1998 Calendar

January
1 New Year's Day
5 Swinburne reopens
9 H.Ed. re-enrolment period ends
26 Australia Day
27 H.Ed. and TAFE enrolment period begins for Round 1 offers through VTAC
Access, Community and Language Programs commence

February
2 Diploma of Community Services (Child Care) 2nd, 3rd & 4th year part-time course commences
Diploma of Community Services (Child Care) 2nd year full-time course commences
9 All other TAFE courses commence
10 H.Ed. and TAFE enrolment period begins for Round 2 offers through VTAC

March
2 H.Ed classes commence
9 Labour Day
31 H.Ed. Census date for HECS (semester 1)
H.Ed. and TAFE last day for applications for refund of General Service Fee
H.Ed. last day for withdrawal from a first semester subject, unit or course without penalty of failure*
TAFE last day for variation to enrolments for semester 1 without penalty*

April
8 H.Ed. classes end for Easter break
9 TAFE classes end for Easter break
10 Good Friday
13 Easter Monday
15 H.Ed. classes resume after Easter break
20 TAFE classes resume after Easter break
25 Anzac Day

May
30 H.Ed. last day for application for awards for students completing courses in semester 1, 1998

June
8 Queen's Birthday
12 H.Ed. semester 1 exam period begins
15 TAFE semester 1 exam period begins
26 TAFE semester 1 exam period ends
30 H.Ed. semester 1 exam period ends
TAFE last day for applications for awards for students completing courses in semester 1, 1998

July
3 H.Ed. semester 1 ends
13 TAFE semester 2 classes commence
20 H.Ed. semester 2 classes commence

August
2 OPEN DAY
31 H.Ed. Census date for HECS (semester 2)
H.Ed. last day for withdrawal of a second semester subject, unit or course without penalty of failure*
TAFE last day for subject variations to enrolments for semester 2 without penalty*
H.Ed. and TAFE last day for applications for refund of second semester's General Service Fee

September
18 H.Ed. classes end for mid-semester break
25 H.Ed. classes end for mid-semester break

October
5 H.Ed. and TAFE classes resume after mid-semester break
30 H.Ed. last day for applications for awards for students completing courses in semester 2, 1998
H.Ed. semester 2 exam period begins

November
3 Melbourne Cup Day
17 H.Ed. semester 2 exam period ends
23 TAFE semester 2 exam period begins
30 TAFE last day for application for awards for students completing courses in semester 2, 1998

December
4 TAFE semester 2 exam period ends
24 Swinburne closes for Christmas break

H.Ed.: Swinburne Higher Education Sector
TAFE: Swinburne TAFE Division

* Students should be aware that some Schools have an earlier deadline for addition of new subjects. Students should consult their School or Divisional office.
Swinburne University of Technology

Hawthorn Campus
John Street, Hawthorn, Victoria 3122
Australia
Telephone: (03)92148000
Facsimile: (03)98195454

Prahran Campus
High Street, Prahran, Victoria 3181
Australia
Telephone: (03)92148000
Facsimile: (03)95295294

Swinburne at Lilydale
Melba Avenue, Lilydale, Victoria 3140
Australia
Telephone: (03)92157000
Facsimile: (03)92157070
Website: www.swin.edu.au

The TAFE Handbook is published each year. Students should carefully read all official correspondence, the student newspaper ‘The Swine’, and University noticeboards to be aware of changes to this information.

Caution
While Swinburne University of Technology has used all reasonable care and skill in collating or presenting the information, the University cannot guarantee or take responsibility for the accuracy of the information provided. The information contained in this Handbook is as correct as possible at the date of publication, being October 1997.

The Freedom of Information Act 1982 (“the Act”), which came into force on 5 July 1983, applies to Swinburne University of Technology. The purpose of the Act is to extend the right of access to information to persons requesting a document held by an agency. Applicants are required to lodge their request in writing to the Freedom of Information Officer. It is the policy of the University to conform with the spirit and intent of the Act with regard to disclosure.

Swinburne University of Technology is committed to providing a learning and working environment that is based on equality of opportunity for all.

There has been a total ban on smoking in all University buildings and vehicles since 1 January 1991.
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Coat of Arms

The coat of arms, conferred on Swinburne by the College of Arms on 25 June 1969, is based on the coat of arms of the Swinburne family.

At a period during the 12th-13th centuries, when the northern counties of England were ruled by the Scots, a knight of France came to the aid of Queen Margaret of Scotland. She rewarded him with a grant of land in what is now Northumberland, on the banks of the Swin Burn, a small river that flows into the North Tyne, where he built a castle. He became known as William Swinburne and soon the county reverted to the crown of England.

The Swinburne family coat of arms in medieval times was silver with three boars' heads in triangular formation. In the 17th century, during the wars between the Stuart Kings and the Parliament of England, the Swinburnes fought for the Royalists. After the restoration of Charles II in 1660, the head of the family was created a baronet for his services. The crest became a baronet's coronet, with the boar's head rising from it and the coat of arms, divided horizontally red and silver, was charged three cinquefoils counter-charged.

Swinburne holds a unique place among educational institutions in Australia in the link that persists between it and the founder and his family. The conferring of a modification of the family's coat of arms preserves and strengthens that link.

The arms: the basic colours of red and white, and the cinquefoils charged on the shield, commemorate the arms of the Swinburne family. The omission of the third cinquefoil which appears in the family coat and the addition of the Bordure and the Mullets (Stars) are what are known heraldically as 'differences', which may often serve to indicate an association with another armigerous body or family. The four Mullets in Cross symbolise the Southern Cross.

The crest: the demi-boar and the cinquefoil perpetuate the Swinburne connection; the book is symbolic of learning.

The motto: the College of Arms' translation of the motto is: Achievement through learning

A proud history

The 1992 proclamation by the Parliament of Victoria of the Swinburne University of Technology Act marked not only recognition of its distinguished history, but the beginning of a new period of growth and innovation for Swinburne. From its establishment in 1908 in Melbourne's eastern suburb of Hawthorn, Swinburne has grown from being a local provider of technical education into a multidisciplined, multiscampus provider of higher education of national and international significance.

Swinburne was established as the Eastern Suburbs Technical College by George Swinburne and the first students were enrolled in 1909, when classes began in carpentry, plumbing and blacksmithing. Soon afterwards, a boys' junior technical school and the first girls' technical school in Victoria, were established.

In 1913 the institution changed its name to Swinburne Technical College, to commemorate the Honourable George Swinburne, a former Mayor of Hawthorn and a member of the Parliament of Victoria who was responsible for the initial establishment of the college.

In 1965 Swinburne affiliated with the Victoria Institute of Colleges, which was established in that year by an Act of the Parliament of Victoria, to foster the development and improvement of tertiary education in technical, commercial and other fields of learning (including the liberal arts and the humanities) in institutions other than in the universities of Victoria.

The range of courses and the various levels at which they were offered grew to such an extent that in 1969, the boys' and girls' technical schools were taken over by the Victorian Education Department while the college remained as an autonomous institution.

An extensive reorganisation of advanced education took place in Victoria in the period 1976-77 culminating in the passing of the Victorian Post-Secondary Education Act. Under the Act the Victoria Institute of Colleges was dissolved and the Victorian Post-Secondary Education Commission established. Under the new arrangements Swinburne-Council was given power to grant bachelor degrees. The first of these was awarded at a conferring ceremony held on Thursday 21 May 1981 at the Camberwell Civic Centre.

Swinburne University of Technology was proclaimed on 1 July 1992. Noted Australian businessman Mr Richard Pratt AO was installed as Swinburne's Foundation Chancellor on 15 March 1993.

Swinburne today

Swinburne has a strong reputation in Australia and overseas as a provider of career orientated education and as a University with a commitment to research. The University maintains a strong technology base and important links with industry, complemented by a number of innovative specialist research centres which attract a great deal of international interest.

A feature of many Swinburne undergraduate courses is the applied vocational emphasis and direct industry application through Industry Based Learning (IBL) programs. Swinburne was a pioneer of IBL, a program which places students directly in industry for vocational employment as an integral part of the course structure.

Swinburne is now one of a few Australian universities whose responsibilities span the range of programs from apprenticeships to PhDs. In keeping with this breadth of involvement, the University continues to play a leading role in creating new approaches to integration between sectors.

The creation of study pathways between sectors and courses is firmly in place at Swinburne. Current pathways involve moving either from the TAFE sector into Higher Education or from TAFE based VCE studies into full TAFE courses. A limited number of pathways are available for students to move from degree courses into TAFE studies, and this will increase in the future. This process of articulation provides students with greater flexibility to complete tertiary qualifications.

Teaching and learning enhancement is a strategic priority for the University, and Swinburne is committed to the transfer of lifelong learning skills.

Swinburne was founded to provide expanded and more convenient educational opportunities to the residents in the 'outer east' of Melbourne. Due to expansion of the city during the intervening years between establishment and transition to university status, Swinburne's operations are now conducted at three campuses: Hawthorn, Lilydale, and Prahran. While focusing on its regional responsibilities, Swinburne is heavily involved in International Initiatives and plays a significant part in the internationalisation of Australia's tertiary education system.
Mission statement
Swinburne University of Technology's mission is to be a leading, intersectoral university offering high quality education, training, research and consultancy focused on the needs of industry, business, government and the local, national and international communities.

University Assembly
The University Assembly provides a regular open forum for the discussion of issues and ideas of significant interest to the University community.
The University statute formally establishing the University Assembly sets out its membership and terms of reference. Its membership includes all staff and students of the University.
Meetings of the University Assembly are normally held twice a year. Notice of each meeting and an invitation to submit items for discussion are conveyed to the University community at least one month before the meeting. Details are usually published in The Swine, the newspaper published by the Swinburne Student Union.

Teaching Sectors
Swinburne has two teaching sectors under the control of one Council: Higher Education and Technical and Further Education (TAFE).

Higher Education
The Higher Education Sector offers professional qualifications ranging from degrees of Bachelor to graduate qualifications (certificates, diplomas and degrees of Master and PhD).
The Higher Education Sector comprises two divisions: the Higher Education Division (Hawthorn/Prahran) and Swinburne at Lilydale Division.
A total of 11,007 students were enrolled in the Higher Education Sector in 1997, made up of 6,550 full-time students and 4,457 part-time students.

Technical and Further Education (TAFE)
The TAFE Sector offers courses at professional and para-professional level covering diploma, certificate, apprenticeship, VCE and access programs. A number of specialist courses are also provided for industry and the community.
The TAFE Sector comprises three schools: the School of Commerce and Industry, the School of Science, Engineering and Computing and the School of Social Sciences and Arts.
A total of 13,000 students were enrolled into TAFE courses in 1997, made up of 3,000 full-time and 10,000 part-time students.
Hawthorn Campus

General enquiries: (03) 9214 8000

Hawthorn, Swinburne's original campus, is home to the central administration, and the bulk of its undergraduate and postgraduate programs. It is also the site of many of Swinburne's research and training centres.

The Hawthorn campus offers a wide variety of short courses through the Centre for Business Development and Training, and also through the various schools, departments and centres of the Higher Education and TAFE Divisions.

The campus has expanded from its original single building of 1908 to cover a sizeable area from Burwood Road to Park Street in the north, and across to Henry Street in the east. It boasts four impressive new TAFE buildings with excellent student computer laboratories, practical science laboratories and major engineering technological facilities.

Both TAFE and Higher Education students enjoy the extensive four-storey library, the bookshop, cafeterias, sports centre, Student Union and other services. A student residence and carpark includes an 86 bedroom residential college, 38 two and three bedroom apartments and parking for 680 cars.

The Hawthorn Campus is located seven kilometres east of the city, and is easily accessible by train and tram. The campus is situated in the heart of Hawthorn and is close to restaurants, cafes and shops.
Prahran Campus

General enquirers: (03) 9214 6700

Prahran campus (formerly Prahran College of TAFE) joined Swinburne University of Technology in 1992. It offers TAFE courses in business, social sciences and arts and houses the Higher Education Division’s School of Design.

The School of Business and Information Systems and the School of Social Science and Arts offer diploma and certificate courses via full-time or part-time enrolment. The School of Design offers a range of graphic, industrial and interior/exhibition design courses up to postgraduate level.

A large number of fee-for-service short courses are also offered in the areas of entertainment, arts, language, fitness, business, computing and information technology. External study options are also available through the Off-Campus Centre.

The campus is ideally situated in cosmopolitan Prahran close to the market, shops and cafes. It is small and friendly with a mixture of modern and historic buildings. Major redevelopments have been undertaken on the campus, including a refurbished School of Design building, a new Performing Arts complex and a new building housing social sciences, library, student facilities and cafeteria. Only five kilometres south of Melbourne, Prahran campus is easily accessible by train, tram and bus.
Swinburne at Lilydale

General enquiries: (03) 9215 7000

The Lilydale campus is located on 24 hectares on a hillside overlooking Lillydale Lake and within three quarters of a kilometre from Lilydale railway station. The campus has been established to provide for the higher education needs of Melbourne's outer east into the 21st century. A modern campus with approaches to teaching and learning well ahead of its time, the campus has been specially designed as a hub of the learning community. The campus is close to train and bus routes and for those who choose to drive, ample parking is available.

The campus offers undergraduate degree programs in the areas of business, social science, applied science, and tourism and enterprise management. The Bachelor of Business offers majors in Accounting and Marketing, the Bachelor of Applied Science offers a major in Computing and the Bachelor of Social Science offers majors in Psychology, Sociology or Media Studies. Students are able, within the constraints of timetabling, to take both a major and a co-major, across degree programs if so desired.

The campus is an integral part of the University as a whole and as such students have access to the full range of resources of the multi-campus university, while enjoying a high degree of amenity and facility on the Lilydale site. The campus is fully equipped with library facilities, student cafe, microcomputer laboratories, student services, student lounge and bookshop. Emphasis is placed on the use of appropriate technologies as tools and means for teaching and learning.
Staff and Officers of the University

University Council
Membership as at May 1997

Chancellor
R. Pratt, AO

Appointed by the Governor-in-Council
W.G. Elms, FCA, AF AIM
N.J. Maughan, MLA
S.M. Nguyen, MLC
Professor B. van Ernst, AM, BA, Med, PhD(LeT), TPTC, MACE
R. Varty, MLC
K.N. Watson, AM, BA, BEd(Melb)
S. Lipski, AM, BA(Melb)

Appointed by the Minister for Tertiary Education and Training
D.I. Allen, BCom, BEd(Melb), MA, EdD(UCB)

Appointed by the University Council
J. Austin, BA, DipEd(Shelf)
T.W. Brown, FCA(Deputy Chancellor)
P Eng, MB, BS(S'pore)
J. King, BA(Murd)
One vacancy

Member ex officio
Professor J.G. Wallace, MA, Med(Glas), PhD(Brist), FASSA (Vice-Chancellor)

Chair of the Academic Board
Associate Professor TH. Randle, BEd(Melb), MSc(LeT), ARACI, MACE

Chair of the Board of Technical Studies
D. Bennett, BA, Med(Melb), MACE

Elected by Higher Education Academic Staff
P.J. Roberts, BEd(Melb), MIE Aust, CPEng

Elected by TAFE Academic Staff
J. Cashion, DipEd, DipCompSc, BSc(Melb), GradAIP

Elected by General Staff
V.C. Deakin, (ChemEng)(SIT)

Elected by Higher Education Students
S. Murray

Elected by TAFE Students
D.C. Liang

Council Secretariat
Secretary
F.G. Bannon, BCom(Melb), FCPS, ACIS, ACIM, LCA

Executive Officer
A.J. Miles, BSc(Melb), BEd(Mon)

Registrar
A.R. Grigg, BA(Hons), PhD(Otago)

Professor Emeritus
J.H. Perry, BScTech(NSW), PhD(St.)

