis and argument, using information technology. Electives may include: Australian Politics, Screenwriting, Writing for Public Release, Behaviour in Organisations, Issues in Multicultural Australia, Psychological Inquiry.

**Career opportunities**  
Enhanced opportunity for entry into a Bachelor of Arts or Bachelor of Business degree program.

**Further information**  
Tel: 1300 368 777 (general enquiries)  
Community and Further Education Department  
Tel: (03) 9214 8370

### Writing and Editing

**Course title**  
Diploma of Arts (Professional Writing and Editing)

**Duration**  
Two years full-time.

**Location**  
Croydon, Distance Learning.

**Entry requirements**  
Satisfactory completion of an appropriate Victorian Year 12, or its equivalent, or mature age.

**Application procedure**  
VTAC (full-time) or direct to Swinburne (part-time).  
VTAC code: 70651

Applicants must complete a Supplementary Application form and attach a sample of their writing. Some applicants may be interviewed.

**Course overview**  
This course provides a structured and disciplined environment for would-be writers, interaction with like-minded students and an understanding of the opportunities for publishing work, having it performed or working within the writing industry. It provides participants with a theoretical base and practical skills in technical business and/or creative writing, to pursue either para professional level employment or further study. Major studies include: business strategies of freelancing, working to a brief, manuscript presentation and applications of technology.

**Career opportunities**  
Graduates may pursue careers in journalism. Successful completion of the Diploma may also allow articulation into the Bachelor of Arts (Communication) at Monash University.

**Further information**  
Tel: 1300 368 777 (general enquiries)  
1800 633 560 (Distance Learning enquiries)  
Arts Department (03) 9210 1116
Writing for Publication and Multimedia

Course title
Diploma in Social Science (Communication)
Certificate IV in Social Science (Communication)

Duration
Degree: two years full-time.
Certificate: one semester full-time.

Location
Hawthorn.

Entry requirements
Satisfactory completion of an appropriate Victorian Year 12, or its equivalent, or mature age.
Entry is based on consideration of educational qualifications, relevant work experience and a folio presented on application. An interview may also be necessary.

Application procedure
VTAC and direct to Swinburne.
VTAC code: 77001

Course overview
The course offers students of all ages the opportunity to enter the world of communication media, writing publishing and multimedia. It provides a comprehensive introduction to communication and media in its many forms. Major studies include: writing to public release, popular fiction, argument and analysis, performance writing, screenwriting, writing for interactive media, text and culture, poetry.

Career opportunities
The course also offers occupational outcomes involving responsibilities for planning, supervision, analysis and problem solving as well as higher skills in production and marketing of freelance fiction, scriptwriting, non-fiction, design, media and multimedia production. Successful completion of the course also allows a Pathway into Swinburne’s Bachelor of Arts.

Further information
Tel: 1300 368 777 (general enquiries)
Community and Further Education Department
Tel: (03) 9214 8370
Community Options

Course title
Community Options Program

Duration
Students may attend part-time or full-time, can enter at any time of the year and can complete the course at any time of the year.

Location
Prahran.

Entry requirements
Applicants should be aged sixteen or over.

Application procedure
Direct to Swinburne.

Course overview
This program provides people with a disability a general education with the opportunity to develop skills required for employment and further education. Students negotiate an individual program plan containing learning objectives with are relevant to their aspirations.

Career opportunities
Increased opportunities for employment and/or further education.

Further information
Tel: 1300 368 777 (general enquiries)
Community and Further Education
Department
Tel: (03) 9214 6866

English (CSWE)

Course title
Certificate I, II & III in Spoken and Written English

Duration
One semester (15-20 hours per week) each level, or one year part-time.

Location
Croydon, Hawthorn, Prahran, Wantirna.

Entry requirements
English is not the first language. Permanent residency (passport required) or if not permanent may be eligible for the Adult Migrant English Program (510 hours). English level: beginners to pre-intermediate.

Course overview
This course focuses on general language development, oral and written skills related to a range of contexts at beginner level. It also focuses on settlement issues.

Career opportunities
Further studies in a higher level of CSWE or into English for Vocational Education and Further Study.

