Welcome to Swinburne

In this course guide you will find details about the wealth of opportunities available at Swinburne, in the form of courses that span the whole range – from pre-apprenticeships to degrees.

Flexibility is the hallmark of Swinburne’s approach to education, and we offer you many choices, not only between programs, but within them.

We are building learning environments that will allow you to choose the time, place, pace and mode of learning that best suits your circumstances and preferences. Our courses are delivered using both the latest educational technologies and face-to-face interaction.

Swinburne courses are designed to prepare graduates to live and work in the contemporary world, which is characterised by higher levels of interaction between economies and societies, and higher levels of innovation and entrepreneurial ventures.

We are building international experience into our courses wherever possible, and offer many options for studying in an overseas location.

We also aim to give our students the capability to choose, when the time comes to graduate, whether to seek employment with an existing organisation, or to go out and found a new venture, and employ others!

For further information about the University, please visit our website at: www.swin.edu.au

We trust you will make wise choices and enjoy your time at Swinburne.

J G Wallace
Vice-Chancellor
The Qualifications

University Courses (Higher Education)

Bachelor Degrees
Degree courses require a minimum of three years 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 an 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 courses are also available.

Dual Qualifications
Swinburne’s Dual Qualification programs combine three-year degree programs with two-year TAFE diplomas. This 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
Postgraduate courses may be undertaken after completion of a Bachelor 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 a copy of the Postgraduate Course Guide.

TAFE Courses

Advanced Diploma
An Advanced Diploma is the highest level TAFE qualification, requiring two to three years of full-time study (or equivalent part-time). Entry varies between courses.

Diploma
Normally two years of full-time study (or the 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 the 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 may include basic employment and preparatory skills, broad based induction skills and/or workplace skills at a basic level.

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

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 95 to 102, and identify the course title and page reference you require. Alternatively, choose one of the colour coded study areas listed below.

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

If you require more detailed information:
- visit the CourseFinder website at: www.swin.edu.au/coursefinder
- 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;
- come to an information session at our Open Day on Sunday 25 August, between 10.00am and 3.00pm.
Glossary

Articulation
With Swinburne’s integrated curriculum, students can move (or ‘articulate’) between many TAFE and Higher Education courses (see Pathways).

Bachelor Degree
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.

Double Degree
The simultaneous study of two Bachelor degrees. For example, Bachelor of Engineering/Bachelor of Business.

Dual Qualification
The simultaneous study of two courses, usually a Bachelor degree and a TAFE diploma.

Elective
A subject which is not a core (compulsory) subject. An elective is still credited towards your course.

ENTER
The Equivalent National Tertiary Entrance Rank (ENTER). The percentile ranking of a Victorian Year 12 student, providing a comparative placement of students 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
The 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.

Industry-Based Learning (IBL)
An optional program in which students are placed in paid, supervised employment relevant to their studies as part of their degree.

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 wherein the lecturer addresses students on a topic relevant to their course.

Major
A sequence of studies, usually taken over three stages, in a specific discipline.

Multi-modal Learning
Study offered in a range of delivery methods, including traditional lectures, computers, study guides, off-campus study centres and video. Students are able to choose a mode of study that most suits their needs.

Pathways
Movement between courses, with appropriate credit transfer based on the completion of equivalent studies.

Postgraduate Course
Studies undertaken after the completion of a Bachelor Degree, usually in a specialised area of study. Studies can be completed either by coursework or research.

Prerequisite
A subject that must be completed before a person is eligible to enter a particular course or enrol in 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)
The University recognises that a student’s previous studies may satisfy part of the academic requirements of the course in which the student is enrolled. Relevant work experience and/or life experience is also taken into account.

Semester
The University year consists of two main teaching periods, known as Semesters. There is also a summer semester, which runs from December to February, but not all subjects are available for study over this period.

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, apprenticeships and the VCE.

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.
Why students choose Swinburne

Why 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.

Distance Learning
Swinburne TAFE Distance Learning provides you with 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. On successful completion of your course, you will receive a nationally recognised qualification at the appropriate Certificate, Diploma or Advanced Diploma level.

Areas of study currently available through Distance Learning include:
- Accounting
- Banking and Finance
- Estate Agency Practice
- Legal Practice
- Management
- Marketing
- Natural Resource Management
- Office Administration
- Professional Writing and Editing
- Real Estate for Agents’ Representatives
- 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 or visit our website at: www.tafe.swin.edu.au/rln/distlrn/index.html
Education Abroad – Your ticket to a world of study opportunities

Imagine the excitement and challenges of studying one or two semesters of your degree overseas! Well stop imagining and start planning, because as a Swinburne student, you will have the opportunity to study part of your degree in over nineteen countries all over the world, including North America, Europe, and Asia.

You’ll gain full credit for your overseas study, so your course won’t take any longer, and we can even help you obtain travel grants and travel scholarships. Better still, if you participate in an exchange with one of Swinburne’s overseas partners, your tuition is covered by HECS.

Our exchange partners offer a diverse range of subjects, many taught in English, so you will be sure to find something that takes you to the country of your choice and is compatible with your degree.

Take your degree one step further and give yourself a competitive edge when you graduate. Make study and travel a reality and book your ticket for the experience of a lifetime. Visit the resource library at your Education Abroad Office on the Hawthorn or Lilydale campuses:

Hawthorn campus:
BA922 Business and Arts Building
Telephone: 9214 8811

Lilydale campus:
LA309 Building LA
Telephone: 9215 7230
Email: eduabroad@swin.edu.au
Website: www.swin.edu.au/edabroad

Industry-Based Learning (IBL)

Industry-Based Learning (IBL) is the cornerstone of many academic programs at Swinburne. By participating in our IBL program you will gain supervised professional work experience which complements your university studies.

Each year IBL is undertaken by about 600 students across our six higher education schools. About 370 companies participate as IBL employers.
Why students choose Swinburne

Swinburne students demonstrate a fine combination of practical application and theoretical knowledge making them readily employable.

Non School Leavers

Swinburne is a university of lifelong learning – the majority of our TAFE and University students do not come directly from school.

The extensive variety of courses offered at Swinburne means that most students can find a course that suits them. However, Swinburne also caters to individual needs: Bob Hamann and his colleagues at the Ngwala Willumbong Co-operative couldn’t find a course that met their requirements, so Bob worked with Swinburne to create one.

Bob explains, “I wanted to be a trainer to teach our people. We designed the course in conjunction with Swinburne. The course was more informal and used language us Kooris could relate to.”

Together with Kooris from across Melbourne, Bob enrolled for the newly designed one-year Assessment and Workplace Training course. He spent one day a week, away from his job as an accommodation support worker, to study at the Healesville campus.

Bob’s newfound skills are put to good use as part of his work with homeless people in St. Kilda. Describing his work he said, “My job is finding permanent accommodation for the homeless. Aborigines mainly, but there’s also people with alcohol or drug problems and people who have left home because of domestic violence and the like.”

Pathways

If you are interested in continuing your formal education, the Swinburne Pathways program will ensure you get the maximum benefit from your previous studies.

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

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

For further information, contact the relevant school: details can be found in the course section of this guide.
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 defines 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 Housing, Asian Politics and the meaning of Citizenship;
■ understanding the way large businesses organise themselves;
■ 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. One such program is the double degree Bachelor of Science (Research and Development)/Bachelor of Engineering (Electronics and Computer Systems). This program aims to prepare a small number of scholarship-winning students for careers in science and engineering. In particular, they gain experience in research and development environments by allowing them to work under expert guidance and mentoring, on real research projects with some of Swinburne’s leading research centres, right from the first year of their undergraduate course. 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)

Scholarships

As a Swinburne student, you may be eligible for a scholarship or bursary. Swinburne offers a range of scholarships to new enrolling students to recognise their academic achievement and assist them financially. For further information, refer to page 14 in this course guide, or visit: www.swin.edu.au/hed/scholarships/

Summer Semester

Swinburne students have the ability to accelerate their study program by undertaking summer semester subjects. For further information visit: www.swin.edu.au/summer

VET in the VCE

VET in the VCE is a Government initiative that offers you the opportunity 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.

If you complete a VET in the VCE program alongside your normal VCE studies, you can articulate into further study, such as Certificate IV or Diploma studies. These programs enhance your employment opportunities and provide valuable insight into your chosen industry. Many VET courses can now be assessed as part of your ENTER score.

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 Coordinator on (03) 9213 6778.
Croydon campus

12-50 Norton Road
Croydon Vic 3136
Telephone: 61 3 9210 1100

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 courses 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 campus.

Croydon campus is also home to the Industry Development Centre, 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

John Street
Hawthorn Vic 3122
Telephone: 61 3 9214 8000

Hawthorn, Swinburne’s original campus, is home to our central administration, many of our undergraduate and postgraduate programs, and a TAFE Division campus. 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, close to restaurants, cafes and shops.

Students enjoy an extensive library, bookshop, cafeterias, and sports centre.

The campus has expanded from the original building, built in 1908, to cover a sizeable area, bordering on the busy Glenferrie Road shopping centre. Over recent years development has included new TAFE buildings, on-campus student accommodation and a multi-deck carpark.

Healesville campus

237 Maroondah Highway
Healesville Vic 3777
Telephone: 61 3 5957 1800

Situated at the top end of the Yarra Valley, Swinburne’s Healesville campus 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: 61 3 9214 8000

The Lilydale campus is the newest face of Swinburne. The state-of-the-art campus was established to provide for the tertiary education needs of Melbourne’s outer-east. Situated 40kms east of Melbourne, the campus is serviced by bus and is within 20 minutes walking distance of Lilydale railway station. Free on-campus parking is also available.

Lilydale offers both TAFE, undergraduate and postgraduate courses. The campus is small ensuring a friendly and supportive environment where staff and students quickly come to know each other and work together cooperatively. The campus facilities are growing, including the recently completed ‘Student Village’, the newly renovated ‘Mitchell’s View’ training restaurant, and the new LC building which includes a second lecture theatre and multimedia and design labs.
Prahran campus

144 High Street
Prahran Vic 3181
Telephone: 61 3 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. Major redevelopments include an Arts/Multimedia building, and the recently opened National Institute of Circus Arts (NICA).

Wantirna campus

369 Stud Road
Wantirna Vic 3152
Telephone: 61 3 9214 8000

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.

Located just a short walk from the campus is the Knox City Shopping Centre, which offers extensive shopping, banks, a post office, restaurants, a cinema complex and bowling alley. The campus is easily accessible via the many bus routes that terminate at the Centre.

Swinburne’s international campuses

Malaysia

Swinburne Sarawak Institute of Technology in Kuching, East Malaysia, was established in the year 2000 to provide a seamless multi-sectoral program with qualification outcomes at certificate, diploma, degree and postgraduate levels in the fields of Business, Information Technology, and Engineering. Swinburne Sarawak also offers a wide range of professional development courses to meet the training and professional development needs of individuals and organisations.

For further information, visit the Swinburne Sarawak website at: www.swinburne.edu.my/

Thailand

Swinburne Tummasiri in Chonburi, Thailand, has been in operation since 1998 delivering high quality certificate, diploma and associate degree programs in the fields of Business, Engineering and Information Technology. Swinburne Tummasiri also plays an active role in addressing the needs of local businesses by developing and delivering a wide range of industry training courses.

For further information, visit the Swinburne Tummasiri website at: www.swinburne.ac.th/

Vietnam

In Vietnam, Swinburne and the National Economics University (NEU) offer a comprehensive and structured postgraduate program in accounting at their campuses in Hanoi and Ho Chi Minh City. The Master of International Accounting program (MIntA) aims to develop and enhance participants’ knowledge and skills of accounting and related disciplines. This is the first and only internationally recognised and accredited program of accounting education provided in Vietnam, which is designed to complement the social and economic growth of the nation.

For further information, visit the MIntA website at: www.swin.edu.au/business/minta/index.html
‘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 is not just about lectures, study and exams. Take time out, have some fun. There are a whole range of events and activities, across all of our campuses, to entertain you. Major events include the annual Union Night, Welcome Back Week and the annual Swinburne Ball. Throughout the year there are bands, DJs, lunchtime events, theme weeks and evening entertainment.

**Orientation Week**
Orientation Week is for new students, and is held before classes begin, to help familiarise you with our campuses and the services available. It includes information sessions, campus tours, live entertainment and free food and refreshments.

**Welcome Back Week**
Welcome Back Week is held during the first week of classes in first semester. It celebrates the beginning of the new academic year and includes live bands, DJs, comedians, street theatre, sport and recreation, club displays, competitions, give-aways and more.

**Union Night**
One of the largest events in the Student Union calendar, Union Night features music and entertainment to suit a range of tastes. Union Night is traditionally held early in first semester, while adrenaline is still high for the new academic year.

**Student Union Ball**
The Student Union Ball is held in second semester. It is organised by students from various clubs and societies, together with the Union’s activities staff. Each year there is a different theme: recent themes have included the Glitter Ball and the Underwater Ball.

**Swinburne Student Radio**
3SSR currently broadcasts on 94.1FM, around the clock weekdays and from midnight to 8am on weekends. It offers an alternative listening experience, playing everything from funk and jazz, right through to heavy metal and techno, with dedicated DJs and presenters who know their stuff! The station also tackles local issues including social, environmental and political problems. 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

**Clubs and Societies**
There is over 60 clubs across Swinburne’s six campuses. They offer you the opportunity to meet new people, make new friends, socialise, share your interests and pursue your passions. From cultural organisations to social clubs there is bound to be a club for you. And if you don’t like what's on offer, you can start your own! For more information on events and clubs, visit the Swinburne Student Union website: www.su.swin.edu.au

**SwinTV**
SwinTV is a student-run production group comprising students interested in all aspects of television production. Meetings are held monthly in the E-lounge.

**Swinergy – Sport and Recreation**
Swinburne offers a range of sporting activities and opportunities. ‘Swinergy’ is Swinburne’s Sport and Recreation association, which provides facilities such as a gym and squash courts, plus activities such as trips and tours (see below). Swinergy also facilitates 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 surrounding Swinburne campuses contribute to the social life of our students. The Student Union hosts many off-campus events each year, such as river cruises, movie nights and nightclub tours. Check the SSU website, The Swine and local noticeboards for info.
Living away from home

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.

Deciding where to make your next home can be a daunting task: one which too many students think about only after they have received an offer into a particular course. At Swinburne, our support staff can assist you in your decision.

Accommodation at Swinburne includes both on-campus and off-campus options.

Hawthorn campus

The eighty-four room Residential College, located on the Hawthorn campus, features individual rooms furnished with a single bed and bedding, built-in study desk and bookshelf, cupboards, chairs, wash basin, electric jug and hydronic heating. Live in Resident Advisers are available to provide a hand with study and settling in.

Hawthorn also has a number of on-campus apartments comprising either two or three bedrooms, which are well suited to students second year and above.

Bachelor of Design (Industrial Design) student, Tiana Sweeney, originally from Mt. Gambier, South Australia, lived at Swinburne’s Residential College during the first year of her course. Even though Tiana couldn’t wait to become independent, she realised moving to a new state and not having any friends at university would prove challenging.

‘I have been here a year and am still settling in. I had to get used to knowing all the tram and train routes to get to classes at the Prahran campus and to get to the city. However, I relied on the staff and students at the University to tell me how to get around to other places’, said Tiana.
Lilydale campus
The Student Village at our Lilydale campus is located on the foreshore of Lillydale Lake, providing a tranquil and secure environment for campus-life and study. The units are a short walk from academic buildings, leisure facilities and public transport connections.

The Village comprises twenty-five furnished apartments: each apartment contains four separately keyed bedrooms, kitchen, lounge/study room, laundry and storage locker. Sixty-four bedrooms have ensuite bathrooms and thirty-six have twin-share bathrooms. A number of ensuite apartments have wheelchair access.

Off-campus options
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.

Further information
Residential College/Apartments: (03) 9214 5555 (Hawthorn)
Student Village: (03) 9215 7000 (Lilydale)
Off-campus options: (03) 9213 6607 (Croydon)
(03) 9214 8882 (Hawthorn)
(03) 9215 7105 (Healesville)
(03) 9215 7105 (Lilydale)
(03) 9214 6728 (Prahran)
(03) 9210 1905 (Wantirna)

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’.
Undertaking study is a long and expensive commitment, and a helping hand can make the path smoother. Swinburne recognises this, and the University offers a wide variety of scholarships for new enrolling undergraduate and TAFE students.

Higher Education (Hawthorn and Prahran) degree courses
Most higher education courses taken at the Hawthorn and Prahran campuses have scholarships. There are three categories of scholarships available:
- Vice-Chancellor's Engineering Scholarships
- Vice-Chancellor's Information Technology/Science Scholarships
- Swinburne Foundation Scholarships

These scholarships are HECS waiver and awarded on academic merit.

The Vice-Chancellor’s Engineering Scholarships allow students to elect to study any of Swinburne’s single engineering degrees or a double degree combination that includes engineering.

The Vice-Chancellor’s Information Technology/Science Scholarships allow students to study any of Swinburne’s single science/applied science degrees or a double degree combination that includes information technology, multimedia or science/applied science.

Swinburne Foundation Scholarships are available to students enrolling in the following degree study areas: arts, business, design, health science, social science and technology.

To be eligible for these scholarships students must:
- have an ENTER of 95 or above and

Applicants for the Vice-Chancellor’s Engineering Scholarships, the Vice-Chancellor’s Information Technology/Science Scholarships and Swinburne Foundation Scholarships must apply through VTAC. See the VTAC Guide for details.

Lilydale degree courses
Lilydale degree courses have a range of industry-sponsored scholarships. These scholarships are awarded on criteria including academic merit, community service, place of residence and an interview. These scholarships range from $1,000 to $2,000. Students must apply direct to Swinburne, in addition to their VTAC application.

TAFE courses
Swinburne TAFE Scholarships are available in four main areas – applied and industrial sciences, business, engineering and social sciences. Scholarships are awarded to students who meet the criteria as established for each individual category. Scholarship winners will receive payment of all fees for 2003 (enrolment and general service fee) and a cash prize of $500.

For further information and application forms visit: www.swin.edu.au/scholarship

When Matthew Gardner was looking for a course and a university he did the usual things: went to open days, read all the brochures and browsed websites.

Matthew’s choice was made a little easier due to advice from his parents. They had studied science at Swinburne and are also Year 12 teachers who are used to giving advice to students completing their VCE.

Having chosen Swinburne, Matthew decided it was worth applying for a Vice-Chancellor’s Engineering Scholarship.

Applying for the scholarship was simple for Matthew, who did it all online. He said, “It was just like applying for another course – getting an ENTER score over 95 and winning the scholarship was the hard bit!”

Matthew was “totally rapt” when he found he’d been awarded the scholarship which he could ‘spend’ on any engineering course he had the prerequisites for – effectively waiving any HECS commitments. He selected a course that takes five years to complete, by which time his scholarship will have saved him thousands of dollars.

Matthew studies biotechnology at Swinburne’s Hawthorn campus. The cloning and genetics aspects of the course appeals to Matthew, “It’s all so new, genetics is cutting-edge science.” Studying business at the same time means he will be doubly qualified to get into this rapidly developing industry when he graduates.

Choosing a university is not just a question of finding the right course. Matthew said, “I chose Swinburne because it has smaller campuses, it’s more tight-knit and you develop a better relationship with lecturers.”

Matthew is also enjoying the social life. Having played footy all his life he naturally signed up for a Swinburne team. He has also joined the ‘Snowsquad’ and is looking forward to snowboarding on the club’s group trips.

Studying at Swinburne gives Matthew many opportunities for the future. Maybe one he hasn’t thought of yet is that if he meets his future partner at Swinburne their children might become the third generation of Gardners to choose Swinburne!
Higher Education
The minimum requirement for entry into Swinburne degree courses is the satisfactory completion of the Victorian Certificate of Education (VCE) with a study score of at 25 in Units 3 and 4 English (any) OR Equivalent Studies.

Equivalent Studies to the VCE include:
- Qualifications obtained interstate or overseas at either a secondary or tertiary level; OR
- 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 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 SI form.

In all cases, relevant employment experience and educational background will be taken into account. Students applying for all Science and Engineering courses must have passed the prerequisite subjects.

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.

Non Year 12 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.

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). Applications can be made online at: www.vtac.edu.au

Applicants are advised to obtain a copy of the VTAC Guide for the forthcoming year, which can be purchased in newsagencies from July onwards. 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 late fees will apply. Final VTAC applications close in mid December.

In addition to applying through VTAC some courses also require a supplementary application form, interview, audition and or a folio assessment. Where required, 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 Year 12 applicants after the publication of VCE results, during the VTAC advertised Change of Preference period (late December). Change of Preference periods are also available to non Year 12 applicants (during October and November). Consult the current VTAC Guide or the VTAC website for relevant dates. For advice on course options at Swinburne call the Hotline on 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 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
People of Aboriginal and Torres Strait Islander background are eligible to apply to Swinburne for special admission. For further information, contact the Swinburne Indigenous Programs office on telephone (03) 9215 7208.

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 (ISU), which is responsible for the admission, orientation and support of all international students. The ISU can be contacted on (03) 9214 8647 or via email: isueng@swin.edu.au

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

CourseFinder
Detailed information on courses and subjects is located at: www.swin.edu.au/coursefinder
**APPLIED SCIENCE**

**Course title**
Bachelor of Applied Science

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

**Campus**
Lilydale.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 35001 (full-time)
35211 (part-time)
2002 Round 1 Clearly-In ENTER: 65.65

**Course overview**
Students gain a thorough understanding of science method, critical and creative thinking, information technology and statistics. A major study in 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, or 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.

**Professional recognition**
Graduates with a major in psychology are eligible for membership of the Australian Psychological Society (APS).

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

**Further information**
Lilydale Administration
Tel: (03) 9215 7000
Email: ldfnfo@swin.edu.au
Website: www.ld.swin.edu.au

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**BIOTECHNOLOGY**

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

**Students have the option of undertaking the double degree after Year 1 or 2.**

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

**Campus**
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), and a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

**Application procedure**
VTAC code: 34241
2002 Round 1 Clearly-In ENTER: 84.45

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

**Major studies**
Biology, genetics, chemistry, general biochemical processes, protein and enzyme structure and function, microbiology, biotechnology, molecular biology, forensic science, computer applications.

**Career opportunities**
This course equips graduates for careers in biochemistry and biotechnology related to the medical, health, agricultural and environmental industries.

**Professional recognition**
Graduates may apply for membership of the following professional societies: Australian Biotechnology Association, The Australian Society for Biochemistry and Molecular Biology, Australian Society for Microbiology. This course is also expected to meet the accreditation requirements of the Royal Australian Chemical Institute, especially if chemistry subjects are selected in the elective streams.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

**Course title**
Bachelor of Applied Science/
Bachelor of Social Science

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

**Campus**
Lilydale.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 35061 (full-time) 35091 (part-time)
2002 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 Studies and eCulture, Computing, Sociology, Interactive Multimedia.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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**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) may also be available.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any) and in one of Biology or Chemistry, and one of Mathematical Methods or Specialist Mathematics.

**Application procedure**
VTAC code: 34361
2002 Round 1 Clearly-In ENTER: 88.10

**Course overview**
This double degree 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.

**Major studies**
Media studies, biology, genetics, chemistry, general biochemical processes, protein and enzyme structure and function, microbiology, biotechnology, molecular biology, forensic science, computer applications.

**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**
Graduates may apply for membership of the following professional societies: Australian Biotechnology Association, The Australian Society for Biochemistry and Molecular Biology and the Australian Society for Microbiology.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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**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) may also be available.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any) and in one of Biology or Chemistry, and one of Mathematical Methods or Specialist Mathematics.

**Application procedure**
VTAC code: 34361
2002 Round 1 Clearly-In ENTER: 88.10

**Course overview**
This double degree aims to provide a professional education in biotechnology and business that will enable graduates to use scientific research and innovative skills to create new business enterprise or to contribute to existing businesses.