Chancellor
Chancellor
R. Pratt, AO

Vice-Chancellor
Professor J.G. Wallace, MA, Med(Glas), PhD(Brist), FASSA

Deputy Vice-Chancellor
F.G. Bannon, BCom(Melb), FCPS, ACIS, ACIM, LCA

Deputy Vice-Chancellor (Higher Education Division)
Professor I. Guiller, BE(Hons), MS(Med), FIE Aust, FIE(IQ)

Deputy Vice-Chancellor (Swinburne at Lilydale Division)
Professor B. van Ernst, AM, BA, Med, PhD(LeT), TPTC, MACE

Deputy Vice-Chancellor Designate (TAFE Division)
V. Simmons, BA, DipEd, GradDipEdAdmin

Pro-Vice-Chancellor (Academic), Industry and Business Liaison
Professor L.M. Gillin, AM, Dr.Ped(Hons), BMedE, Med(Contab), MEngSc, PhD(Melb), ASMB(London), FTSE, FIE Aust, FIPENZ, FAIM, FACE, FWA CE

Pro-Vice-Chancellor, Information Services
H. Gunn, GradDipEdP(CIT), MBA (Deakin), MSc, PhD(Otago)

Pro-Vice-Chancellor, Research
Professor K.C. Pratt, BE(Chem), PhD(Melb), FICE, FIE Aust, FTS

Manager, Planning & Information Systems
R.D. Sharma, BSc(Tas), DipEd(Tas), GradDipOptRes(RMIT), MEdAdmin(NowEng), PhD

Executive Officer to the Vice-Chancellor
M.A. Tomlinson, BA(Hons)(Melb), MA(a't), PhD(Camb)

Executive Officer to the Deputy Vice-Chancellor
S.P. Jervis, BA(Melb)

Legal Officer
K. Ziegler, BA, LLB, DipEd(Mon)

Freedom of Information Officer
S. Lusk

Project Director
S. Murby, BSc(Hons)(LaT), GradDipEd(Haw), FRSA

Corporate Services
Registrar's Department
Registrar
A.R. Grigg, BA(Hons), PhD(Otago)

Finance Department
Director
P.F. Read, DipComm(FTI), AASA, CPA

Systems Accountant
J.F. Rayner, BSc(Melb), GradDipEd(Melb)

Accounting Manager
P. Hotchin, BA(Deakin), GradDipBusAdmin(SIT), AASA, CPA

Facilities and Services Group
Director
N. Zorbas, BE(Hons)(W'Aust), Med, MEngSc(Melb), FIE Aust, CPEng

Manager Maintenance (Hawthorn/Lilydale)
N. Drago

Manager Property and Services
D. Bremmer

Staff Architect
S. Bartlett, BArch(Melb), RIBA, ARAIA

Equity Unit
Manager (Acting)
E. Shearer, BEd(Rusden), GradDipEqAdmin(SIT)
Human Resources Department
Director
S.J. (Dell)
Deputy Manager
A. McFarland, BA (LaT), GradDipBusAdmn(VicColl)
Safety Coordinator
A. Staknich, BAAppSci(FIT), GradDiplIndHygme(Deakin)

Security Department
Chief Security Officer
N. Barge

Student and Residential Services
Director
Z. Burgess, BA (Mon), GradDipEdPsych(Mon), Med(LoT), MAPs, VAFT, AIM

International Office
Dean
J.A. McDermott, BCrim(Melb), MAdmn(Mon)
Director, International Student Unit
C. Chu, BA (Mon), GradDipBusAdmn(SUT)
Manager, Offshore Education
P. Di Virgilio, BBus(CIT), MBus(Mkt)(Mon)

Graduate Research School
Pro Vice-Chancellor
Professor K.C. Prat., BE(Chem), PhD(Melb), FCert, FEAust, FTESE
General Manager
J. Baird, BA(Hons), BLit(Melb), MBA(RMIT)

External Affairs
Executive Director
S. Davies, BA(Hons)(Leic), DipMktg(OMI), CPM
Director, Alumni and Development
Associate Professor B.C. McDonald, BCom, DipEd(Melb), FCPA
Manager, Swinburne Press
L. Schech-Evans, BS in Foreign Service(G’town)

Information Services
Pro Vice-Chancellor
H. Gunn, GradDipPK(CTI), MBA(Deakin), MSc, PhD(Trg)
Information Technology Services
Director
A. Young, BEng, MEng, MIREE
Computer and Network Services
Manager
J. McDonald, BSc, MBA(Mon), PhD(LoT)
Applications Management Services
Manager
H. J. Uffindell, GradDipEdAdmn(Haw)
Library and Information Services
Director
F. Hegarty, BA(UNewEng), DipLib(CIT), BE(LoT), AAJIA
Multimedia and Training
Manager
B. Donkin, DipArts(SIT), GradDiplEd(Haw)
Office for Quality and Educational Development
Head
R. Curnie, BA(Mon), BE(LoT), TSTD(MonTC)

Higher Education Division (Hawthorn/Prahran)
Deputy Vice-Chancellor
Professor I. Goutter, BSc(Hons), MSc(III), PhD(III), FIEAust, RPEQ

Head, School of Biophysical Sciences and Electrical Engineering
Associate Professor D. Murphy, BE(Mon), MSc(III), DPhil(Oxon), FIEAust, CPEng

Head, School of Business
B. Cargill, BA(Melb), MAPs, MEd(Melb), MAHRI

Head, School of Design
Professor H. Lueckenhausen, GradDip(Industrial Design)(RMIT), DipEd(How), MDIA, AADM

Head, School of Engineering and Science
I.K. Jones, BEngSc, DipEd, PhD(Melb), PRACI

Head, School of Information Technology
Associate Professor D.D. Grant, MSc(Melb), PhD(Reading)

Head, School of Mathematical Sciences
P.L. Jones, DipEd(Mon), BSc(Melb), PhD(Mon)

Head, School of Social and Behavioural Sciences
Associate Professor K.J. Henkin, BA (Hons)(Queens), MA( Dub), PhD(Dunelm), C Psychol, AFBPsS, MAPsS

Head, Swinburne Graduate School of Management
Professor J.O. Miller, AO, BA, BComm(Melb), PhD(Mon), FCPA, FAICD

Swinburne at Lilydale Division
Deputy Vice-Chancellor
Professor B. van Ernst, A.M. BA(Mon), PhD(LoT), MACE

Course Directors
Bachelor of Business
R. Smith, BA(Hons), DipEd, DipContEd(UNE), GradDipBIT(SUT), MCom(NSW)

Bachelor of Social Science
A. Seitz, DipEd(BusAdmn(Munich), BA(Hons)(Mon)

Bachelor of Applied Science
B. Calway, GradDiplGITst(SIT), MBus(TSI), MACS

Bachelor of Tourism and Enterprise Management
J. Kelly, B(LoT), GradDiplAsianStudies(ArmadaleCAE), GradDipTourism(JCU), MA(Glas), Hons, AFTMA, MCAUTHE

TAFE Division
Divisional Deputy Vice-Chancellor Designate
V. Simmons, BA, DipEd, GradDipEdAdmin

Acting Director
D. Bennett, BA, DipEd, BEd. MEd(Melb), MACE

Deputy Director (Operations)
P. Lockett, BSc(Biol)(LoT)

Assistant Director (Planning and Educational Services)(Acting)
G. Wicks, AssDip(PARMIT), GradCertEntMan(SIT)

Assistant Director (Resources)
R. Casey, BBus, GradDip, BIT, AITM, AACS

Senior Executive Officer
J. Johnston, BSc(Ed)(Melb)

Head, Centre for Business Development and Training
M. Knopp, BusAdmnDip, BCom(U FA)

Head, School of Commerce and Industry
R. Conn, BBus(SIT), DipEd(Mon), CPA

Head, School of Science, Engineering and Computing
R. Faller, ISC(Mon), DipEd(Mon), CEng(Aust)

Head, School of Social Sciences and Arts
J. Bissett, BA(Hons), GradDiplOilDev, GradDipEd, MA, MEd
Governance Structure

Council

Statutory Boards of the University
- Academic Board
- Higher Degrees Committee
- Degree and Diploma Review Committee
- Finance & Resources Committee
- Academic Policy & Planning Committee

Committees of Council
- Joint Planning and Resources (JPRC)
- Finance
- Staffing
- Campus Planning & Building
- Legislation
- Executive
- Search
- Honorary Degrees
- Professor Emeritus
- Remuneration
- Ethics Committees

Divisional Advisory Boards:
- TAFE
- Higher Education (Hawthorn/Prahran)
- Swinburne at Lilydale

Board of Technical Studies
- School Boards
- Academic Development Committee
University Services

Access Education Services
Access Education is part of the Department of Access, Community and Language Programs. Several services and programs are available.

Compensatory Education
Teacher in charge
R. Thomas. (03) 9214 8716

Secretary
H. Heathcock. (03) 9214 6834
Individual assistance in English and mathematics is available to students enrolled in courses at Swinburne. The need for tuition may be related to a student's problems with a mathematics and/or English subject. Alternatively, difficulties in English or mathematics may affect a student's progress in a range of subjects of their particular course of study. Particular attention is given to the provision of English tuition to students from non-English speaking backgrounds, including international students.

Tuition may be short-term to overcome a specific difficulty or arranged on a weekly basis over a longer period of time.

This service is available from the houses located at TD1045 in Hawthorn and room PK312 at Prahran. Understanding staff are available to discuss people's problems in English and/or mathematics and follow up with appropriate tuition.

Community Access Programs
Telephone: (03) 9214 6834
Staff are also responsible for providing access to any members of the community who wish to improve their English and/or mathematics skills.

Consequently, a variety of courses in mathematics and English are available at a range of different skill levels from one-to-one tuition to small group classes. Two return-to-study programs cater for those who wish to enter either a science or humanities course. In addition, courses are provided with appropriate mathematics and English content to cater for students interested in sitting an entrance examination in nursing, the police force, ambulance service or the fire brigade.

Alumni Association

Who are the Alumni?
Former students, former and current staff, and friends of the University.

What is the Alumni Association?
The Alumni Association enables you to stay in touch with friends made at Swinburne. The Alumni Association is open to all who have studied at Swinburne. Alumni can stay involved with the University's reputation grows, the value of your own qualifications also increases.

The aims of the Alumni Association are as follows:
- to offer services and activities which meet the needs of alumni members;
- to provide forums for alumni to network with their peers;
- to encourage alumni to become involved in policy making within the University;
- to raise funds to support current educational programs, thus enhancing the University's status and maintaining the continuing value of Swinburne qualifications.

On payment of a fee, alumni can use the library, sports association, tool library and bookshop.

For further information contact: Narelle Cheney. Telephone: (03) 9214 8705
(For information about chapter groups, consult divisional entries.)

Bookshops

(Student Bookshop Co-operative Limited)

Manager
R. Wilkins. (03) 9214 8225

General enquiries
(03) 9214 9423/8225

Location
Hawthorn
The bookshop is located on the second level of the Bookshop/Cafeteria building (Student Union building).

Prahran
The bookshop is located on the ground floor of the Union Building (UBuilding), 160 High St, Prahran.
Telephone: (03) 9214 6730

Lilydale
The bookshop is located on the first floor of the Union Building next to the library and cafeteria.
Telephone: (03) 9215 7181

Normal trading hours

<table>
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<tr>
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<th>Monday - Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Prahran</td>
<td>8.30am - 7.30pm</td>
<td>8.30am - 5.00pm</td>
</tr>
<tr>
<td>Lilydale</td>
<td>9.00am - 6.00pm</td>
<td>9.30am - 5.00pm</td>
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During semester breaks and other times please check the Bookshop notice board.

History
The co-operative began trading in February 1978, its objective being to provide an efficient and convenient service to the Swinburne community.

The Bookshop was set up as a co-operative structure to raise working capital via the sale of shares and also to ensure that the control of the operation remained with the members who use the co-operative. The co-operative's profits remain with the organisation to ensure its continued growth and viability. No external beneficiaries exist.

Membership
For the co-operative to continue to operate successfully it must have members. Members who buy shares and patronise the bookshop are in turn ensuring the Bookshop has an inflow of share capital for growth and ensures its viability.

In return the co-operative provides a convenient and efficient service on campus. Members are also entitled to attend and vote at all Annual General Meetings and are also eligible to be elected as a board member of the co-operative as per the society's rules.

To become a member of the co-operative you simply fill in a share application form and pay $5.00 for 5x $100 shares. You will then be issued with a membership card which should be presented when making a purchase at the bookshop to receive your discount.

How to make the best use of the services offered by your bookshop
Familiarise yourself with the many services offered by your bookshop. Here is a convenient list for your information.

- Text and references, novels, secondhandbooks and general interest books
- Full range of stationery supplies
- Full range of office supplies
- Gifts, cards, wrapping paper and novelties
- Audio and video cassettes
- Film and film processing
- Art and crafts supplies
- Calculators, electronic diaries
- Binding service for presentation of assignments etc.

You are also able to sell your used and unwanted books through the bookshop. We suggest that if you are intending to purchase a required text or reference, you do so at the beginning of each semester. If you cannot afford to purchase it immediately, have it put aside. This will help to alert us to any possible shortages early in the semester. Top-up orders can then be placed where necessary to ensure the book arrives in time to be of use for that semester.

If you find the book is unavailable ask the staff when it will arrive and place a personal order at the information counter to secure a copy when supplies become available.

Swinburne University of Technology | 1998 Handbook
Centre for Business Development and Training

Established in 1986, the Centre for Business Development and Training is Swinburne’s premier business and industry training centre. The mission of the Centre is to offer the very best in professional development opportunities in order to assist individuals and the organisations they represent to be more effective, efficient and productive.

When you invest in one or more of our courses, you can expect:
- relevant and practical skill training that you can apply immediately to your unique situation;
- stimulating learning sessions taught by highly qualified faculty and industry practitioners who are very effective communicators;
- classes that use the very latest in computertechology, curriculum materials and teaching methodology;
- comfortable and engaging learning environments with small class sizes to ensure close interaction among leaders and participants;
- classes held at convenient times in order to accommodate the needs of those employed full-time; and
- access to the combined resources of Australia’s finest multi-sectoral university.

Some of the many services and programs offered by the Centre each year include:
- management skill development seminars, short courses and workshops;
- Microsoft and other computer applications software courses;
- Certified Novell Administrator (CNA) computer network training;
- Certified Novell Engineer (CNE) computer network training;
- Microsoft NT computer network training; and
- fully accredited Workplace Training and Workplace Assessor Training.

Please contact us on (03) 9214 1641 to find out more on how we can be of assistance to you and your organisation.

Careers and Employment Unit

The Unit offers a range of services to assist with choice of a career, assessing interests and abilities, investigating course and employment options, improving job hunting skills, and establishing contact with potential employers.

Services include:
- careers advice
- assistance with cover letter and resume writing
- employment interview preparation
- careers, employment information and resources
- professional links program
- vocational assessment
- campus interview program
- job register for graduates
- employment opportunities and information
- job boards and application forms
- vacation employment

Careers Library including:
- handbooks for universities and TAFES
- books on job hunting techniques, career planning, selection and trends
- employer profiles and opportunities
- handouts on preparing a resume, cover letter or interview
- videos on job hunting, employer details and careers
- computer programs - Oz Jac, Scan-Plus, Gradlink
- course information
- career planning workshops and seminars

All services are available on the Hawthorn campus. Prahran and Lilydale have a smaller careers and employment program.

Hawthorn campus

465 Burwood Road, Hawthorn. Telephone: (03) 9214 8023 or (03) 9214 8521

For appointments and advice on the hours of availability for the Lilydale and Prahran campuses telephone:
Lilydale: (03) 9215 7101 or (03) 9215 7151
Prahran: (03) 9214 6734

Chaplaincy

Hawthorn Campus

Chaplain
Mavis Payne

Office Location
473 Burwood Rd, Room 47581 06 (alongside Student Health Centre)
Telephone: (03) 9214 8489

Available: Monday, Tuesday, Wednesday

Chaplain for International Students

Chris Gibson

Available: Thursday and Friday

Lilydale campus

Richard ‘Brie’ is the visiting chaplain, and is on campus one lunch-time each week, or by appointment.

Telephone: (03) 9725 5370

Prahran campus

Howard Langmead is the visiting chaplain, and is available at St Matthew’s church (opposite the campus) or by appointment. Telephone: (03) 9510 5483 or enquire via Student Union.

Chaplains are available to all students and staff regardless of their religious affiliation or lack of it. They are available to offer all sorts of pastoral care, bible studies and seminars. New students are particularly invited to meet the chaplains, who have information about student religious groups on campus, and local churches. All chaplains are recognised by their respective Christian churches, and authorised by the University.

International students

Christopher Gibson is especially available to all international students, regardless of their religious affiliation or lack of it. If you want to find people of your own language group, locate a church with a similar cultural background or want assistance in coping with Australia. Contact Chris on (03) 9214 8489.

Visiting chaplains

For specific religious affiliations, visiting chaplains are available — Jews, Catholics, Orthodox, Lutheran, etc.

Student-run religious groups

There are a number of student-run religious groups, affiliated with the Student Union. The Christian Union. Overseas Christian Fellowship, Indonesian Campus Ministries, Hillel: Foundation of Jewish Campus Life, and the Swinburne Islamic Society, all meet at Swinburne.

A quiet prayer room and an Islamic Prayer room are both rooms set aside for use by students.

Child-care Centre (Hawthorn)

Coordinator
S. Somerville, (03) 9214 8519

A cooperative was formed in 1975 to provide child-care facilities at Swinburne for parents in need of this service.

The primary objective of the Centre is to meet the needs of the children by providing a secure and happy atmosphere combined with experiences which will foster their development. The Centre aims to encourage beneficial contact that will produce an understanding of the needs of individual children and their family.

The Centre can cater for up to thirty-five children at one time with six caring staff. The children are not separated into age groups but form one large, if rather noisy, family. A combination of structured and free choice experiences have created a warm, relaxed program. The children are encouraged to go at their own pace, to develop their own style, to find their own solutions and enjoy their own creativity.

The Centre caters for children up to five years of age, not only from Swinburne parents, but other members of the community. A sliding scale of fees has been adopted. Early application for use of this service is advised as there is a waiting list.