Further information
Tel: 1300 368 777 (general enquiries)
Access Department
(03) 9213 6682 (Croydon)
(03) 9214 8634 (Hawthorn)
(03) 9214 6985 (Prahran)
(03) 9210 1212 (Wantirna)

English (EVEFS)

Course title
Certificate II in English for Vocational Education and Further Study – Accounting, Computing or General streams.

Duration
One semester (eighteen weeks) full-time or one year part-time.

Location
Hawthorn, Prahran, Wantirna (stream availability varies at each campus).

Entry requirement
ASLPR (2, 2+). English is not the first language. Permanent residency. Student, tourist, working holiday visas not eligible. Eligible non-permanent residents will be charged a higher fee.

Course overview
This course prepares people from non-English speaking backgrounds, with intermediate to high intermediate levels of English with a means to progress to further study (mainstream) or work.

Career opportunities
Provides pathways to a diverse range of TAFE and university courses, or employment.

Further information
Tel: 1300 368 777 (general enquiries)
Access Department
(03) 9214 8634 (Hawthorn)
(03) 9214 6985 (Prahran)
(03) 9210 1212 (Wantirna)
General Education for Adults

Course title
Certificate in General Education for Adults

Duration
The course can be undertaken on a full-time (16-20 hours per week) or part-time basis. Intakes are flexible and occur at regular intervals throughout the year. The number of modules required to complete the Certificate is dependent on the individual’s skills at entry.

Location
Croydon, Hawthorn, Prahran, Wantirna.

Entry requirements
People with skills ranging from pre-reading and pre-writing to those wishing to improve their existing basic skills are eligible. Level one will be offered to adults who have yet to gain competence as independent readers and writers. Recognition of Prior Learning (RPL) allows students to be placed in a level appropriate to their current skills.

Application procedure
Direct to Swinburne.

Course overview
This course caters for people from English and non-English speaking backgrounds who left school before Year 11. The main focus of the program is improving a student’s skill in reading, writing and maths all with a strong emphasis on improving self-confidence. Students are also encouraged to undertake some introductory vocational modules and after completion of the program they will be better prepared for further study and/or employment. Students are required to complete core modules of English, Maths and Computer skills and select from a range of available electives. Subject choice varies according to campus.

Career opportunities
Provides a developmental pathway from the earliest stages of reading and writing to preparation for a wide range of employment, vocational training, TAFE and further education options.

Further information
Tel: 1300 368 777 (general enquiries)
Access Department
(03) 9213 6682 (Croydon)
(03) 9214 6634 (Hawthorn)
(03) 9214 6985 (Prahran)
(03) 9210 1212 (Wantirna)

Literacy and Numeracy

Course title
Certificate I in Initial Adult Literacy and Numeracy

Duration
Two semesters part-time.

Location
Croydon, Lilydale.

Entry requirements
Applicants must attend an interview, express personal goals for literacy, and demonstrate readiness in reading, writing and maths skills eg. recognise a small number of sight words and numbers and/or recognise the sounds and names of a group of letters.

Course overview
This course is designed to help students who may have a limited school experience, intellectual disability or have to overcome the challenge of a learning disability, to develop reading, writing, speaking, listening and maths skills. The course covers four levels of reading and writing, three levels of general communication and twenty levels in the maths area.

Career opportunities
On completion of the course students will be able to enrol in the Certificate in General Education for Adults. Students may also wish to explore future options in the Certificate in Work Education.

Further information
Tel: 1300 368 777 (general enquiries)
Access Department
Tel: (03) 9213 6682 (Croydon)

Migrant English

Course title
Adult Migrant English Program

Duration
One semester (15-20 hours per week) each level, or one year part-time.

Location
Hawthorn, Prahran, Wantirna.

Entry requirements
Permanent resident, or eligible temporary, who has arrived in Australia in the last three to five years. English level from beginner to under intermediate for all four macro skills: reading, writing, speaking, and listening. Passport is essential at interview.

Application procedure
Direct to Swinburne.

Course overview
This course is a National Settlement English Program administered by the Department of Immigration and Multicultural Affairs. Its aim is to assist newly arrived migrants to develop the English Language skills necessary to settle successfully into Australia, to participate in the community and access available services. This program is has no fees for eligible students.

Career opportunities
Further studies in either a higher level of CSWE or English for Vocational Education and Further Study.