**Major studies**
Accounting, marketing, human resource 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**
Graduates may apply for membership of the following professional societies: Australian Biotechnology Association, The Australian Society for Biochemistry and Molecular Biology and the Australian Society for Microbiology.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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**Further information**
Lilydale Administration
Tel: (03) 9214 7000
Email: ldinfo@swin.edu.au
Website: www.ld.swin.edu.au

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

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**CourseFinder**
Detailed information on courses and subjects is located at:
www.swin.edu.au/coursefinder
ENVIRONMENTAL MANAGEMENT

Course title
Diploma of Environmental Management

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

Campus
Hawthorn.

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

Application procedure
VTAC (full-time) or direct to Swinburne for non Year 12, part-time and mid-year intake.
VTAC code: 77741

Course overview
This course includes methods of minimising, managing and re-using industrial and domestic by-products with regard to the environment, thereby 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
Employment in environmental management roles: cleaner production, waste minimisation and ecologically sustainable development.

Successful completion of the diploma may also allow articulation into Swinburne’s Bachelor of Health Science (Public and Environmental Health) with ‘advanced standing’.

Further information
Department of Industrial Sciences
Tel: (03) 9214 5161
Website: www.tafe.swin.edu.au/ahs/indsci

FORENSIC SCIENCE

Course title
Certificate IV in Forensic Science

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

Campus
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.
VTAC code: 77861

Note: Non Year 12 full-time applicants must also complete a Swinburne supplementary application form.

Course overview
This course aims to provide the scientific knowledge and practical skills required by people working, or intending to work, in areas related to the forensic science industry.

Career opportunities
Entry level positions into the forensic science industry. Positions are not guaranteed.

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

Further information
Department of Industrial Sciences
Tel: (03) 9214 5161
Website: www.tafe.swin.edu.au/ahs/indsci

HORTICULTURE

Course title
Diploma of Horticulture
Certificate IV in Horticulture
Certificate III in Horticulture – Apprenticeship
Certificate II in Horticulture – Traineeship / 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.
Traineeship: one year part-time.
Pre-Apprenticeship: six months full-time or equivalent part-time.

Campus
Wantirna.

Entry requirements
Diploma: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate IV: current employment in the horticulture industry or a demonstrated commitment to the industry.
Certificate III: must be 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 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. Note: the employment condition does not apply to pre-apprenticeship students.

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

Course overview
Diploma: aims to develop the essential specific skills required to undertake the many vital functions required of people employed in the horticulture industry. It includes competencies relating to general horticultural practices such as plant nutrition, plant health, propagation and recognition of plants, products and services, as well as competencies relating to business management and administration.

Certificate IV: aims provides students with the skills and abilities appropriate to meet the needs of the horticulture industry. It includes competencies relating to plant nutrition, plant health, propagation and recognition of plants, products and services.

Certificate III: aims to provide the student with the knowledge and skills needed to operate successfully at trade level in the floriculture, landscape, nursery, and parks and gardens industries.

Further information
Department of Industrial Sciences
Tel: (03) 9214 5161
Website: www.tafe.swin.edu.au/ahs/indsci

Continued over page
Certificate II (Traineeship): aims to develop appropriate knowledge and skills, which can enable a trainee to perform workplace tasks to specified standards and conditions.

Certificate II (Pre-Apprenticeship): aims to prepare pre-employment students with the basic skills and knowledge required to work as an apprentice or trainee in the horticulture industry.

Career opportunities
Employment within the nursery, landscape, parks and gardens and floriculture industries.

Further information
Department of Horticulture and Environmental Sciences
Tel: (03) 9210 1234
Website:
www.tafe.swin.edu.au/ahs/hort/home

Many people spend years agonising over a career choice, but Kristy Lang always knew she was destined for a career in horticulture.

“From the time I was seven years old and my Nan showed me how to grow conifers from seeds, I knew horticulture was the field I wanted to work in.”

While still at school Kristy jumped at the chance of work experience at a local nursery specialising in native plants. She started working part-time at the nursery and was offered an apprenticeship after completing her VCE.

Her four-year apprenticeship combined the practical experience of working full-time at the nursery with one day per week theory and training in horticulture at Swinburne’s Wantirna campus.

Kristy said her course had really advanced her skills. “You learn the basics like potting and watering, and also the more advanced stuff like grafting techniques. The teachers are fantastic, if any of us had an issue at work even if it wasn’t to do with studying, they would ring up and help sort it out with the boss.”

A major benefit of the apprenticeship, was obtaining a good grounding from the horticulture professionals who teach the course. “It’s really important being taught the proper way to do things from the start. I’ve seen people in the industry who have got into a routine of doing things the wrong way and it’s hard to change.”

It isn’t just Kristy who has benefited from her studies – her workplace has also benefited from her expanded knowledge. “My boss has been really open to the things I have brought back from the classroom. We never used to lime the lavender plants until I brought that tip back from Swinburne!”

Now that Kristy has her certificate she is taking a year off from study before starting the Certificate IV. After that she plans to spend even more time in the classroom, achieving her goal to become a trade school teacher so she can pass on her skills and passion for horticulture.
**Laboratory Technology**

**Course title**
Diploma of Laboratory Technology
Diploma of Laboratory Technology (Biological and Environmental Testing)

**Duration**
Two years full-time.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age with relevant experience.

**Application procedure**
VTAC codes: 77131 (LT)
77121 (B/E)

**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.

**Career opportunities**
Scientific laboratory support staff.

**Further information**
Department of Industrial Sciences
Tel: (03) 9214 5161
Website: www.tafe.swin.edu.au/ahs/indsci

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**Natural Resource Management**

**Course title**
Diploma of Natural Resource Management

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

**Campus**
Healesville, Lilydale or Distance Learning.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
It is strongly recommended that applicants should have completed at least one VCE unit in each of English, Chemistry, Biology and Mathematics. Applicants without these or similar studies may require bridging studies in order to ensure adequate preparation for the educational objectives of the course.

**Application procedure**
VTAC (full-time) or direct to Swinburne for part-time.
VTAC code: 70751
All applicants MUST contact the Department with regard to a preliminary selection session.

**Course overview**
Natural resource management involves the use, maintenance, conservation and effective management of our natural resources including flora, fauna and water. The course aims to develop a broad knowledge in environmental science and specialises in the development of management strategies for the sustainable use of our resources.

**Career opportunities**
Careers in the public and private sector in forest/park/catchment management, ecotourism, environmental science research; revegetation/land rehabilitation; hydrography; irrigation/ground water management; environmental education; sustainable agricultural, forestry, fisheries and mining site management; and environmental consultancy.

**Further information**
Department of Horticulture and Environmental Sciences
Tel: (03) 9215 7068
Distance Learning: 1800 633 560
Website: www.tafe.swin.edu.au/ahshort/home.htm

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**Viticulture**

**Course title**
Diploma of Horticulture (Production)
Certificate III in Food Processing (Wine)
Certificate II in Food Processing (Wine)

**Duration**
Diploma: two years full-time or equivalent part-time.
Certificate III: three years part-time.
Certificate II: two years part-time.

**Campus**
Lilydale.

**Entry requirements**
Diploma: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate III: current employment in the wine industry.

**Application procedure**
VTAC (Diploma full-time) or direct to Swinburne for part-time or certificate.
VTAC code: 70181

**Course overview**
These programs aim to provide technical, operational and management skills and knowledge to owners, managers and employees involved in the production of grapes and quality wine.
Competencies included relate to general operational viticultural practices such as vine nutrition and propagation, irrigation, soils and integrated pest, weed and disease management, grape harvesting and canopy management. Also included are competencies on OH&S, vineyard establishment, sustainable farming practices, budgeting and business operations plus units on wine production and evaluation.

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

**Further information**
Department of Horticulture and Environmental Sciences
Tel: (03) 9215 7068
Website: www.tafe.swin.edu.au/ahs/hort/home.htm
Course title
Bachelor of Business

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

An optional and additional year of Industry-Based Learning (IBL), and an honours year may also be available.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34411 (full-time)
34701 (part-time)
2002 Round 1 Clearly-In ENTER: 85.10

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 of overseas study tours.

Swinburne takes particular pride in producing business graduates who are employment-ready, of immediate practical relevance to their employers and capable of excellent career development from a strong commencing base. Along with this knowledge and skills development, the program deliberately takes on an entrepreneurial ‘flavour’ throughout its entirety. Graduates will have the basic capacity, attributes and ‘mindset’ to consider creating their own enterprises from the time of graduation, or at some future point in their career. They will therefore be well prepared to either seek professional entry as an employee in their chosen area 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

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

Professional recognition
CPA Australia (CPAA) and the Institute of Chartered Accountants in Australia (ICAA).

Students who wish to meet the requirements for professional recognition by these bodies should apply to either the Bachelor of Business, Bachelor of Business (Accounting), or the Bachelor or Business/Bachelor of Arts (Language).

Asian Business#

The minor in Asian Business focuses on one of the vital regions of the world. It will give students an understanding of the Asian economic miracle, the Asian financial crisis and the restructuring of Asian economics.

It will equip students with a variety of skills useful for doing business in Asia, including insights regarding marketing law, business practices, culture and language.

Subjects include

Career opportunities
The Asian Business minor is designed to complement other majors including International Business, Accounting, Finance, Marketing, Human Resource Management, Information Technology and Japanese.

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.

CourseFinder: www.swin.edu.au/coursefinder
Course Information Hotline: 1300 368 777

**European Business**

The European Business minor outlines the historical, political and legal background of the European Union (EU) and develops in students an understanding of the main features of the regulatory and marketing environment which is shaping Europe today.

**Subjects include**


**Career opportunities**

The EU’s future enlargement makes Europe a huge market that gives a growing number of Australian firms the opportunity to open up new outlets for their product and services.

**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**

Associate Membership of the Australian Human Resources Institute.

**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.

**Subjects include**


**Career opportunities**

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

**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
- Foundations of International Business
- International Trade Strategies
- International Business Law
- International Investment and Development
- International Finance
- Transnational Marketing
- Transnational Pacific Business Practice
- European Union – Business Context

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 – 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, 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 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

*Bachelor of Business students are required to undertake a major study sequence in at least one of these subject areas.
#Available as minor study sequence only.

Business [Lilydale]

Course title
Bachelor of Business

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

Campus
Lilydale.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 35101 (full-time)
35251 (part-time)
2002 Round 1 Clearly-In ENTER: 67.95

Course overview
The Bachelor of Business provides students with skills and abilities pertinent to a variety of professional careers in the private and public sectors of employment. 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. The course introduces the world of business through a range of compulsory core subjects and enables students to specialise in the field of their chosen profession.

At least one major must be taken from the business streams of Accounting, Marketing, Economics, Human Resource Management, Information Systems, Management, or Tourism.

In addition, students may select majors and/or minors in: Interactive Multimedia, Media Studies and eCulture, Psychology, Computing, Information Technology, Economics, Social Statistics, or Sociology.

Business specialisations

Accounting
Accounting is the basic language of business. The accounting subjects offered cover the many different aspects accounting embraces in today’s business activities. The overall emphasis is on providing information and analytical tools which improve the decision-making process throughout the organisation.

Subjects include

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 CPA Australia and the Institute of Chartered Accountants (ICA).

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

- Microeconomics, Macroeconomics, Managerial Economics
- Economic Development

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.

Information Systems/Business Computing

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.

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


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).

Tourism

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. All subjects will encourage the development of important generic skills in presentation, problem-solving, communication and lifelong learning.

Subjects include

- Tourist Destination Management, Tourism Enterprise Development, Tourism Services, Tourism Channels and Travel Management, Planning and Management in Ecotourism

Career opportunities

Graduates of this course may find employment in the wide range of tourism enterprises (eg, attractions, transport and tour services), and in other enterprises where tourists are involved. They will also be equipped to develop and run their own businesses in the tourism field.

Information sessions

Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information

Lilydale Administration
Tel: (03) 9215 7000
Email: linfo@swin.edu.au
Website: www.bu.swin.edu.au
ACCOUNTING [HAWTHORN]

Course title
Bachelor of Business (Accounting)

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

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34411 (full-time) 34701 (part-time)
2002 Round 1 Clearly-In ENTER: 85.10

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.

Major studies

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 21).

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

Career opportunities
Students with studies in accounting find rewarding work in industry, commerce, the public sector, the financial industry or business consulting and public accounting.

Professional recognition
Graduates fulfil the requirements for recognition by CPA Australia (CPAA) and the Institute of Chartered Accountants in Australia (ICAA).

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

STUDENT PROFILE

Meg Aumann

NOW I KNOW I CAN DO ANYTHING

Bachelor of Business

While growing up in Seville, Meg Aumann felt she was held back by society’s attitudes to Deaf* people. Particularly in rural communities, being Deaf can be isolating and restrictive.

“Before university, I had never achieved anything and I was always made to feel that I couldn’t do some things. Now, I know I can do anything,” she said.

Describing university life she said, “It allows me to be fully independent. At school I was never given the independence I craved for. It really reinforces my belief that Deafness does not stop me from achieving my dreams and goals.

“The course has broadened my mind about many aspects of business. The oral presentations definitely gave me confidence. At the start of my course, I hated public speaking – now I love it.”

At university you can’t help meeting like-minded people. Meg was no exception and took the opportunity to meet up with fellow Deaf students from other universities. This led to Meg and a group of Deaf students establishing the Victorian Deaf Tertiary Student Council, which aims to improve Deaf students’ access to education.

While at Swinburne, Meg joined the board of the Australian Association of the Deaf. She was also instrumental in setting up Deaf Youth On-Line, a website where Deaf people can communicate and learn about Deaf issues.

Meg said, “You need business skills to organise and design a website. My studies definitely played a part in the success of the site. Being professional helped us recently, we received a grant that will allow us to become national in 2001.”

Her commitment and hard work for the Deaf community was recognised in 2000, when she received the National Australian Deaf Youth Achiever’s award.

Now Meg has graduated, she has a full-time job as a public relations officer at Victorian Services for Deaf Children, where she not only puts her business skills in to practise but also works towards her goal of improving the Deaf community’s image and encouraging Deaf children and young people to achieve their dreams.

* Meg has requested that the word Deaf be capitalised to reflect the socio-cultural view of deafness she holds.
ACCOUNTING [LILYDALE]

Course title
Bachelor of Business (Accounting)

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

Campus
Lilydale.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 35021 (full-time) 35181 (part-time) 2002 Round 1 Clearly-In ENTER: 68.50

Course overview
Accounting is the basic language of business. Business activities are recorded and analysed in financial terms using accounting systems. Students 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. 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 CPA Australia (CPA) and the Institute of Chartered Accountants (ICA).

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
Lilydale Administration
Tel: (03) 9215 7000
Email: linfo@swin.edu.au
Website: www.ld.swin.edu.au

eCOMMERCE

Course title
Bachelor of Business (eCommerce)

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

Campus
Lilydale or Prahran.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 35241 (Lilydale) 36011 (Prahran) 2002 Round 1 Clearly-In ENTER: 59.35 (Lilydale) 65.00 (Prahran)

Course overview
This degree addresses the needs of business people, and others, working in an environment significantly influenced by the widespread application of new technologies. The program reflects a need for new business models and strategies to better cope with the complexity, paradoxes and new ways of thinking in a globally networked business environment. The first two years of the degree incorporates TAFE components. The third year draws upon the earlier years of study and strengthens the conceptual and theoretical frameworks applied.

Major studies

Career opportunities
Graduates are well equipped to find employment within the rapidly growing eBusiness environment in the public and private sectors. Studies in eCommerce, combined with additional fields of study, provide opportunities across a wide range of industries including marketing, management, tourism and information technology.

Professional recognition
Accreditation will be made through the Australian Computer Society framework and other professional organisations as appropriate (for example, Australian Institute of Management).

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
Lilydale Administration
Tel: (03) 9215 7000
Email: linfo@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 equivalent part-time. An optional and additional year of Industry-Based Learning (IBL), and an honours year may also be available.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34411 (full-time) 34701 (part-time) 2002 Round 1 Clearly-In ENTER: 85.10

Course overview
This degree 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

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 21).

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

Professional recognition
Graduates are recognised by the Australian Human Resources Institute (AHR). Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

Course title
Bachelor of Business (International Business)

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

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34411 (full-time), 34701 (part-time)
2002 Round 1 Clearly-In ENTER: 85.10

Course overview
This degree offers a specialisation in the international business field while maintaining good general business knowledge and practical skills development.

Major studies

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 21).

Career opportunities
Graduates will find rewarding work in a wide range of institutions and firms engaged in aspects of international business.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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 equivalent part-time. An optional and additional year of Industry-Based Learning (IBL), and an honours year may also be available.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34411 (full-time), 34701 (part-time)
2002 Round 1 Clearly-In ENTER: 85.10

Course overview
This degree offers specialisation in the Marketing field while maintaining good general business knowledge and practical skills development.

Major studies

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 21).

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

Professional recognition
Graduates are eligible to become associates of the Australian Marketing Institute (AMI). This course also fulfils the educational requirements for recognition as a Certified Practising Marketer.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

BUSINESS/APPLIED SCIENCE

Course title
Bachelor of Business/Bachelor of Applied Science

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

Campus
Lilydale.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 35121 (full-time), 35131 (part-time)
2002 ENTER: Individual offer.

Course overview
This 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, interactive multimedia, or tourism.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

CourseFinder
Detailed information on courses and subjects is located at:
www.swin.edu.au/coursefinder

CourseFinder: www.swin.edu.au/coursefinder
Course title
Bachelor of Business/Bachelor of Arts (Italian)

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

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC codes: 34651
2002 Round 1 Clearly-In ENTER: 83.10

Course overview
This course offers the opportunity to undertake a full business degree while providing competence and fluency in the Italian language and an understanding of modern Italian culture including its social, political and economic aspects. In addition to its academic and practical skills, the course also opens up a myriad of international study and work opportunities upon which to build networks within Italy and Europe.

The program has an entrepreneurial ‘flavour’, providing graduates with the basic capacity, attributes and ‘mindset’ to consider creating their own enterprises. Completing students will obtain a highly marketable qualification and are eligible to receive two degrees: a Bachelor of Business and a Bachelor of Arts (Italian).

During this double degree, many students elect to undertake an International Student Exchange program of either six or twelve months.

Students are also encouraged to participate in the study program in Treviso, Italy and to undertake work experience in a European organisation or company.

The three years intensive language sequence assumes no prior knowledge of the language. Advanced entry is available for students who have passed VCE level Italian.

Major studies
Students undertake Italian language subjects and cultural subjects, and a business major study sequence (see the Bachelor of Business for further details).

Career opportunities
Employment with international and Australian organisations or companies dealing with or located in Europe.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

Course title
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 may also be available.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC codes: 34801
2002 Round 1 Clearly-In ENTER: 83.10

Course overview
This course offers the opportunity to undertake a full business degree while providing competence and fluency in the Japanese language and its associated areas including culture, social, political and economic aspects. In addition to its academic and practical skills, the course also opens up a myriad of international study and work opportunities upon which to build networks within Japan.

The program has an entrepreneurial ‘flavour’, providing graduates with the basic capacity, attributes and ‘mindset’ to consider creating their own enterprises. Completing students are eligible to receive two degrees: a Bachelor of Business and a Bachelor of Arts (Japanese).

During this double degree, many students elect to undertake an International Student Exchange program of either six or twelve months.

The three year intensive language sequence assumes no prior knowledge of the language. Advanced entry is available for students who have passed VCE level Japanese.

Major studies
Students undertake Japanese language and cultural subjects, and a business major study sequence (see the Bachelor of Business for further details).

Career opportunities
Employment with international and Australian organisations or companies dealing with or located in Japan.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

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

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

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC codes: 34651
2002 Round 1 Clearly-In ENTER: 83.10

Course overview
This course offers the opportunity to undertake an international business specialisation while providing competence and fluency in the Italian language and an understanding of modern Italian culture including its social, political and economic aspects. In addition to its academic and practical skills, the course also opens up a myriad of international study and work opportunities upon which to build networks within Italy and Europe.

The program has an entrepreneurial ‘flavour’, providing graduates with the basic capacity, attributes and ‘mindset’ to consider creating their own enterprises. Completing students will obtain a highly marketable qualification and are eligible to receive two degrees: a Bachelor of Business (International Business) and a Bachelor of Arts (Italian).

During this double degree, many students elect to undertake an International Student Exchange program of either six or twelve months.

The three years intensive language sequence assumes no prior knowledge of the language. Advanced entry is available for students who have passed VCE level Italian.

Major studies
Students undertake Italian language and cultural subjects, and an international business major study sequence (see the Bachelor of International Business for further details).

Career opportunities
Employment with international and Australian organisations or companies dealing with or located in Europe.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

**Course title**  
Bachelor of Business (International Business)/Bachelor of Arts (Japanese)

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

**Campus**  
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**  
VTAC code: 34801  
2002 Round 1 Clearly-In ENTER: 83.10

**Course overview**  
This course offers the opportunity to undertake an international business specialisation while providing competence and fluency in the Japanese language and its associated areas including culture, social, political and economic aspects. In addition to its academic and practical skills, the course also opens up a myriad of international study and work opportunities upon which to build networks within Japan.

The program has an entrepreneurial ‘flavour’, providing graduates with the basic capacity, attributes and ‘mindset’ to consider creating their own enterprises. Completing students will obtain a highly marketable qualification and are eligible to receive two degrees: a Bachelor of Business (International Business) and a Bachelor of Arts (Japanese).

During this double degree, many students elect to undertake an International Student Exchange program of either six or twelve months.

The three year intensive language sequence assumes no prior knowledge of the language. Advanced entry is available for students who have passed VCE level Japanese.

**Major studies**  
Students undertake Japanese language and cultural subjects, and an international business major study sequence (see the Bachelor of International Business for further details).

**Career opportunities**  
Employment with international and Australian organisations or companies dealing with or located in Japan.

**Information sessions**  
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

### Business / Accounting

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

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

**Campus**  

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

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

**Application procedure**  
VTAC code: 35041  
2002 Round 1 Clearly-In ENTER: 63.50

**Course overview**  
This dual award course provides students with 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**  
Advanced Diploma graduates are eligible to apply for membership of the National Institute of Accountants (NIA). The Bachelor of Business has been separately accredited by the CPA Australia and the Institute of Chartered Accountants in Australia (ICAA).

**Information sessions**  
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

### 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) may also be available.

**Campus**  

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

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

**Application procedure**  
VTAC code: 35171  
2002 Round 1 Clearly-In ENTER: 68.10

**Course overview**  
This 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 25 August between 10.00am and 3.00pm. Attendance is recommended.

**Further information**  
Lilydale Administration  
Tel: (03) 9215 7000  
Email: ldinfo@swin.edu.au  
Website: www.ld.swin.edu.au

*This course is currently being restructured, updated course information will be available in September.

CourseFinder: www.swin.edu.au/coursefinder
ACCOUNTING

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

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

Entry requirements
Advanced Diploma/Diploma: successful 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)
70241 (Prahran)
70391 (Lilydale)
77201 (Hawthorn)
71201 (Wantirna)

Course overview
Certificate: offers practical training in basic accounting, computing, communications and computerised accounting.
Diploma: develops practical skills in basic to intermediate accounting procedures, computerised accounting, law, communications, mathematics, statistics and computer applications such as word processing, databases and spreadsheets.
Advanced Diploma: 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.

Career opportunities
Certificate III: payroll, accounts receivable or accounts payable clerk.
Diploma: employment as bookkeeper for a small business or an assistant accountant in medium and larger businesses.
Advanced Diploma: a variety of professional accounting positions.

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

Further information
School of Business and eCommerce
Tel: (03) 9213 6868 (Croydon/Lilydale/Wantirna)
(03) 9210 1224 (Hawthorn)
(03) 9214 6828 (Prahran)
Distance Learning: 1800 633 580

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.
Certificate IV: one and a half years full-time.
Certificate III: one year full-time.
Certificate II: six months full-time.