 Evening child-care

Evening care until 10.00 pm is available for children between the ages of 0-14 years at a reasonable rate on a casual basis. Please contact the Child-Care Service on (03) 9214 8519.
Open Access Computing Laboratories

Student access to computing laboratories is provided by Computer and Network Services (CNS) at each campus.

Together with a team of student cadets, CNS manage and maintain the open access computing laboratory in the West Wing (2nd floor, West Engineering Building, Hawthorn) as well as several classrooms. One hundred PCs are provided in the West Wing laboratory, running a range of software packages for all University students and staff, and user manuals are available for loan. There is a student helpdesk in the West Wing to provide software and hardware support to laboratory users, operate the loans desk and provide a colour laser printing service. The West Wing helpdesk, operated by the cadets, is open whenever the West Wing laboratory is open.

Opening hours – West Wing (during teaching periods)

Monday – Friday: 8.00am – 6.30pm

Saturdays (some): 12.00pm – 5.00pm

Sundays (some): 1.00pm – 5.00pm

Enquiries: (03) 9214 6723

The West Wing is not open every weekend so please call to check before coming in.

CNS also manage the TAFE laboratory (T211) at Hawthorn, which provides a range of software applications for DOS and Windows as well as providing access to CD-ROM on some machines in the Library Studies area. JAC, the Job and Course Explorer, is also available.

Opening hours – Hawthorn TAFE (T211)

Monday – Friday: 8.00am – 8.00pm

Saturdays: 9.00am – 2.00pm

Enquiries: (03) 9214 5141

Opening hours – Prarhan TAFE (P408)

Monday – Friday: 8.00am – 9.30pm

Saturdays: 9.00am – 4.00pm

Cental computing facilities

CNS manage eight Digital AlphaServer 2100s, one of which supports general UNIX teaching while another supports the ORACLE application exclusively.

The University network

Managing the University's data network infrastructure is another of CNS's major responsibilities. The wide area network (WAN) currently consists of high capacity microwave links between the Hawthorn and Prahran campuses and the Hawthorn and Lilydale campuses of the University. The network also provides all campuses with access to the extensive services available through the Australian Academic and Research Network (AARNet) and the worldwide Internet.

Swinburne’s Network is available for dial-in access via modem. Dial-in number is (03) 9214 5129 for 9600 bauds and also for 12001200 bauds modem. SLIP/PPP access is now available; the dial-in number is (03) 9214 5109.

Help Desk

For assistance with any facilities supported by CNS contact the SG central Help Desk on (03) 9214 5000 or email helpdesk@swin.edu.au. The Help Desk is open between 8.00am and 6.00pm Monday to Friday and is located in Room EN211.

Network Access and Code of Practice document

All students using Swinburne’s computing facilities should be familiar with the Network Access and Code of Practice document which explains the services provided to users and the conditions governing their use. This document has been reprinted in theseparate publication, Policies and Procedures and is also available from the Help Desk and online through the Campus Wide Information Service (CWIS). The Swinburne CWIS can be viewed through any World Wide Web browser at URL: www.swin.edu.au

English Language for Migrants

Migrant Education Coordination

G. Gawenda

Prahran: (03) 9214 6967

Hawthorn: (03) 9214 5337

Swinburne offers a variety of courses and support programs for migrants, for whom English is their second language, who are:

• preparing to enrol in Swinburne or other post-secondary courses
• currently enrolled in Swinburne courses
• wanting to develop language skills to improve study and work prospects

Full-time courses

Preparation for further study and work — Hawthorn and Prahran campus

Part-time, evening courses

Preparation for further study and work — Hawthorn and Prahran campus

January summer school

English for academic purposes (full-time program) — Hawthorn campus.

Language support within a mainstream course

At both campuses, when circumstances allow, ESL students can have access to English as a second language (ESL) trained teachers and extra tuition time if they are enrolled in VCE, advanced certificate or associate diploma courses.

Independent learning

At both campuses students have access to materials for independent study (self-access for language development purposes; audio, computer-based and text-based materials are provided).
Non-permanent residents
Courses are run by the English Language Centre for international students and others who are in Australia on a temporary visa. Enquiries: International Student Unit, (03) 9214 8151.

Equity Unit
Manager (Acting)
E. Shaw
477 Burwood Road, Hawthorn, (03) 9214 8855
Building D, Room 105, Prahran, (03) 9214 6743
Level 2, Room 225, Lilydale (03) 9215 7188

Swinburne University of Technology is committed to providing a learning and working environment that is based on equality of opportunity for all staff and students. Discrimination on the following grounds is unlawful: age, disability, industrial activity, sexual orientation, marital (parental)/guardian status, physical features, political beliefs or activity, pregnancy, race, religious belief or activity, sex or to sexually harass another. The Equity Unit can provide information on state and federal anti-discrimination laws.

Swinburne is committed to providing an environment free from harassment and has in place a network of Sexual Harassment Contact Officers. The University also adheres to a policy of Affirmative Action.

International Office
Dean
I.A. McCormick
473 Burwood Road, Hawthorn, (03) 9214 8151 or (03) 9214 6847

The International Office is the first point of contact for enquiries regarding Swinburne’s international activities. It is responsible for coordinating Swinburne’s international programs, and for formulating policy and guidelines on the conduct of these activities.

International Student Unit
Director
C. Chu

The International Student Unit (ISU) provides a focal point for international students at Swinburne. ISU is responsible for international applications and admissions to Swinburne’s University, TAFE and ELC/ELICOS courses. ISU is also responsible for the welfare of international students during their studies, and provides a range of support services. All prospective international students should contact ISU for information on studying at Swinburne. All applications by international students must be sent directly to ISU.

Offshore Business Education Programs
Director
P. Di Virgilio

Since 1993 Swinburne University of Technology has conducted training programs in Vietnam through the Offshore Business Education Program (OBEP). Within this program specially designed graduate certificates in business have been developed in the fields of accounting, marketing, human resource management and business administration. In addition, special programmes have been developed for in-house delivery to joint venture and foreign owned companies.

Library
Libraries on each of the three campuses provide learning and Information resources and services in support of Swinburne’s teaching and research programs.

The combined collections include over 200,000 books, 3,000 periodical titles, print and CD-ROM indexes and abstracts, and a large collection of audio and video tapes, slides, interactive videodiscs and computer software. All materials in the collections are available for use in the libraries, and most may be borrowed. Access to all collections is facilitated through online catalogue and an inter-campus loan service. The range of resources available is extended through reciprocal borrowing arrangements with other Victorian University and TAFE libraries, and a number of networked access arrangements to electronic resources including Internet access.

Library staff work closely with teaching staff to develop collections and resources and help students to make best use of them. Programs designed to develop students’ information skills are an integral part of most courses. Individual assistance is provided at service desks on each campus during opening hours. A range of printed guides to library resources and services is also available.

Opening hours
Opening hours during teaching periods are:

**Hawthorn campus**
Telephone: (03) 9214 8330
Monday-Thursday: 8.15am-10pm
Friday: 8.15am-6.00pm
Most Saturdays, some Sundays, Labour Day, Anzac Day, Queen’s Birthday, Melbourne Cup Day.

**Lilydale campus**
Telephone: (03) 9215 7115
Monday-Thursday: 8.30am-8.30pm
Friday: 8.30am-5.00pm
Most Saturdays, Anzac Day, Queen’s Birthday, Melbourne Cup Day.

**Prahran Campus**
Telephone: (03) 9214 6998
Monday-Thursday: 8.15am-9.30pm
Friday: 8.15am-5.30pm
Anzac Day, Queen’s Birthday, Melbourne Cup Day. Most Saturdays.

Check library guides, on-line catalogue, bulletin board, library homepage and noticeboards for weekend and public holiday times, non-teaching periods and changes.

**Summary of Library borrowing regulations and conditions of use**

**Persons entitled to use the library**
Each campus library is available for use of all full-time and part-time students and staff of Swinburne University of Technology who accept the library regulations. Members of the general public, including past students and staff, are welcome to read or use the facilities within the library provided that they also accept the regulations. They may also borrow from the library on payment of a members’ fee to the Swinburne Library Information Service or the Alumni Association.

The managers of campus libraries, or the senior staff member on the premises, may refuse entry to the library to any person not registered as a borrower.

**Persons entitled to borrow from the library**
Members of the Council and Board of TAFE of Swinburne
Full-time and part-time students of Swinburne University of Technology.
Approved borrowers from other institutions with which Swinburne has reciprocal borrowing agreements.
Registered members of the Swinburne Library Information Service and Alumni Association.

Such other persons or organisations as the University Librarian or Campus Librarian may from time to time approve as borrowers.

**Photocopying**
Photocopying machines are available in the library. Users must note the relevant provisions of the Copyright Act and abide by them.

**Borrowing**
All material and equipment borrowed must be recorded at appropriate issue points before the patron enters the security gate to leave the library. The borrower accepts responsibility for the care of any item borrowed and for its return in good condition on or before the due date and time. The library reserves the right to recall any item on loan before the expiration of the normal loan period.

Most library materials may be returned to any of the campus libraries. Equipment must be returned to the campus from which it was borrowed.

**Identity cards**
A current Swinburne identity card must be presented each time an item is borrowed. Otherwise no service will be provided. Cards are not transferable and lost identity cards must be reported and replaced immediately.

**Borrowing periods**
Students: the normal loan period for books is a fortnight. This period may be extended provided that the item has not been reserved by another user and that it is not overdue.

Staff: the normal loan period for staff members and higher degree students for books is four weeks. This period may be extended provided that the item has not been reserved by another user and that it is not overdue.
Reserve collections
Most material in these collections may be borrowed for a period of two hours for use within the library. A small number of items are available for overnight loan.

Items not available for home loan
These include material in the reference collection, rare books and archive collection, and any items marked 'Not for loan' or 'Display'.

Periodicals and audiovisual material
Details of loan conditions for items from the periodicals and audiovisual collections are contained in the campus library guides.

Holds and intercampus requests
Students and staff members can reserve an item which is out on loan or request an item from another campus by placing a hold on it using the computer catalogue.

Lost or damaged material
If an item is lost or damaged this must be reported immediately. Borrowers are responsible for the cost of replacement or repair of damaged items, plus an administrative charge.

Penalties
Each campus library issues loans subject to the imposition of penalties for late return and non-return of items. When an item falls overdue, borrowing privileges are suspended at all campuses. Further details of these penalties are contained in the campus library guides. For students, the issuing of results and eligibility for re-enrolment is dependent upon all outstanding library penalties being resolved. For staff, all material on loan to them must be returned and all penalties resolved before they leave employment with Swinburne.

Authorisation for reciprocal borrowing at other libraries will not be issued to students or staff who have accrued fines in excess of $40.00 during the previous twelve months.

Use of Open Access Workstations and Electronic Resources
Use of the open access workstations at all campus libraries is governed by the Swinburne Network Access and Code of Practice Policy which is available at: www.swin.edu.au/cti/comms/ctfcnac/h.html

Students should also refer to the Computer and Network Student Disciplinary Code at: www.swin.edu.au/cti/comms/discp.html

Both policies are also available at the library information desks.

Each campus library also has electronic workstations and computer terminals dedicated for the use of databases, library catalogues and other library and information resources. Use for purposes other than those designated is not permitted. Users must abide by the Electronic Library Workstations Acceptable Use Policy which may be consulted at the library information desks and on the Internet at: www.swin.edu.au/lib/policy/htm

Rules for general conduct
Eating, drinking and smoking are not permitted in the library.

Playing games is not permitted in the library.

Mobile phones must be switched off in the library.

Bags and cases may be brought into the library but must upon request be presented for inspection at the library exit.

An atmosphere of quiet must be maintained in the library so that it is at all times a place conducive to independent study and quiet reading. Discussion is permitted only in designated areas.

Any person who, in the opinion of a library staff member and the senior staff member on the premises, repeatedly fails to observe any of the above rules, or who engages in anti-social behaviour or damages library property in any way, must produce a Swinburne identity card on request. In these circumstances, the person may be suspended from the library.

Power to alter rules
One or more of the rules may be changed from time to time by the Vice-Chancellor or Deputy Vice-Chancellor on the recommendation of the University Librarian.

At the discretion of the University Librarian one or more of the rules may, under special circumstances, be temporarily suspended. Any change to, or suspension of any rule shall be reported at the earliest opportunity to the Vice-Chancellor or Deputy Vice-Chancellor.

Library services for students with disabilities
A range of specialized equipment to assist students with disabilities is available at Prahran and Hawthorn campus libraries. For example, a Xerox scanner with voice synthesizer and screen enlarger is available at Hawthorn campus, while Artic Deictalk Express voice synthesizer with Artic Magnum Deluxe Screen Enlargement software is available at both Prahran and Hawthorn to enable access to the catalogue and various Windows applications for those with visual disabilities. All levels of Prahran, and Hawthorn and Lilydale libraries are wheelchair accessible, and several adjustable height tables are available for use at Prahran. Storage lockers are available on request and any telephones are located at the Information desk at both Prahran (03) 9214 6833 and Hawthorn (03) 9214 8944. For more information on these and other services, including assistance with searches and item retrieval, contact the disability liaison librarian at each campus:

Hawthorn: (03) 9214 6833
Prahran: (03) 9214 6785
Lilydale: (03) 9215 7115

Office for Quality Education (QEd.)
Originally established as the Office for Quality and Educational Development (QEd.) in 1996, the title of the Office was changed in 1997 to Quality Education (QEd.) following the decision by the University to devote many of the educational development functions to the teaching areas of the University.

The Office for Quality Education retains responsibility for the following functions across the University:

Evaluation Services
The use of Teleform optical scanning technology for:

- student evaluation of subjects and courses;
- collecting data for the Graduate Careers Council of Australia's graduate destinations surveys and course experience questionnaires;
- and for customer and staff satisfaction surveys.

Curriculum Renewal Projects
Annual grants to teaching staff by competitive tender to provide seed funding to assist staff to improve curricula content and encourage innovative approaches to teaching, learning and assessment methods.

CUTSD Coordination
In-house arrangements for the communication, selection and approval of applications for Committee for University Teaching and Staff Development (CUTSD) national teaching development and staff development grant schemes.

SQMS Coordination
The coordination of the quality review aspects of the Swinburne Quality Management System (SQMS) and related quality improvement initiatives.

Through these functions QEd provides a range of projects, training programs and consultancy services to help the University to continuously improve the quality of its educational programs, related services and management processes.

The Office for Quality Education is located in room AD 206 in the Administration Building, Hawthorn Campus.

Telephone: (03) 9214 5404
Fax: (03) 9214 5483

Transport, Access and Parking
Public transport
Hawthorn campus
Swinburne's Hawthorn campus is well served by public transport. Trains stop frequently at the Glenferrie Station, which is a two-minute walk from the campus. The station is on the Alamein, Belgrave and Lilydale lines and there are also frequent trains into the city.

Trams and buses also serve the area. The No. 69 tram travels along Glenferrie Road from Kew to St Kilda, and connects with several other tram lines, and buses travel along Burwood Road (No. 7321 to Box Hill) and Auburn Road (No. 624 from Kew to Chadstone Shopping Centre).

Prahran campus
Prahran campus is close to the Prahran Station, on the Sandringham line, with frequent trains into the city. It is also very well served by trams with the No. 16 Glen Iris tram stopping outside the door in High Street, as well as the North Richmond — Prahran (No. 78 79) in nearby Chapel Street.
Swinburne at Lilydale
Lilydale campus is served by train and buses. The campus is on the Lilydale train line. Numerous buses leave from Lilydale Station.

Parking

Enquiries, Facilities and Services Group
Hawthorn campus
(03) 9214 6748

Lilydale campus
(03) 9215 7111

Prahran campus
(03) 9214 6748

Limited offstreet parking facilities are provided for full-time and part-time students.

Conditions of use
Use of car parks is strictly at the owner’s risk and is subject to:
• a current Swinburne parking permit or sticker valid for the car park in question being clearly displayed on the windscreen;
• availability of space in the car park;
• the car being within a marked bay;
• any fees or charges being paid;
• the driver’s observance of parking signs or directions given by any of Swinburne Parking or Security Officers.

Parking permits
Available from Facilities and Services. Student identity card is required.

Part-time students
Evening and other part-time students may not leave cars in Swinburne car parks during the day while they attend work.

Short course students
Students require a parking permit issued by the office organising the course. Availability of space is not assured.

Hours of access
The main car parks open at 7.00am and close at 10.30pm. Parking Fees range from $1.00 for up to one hour; $2.00 up to two hours and $3.00 all day. Car parks on some campuses are open twenty-four hours. Students are warned against leaving cars in parks overnight.

Infringement of parking rules
Failure to comply with parking regulations could incur a Parking Infringement Notice of up to $40.00. Under the Road Safety Act 1986, the fines are enforceable in court. Those who abuse the system are also liable to have their parking privileges withdrawn and the parking permits for their cars revoked.

Students with disabilities
Consideration is given to the provision of reserved spaces for students with physical disabilities. Enquiries should be directed to the Equity Unit, Hawthorn (03) 9214 6855 and Prahran (03) 9214 6743.