Further information
Tel: 1300 368 777 (general enquiries)
Access Department
Tel: (03) 9214 6685 (Prahran)
(03) 9210 1212 (Wantirna)
Study Support

Course title
Concurrent Study

Duration
This course is offered as an adjunct to mainstream studies and equal to the duration of any mainstream TAFE course. Available each weekday throughout the academic year.

Location
Croydon, Hawthorn, Lilydale, Prahran, Wantirna.

Entry requirements
Permanent residents enrolled in a TAFE diploma (and most certificate courses) are eligible for study skills, language, literacy and mathematics assistance. Higher Education (degree) students are also eligible for academic and language skills support.

Application procedure
After enrolling in a mainstream TAFE or Degree course at Swinburne students can apply for study support by enrolling in a module of Concurrent Study. Applications should be made to the person in charge of Study Support at each campus. Applications are accepted throughout the year. There is no charge for concurrent assistance.

Course overview
The aim of this course is to support students so they can pursue their mainstream courses with confidence. Tuition is available to students who want to:

• read and take notes more efficiently.
• become more competent in mathematics.
• know how to identify the key elements of work requirements.
• plan and prepare their written and oral presentations effectively.
• manage their study effectively.
• set realistic study goals.
• work well with their peers and in groups.
• learn how to use a wide variety of resources.

Career opportunities
An increased ability to complete mainstream courses and the confidence to take advantage of pathways to further study.

Further information
Tel: 1300 368 777 (general enquiries)
Community and Further Education Department
Tel: (03) 9214 6757

VCE

Course title
Victorian Certificate of Education (VCE)

Duration
One year full-time or equivalent part-time.

Location
Prahran.

Entry requirements
Students may go direct into Units 3 and 4 (Year 12) without attempting Units 1 and 2 (Year 11). However, preparatory subjects are available if required. Students who have undertaken the VCE previously may supplement their score or add extra subjects at Unit 3 and 4 level. Others may choose subjects to meet their stage and needs.

Application procedure
Direct to Swinburne.

Course overview
The Victorian Certificate of Education (VCE) is prerequisite for most higher education degree courses and a number of TAFE courses.

Career opportunities
The VCE provides Pathways to a diverse range of TAFE and Higher Education courses.

Further information
Tel: 1300 368 777 (general enquiries)
Community and Further Education Department
Tel: (03) 9214 6757

Work Education

Course title
Certificate I in Work Education

Duration
Two years full-time.

Location
Croydon, Hawthorn, Wantirna.

Entry requirements
People who have special learning needs with a focus on intellectual and/or learning disability, who have the potential for open employment and/or further training, are unable to gain access to other TAFE programs at point of entry, and are sixteen years and over.

Application procedure
Direct to Swinburne.

Course overview
The course seeks to enhance the educational and career pathways of students. Students choose a vocational area in which they study for two years along with core units of study. The core unit areas are as follows: Personal Effectiveness, Orientation to Learning, Orientation to Work, Writing Skills to Work, Job Seeking Skills, Work Team Communication, Numeracy Level 1, Work Education and Information Technology.

Career opportunities
Enhanced educational and employment opportunities.

Further information
Tel: 1300 368 777 (general enquiries)
Department of Community and Further Education
Tel: (03) 9214 8370 (Hawthorn)
Department of Human Services
Tel: (03) 9210 1212 (Croydon)
(03) 9213 6682 (Wantirna)
**Ceramics**

**Course title**
Diploma of Arts (Ceramics)

**Duration**
Two years full-time.

**Location**
Wantirna.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age with some experience in ceramics (may be self-taught or short course). All applicants must attend an interview/folio presentation.

**Application procedure**
VTAC code: 71021

**Course overview**
This course prepares students for a career as a self-employed handcraft maker or production potter. Major studies include: handforming, wheelforming, moulds, glazes, decoration techniques, ceramic history and culture, marketing sales and promotion.

**Career opportunities**
Self-employment in the handcraft industry or employment in a small to medium enterprise.

**Further information**
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9210 1116

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**Costume**

**Course title**
Diploma of Entertainment (Costume)
Certificate IV in Entertainment (Costume)

**Duration**
Diploma: two years full-time.
Certificate: one year full-time.

**Location**
Prahran.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age with relevant industry experience. All applicants must attend an interview/folio presentation.