Entry requirements
Diploma/Certificate IV: successful 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)
76241 (Prahran)
71241 (Wantirna)

Course overview
Certificate II: covers entry level training in office technology, administration and basic bookkeeping.
Certificate III: provides the theoretical and practical skills for employment in administration and office support.
Certificate IV develops the skills and knowledge required for senior level administrative positions. It places emphasis on people management, organisational and technology skills.
Diploma: provides participants with the experience, knowledge and procedures to effectively apply the required practices and manage a variety of roles related to administration in a business/office enterprise.

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

Further information
School of Business and eCommerce
Tel: (03) 9214 6828 (Prahran)

ADVERTISING

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

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

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

Application procedure
VTAC or direct to Swinburne for mid-year intake.
VTAC code: 78091

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
School of Business and eCommerce
Tel: (03) 9214 6828 (Prahran)
**ASSET FINANCE**

**Course title**
Diploma of Business (Asset Finance)
Certificate III in Business (Asset Finance)

**Duration**
Diploma: two years part-time.
Certificate III: one year part-time.

**Campus**
Hawthorn.

**Entry requirements**
This course is 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**
This course will meet the needs of those who wish to broaden their skills, or who want to develop vocational knowledge and skills for those aspiring to be asset financiers, brokers, credit analyst, lending officers and consultants. The course provides training in computing, business law, communication skills and finance.

**Career opportunities**
Asset financiers, brokers, credit analyst, lending officers, consultants

**Professional recognition**
Fully endorsed by the Australian Asset Finance Association (AAFA).

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**BANKING AND FINANCE**

**Course title**
Diploma of Business (Banking and Finance)

**Duration**
Eighteen months full-time or up to four years part-time.
Distance Learning: four years.

**Note:** this course is offered in conjunction with the Diploma of Business (Accounting). The two diplomas take approximately two years full-time to complete. Part-time students may choose to complete one or both diplomas.

**Campus**
Hawthorn or Distance Learning.

**Entry requirements**
Successful 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)

**Course overview**
This course provides in depth training for people who currently work, or seek employment in the banking and finance industry. The aim of the training is to develop and enhance the skills and knowledge in accounting, law and financial management for a career as bank branch manager or for people engaged in specialised functions in a large branch or head office.

**Career opportunities**
Bank branch manager.

**Professional recognition**
Membership of the Australian Institute of Banking and Finance.

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**CALL CENTRES**

**Course title**
Certificate III in Telecommunications (Call Centres)
Certificate II in Telecommunications (Call Centres)

**Duration**
Certificate III: sixteen weeks full-time (3 days per week) or twenty weeks part-time (evening).
Certificate II: eight weeks full-time (3 days per week) or ten weeks part-time (evening).

**Campus**
Croydon, Prahran.

**Entry requirements**
There are no formal entry requirements. However, applicants should possess basic computer skills and fluency in written and spoken English.

**Application procedure**
Direct to Swinburne.

**Course overview**
These courses aim 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.

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Further information

**BANKING AND FINANCE**
School of Business and eCommerce
Tel: (03) 9214 8165 (Hawthorn)

**ASSET FINANCE**
School of Business and eCommerce
Tel: (03) 9214 8165 (Hawthorn)
(03) 9214 6828 (Prahran)
Distance Learning: 1800 633 560

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**Further information**
Detailed information on courses and subjects is located at: www.swin.edu.au/coursefinder
Credit Management

Course title
Diploma of Financial Services (Credit Management)
Certificate IV in Financial Services
Certificate III in Financial Services

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

Campus
Prahran or Distance Learning.

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

Application procedure
Direct to Swinburne.

Course overview
Certificate III: introduces students to practices and procedures related to credit finance.
Certificate IV: is aimed at supervisor level and further develops knowledge and skills in the commercial credit function. Law subjects and more advanced computing and communication subjects are covered.
Diploma: aims to develop the knowledge and skills in managing the commercial credit functions in both large and small business. Specialised skills are covered to broaden management skills such as economics, credit finance and management and debt recovery law.

Career opportunities
Certificate III: entry level positions in the credit finance field.
Certificate IV: employment as a supervisor in the credit finance field.
Diploma: credit manager.

Professional recognition
Graduates of the Diploma are eligible for membership of the Australian Institute of Credit Management.

Further information
School of Business and eCommerce
Tel: (03) 9214 6828
Distance Learning: 1800 633 560

E-Commerce

Course title
Advanced Diploma of Business (eCommerce)
Diploma of Business (eCommerce)

Duration
Advanced Diploma: two years full-time.
Diploma: one year full-time.
Also offered on an equivalent part-time basis.

Campus
Lilydale, Prahran.

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

Application procedure
VTAC or direct to Swinburne for mid-year intake.
VTAC code: 78161 (Prahran)
70171 (Lilydale)

Course overview
This course has been developed with extensive input from industry leaders to enable students to effectively use eCommerce in business environments. The course covers areas relating to computing, multimedia, communications, eCommerce, management, marketing, mathematics, statistics, law, and finance.

Career opportunities
Graduates will be prepared for a rapidly expanding range of business careers in an eCommerce environment. There is also a Pathway to the Bachelor of Business (eCommerce) at Swinburne, Lilydale.

Further information
School of Business and eCommerce
Tel: (03) 9215 7021 (Lilydale)
(03) 9214 6798 (Prahran)

Frontline Management

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

Duration
One to two years part-time.

Campus
Workplace

Entry requirements
Participants need to be working in a supervisory/management position.

Application procedure
Direct to Swinburne.

Course overview
This program is for frontline managers and supervisors. It has been developed to enhance skills when dealing with workplace change; the need to constantly learn new skills; and meeting the challenges of a competitive business world.

Career opportunities
The Frontline Management Initiative is a nationally recognised management qualification, concentrating on transferable management competencies. Participants will be able to apply these skills to advance to more senior management positions.

Further information
School of Business and eCommerce
Tel: (03) 9213 6519
**Human Resources**

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

**Duration**
Advanced Diploma: one and a half years full-time.
Diploma: one year full-time.
Certificate IV: six to eight months full-time.
Also offered on an equivalent part-time basis at the Hawthorn campus.

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

**Entry requirements**
Successful 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: 70841 (Croydon)

**Course overview**
Provides graduates with the skills, knowledge and professional practices to perform duties related to human resource operation in private or public organisations.

Certificate IV: aims to provide a broad grounding in generic workplace skills and knowledge of human resource operations.
Diploma: aims to develop a set of human resource competencies to enable the participant to work in a specific human resource role.
Advanced Diploma: aims to extend and broaden the training provided in the Diploma and develops skills in management and business operations.

**Career opportunities**
Diploma/Certificate: support staff in personnel, human resource management.
Advanced Diploma: management positions in HR organisations or departments.

**Further information**
School of Business and eCommerce
Tel: (03) 9213 6685 (Croydon)
(03) 9214 5329 (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.
Diploma: one and a half years full-time.
Certificate IV: one year full-time.
Also offered on an equivalent part-time basis.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age with relevant industry experience.

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

**Course overview**
This course focuses on the various strategies involved in moving into overseas markets and the methods utilised in engaging in overseas business. The Advanced Diploma offers participants the opportunity to apply practical managerial skills to business and commercial enterprises.

Diploma/Certificate: emphasis is placed on areas such as transportation, customs, marketing, cultural differences, the international trade environment, logistics and economics.

**Career opportunities**
Law clerk, legal secretary, or paralegal positions.

**Further information**
School of Business and eCommerce
Tel: (03) 9214 8165 (Hawthorn)
(03) 9210 1224 (Wantirna)
Distance Learning: 1800 633 560

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**Legal Practice**

**Course title**
Advanced Diploma of Business (Legal Practice)

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

**Campus**
Hawthorn, Wantirna or Distance Learning

**Entry requirements**
Successful 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: 77051 (Hawthorn)
71071 (Wantirna)

**Course overview**
This course provides essential qualifications for people wishing to work in the legal area without completing a law degree. Students develop sound principles, practices and knowledge including high level technology legal skills to provide guidance and services to clients in a legal environment.

**Career opportunities**
Law clerk, legal secretary, or paralegal positions.

**Further information**
School of Business and eCommerce
Tel: (03) 9214 8165 (Hawthorn)
(03) 9210 1224 (Wantirna)
Distance Learning: 1800 633 560

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CourseFinder: www.swin.edu.au/coursefinder

Detailed information on courses and subjects is located at:
www.swin.edu.au/coursefinder
LIBRARY AND INFORMATION SERVICES

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

Duration
Diploma: two years full-time.
Certificate III: one year full-time.
Also offered on an equivalent part-time basis.

Campus
Prahran.

Entry requirements
Diploma: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Certificate III: no formal entry requirements.
However, applicants should possess basic communication and keyboard skills, along with word processing and spreadsheet fundamentals.

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

Course overview
Certificate III: introduces basic concepts of word processing and spreadsheet fundamentals.
Certificate III: graduates are prepared to work in a variety of assistant roles whilst developing a sound knowledge of the library/information systems.
Diploma: develops broader and specialist knowledge and skills required to manage practices within the library/information sector.

Career opportunities
Library technicians and library officers in a wide range of library types and other information agencies.

Further information
School of Business and eCommerce
Tel: (03) 9214 6738

MANAGEMENT

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

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

Full-time study is offered at the Prahran campus only.
Part-time study is conducted in the evening.

Campus
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 IV: identifies strategies for achieving financial and work goals and objectives. It also introduces the skills required to develop and manage individuals and teams.
Certificate IV: aims to further develop 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.
Advanced Diploma: concentrates on introducing further management modules to build upon the knowledge gained from completing the nested programs.

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).

Further information
School of Business and eCommerce
Tel: (03) 9213 6885 (Croydon/Lilydale/Wantirna)
(03) 9214 6828 (Prahran)
Distance Learning: 1800 633 560

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.
Diploma: one and a half years full-time.
Certificate: one year full-time.
Also offered on an equivalent part-time basis.

Campus
Hawthorn, Lilydale, Wantirna or Distance Learning.

Entry requirements
Successful 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, distance and mid-year intake.
VTAC code: 77261 (Hawthorn)
70301 (Lilydale)
71261 (Wantirna)

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

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

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

Further information
School of Business and eCommerce
Tel: (03) 9214 8720 (Hawthorn)
(03) 9213 6885 (Lilydale/Wantirna)
Distance Learning: 1800 633 560
PUBLIC RELATIONS

Course title
Advanced Diploma of Business (Public Relations)

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

Campus
Prahran, Wantirna.

Entry requirements
Successful 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: 78101 (Prahran)
71081 (Wantirna)

Course overview
This course 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
Graduates may sit the accreditation test of the Public Relations Institute of Australia (PRIA).

Further information
School of Business and eCommerce
Tel: (03) 9214 6798 (Prahran)
(03) 9210 1224 (Wantirna)

For Andrew Meyers, enrolling in Swinburne’s Advanced Diploma of Business (Marketing) was a completely new direction. The young graduate already had a science degree when he realised that there was a marketer inside trying to get out.

At school Andrew had always been good at logic based subjects, like maths and the sciences. So when he finished his VCE, a science degree seemed the logical next step. Although he enjoyed the degree he admits, “Even in the first year I was not one hundred per cent certain science was what I really wanted to do.”

After graduating Andrew was undecided on what his next step should be, so he talked to a couple of friends that had done business courses at Swinburne and the idea of a marketing course started to germinate. By then he had missed the normal starting date but all was not lost. As he explained, “Swinburne let me start the course mid-year, and that kind of flexibility was a great help.”

Andrew found Swinburne’s flexible approach suited a lot of his fellow students. “Some people left after the first year to start their own business, some joined from other courses and others went on to a marketing degree.”

Student life is not just about studying. Andrew enjoyed Wantirna’s small campus, “it means you bump into people from other courses, especially at the barbecues and student union events. But we weren’t isolated from other campuses, we’d sometimes borrow Swinburne’s mini-bus to get to the Hawthorn campus for band nights.”

By the final year of the diploma Andrew found market research was what really interested him. Part of the diploma involves work placements and Andrew chose to work for a few weeks at Roy Morgan Research, one of the top research companies in Australia.

“Work placements don’t just teach valuable work-place skills, but also allow students and employers to try before they buy. It certainly worked for me, because I obtained casual work at Roy Morgan after my work experience, and was offered full-time once I had finished my diploma.”

Andrew is now a trainee data analyst at Roy Morgan Research, a role that interests him and uses his natural talent for maths and logic. Long term, he wants to develop his career within the company and move into client services, dealing with the corporate clients that commission research.
REAL ESTATE

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

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

Campus
Croydon, Prahran, Wantirna or Distance Learning

Entry requirements
Certificate IV: successful completion of the Course in Real Estate for Agent’s Representatives.
Course in Real Estate: there are no formal entry requirements. However, preference is given to applicants who are either employed by an estate agent or who can provide evidence of a promise of employment on successful completion of the course and who are at least 18 years of age.

Application procedure
Direct to Swinburne.

Course overview
Course 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.
Certificate IV: 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. With at least one year full-time practical experience employed as an agent representative, graduates will meet the academic requirements for a full license in real estate.

Career opportunities
Certificate IV: real estate agent, representative.

Further information
School of Business and eCommerce
Tel: (03) 9213 6619 (Croydon/Wantirna)
(03) 9214 6828 (Prahran)
Distance Learning: 1800 633 560

RETAIL MANAGEMENT

Course title
Diploma of Retail Management
Certificate IV in Retail Management
Certificate III in Retail Operations
Certificate II in Retail Operations

Duration
Diploma: two years part-time.
Certificate IV: one year part-time.
Certificate III: one year part-time.
Certificate II: six months full-time.

Campus
Lilydale, Wantirna or Distance Learning.

Entry requirements
Certificate IV: successful completion of the Certificate III or appropriate workplace experience.
Applicants must be currently working in the retail industry in a position of significant responsibility.
Certificate III: successful completion of the Certificate II or appropriate workplace experience.
Certificate II: current employment in the retail industry.

Application procedure
Direct to Swinburne.

Course overview
Retailing is a continuously growing industry in Australia with over two million people employed in a wide variety of retail sectors such as food, personal and household goods, furniture and hardware and newsagent.
Certificate II: the standard entry level qualification for workers in the retail industry.
Certificate III: aims to develop knowledge and skills on work teams, employee relations, store safety, security plus an area of specialisation including training, finance or general selling.
Certificate IV: aims to develop knowledge and skills in staff training, leadership, safety in the workplace, employee relations, finance, recruitment and selection of personnel. In addition, elective modules are available in the areas of marketing, store operations, property, buying and administration.

Career opportunities
Certificate II: retail sales.
Certificate III/IV: retail supervision /management.
Diploma: retail management.

Further information
School of Business and eCommerce
Tel: (03) 9214 5329 (Hawthorn)
Distance Learning: 1800 633 560

SUPPLY CHAIN MANAGEMENT

Course title
Diploma of Business (Supply Chain Management)

Duration
Three years part-time.

Campus
Hawthorn.

Entry requirements
Mature age or working in the supply, purchasing, logistics or distribution industry.

Application procedure
Direct to Swinburne.

Course overview
There is widespread recognition that, for Australia to remain internationally competitive, the adoption of supply chain management principles is urgently required. This course addresses the need for purchasing, supply, logistics, operations management and distribution to be under the one umbrella of supply chain management.

Career opportunities
Enhances employment and promotional opportunities.

Further information
School of Business and eCommerce
Tel: (03) 9213 6685 (Lilydale/Wantirna)
Distance Learning: 1800 633 560
**Computer Science and Software Engineering**

Course title  
Bachelor of 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 may also be available.

Campus  
Hawthorn.

Entry requirements  
Successful completion of an appropriate Victorian Year 12 or its equivalent.  
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any) and in one of Mathematical Methods or Specialist Mathematics.

Application procedure  
VTAC code: 34431  
2002 Round 1 Clearly-In ENTER: 86.05

Course overview  
This course 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 the final year. Minor studies include: mathematics, communication skills and general elective subjects including physics, electronics and business subjects.

Career opportunities  
Graduates are usually employed in technical areas such as programming and systems analysis and design, internet systems development and they are well prepared for progression into project leadership and management positions as their experience develops.

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

Information sessions  
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

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**Computing (Hawthorn)**

Course title  
Bachelor of Science (Computing)

Duration  
Two years full-time.

Campus  
Hawthorn.

Entry requirements  
A TAFE diploma or equivalent in a computer programming discipline with an average score of at least 65%.

Application procedure  
VTAC code: 34501  
2002 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  
Accredited at professional level towards membership of the Australian Computer Society (ACS).

Information sessions  
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

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**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 may also be available.

Campus  
Lilydale.

Entry requirements  
Successful completion of an appropriate Year 12 or its equivalent.  
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure  
VTAC code: 35001 (full-time)  
35211 (part-time)  
2002 Round 1 Clearly-In ENTER: 65.65

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 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

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**CourseFinder**

Detailed information on courses and subjects is located at:  
www.swin.edu.au/coursefinder
**Information Systems [Hawthorn]**

**Course title**
Bachelor of Information Systems

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

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 34641
2002 Round 1 Clearly-In ENTER: 84.35

**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, product support, software development, user liaison.

**Professional recognition**
Accredited at the professional level with the Australian Computer Society (ACS).

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

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**Information Systems [Lilydale]**

**Course title**
Bachelor of Technology (Information Systems)

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

**Campus**
Lilydale.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 34311
2002 Round 1 Clearly-In ENTER: 96.80

Waiting on the number of applications. Applicants must also lodge a BIT Application for Interview and Admission Form by 27 September 2002 (available by telephoning 03 9214 8442).

**Course overview**
This course provides a learning experience for individuals seeking entry to the management and development of modern information solutions for enterprise. Students undertake subjects which encompass information provision and supporting technologies for business and community enterprises. An emphasis is on the effective use of information and IT within an organisation and the development of systems for solving business problems.

The course incorporates both TAFE and Higher Education subjects, allowing students to exit the program with a certificate, diploma or degree qualification. It also allows students to enter the course at multiple points.

**Major studies**

**Career opportunities**
Career opportunities within the scope of the management of information technology implementations, and the design and analysis of IT solutions.

**Professional recognition**
An application has been made to the Australian Computer Society (ACS).

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

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**Information Technology [Hawthorn]**

**Course title**
Bachelor of Information Technology

**Duration**
Three years full-time.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – Mathematics (any) and a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 34511
2002 Round 1 Clearly-In ENTER: 96.80

Applicants must also lodge a BIT Application for Interview and Admission Form by 27 September 2002 (available by telephoning 03 9214 8442).

**Course overview**
This course provides a learning experience for individuals seeking entry to the management and development of modern information solutions for enterprise. Students undertake subjects which encompass information provision and supporting technologies for business and community enterprises. An emphasis is on the effective use of information and IT within an organisation and the development of systems for solving business problems.

The course incorporates both TAFE and Higher Education subjects, allowing students to exit the program with a certificate, diploma or degree qualification. It also allows students to enter the course at multiple points.

**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 developer, systems analyst, project manager, production manager, programmer, client service network consultant and network coordinator.

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

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

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**Further information**
School of Information Technology
Tel: (03) 9214 5505
Email: info@it.swin.edu.au
Website: www.it.swin.edu.au
Course title
Bachelor of Applied Science
(Information Technology)

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

Campus
Lilydale.

Entry requirements
Successful completion of an appropriate Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 35011 (full-time)
35191 (part-time)
2002 Round 1 Clearly-In ENTER: 63.20

Course overview
This degree provides the foundation for graduates to aspire to becoming leaders in Australia’s information systems and information technology industry and/or businesses and organisations using information systems and technology. The course incorporates ‘state-of the art’ skills in information technology, systems development and management, as well as a balance of existing approaches necessary to apply computing in the modern organisation environment.

Major studies

Career opportunities
Software development, systems analysis and design, database development, systems administration and computer network administration.

Professional recognition
Associate membership of the Australian Computer Society.

Information sessions
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

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

Renee Bonnett was confident enough of her VCE results to know she could apply for several degree courses. But she wasn’t sure which degree was best for her. She really fancied engineering after big brother had told her about the engineering course he was doing at Swinburne. But she also had an affinity for computers. By Year 10 she had become the class computer guru, constantly sorting out her peer’s PC problems.

Luckily for Renee, Swinburne had the solution, a new and relatively unique course that focuses on IT, but also covers the basics of engineering disciplines like telecommunications, manufacturing and electronics.

Renee is now in the final year of the course and heading for a career in the IT industry. When asked what she likes about IT she said, “I like the complexity of code building and once you have designed a computer system it’s great to see the finished product in operation.”

Industry-Based Learning (IBL) is a key component of the course. Renee spent her IBL year working for a company that develops and administers interactive web sites. She worked on a couple of web pages including one for a cosmetics company.

Talking about her year working in the industry she said, “IBL was a great experience. It made me more confident and gave me experience of some of the problems businesses have to cope with.”

Now Renee has some web skills of her own she does freelance web design on the side. A friend does the graphics and she does the background programming. She said “Web design and construction is a growth industry. You can tell the difference between designers that are self taught and the more professional ones that have been taught the theory behind it.”

When not punching away at the keyboard Renee is secretary of Swinburne’s rowing club. She admits she is never going to be an Olympic rower but it keeps her fit and the social life of the club is a real bonus.

Once she qualifies she would like to work overseas, “I like the sound of London. With an IT degree and my IBL experience I should find work really easily, it will beat working in a pub like many Aussies do in London!”
INFORMATION TECHNOLOGY AND SOFTWARE ENGINEERING

Course title
Bachelor of Technology (Information Technology and Software Engineering)

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

Campus
Lilydale.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 588
2002 ENTER: new course for 2003

Course overview
This course incorporates ‘state-of-the-art’ skills in information technology and software engineering, as well as a balance of existing approaches, which are necessary to apply technology and telecommunications in the modern organisational environment.

The course combines both TAFE and Higher Education subjects, allowing students to exit the program with a certificate, diploma or degree qualification. Alternatively, it also allows students to enter the course at multiple points.

Major studies

Career opportunities
Employment in systems analysis and design, database development, system administration, programming, project leadership and management positions.

Professional recognition
An application has been made to the Australian Computer Society (ACS).

Further information
Lilydale Administration
Tel: (03) 9215 7000
Email: ltinfo@swin.edu.au
Website: www.lt.swin.edu.au

SOFTWARE ENGINEERING

Course title
Bachelor of Software Engineering

Duration
Four years full-time. Plus either one year Industry-Based Learning (IBL) or twelve weeks of relevant industry experience.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 1 and 2 – Physics, Units 3 and 4 – a study score of at least 25 in English (any) and in one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: 34961
2002 Round 1 Clearly-In ENTER: 86.75

Course overview
This program is aimed at 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, verification, and team software development projects.

Computer science: knowledge-based systems, database, data communications, operating systems, concurrent programming, and programming languages.

Career opportunities
Graduates will typically find employment in organisations engaged in medium to large-scale software development. The course is oriented towards applications in such areas as aerospace, medicine and defence, where software plays a major role, often of a safety-critical nature.

Professional recognition
Accredited with The Institution of Engineers, Australia (IEAust) and membership at professional level with the Australian Computer Society (ACS).

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

Students have the option of early exit with the first degree.

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

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC full-time code: 34561
2002 Round 1 Clearly-In ENTER: 86.05

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

Career opportunities
Information Systems specialisations in areas such as systems analysis, project management, product support, software development, user liaison. Combined with business specialisations, in areas such as accounting, business law, economics, finance, manufacturing management, marketing, and organisational behaviour/human resource management.

Professional recognition
Accredited at professional level towards membership of the Australian Computer Society (ACS) and, with appropriate choice of business subjects, membership of the Australian Society of Certified Practising Accountants (ASCPA).

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

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

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

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

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent, with preference given to students with passes in Units 3 and 4 Mathematics and Physics.

Mature-age, non-VCE applicants will be considered on individual applications and an interview if necessary.

Application procedure
VTAC (full-time) or direct to Swinburne for part-time. VTAC code: 77301

Course overview
The Advance Diploma contains components enabling students to gain advanced levels of operation in one of three streams: Multimedia, Instrumentation, and 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 and Certificate IV levels may also be available subject to demand.