Motorcycles and bicycles
Campus motorcycle parking and bicycle rack locations can be obtained from Facilities and Services at each campus.

Location of carparks
On-campus parking areas are indicated on the campus maps in this Handbook and on the reverse of parking applications and permits. Subject to change.

Multi-deck Carpark (Wakefield Street)
The complex provides parking for more than 680 cars. The five deck car park will solve many of the problems local residents and the Swinburne community has faced as Swinburne has grown.

Student Services

Director
Z. Burgess
Room BA206a, Business & Arts Building, Hawthorn
Monday–Friday: 9.00am–5.00pm
Telephone: (03) 9213 8423

Prahran Campus
Coordinator
H. Kalaboukas
Room PK125, Building PK, Level 2
Monday: 9.00am–5.00pm
Tuesday–Thursday: 9.00am–6.00pm
Friday: 9.00am–4.00pm
Telephone: (03) 9214 6720

Lilydale Campus
Coordinator
E. Wallis
Room LA237, Building LA, Level 2
Monday–Friday: 9.00am–5.00pm
Telephone: (03) 9215 7103

The following services are available to all students and staff. The majority of services listed at the Hawthorn campus are also available at the Lilydale campus and the Prahran campus. Swinburne students can use services at any campus.

Counselling Service (Hawthorn)
Deputy Director Student Services
R. McDonald
Room BA206f, Business & Arts Building
Monday–Tuesday & Friday: 9.00am–5.00pm
Wednesday & Thursday: 9.00am–6.00pm
Telephone: (03) 9214 0622

The Counselling Service is available to students and their partners, staff and graduates up to 12 months after completion of their course. The Service is free and strictly confidential.

The service includes individual counselling by appointment or on a ‘drop-in’ basis, group workshops for students and staff and consultancy to staff to enhance their work environment. The counsellors, who are registered psychologists, assist with areas such:
• Life skills and personal development
• Relationship and interpersonal education
• Effective strategies for stress management and problem solving

Cross-Cultural Counselling and Workshops for:
• Adjustment to Australian society and university life
• Cross-cultural communication
• Awareness of cultural differences
• Specialised strategies to improve learning and academic performance

The Learning Skills area enhances student learning and assists students who are having problems with their learning. Counselling and workshops are offered in the areas of:
• Study techniques
• Learning approaches and strategies
• Time management/organisation
• Exam preparation/anxiety
• Overcoming procrastination
• Improving motivation
• Reading, listening and note-taking
• Educational counselling
Health Service (Hawthorn)
Coordinator
J.Fischer
Room SH/107, Laneway behind library
Monday-Friday: 8.15am-5.00pm
Telephone: (03) 9214 8703
Medical practitioners by appointment
Nursing staff available on a ‘drop-in’ basis
This is a confidential nursing and medical service covering:
• Emergencies
• Clinical care
• Health promotion
It is available to all Swinburne students and staff. We offer:
• Immunisation/general
• Hearing/Vision testing
• Asthma management
• Full clinical assessment
• Healthcounselling
• Nutrition
• Contraception
• Sexually transmitted diseases
• Information programs

Housing, Part-time Employment & Finance (Hawthorn)
Coordinator (Housing & Part-time Employment)
S. Crosbie, Room GH/203
Telephone: (03) 9214 8882
465 Burwood Road, Hawthorn (access via Laneway behind library)
Monday-Friday: 9.00am-5.00pm
Coordinator (Finance, Austudy & Student Loans)
B. Graham, Room GH/304
Telephone: (03) 9214 8953
465 Burwood Road, Hawthorn (access via Laneway behind library)
Monday & Thursday: 9.00am-5.00pm
Wednesday: 9.00am-1.00pm
Friday: 1.15pm-5.00pm
This Service offers the following to students and staff:
• Independent advice on all aspects of housing
• Noticeboard of housing offers: share, self-contained, board
• Information on tenants’ rights
• Lists of real estate agents offering flats and houses
• Noticeboard of part-time employment offers
• Register for students interested in working part-time
• Tutor register for students looking for a tutor or offering to be a tutor
• Information on recommended rates of pay and work agreements
• Information and advice on Austudy (we have contacts within Austudy and can help sort out and speed up your Austudy application)
• Financial counselling, including student loans
• Assistance with fees
• Information on tax and budgeting

Financial Assistance Schemes

AUSTUDY
Austudy provides financial assistance to many students, but not all students are eligible and not all get the same amount. Whether you are eligible or how much you get depends on a lot of things, like:
• what course you are studying
• how many years you have been studying
• whether you are full-time or not
• whether you need to live away from home
• how much you, your parents or partner earn
• the value of the assets you and your family have when you applied, etc

Helpful hints about AUSTUDY
• Pick up your application form and information booklet from Austudy, a CES office or from Student Services (financial adviser) on your campus.
• Read the information booklet carefully.
• If having read the booklet you still have questions, then seek help from the financial adviser on your campus.
• If your friends, family or family accountant say you are not eligible, don’t assume they are correct — the eligibility criteria are complex and students’ circumstances vary. If in doubt, put in an application anyway.
• Fill in your application form carefully — mistakes or omissions will mean delays in receiving your first payment.
• Supply all the documentation requested, otherwise delays will occur.
• Get your application in early. It always takes Austudy some weeks to process your application.
• If applying for first semester get your application in by 31 March, if you want to receive backpay from 1 January.
• Don’t accept a decision from Austudy if you think it is inaccurate or unfair. Ask your financial adviser on campus for assistance.
• If your circumstances change at any time throughout the year, you must let Austudy know immediately.

Some students (including part-time) in receipt of certain Department of Social Security benefits may also be entitled to a Pensioner Education Supplement.

The Student Homeless Rate may assist students who do not get any support from their families. Ask the financial adviser on your campus for more details.

Austudy offers a voluntary loan scheme which is referred to as the Austudy Supplement. Ask your financial adviser on campus for more information before taking up the Supplement option.

ABSTUDY
ABSTUDY provides financial help for Aboriginal and Torres Strait Islander students who want to do secondary or tertiary studies.

Department of Social Security Benefits (DSS)
There are various benefits from DSS that may be available to students, such as Family Allowance Supplement, Sole Parent Pension, Unemployment Benefits (part-time students) and Health Care Cards.

Students who qualify for Austudy may be eligible for a Health Care-card, enabling them to receive a range of concessions.

Rent Assistance
Rent Assistance may be available to certain DSS beneficiaries and students in receipt of the Student Homeless Rate.

Bond Assistance Scheme
If you are looking for a place to live and you can’t afford the bond, the Department of Planning and Development may be able to help. Ask your housing officer on campus for more details.

Scholarships
There are various scholarships, prizes and trusts that may be available to students. Ask your financial adviser and your Divisional office for information and check in this handbook for details under the heading ‘Scholarships and Awards’.

Tutoring
Tutoring assistance may be available to you. Ask at Student Services

Travel Concession
If you are a full-time student and wish to travel on the metropolitan transport network at concession rates you can purchase a Transport Concession Card from Met outlets. Also ask about concession cards for country and interstate rail travel. Application forms are available at Student Administration.

Concession tickets
Concession tickets are available for travel to and from Swinburne on public transport. Students who wish to purchase these tickets should go to the Student Administration Office to complete the necessary forms. Only full-time students are eligible for fare concessions. Concessions are not available to full-fee paying overseas students. Students must present their student card when applying for a concession form. Australian Airlines and Anaq Airlines concessions are available from the Contact Centre, Student Union, or from STA Travel Agencies. Full-time students are also eligible for an international student card, available from the Contact Centre, Student Union.
With the approval of the Loans Fund Committee, full-time students may obtain financial assistance from the following funds:

- Commonwealth Help for Needy Students Fund
- Special Assistance for Students Program
- Student Aid Fund
- Rotary Swinburne Loan Fund
- Overseas Student Loan Fund

Emergency short-term loans are available to full-time and part-time students from the Student Union Aid Fund. For all loans, ask at Student Services on your campus.

**Student Residences**

On campus accommodation is available at the Hawthorn Campus. This consists of an 85 bedroom Residential College which offers hostel type accommodation and 36 two and three bedroom apartments. The Residential College would be of particular interest to first year students who have not lived away from home before, while the apartments would suit students in the second year of their course or later, who have already lived away from home.

**Residential College**

The Residential College features individual rooms furnished with a single bed, built-in study desk and bookshelf, cupboards, chairs, wash basin and an electric jug. There is hydronic heating in each bedroom and computer cabling with access to the University Computer Network.

The shared facilities include:

- Bathroom and toilets on each floor
- Fully equipped self-catering facilities.
- Recreation/TV Lounge areas.
- Landscaped outdoor area
- Laundry facilities.
- Tutorial rooms.

**Apartments**

The Apartments are well appointed and feature:

- Bedrooms fitted with single beds.
- Bedrooms have a built-in desk with ergonomic chair and computer cabling with access to the University Computer Network.
- Gas heating.
- Kitchens with stove, oven and fridge.
- Dining table and chairs.
- Laundry with washing machine and dryer.
- Individual apartment and bedroom locks.
- Security entrance.

The Student Residences are located at 21 Wakefield Street, Hawthorn.

Further information and application forms can be obtained by contacting (03) 9214 5555

**Student Union**

The Student Union is the primary body offering support services to students at Swinburne, as well as playing an important role in facilitating the representation of student interests to the University. It is a legally incorporated company which all students contribute to through the payment of their General Service Fee to the University. Membership of the Student Union is free and involves filling out a Union membership form.

Membership of the organisation entitles students to stand and vote in elections: and all students are entitled to use services, whether they are members or not.

The Student Union has a solid history of achieving gains for students in the educational arena, through contribution to the University policy making process and assisting individual students who are experiencing problems. Considerable emphasis has been placed on the development of student friendly academic policy and regulations, workable processes and support programs where required.

At the same time a wide variety of services are offered to students on all campuses, which strive to offer quality at an affordable price and in many instances are free.

**Organisational aims**

The purposes for which the Union is established are:

- to advance the social, educational and general welfare of the student body of Swinburne and to provide services for the student body;
- to represent and safeguard the students in matters affecting their interests and privileges and to afford a recognised means of communication between the students and the authorities of Swinburne and other educational bodies:
- to promote, encourage and coordinate the activities of student committees and societies;
- to strive for wider recognition and greater appreciation of the standard of all academic awards of Swinburne.

**Management**

At the time of writing, the representative structure of the student body is undergoing a thorough review with expectation that it will better reflect the decision-making flow of the University.

The Union is currently managed by an Executive comprised of the president, vice-president, finance director, education director, activities director and media director. The role of the Executive is to manage the business and affairs of the Union. The meetings of the Executive occur at least once a month from February to November and are open to all students.

The affairs of the Union fall principally into the following areas: education and welfare services, social activities, and media. These areas are governed by management committees, whose responsibility it is to develop policies of the Union in the areas of their activity. The management committees consist of: the relevant executive as chairperson, two to three students from the Union Executive, two to four students elected from the student body. At monthly meetings the Executive receive and consider policy submitted by the management committees.

In March or April of each year the Executive calls an Annual General Meeting to present the preceding year’s audited financial statement. In October or November of each year the Executive convenes a budget meeting. At this meeting the proposed budget for the next financial year is presented by the Executive to the student body for their approval.

**Student Union Support Services**

The Student Union offers a wide range of support services which all aim to improve the quality of the educational experience of students and to foster a Swinburne community spirit. All services are funded partially or fully by the General Service Fee which students pay on enrollment. All services strive to meet the demands of students as a group, without losing sight of the individual student, and ensuring high standards are met.

**Union Office**

The union’s head office is located on the fourth level of the Union Building at Hawthorn. Union personnel located on this level include the president, administrative officer, manager, accountant and executive.

**Reception**

The Union provides a reception area on each campus. Contact details are as follows:

- **Hawthorn**
  - 4th Floor Union Building, John Street.
  - Telephone: (03) 9214 5440
  - Facsimile: (03) 9819 2756

- **Prahran**
  - Level 2, Building PK, St John Street
  - Telephone: (03) 9214 6729
  - Facsimile: (03) 9214 6340

- **Lilydale**
  - Level 1, Building LA
  - Telephone: (03) 9215 7181
  - Facsimile: (03) 9215 7182

The reception area on each campus provides various services, including room bookings, legal advisor bookings, insurance claims, facsimile, international student identity cards, and general information.

Bookshop facilities for Lilydale are also housed at the Student Union reception.
Other services offered

**Book Vouchers**

Needy students can apply for bookvouchers, which are jointly funded by the Student Union, Bookshop and Chancellor. They are available from the University’s Housing, Part-time Employment and Finance Department on each campus.

Telephone: (03) 9214 6753 (Hawthorn), (03) 9215 7181 (Lilydale), (03) 9214 6734 (Prahran)

**Halls and Meeting Rooms**

Halls and meeting rooms are available for bookings by students on each of the three campuses. At the Hawthorn campus, Ethel Hall, the Fourth Floor Meeting Room, and SAASC meeting rooms are available, at Lilydale the Student Meeting Room on Level 1 of Building LA, and at Prahran the meeting room on Level 2 of Building PK.

Telephone: (03) 9214 5440 (Hawthorn), (03) 9215 7181 (Lilydale), (03) 9214 6734 (Prahran)

**Student Lounge and Hawthorn Union Services Desk**

Each campus hosts one or more student lounges in which students can relax with friends or undertake work in a casual atmosphere. The Hawthorn E lounge is one space open to students, while the Hawthorn Union Services Desk, Prahran Level 2, and Lilydale Level 1 provide access to newspapers and magazines. The Hawthorn Union Services desk provides particular assistance for nearby TAFE students by responding to enquiries, approving notices for noticeboards, and supplying games and playing cards. Lilydale student lounge provides music, and contains a pool table for student use.

**Emergency Loans**

The Student Union provides funding for short term emergency loans for students. Loans are allocated by the University’s Housing, Part-time Employment and Finance Department. Repayments can be made at the reception desk of each campus.

Telephone: (03) 9214 6953 (Hawthorn), (03) 9215 7105 (Lilydale), (03) 9214 6734 (Prahran)

**Legal Advisor**

The Student Union provides a free legal service for full and part time students. The solicitor is available at the Hawthorn campus every Tuesday during the academic year. This service is available to students on all campuses. Students may contact reception on their respective campuses to make an appointment.

Telephone: (03) 9214 6454

**Personal Accident Insurance Scheme**

All students enrolled in Swinburne are automatically covered by personal accident insurance. This insurance scheme covers accidents, twenty four hours a day on or off campus in the event that it relates to activity associated with Swinburne. For further details please contact the Accountant in the Union Office.

Telephone: (03) 9214 5442

**Tax Return Advice**

The Union has arranged for a tax consultant to answer student enquiries regarding preparation of their income tax returns. These one or one sessions are conducted in August, the dates being advertised in The Swine. Appointments can be made at Hawthorn reception.

Telephone: (03) 9214 5440

**Student Union Computing Facilities**

Computing facilities are available for student use on both the Hawthorn and Prahran campuses. Popular word processing, spreadsheet and DTP packages are networked for student use. Hawthorn computers are available on the fourth floor of the Union building while at Prahranthey are housed on the second level of Building PK.

**Laser Printing**

Users of the computing facilities have access to networked laser printers at low per page rates.

**Resume Typing**

The computer centres offer a professional resume service to word process and print resumes for students at reasonable cost. Information is also available at the service counters for those students who wish to have essays and assignments typed.

**Binding Service**

A thermal glue binding service is available at Hawthorn Computer Centre and Lilydale Union Services Desk at a reasonable cost. The covers are A4 with a clear acetate cover.

Telephone: (03) 9214 5447 (Hawthorn), (03) 9215 7181 (Lilydale), (03) 9214 6730 (Prahran)

Cone binding is also available at all three bookshop outlets

Telephone: (03) 9214 9275 (Hawthorn), (03) 9215 7181 (Lilydale), (03) 9214 6730 (Prahran)

**Student Advisory and Academic Support Services**

Student Advisory and Academic Support Services are delivered to students across each of the three campuses, from the SAASC (Student Advisory and Academic Support Centre) at Hawthorn, from the Union Services Desk, Level 2, Building PK at Prahran, and from the Union Services Desk, Level 1, Building LA at Lilydale.

Each campus contact point provides a one stop shop for a wide range of information regarding support services available on campus and in the wider community. A database is kept up to date with information on all University services and departments, as well as community services which students may access. This enables staff to deal with any student emergency arising, whether personal or academic, assuring appropriate referral in order to resolve the problem.

The professional staff employed to deliver these services are expert at dealing with academic problems, assisting students experiencing such problems to understand the correct avenues for resolution and helping them to find the best solution. Staff can also assist with the development of a student perspective on University policy areas, to ensure that the needs of students are not overlooked and hence help develop a University system which is effective.

A number of community projects are coordinated by the advisory and academic support staff to provide individual students with greater opportunities to foster the community spirit. In 1998 a student mentor scheme will be operational. It will give students the chance to be linked with experienced and trained returning students, in order to assist them with settling into university life and ensure they can access help if problems arise. Student Orientation Supporters are returning students who help organise and run activities for new students so that the transition to Swinburne is smooth.