**Application procedure**
VTAC and direct to Swinburne (both are required).
VTAC code: 78041 (Diploma)
78031 (Certificate)

**Course overview**
The purpose of this course is to provide training for individuals who wish to pursue or enhance their careers as theatre technicians in the area of costume making in related areas. The course combines theory and practical studies, industry stimulation, and industrial placement, to enhance students overall knowledge, experience and networks.

**Diploma**
Period and novelty costumes, period millinery, sculptured jewellery and accessories.

**Certificate**
Making costumes, millinery, dressing performers, basic make-up, wigs and hairpieces.

**Career opportunities**
Employment in theatre wardrobes/workshops and as film and television crews. Other related areas include festival and events project management and advertising, hire costume facilities, and fringe and fashion promotions.

Successful completion of this course may also allow Pathways to further study in design, production and theatre/stage management.

**Further information**
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9214 6739

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**Film/Video**

**Course title**
Diploma of Arts (Visual Arts) – New Media

**Duration**
Two years full-time.

**Location**
Prahran.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. All applicants must attend an interview and present a VHS showreel no longer than five minutes duration. A folio of five works in either painting, photography, sculpture, drawing or computer works with relevant research material is also required. Computer works should be Macintosh compatible.

**Application procedure**
VTAC (full time) or direct to Swinburne (part-time)
VTAC code: to be advised.

**Course overview**
This course is directed to visual artists who intend making film, video and multimedia productions for festivals, broadcasting and galleries. Major studies include: drawing, video, photography, business practice.

**Career opportunities**
Self-employment opportunities in the film/video, digital processing and arts industry.

**Further information**
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9214 6739
Make-Up

Course title
Certificate IV in Entertainment (Make-Up)

Duration
Two years part-time.

Location
Prahran.

Entry requirements
Mature age and people working in the industry are encouraged to apply. All applicants must attend an interview.

Application procedure
Direct to Swinburne.

Course overview
This course aims to provide participants with the skills, knowledge and attitudes necessary to work specifically as a make-up artist. Major studies include: period make-up, wigs and hairpieces, wig construction, design development, customer relations.

Career opportunities
Make-up artist in the film, video, television, theatre, photography and fashion industries. Other related areas of employment include make-up merchandising, make-up product development, make-up copywriter, advertising and promotion, weddings, parades, exhibitions, festivals and special events.

Professional recognition
This course is delivered from the Entertainment Industry Training Package and is a nationally recognised qualification.

Further information
Tel: 1300 368 777 (general enquiries)
Arts Department
Tel: (03) 9214 6739

When actor Pauline Whyman appeared recently in Jane Harrison’s play Stolen, she wasn’t only acting. She was also telling her own story.

Pauline was taken from her mother when she was 17 months old. Nine of her 13 brothers and sisters were also stolen, and she didn’t see her mother again until she was 12. She was raised by a white foster family in Sydney and country New South Wales, and battled through school for proper recognition of her rights and capabilities.

“I was always put in the D class, even though my marks were the same as the kids in the A group. It was always assumed that if you were Aboriginal you were stupid. But I left school with my certificate at the end of Year 10 and walked straight into a job. I’ve been working ever since.”

Pauline has done everything. “I’ve done secretarial work, I’ve been a stonemason, a barmaid, a housemaid, sailed boats... I’ve always worked hard. People used to think I was irresponsible because I was always doing something different, but my life is rich from all the different things I’ve done.”

Pauline came to Melbourne about five years ago. She had always written her own poetry and songs, but had not been involved in acting. She read about Swinburne’s indigenous performing arts course (a stream of the Diploma of Arts in Small Companies and Community Theatre) and applied.

“I didn’t do the course to become an actor. I did it to gain confidence! But then I started to meet some people in the industry while I was studying, and they offered me some work, and then some more work... I did a slot once a fortnight on SBS radio while I was still at Swinburne.”

“The course covers all aspects of being involved in a small theatre company – acting, improvisation, lighting, sound, administration. It gives you an insight into everything.” Pauline completed the two-year program at the end of 1996.

“I did my first professional play through the Melbourne Workers’ Theatre in 1997. Since then I’ve done a whole lot of things – working on film crews, reading poetry at the St Kilda Writers’ Festival, writing.” Pauline received rave notices in mid-1998 when she appeared in Ray Mooney’s play The Drover’s Boy, but regards the recent production of Stolen as her most important role yet.