Career opportunities
A wide range of positions in technology based industries including data acquisition and control, network and systems management, programming, computer services and multimedia.

Further information
Department of Industrial Sciences
Tel: (03) 9214 5161
Website: www.tafe.swin.edu.au/ahs/indsci.htm

ELECTRONIC PUBLISHING

Course title
Certificate IV in Electronic Publishing

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

Campus
Wantirna.

Entry requirements
Successful 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. VTAC code: 71601.

Applicants are encouraged to attend an information session on 14 November, 2002 at the Wantirna campus.

Course overview
This course is 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.

Career opportunities
Employment in the printing and publishing pre-press industries, as well as introducing the skills required to plan and run a small business.

Further information
Department of Computing and Information Technology
Tel: (03) 9210 1228
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng

INFORMATION TECHNOLOGY

Course title
Diploma of Information Technology (Network Engineering)

Diploma of Information Technology (Software Development)

Certificate IV in Information Technology

Certificate III in Information Technology (Software Applications)

Certificate II in Information Technology

Duration
Diploma: two years full-time.
Certificate IV: three years part-time.
Certificate III: one semester full-time.
Certificate II: one semester full-time or equivalent part-time.

Campus
Diploma (Software Development): Croydon, Prahran, Wantirna.
Certificate III: Croydon.
Certificate II: Croydon, Hawthorn, Prahran, Wantirna (full-time) Wantirna, Healesville, Lilydale (part-time)

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

Application procedure
VTAC (Diploma full-time), direct to Swinburne for part-time and all Certificate levels.
VTAC codes:
Network Engineering: 77071 (Hawthorn)
70051 (Lilydale)
71051 (Wantirna)
Software Development:
70071 (Hawthorn)
78131 (Prahran)
71061 (Wantirna)

Course overview
Diploma (Software Development): provides software development skills – program design, code development, systems analysis and design, project management and client interaction.

Diploma (Network Engineering): 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: which is only offered on a part-time basis, 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 solution for business requirements and client

⇒ Information Technology (TAFE) continued overleaf
interaction. It also 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.

Certificate II: a broad general introduction to computing and information technology particularly for small businesses and home users. It is also designed for anyone wanting entry to more advanced programs, but lacking the formal qualifications.

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 one of these Diplomas may also allow Pathways to one of Swinburne’s degree programs.

Certificate IV: employment in client support and network administration or software development as a trainee programmer or a member of a programming team.

Certificate III: entry level employment in a broad range of information technology areas 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
Department of Computing and Information Technology
Tel: (03) 9213 6984 (Croydon)
(03) 9214 8775 (Hawthorn)
(03) 5957 1800 (Healesville)
(03) 9215 7021 (Lilydale)
(03) 9214 6765 (Prahran)
(03) 9210 1228 (Wantirna)
(03) 9213 6881 (Community Programs)
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng
When Enlai Hooi heard that first prize for the Sydney Morning Herald’s Young Designer of the Year Award was a couple of plane tickets to Milan, he knew he had to win. After all, his girlfriend had recently moved to Milan, and the second ticket would be a perfect thank-you to his mother who had been so supportive of his studies.

Enlai’s entry for the award was a room divider made of Tyvek, a material more commonly used as a moisture barrier in buildings. The design impressed the judges and Enlai was soon on a plane to Sydney, to collect the award.

Enlai plans to visit the design houses of Milan and hopes some of his designs will be accepted for the Milan Furniture Show.

Ever since he was a toddler Enlai has been obsessed by design. As he said, when talking about his degree, “The course was perfect for me, I’d always wanted to be a designer. When I was four I was fascinated by the design of caravans and I loved Lego.”

Swinburne’s Industrial Design course suited Enlai’s approach to design, “The course takes a philosophical stance on design, instead of a formalist. I believe design comes out of a thought process unconstrained by existing conventions.” He continued, “The brilliant part was the fourth year. You could structure the year how you liked. I had the freedom to do what I wanted, with support and help when I needed it.”

As part of the course Enlai spent a year working for a company that produced point-of-sale displays. He came up with the concept for a Remington razor display that is used in stores throughout Australia. Describing the experience he said, “It was a small company and I was given a fair bit of responsibility. They treated me just like the other designers.”

While at Swinburne Enlai helped set up ‘Shift’, the Swinburne design club. He describes it as, “One of the biggest clubs at Swinburne and very active. The ‘Design Digest’ dinners, where leaders in the industry give presentations, are very popular.”

Now Enlai has graduated, he is working as a freelance writer for Monument magazine and negotiating with furniture manufacturers that may want to use his designs.

When asked where his future lies he said, “I want creative freedom and to still survive commercially. I’d love to stay in Australia, although there are some real opportunities in Amsterdam, where they have an exciting creative design culture.”
INDUSTRIAL DESIGN

Course title
Bachelor of Design (Industrial Design)

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

Campus
Prahran.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any). 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. Materials and Technology, and Technological Design and Development would also be an advantage.

Application procedure
VTAC code: 36031
2002 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 2003.

Course overview
Industrial Design is a broad-based discipline in which designers participate in the development of products and systems associated with all areas of human activity and the environment. In consultation with the profession, the course provides a learning environment in which students will experience a proportional relationship between design theory and design practice with a strong emphasis on the design process and creative problems.

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 or manufacturers.

Professional recognition
Membership of Design Institute of Australia.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
National School of Design
Tel: (03) 9214 6755
Email: NSDinquiry@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.
An honours year is also available.

Campus
Prahran.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any). 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
2002 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 2002.

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/Exhibition program deals, via a series of design projects, with the ideas of the possible. The areas of exhibition, including museum design, theatre, commercial, retail and furniture, are incorporated within the discipline. A semester of work experience placement 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, the Society of Interior Designers of Australia, and registration as a Building Practitioner.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
National School of Design
Tel: (03) 9214 6755
Email: NSDinquiry@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.

Campus
Prahran.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Note: Applicants are advised to undertake an art-related study in Units 3 and 4 to assist in the development of folio. It would also be an advantage to undertake two units from Maths, Physics, Computer Science, or Technological Design and Development.

Application procedure
VTAC code: 36001
2002 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 2003.

Course overview
Graduates will gain 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 instrumentalties.

Professional recognition
Membership of the Australian Graphic Design Association (AGDA), the Multimedia Industry Network (mmIN) and associate membership of the Design Institute of Australia (DIA).

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

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

Duration
One year full-time.

Campus
Graphic Design: Lilydale, Prahran, Wantirna.
Product Design: Wantirna.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. All applicants are required to present a folio of work at interview. It is also expected that applicants will have competencies in art and design, numeracy and literacy that will enable them to achieve the course objectives.

Application procedure
VTAC and direct to Swinburne (both are required).
VTAC code: 71031 (Lilydale)
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.

The Applied Design course, at the Prahran campus, provides a Pathway for successful students to enter Year 2 of the Bachelor of Design (Graphic Design) offered at the National School of Design.

Further information
Department of Arts
Tel: (03) 9214 6739 (Prahran)
(03) 9210 1116 (Wantirna)
Website: www.tafe.swin.edu.au/ahs/arts.htm

GRAPHIC ART

Course title
Diploma of Arts (Graphic Art)

Duration
Two years full-time.

Campus
Lilydale, Prahran.

Entry requirements
Successful completion of at least the first year or an approved art, design or media course at a post-VCE or equivalent Year 12 level. All applicants are required to present a folio of work at interview. Mature age applicants with some industry experience are also eligible to apply.

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, 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
Department of Arts
Tel: (03) 9214 6739
Website: www.tafe.swin.edu.au/ahs/arts.htm

KOORI ART AND DESIGN

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

Duration
Two years part-time.

Campus
Healesville, Wantirna.

Entry requirements
This program is for Aboriginal and Torres Strait Islanders who are motivated to undertake an art and design course. Applicants are selected by interview. Art and design experience is not required to enter the program. Aboriginal and Torres Strait Islander communities may also nominate participants for the course.

Application procedure
Direct to Swinburne.

Course overview
This course is designed to meet the needs of Aboriginal and Torres Strait Islanders in the development of their artistic skills to a professional level which reflects an awareness of identity and pride in their culture and enables them to participate in community activities and/or seek further study or employment.

Career opportunities
Artist, craftworker, community artist.

Further information
Department of Arts
Tel: (03) 9210 1116
Website: www.tafe.swin.edu.au/ahs/arts.htm

CourseFinder: www.swin.edu.au/coursefinder

CourseFinder: Detailed information on courses and subjects is located at: www.swin.edu.au/coursefinder
AIR TRANSPORTATION

Course title
Bachelor of Technology (Air Transportation Management)

Students have the option of undertaking the double degree after Year 1 or 2.

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

Campus
Hawthorn.

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

2003 VCE prerequisites: Δ Units 3 and 4 — a study score of at least 25 in English (any) and one of Biology, Chemistry, Physics, Specialist Mathematics, Information Technology: Information Systems, Psychology.

Application procedure
VTAC code: 34421
2002 Round 1 Clearly-In ENTER: 81.80

Course overview
This course aims to provide graduates with the necessary training to pursue professional careers in the airline and airport industries.

Major studies
Airport planning and management, airline operations, aviation business management, airspace management, aviation law, aviation human factors, aircraft design and operations, aircraft performance.

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.

Information sessions
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

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

AVIATION

Course title
Bachelor of Technology (Aviation)

Students have the option of undertaking the double degree after Year 1 or 2.

Duration
Three years full-time.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 — a study score of at least 25 in English (any), 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
2002 Round 1 Clearly-In ENTER: 86.35

In addition, applicants must submit an application form (available from the School office) by 29 September. 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
This course prepares students for careers in the aviation industry as professional pilots. High quality Commercial Pilot License training is augmented with educational topics designed to provide an optimum balance between the range of areas required by today’s professional pilots.

Major studies
Aviation human factors, aviation management and air transportation facilities management, aviation law, airspace management, aerodynamics and performance, aircraft structures, avionics, aircraft propulsion, aircraft design, flying training and its associated theory (approx. two days per week).

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

Professional recognition
Designed to take students beyond the requirements for the Civil Aviation Safety Authority (CASA), Air Transport Pilot License (ATPL) theory examination and Commercial Pilot License (CPL(A)) practical test.

Information sessions
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

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

BIOMEDICAL ENGINEERING

Course title
Bachelor of Engineering (Biomedical Engineering)

Students have the option of undertaking the double degree after Year 1 or 2.

Duration
Four years full-time.

An optional and additional year of Industry-Based Learning (IBL) may also be available.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 — a study score of at least 25 in English (any), Physics and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: 34681
2002 Round 1 Clearly-In ENTER: 88.40

Course overview
This degree maximises a student’s career choices through a combination of the study of the physical aspects of human physiology and the related technologies for clinical care and biomedical monitoring.

Major studies
Medical biophysics, cell function, cardiology, respiratory technology, neuroscience, electronics, biomedical and scientific instrumentation and monitoring systems, medical imaging, physiological modelling, power systems, microprocessors and computer systems, telecommunications, digital signal and image processing, automatic control and mechatronics.

Career opportunities
Graduates may work in biomedical areas of either the public sector, for example in hospitals, or in the health industry. Alternatively graduates may choose to work as an electrical engineer.

Professional recognition
Membership of The Institution of Engineers, Australia.

Information sessions
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/
BIOTECHNOLOGY

Course title
Bachelor of Engineering (Biotechnology)

Students have the option of undertaking the double degree after Year 1 or 2.

Duration
Four years full-time.

An optional and additional year of Industry-Based Learning (IBL) may also be available.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 English (any), and in either Biology or Chemistry, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: 34471

2002 Round 1 Clearly-In ENTER: 86.25

Course overview
This course produces engineers to work in the rapidly expanding biotechnology industries, converting scientific knowledge and research into commercial products, processes and services. It will develop an understanding of the fundamentals of engineering and science; a mastery of the technical skills required for chemical engineering and bioprocess engineering; an appreciation for the history of engineering, its place in modern society, and its likely future development; and various aspects of computer aided engineering; and an appreciation of the responsibilities of engineers in cleaner production and environmental sustainability.

Major studies
Biology, genetics, chemistry, general biochemical processes, protein and enzyme structure and function, microbiology, biotechnology, molecular biology, chemical engineering design, process plant design, bioprocess engineering, environmental and safety management, engineering management, business and computer skills.

Career opportunities
Chemical engineers in the rapidly expanding biotechnology industries.

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

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

CIVIL ENGINEERING

Course title
Bachelor of Engineering (Civil)

Students have the option of undertaking the double degree after Year 1 or 2.

Duration
Four years full-time.

An optional and additional year of Industry-Based Learning (IBL) may also be available.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 English (any), Mathematical Methods and one of Physics, Chemistry, Biology, Psychology, Information Technology: Information Systems or Specialist Mathematics.

Application procedure
VTAC code: 34691

2002 Round 1 Clearly-In ENTER: 82.50

Course overview
Civil engineering deals with the design, construction, and improvement of the built 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.

Major studies
Life-cycle management of infrastructure, urban design, structural design of buildings and infrastructure assets, civil and environmental design, project management, construction engineering, sustainable development.

Career opportunities
Civil engineers work as planners, designers, construction managers, administrators, investigation and research engineers and consultants. They work for public authorities, municipalities, consulting firms and industry, or are self-employed.

Professional recognition
Graduate membership of The Institution of Engineers, Australia. Students who undertake the construction electives satisfy the educational requirements of the Australian Institute of Building.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

ELECTRONICS AND COMPUTER SYSTEMS

Course title
Bachelor of Engineering (Electronics and Computer Systems)

Students have the option of undertaking the double degree after Year 1 or 2.

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

An optional and additional year of Industry-Based Learning (IBL) may also be available.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), Mathematical Methods and one of Physics, Chemistry, Biology, Psychology, Information Technology: Information Systems or Specialist Mathematics.

Application procedure
VTAC code: 34591

2002 Round 1 Clearly-In ENTER: 61.65

Course overview
Electronic and Computer Systems engineering is a profession characterised by the growth of new technologies and new opportunities. It provides professional career opportunities in a range of dynamic high-technology areas including the overlapping fields of computer hardware and software, telecommunications, electronics and electrical systems.

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 chip design.

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

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8659
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/

CourseFinder
Detailed information on courses and subjects is located at:
www.swin.edu.au/coursefinder
**MECHANICAL ENGINEERING**

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

Students have the option of undertaking the double degree after Year 1 or 2.

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

**Campus**
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), Mathematical Methods and one of Physics, Chemistry, Biology, Psychology, Information Technology: Information Systems or Specialist Mathematics.

**Application procedure**
VTAC code: 34611
2002 Round 1 Clearly-In ENTER: 83.00

**Course overview**
Mechanical engineering deals with the design, manufacture and maintenance of machine components and systems from small domestic products to highly complex vehicle and aerospace systems.

**Major studies**
Mechanical design and project work, computer-aided engineering, aerodynamics, engines and heat transfer, electronics and control systems, dynamics of machinery, stresses in materials, human factors, management.

**Career opportunities**
Employment may be found in many areas of industry and commerce including: automotive, vehicle, transport, power, manufacturing, materials processing, appliance production, mechanical building services, mining and raw material conversion.

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

**Information sessions**
Sunday 27 August between 11.00am and 3.00pm.

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

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**PHOTONICS**

**Course title**
Bachelor of Science (Photonics)

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

**Campus**
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), Mathematical Methods. Bonus points given for Physics, Specialist Mathematics or Information Systems.

**Application procedure**
VTAC code: 34011
2002 Round 1 Clearly-In ENTER: 83.00

**Course overview**
Photonics involves the control, transfer and storage of information using light, and it will play a major role in current and future generations of telecommunications and information systems. The course provides an in-depth understanding of photonics (light, lasers, optics, optoelectronics etc.) and its application in the telecommunications industry.

**Major studies**
Photonics, optoelectronics, lasers, modern optics, telecommunications techniques and networks, internetworking, fibre optic communications, object-oriented software (Java), digital signal processing, mathematics, electronics, physics, CISC CONA.

**Career opportunities**
Professional careers in the expanding field of photonics, fibre optics and lasers, especially for research and development in the telecommunications or medical industries.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

*Further information*
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsse@swin.edu.au
Website: www.swin.edu.au/photonics/

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**PRODUCT DESIGN**

**Course title**
Bachelor of Engineering (Product Design Engineering)

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

**Campus**
Hawthorn and Prahran.

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

2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), Mathematical Methods and one of Physics, Chemistry, Biology, Specialist Mathematics, Information Technology (Information Systems) or Psychology.

**Application procedure**
VTAC code: 34121
2002 Round 1 Clearly-In 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 2002.

**Course overview**
Product Design engineering is a combination of two traditionally separate fields each with its own strength: Engineering with its scientific material and manufacturing knowledge and Industrial Design with its human centred approach have been brought together to produce a new graduate who will develop competitive products in both quality and design for Australian industry.

**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 Design Institute of Australia.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

*Further information*
School of Engineering and Science
Tel: (03) 9214 8372
Email: engscis@swin.edu.au
Website: www.hed.swin.edu.au/ses/
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) may also be available.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), Mathematical Methods, and one of Physics, Chemistry, Biology, Information Technology: Information Systems, Psychology or Specialist Mathematics.

Application procedure
VTAC code: 34581
2002 Round 1 Fringe ENTER: 81.55

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
Engineering design and innovation, electronics, structures and mechanisms, computing, software engineering, computer aided design/manufacture, human and socioeconomic factors, bionics, micromachines.

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
Membership of The Institution of Engineers, Australia.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

WE ALL FELT A REAL SENSE OF TEAM ACCOMPLISHMENT

BACHELOR OF ENGINEERING (MECHANICAL ENGINEERING)

Designing, building, testing and racing Formula One cars is something normally done by a team of highly trained, experienced specialists, but that didn’t deter mechanical engineering students Nathan Pearson, Andrew Thornton, Michael Petrovski and Stewart Rough. All four were a part of a student team that created a Formula SAE car from the ground up, and then won the best design category out of nine entries.

The four graduates said that working on the car was not only a lot of fun, but also a chance to put into place the theory they learned, as well as developing other important work skills.

“Working as a team on this project we had the opportunity to build on our practical skills, develop good mediation techniques when trying to resolve issues and learn to compromise within a group”, said Andrew. “When we won the competition we all felt a real sense of team accomplishment”.

As country students from the Goulburn Valley region, Andrew, Nathan and Michael all agreed that the chance to undertake paid work for 12 months in their chosen field as part of their degree was as significant factor when choosing Swinburne.

“Knowing that I had the opportunity to participate in the Industry-Based Learning program was important when I was choosing a course”, said Michael, who undertook his IBL placement at Ford. “While I was at Ford I learned so much and they offered me a position with the Ford Australia Graduate Program”.

Stewart took a different path than his team mates by using Swinburne’s Pathways program. After completing an Associate Diploma of Mechanical Engineering at Swinburne TAFE he decided to go on with his studies and complete the degree. Stewart believed that his courses had given him an excellent grounding in the principles of engineering and being part of the Formula SAE team helped him with his organisational skills. “I learned to commit to carrying out a task and how to use organisational skills to ensure that it was completed on time”.

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Nathan, who is now working for Bosch Australia, felt that his IBL year at Holden gave him an advantage after graduating. “The year at Holden provided me with a solid foundation for my career. It certainly taught me how to solve a problem, develop concepts, analyse and further improve our research skills and that is what employers are looking for”.

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**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) may also be available.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), and Mathematical Methods.

**Application procedure**
VTAC code: 34201
2002 Round 1 Clearly-In ENTER: 81.25

**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, new media, engineering business skills, computer communications and LAN’s, embedded microcontrollers, electromagnetic waves, network engineering, real time and distributed systems, open systems and internetworking, digital signal and image processing, photonics and fibre optics, mobile and personal communications, engineering management.

**Career opportunities**
Graduates will find rewarding high-tech careers in the converging telecommunications, multimedia, and Internet technology industries.

**Professional recognition**
Membership of The Institution of Engineers, Australia.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm.
Attendance is recommended.

**Further information**
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8659
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscielceng

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**Air Transportation/Business**

**Course title**
Bachelor of Technology (Air Transportation Management)/Bachelor of Business

**Students have the option of early exit with the first degree.**

**Duration**
Four years full-time.
An optional and additional six months to one year Industry-Based Learning (IBL) may also be available.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), Mathematical Methods and one of Biology, Chemistry, Physics, Specialist Mathematics, Information Technology: Information Systems, Psychology.

**Application procedure**
VTAC code: 34421
2002 Round 1 Clearly-In ENTER: 81.80

**Course overview**
This course combines air transportation management studies with broader business studies, majoring in management.

**Major studies**
Airport planning and management, aviation business management, airline operations, aviation law, airspace management, aviation human factors, aircraft design and operations, aircraft performance 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 25 August between 10.00am and 3.00pm.
Attendance is recommended.

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

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**Aviation/Business**

**Course title**
Bachelor of Technology (Aviation)/Bachelor of Business

**Students have the option of early exit with the first degree.**

**Duration**
Four years full-time or part-time equivalent.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology: Information Systems, or Specialist Mathematics.

**Application procedure**
VTAC code: 34511
2002 Round 1 Clearly-In ENTER: 86.35

In addition, applicants must submit an application form (available from the School office) by 29 September. 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**
This course allows specialisation in aviation, encompassing management, human factors and technology as well as commercial flying training. Business studies are undertaken with core subjects, a management major and a choice of minor subjects.

**Major studies**
Aviation human factors, aviation management and air transportation facilities management, aviation law, airspace management, aerodynamics and performance, aircraft structures, avionics, aircraft propulsion, aircraft design, flying training and its associated theory (approx. two days per week). In addition, students undertake studies in business disciplines.

**Course opportunities**
Aviation careers in the air transportation industry as professional pilots.

**Professional recognition**
Fulfils the requirements for the Civil Aviation Safety Authority (CASA), Air Transport Pilot License (ATPL) theory examination and Commercial Pilot License (CPL(A)) practical test. Also 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 25 August between 10.00am and 3.00pm.
Attendance 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

Students have the option of undertaking the single degree at the time of enrolment.

Duration
Five years full-time.

An optional and additional year of Industry-Based Learning (IBL) may also be available.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), a study score of at least 25 in either Chemistry or Biology, and one of Mathematical Methods or Specialist Mathematics.

Application procedure
VTAC code: 34471
2002 Round 1 Clearly-In ENTER: 86.25

Course overview
This double degree develops the full range of skills associated with chemical and biotechnological engineering as well as developing an understanding of the local and global business environment; general business knowledge and skills, especially in the area of management; an advanced understanding of the roles of research and development in business enterprises; an understanding of the processes of innovation, and excellent skills for professional communication.

Major studies
Accounting, marketing, human resource management, economics, information systems, organisations and management, business, genetics, chemistry, general biochemical processes, protein and enzyme structure and function, microbiology, biotechnology, molecular biology, forensic science, environmental science, chemical engineering design, process plant design, bioprocess engineering, environmental and safety management, engineering management, business and computer skills.

Career opportunities
Careers in chemical engineering especially as new developments in biotechnology influence the future of chemical engineering.

Professional recognition
Membership of The Institution of Engineers, Australia and the Royal Australian Chemical Institute.

Application procedure
VTAC code: 34691
2002 Round 1 Clearly-In ENTER: 82.50

Course overview
This course covers the fundamental principles and applications of chemical engineering, with a focus on the design and operation of chemical processing plants.

Major studies
Mathematics, chemistry, physics, general chemical engineering, material science, thermodynamics, fluid mechanics, separation processes, and process control.

Career opportunities
Careers in Chemical Engineering, Bioprocess Engineering, and Environmental Engineering.

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

CourseFinder: www.swin.edu.au/coursefinder
## Electronics and Computer Systems/Business

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

**Duration**  
Five years full-time.  
An optional and additional year of Industry-Based Learning (IBL) may also be available.