The Advisory and Academic Support staff also provide a resource to the constituencies which are groups of students who meet regularly to discuss their courses, concerns and the subsequent steps to take to ensure a satisfactory outcome. The Swinburne Youth Initiative, another project co-ordinated by this area, provides the opportunity for students to undertake paid tutoring with disadvantaged youth in the wider community.

The Union also runs an Award Scheme that has been designed to give students who participate in extra curricular activities credit for their effort. It offers them access to training, to further enhance the skills they develop through their participation. It will assist students to plan out their areas of involvement and work through what they want to achieve for the year. Finally it will help them market their skills to future employers.

In addition to supporting projects, staff undertake student oriented research in order to provide quality statistical information to be fed into the policy process and to improve service delivery on campus.

**SAASC (Hawthorn) opening hours**

Monday - Thursday: 9.00am - 7.00pm,
Friday: 9.00am - 4.00pm

Telephone: (03) 9214 5455

**Student Union Services Desk, Prahran**

Monday - Thursday: 9.00am - 5.30pm,
Friday: 9.00am - 4.00pm

Telephone: (03) 9214 6729

**Student Union Services Desk, Lilydale**

Monday, Tuesday, Thursday: 9.00am - 4.30pm,
Wednesday, Friday: 9.00am - 5.00pm

Telephone: (03) 9214 5718

**Communications and Information Publications**

The Student Union publishes a weekly newspaper called The Swine which primarily carries news and information pertaining to students and Swinburne. It provides a forum for students and staff to present and discuss their views on relevant matters. During holidays and non-teaching periods, a smaller publication called Piglet keeps the flow of information going.

The Student Union also produces a free diary, Orientation Handbook and year planner which are available from Union Services Desk on each campus and at re-enrolment.

Telephone: (03) 9214 5450

**Student Publications**

Students publish a magazine called Tabula Rasa at least once per semester. Tabula Rasa provides a medium for students to develop their publication skills and all students are welcome to contribute graphics, articles, and creative writing. If you would like to participate, contact the Rasa Writers Club or come to the Media Office.

Telephone: (03) 9214 5545

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Visual and Performing Arts (VPA)

Activities

In conjunction with the Activities Management Committee, the VPA develops, organizes and presents the social programs for the year. A wide variety of events are planned, to suit the different types of students, including theatre, part-time evening and union nights. Students help to organise activities through the Activities Management Committee and receive feedback regarding the types of functions students would like to experience on campus. VPA works closely with clubs and societies in order to promote activities jointly between clubs and the Student Union. The VPA office is located on Level 4 in the Union Building, Hawthorn campus.

Activities contacts:
Telephone: (03) 9214 5459 (Hawthorn), (03) 9215 7150 (Lilydale), (03) 9214 6729 (Prahran)

Clubs and Societies

Clubs and Societies promote the involvement of students in the Swinburne community through participation in groups with a common interest. Affiliated clubs receive funding from the Student Union and assistance with organizing events which suit their members. There are more than sixty clubs and societies for students at Swinburne to choose from and the ability to start more. High quality meeting and storage facilities are available to be booked at the Hawthorn SAASC, the Prahran Union Services Desk, and the Lllydale Union Services Desk. A mini bus is available for clubs and societies to book via the Tool Library, with no charge except for a deposit, refundable upon return of an undamaged bus. The Clubs and Societies officers will assist with queries regarding the starting of clubs, affiliation and support with resources.

Telephone: (03) 9214 5461 (Hawthorn), (03) 9215 7150 (Lilydale), (03) 9214 6729 (Prahran)

Orientation

All new students are invited to attend the orientation program, which attempts to fast track the learning process about what is available on campus and what sort of things happen in a University environment. All the service departments of the University are involved in presenting information and theatre performances and workshops are held to target specific groups of students with special needs. Orientation days are offered for full-time students, before classes start and there are evening functions for part-time students. After the commencement of classes there is a week of orientation activities, which are entertainment based, to help new students get to know each other better.

Tool Library

The Tool Library is located in the Contact Building at Hawthorn, however this service may also be accessed by students from the Lllydale and Prahran campuses. The Library hires a wide range of tools and equipment to students and staff. Hire prices are extremely low and the service aims to enable access to equipment, without making a profit, while offering a quality service with information and assistance. Catalogues are widely available and equipment for hire includes lawn-mowers, mulchers, whipper-snippers, engine tune-up kit, arc welder, wallpaper remover, carpet steamer and a whole lot more.

Opening hours:
Monday - Friday: 9.00am-5.30pm
Telephone: (03) 9214 8869 (Hawthorn), (03) 9215 7150 (Lilydale), (03) 9214 6729 (Prahran)

Night Bus

To ensure safety after dark, a night bus service is offered by the union in conjunction with the university, on all three campuses. At Hawthorn, students can take the bus from outside the Corner Caf in Wakefield Street, at Prahran from outside the Security Hut on St John Street, and at Lilydale from the Atrium Bus Stop. Drivers are selected and trained to be safety conscious and to offer a quality service, which drops students at their cars or transport stops within the local area. The service runs from Monday - Thursday: 6.30pm-10.15pm
Lilydale: Monday - Thursday: 6.00pm-9.00pm
Prahran: Monday - Thursday: 6.30pm-10.00pm

Photocopying

The Student Union operates photocopying services from the Services Desk, Corner Cafeteria Hawthorn, Level 2 Building PK, Prahran, and Level 1 Building LA, Lilydale. Copying on transparencies for overheads is also available at a very reasonable price.

A photocopy card machine with a choice of $2.00 and $5.00 cards is available for the use of Student Union photocopying card holders.

Coursework

Catering Department

Hawthorn campus

Courtyard Cafeteria

Located on the ground floor of the Union Building, this popular new cafeteria offers a wide variety of fresh sandwiches, focaccias, salads and fried foods. The cafeteria offers an Asian style of dining and is perfect for the student on a budget. Smokers are catered for in the undercover seating area and the environment is clean and inviting. Seats forty-eight inside and thirty-six outside.

Opening hours (during teaching semesters):
Monday – Thursday: 8.00am – 9.00pm,
Friday: 8.00am – 3.00pm
Telephone: (03) 9214 8823

Ethel Caf

The Ethel Caf is the largest cafeteria on campus, located on the third floor of the Union Building adjacent to the Greenhouse Bar/Bistro. The Amusement Centre, offering pool tables, video games and pinball machines, is situated here and the food service offering a range of fast foods opens daily between 10.00am and 3.00pm to service players. This cafe offers a large space for student clubs to run special activities and seats about 250 people.

Telephone: (03) 92148247

Greenhouse Bar/Bistro

The Greenhouse is the place to be seen on campus. Enjoy a wine or beer with your meal, or relax with friends over a delicious cappuccino and cake. The Greenhouse is located on the third floor of the Union Building. The bar offers Victorian and boutique bottled beers, a large selection of spirits and cocktails and wines from the Yarra Valley. For diners who like to eat and drink in the fresh air, the outdoor terrace offers a garden retreat. Our Student Union Functions Department caters for weddings, twenty-firsts and other social events in the Greenhouse for both students and staff at competitive prices.

Opening hours:
Monday - Wednesday: 9.00am – 6.00pm,
Thursday - Friday: 9.00am until late and weekends depending on functions.
Seats 120 inside, 48 outside.
Telephone: (03) 9214 5453, (03) 92148174

Corner Caf

Located on the corner of John and Wakefield streets, this extremely popular cafeteria provides a range of foods, gourmet sandwiches and snacks at a reasonable price. The Corner Caf has a clean and pleasant environment and is convenient to both University and TAFE students and staff.

Seats 70

Opening hours:
Monday – Thursday: 8.00am – 9.00pm,
Friday: 8.00am – 3.30pm
Telephone: (03) 9214 038

Functions Department

If you are having a wedding, 21st graduate party or maybe just a meeting, this department can offer clubs, students and staff a wide range of catering from buffets and sit-down meals, to light lunches, afternoon teas, cocktail parties and BBQs. The Functions Supervisor will advise you on menus and quantities. Please remember we do need two working days notice for refreshments and five working days for larger functions.

Telephone: (03) 9214 8174, (03) 92148247 or (03) 92148172

Catering - Lilydale

The Student Union also provides limited catering facilities at Lilydale. These can be found at the kiosk on the ground floor, set back from the Atrium next to the Student Union Services Desk. We offer a small range of hot and cold food, such as sandwiches, cakes, pies and snacks.

Opening hours:
Monday - Thursday: 8.00 am – 3.30 pm
Friday: 8.00 am – 3.00 pm.
Telephone: (03) 9761 9350 or (03) 9215 7181

Catering - Prahran

Located in Building PK on St John Street, the Caf preparing to be a match for any of the food on Chapel Street, offering a wide range of hot and cold gourmet foods, salads, freshly made sandwiches, snacks and beverages. We also offer a catering service to clubs and internal departments.
Opening hours:
Monday - Thursday 8.00am - 8.00pm
Friday 8.00am - 3.30pm.
Telephone: (03) 9214 1650

Sports Association
Opening hours and contact
Hawthorn
Sports Centre (Building 19)
Monday - Friday 7.00am - 10.00pm
Saturday - Sunday 12.00pm - 5.00pm.
Telephone: (03) 9214 8018

Prahran
Room Student Services, Building K
Monday - Friday 9.00am - 5.00pm
Telephone: (03) 9214 6745

Lilydale
Monday - Friday 10.00am - 4.00pm

Swinburne Sports Association is an autonomous body which aims to promote and encourage opportunities in sport, health and physical recreation to all members of the Swinburne community. All students are eligible to become a member of the Association on enrolment. Swinburne staff and alumni are also encouraged to join by paying a small annual fee.

The Association began in 1962. It is managed by students and has eight full-time employees across the three campuses.

Recreations
An extensive and exciting recreation program is offered continually throughout the year. Activities range in commitment and complexity. The easiest recreations are the free-on-campus 'one hit wonders'. These 'everyone has a go' activities are designed to give you a break and a bit of fun in-between classes.

The Sports Association offers over eighty short courses a year such as ballooning, rafts, diving, snowboarding, bushwalking and waterskiing. The Sports Association's club structure emphasises a beginner-up approach so that members of any skill level can have a go.

Clubs
Some twenty different sporting and recreation clubs are affiliated and supported by the Sports Association. Clubs are managed by students who volunteer to work in a committee format to plan and prepare activities for their club. Types of clubs are wide ranging and include the more team-based and competitive sports such as Australian rules football, basketball, netball, taekwondo, soccer and volleyball to the recreational based clubs such as hang-gliding, scuba diving, snowboarding, sky-diving, bushwalking and waterskiing. The Sports Association's club structure emphasises a beginner-up approach so that members of any skill level can have a go.

Over the last four years the number of clubs continued to grow, especially the outer east and Prahran where the club system began in 1993. Such growth is indicative of the fun, challenge and enthusiasm obtained by joining a sports club.

Fitness and health
The Sports Association provides fitness and health promotions at each campus. The Hawthorn campus has weight training, aerobics, nutrition counselling, massage and fitness-testing areas in its Sports Centre. Subsidised membership deals with fitness centres in the local vicinity of the Lilydale and Prahran campuses are negotiated.

By uniting with the Student Health Unit and the Student Union the Sports Association creates on-campus awareness and promotion weeks such as Quit Smoking, Heart Week, Health and Sexuality, and Women and Equal Opportunity.

Intercampus and elite sport
As a university, Swinburne enters teams in local, state and national inter-university sporting events. The Sports Association supports the individual and teams that wish to represent the University. In this spirit, 'grudge' matches between the three Swinburne campuses develop a healthy rivalry that assists in the preparation and selection of our teams to compete against other universities in the Victoria/Tasmania conference. Our goal at these conference challenges is to be highly ranked so that we can progress to the national university championships.

Students at Swinburne who are of world competitive standard will be nominated and supported by the Sports Association for World Student Games.

Sports Association handbook and further information
By visiting the Sports Desk at your campus you can collect our handbook and detailed information on any of the clubs, recreations, facilities and services offered.

General TAFE Information

Board of TAFE
Mission Statement
The function of the Board is to administer the affairs of the TAFE Division of the University under authority delegated by Council.

Board Membership
Ex-officio (2)
Director, TAFE Division
Director, TAFE Division
Wider Community (6)
Four members drawn from the wider community who are closely associated with industries served by at least one School in the TAFE Division.
Two wider community Council members.

Elected Members (4)
TAFE Academic Staff (2)
General Staff (1)
TAFE Student (1)
The Board's operating procedures make provision for Heads of School; President, Student Union; a member of the Finance Department; and other professionals, as appropriate to be in attendance with speaking rights.

Board of Technical Studies
Ex-officio (13)
Vice-Chancellor
Director, TAFE Division
Deputy Director, TAFE Division
Assistant Director, Educational Planning and Services, TAFE Division
Heads of Schools, TAFE Division (3)
Vice-Chancellor (Industry and Business Liaison) or nominee
Director, TAFE Division
Pro-Vice-Chancellor (Internationalisation) or nominee
Pro-Vice-Chancellor (Industry and Business Liaison) or nominee
Chair, Academic Board
Presidents, Student Union

Heads of Departments (3)
One elected by and from the TAFE academic staff of each School
Elected TAFE Academic Staff (9)
Three from each School elected by and from the TAFE academic staff
Elected General Staff (2)
Two members of the general staff of the University, excluding the general staff within the Higher Education divisions; at least one from the general staff of the TAFE Division.
Elected Students (2)
Two enrolled TAFE students: one from Hawthorn campus and one from Prahran campus.

Application and Entry
Entrance requirements
The entrance requirements for courses are described within the respective School entries in the Handbook or the VTAC Guide to University and TAFE courses (for full-time courses).

Special entry
It should be noted that there are two categories of applicants who may be given special consideration: They are:
- mature-age applicants, and
- socially or physically disadvantaged applicants
In relation to the latter, a number of places are reserved for such applicants. Some, but not all courses, have places reserved for people from particular disadvantaged groups. Further details are available from the Equity Unit.

Swinburne University of Technology | 1998 Handbook
Application procedure

Full-time
Applications for most full-time TAFE courses can be made through the Victorian Tertiary Admissions Centre (VTAC), 40 Park Street, South Melbourne 3205. Applications for all other courses should be directed to the relevant School office.

Closing dates for applications (Full-time study through VTAC)
VTAC applications close 30 September 1997
Late VTAC applications close 28 November 1997

Part-time study
Applicants should contact the appropriate department or see the specific course descriptions listed in this Handbook for information on application procedures and closing dates.

International students
Applications by international students for entry to all Swinburne courses must be made through the International Student Unit. Because of Australian government regulations, part-time study is not available to full-fee-paying international students.

Enrolment procedures

Definitions
In this section:
Enrolment includes 're-enrolment'
Enrolment form includes 're-enrolment form'.
Subject means any area of study which is part of a course leading to an award and which has a title and code number in the subject register maintained by the University; the singular includes the plural.
Awarding Department means the Department or School responsible for the particular course.
Amendment to enrolment means the addition, deletion or changing of subject enrolments in a student's course of study.
Abandonment means the discontinuation of enrolment without formal notification.

Conditions of enrolment
Enrolment at Swinburne TAFE Division is conditional upon:
- the information supplied by the applicant upon which an offer of a place in a course is based, being accurate;
- the approval of the Head of the awarding Division (or a nominee) of the subject(s) concerned;
- the completion of the requisite enrolment and statistical information forms required by Swinburne;
- the undertaking by the student to abide by the statutes, regulations, policies and standards of conduct of Swinburne;
- the payment of any prescribed fee (unless exempt);
- the undertaking of the student to abide by the statutes, regulations, policies and standards of conduct of Swinburne;
- the undertaking by the student to abide by the statutes, regulations, policies and standards of conduct of Swinburne;
- the undertaking by the student to abide by the statutes, regulations, policies and standards of conduct of Swinburne;
- the establishment of viable class numbers.

Note: Enrolment is not completed until the fee is paid.

Students whose fees are to be paid by an employer or other body must bring written evidence at the time of enrolment so that Swinburne may send to the body an invoice for fees.

Swinburne reserves the right to withdraw any class which does not attract viable student numbers.

Amendment to enrolment details

Change of subjects
If any of the subjects, after the initial enrolment, have been dropped, or any new subjects added, the student must complete an Amendment to Enrolment form (available from Student Administration and Schools) which must be presented to the head of department for approval, then immediately lodged with the TAFE Student Administration Unit.

Students must notify the School Office of any withdrawal and/or additions of subjects:
(a) by 31 March 1998 for subjects with a mid-year final examination/result and
(b) by 31 August 1998 for subjects with an end of year final examination/result.
Failure to notify will affect the student's examinations and results in those subjects.

Note: If a class has been cancelled by the department due to insufficient enrolments after automatic enrolment, students are still required to lodge an Amendment to Enrolment form.

Adding subjects
No subject may be added to a student's enrolment without the approval of both the teaching and the awarding departments. Students should advise the appropriate department within which the course is offered of their intention to add additional subjects.