“One of the reasons I do what I do now is so that I can express who I am, so that I can have my own voice. For years I wasn’t allowed to have a voice. I have had a lifelong search for my family and my people, and to be able to stand up in a theatre and give voice to my story, and especially to my mother’s story, is to give a gift to my mother that no money can buy.”
Theatre

**Course title**
Diploma of Arts (Small Companies and Community Theatre)
Diploma of Arts (Small Companies and Community Theatre) – Indigenous Performing Arts stream

**Duration**
Two years full-time.

**Location**
Prahran.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. All students must attend an interview/folio presentation.

Indigenous Performing Arts stream: the only requirement is that applicants must be Aboriginal and Torres Strait Islander people. Applicants may be asked to participate in a day of special workshops, or participate in an interview. Phone interviews may be possible for country and interstate applicants.

**Application procedure**
VTAC and direct to Swinburne for full-time.
VTAC code: 78871
Indigenous Performing Arts stream: direct to Swinburne.

**Course overview**
This course is designed to give students the necessary skills to organise a performance, event or project and undertake the administrative tasks associated with such a performance. The focus of the course is to provide participants with opportunities to stimulate industry practice by conceiving, developing, planning, activating, rehearsing and staging an event or performance.

Indigenous Performing Arts stream: aims to train participants not only in a range of performance skills but also acquire a range of skills necessary to mount and manage a project or an event. The course aims to facilitate the provision of Indigenous guest speakers with a wide range of industry experience. It also offers the opportunity to attend a wide range of professional theatre.

**Career opportunities**
Arts administrators, corporate entertainers, theatre technicians, actors, puppeteers and acrobats.

Successful completion of this course may also allow Pathways to one of Swinburne’s degree programs.

Further information
Tel: 1300 368 777 (general enquiries)
The Arts Department
Tel: (03) 9214 6739

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Visual Arts

**Course title**
Diploma of Arts (Visual Arts) – Painting, Printmaking, Sculpture, Photography

**Duration**
Two years full-time or equivalent part-time.

**Location**
Prahran, Wantirna.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age. All students must attend an interview/folio presentation.

**Application procedure**
VTAC and direct to Swinburne for full-time, direct to Swinburne for part-time.
VTAC code: 78151 (Prahran) 71151 (Wantirna)

**Course overview**
The course trains in key areas of fine arts: painting, printmaking, sculpture, photography and digital imaging to enable students to establish themselves as self-employed fine artists.

**Career opportunities**
Self-employed fine artists in arts related areas including: community art, set production, site specific art, art retail, and gallery work.

Successful completion of this course may also allow Pathways to one of Swinburne’s degree programs.

Further information
Tel: 1300 368 777 (general enquiries)
The Arts Department
Tel: (03) 9214 6739 (Prahran)
(03) 9210 1116 (Wantirna)

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Visual Merchandising

**Course title**
Certificate IV in Arts (Visual Merchandising)

**Duration**
Two years part-time.

**Location**
Wantirna.

**Entry requirements**
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent, or mature age with relevant experience.

All applicants must attend an interview/folio presentation.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course prepares students for work in areas of merchandising particularly related to retail, display exhibition and trade displays, and store layout. Major studies include retail illustration and design drafting, lettering, photography, corporate graphics.

**Career opportunities**
Visual merchandiser, exhibition and trade display, set dresser for film and television.

Further information
Tel: 1300 368 777 (general enquiries)
The Arts Department
Tel: (03) 9210 1116 (Wantirna)
**Academic Staff**
The title given to teaching and research staff in a university.

**Articulation**
The development of integrated curriculum which allows for student movement between TAFE and Higher Education (see Pathways).

**Bachelor Degree**
The title for an undergraduate degree course, for example a Bachelor of Business.

**Course**
A program of study that leads to the award of a diploma, degree or other qualification.

**Deferment**
The reservation of your place in a course for usually one year. Deferment is not available for all courses and only applies to Higher Education courses. Applicants need to apply to the relevant Swinburne School for deferment prior to enrolling.