**Campus**  
Hawthorn.

**Entry requirements**  
Successful completion of an appropriate Victorian Year 12 or its equivalent.  
2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology: Information Systems or Specialist Mathematics.

**Application procedure**  
VTAC code: 34591  
2002 Round 1 Clearly-In ENTER: 81.65

**Course overview**  
This double degree involves the study of engineering and business subjects. Students complete the first year of the standard Bachelor of Engineering degree. In second year they commence the Electronics and Computer Systems stream. 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**  
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.

**Further information**  
School of Biophysical Sciences and Electrical Engineering  
Tel: (03) 9214 8859  
Email: bsee@swin.edu.au  
Website: www.swin.edu.au/bioscieleceng/

## Mechanical Engineering/Business

**Course title**  
Bachelor of Engineering (Mechanical)/Bachelor of Business

**Duration**  
Five years full-time.  
An optional and additional one year of Industry-Based Learning (IBL) may also be available.

**Campus**  
Hawthorn.

**Entry requirements**  
Successful completion of an appropriate Victorian Year 12 or its equivalent.  
2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology: Information Systems or Specialist Mathematics.

**Application procedure**  
VTAC code: 34611  
2002 Round 1 Clearly-In ENTER: 83.00

**Course overview**  
This course offers students a double degree course in mechanical engineering and business subjects, and is designed to increase student knowledge, skills and understanding of mechanical engineering principles and fundamental knowledge of business studies. 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 Mechanical Engineering and Bachelor of Business.

**Career opportunities**  
Refer to entries under Bachelor of Mechanical 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.

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

## Photonics/Telecommunications

**Course title**  
Bachelor of Science (Photonics)/Bachelor of Engineering (Telecommunications and Internet Technologies)

**Duration**  
Five years full-time.  
An optional and additional year of Industry-Based Learning (IBL) and an honours year may also be available.

**Campus**  
Hawthorn.

**Entry requirements**  
Successful completion of an appropriate Victorian Year 12 or its equivalent.  
2003 VCE prerequisites: Units 3 and 4 – A study score of at least 25 in English (any), and Mathematical Methods.

**Application procedure**  
VTAC code: 34011  
2002 Round 1 Clearly-In ENTER: 83.00

**Course overview**  
Photonics involves the control, transfer and storage of information using light, and it will play a major role in current and future generations of telecommunications and information systems. The course provides an in-depth understanding of photonics (light, lasers, optics, optoelectronics) and telecommunications (local and global digital networking, mobile and fibre optics communications).

**Major studies**  
Photonics, optoelectronics, lasers, modern optics, telecommunications techniques and networks, internetworking, fibre optic communications, object-oriented software (Java), digital signal processing, mathematics, electronics, physics, CISCO CCNA, Microsoft MCSE.

**Career opportunities**  
Professional careers in the converging telecommunications and Internet industries, or research and development photonics-based research.

**Professional recognition**  
Membership of The Institution of Engineers, Australia.

**Further information**  
School of Biophysical Sciences and Electrical Engineering  
Tel: (03) 9214 8859  
Email: bsee@swin.edu.au  
Website: www.swin.edu.au/photronics
**Research and Development/Electronics and Computer Systems**

**Course title**
Bachelor of Science (Research and Development)/Bachelor of Engineering (Electronics and Computer Systems)

Also known as the Vice-Chancellor’s Scholarship Program.

**Duration**
Five years full-time including industry research and development experience.

**Campus**
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), Physics and Mathematical Methods or Specialist Mathematics.

**Application procedure**
VTAC code: 34531
2002 Round 1 Clearly-In ENTER: 95.10

**Course overview**
As well as conventional coursework, students will take part in research projects with some, or all of Swinburne’s research groups in astrophysics and supercomputing, applied optics, neurophysiology, telecommunications, intelligent systems research, biomedical instrumentation and femtosecond laser spectroscopy. Up to six HECS exemption scholarships are available for this course.

**Major studies**
- Physiology, electronic systems, introduction to biophysics, electronics, software development, embedded microcontrollers, circuits, photonics and fibre optics, communications principles, linear systems, astronomy, 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 and careers in engineering and science.

**Professional recognition**
Membership of The Institution of Engineers, Australia.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/

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**Robotics and Mechatronics/Computer Science and Software Engineering**

**Course title**
Bachelor of Engineering (Robotics and Mechatronics)/Bachelor of Science (Computer Science and Software Engineering)

**Degree**
Five years full-time.

An optional and additional year of Industry-Based Learning (IBL) may also be available.

**Campus**
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), Mathematical Methods and one of Biology, Chemistry, Physics, Psychology, Information Technology: Information Systems or Specialist Mathematics.

**Application procedure**
VTAC code: 34991
2002 Round 1 Fringe ENTER: 90.95

**Course overview**
This double degree course provides a major focus on the application of advanced computing techniques on the design and operation of robotic and mechatronic systems. It combines mechanical engineering, electrical, electronic and software engineering in the design, development and control of diverse systems used in a range of industries including manufacturing, medicine and the service industries.

**Major studies**
- Refer to Bachelor of Engineering (Robotics and Mechatronics) and Bachelor of Science (Computer Science and Software Engineering).

**Career opportunities**
Careers in a wide spectrum of industries including robotics, aerospace, chemical, defence, automotive and manufacturing where complex software plays a major role, as well as in businesses that require extensive computer support, such as banking and commerce.

**Professional recognition**
Membership of The Institution of Engineers, Australia and the Australian Computer Society.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

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**Telecommunications and Internet Technologies/Computer Science and Software Engineering**

**Course title**
Bachelor of Engineering (Telecommunications and Internet Technologies)/Bachelor of Science (Computer Science and Software Engineering)

**Degree**
Five years full-time.

An optional and additional year of Industry-Based Learning (IBL) may also be available.

**Campus**
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), and Mathematical Methods or Specialist Mathematics.

**Application procedure**
VTAC code: 34791
2002 Round 1 Clearly-In ENTER: 85.95

**Course overview**
This double degree course provides education for professional careers in the converging telecommunications, Internet and information industries. It has a major focus on the application of computers, computer networking and software engineering 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.

**Career opportunities**
Graduates will find rewarding high-tech careers in the converging telecommunications, Internet, information and software engineering industries.

**Professional recognition**
Membership of The Institution of Engineers, Australia and the Australian Computer Society.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/
**Automotive**

**Course title**
- Certificate IV in Automotive
- Certificate III in Automotive (Mechanical-Light Vehicle)
- Certificate II in Automotive Technology

**Duration**
- Certificate IV: two years part-time.
- Certificate III: three years part-time.
- Certificate II: twenty weeks full-time.

**Campus**

**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 (any) is desirable.

**Application procedure**
Direct to Swinburne.

**Course overview**
Certificate IV aims to provide working level knowledge for anybody seeking employment 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**

**Further information**
Department of Mechanical and Automotive Technology
Tel: (03) 9210 1226
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng

**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.

**Campus**
Hawthorn, Moorabbin Airport.

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

2003 VCE prerequisites: Units 3 and 4 – English (any) and General Mathematics. A pass in Physics is desirable but not essential.

**Application procedure**
VTAC code: 77031

**Course overview**
The overall objective of this course is to prepare students for professional careers in the aviation industry as aeroplane pilots. This course will give students an accredited award which will recognise their potential for further development as well as their having an enriched understanding of the aviation environment.

**Career opportunities**
Professional careers in the aviation industry as aeroplane pilots, particularly those with aspirations for a career with regional and major airlines. Successful completion of the course may also allow pathways to one of Swinburne’s degree programs.

**Further information**
Department of Mechanical and Automotive Technology
Tel: (03) 9214 8504
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng

**Building**

**Course title**
- Diploma of Building
- Certificate IV in Building
- Certificate III in Carpentry and Joinery – Apprenticeship Joinery/Shopfitting/Stairbuilding
- Certificate III in General Construction – Apprenticeship Carpentry
- Certificate III in General Construction – Apprenticeship Painting and Decorating
- Certificate II in Carpentry and Joinery – Pre-Apprenticeship Joinery/Shopfitting/Stairbuilding
- Certificate II in General Construction – Pre-Apprenticeship Carpentry
- Certificate II in General Construction – Pre-Apprenticeship Painting and Decorating

**Duration**
- Diploma: two years full-time.
- Certificate IV: one year full-time or four years part-time.
- Certificate III: three years part-time (8 weekly-blocks).
- Certificate II: sixteen weeks full-time.

**Campus**
Croydon.

**Entry requirements**
- Diploma: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
- Certificate IV: Successful 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: 70031

**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 (Joinery/Shopfitting/Stairbuilding): students 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.

➔ continued overleaf
Certificate III (Painting and 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 and uses.

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.

Certificate II: suitable for people interested in gaining an apprenticeship or traineeship in the building industry.

Career opportunities
Certificate II: apprenticeship in the building and construction industry.
Certificate III: employment in the building and construction industry as a qualified tradesperson.
Certificate IV: building practitioner, building works supervisor, estimator.
Diploma: building works supervisor, estimator, contract administration and builder.

Further information
Department of Building and Transport
Tel: (03) 9210 6663
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng

Ray Taylor's experience in the building industry has taught him the value of property. He now has a couple of investment properties that are, naturally, well maintained by their owner.
### Computer Systems

**Course title**  
Advanced Diploma of Computer Systems Engineering

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

**Campus**  
Croydon, Hawthorn, Wantirna (first semester only).

**Entry requirements**  
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.  
2003 VCE prerequisites: Units 1 and 2 – Mathematical Methods or Units 3 and 4 – Mathematics (any).

**Application procedure**  
VTAC (full-time) or direct to Swinburne for part-time.  
VTAC code: 70011 (Croydon)  
77341 (Hawthorn)

**Course overview**  
This course provides vocational training for people wanting to begin a career or pursue further study in the computer and electronic industries. It is designed to provide a sound background and application of hardware and software components of modern computing systems including network techniques.

**Career opportunities**  
Employment as a technical officer who performs design, manufacture, analysis, supervision and engineering liaison. Other opportunities include a systems manager or support officer for computer systems. It also provides a foundation for further study towards obtaining a degree.

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

### Electrical

**Course title**  
Certificate IV in Electrical  
Certificate III in Electrotechnology (Systems 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.

**Campus**  
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 I: aims to provide students with general knowledge and skills in electrical industry, which will enhance the opportunity of gaining an apprenticeship.  
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 IV: provides post-trade further study for persons seeking a career in electrical, electronics and allied industries.

**Career opportunities**  
Employment as a technical officer who performs planning, design, analysis, supervision or engineering liaison. It also provides a foundation for further study towards a degree.

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

### Electronics

**Course title**  
Advanced Diploma of Electronics Engineering

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

**Campus**  
Croydon, Hawthorn, Wantirna (first semester only).

**Entry requirements**  
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.  
2003 VCE prerequisites: Units 1 and 2 – Mathematical Methods or any two mathematics at Unit 3 and 4.

**Application procedure**  
VTAC (full-time) or direct to Swinburne for part-time.  
VTAC code: 70431 (Croydon)  
77431 (Hawthorn)

**Course overview**  
This course offers students a general background in electronics, with an emphasis on digital technology and the application of MicroProcessors-controlled circuitry.  
A design project is part of the final stage of the course, which aims to enhance the design, construction and development skills in electronic engineering.

**Career opportunities**  
Employment as a technical officer who performs planning, design, analysis, supervision or engineering liaison. It also provides a foundation for further study towards a degree.

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

### Further information

- **Department of Electrical and Electronics Technology**  
  Tel: (03) 9213 6690 (Croydon/Wantirna)  
  Email: tafeeng@swin.edu.au  
  Website: www.tafe.swin.edu.au/eng

- **Further information**  
  Electrical and Electronics Technology Department  
  Tel: (03) 9214 8875 (Hawthorn)  
  (03) 9210 1226 (Wantirna)  
  Email: tafeeng@swin.edu.au  
  Website: www.tafe.swin.edu.au/eng
ENGINEERING AND TECHNOLOGY – TAFE

ENGINEERING

Course title
Advanced Diploma of Engineering Technology (Principal Technical Officer)
Advanced Diploma of Engineering Technology
Certificate IV in Engineering Technology – Post Trade
Certificate III in Engineering (Fabrication) – Apprenticeship
Certificate III in Engineering (Mechanical) – Apprenticeship
Certificate II in Engineering – CNC Machine Operator
Certificate II in Engineering – Pre-Apprenticeship
Engineering Traineeship

Duration
Advanced Diploma (Principal Technical Officer): three years full-time, six years part-time.
Advanced Diploma: two years full-time, four years part-time
Certificate II: two years part-time (day or evening).
Certificate III: three years part-time (day release).
Certificate II: six months full-time, one year part-time.
Engineering Traineeship: one year part-time.

Campus
Advanced Diploma: Hawthorn.

Entry requirements
Advanced Diploma (Principal Technical Officer): successful completion of the Advanced Diploma of Engineering Technology or equivalent.
Advanced Diploma: successful 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. Non-Year 12 applicants may be required to attend an interview and/or complete a written test.
Certificate II: successful 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 Traineeship: over 15 years of age.

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. Students select either a Mechanical, Manufacturing, or Robotics and Mechatronics stream. In the Mechanical stream skills are attained in mechanical design and drafting. The Manufacturing stream focuses on the manufacturing industry and modern production techniques. The Robotics and Mechatronics stream develops innovative skills in robotic and mechatronic systems, computing, electronics, mechanical and electrical engineering.
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 (CNC Machine Operator): aims to provide students with the skills to operate computer numerical control machining in an engineering environment.
Certificate II (Pre-Apprenticeship): 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.
Engineering Traineeship: aims to meet the formal training needs of operators and production workers across a broad range of activities in the manufacturing and engineering industries.

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. Also 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 (Pre-Apprenticeship): apprentice or trainee in engineering trades in areas of mechanical, fabrication, electrical, automotive and electronics.
Engineering Traineeship: employment in the manufacturing and engineering industry.

Further information
Department of Mechanical and Automotive Technology
Tel: (03) 9214 8504 (Hawthorn)
(03) 9210 1226 (Wantirna)
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng

CourseFinder: www.swin.edu.au/coursefinder

CourseFinder: Detailed information on courses and subjects is located at: www.swin.edu.au/coursefinder
**Fire Technology**

**Course title**
Diploma of Fire Technology
Certificate IV in Fire Technology

**Duration**
Diploma: part-time only.
Certificate IV: one year full-time or equivalent part-time.

Day, evening and weekend classes are available, and Distance Learning is available for some subjects.

**Campus**
Hawthorn.

**Entry requirements**
There are no formal prerequisites. 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 or direct to Swinburne.
VTAC code: 77631

**Course overview**
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.

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.

Flexible delivery combines traditional correspondence study with teacher-contact support. Contact the Distance Learning Centre for further details on 1800 633 560.

**Career opportunities**
Practitioners or assistants in fire safety, insurance and systems design.

**Further information**
Department of Industrial Sciences
Tel: (03) 9214 5161
Website: www.tafe.swin.edu.au/ahs.indsci.htm

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**Renewable Energy Technology**

**Course title**
Advanced Diploma of Renewable Energy Technology

**Duration**
Two years full-time or four years part-time.

**Campus**
Hawthorn.

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

VCE prerequisites: Units 1 and 2 – Mathematical Methods.

Or completion of an electrical, mechanical, fabrication, building or plumbing trade certificate III or mature age entry. Non Year 12 applicants may be required to attend an interview and/or complete a written test.

**Application procedure**
VTAC (full-time), direct to Swinburne for part-time.
VTAC code: 77041

**Course overview**
This course equips students with the knowledge and skills required for a career in the renewable energy field and covers the principles of operation of renewable energy systems, such as indirect solar 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 energy management, water pumping, micro-hydro systems, fuel cells and the use and re-use of plant animal materials to generate energy.

**Career opportunities**
Graduates from this course will be employed as consultants, business owners and managers who will be capable of designing, installing, commissioning, maintaining, operating and replacing renewable energy systems.

**Further information**
Department of Mechanical and Automotive Technology
Tel: (03) 9214 8504
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng
Course title
Bachelor of Science (Biochemistry)

Duration
Four years full-time including one year of Industry-Based Learning (IBL). An honours year is also available.

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), 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 code: 34681
2002 Round 1 Clearly-In ENTER: Individual offer

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
Biological chemistry, biochemical genetics, biochemistry, biotechnology, biomedical 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 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

Course title
Bachelor of Science (Biomedical Sciences)

Students have the option of undertaking the double degree after Year 1 or 2.

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

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any), Physics and Mathematical Methods.

Application procedure
VTAC code: 34681
2002 Round 1 Clearly-In ENTER: 88.40

Course overview
This course covers specialist theoretical and practical study of the functional aspects of the human body as well as 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 biology.

Career opportunities
Employment in the health care sector, medical equipment companies and sports medicine area. Hospital careers include intensive care support, medical technologist positions in cardiovascular, renal biophysics.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: biosee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/biomedical

Course title
Bachelor of Social Science (Human Services)

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

Campus
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-focused TAFE studies in human services to University studies in policy, analysis and management studies. It includes development of generic skills with particular relevance to the human services sector including: 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 25 August between 10.00am and 3.00pm. Attendance 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 Science (Psychology/Biochemistry)

Duration
Three years full-time.

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

2003 VCE prerequisites: Units 3 and 4 — a study score of at least 25 in English (any), either Chemistry or Biology, and one of Mathematical Methods, Specialist Mathematics, or a study score of at least 30 in Further Mathematics.

Application procedure
VTAC code: 34161
2002 Round 1 Clearly-In ENTER: 92.30

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 psychology major is accredited by the Australian Psychological Society (APS).

Information sessions
Sunday 25 August between 10.00am and 3.00pm.

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

PSYCHOLOGY / PSYCHOPHYSIOLOGY

Course title
Bachelor of Science (Psychology/Psychophysiology) Bachelor of Arts (Psychology/Psychophysiology)

Duration
Three years full-time.

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

2003 VCE prerequisites: Units 3 and 4 — a study score of at least 25 in English (any), one of Mathematical (any), Physics, Chemistry, Biology or Psychology.

Application procedure
VTAC code: 34461 (Arts)
34141 (Science)
2002 Round 1 Clearly-In ENTER: 86.15 (Arts)
85.75 (Science)

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
Neuropsychological areas of hospitals; research areas of universities and research institutes within the private and public sectors; community health services, and clinics, and institutions; sports psychology; ergonomics; psychophysiology; clinical psychology.

Professional recognition
The psychology major is accredited by the Australian Psychological Society (APS).

Information sessions
Sunday 25 August between 10.00am and 3.00pm.

Further information
School of Biophysical Sciences and Electrical Engineering (Science)
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleng/

School of Social and Behavioural Sciences (Arts)
Tel: (03) 9214 5209
Email: sbssadmin@swin.edu.au
Website: www.swin.edu.au/sbs

PUBLIC AND ENVIRONMENTAL HEALTH

Course title
Bachelor of Health Science (Public and Environmental Health)

Duration
Four years full-time including one year of Industry-Based Learning (IBL). An honours year is also available.

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

2003 VCE prerequisites: Units 3 and 4 — A study score of at least 25 in English (any), 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 code: 34051
2002 ENTER: Individual offer

Course overview
Public health management focuses on the technical, scientific and social issues associated with the management of public health risks. 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
Law, food and water science, microbiology, communicable disease control, public health and environmental risk assessment and management, health planning and promotion, occupational health and safety.

Career opportunities
This course is an accredited qualification for those seeking a career as an environmental health officer. Employment may be found with commonwealth, state and local government authorities, and increasingly, food and waste management industries and private consultancies.

Professional recognition
Membership of the Australian Institute of Environmental Health.

Information sessions
Sunday 25 August between 10.00am and 3.00pm.

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

Further information
School of Biophysical Sciences and Electrical Engineering (Science)
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleng/
BIOMEDICAL SCIENCES / ELECTRONICS AND COMPUTER SYSTEMS

Course title
Bachelor of Science (Biomedical Sciences)/ Bachelor of Engineering (Electronics and Computer Systems)
Students have the option of early exit with the first degree.

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

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 — a study score of at least 25 in English (any), Physics and Mathematical Methods.

Application procedure
VTAC code: 34681
2002 Round 1 Clearly-In ENTER: 88.40

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 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
Graduates may work in biomedical areas of either the public sector, for example in hospitals, or in the health industry. Alternatively, graduates may choose to undertake work as an electronics engineer.

Professional recognition
Membership of The Institution of Engineers, Australia.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/biomedical
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: three months full-time (including workplace and campus-based hours).

Campus
Croydon, Prahran, workplace and community venues.

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 an accredited training program for workers within the aged care sectors, in a range of industry workplaces or on a one-to-one basis with individual clients. 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
Department of Health, Recreation and Human Services
Tel: (03) 9213 6862 (Croydon)
(03) 9214 6866 (Prahran)
Website: www.tafe.swin.edu.au/socsci/

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 year full-time or equivalent part-time.
Diploma (Centre Based Care): two years full-time or equivalent 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 up to two years part-time.

Campus
Advanced Diploma: Prahran.
Diploma (Centre Based Care), Croydon, Prahran.
Diploma (Out of School Hours Care): Croydon, Prahran, Workplace Training.
Certificate III: Croydon, Prahran.
Certificate II: Croydon, Prahran, 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): Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
Diploma (Out of School Hours Care): Successful 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 employer.
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: 70021 (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): is designed to provide the skills, knowledge and understanding required for those who want to work with children as fully qualified child care professionals. Graduates provide care for the social, emotional, physical and educational needs of infants and children, specialising in children 0-6 years. They also gain knowledge of development of children from six to twelve years and learn to work closely with parents in fostering children’s development.

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: provides training for a challenging career with young children aged from 0-6 years. It also provides training for those who wish to work in before school/after school and vacation care with children 5-12 years. This course has extensive credits into the Diploma of Community Services (Children’s Services).

Certificate II: contains the first modules of the Certificate III and the Diploma. Students are supported by workshops, phone tutoring and study using manuals. Streams of this course are adapted for those interested in Home Based Care (Family Day Care) as well as for those interested in Centre Based Care. This course is also conducted in schools as a vocational program for Year 11 and 12.

Career opportunities
Advanced Diploma: leadership and management roles in the children’s services industry.
Diploma (Centre Based Care): child care centres, family day care schemes, infant care settings, private homes, pre-school play centres, out of school hour programs and work as aids with children who have special needs.

continued overleaf
Diploma (Out of School Hours Care): opportunities include work as qualified professional in before school care, after school care, and vacation care.

Certificate III: employment in a range of children’s services including Long Day Care (0-6 years), Occasional Care (0-6 years) and in kindergartens and pre-schools as assistants.

Certificate II: employment with children in the home based environment.

Professional recognition
Diploma level allows graduates to seek work as fully qualified staff according to Children’s Services Regulations and National Standards.

Further information
Department of Child and Family Studies
Tel: (03) 9213 6828 (Croydon)
(03) 9214 6863 (Prahran)
Website: www.tafe.swin.edu.au/socsci

Horticulture and childcare don’t seem like natural bedfellows but Kirstie Dowel blends the two together well. After all, as she says, “they are both about growing and nurturing.”

When Kirstie left school she followed one of her passions and became an apprentice in horticulture at Melbourne’s botanic gardens. She indulged her other passion, working with young children, by helping out in the garden’s education unit.

After finishing her four year apprenticeship she decided to take a ten month break and toured the top end of Australia. When she returned to Melbourne it didn’t take her long to decide her future was working in the childcare industry rather than in horticulture.

She applied for a place in Swinburne’s Diploma of Children’s Services. As a mature age entrant Kirstie sat a short test, had an interview and was soon enrolled. Kirstie is full of praise for her lecturers, she said, “I had never been a good student, but the enthusiasm of the lecturers changed that and I surprised myself.”

Like many students Kirstie found it tough going at times financially, “Student Services were really helpful and arranged an interest free loan when I needed some cash.”

Kirstie completed several work placements during her course. One of her placements was at a kindergarten in Taiwan. Talking about her experience there she said, “The people were amazing and so friendly. Even though the children were young, they were keen to learn English.”