Notwithstanding any department rules, after 31 March 1998 (for subjects concluding at the end of the first semester) or 31 August 1998 (for subjects concluding at the end of the second semester) an amendment will be permitted only where special circumstances exist and the approval of the head of department concerned and the Registrar has been given. A penalty fee of $50 per subject, up to a maximum of $250 per semester, may apply to students adding subjects after the above mentioned dates.

Note: This would be in addition to the late enrolment/payment fee where applicable.
(Refer Late Enrolment/Payment.)

Students should note that the addition of subjects may result in a change to their enrolment fees. In such circumstances the amendment will only be recorded when the additional fees have been paid. It is the responsibility of students to ensure that they are aware of any additional fees required and to arrange for their payment.

Deferred entry
A student seeking to defer a place before commencing a course must have permission from the relevant Head of School or nominee and must complete the prescribed form available from the School. Refer to the TAFE Division Deferment and Leave of Absence Policy in the separate Policies and Procedures booklet.

Leave of Absence
A student wishing to apply for 'leave of absence' having commenced a course, must apply to the relevant Head of Department or nominee by completing the prescribed Leave of Absence form. Refer to the TAFE Division Deferment and Leave of Absence Policy in the separate Policies and Procedures booklet.

 Confirmation of University records
The University recognises that errors can be made in the transcription of enrolment details from original copies of enrolment forms to the computer held files. It also realises that such errors can cause a great deal of inconvenience to students (and staff) if not detected.

Students are therefore asked to check their Confirmation of Enrolment Report at the time of enrolment.

Students who do not check their Confirmation of Enrolment Report or who do not by the due date notify the School Office of any errors existing in the records may be required to pay a substantial fee for each amendment to be made (see ‘Adding subjects’).

Identity Cards
When on campus, all enrolled students are required to carry and to produce on request of a member of staff, the photographic identity card issued to them.

The card, which has a maximum life of four years, must be presented for update/validation for the forthcoming year on re-enrolment. The card includes the authorisation for borrowing from the Swinburne Library.

A student who loses an identity card should notify the TAFE Student Administration Unit as soon as the loss is detected. Cardholders are, under library rules, responsible for any transaction made on the card up to the time of notification of the loss. A replacement card can be issued by the Student Administration Enquiries Office or the TAFE Student Administration Unit (TA108), for a fee of $10.00.

Any student who has had their identity card stolen, will be issued with a free replacement identity card upon producing a copy of the police report.

Semester address for correspondence
Throughout the year information regarding courses, examination results and other special notices are sent to students at their recorded semester address.

Students must provide a correct address, otherwise they may jeopardise their chances of meeting deadlines and observing special requirements.

If a student changes a name, an address, a telephone number or employer, an Amendment to Personal Details form must be completed and lodged immediately at the TAFE Student Administration Unit.

Prior learning
All students contemplating a TAFE course should read the following as it may affect how your course is structured.

TAFE system of interchangeable courses and subjects
If any subjects in a TAFE qualification have been passed at another institution, students must indicate this at time of admission. It is not necessary to apply for an
exemption. The subject(s) may count towards a qualification regardless of where it was studied. When applying for your award, i.e., to graduate, simply provide Swinburne with result statements from the institutions where you studied other necessary subjects. This will also apply if you first study at Swinburne and then transfer to another TAFE institution.

Exemptions due to other academic studies
Exemptions may be granted on the basis of evidence of the successful completion of studies at an equal or higher standard at another place. The head of the relevant department should be consulted by the student if advice is required.

Students seeking exemptions should complete an Application for Exemption form available from the TAFE Student Administration Unit or from the department controlling the subject. The purpose of granting exemptions is to establish the equivalence of alternative studies. If there is doubt as to whether an exemption should be recommended, the matter should be referred to the appropriate Head of Department.

General rules for granting exemptions
(1) Credit will not be given for subjects which are at or below Australian university entrance standard, i.e., at or below the standard of the equivalent of the Victorian Certificate of Education.

(2) Credit will be given only if there is a substantial overlap of topics, except where alternative subjects provide a suitable basis for study in an area of specialization; then exemptions may be granted for introductory specialist units even though the content of the alternative subject does not overlap.

Early application
It is advisable to apply for exemptions as soon as possible after enrolling. At enrolment, this will allow the selection of appropriate subjects necessary to complete the course. It also avoids problems caused by possible changes in the rules for granting exemptions.

Approval time
Applications are checked by heads of departments before being recommended to the school board which meets monthly. After approval, letters of notification are dispatched within TAFE and between TAFE and Higher Education courses.

Sighting of original documents
Photocopied documents supporting applications must be marked 'certified original' by an officer of Swinburne. Students are advised to submit applications in person to the relevant school or department office (photocopies can then be marked immediately by an officer of Swinburne). Swinburne gives recognition to course applicants for relevant experience and prior training.

Recognition of prior learning (RPL)
Swinburne gives recognition to course applicants for relevant experience and prior informal learning obtained through training and education, by an RPL assessment process. RPL recognises what has already been learnt from:

- other courses
- work experience
- training provided in the workplace

This previous learning is measured against a particular module in the course. If previous learning matches the learning outcomes of the module then exemptions may be given. At enrolment time students should consult with departmental staff regarding the relevance of their experience, education, and training. Students must notify their intention to apply for RPL on the enrolment forms.

Pathways (Articulation and Credit Transfer)
In education, the term ‘Pathways’ refers to the formal links connecting different courses. These formal links ensure proper credit is given for prior study, and enable a student to enter a new course with advanced standing. The Pathways Program in place at Swinburne provides specific articulation pathways within TAFE and between TAFE and Higher Education courses.

For all diplomas offered by the TAFE Division, defined credit transfer arrangements have been established for entry into relevant degree programs. In some cases students will need to take a bridging program or specific electives before moving on to the next course in order to gain maximum credit.

Students interested in making use of Pathways are advised to contact the head of the department or school in which they are enrolled to discuss the course articulation and credit transfer opportunities available to them. Detailed credit transfer information will also be available from the University Pathways Credit Transfer Guide.

Students are encouraged to contact the appropriate department noted in the staff lists at the beginning of each chapter on each School.

Fees

Enrolment fees
Students will be required to pay a fee on enrolment which is made up of a tuition fee and a student services and amenities fee. The actual amounts will be available prior to enrolment or by contacting Swinburne. Some fee exemption and concessions exist. Payment of the Student Services and Amenities fee does not confer membership of the Swinburne Student Union or any other student organisation. The student services and amenities fee is based on student contact hours. For 1998 these will be:

- 0-119 hours $50.00
- 120-239 hours $25.00
- 240+ hours $130.00

Late enrolment fees
A late enrolment/payment fee may be applied in the following situations:

(i) Students who do not complete re-enrolment details by the date specified by the School, e.g., failure to return forms required to facilitate confirmation of enrolment will incur a $50 late enrolment/payment fee.

(ii) Students who do not pay enrolment fees by the due date nominated by the School as shown on the liability statement will incur a $50 late enrolment/payment fee.

International students
For information regarding fees applicable to full-fee paying international students, please contact the International Student Unit.

Withdrawing from all study
A student who is withdrawing from all study for the year should complete a Leave of Absence/Withdrawal form.

A Leave of Absence/Withdrawal form is available from the TAFE Student Administration Unit or relevant department. Students are strongly urged to discuss a proposed withdrawal from studies with the Head of the Department or contact teacher before taking any action. Approval must be granted before a withdrawal is processed.

Failure to notify withdrawal will result in enrolled subjects remaining on the student's record and fail grades being recorded.

Students who have their withdrawal approved will be eligible for a refund of fees only if their application is received prior to 31 March 1998 for semester one or 31 August 1998 for semester two.

Academic statements

Statements
1. Students receive automatically a record of their academic progress. Result certificates are posted to each student at the end of each semester.

2. Other statements are available on request, at the fees shown:

   (a) List of all results and a statement indicating completion of course if applicable $15.00

   (b) A list of all results plus a list of those remaining to be passed for the completion of the course $25.00

These statements are normally produced five working days after request.

Certification of official documents policy and procedure
It is the policy of Swinburne University of Technology to certify official documents relating to individual students and graduates of Swinburne University of Technology. The purpose of certification is to authenticate photocopied official documents of Swinburne University of Technology.
Only official documents which have originated from within the Registrar’s Department and from the administration sections of the Divisions and Schools of the University will be certified.

**Official Swinburne documentation**
- Academic Statement
- Award letter
- Enrolment Status letter
- Exemption letter
- Result Certificate
- Testamur/Certificate

**Certification**
Only staff of the Student Administration Enquiries Section of the Registrar’s Department may certify documents.
Staff will certify copies of official documents only upon presentation of the original by the applicant.

**Assessment Review**
The full details and text regarding Assessment Review is contained under Section 16 of the TAFE Procedures Relating to Student Assessment and Appeals in the separate publication ‘TAFE Policies and Procedures’.
Students should try to resolve the issue informally with the member of staff concerned. If no resolution follows, then they must submit a request in writing to the Head of the appropriate Department giving a brief outline of the circumstances.
Refer to the separate publication ‘TAFE Policies and Procedures’ for further information.

**Awards (application for qualification)**
Students eligible to receive qualifications are required to apply on the form prescribed, available from the TAFE Student Administration Unit, Student Administration Enquiries Office or the Awards section in the Registrar’s Department. Applications close on 30 November for students who anticipate completing courses in December and on 30 June for students who anticipate completing in June/July.

Any request for exemption(s) must be approved in writing by the TAFE Division before an application for an award can be made in order to prevent delays in granting of the award. Original evidence of same subject(s) completed elsewhere must be supplied with application together with an additional photocopy which will be retained by Student Administration. For more information refer to section on exemptions included on the previous pages.

**Student Administration Enquiries Office**
The Student Administration Enquiries Office provides information and procedural advice on admissions, examinations and awards. Other functions include processing identity cards, production of passport photos, providing enrolment processing forms (e.g. amendment to enrolment form), result certificates, academic statements, enrolment status letters, authorising travel concession forms and international student card forms, certifying University documents and maintenance of students’ result records. Hire of lockers and academic gowns.

**Location and office hours**

**Hawthorn campus**
Enquiries: (03) 9214 8035 or (03) 9214 8039
The Student Administration Enquiries Office is located in Room AD121, Administration Building (AD), John Street, opposite the Business and Arts Building (BA) and the Library. (See map on page 10).
Office hours are as follows:
During teaching weeks pre census date
Monday to Thursday 8.30am – 6.00pm
Friday 8.30am – 5.00pm
During teaching weeks post census date and non-teaching weeks
Monday to Friday 8.30am – 5.00pm
Note: The office is closed on public holidays.

**Prahran campus**
Enquiries: (03) 9214 6744 or (03) 9214 6761
The TAFE Student Administration Unit is located in Room D107, Building D, High Street, Prahran (see map on page 12).
Office hours are as follows:
Monday to Friday 8.30am – 5.00pm
Note: The office is closed on public holidays.

Students are also advised to seek course information from their Head of Department or course coordinator.
School of Commerce and Industry
School of Commerce and Industry

Head of School
R. Conn, BBus(SIT), DipEd(Mon), ASCPA

Secretary
M. Broukaouis, COSS

Assistant Head of School
D. Tonkin, BBusStud(SIT), DipEd

Centre for Industry Consulting
Manager
G. Cohen, BEd

Administration Officer
L. Chatfield, Cert in Reception & Office Practices

Industry Consultants
M. Handasyde, BEd
M. Neilson, BTraining and Development

Off Campus Centre
Coordinator
M. Johnson, BAI(Hons)(Mon)

Department of Financial Studies

Head of Department
M. Joyce, BBus(SIT), DipEd(SCVH), ASCPA

Program Coordinator – Accounting
G. Steinfort, BEd(VicColl)
G. Kirby, DipTch, Grad DipACC, BEd, ASCPA

Program Coordinator – Finance
A. Allen, DipBus, Grad Dip Ed(IGE), ASCPA

Academic Staff
M. Aronfeld, BBusStud(SIT), DipEd(SCVH), ASCPA
P. Baker, BBus, DipEd, ASCPA
S. Bose, BCom(SCU), BBus(BMIT), DipEd(Melb), Grad Dip InfoTech(SUT), MBA(119), ACIS, ACIM, ASCPA
J. Chong, BCom(CIT), DipEd(Melb), Grad Dip InfoTech(SUT)
C. Davy, AdComHealthAgency(OCT), BBus(SIT), DipEd(SCVH), ASCPA
G. Dickman, BEng(SIT), DipEd(HIE)
G. Doig, BBus(BMIT), DipEd, ASCPA
H. Doyle, DipBus, FTMA

Secretaries
L. Gonlieb, COSS
M. McKay
### Department of Management Studies

**Head of Department (Acting)**
H. Hayes, BA(RMIT), DipEd(HIE), GradCertBusAdmin(SUT)

**Program Coordinator – Library Studies and Records Management**
J. Brain, CertEd, BSSc, DipLib, MA

**Program Coordinator – Management**
D. Dobbie, BA, DipEd, GradDipBusStud, GradDipAppPsy

**Program Coordinator – Real Estate**
J. Mardling, BEd, LicEA, CertREMan&Vals, AIVLE(Econ)

**Program Coordinator – Hospitality and Tourism**
C. Pontin, DipT(TAFE), GradDipEdAdmin(Melb)

**Academic Staff**
- H. Besley, BA, DipEd
- R. Black, BA(Hons), BEd
- J. Blunden, BA, DipEd, GradDipLib, GradDipComp, MEd(ChildLit)
- D. Brelaz, LicEA, TPTC
- C. Brennan, BA, DipEd
- G. Demitriou, BEd
- L. Francis, BEd(Mon), CertRE(SUT)
- S. Gokul, BEd(Mon), DipEd
- A. Horvat, CertCommCook
- D. Leslie, AssDipSSLibTech
- C. McGimpsey
- S. Powell, BEd(Mon)
- J. Salvatore, BA(Hons), GradDipLib, AALIA
- A. Sironic, DipAppSci(RMIT)
- C. Taylor, BA, DipEd, GradDipLib, MLIS(Melb), AALIA
- B. Trinble, DipT(TAFE)(Melb)

**Secretary**
T. Gagali, CertOfficeAdmin

**Head of Department (Acting)**

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### Department of Marketing Studies

**Head of Department (Acting)**
D. Sullivan, BEd(1aT), GradDipLegalStudies(LaT), GradDipEd(LaT), AIMM

**Program Coordinator – Marketing**
P. Butler, BA(Ecs)(Hons)(Manchester)

**Program Coordinator – Office Administration**
J. Ryan, AssDipBusStud(FSP)(RMIT), BEd(Melb), GradDipInTech(Melb), TTTC

**Academic Staff**
- G. Atkinson, BEd(Mon), DipEd(Melb), GradDipCommEd, DipEd
- M. Gland, B.Juris, LLB(Mon)
- A. Hewitt, BEd(Melb)
- K. Kilsby, AssDipRetailMarketing(Mon), TeachCert(RMIT)
- J. Kwong, BEd(Mon), GradDipBusT(SUT)
- E. MacRae, AssDipSupply(RMIT)
- I. McMahon, BBus(Deakin), GradDipArts(Melb)
- G. Palmer, CertTraining(EIE)
- R. Peoples, BEd(Hons), DipEd(1aT)
- H. Pitt, AssDipMktMelb(Mon), GradDipEdMelb, GradDipVET(Melb)
- J. Poloni, DipBusSecretarial
- A. Purdy, BCon,DipEd(1aT)
- S. Quail, BA, DipEd(1aT)
- M. Reardon, BEd, GradDipEdAdmin(EIE), GradDipTCE(Melb), MACS
- S. Spencer, BA(Hons)(Sheff), MAA(1aT)
- B. Taylor, BA, DipEd(1aT)
- S. Tomkinson, DipT(HIE)
- J. Tulk, BEdMelb, GradDipAppSc(BusTech)(Mon), MHRP(RMIT)
- R. Turnbull, BA(Home)(Ontario)
- J. Willis, BEd(Hons)(VicUniNZ), DipEdMelb, MBus(RMIT), FAWI, FMRS

**Secretary**
H. Laskari, BA(1aT)
Course Chart

Graduate Certificates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
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<tr>
<td>5801BA</td>
<td>Human Resource Management</td>
<td>H</td>
<td>1 yr (120 hrs)</td>
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<td>See description</td>
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<td>Direct</td>
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Diplomas (new title)

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<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
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</thead>
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<tr>
<td>NSW3405</td>
<td>General Insurance</td>
<td>P</td>
<td>4-5 yrs</td>
<td>1*</td>
<td>See Admin</td>
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<td>NA</td>
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<td>2511AIC</td>
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<td>2 yrs</td>
<td>NA</td>
<td>See description</td>
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<td>Direct</td>
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<td>ACT3497</td>
<td>Library and Information Studies</td>
<td>P</td>
<td>2 yrs [1380 hrs]</td>
<td>4 yrs</td>
<td>See description</td>
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<td>Direct</td>
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<tr>
<td>NSW4245</td>
<td>Management</td>
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<td>2 yrs</td>
<td>NA</td>
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Associate Diplomas (old title)