**Double Degree**
Simultaneous study of two Bachelor degrees. For example, Bachelor of Engineering/ Bachelor of Arts.

**Dual Qualification**
Simultaneous study of two courses. Usually a Bachelor’s degree and a TAFE diploma.

**Elective**
A subject which is not a core (compulsory) subject. An elective is still credited to the course.

**ENTER**
Equivalent National Tertiary Entrance Rank (ENTER). The percentile ranking of a Victorian Year 12 student. It provides a comparative placement of students in the age group in that year on the basis of their VCE studies. For example, an ENTER of 75.00 would mean that a student has ranked equal to or better than 75% of the age group of VCE students for that year.

**Graduate**
A person who has satisfactorily completed all the requirements for their qualification.

**HECS**
Higher Education Contribution Scheme (HECS). The fees that students pay to the government to cover the cost of part of their degree. The remaining cost is funded by the federal government.

**Leave of Absence**
Refers to a period of approved absence from a course and is available only to currently enrolled students.

**Lecture**
A one to three hour class where the lecturer discusses particular topics, with little or no input from students.

**Major**
Sequence of studies usually taken over three stages in a single or related subject area.

**Multi-modal Learning**
Study offered by a range of delivery methods: traditional lectures, computers, study guides, off-campus study centres, video and more. Students are able to choose a mode of study that most suits their needs.

**Pathways**
Movement between one course to another with appropriate credit transfer based on completion of equivalent studies. Pathways make it easier for students to move between courses offered by TAFE and by Higher Education.

**Postgraduate Course**
Studies undertaken after completion of a Bachelors Degree, usually in a specialised area of study. Studies can either be completed by coursework or research.

**Prerequisite**
Subjects that must be completed before a person is eligible to enter a particular course or enrol into a particular subject.

**Professional Recognition**
On completion of a sequence of agreed studies, graduates are eligible to become members of professional associations. In some cases it is necessary to be a member of a professional association before graduates can practise in that profession.

**Recognition of Prior Learning (RPL)**
Is recognition by the University of prior studies undertaken by a student that may satisfy part of the academic requirements of the course in which the student is enrolled. Recognition of relevant work experience and or life experience is also taken into account.

**Semester**
The University year is made up of two main teaching periods known as Semesters. Semester 1 runs from March to July and Semester 2 runs from July to November. There is also a summer semester which runs from December to February but not all subjects are available for study.
**Glossary**

**TAFE**
TAFE stands for ‘Technical and Further Education’. TAFE institutions provide vocational training for students and offer courses at a professional and para-professional level covering diploma, certificate, apprenticeship, VCE and access programs.

**Tutorial**
A small class, usually no more than 25 students, where students discuss any issues raised in the lecture with a tutor. The tutor is either an academic or a postgraduate student.

**Undergraduate Course**
Courses that require at least three years of full-time post-secondary study.

**University**
An institution of higher education offering teaching at a tertiary level in a range of disciplines, usually with a significant emphasis on research. A university typically has graduate and professional schools that offer postgraduate degrees, as well as providing for undergraduate courses that lead to the award of bachelor degrees.
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<td></td>
<td>with majors/minors in:</td>
<td>Accounting</td>
<td>Bachelor of Social Science</td>
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<td></td>
<td>Business Management</td>
<td>Marketing</td>
<td>Psychology</td>
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<tr>
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<td>with majors/minors in:</td>
<td>Business Consulting</td>
<td>Social Science</td>
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<tr>
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<td>with majors/minors in:</td>
<td>Public Management</td>
<td>Bachelor of Social Science (Interactive Multimedia)</td>
</tr>
<tr>
<td></td>
<td>with majors/minors in:</td>
<td>Business Administration</td>
<td>Bachelor of Social Science (Interactive Multimedia)</td>
</tr>
<tr>
<td></td>
<td>Business Management</td>
<td>Public Management</td>
<td>Bachelor of Social Science (Diploma of Community Services)</td>
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<tr>
<td></td>
<td>with majors/minors in:</td>
<td>Public Management</td>
<td>Diploma of Community Services (Welfare Studies)</td>
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</tbody>
</table>

For more information on Swinburne’s courses, please tick the appropriate box. Complete the coupon and post or fax this page to: Corporate Marketing Department, Swinburne University of Technology, PO Box 218, Hawthorn 3122, Victoria. Fax (03) 9214 8447. Alternatively, telephone Swinburne’s Information Office on 1300 368 777, or visit the Course and Subject Database at: //pandora.swin.edu.au/guide