Having graduated Kirstie quickly found a job at a kindergarten in an inner city suburb. She said, “I wouldn’t have got the job without my diploma. My lecturers had really got to know me and they gave me references, which was great.”

The kindergarten is not just benefiting from Kirstie’s training at Swinburne; her horticulture training is also being well used to teach the children about plants and nature. “I put into practise most of what I learnt at Swinburne now I am working at the kinder, and my horticulture skills come in handy as well.”

When asked about her long-term goals she said, “I definitely want to stay at the kinder for a few years. It is rewarding working with kids from a wide range of cultures and family backgrounds. Long term I’d love to get a job with the local council advising schools and kinders on how to help kids with special needs fit in and enjoy school.”
COMMUNITY/HEALTH MANAGEMENT

Course title
Diploma of Community Services (Management)

Duration
Two years full-time.

Campus
Prahran, Wantirna, Community Venue or Workplace.

Entry requirements
Demonstrated experience in a supervisory or higher level in the Community Services sector.

Application procedure
Direct to Swinburne.

Course overview
This course aims to provide an integrated sequence of management training for members of self-managing work groups and supervisors/managers. Participants will develop skills and knowledge with a focus on Community Services, including coordination and management skills in administration, finance, client service provision, policy, occupational health and safety, communication and optional areas in training and assessing, networking, community resources and education, case management and volunteering.

Career opportunities
Management across all community service sectors.

Further information
Department of Community and Further Education
Tel: (03) 9214 6866 (Prahran)
(03) 9210 1212 (Wantirna)
Website: www.tafe.swin.edu.au/sossci

COMMUNITY WORK

Course title
Diploma of Community Services (Community Work)

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

Campus
Prahran, Wantirna.

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

Application procedure
VTAC (full-time Prahran) or direct to Swinburne for Wantirna or part-time.
VTAC code: 78551 (Prahran)

Course overview
This course aims to provide students with the skills and knowledge required to be an effective worker in achieving significant social change.

Career opportunities
Employment outcomes include community education worker, migrant resource and support work, or community work in a range of government and non-government agencies. Students also have the option to continue studies in an arts degree course at Swinburne.

Further information
Department of Community and Further Education
Tel: (03) 9214 6866 (Prahran)
(03) 9210 1212 (Wantirna)
Website: www.tafe.swin.edu.au/sossci

DISABILITY WORK

Course title
Certificate IV in Community Services (Disability Work)

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

Campus
Prahran, Wantirna.

Entry requirements
There are no formal entry requirements. However, preference is given to people who have experience with people with disabilities. This may include personal experience or paid or unpaid employment.

Application procedure
VTAC (full-time) or direct to Swinburne (part-time).
VTAC code: 78061 (Prahran)
71031 (Wantirna)

Course overview
This course is designed to provide training for people working with people with disabilities. This could include employment in residential, employment, training, recreation or advocacy settings.

Career opportunities
The course is recognised as the current primary qualification in the disability field. Successful completion of the course may also allow Pathways to one of Swinburne’s diploma or degree programs.

Further information
Department of Community and Further Education
Tel: (03) 9214 6866 (Prahran)
(03) 9210 1212 (Wantirna)
Website: www.tafe.swin.edu.au/sossci
## Justice

**Course title**
Diploma of Justice

**Duration**
Two years full-time.

**Campus**
Croydon, Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Preference will be given to applicants who have experience in justice related fields.

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

**VTAC code**
- Croydon: 70671
- Hawthorn: 77671

**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 paraprofessional level in public or private organisations within the justice industry.

**Further information**
Department of Community and Further Education
Tel: (03) 9213 6682 (Croydon)
(03) 9214 8370 (Hawthorn)
Website: [www.tafe.swin.edu.au/socsci](http://www.tafe.swin.edu.au/socsci)

## Mental Health Work

**Course title**
Diploma of Community Services (Mental Health Work) – Non clinical

**Duration**
Two years full-time.

**Campus**
Prahran.

**Entry requirements**
The course is aimed at students with at least one year's experience in the psychiatric disability support sector. The course also welcomes people with personal experience of psychiatric disability.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course aims to equip participants with the knowledge, skills and values to work as a psychiatric disability worker.

**Career opportunities**
Employment can include working in residential, advocacy casework or community support roles. A Pathway is also available for entry into Swinburne’s Bachelor of Social Science (Human Services) or a range of other degree courses.

**Further information**
Department of Community and Further Education
Tel: (03) 9214 6866
Website: [www.tafe.swin.edu.au/socsci](http://www.tafe.swin.edu.au/socsci)

## Nursing

**Course title**
Certificate IV in Health (Nursing)
Certificate IV in Health Nursing (Post Basic Study)

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

**Post Basic Study**
- 78 hours for each module (40 hrs classroom, 38 hrs clinical experience)

**Campus**
Croydon, Prahran.

**Entry requirements**
Nursing: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applications are invited from Aborigines and Torres Strait Islanders. Persons from non-English speaking backgrounds are also encouraged to apply.

**Application procedure**
Post Basic Study: applicants must be a Registered Nurse, Division 2.

**Application procedure**
Nursing: applicants should complete an application form (available from the department) and submit it by 12 October 2001. An information evening followed by compulsory testing will be held at both campuses.

**Course overview**
Nursing: this course replaces the training previously referred to as State Enrolled Nursing. Following successful completion of the course, graduates are eligible to register with the Nurses Board of Victoria in Division 2 of the Nursing Register. Those seeking careers as Division 2 Nurses should enjoy working with people, particularly the elderly.

The Division 2 nurse assists clients/residents with a range of practical health care needs. The work of the second level nurse is physically demanding, often involving assisting clients/residents with mobility and comfort needs. The work is both emotionally challenging and rewarding. The Division 2 Nurse establishes and maintains social interaction and provides for the physical and emotional needs of culturally diverse clients experiencing a range of altered mental and physical states.

**Post Basic Study**
- Improved employment opportunities in the health care industry.
- Professional recognition
  - Registration with the Nurses Board of Victoria in Division 2 of the nurses register.

**Career opportunities**
Nursing: employment as Division 2 Nurses in nursing homes, hospitals, hostels, mental health, acute care and community settings. Successful completion of the certificate may also allow entry into a nursing degree with ‘credit’ and/or ‘advanced standing’.

**Post Basic Study**
- Improved employment opportunities in the health care industry.

**Further information**
Department of Health, Recreation and Human Services
Tel: (03) 9213 6682 (Croydon)
(03) 9214 6866 (Prahran)

**Occupational Health and Safety**

**Course title**
Diploma of Occupational Health and Safety
Certificate IV in Occupational Health and Safety
Certificate III in Occupational Health and Safety

**Duration**
Diploma: three years part-time.
Certificate IV: two years part-time.
Certificate III: one year part-time.

**Campus**
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.

Diploma: middle managers who have a major role in OHS.
Certificate IV: higher level supervisors who may be assistant safety officers.
Certificate III: line supervisors, union representatives and safety committee members.

**Further information**
Department of Industrial Sciences
Tel: (03) 9214 5371
Website: www.tafe.swin.edu.au/indsci

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**Outdoor Recreation**

**Course title**
Diploma of Outdoor Recreation

**Duration**
Two years full-time.

**Campus**
Croydon and External Venue (Eildon).

**Entry requirements**
There are no formal entry requirements. However, applicants over 21 years of age are preferred and a background in outdoor recreation is highly recommended.

**Application procedure**
VTAC code: tba
Applicants should also contact the department to receive further information with regard to a supplementary application form, interview and/or direct application.

**Course overview**
This course is delivered in partnership with the outdoor Education Group (OEG) and is based at Eildon in North East Victoria. The course aims to develop technical and interpersonal skills, professional judgement and prudent safety skills. The course begins with the fundamentals and progresses to more complex challenges. Students have the option to exit after one year with a Certificate IV in Outdoor Recreation.

**Career opportunities**
Graduates of the Diploma will be able to undertake a significant role in the management of outdoor recreation enterprise or facilities, and have the capacity to develop and conduct extended outdoor programs or activities in a variety of environmental conditions.

**Further information**
Department of Health, Recreation and Human Services
Tel: (03) 9214 6866
Website: www.tafe.swin.edu.au/socsci

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**Patient Services**

**Course title**
Certificate III in Health (Patient Services)

**Duration**
Nominal duration (240 hours) comprising on-the-job and off-the-job components.

**Campus**
Prahran, Community Venue 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**
Department of Health, Recreation and Human Services
Tel: (03) 9214 6866
Website: www.tafe.swin.edu.au/socsci

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SPORT AND RECREATION

Course title
Diploma of Sport and Recreation
Diploma of Sports Development

Duration
Two years full-time.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Preference will be given to applicants with relevant recreation experience.

Application procedure
VTAC and direct to Swinburne.
VTAC code: 77991 (Sport and Recreation)
77981 (Sports Development)

Applicants should contact the department by 30 September to express their interest in the course. They are also required to complete a ‘Profile Form’ and attend a course information evening, which will be held during November.

Course overview
The Sport and Recreation course aims to provide an accredited training program for people wishing to pursue a career in the management and administration areas of the sport and recreation industry.

The Sports Development course aims to provide an accredited training program for people wishing to pursue a career in sports development in the sporting industry.

Career opportunities
Employment in the recreation industry. Successful completion of the diploma may also allow Pathways to degree courses in Recreation, Business and Marketing, or Tourism and Human Movement studies.

Further information
Department of Health, Recreation and Human Services
Tel: (03) 9214 8919 or 9214 8370

STUDENT PROFILE
CATERINA SEYMOUR

IT WAS SO DIFFERENT TO ANYTHING I HAD DONE BEFORE

Certificate IV in Health (Nursing)

With two teenage children and an elderly relative to care for Caterina Seymour had more than enough on her plate. Despite this, her interest in the healthcare industry was strong enough to draw her from her twenty-year job in retail to become a nurse.

Caterina had left school in Year 10 and started working on the cosmetic counter of a city centre department store. Twenty years later, having married and seen her two children grow into teenagers, Caterina was still working at the department store. But she knew she needed something more fulfilling.

“I always wanted to do nursing, but without qualifications and with a young family the opportunity seemed remote. Then when my long service leave came up and with my children being more independent I decided it was now or never.”

Once she started the course her initial apprehensions soon disappeared, she found “it was exciting, so different to anything I had done before, every subject seemed to bring up something new. While it was challenging, it was also a lot of fun.”

Her family is very supportive, “juggling family, work and study commitments has been hard but both my husband and my children have been great.”

Like many Swinburne courses the Certificate IV in Health includes practical work placements. For her placement Caterina spent a week with a district nurse in the bush.

“The coordinator was really flexible. I wanted to work with a district nurse in the country, near my sister’s property. It took some organising but it was a great experience.”

Caterina also had a clinical placement at a local residential nursing home, “I enjoyed the experience and they offered me a part-time job which was ideal. The depth of the interaction and the personal caring is so rewarding.”

Caterina saw the course as a vital stepping stone to the three-year nursing course she has started at university. Her Certificate IV not only got her on to the course it also gave her exemptions for some of the subjects.

Caterina doesn’t expect to finish studying, even when she finishes her current course. As she explains, “with nursing you can expand into other areas and you have to keep up to date, there are always new subjects and techniques to learn.”
WELFARE STUDIES

Course title
Diploma of Community Services (Welfare Studies)

Duration
Four years part-time.

Campus
Croydon/Wantirna, Prahran.

Entry requirements
There are no formal entry requirements. However, applicants are required to have one or more years paid or unpaid welfare related work experience. In addition, applicants 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. Major studies include: sociology, psychology, welfare practice, community development, social policy, counselling skills.

Career opportunities
Social welfare workers. A Pathway may also be available for entry into Swinburne’s Bachelor of Social Science (Human Services).

Further information
Department of Community and Further Education
Tel: (03) 9210 1212 (Croydon/Wantirna)
(03) 9214 6866 (Prahran)
Website: www.tafe.swin.edu.au/socsci

YOUTH WORK

Course title
Diploma of Community Services (Youth Work)
Certificate IV in Community Services (Youth Work)

Duration
Diploma: two years full-time or equivalent part-time.
Certificate IV: one year or equivalent part-time.

Campus
Prahran, Wantirna.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applicants are required to demonstrate personal maturity and aptitude for involvement in the course. Paid or unpaid experience relevant to the course is an advantage.

Application procedure
VTAC (full-time) or direct to Swinburne part-time.
VTAC code: 78071 (Prahran)
71041 (Wantirna)

Course overview
Diploma: prepares graduates for casework and case management roles in the youth work and related sectors.
Certificate IV: prepares graduates for direct care roles in residential care, juvenile justice and community support.

Career opportunities
Successful completion of the Diploma may also allow a Pathway to the Bachelor of Social Science (Human Services).

Further information
Department of Community and Further Education
Tel: (03) 9214 6866 (Prahran)
(03) 9210 1212 (Wantirna)
Website: www.tafe.swin.edu.au/socsci

Course Information Hotline: 1300 368 777
Having missed out during the first round offers, Vance Moran was convinced he was not going to get into the hospitality and business course he wanted. So he took a full-time job at an Irish pub. Vance was delighted to be disturbed, from his first week of serving Guinness, by a caller from Swinburne who made him a second round offer he couldn’t refuse.

The dual award course appealed to Vance because it combined the practical skills of a TAFE course with the more theoretical knowledge offered by a university degree.

He has now finished the TAFE section of the course that entitles him to a Diploma of Hospitality and has started two years of tourism and business studies that will ultimately lead to a degree.

Vance said that working in the purpose built restaurant and kitchen at Swinburne’s Lilydale campus was a good learning curve. The restaurant is open to the public to give hospitality students like Vance the chance to practise their skills with real customers.

“The first year was a lot of practical work. It was full on; we had to serve in the restaurant where you learn to do things correctly and build your confidence. It was good because you weren’t weighed down by too much theory.”

Like many hospitality students Vance works part-time in the industry to gain experience. He believes this will stand him in good stead when he qualifies and he’s looking for his first job. “The course and working in different roles has helped me build up contacts in the industry.”

Vance gets on well with his classmates. “Our class is pretty close. We try and fit in regular nights out. TAFE also organises weekends away for the whole course. The first semester we went to swim with the dolphins, which was awesome.”

The course and working in different roles has helped me build up contacts in the industry.”

Vance gets on well with his classmates. “Our class is pretty close. We try and fit in regular nights out. TAFE also organises weekends away for the whole course. The first semester we went to swim with the dolphins, which was awesome.”

Was the course the right choice for Vance? He thinks so. “The good thing is we get taught the full range of jobs within hospitality. I currently work in food and beverage but I could move into other areas. When I qualify I will have been trained in all the different skills I’ll need to become a manager, which I hope to be one day.”
TOURISM AND MANAGEMENT/HOSPITALITY MANAGEMENT

Course title
Bachelor of Business (Tourism and Management)/Diploma of Hospitality Management

Duration
Four years full-time or equivalent part-time. Students may withdraw at various exit points with a Certificate IV in Hospitality Supervision or a Diploma of Hospitality Management.

Campus
Lilydale.

Entry requirements
Successful completion of an appropriate Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

This course is not available to students who have completed a Diploma of Hospitality Management.

Application procedure
VTAC code: 35051 (full-time)
2002 Round 1 Clearly-In ENTER: 54.90

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 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
Lilydale Administration
Tel: (03) 9215 7000
Email: ldinfo@swin.edu.au
Website: www.ld.swin.edu.au
**HOSPITALITY**

Course title
- Diploma of Hospitality (Management)
- Certificate III in Hospitality (Commercial Cookery) – Apprenticeship
- Certificate II in Hospitality (Commercial Cookery)
- Certificate II in Hospitality (Operations)
- Certificate I in Hospitality (Kitchen Operations)

Duration
- Diploma: two years full-time.
- Certificate III: three years part-time.
- Certificate II: six months full-time.
- Certificate I: six to eight weeks full-time.

Campus
- Diploma: Prahran
- Certificate III: Lilydale
- Certificate I: Lilydale

Entry requirements
- Diploma: successful 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 and at least 16 years of age.
- Certificate I: no formal entry requirements.

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) or direct to Swinburne for mid-year intake, and certificate courses.
- VTAC code: 70591 (Lilydale)
- VTAC code: 78651 (Prahran)

After applying to VTAC applicants MUST contact the Department to obtain a pre-selection form.

Course overview
- Diploma: aims to develop a broad awareness and understanding of the hospitality industry. The skills and competencies attained at this level reflect those required by managers and supervisors.
- Certificate III: aims to provide training and skill development in kitchen operations and reflects the role of a qualified cook or chef. It requires students to be employed as an apprentice 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): designed to provide participants with an understanding of the hospitality industry and skills at entry levels. It includes competencies in key aspects of hospitality services with particular emphasis on food and beverage service.

Certificate I aims to develop the basic skills required to work as a kitchen attendant in a variety of hospitality operations. It is an ideal pre-apprenticeship course as it prepares students to enter an apprenticeship and improves job prospects.

Career opportunities
- Diploma: employment in hospitality operations at a supervisory level or further study at the degree level.
- Certificate III: employment as a cook and/or further study.
- Certificate II (Commercial Cook): Grade 3 commercial cook.
- Certificate II (Operations): employment in restaurants, cafes, and functions at an operational level or further study
- Certificate I: employment as a kitchen attendant and/or further study.

Further information
- Department of Hospitality and Tourism
- Tel: (03) 9215 7047 (Lilydale)
- Tel: (03) 9214 6589 (Prahran)
- Website: www.tafe.swin.edu.au/ahs/hospitalitytourism/home.htm

**TOURISM**

Course title
- Diploma of Tourism (Operations Management)
- Diploma of Tourism (Meetings and Events Management)
- Certificate III in Tourism (Guiding)
- Certificate II in Tourism (Guiding)

Duration
- Diploma: two years full-time.
- Certificate III: six months full-time.
- Certificate II (Guiding): one year part-time (evening).

Campus
- Diploma (Operations Management): Lilydale.
- Diploma (Meetings and Events Management): Prahran.
- Certificate III/II: Lilydale.

Entry requirements
- Diploma: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age.
- Certificate II (Guiding): none.

Application procedure
- VTAC (Diploma) or direct to Swinburne for mid-year intake, and certificate courses.
- VTAC code: 70591 (Lilydale)
- VTAC code: 78651 (Prahran)

After applying to VTAC applicants MUST contact the Department to obtain a pre-selection form.

Course overview
- Diploma (Operations Management): aims to develop a broad awareness and understanding into the tourism industry and provide participants with the knowledge and skills to manage and work within the operations sector.
- Diploma (Meetings and Events Management): aims to develop a broad awareness and understanding into the tourism industry and provide participants with the knowledge and skills to manage and work within the meetings, conferences and event management sector.

Certificate III in Tourism (Guiding) aims to develop a broad awareness and understanding into the tourism industry and subjects specifically designed towards guiding and tour operators.

Certificate II in Tourism (Guiding) aims to develop a broad awareness and understanding into the tourism industry and subjects specifically designed towards guiding.

Career opportunities
- Operations Management: operations or attractions manager, operations consultant, tour coordinator or specialist guide.
- Meetings and Events Management: meeting and conference administration, registration or supervision and event management.

Certificate III: site guide, a ‘meet and greet’ guide or administration assistant for a tour company.

Certificate II: site guide or a ‘meet and greet’ guide.

Further information
- Department of Hospitality and Tourism
- Tel: (03) 9215 7047 (Lilydale)
- Tel: (03) 9214 6589 (Prahran)
- Website: www.tafe.swin.edu.au/ahs/hospitalitytourism/home.htm
BUSINESS MARKETING

Course title
Bachelor of Multimedia (Business Marketing)

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

Campus
Hawthorn and Prahran.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34061
2002 Round 1 Clearly-In ENTER: 86.65

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 principles for electronic media and multimedia, the Internet and WWW, 3D animation, user experience design, digital video and audio, multimedia systems, market behaviour, marketing planning, eBusiness, eMarketing, eCustomer relationship marketing, eCommerce strategy, transnational marketing.

Career opportunities
A broad spectrum of career opportunities in eCommerce and the multimedia industry.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/multimedia

INTERACTIVE MULTIMEDIA

Course title
Bachelor of Technology (Interactive Multimedia)

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

Campus
Lilydale.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 56a
2002 ENTRY: new course for 2003

Course overview
This course integrates information technologies, telecommunications and multimedia concepts. Increasingly, interactive multimedia is becoming a dominant mode of delivering information and entertainment and is escalating in its use within business, government and educational institutions to create, promote and sell products and provide graphic information about services.
The course incorporates both TAFE and Higher Education subjects, allowing students to exit the program with a certificate, diploma or degree qualification. It also allows students to enter the course with at multiple points.

Major studies

Career opportunities
Multimedia application design and development.

Professional recognition
An application has been made to the Australian Computer Society (ACS).

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/multimedia

MEDIA STUDIES

Course title
Bachelor of Multimedia (Media Studies)

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

Campus
Hawthorn and Prahran.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34081
2002 Round 1 Clearly-In ENTER: 85.45

Course overview
This 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

Career opportunities
Graduates of this program are expected to be in high demand as the media industry progressively shifts its delivery to the newer multimedia platforms. Examples include: web authoring for the new wave of electronic publications and news broadcasts, computer authoring, and information architecture.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Biophysical Sciences and Electrical Engineering
Tel: (03) 9214 8859
Email: bsee@swin.edu.au
Website: www.swin.edu.au/bioscieleceng/multimedia
MULTIMEDIA DESIGN

Course title
Bachelor of Design (Multimedia Design)

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

Campus
Prahran.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).
Note: Applicants are advised to undertake art or any art-related study in Units 3 and 4 to assist in the development of a folio. It would also be an advantage to take two units from Mathematics, Physics, Computer Science, Technological Design and Development.

Application procedure
VTAC code: 36001
2002 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 2002.

Course overview
Graduates will gain 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 (AGDA), and the Multimedia Industry Network (mmIN), and associate membership of the Design Institute of Australia (DIA).

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

IT WAS A VERY BROAD COURSE THAT GAVE ME A GOOD FOUNDATION

Bachelor of Applied Science
(Multimedia Technology)*

The first stop for many visitors and locals looking for business information and entertainment ideas within Melbourne is CitySearch www.citysearch.com.au – a website that provides people with everything they need to know to get around Melbourne and its surrounds.

The bright, chatty style of CitySearch disguises the complex technical and design skills required in constantly updating the site and making it work. And Stefan Vargheese, a graduate of Swinburne’s Multimedia program and an employee of CitySearch, thrives on the dynamic environment.

Stefan creates and maintains the templates on which the information is displayed, and prepares scripts (mini software programs) that convert text-based information into an easy-to-read format.

“I like it because I get to do creative stuff, although I’m not a particularly creative person. The programming is very technical, but it is also creative and challenging, especially working with the scripts which require a lot of logical and analytical thinking.”

The winner of Swinburne University’s 1999 Hewlett Packard Award for the top graduate in the Bachelor of Applied Science (Multimedia Technology) was snapped up by CitySearch as soon as he completed his degree. He had first worked for CitySearch during his one-year Industry-Based Learning placement.

In such a rapidly changing industry, Stefan found that he has learnt a lot on the job, but it would not have been possible without the solid grounding that he gained at Swinburne.

“It was a very broad course that gave me a good foundation. It covered both programming and design aspects and you could apply the theory and ideas that you learned to a range of topics. The course wasn’t too specific. Even with programming, it didn’t give you specific information about C Programming, it gave you information that you could apply to all programming.”

Stefan said that changes Swinburne has made to the course since he finished have made it even better, as students now can specialise in technical, business, design or communication aspects of multimedia.