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<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
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<td>3500DBG</td>
<td>Accounting</td>
<td>H, P</td>
<td>2 yrs</td>
<td>5 yrs</td>
<td>1</td>
<td>VTAC</td>
<td>Direct</td>
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<tr>
<td>3500DBC</td>
<td>Banking and Finance</td>
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<td>1*</td>
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<td>Direct</td>
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<tr>
<td>3500DBA</td>
<td>Credit Management</td>
<td>P</td>
<td>NA</td>
<td>4 yrs</td>
<td>1*</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3500DCA</td>
<td>International Trade</td>
<td>H</td>
<td>2 yrs</td>
<td>NA</td>
<td>1*</td>
<td>Direct</td>
<td>NA</td>
</tr>
<tr>
<td>3500DCB</td>
<td>Marketing</td>
<td>H</td>
<td>2 yrs</td>
<td>4-5 yrs</td>
<td>1</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3500DCG</td>
<td>Office Administration</td>
<td>H</td>
<td>2 yrs</td>
<td>NA</td>
<td>1</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3500DGB</td>
<td>Operations Management &amp; Purchasing and Planning</td>
<td>H</td>
<td>NA</td>
<td>4-5 yrs</td>
<td>1</td>
<td>NA</td>
<td>Direct</td>
</tr>
</tbody>
</table>

Certificates IV (new title)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>2404ADA</td>
<td>Estate Agency Practice</td>
<td>P</td>
<td>3 yrs</td>
<td></td>
<td>See description</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>NSW1430</td>
<td>General Insurance</td>
<td>P</td>
<td>NA</td>
<td>4 yrs</td>
<td>See Admin</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>2411AIC</td>
<td>Hospitality (Supervision)</td>
<td>P</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>See Admin</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DGO</td>
<td>Human Resource Operations</td>
<td>H</td>
<td>NA</td>
<td>600 hrs</td>
<td>See description</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>2404ADG</td>
<td>Information Technology (Records Management)</td>
<td>P</td>
<td></td>
<td>360 hrs</td>
<td>See description</td>
<td>NA</td>
<td>Direct</td>
</tr>
</tbody>
</table>

Advanced Certificates (old title)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>3300DBG</td>
<td>Accounting</td>
<td>H, P</td>
<td>1 yr</td>
<td>2-3 yrs</td>
<td>1</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DBG</td>
<td>Credit Procedures and Practice</td>
<td>P</td>
<td>NA</td>
<td>2 yrs</td>
<td>2</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DGO</td>
<td>Management Skills</td>
<td>P</td>
<td>NA</td>
<td>2 yrs</td>
<td>1*</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DGA</td>
<td>Office Administration</td>
<td>H, P</td>
<td>1 yr</td>
<td>NA</td>
<td>1</td>
<td>VTAC</td>
<td>NA</td>
</tr>
<tr>
<td>3300DGC</td>
<td>Operations Management</td>
<td>H</td>
<td>NA</td>
<td>2-3 yrs</td>
<td>1</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3300DGD</td>
<td>Sales Management</td>
<td>H</td>
<td>1 yr</td>
<td>2-3 yrs</td>
<td>1</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
</tbody>
</table>

Certificates III (new title)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAS4652</td>
<td>Financial Services (Operations Traineeships)</td>
<td>P</td>
<td>NA</td>
<td>1 yr</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>2404AC</td>
<td>Records Management</td>
<td>P</td>
<td>1 yr</td>
<td>270 hrs</td>
<td>See description</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>NSW4249</td>
<td>General Insurance</td>
<td>P</td>
<td>NA</td>
<td>1*</td>
<td>See Admin</td>
<td>Direct</td>
<td>NA</td>
</tr>
<tr>
<td>ACT3498</td>
<td>Library and Information Studies</td>
<td>P</td>
<td>700 hrs</td>
<td></td>
<td>See description</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
</tbody>
</table>

Certificates II (new title)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>2204AAIC</td>
<td>Records Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Direct</td>
<td>NA</td>
</tr>
</tbody>
</table>

Other courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Entry requirements (see notes below)</th>
<th>How to Apply</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200LZU</td>
<td>Foundation Year</td>
<td>H</td>
<td>1 yr</td>
<td>NA</td>
<td>4</td>
<td>Direct</td>
<td>NA</td>
</tr>
<tr>
<td>2004AAA</td>
<td>Real Estate for Agents Reps</td>
<td>P</td>
<td>2 weeks</td>
<td>6 weeks</td>
<td>2</td>
<td>Direct</td>
<td>Direct</td>
</tr>
</tbody>
</table>

Entry requirements notes

1. Satisfactory completion of Year 11 or approved equivalent or of sufficient maturity and experience if mature-age. The definition of mature-age is taken as being a minimum of twelve months out of full-time secondary education.
   * For these courses there is a requirement that the student be employed in a particular industry or position. If you are considering applying, obtain a copy of the detailed course brochure.

2. Satisfactory completion of Year 11 or approved equivalent or of sufficient maturity and experience if mature-age. The definition of mature-age is taken as being a minimum of twelve months out of full-time secondary education.
   * For these courses there is a requirement that the student be employed in a particular industry or position. If you are considering applying, obtain a copy of the detailed course brochure.

3. Entry to these courses is controlled by the CES and students must register their interest with their local CES office.

4. This course is designed for overseas students and is not available to permanent residents. Applications are available from the International Student Unit on (03) 9214 8647

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General School Information

Part-time study
The majority of part-time study is conducted on weekday evenings between 5:30pm and 9:30pm. Some subjects are available in the afternoons, 2:30pm to 5:30pm and some courses are available on Saturdays. The length of courses varies and an estimate based on a student studying two nights per week is listed in the chart printed earlier in this section.

Flexible learning
Students may be able to undertake many of the Business courses through the University’s Off-Campus Centre. Enquiries should be directed to the Centre, telephone (03) 9214 6758.

English language requirements
Subjects are conducted in English. Students with English as a second language require advanced level English. Generally students must have sufficient English language skills to understand oral instructions, read technical books and magazines, make oral presentations and prepare written reports.

Recognition of prior learning (RPL) & Pathways (articulation and credit transfer policy)
Information on RPL and Pathways procedures are listed in the earlier chapter: General TAFE Information. A brochure detailing the subjects available for RPL assessment in the current year is available from the School.

Professional recognition
These courses are recognised for the purpose of admission to membership of a number of professional institutes. These are listed under the individual courses.

Entrance requirements
The usual entrance requirements are a pass in Year 11 or an equivalent course for certificate courses and a pass in Year 12, an equivalent course or mature background for diploma, associate diploma or advanced certificates. See chart for details.

Career opportunities
The general aim of the certificate and diploma courses is to provide a variety of professional and para-professional courses which are designed to suit the needs of potential section or department supervisors, marketing and sales managers, senior clerical staff, industrial supervisors, insurance staff, credit managers, library staff, estate agents and staff, sales supervisors, account staff, secretarial support staff and other supporting staff with specialist areas of responsibility.

Application procedure
Full-time diploma, associate diploma, advanced certificates
Semester 1 1998
All full-time places in associate diploma and advanced certificate courses must be applied for through the Victorian Tertiary Admissions Centre (VTAC). This applies to all VCE and mature-age applicants for full-time courses.
Intending applicants need to obtain the VTAC Guide, which includes all relevant course and application details and application forms, from: VTAC, 40 Park Street, South Melbourne 3206.

Semester 2 — June 1998
Full-time intakes for second semester 1998 can be made by direct application to the appropriate campus (see below for contact details).

Full-time certificates
Full-time applicants for certificate courses must apply via the direct application form available from the appropriate campus.

Part-time applications
Part-time applicants should contact the appropriate campus to be sent the Part-time Students’ Information brochure, an individual detailed course brochure and a part-time application form.

Further information
Contact Departmental Office.

Hawthorn campus
36 Wakefield St., Hawthorn 3122
Telephone: (03) 92146875 or (03) 92146828 or (03) 92146765

Prahran campus
Building H, 144 High St, Prahran 3181
Telephone: (03) 92146754 or (03) 92146828 or (03) 92146765

Centre for Industry Consulting
Enquiries: (03) 9214 5438
The Centre for Industry Consulting within the School of Commerce and Industry was established in 1994 as part of the School Restructure. The Centre has an excellent blend of skills and resources together with a high level of expertise and experience. The Centre provides specialist services, including:
- curriculum development – development of curriculum frameworks; curriculum writing; accreditation; CBT requirements advice, instructional design;
- Accredited and non-accredited workplace training for middle management – design and delivery of customised training in management and leadership, delivered in flexible modes, for a wide range of enterprises;
- mid-level management and leadership training through external study;
- future directions training and advice – workplace diagnostics; occupational analysis; training needs analysis; skills audit; workplace assessor training; workplace trainer training; mentoring;
- computer services – customised computer training; desktop publishing; computer software needs advice; scanning bureau;
- tenderwriting and advice;
- professional development;
- research.

Career opportunities
The Centre's Off-Campus Centre provides personalised services that allow a student to study part-time through the University’s Off-Campus Centre. The Centre provides specialist services, including:
- professional recognition
- entrance requirements
- career opportunities
- application procedure

Changes in TAFE course structures and titles
The titles of TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses. The box below notes the new and old titles and the length of time taken to complete the qualification on a full-time basis.
Course Descriptions

Graduate courses

5801BA  Graduate Certificate in Human Resource Management

The aim of the course is to provide comprehensive specific knowledge in Human Resource Management that will enable graduates to perform at management level within public and private organisations.

Location
This course is offered at the Hawthorn campus.

Career opportunities
Graduates will operate at the senior officer or management level in the human resource management field and be responsible for adding value to the organisation through human resource management intervention.

Professional recognition
On completion graduates may be eligible for membership of the Australian Human Resources Institute and/or the Australian Institute of Training and Development.

Course duration and delivery
This course is offered on a part-time evening basis only and will take one year to complete. It is made up of 120 hours of core modules and provides a comprehensive overview of the human resource function.

Course structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM002</td>
<td>Employee Relations</td>
<td>30</td>
</tr>
<tr>
<td>OH200</td>
<td>Recruitment and Selection</td>
<td>30</td>
</tr>
<tr>
<td>HRM001</td>
<td>Human Resource Management</td>
<td>30</td>
</tr>
<tr>
<td>OH300</td>
<td>Training and Career Planning</td>
<td>30</td>
</tr>
</tbody>
</table>

All modules are compulsory.

Entry requirements
In order to gain entry into this course applicants should have a recognised undergraduate degree or experience as deemed appropriate by the selection panel to successfully complete the course.

Diploma courses

2504ABC  Diploma of Business (Banking and Finance)

NB The Associate Diploma of Business (Banking and Finance) may be undergoing changes in 1997.

Course aims
This course aims to train people to:

- be able to prepare, analyse and interpret the accounts of a range of enterprises from those of a sole trader to a company;
- be technically proficient in their knowledge of the Australian legal system, and the law applicable to contract, agency, banking, sale of goods, consumer credit and consumer protection;
- be able to understand the law applicable to partnerships, companies, securities, debt collection and trade practices;
- have an understanding of broad economic principles and the economic environment as it impacts on the banking and finance industry;
- develop personal management skills that are appropriate for use within the banking and finance industry;
- be competent in the theory and application of the hardware and software operations of computers;
- have gained an understanding of the major institutional, conceptual and analytical information required in the Australian banking and finance industry.

Location
This course is offered at both the Hawthorn and Prahran campuses.

Career opportunities
The course is suitable for those working in the banking and finance industry up to the level of branch manager or for people engaged in specialised functions in a large branch or head office.

Professional recognition
Completion of the Diploma of Business (Banking and Finance) is recognised by the Australian Institute of Banking and Finance as meeting its professional membership requirements.

Course duration and delivery
The Diploma comprises nineteen subjects and is normally undertaken on a part-time basis over four or five years.

Stage I
- NOS124  Accounting to Trial/Balance
- NOS219  Accounting Basic Reports
- NAP330  Organisational Behaviour
- NAP710  Financial Accounting Applications 1
- NAP712  Company Accounting and Financial Statements
- NAP722  Economics for Business
- NAP755  Financial Management Principles
- NAP750  Commercial Law Principles
- NAP752  Contract Law
- NAP754  Company and Incorporated Association Law
- NCS009  Negotiation Skills
- NCS015  Presenting Reports
- NSW8673A  Financial Institutions and Markets
- NSW8673B  Commercial Banking and Finance
- NSW8673C  Banking and Lending Practice
- NSW86730  International Banking and Finance
- NSW8673E  Financial Institutions Law
- TS958  Marketing Concept

Entry requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 level and to be currently employed in the banking and finance industry; however, persons without Year 12 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted. This particularly applies to mature-age applicants and people with relevant banking and finance industry experience.

Further information
Further information may be obtained from the Department of Financial Studies on (03) 9214 0520 (Prahran) or (03) 9214 8165 (Hawthorn).

2504ACA  Diploma of Business (Credit Management)

2404AEA  Certificate IV in Business (Credit Control)

2304ADA  Certificate III in Business (Credit Practice)

The Commercial Credit function is now a major role in both large and small businesses. The core course covers such areas as assessing credit worthiness, cash flow management together with computer-based applications necessary in such a role.

Location
Prahran campus.

Career opportunities
Credit managers and administrators are employed in all industry sectors Australia wide.

Professional recognition
The Australian Institute of Credit Management is the representative association for the industry. On successful completion of the course students may be eligible for membership.
Course duration and delivery
The Diploma of Business (Credit Management) takes approximately four to five years of part-time study.

Course structure
The structure of the Diploma requires the successful completion of all stages, Certificate III and Certificate IV plus units required for the Diploma.

Certificate II in Business (Credit Practice)
NAP720 Business Mathematics 30
NCS004 Work Team Communication 10
NCS006 Writing Workplace Documents 10
NCS010 dealing with Customers and Clients 10
NOs198 Records Handling 15
NOs119 Work Environment 10
NOs124 Accounting to Trial Balance 50
NOs143 Computer Operations Fundamentals 5
NOs208 Records Processing 5
NOs216 Spreadsheet Fundamentals 10
NOs226 Accounts Receivable Computerised 20
NOs227 Accounts Payable Computerised 20
Vb89782 Credit Practices 60
Total hours 305

Certificate IV in Business (Credit Control)
NAP780 Commercial Law Principles 30
NAP792 Contract Law 30
NAP793 Consumer Law 30
NCS006 dealing with Conflict 511
NOS008 Negotiation Skills 20
NOS105 Presenting Reports 511
NGMS106 Managing Effective Working Relationships 40
NGMS113 Managing Finance - Setting and Achieving Budgets 511
NOS191 Accounting Basic Reports 30
NOS114 Spreadsheet Operations 511
Vb89791 Credit Law 10
Total hours 310

Diploma of Business (Credit Management)
NAP752 Economics for Business 81
NAP754 Company and Incorporated Associations Law 61
NGMS204 Managing Strategically 40
NGMS205 Managing Ambiguity and Change 40
Vb89790 Credit Finance 34
Vb89793 Credit Management 50
Vb89794 Debt Recovery Law 40
Total 324

Entry requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 level. However, persons without Year 12 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted. This particularly applies to mature-age applicants and people with relevant credit management industry experience.

Further information
Further information may be obtained from the Financial Studies Department on (03) 9214 8165.
Entry requirements
The normal pre-requisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 and current employment in the insurance industry. However, persons without the Year 12 requirement who are considered sufficiently mature and experienced to undertake the course successfully may be admitted. This particularly applies to mature-age applicants and people with relevant insurance industry experience.

English language requirements
Subjects are conducted in English. Students with English as a second language require advanced level English. Generally students must have sufficient English to understand oral instructions, read technical books and magazines, to make oral presentations, and prepare written reports. Full-time students will be given the opportunity for extra English tuition of up to three hours per week.

Application procedure
Full-time applicants
The course is not normally undertaken on a full-time basis. Anyone considering this application form.

Part-time applicants (semester 1 and 2)
All part-time applicants must apply directly to the School of Financial Studies prior to completing their enrolment. Late applications may be accepted depending on availability of places.

Part-time applicants for Prahran campus should apply to:
Department of Financial Studies
School of Commerce and Industry
144 High Street, Prahran, 3181
Telephone: (03) 9214 6828
Fax: (03) 9214 8836 or (03) 9529 4031

2511AIC Diploma of Hospitality Management
2411ALC Certificate IV in Hospitality (Supervision)

Flexible learning
Students may be able to undertake all or part of this course through the University Off-Campus Centre. Enquiries should be directed to the Off-Campus Centre.