Name

Home address

Postcode

School/institution

Year

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TAFE Course Brochure Order Form

Applied and Industrial Sciences
Diplomas
- Biological Sciences
- Chemical Sciences
- Environmental Management
- Horticulture
- Natural Resource Management
- Viticulture
Certificates
- Food Technology
- Forensic Science
- Horticulture
- Viticulture
Other Courses
- Chemical Accreditation Program
- Farming for Sustainability

Business, Innovation and Management
Advanced Diplomas
- Accounting
- Advertising
- Financial Services
- Human Resource Management
- International Business
- Legal Practice
- Marketing
- Operations Management
- Public Relations
Diplomas
- Accounting
- Advertising
- Banking and Finance
- Business Administration
- Community Services and Health Management
- Credit Management
- Financial Services
- Frontline Management
- Human Resource Practice
- International Trade
- Library and Information Studies
- Management
- Marketing
- Operations Management
Certificates
- Accounting
- Advertising
- Business Administration
- Communications (Call Centres)
- Credit Control/Practice
- Estate Agency Practice
- Financial Services
- Frontline Management
- Human Resource Operations
- International Trade
- Management
- Operations Management
- Retail Operations
- Sales and Marketing
- Small Business Management
Other Courses
- Real Estate for Agents’ Representatives

Computing and Information Technology
Advanced Diploma
- Computer Science
Diplomas
- Computer Science
- Computer Systems
- Information Technology
Certificates
- Computer Science
- Computer Systems

Design
Diplomas
- Graphic Art
Certificates
- Applied Design
- Aboriginal and Torres Strait Islander Art and Design

Engineering and Technology
Advanced Diploma
- Engineering Technology
Diplomas
- Aviation
- Building
- Electronics
- Engineering Technology
- Fire Technology
Certificates
- Automotive
- Aviation
- Building and Construction
- Electrical
- Electronics
- Engineering
- Fire Technology
- Joinery/Shopfitting/Stairbuilding
- Motor Vehicle Driving Instructor
- Quality Technology
- Renewable Energy Technology
Other Courses
- Forklift Truck Driving
- Welding

Health and Human Services
Advanced Diploma
- Community Services (Children’s Services)
Diplomas
- Community Services:
- Children’s Services
- Community Work
- Mental Health Work
- Welfare Studies
- Youth Work
- Community Services and Health Management
- Recreation;
- Outdoor Leadership
- Sports Administration/Coaching
- Social Science (Justice)
Certificates
- Community Services:
- Aged Care Work
- Children’s Services
- Disability Work
- Youth Work
- Recreational Therapy
Health:
- Nursing
- Patient Services
- Occupational Health and Safety
- Recreation (Outdoor Leadership)

Other Courses
- Introduction to Health and Human Services

Hospitality and Tourism
Diplomas
- Hospitality Management
- Tourism
Certificates
- Hospitality:
- Commercial Cookery
- Food and Beverage
- Operations
Tourism:
- Aboriginal and Torres Strait Islander Cultural Guiding
- Guiding
- Sales and Marketing
- Tour Guiding and Operations

Multimedia
Advanced Diploma
- Electronic Design and Interactive Multimedia
Diploma
- Multimedia
Certificates
- Interactive Multimedia
- Multimedia

Social Sciences and Arts
Diplomas
- Communication
- Liberal Arts
- Professional Writing and Editing
Certificates
- Adult Migrant English
- Communication
- English for Vocational and Further Study
- General Education for Adults
- Initial Adult Literacy and Numeracy
- Spoken and Written English
- Tertiary Preparation
- Work Education
Other Courses
- Community Options Program
- Concurrent Study
- Victorian Certificate of Education (VCE)

Visual and Performing Arts
Diplomas
- Ceramics
- Costume
- Indigenous Performing Arts
- Small Companies and Community Theatre
- Visual Arts
- Visual Arts (New Media)
Certificates
- Costume
- Make-Up
- Visual Merchandising

Short Courses
There are also many short fee-paying courses offered at Swinburne. For a copy of the Short Course Guide, tick the box below.
- Short Course Guide

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