* This course has been replaced by the Bachelor of Multimedia offering a choice of four specialisations:

Bachelor of Multimedia (Business Marketing)
Bachelor of Multimedia (Media Studies), and
Bachelor of Multimedia (Multimedia Software Development)
Bachelor of Multimedia (Networks and Computing)

CourseFinder: www.swin.edu.au/coursefinder
**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) may also be available.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or equivalent. 
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 34091  
2002 Round 1 Clearly-In ENTER: 87.30

**Course overview**
This course would serve the needs of those wishing to pursue a multimedia-oriented career, particularly related to the production, development, and design of multimedia applications in their respective chosen discipline. It includes major studies in software development using an object-oriented approach and multimedia design using authoring tools. 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**
Graduates may 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. The course covers sufficient studies in software development to enable graduates to exploit this in areas such as Java-based website development. In addition graduates can expect to be in demand for their networking skills in the multimedia industry to manage corporate LAN’s, intranets and other Internet access facilities.

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

**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) may also be available.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or equivalent. 
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any) and Mathematical Methods.

**Application procedure**
VTAC code: 34111  
2002 Round 1 Clearly-In ENTER: 87.30

**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**

**Career opportunities**
Graduates may 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. The course covers sufficient studies in software development to enable graduates to exploit this in areas such as Java-based website development. In addition graduates can expect to be in demand for their networking skills in the multimedia industry to manage corporate LAN’s, intranets and other Internet access facilities.

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

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**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) may also be available.

**Campus**
Hawthorn and Prahran.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or equivalent. 
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any) and Mathematical Methods.

**Application procedure**
VTAC code: 34151  
2002 Round 1 Clearly-In ENTER: 90.10

**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**
Opportunities include: creation, development and technology management roles in interactive multimedia within the advertising, instructional design, business promotion, training, education, and on-line entertainment industries, as well as technology integration of telecommunications systems, computer networks, broadband interactive on-line networks, integrated computer and communication infrastructures for global networking.

**Professional recognition**
Membership of The Institution of Engineers, Australia.

**Further information**
School of Biophysical Sciences and Electrical Engineering  
Tel: (03) 9214 8859  
Email: bsee@swin.edu.au  
Website: www.swin.edu.au/bioscieleceng/multimedia
### Multimedia [Arts]

**Course title**
Advanced Diploma of Multimedia  
Certificate IV in Multimedia  
Certificate II in Multimedia

**Duration**
- Advanced Diploma: two years full-time.  
- Certificate IV: one year full-time.  
- Certificate II: 18 weeks full-time or equivalent part-time.

**Campus**
- Certificate II: Lilydale, Wantirna.

**Entry requirements**
- Advanced Diploma: successful completion of at least the first year of an approved art, design or media course at a post-VCE or equivalent Year 12 level, or mature age with relevant work experience. All applicants are required to present a folio of work at interview.  
- Certificate IV: successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. An interview with folio may be required.  
- Certificate II: successful completion of Year 11 or mature age.

**Application procedure**
- Advanced Diploma/Certificate IV: VTAC and direct to Swinburne (both are required).  
- Certificate II: direct to Swinburne.

**Course overview**
- Advanced Diploma: focuses on the use of electronic imaging, computer graphics and interactive multimedia for the communication of visual, graphic and design concepts. It provides specialist training in computer generated art and design, electronic publishing, digital imaging, video art, interactive multimedia, animation, 3D modelling and electronic art.  
- Certificate IV: focuses on electronic imaging and interactive multimedia in relation to design and communication problems and projects. Content includes design, project planning, scripting language for multimedia productions, 3D digital models and images, 2D digital animation, multimedia theory and communication.  
- Certificate II: gives a foundation in design and the related use of interactive multimedia software applications. It provides entry level skills for industry or as preparation for further studies.

**Career opportunities**
- Advanced Diploma: employment may be found in the areas of graphic design, multimedia design, Web design, new media arts, art direction, animation, game development, film and video post production, 3D modelling, visual art, studio practice and desktop publishing.  
- Successful completion of the course may also allow Pathways to the Bachelor of Design (Multimedia Design) at the National School of Design.  
- Certificate IV: graphic design, multimedia design, Web design, desktop publishing.  
- Certificate II: entry level positions in the design and media industry or further study.

**Further information**
Department of Arts  
Tel: (03) 9214 6739 (Prahran)  
(03) 9210 1116 (Wantirna)  
Website: www.tafe.swin.edu.au/ahs/arts.htm

### Multimedia [Computing]

**Course title**
- Diploma of Multimedia  
- Certificate IV in Multimedia  
- Certificate II in Interactive Multimedia (Computing)

**Duration**
- Diploma: two years full-time.  
- Certificate IV: one year full-time.  
- Certificate II: eighteen weeks full-time or equivalent part-time.

**Campus**
- Certificate II: Lilydale, Wantirna full-time.  
- Wantirna, Hawthorn part-time evening.

**Entry requirements**
- Diploma/Certificate IV: successful 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)  
- 77081 (Hawthorn)

**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: provides an introduction to multimedia programming, multimedia technologies, Web publishing and communication, and design and development skills and techniques. Topics include digital imaging, multimedia programming, internet applications, web publishing, multimedia systems. It also covers introductory business skills.  
- Certificate II: covers a broad range of basic media-related tasks, and provides a foundation from which to enter the multimedia industry or proceed to further study.

**Career opportunities**
- Diploma: employment within multimedia design consultancies, information technology companies, the media, entertainment studios, advertising agencies, government instrumentalities and in e-commerce.  
- Certificate IV: employment as a multimedia developer for multimedia companies, advertising agencies, retailers and government instrumentalities.  
- Certificate II: employment as a trainee in the multimedia industry.

**Further information**
Department of Computing and Information Technology  
Tel: (03) 9215 7021 (Lilydale)  
(03) 9214 8875 (Hawthorn)  
(03) 9210 1228 (Wantirna)  
Email: tafeeng@swin.edu.au  
Website: www.tafe.swin.edu.au/eng
**Bachelor of Arts**

**Duration**
Three years full-time or equivalent part-time.

**Campus**
Hawthorn.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or equivalent. 2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 34321 (full-time) 34401 (part-time)
2002 Round 1 Clearly-In ENTER: 87.15

**Course overview**
The Bachelor of Arts is designed to foster individual student development, to develop research and analytical skills and encourage skills of 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 how to express themselves effectively both orally and in writing.

Arts students may study from the following:
- Asian Languages and Cultures (Japanese)
- Asian Studies
- Australian Studies
- Cultural Studies
- Electronic Society
- European Studies
- Italian Studies
- Literature
- Media Studies
- Philosophy and Cultural Inquiry

Arts students may also undertake studies from a wide range of Social Science and Business subjects (see lists on pages 21 and 80).

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, Industry and Community Studies and Media and Cultural 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 25 August between 10.00am and 3.00pm. Attendance 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

**Art Specialisations**
The core majors of the Bachelor of Arts are listed below. Students studying degrees or double degrees in Business, Information Systems, Engineering or Social Science also have the option of undertaking subjects from these study areas.

**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 through language.

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) and three (3) Japanese studies subjects: Introduction to Japan – A Cultural Overview, Communication in Japanese, and Asia-Business Context.

Work Experience in Japan is 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**
The focus of Asian Studies is on contemporary Asia. It 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.

**Subjects include**
International Politics, Introduction to Japan, Emergence of Modern Asia, Communication in Japanese, Politics in Asia, Emergence of Modern Asia, Asia-Business Context, Pacific Rim Business Study Tour, Quantitative Research Methods, Qualitative Research Methods.

**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 provides a solid body of knowledge about 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**
- Australia: Past and Present, Australian Politics, Modern Australia, Popular Culture, Practical Ethics, Cinema Studies, Public Policy in Australia, Australian Writing and Cultural Change, Work in Australia, Sociology and Social Policy, Practical Ethics and Indigenous Politics in Australia, Social Theory, Quantitative Research Methods, Qualitative Research Methods.

**Career opportunities**
Teaching, private and public sectors administration, human services.

**Cultural Studies**
Cultural Studies is a discipline focusing on the nature of culture and its current transformation. It provides students with a rigorous foundation in the theoretical debates taking place in Cultural Studies.

**Subjects include**
- Introduction to Japan; Introduction to Philosophy; Post-War Italy; History of Ideas; Texts and Contexts; Philosophy of Culture; Reading, Writing and Criticism; Popular Culture; Social Psychology; Renaissance Literary Culture; Cinema Studies; Natural Philosophy and the Sciences; Philosophy, Media and Culture; Philosophy, Politics and Society; eSociety.

**Career opportunities**
Teaching, civil service, journalism, media, diplomatic corps.

**Electronic Society**
This discipline introduces students to the broad range of issues involved in the rise of the networked society and the implications of global culture. Issues associated with new forms of social interaction and connectivity arising from information and communication technologies are explored from a broad range of interdisciplinary perspectives.

**Subjects include**
- The Media in Australia; Sociology; Issues of Electronic Media; New Media; eSociety; Cognition and Human Performance; Information Society; Philosophy, Media, Culture; Making News and Making Policy; Globalisation; Philosophy, Politics and Society.

**Career opportunities**
Administration, publishing, public relations, journalism, teaching, human services.
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.

Subjects include
International Politics; Post-War Italy; European Union; Philosophy of Culture; European Union Study Tour; Renaissance Literary Culture; Work Experience in Europe; European Union – Business Context; Italy and its Language 1; Comparative European Politics.

Career opportunities
Particularly relevant for students wishing to pursue a career in the international environment: civil service, public and private sector administration, media, diplomatic corps.

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 Italians, on both linguistic and socio-cultural levels. The study has a practical orientation, strongly emphasising 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, European Union, Contemporary Italy, Work Experience, Study Tour to the European Union, Comparative European Politics, European Union – Business Context.

Career opportunities
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.

➔ continued overleaf

PROVING AN ARTS DEGREE CAN TAKE YOU TO THE TOP

BACHELOR OF ARTS (MEDIA AND COMMUNICATION)

Multimedia company director Connie Pandos detests it when people degrade an Arts degree.

“The old saying goes that an Arts graduate is a jack of all trades but master of none. Building a multimedia company today means you need to be totally multi-disciplined from visual and creative skills to moving images, text, advertising, customer relationship management, project management, business strategy, copywriting, marketing and technical expertise. I got that broad exposure at Swinburne through a variety of subjects which gave me a very practical and academic skill set which is exactly what this profession requires.”

Connie completed her Bachelor of Arts (Media and Communication) in 1992 and then undertook postgraduate subjects in electronic media in 1994.

Connie transferred to Swinburne after completing 18 months of an Arts degree at Melbourne and Monash universities. “I found those institutions too academic and I wanted a lot more practical knowledge and flexibility in terms of my contact hours as I worked part-time throughout my tertiary education. Swinburne had a very good balance of subjects on offer to full-time and part-time students with day or evening lecture series. I found Swinburne very flexible and they were also prepared to recognise my credits from the other universities.”

By 1995 Connie and her business partner Campbell Dobbin had formulated a plan to start their own business, a multimedia web agency that looked after all a client’s Internet requirements from strategy and concept development to design, build, integration and finally, statistical reporting and analysis. Since its inception, the ADWEB Agency has become a key architect of Australia’s Internet economy.

If Connie had any advice for prospective Swinburne students it would be “Value your teachers. Make use of them as mentors and chat about your hopes, dreams and worries. They are industry professionals not just academics shut away in ivory towers, they’ve got their finger on the pulse of this industry so remember that and go to them for help, advice, suggestions and encouragement.”

She also believes in the value of participation. “Get involved! You’ve got no idea how much practical experience you can gain from getting involved in the Swinburne radio station, volunteering for the newspaper or helping with the production of course guides like this! All this work adds to your CV and demonstrates to an employer that you have not only studied these things, but you can also apply your skills, and have already been doing so.”
Social Science and Arts – Degrees

Bachelor of Arts continued

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 encyclopedia 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 the in Media Studies major.

Subjects include
Writing Fiction; Texts and Contexts; Australian Writing and Cultural Change; Reading, Writing and Criticism; Renaissance Literary Culture; Electronic Writing; Literature Project; The Process of Journalism; Issues in Electronic Media.

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, radio and electronic media. Media Studies covers a wide range of academic and production subjects, including a study of the political economy of media and telecommunications, and hands-on subjects in which the emphasis is on publishing, radio production.

Subjects include
Texts and Contexts; The Media in Australia; Popular Culture; New Media: the Telecommunications Revolution; The Process of Journalism; Cinema Studies; Radio Production and Criticism; Electronic Writing; Information Society: a Global Perspective; Media Project; Reading, Writing and Criticism; Making News and Making Policy; Issues in electronic Media; eSociety: Sociology of the Electronic Age.

Students can also undertake major studies in media studies through the Swinburne Bachelor of Arts (Media and Communications).

Career opportunities
Journalism, radio production, public relations, communications research.

Philosophy and Cultural Inquiry
The subjects in this discipline 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; History of Ideas; Critical Thinking; Philosophy of Culture; Philosophy, Media, Culture; Philosophical Psychology; Philosophy, Politics, and Society; Knowledge Reason, and Society; Practical Ethics; Natural Philosophy and the Sciences.

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.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance 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 equivalent part-time.
An honours year is available.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34071 (full-time)
34281 (part-time)
2002 Round 1 Clearly-In ENTER: 90.65

Course overview
This course covers media and communications practices, influences and policies, and provides an ideal foundation for further studies in a range of specialist 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.

Major studies

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 25 August between 10.00am and 3.00pm. Attendance 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
**Course title**
Bachelor of Social Science (Psychology)

**Duration**
Three years full-time or equivalent part-time.

**Campus**
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

**Application procedure**
VTAC code: 34341 (full-time) 34271 (part-time)
2002 Round 1 Clearly-In ENTER: 86.20

**Course overview**
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.

Students are required to undertake two majors, one of which must be Psychology. Students may also undertake studies from a wide range of Social Science and Arts subjects (see page 76 and 80 for further details).

**Major studies**
Developmental Psychology, Cognition and Human Performance, Social Psychology, Psychology of Personality, Psychological Measurement, Abnormal Psychology.

**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**
Accredited by the Australian Psychological Society.

**Information sessions**
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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**I FEEL EQUIPPED FOR MY FUTURE**

Anyone looking at Edwina Breitzke’s resume may be forgiven for thinking she had lied about her age. It’s hard to believe she has found time to fit in so many achievements during what she, somewhat tongue-in-cheek, refers to as her ‘career path’.

Her first degree was in languages, but she says, “I had the interest but not the passion. I needed to go on to something more challenging.”

Edwina travelled extensively after graduating including a two-year stint teaching English in Japan. “It was challenging, exciting and taught me a lot about other people, other cultures and myself.”

Back in Melbourne, Edwina currently works as a counsellor in sexual assault and suicide prevention. She is also a volunteer supervisor at Lifeline.

Due to her interest and work in the counselling area, Edwina applied to Swinburne to study psychology. She said that as a mature age student “I found Swinburne was more flexible. They offered single subjects and I was exempted from the first year because of my existing degree. Also my subjects were available through evening classes so I could still work three days a week while I studied.”

After graduation Edwina decided to do a fourth year to be eligible to become a registered psychologist. Her Honours year was really hard work but rewarding. “We had a really fantastic network during fourth year. We studied and socialised together. It was a very stimulating year.”

Edwina’s volunteer work had not gone unnoticed and in 2000 she was awarded the Weary Dunlop scholarship; a $3,000 scholarship offered annually to final year students who not only perform academically but also show commitment to community service.

Now that Edwina has graduated she is continuing to work as a counsellor. In the future she hopes to become a counselling psychologist and she knows the Swinburne course will provide a good foundation. “I feel equipped for my future career. Some of my studies seemed dry and theoretical but I am beginning to appreciate it is enormously helpful. Psychology has so many applications: community health, recruitment, crisis work even public relations.”
Social Sciences and Arts – Degrees

Social Science

[Hawthorn]

Course title
Bachelor of Social Science

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

Campus
Hawthorn.

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

2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34221 (full-time)
34191 (part-time)
2002 Round 1 Clearly-In ENTER: 81.80

Course overview
Social Science students learn how to gather, synthesise and assess information, how to conceptualise issues, and how 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 Arts and Business subjects (see list on pages 21 and 76, 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
Policy analysis and development, research, community development, administration 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.

Social Science Specialisations
The core majors in the Bachelor of Social science are listed below. Students studying degrees or double degrees in Arts, Business or Information Systems or also have the option of undertaking subjects from these study areas.

An honours year is 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

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 their 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

Students can also undertake major studies in Psychology through the Swinburne Bachelor of Social Science (Psychology), Bachelor of Arts (Psychology/Psychophysiology), Bachelor of Applied Science (Biochemistry/Psychology), and 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.

Professional recognition
Students who complete the Bachelor of Social Science with a major in Psychology and who complete an Australian Psychological Society (APS) accredited fourth year, are eligible to apply for Associate Membership of the APS and for registration as a probationary psychologist with the Psychologists Registration Board of Victoria.

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, are important, both for employment purposes and for being a knowledgeable and participating citizen of Australian society.

The Sociology major has a strong emphasis on research skills; students may also apply for places in the third year internship program.

Subjects include
Introductory Sociology; Sociology of Deviance and Social Control; Sociology of the Electronic Age; Social Theory; Philanthropy, Community and Wealth; Public Policy in Australia; Work in Australia; Research Report; Sociology and Social Policy; Quantitative Research Methods; Qualitative Research Methods; Migration and Ethnicity; Sexuality, Family and Society.

Career opportunities
Social research, administration, community development, public housing, human resources, marketing, policy analysis and development.

Professional recognition
Australian Sociological Association.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
School of Social and Behavioural Sciences
Tel: (03) 9214 5200
Email: ssbasadmin@swin.edu.au
Website: www.swin.edu.au/sbs
SOCIAL SCIENCE [LILYDALE]

Course title
Bachelor of Social Science

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

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

Applicaton procedure
VTAC code: 35201 (full-time)
35151 (part-time)
2002 Round 1 Clearly-In ENTER: 57.60

Course overview
This degree course 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.

Social Science Specialisations
Students are required to undertake a major study sequence in at least one of the following:

Media Studies and eCulture
Media Studies incorporates a wide range of academic and production subjects in three overlapping groups: textual analysis, which is concerned with the ways in which we make sense of eMedia, film and ‘media’ materials; study of the eCulture through 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 cyberscreen studies, publishing, radio production and workplace experience.

Subjects include
Texts and Contexts, eCulture, Writing for the Media, New Media, Electronic Writing, Information Society, Cyberscreen Studies.

Career opportunities
Journalism, media production, public relations, communications research, and administration.

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
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
Introduction to Sociology, Difference, Deviance and Conformity, Sociological Perspectives, Ethnicity, Culture and Diversity Management, Organisations and Society, Methodology of Social Research, Sociology and Social Policy.

Career opportunities
Social research, administration, planning, community development, human resources, policy development, and marketing.

Professional recognition
The Australian Sociological Association.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

SOCIAL SCIENCE / BUSINESS

Course title
Bachelor of Social Science/Bachelor of Business

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

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

Applicaton procedure
Through VTAC or direct to Swinburne for mid-year intake.
VTAC code: 35141 (full-time)
35231 (part-time)
2002 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
Accounting, Marketing, Economics, Human Resource Management, Management, eCulture and Media Studies, Psychology or Sociology.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

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

CourseFinder
Detailed information on courses and subjects is located at:
www.swin.edu.au/coursefinder
ARTS/ADMINISTRATION

Course title
Bachelor of Arts/Diploma of Business (Administration)*

Duration
Four years full-time.
An honours degree is available.

Campus
Hawthorn.

Entry requirements
Successful completion of an appropriate Year 12 or equivalent.
2003 VCE prerequisites: Units 3 and 4 – a study score of at least 25 in English (any).

Application procedure
VTAC code: 34571
2002 Round 1 Clearly-In ENTER: 80.60

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 their second major from Arts or Social Science majors, or the Marketing major.

The Diploma of Business component of the course develops skills in keyboard, desktop publishing, accounting, organisational procedures, management principles and practices, and interpersonal skills.

Career opportunities
Administration, personnel, publishing, public relations, media, marketing and research.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance 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

*This course is currently being restructured, updated course information will be available in September.
**COMMUNICATION**

**Course title**
Diploma of Social Science (Communication)
Certificate IV in Social Science (Communication)

**Duration**
Diploma: three semesters full-time.
Certificate: one semester full-time.

**Campus**
Hawthorn.

**Entry requirements**
Successful 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.

**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.

**Career opportunities**
The course 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
Department of Community and Further Education
Tel: (03) 9214 8370

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**LIBERAL ARTS**

**Course title**
Diploma of Liberal Arts

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

**Campus**
Prahran.

**Entry requirements**
Successful 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 prepares students for further studies in this area or to enter the workforce in a variety of fields. In particular, the course is geared to cater for mature-aged persons who wish to study an arts, humanities, or social science program offered at a university, or who do not have a Year 12 or equivalent.

Students who exit the course after the first year of study are eligible for the Certificate IV in Liberal Arts.

**Career opportunities**
Successful completion of the program enables students to apply for entry to a number of degree courses in the humanities and social sciences.

Further information
Department of Community and Further Education
Tel: (03) 9214 6866

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**WRITING AND EDITING**

**Course title**
Diploma of Arts (Professional Writing and Editing)

**Duration**
Two years full-time.

**Campus**
Croydon or Distance Learning.

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

**Application procedure**
VTAC and direct to Swinburne (both are required).
Attach a sample of writing to the Swinburne application. All applicants will be required to attend an interview.
VTAC code: 70651

**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.

**Career opportunities**
Employment may be found in a number of areas including publishing, editing, and journalism.

Successful completion of the Diploma may also allow pathways to a degree program.

Further information
Department of Arts
Tel: (03) 9210 1116
Distance Learning: 1800 633 560
Website: www.tafe.swin.edu.au/ahs/arts.htm
Circus Arts

Course title
Bachelor of Circus Arts

Duration
Three years full-time.

Campus
Prahran.

Entry requirements
Entry is available to creative, talented and physical young people with backgrounds in: performing arts, physical theatre, youth circus, dance, acrobatic sports, gymnastics, and diving.

Application procedure
Direct to Swinburne. Prospective students must complete an application form, attend an audition and interview.

Course overview
This training program is structured as a three-year vocational degree course, with exit points after successful completion of the first year with a Certificate IV in Circus Arts, a Diploma of Circus Arts after the second year, and the Bachelor of Circus Arts after successful completion of the third year. The curriculum has been developed following extensive consultation with the circus and physical theatre industries.

Subjects include
Production, Rigging, Conditioning through Basic Circus Skills, Dance and Movement, Performance Studies, History of Circus, Equipment, Make-up Application, Voice Production, Development and Presentation of an Act, Participation in Production, Advanced Ground Acrobatics, Advanced Acrobatics in Ground to Air Routines, Aerial Skills, Manipulation Skills, Circus Culture, Circus and Arts Business Management Theory, Pre-production and Planning.

Career opportunities
Recent graduates have moved on to work with local and international companies eg. Cirque du Soleil, Circus Oz, Legs on the Wall, Rock’n’Roll Circus, street festivals, and corporate work.

Information sessions
Sunday 25 August between 10.00am and 3.00pm. Attendance is recommended.

Further information
National Institute for Circus Arts (NICA)
Tel: (03) 9214 6975
Email: nica@swin.edu.au
Website: www.nica.swin.edu.au/
**Visual and Performing Arts – TAFE**

### Costume

**Course title**
Diploma of Entertainment (Costume)
Certificate IV in Entertainment (Costume)

**Duration**
Diploma: two years full-time.
Certificate: one year full-time.

**Campus**
Prahran.

**Entry requirements**
Successful 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.

**Career opportunities**
Career opportunities are broad based within the theatre, TV and film industries and extend to costume hire outlets, costume fashion promotions, festivals, visual displays and creative novelty wear.

Successful completion of this course may also allow Pathways to further study in design, production and theatre/stage management.

**Further information**
Department of Arts
Tel: (03) 9214 6739
Website: www.tafe.swin.edu.au/ahs/arts.htm

### Film/Video

**Course title**
Diploma of Arts (Visual Arts) – New Media

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

**Campus**
Prahran.

**Entry requirements**
Successful 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) and direct to Swinburne.
VTAC code: 78151

**Course overview**
This is a progressive contemporary art program run by artists for artists. Video, 16mm film, sound and 3D digital imaging subjects are studied with life drawing, painting, photography, printmaking and sculpture. Theory study areas feature conceptual and stylistic strategies of art practices since the 1960’s and includes gallery visits in Melbourne and Sydney.

**Career opportunities**
Graduates will find rewarding careers in the visual arts industries where traditional practices converge with new video and digital technologies.

**Further information**
Department of Arts
Tel: (03) 9214 6739
Website: www.tafe.swin.edu.au/ahs/arts.htm

### Make-up

**Course title**
Certificate IV in Entertainment (Make-Up)

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

**Campus**
Prahran.

**Entry requirements**
Successful completion of an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are also invited to apply. All applicants must attend an interview.

**Application procedure**
VTAC and direct to Swinburne (full-time).
Direct to Swinburne (part-time)
VTAC code: tba

**Course overview**
This course aims 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.

Successful completion of this course may also allow Pathways to further study in design, production and theatre/stage management.

**Further information**
Department of Arts
Tel: (03) 9214 6739
Website: www.tafe.swin.edu.au/ahs/arts.htm

For more information, visit [the CourseFinder](www.swin.edu.au/coursefinder) page on the Swinburne website.
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.
Indigenous stream: two years full-time or equivalent part-time.

Campus
Prahran.

Entry requirements
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age. Applicants will be asked to participate in a day of special workshop and written activities.
Indigenous stream: is only available to Aboriginal and Torres Strait Islander people. Applicants may be asked to participate in a day of special workshops, or an interview. Telephone interviews may be possible for country and interstate applicants.

Application procedure
VTAC and direct to Swinburne.
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.

The Indigenous Performing Arts stream aims to facilitate the provision of Indigenous guest speakers with a wide range of industry experience. It also offers students the opportunity to attend a wide range of professional theatre. Support tutors are available should students require additional support with any module.

Career opportunities
Employment as theatre workers in a small company or as individuals with other artists on specific projects.
Successful completion of this course may also allow Pathways to further study specialising in theatre crafts, design and acting.

Further information
Department of Arts
Tel: (03) 9214 6739
Website: www.tafe.swin.edu.au/ahs/arts.htm

VISUAL ARTS

Course title
Diploma of Arts (Visual Arts)

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

Campus
Prahran or Wantirna, Lilydale (part-time only).

Entry requirements
Successful 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
This is a progressive contemporary fine art program run by artists for artists. Painting, sculpture, drawing, photography and printmaking are studied. Video and digital imaging subjects are also available at the Prahran campus. Theory study areas feature conceptual and stylistic strategies of art practices since the 1960’s and includes gallery visits in Melbourne and Sydney.

Career opportunities
Graduates will find rewarding careers in the visual arts industries where traditional practices converge with new video and digital technologies.

Further information
Department of Arts
Tel: (03) 9214 6739
Website: www.tafe.swin.edu.au/ahs/arts.htm
**Visual Merchandising**

Course title  
Certificate IV in Arts (Visual Merchandising)

Duration  
Two years part-time.

Campus  
Wantirna.

Entry requirements  
Successful completion of an appropriate Victorian Year 12 or its equivalent, or mature age with some art or design experience and/or a demonstrated capacity and motivation for this field. Applicants may present a folio of their art, craft, design work or photographs of display and merchandising at interview.

Application procedure  
Direct to Swinburne.

Course overview  
This course will provide students with a broad knowledge of the visual merchandising industry and enable them to operate at a level equivalent to the Australian Standards Level 4 learning outcomes. On completion of this course, students should have an understanding of the visual merchandising industry including: the principles and elements of display, the development and design of language for the purpose of product presentation, the design and construction of props, and working to an industry brief.

Career opportunities  
Graduates may find employment in retail store visual merchandising or display departments, visual merchandising consultancy and supply companies, retail merchandising, photostyling or display production companies.

Further information  
Department of Arts  
Tel: (03) 9210 1116  
Website: www.tafe.swin.edu.au/ahs/arts.htm

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**Student Profile**  
*Louis Milutinovic*

I’LL ENJOY THE MEMORIES I TAKE AWAY FROM SWINBURNE

Diploma of Arts (Small Companies and Community Theatre)

Louis Milutinovic had been a professional actor in Yugoslavia for ten years when he applied to join Swinburne’s Diploma of Arts course. It was an unusual step to study over fifteen thousand kilometres from his home, but Louis was keen to improve his English. “I wanted to continue my education in an English speaking country. I visited Australia three years before starting my course, to get information about theatre courses. Swinburne took me seriously. They gave me full information and I got to talk with the lecturers before I applied.”

Louis wanted to build on his acting skills and learn about other aspects of work in the theatre. He enjoyed the exposure the course gave him to the many facets of theatre life. “In the first few months you get to try everything, script writing, production, stage design, lighting – it helps you decide what area you want to specialise in.”

Louis talked highly of his teachers. “They were people who know what they are doing and give you the freedom to explore your creativity. They are not just academics, they had worked in the industry. Their strong industry connections meant they persuaded some top people to give us guest lectures.”

During his first semester Louis had to write a short script for a stage play which was performed by his fellow students. The play he wrote, called Fathers, is anti-war and explores the relationship between a father and son who meet on the battlefield in Yugoslavia.

His teachers were impressed with the play and encouraged him to try and get it performed to a larger audience. It took persistence and nearly two years of work but with support from his lecturers, the prestigious La Mama Theatre in Carlton agreed to run the play. Louis directed the play, which was critically acclaimed. It was so successful La Mama had to put up the full-house sign and turn disappointed theatre-goers away. News of success spreads quickly in the theatre world and Louis has already been contacted by a playhouse in London who want to discuss producing the play.

Now he has finished the course Louis wants to continue scriptwriting and directing. He’s not sure where he’ll end up. Maybe he’ll stay in Melbourne, go back to Yugoslavia or even head for London.

Louis is philosophical about his future. “What ever happens I’ll enjoy the memories I take away from Swinburne.”

CourseFinder: www.swin.edu.au/coursefinder
**Bridging Science**

**Course title**
Certificate IV in Science Bridging
Certificate III in Science Bridging

**Duration**
Certificate IV: one year full-time or equivalent part-time.
Certificate III: one year full-time or equivalent part-time.

**Campus**
Hawthorn.

**Entry requirements**
There are no formal entry requirements.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course is primarily designed to provide those, who lack background knowledge, with skills in the areas of mathematics, sciences, computing and communication skills. These skills may be required to undertake further studies, to fulfil career aspirations, or to improve employment opportunities. Alternatively, a person may wish to become familiar with any of these areas for personal development.

**Career opportunities**
Following the successful completion of appropriate units, students may progress to mature-age VCE or apply as a mature-age student to a university degree or TAFE diploma course. Access to career fields such as applied science, information technology, nursing, paramedical and alternative medicine will be improved.

**Further Information**
Department of Industrial Sciences
Tel: (03) 9214 5161
Website: www.tafe.swin.edu.au/ahs/indsci

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**English (CSWE)**

**Course title**
Certificate I, II and III in Spoken and Written English

**Duration**
Certificate I: twenty weeks part-time (Hawthorn/Prahran), thirty-six weeks part-time (Wantirna)
Certificate II: twenty weeks part-time (Hawthorn/Prahran), one year part-time (Wantirna)
Certificate III: eighteen weeks (15-20 hours per week) or one year part-time.

**Campus**
Certificate I/II: 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**
These courses focus on general language development, oral and written skills related to a range of contexts from beginner to post-beginner and pre-intermediate levels. They also focus on settlement issues and in the Certificate III there is a greater focus on further study or work preparation.

**Career opportunities**
Further studies in a higher level of CSWE or into English for Vocational Education and Further Study (EVEFS).

**Further information**
Access Department
(03) 9214 8634 (Hawthorn)
(03) 9214 6985 (Prahran)
(03) 9210 1212 (Wantirna)

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**English (EVEFS)**

**Course title**
Certificate IV 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 (Wantirna only).

**Campus**
Accounting: Prahran.
Computing: Prahran, Wantirna.
General: Hawthorn, Prahran.

**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 employment.

**Career opportunities**
Provides pathways to a diverse range of TAFE and university courses, or employment.

**Further information**
Access Department
(03) 9214 8634 (Hawthorn)
(03) 9214 6985 (Prahran)
(03) 9210 1212 (Wantirna)
**General Education for Adults**

**Course title**
Certificate II in General Education for Adults (Further Study)
Certificate I in General Education for Adults (Foundation)

**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.

**Campus**
Certificate II: Croydon, Lilydale, Wantirna.

**Entry requirements**
Adult students are accepted at any skill level, however they must be able to speak English

**Application procedure**
Direct to Swinburne.

**Course overview**
These courses are designed for people from English and non-English speaking backgrounds who left school before Year 11. The main focus of the course is in improving a student’s skill in reading, writing and maths together with a strong emphasis on improving self-confidence. Students are also encouraged to undertake some introductory vocational modules.

**Career opportunities**
On completion of the course the students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

**Further information**
Access Department
(03) 9213 6682 (Croydon)
(03) 9214 6634 (Hawthorn)
(03) 9214 6985 (Prahran)
(03) 9210 1212 (Wantirna)

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**Learning Links Program**

**Course title**
Learning Links 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.

**Campus**
Prahran.

**Entry requirements**
Applicants should be at least sixteen years of age.

**Application procedure**
Direct to Swinburne.

**Course overview**
This is a general education program for people with a disability. It provides an opportunity to develop the skills required for employment and further education. Students negotiate an individual program plan containing learning objectives which are relevant to their aspirations.

**Career opportunities**
On completion of the course the students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

**Further information**
Department of Community and Further Education
Tel: (03) 9214 6892

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**Literacy and Numeracy**

**Course title**
Certificate I in Initial Adult Literacy and Numeracy

**Duration**
Two semesters part-time.

**Campus**
Croydon, Lilydale.

**Entry requirements**
There are no formal entry requirements. However, applicants must attend an interview, express personal goals for literacy, and demonstrate readiness reading, writing and maths skills (eg: recognise a small number of sight words and numbers; 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.

**Career opportunities**
On completion of the course students will be able to enrol in the Certificate in General Education for Adults or the Certificate in Work Education.

**Further information**
Access Department
Tel: (03) 9213 6632 (Croydon)

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CourseFinder: www.swin.edu.au/coursefinder

**CourseFinder**
Detailed information on courses and subjects is located at:
www.swin.edu.au/coursefinder
**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.

**Campus**
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**
Direct to Swinburne. Applications are accepted throughout the year. There is no charge for concurrent assistance.

**Course overview**
After enrolling in a mainstream TAFE or Higher Education course at Swinburne, students can apply for study support by enrolling in a module of Concurrent Study. The course aims 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, and 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**
Access Department  
(03) 9213 6891 (Croydon/Lilydale)  
(03) 9214 8634 (Hawthorn)  
(03) 9214 6985 (Prahran)  
(03) 9210 1222 (Wantirna)

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**Tertiary Preparation**

**Course title**
Certificate IV in Social Science (Tertiary Preparation)

**Duration**
One semester full-time, one year part-time.

**Campus**
Hawthorn, Wantirna.

**Entry requirements**
There are no formal entry requirements. Some credit is available to students in particular the course is geared to cater for mature-age persons who do not have a Year 12 or equivalent.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course is designed for a small group of students that has the specific aim of preparing them for subsequent entry into a Bachelor of Arts or Bachelor of Business degree program. The choice of subjects also allows students to gain substantial credits into the Diplomas in Social Science (Communication), Justice and Liberal Arts.

**Career opportunities**
Enables students to apply for entry into an arts or business degree program offered by universities.

**Further information**
Department of Community and Further Education  
Tel: (03) 9214 8370

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**VCE**

**Course title**
Victorian Certificate of Education (VCE)

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

**Campus**
Hawthorn, Lilydale, Prahran.

**Entry requirements**
Successful completion of an appropriate Year 11 or its equivalent. A selection of subjects are available to prepare students for Units 3 and 4. This includes Chemistry, Physics, Maths Methods, English, Art, Psychology and Information Technology.

Applicants wishing to take a Maths Methods, Information Technology (Systems), Physics or Chemistry subject, who do not clearly have a pass in the corresponding Year 11 subject or equivalent, will be required to attend an interview and/or sit for a challenge test.

**Application procedure**
Direct to Swinburne.

**Course overview**
The Victorian Certificate of Education (VCE) is a prerequisite for most degree courses and a number of TAFE courses. VCE subjects can be taken in a wide range of combinations, on either a full-time or part-time basis in the day or evening. Students should ensure that they choose the necessary subjects to ensure eligibility for the specific tertiary courses that they hope to enter after successful completion of VCE.

**Career opportunities**
The VCE provides Pathways to a diverse range of TAFE and Higher Education courses.

**Further information**
Department of Community and Further Education  
Tel: (03) 9214 6757
Work Education

Course title
Certificate I in Work Education

Duration
Two years full-time.

Campus
Croydon, Hawthorn.

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, and are sixteen years and over.

Application procedure
Direct to Swinburne.

Course overview
The course aims to provide basic literacy, numeracy and vocational training skills.

Career opportunities
On completion of the course the students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

Further information
Department of Community and Further Education
Tel: (03) 9213 6682 (Croydon)
(03) 9214 8370 (Hawthorn)
**Assessment and Workplace Training**

**Course title**
Certificate IV in Assessment and Workplace Training

**Duration**
Seventy hours class attendance with project and research work to be completed outside the class.

**Campus**
Semester 1: Wantirna (Saturday workshops)
Semester 2: Hawthorn (evening workshops)

**Entry requirements**
There are no formal entry requirements.

**Application procedure**
Direct to Swinburne.

**Course overview**
This course allows the participant to train in any introductory computing application or Microsoft Office/desktop application they select – be it introductory, be it one, two or a number of applications.

**Further information**
School of Business and eScience
Tel: (03) 9210 1224 (Croydon)
(03) 9214 8165 (Hawthorn)
(03) 9214 6798 (Prahran)

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**Computing for Beginners**

**Course title**
Computer Workshop Certificate – Computing for Beginners

**Duration**
Eighteen weeks part-time (each workshop) mornings and evenings.

**Campus**
Croydon, Hawthorn, Healesville, Lilydale, Prahran, 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, wordprocessing, spreadsheets and using the Internet. This course comprises two workshops, both of which need to be completed to receive the Certificate.

**Further information**
School of Business and eScience
Tel: (03) 9213 6694 (Croydon)
(03) 9214 8875 (Hawthorn)
(03) 9215 7021 (Lilydale)
(03) 9214 6765 (Prahran)
(03) 9210 1226 (Wantirna)
(03) 5957 1800 (Healesville)
(03) 9213 6881 (Community Programs)
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng/

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**Bookkeeping**

**Course title**
Bookkeeping for the Office

**Duration**
Six months part-time (two days per week).

**Campus**
Croydon, Hawthorn, Lilydale, Prahran, Wantirna.

**Entry requirements**
There are no formal entry requirements. However, applicants should possess basic computer skills and fluency in written and spoken English

**Application procedure**
Direct to Swinburne.

**Course overview**
This course is designed to train office personnel and small business operators in manual and computerised bookkeeping applications using MYOB (Mind Your Own Business).

**Further information**
School of Business and eScience
Tel: (03) 9210 1224 (Croydon)
(03) 9214 8165 (Hawthorn)
(03) 9214 6798 (Prahran)

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**Desktop Publishing**

**Course title**
Certificate in Desktop Publishing

**Duration**
Six months full-time or equivalent part-time.

**Campus**
Healesville, Wantirna.
Farmcare
Course title
Farmcare – Chemical Accreditation Program
Duration
Thirty-five hours.
Campus
Lilydale, Healesville, Wantirna.
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.

Further information
Department of Horticulture and Environmental Sciences
Tel: (03) 9210 1234
Website: www.tafe.swin.edu.au/ahs/hort/home.htm

Forklift Truck Driving
Course title
Forklift Truck Driver
Forklift Truck Driver Assessment
Duration
Forklift Truck Driver: four days.
Forklift Truck Driver Assessment: one day.
Campus
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.
Application procedure
Direct to Swinburne.
Course overview
Forklift Truck Driver: students learn skills to gain Occupational Health and Safety certification Class LF 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.

Further information
Department of Building and Transport
Tel: (03) 9213 6663
Email: tafeeng@swin.edu.au
Website: www.tafe.swin.edu.au/eng/

Leadership Training
Course title
Certificate in Parent Education Leadership Training
Duration
Ninety hours part-time study, plus ten hours field experience.
Campus
Prahran.
Entry requirements
There are no formal entry requirements. However, applicants are required to show maturity and understanding in working with people.
Course overview
This course offers participants the necessary practical and theoretical training to lead parenting groups or provide services in parenting support and related areas.

Further information
Department of Child and Family Studies
Tel: (03) 9214 6863

Legal Secretary
Course title
Legal Secretary Certificate
Duration
Six months part-time.
Campus
Hawthorn, Prahran, Wantirna.
Entry requirements
There are no formal entry requirements. However, applicants should possess keyboarding, basic computer and word processing skills (preferably Word).
Application procedure
Direct to Swinburne.
Course overview
This is a specialist training program designed to develop industry relevant practices and procedures to effectively undertake administrative work in a legal environment.

Further information
School of Business and eCommerce
Tel: (03) 9210 1224 (Wantirna)
(03) 9214 8165 (Hawthorn)
**Medical Secretary**

**Course title**
Medical Secretary Certificate (Stage 1)
Medical Secretary Certificate (Stage 2)

**Duration**
Six months part-time.

**Campus**
Stage 1: Croydon, Hawthorn, Healesville, Prahran, Wantirna.
Stage 2: Croydon, Hawthorn, Prahran, Wantirna.

**Entry requirements**
There are no formal entry requirements. However, applicants should possess basic keyboarding skills.

**Application procedure**
Direct to Swinburne.

**Course overview**
This program aims to prepare you with industry relevant knowledge, practices and procedures to enable you to effectively undertake the medical related functions and tasks within an office environment.

**Further information**
School of Business and eCommerce  
Tel: (03) 9210 1224 (Croydon/Healesville/Wantirna)  
(03) 9214 8165 (Hawthorn)  
(03) 9214 6798 (Prahran)

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**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).

**Campus**
Advanced Welding: Hawthorn.  
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 Basic Welding Certificate or equivalent.  
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.

**Further information**
Department of Mechanical and Automotive Technology  
Tel: (03) 9214 8504 (Hawthorn)  
(03) 9210 1226 (Wantirna)  
Email: tafeeng@swin.edu.au  
Website: www.tafe.swin.edu.au/eng/
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<td>Certificate III in Road Transport (Motor Vehicle Driver Instruction)</td>
<td>C, EV</td>
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<td>Forklift Truck Driver</td>
<td>C, WP</td>
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<tr>
<td>VCE</td>
<td>Victorian Certificate of Education</td>
<td>H, L, P</td>
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<tr>
<td>Visual Arts</td>
<td>Diploma of Arts (Visual Arts)</td>
<td>L, P, W</td>
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<td></td>
<td>Diploma of Arts (Visual Arts) – New Media</td>
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<tr>
<td>Visual Merchandising</td>
<td>Certificate IV in Arts (Visual Merchandising)</td>
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<tr>
<td>Viticulture</td>
<td>Diploma of Horticulture (Production)</td>
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<td></td>
<td>Certificate III in Food Processing (Wine)</td>
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<tr>
<td>Welding</td>
<td>Welding Certificates to AS1796</td>
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<td></td>
<td>Certificate of Advanced Welding</td>
<td>H</td>
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<td>Certificate in Basic Welding</td>
<td>H, W</td>
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<tr>
<td>Welfare Studies</td>
<td>Diploma of Community Services (Welfare Studies)</td>
<td>C/W, P</td>
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<td>Bachelor of Social Science/Diploma of Community Service (Welfare Studies)</td>
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<td>Work Education</td>
<td>Certificate I in Work Education</td>
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<tr>
<td>Writing and Editing</td>
<td>Diploma of Arts (Professional Writing and Editing)</td>
<td>C, DL</td>
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<td>Youth Work</td>
<td>Diploma of Community Services (Youth Work)</td>
<td>P, W</td>
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<td>Certificate IV in Community Services (Youth Work)</td>
<td>P, W</td>
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</table>
Applied and Industrial Sciences
Diplomas
- Environmental Management
- Horticulture
- Horticulture Production (Viticulture)
- Laboratory Technology
- Natural Resource Management
Certificates
- Food Processing – Wine
- Forensic Science
- Horticulture

Business, Innovation and Management
Advanced Diplomas
- Accounting
- Advertising
- eCommerce
- Human Resource Management
- International Business
- Legal Practice
- Management
- Marketing
- Public Relations
Diplomas
- Accounting
- Administration
- Advertising
- Asset Finance
- Banking and Finance
- Credit Management
- eCommerce
- Frontline Management
- Human Resource Practice
- International Trade
- Library and Information Services
- Management
- Marketing
- Retail Management
- Supply Chain Management
Certificates
- Accounting
- Advertising
- Asset Finance
- Estate Agency Practice
- Financial Services
- Frontline Management
- Human Resource Operations
- International Trade
- Library and Information Services
- Management
- Office Administration
- Real Estate for Agents’ Representatives
- Retail Management/Operations
- Sales and Marketing
- Telecommunications (Call Centres)

Computing and Information Technology
Advanced Diploma
- Computer Science
Diplomas
- Information Technology
Certificates
- Electronic Publishing
- Information Technology
Design
Diplomas
- Graphic Art
- Applied Design
- Aboriginal and Torres Strait Islander Art and Design

Engineering and Technology
Advanced Diploma
- Engineering Technology
Diplomas
- Aviation
- Building
- Computer Systems Engineering
- Electronics Engineering
- Fire Technology
Certificates
- Automotive
- Aviation
- Carpentry and Joinery
- Electrical
- Engineering
- Fire Technology
- General Construction
- Renewable Energy Technology

Health and Human Services
Advanced Diploma
- Children’s Services
Diplomas
- Children’s Services
- Community Work
- Justice
- Management
- Mental Health Work
- Occupational Health and Safety
- Outdoor Recreation
- Sport and Recreation
- Sports Development
- Welfare Studies
- Youth Work
Certificates
- Aged Care Work
- Children’s Services
- Disability Work
- Diversional Therapy
- Nursing
- Occupational Health and Safety
- Patient Services
- Youth Work

Hospitality and Tourism
Diplomas
- Hospitality (Management)
- Tourism
Certificates
- Hospitality
- Tourism

Multimedia
Advanced Diploma
- Multimedia [Arts]

Diploma
- Multimedia [Computing]
Certificates
- Multimedia [Arts]
- Multimedia [Computing]
- Interactive Multimedia (Computing)

Social Sciences and Arts
Diplomas
- Communication
- Liberal Arts
- Professional Writing and Editing
Certificates
- Communication

Visual and Performing Arts
Diplomas
- Costume
- Indigenous Performing Arts
- Small Companies and Community Theatre
- Visual Arts
- Visual Arts (New Media)
Certificates
- Costume
- Make-Up
- Visual Merchandising

Vocational Preparatory Education
- Bridging Sciences
- English for Vocational and Further Study
- General Education for Adults
- Initial Adult Literacy and Numeracy
- Learning Links Program
- Spoken and Written English
- Study Support
- Tertiary Preparation
- Victorian Certificate of Education (VCE)
- Work Education

Short Duration Programs
- Assessment and Workplace Training
- Bookkeeping for the Office
- Computer Business Applications
- Computing for Beginners
- Desktop Publishing
- eCommerce for Small Business
- Farmcare – Chemical Accreditation Program
- Farming for Sustainability
- Forklift Truck Driver
- Learning Technologies
- Legal Secretary Certificate
- Medical Secretary Certificate
- Motor Vehicle Driver Instructor
- Parent Education Leadership Training
- Small Business Management
- Welding

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