Course structure
Students are required to complete the following units:

Certificate IV in Hospitality (Supervision)
Semester 1
BFB1 Bars & Service of Drinks
BFB2 Restaurant Preparation for Service
BFB3 Restaurant Service
BFB5 Cellar Operations
BFB6 Bottleshop Operations and Service
BFB7 Functions Services
BFB8 Room Service
BFB9 Patron Care
INT1 The Hospitality Sector
INT2 Introduction to Front Office
INT3 Introduction to Food and Beverage Service
INT4 Food Preparation + The Kitchen
INT5 Housekeeping
INT6 Interpersonal Skills
INT7 Occupational Health and Safety
INT8 Occupational Hygiene
INT9 Hospitality Law and Industrial Relations
INT10 Customer Relations
INT11 Introduction to Clubs
INT12 Introduction to Gaming
VBFB4 Wine and Wine Services
ADCB Advanced Interpersonal Skills
ADCC Sales and Marketing
BCC1 Methods of Cookery
BFBO Basic Cashiering
BKAI MJ En Place and Food Presentation
BKAX Food Presentation
BKAX Receiving and Storage
BKAV Cleaning
GSM1 Basic Calculations
GSM2 Keyboarding
GSM3 Cultural Awareness
GSM4 Job Seeking Skills
GSM7 Computer Operations + Data Retrieval
GSM10 Cross Cultural Communication
GSM17 Research, Study Skills
SI1 Supervision
VGS15 First Aid

Semester 2
ADFB2 Silver Service
ADFB8 Ordering and Control Procedures
BCL1 One to One Job Instruction
BFO1 Reservation Procedures and Service
BFO2 Reception Procedures and Service
BFBO Guest Departures Procedures and Services
BFBO Clerical Administration
BF07 Telephone Service and Techniques
BFD01 Bell Desk/Concierge
BHI Guest Relations
BH2 General Cleaning Procedures
BH3 Servicing Bedrooms
BH4 Servicing Bathrooms
GSM5 Restaurant Practical
GSM6 Advanced Computer Operations – Spreadsheets
GSM9 Quality Assurance
HOS1 Restaurant Kitchen Operations
The normal pre-requisite for entry into the Certificate course is the satisfactory completion of an approved course of study at Year 12 and an understanding of employment in the hospitality industry. However, persons without the Year 12 requirement who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted. This particularly applies to mature-age applicants and people with relevant hospitality experience. Applicants for the Diploma need to have successfully completed the Certificate (in Hospitality Studies) and have a minimum of 200 hours relevant industry experience.

Entry requirements

The normal pre-requisite for entry into this course is the satisfactory completion of an approved course of study at Year 12. However, persons without the Year 12 requirement who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted. This particularly applies to mature-age applicants and people with relevant library experience.

Prerequisites for the course are basic communication skills and keyboard skills, along with word processing and spreadsheet fundamentals. Bridging courses will be provided in these areas if needed.
Application procedure
Victorian Certificate of Education students who wish to apply for entry to the full-time course must apply through VTAC. Victorian Tertiary Admissions Centre, Suite B, 40 Park Street, South Melbourne, Telephone (03) 96907977. Applicants who wish to study part-time, or mature aged applicants who are not VCE students should apply directly to Library Studies, Department of Management Studies. All applicants other than VCE students will be asked to attend an interview and/or selection test.

Further information
Library Studies, Department of Management Studies. 144 High Street, Prahran, 3181 Telephone (03) 9214 6754.

NSW4245 Diploma of Management
3300DGC Advanced Certificate in Management Skills

The need for effective management has perhaps never been greater than it is today. In the last decade of the 20th century, we find ourselves part of an international community. These courses will prepare middle managers and intending middle managers with the knowledge, skills and attitudes to manage in a variety of organisational situations. Participants will learn not only what managers actually do but what managers should do to make their organisations more effective.

Career opportunities
Industry and commerce report a shortage of management graduates at this time. It is anticipated that this shortage will continue throughout the 1990s as industry attempts to cope with structural changes being imposed by competitive forces and governments.

Professional recognition
Students and graduates will be able to register with the Australian Institute of Management (AIM). The course is favourably supported by other professional bodies such as the Australian Society of Accountants and the National Institute of Accountants.

Course duration and delivery
Upon completion of the nineteen modules contained in the Advanced Certificate in Management Skills, students will undertake a further six level two modules to complete the Diploma of Management.

Course structure
Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by the course coordinator or head of department.

The Advanced Certificate in Management Skills

Core subjects
NCS005 Dealing with Conflict
NCS009 Negotiating Skills
NGMS101 Managing Information
NGMS102 Managing Operations - Customer Service
NGMS106 Managing Effective Working Relationships
NGMS107 Managing and Developing Teams
NGMS108 Managing and Organising Work for Goal Achievement
NGMS110 Managing Grievances and Disputes
NGMS11 Managing People in Workplace Practice
NGMS13 Managing Finance - Setting and Achieving Budgets
NGMS17 Managing Group Problem Solving and Decision Making
NCOS15 Database Fundamentals
NCOS16 Spreadsheet Fundamentals
NCOS22 Word Processing - Introduction

Electives
NGMS103 Managing Operations - Productivity
NGMS104 Managing Operations - Innovation
NGMS112 Managing People - Recruitment Selection and Induction
NGMS114 Managing Finance - Performance
NGMS115 Managing Finance - Cost and Efficiency

Diploma of Management
NGMS201 Entrepreneurship and Innovation
NGMS202 Forecasting Futures
NGMS203 Analysing Environments and Organisations
NGMS204 Managing Strategically
NGMS205 Managing Ambiguity and Change
NGMS206 Taking Difficult Decisions
NGMS207 Leading and Visioning
NGMS208 Developing Business Overseas
NGMS209 Managing Self
NGMS210 Managing Operations and Logistics
NGMS211 Managing Risk
NGMS212 Managing for Quality and Continuous Improvement
NGMS213 Managing Projects
NGMS214 Managing Cultural Diversity
NGMS215 Advocacy and Influence
NGMS216 Tactical Marketing

Entry requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 11 and at least two years of industrial experience. However, persons without Year 11 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted. This particularly applies to mature-age applicants and people with relevant management experience.

Further information
For further information contact the Department of Management Studies on (03) 9214 6754.

Associate Diploma courses
3500DBD Associate Diploma of Business (Accounting)

The Associate Diploma of Business (Accounting) encompasses practical training for a variety of professional accounting positions. Candidates will be able to work independently in small organisations or be involved in positions requiring a minimum of supervision while working under a professional accountant.

Location
This course is offered at both the Hawthorn and Prahran campuses.

Career opportunities
The course provides participants with the opportunity to obtain knowledge and skills relating to manual and computerised bookkeeping, costing, budgeting, taxation, financial accounting and financial management.

Professional recognition
Students completing the Associate Diploma of Business (Accounting) may be eligible for membership in the National Institute of Accountants. Students who have successfully completed the taxation subjects as part of their diploma will be eligible for registration with the Tax Agents Board of Victoria.

Course availability and duration
The course may be undertaken by two years of full-time study or approximately five years of part-time study. Part-time study is normally conducted on an evening basis. However, some subjects are available as day-release. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course structure
The structure of the Associate Diploma of Business (Accounting) requires the successful completion of stages one to four. The structure of the Advanced Certificate in Accounting requires the successful completion of stages one and two.

Firstyear (full-time recommended structure)

Stage1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP750</td>
<td>Commercial Law Principles*</td>
<td>30</td>
</tr>
<tr>
<td>NAP753</td>
<td>Consumer Law</td>
<td>3</td>
</tr>
<tr>
<td>NAP756</td>
<td>Office Tax Procedures</td>
<td>30</td>
</tr>
<tr>
<td>NOS119</td>
<td>Work Environment</td>
<td>19</td>
</tr>
<tr>
<td>NOS124</td>
<td>Accounting — to Trial Balance</td>
<td>92</td>
</tr>
<tr>
<td>NOS213</td>
<td>Computer Operations</td>
<td>15</td>
</tr>
<tr>
<td>NOS216</td>
<td>Spreadsheet Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>NOS219</td>
<td>Accounting — Basic Reports</td>
<td>30</td>
</tr>
</tbody>
</table>

Communications modules
NCOS06 one other from framework
NCOS09 Negotiation Skills
NCOS15 Presenting Reports
<table>
<thead>
<tr>
<th>Introduction computing modules</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS116 Keyboarding</td>
<td>NAP756 Office Tax Procedures</td>
</tr>
<tr>
<td>NOS119 Computer Organisations — Data Retrieval</td>
<td>NOS215 OBase Fundamentals</td>
</tr>
<tr>
<td>NOS215 Database Fundamentals</td>
<td>NOS216 Spreadsheets</td>
</tr>
<tr>
<td>NOS222 Word Processing — Introduction</td>
<td>NOS219 Accounting Basic Reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 2</th>
<th>For advice on later-year modules, students are strongly urged to seek advice from the Department (as below).</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP710 Financial Accounting Applications 1</td>
<td>NB This course was progressively converted from subjects to modules. In 1996 all accounting subjects were replaced by modules.</td>
</tr>
<tr>
<td>NAP711 Financial Accounting Applications 2</td>
<td></td>
</tr>
<tr>
<td>NAP720 Business Mathematics</td>
<td>Entry requirements</td>
</tr>
<tr>
<td>NAP721 Business Statistics*</td>
<td>This course is post Year 12 or mature-age entry level</td>
</tr>
<tr>
<td>NAP730 Budgeting</td>
<td>Further information</td>
</tr>
<tr>
<td>NAP751 Partnership Bankruptcy Law*</td>
<td>Department of Financial Studies on (03) 9214 8165 (Hawthorn) or (03) 9214 6828 (Prahran).</td>
</tr>
<tr>
<td>NAP752 Contract Law*</td>
<td>3500DCA Associate Diploma of Business (International Trade)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computing accounting modules</th>
<th>This course aims to provide the knowledge and skills required for middle management staff seeking a career in international trade and in related occupations in other areas of industry.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP701 Inventory -- Computerised</td>
<td>Location</td>
</tr>
<tr>
<td>NAP702 Fixed Assets — Computerised</td>
<td>This course is offered at the Hawthorn campus</td>
</tr>
<tr>
<td>NAP703 Integrated Computer Accounting</td>
<td>Course duration and delivery</td>
</tr>
<tr>
<td>NOS2235 General Ledger — Computerised</td>
<td>This is a two year full-time course. There are twenty core subjects and students are required to choose two additional related subjects from the elective streams.</td>
</tr>
<tr>
<td>NOS226 Accounts Receivable — Computerised</td>
<td>Course structure</td>
</tr>
<tr>
<td>NOS227 Accounts Payable — Computerised</td>
<td>First Year</td>
</tr>
<tr>
<td>NOS229 Payroll — Computerised</td>
<td>TH433 Applied Business Communications</td>
</tr>
<tr>
<td></td>
<td>TH001 Applied International Finance and Insurance</td>
</tr>
<tr>
<td></td>
<td>TO003 Introduction to Transport Systems</td>
</tr>
<tr>
<td>Elective modules</td>
<td>TO005 International Commercial Law</td>
</tr>
<tr>
<td></td>
<td>TO014 International Transport Systems</td>
</tr>
<tr>
<td></td>
<td>TO247 Business Law 1</td>
</tr>
<tr>
<td>Elective (from the list below)</td>
<td>TS422 Business Computer Applications 2</td>
</tr>
<tr>
<td></td>
<td>TS436 Applied Business Economics</td>
</tr>
<tr>
<td>NOS2236 General Ledger</td>
<td>TS268 Marketing Concept</td>
</tr>
<tr>
<td>NAP753 Income Tax Law for Accountants</td>
<td>TS267 International Marketing</td>
</tr>
<tr>
<td>NAP754 Company and incorporated Associations Law</td>
<td>TO971 Accounting for Non-Accountants</td>
</tr>
<tr>
<td>NAP755 Company Accounting Advanced</td>
<td>TH1434 Management Skills or</td>
</tr>
<tr>
<td>NAP756 Accounting Applications Advanced</td>
<td>TS971 Organisational Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 3</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP717 Internal Control Principles</td>
<td>T0002 Customs Practice</td>
</tr>
<tr>
<td>NAP722 Economics</td>
<td>T0004 International Data and Documentation</td>
</tr>
<tr>
<td>NAP731 Management Accounting Principles</td>
<td>T0006 International Business</td>
</tr>
<tr>
<td>NAP735 Financial Management Principles</td>
<td>T0007 International Economic Geography</td>
</tr>
<tr>
<td>NAP757 Income Tax Law for Accountants</td>
<td>T0008 Marketing Analysis</td>
</tr>
<tr>
<td></td>
<td>T0009 International Marketing Analysis</td>
</tr>
<tr>
<td></td>
<td>TO915 Cultural Differences in International Trade 1</td>
</tr>
<tr>
<td>Elective (from the list below)</td>
<td>TO916 Cultural Differences in International Trade 2</td>
</tr>
<tr>
<td>NAP733 Management Accounting Applications</td>
<td>Elective streams</td>
</tr>
<tr>
<td>NAP735 Business Planning and Control</td>
<td>Students are required to choose two related subjects (i.e. Transport, Language or Business).</td>
</tr>
<tr>
<td>NAP735 Financial Management Applications</td>
<td>Transport</td>
</tr>
<tr>
<td>NAP737 Investment Analysis</td>
<td>TO910 Introduction to Logistics</td>
</tr>
<tr>
<td>NAP755 Australian Administrative Law</td>
<td>TO911 Logistics Applications</td>
</tr>
<tr>
<td>NAP758 Income Tax Law for Tax Agents</td>
<td>Language</td>
</tr>
<tr>
<td>NAP759 Electronic Lodgement Tax Returns</td>
<td>Japanese 1A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module sequence (part-time students)</th>
<th>Please note that other language options may be available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are advised to start this course with the following subjects:</td>
<td>Business</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Establish and Run Your Own Import/Export Business</td>
</tr>
<tr>
<td>NOS116 Keyboarding</td>
<td>Applied Management Techniques</td>
</tr>
<tr>
<td>NOS118 Computer Operations Data Retrieval</td>
<td></td>
</tr>
<tr>
<td>NOS124 Accounting to Trial Balance</td>
<td></td>
</tr>
<tr>
<td>NOS213 Computer Operations</td>
<td></td>
</tr>
<tr>
<td>NOS222 Word Processing — Introduction</td>
<td></td>
</tr>
</tbody>
</table>

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Entry requirements
Students are eligible to enter this course of study if they have satisfactorily completed Year 12, VCE or an approved equivalent. Mature-age entry is granted if the student is considered to have sufficient maturity and experience to undertake the course successfully.

Further information
For further information contact the Marketing Studies Department at the Hawthorn campus on (03) 92148720.

3500DCB  Associate Diploma of Business (Marketing)

The aims of this course are to introduce and provide detailed study in the field of marketing. From basic introductory subjects, the student is taken through to the more detailed and complex areas of marketing. The course also includes areas of law, statistics, communications, economics and management and their relationship to marketing.

Location
This course is offered at the Hawthorn campus

Career opportunities
This course is designed to qualify people for middle management positions in the areas of marketing and sales management. It will provide the academic base for career advancement for those working in the marketing and sales management areas.

Professional recognition
On completion of the Associate Diploma, students are eligible to apply for membership of the Australian Marketing Institute.

Course duration and delivery
The Associate Diploma of Business (Marketing) is offered on a full-time basis over two years or on a part-time basis taking four to five years to complete. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

The course consists of twenty-three subjects, twenty-one of which are compulsory, with two electives. The following course is closely related to the Associate Diploma of Business (Marketing):

3300DCC  Advanced Certificate in Sales Management

This course is a subset of the Associate Diploma and may be completed on its own or as an intermediate step towards the Associate Diploma.

Course structure
First year
TH433  Applied Business Communication
TH434  Management Skills 1 or TS970 Organisations and Management
TS247  Business Law I
TS421  Business Computer Applications 1
TS422  Business Computer Applications 2
TS436  Applied Business Economics I
TS952  Business Statistics
TS954  Selling
TS965  Buyer Behaviour
TS966  Sales Management
TS969  The Marketing Concept
TS970  The Law of Marketing
TS971  Organisations and Management

Second year
TS977  Marketing Communication
TS990  Marketing Research
TS991  Strategic Marketing
TS992  Product Innovation
TS993  Marketing Distribution
TS994  Direct Marketing
TS995  Retail Marketing
TS996  Services Marketing
TS971  Accounting for Non-Accountants
Plus two electives from the following subjects:
TH435  Management Skills 2
TH437  Applied Business Economics 2

Further information
Contact the Department of Marketing Studies on (03) 9214 6720.

3500DGA  Associate Diploma of Business (Office Administration)

This is a two year full-time course, combining both the practical and theoretical concepts necessary for graduates to gain employment in administrative/office support areas. Students who successfully complete the first year of the course are eligible for the award of Advanced Certificate in Office Administration.

Currently, two specialist streams can be taken in accounting or desktop publishing. A generalist stream is also available where students can choose the subjects they wish to study from a range of areas.

Location
This course is offered at the Hawthorn campus.

Career opportunities
Employment opportunities are found in a range of administrative and office support areas such as: secretaries, administrative officers, personal assistants.

Professional recognition
Students who successfully complete the Associate Diploma of Business (Office Administration) are eligible to apply for membership of the Institute of Professional Secretaries Association.

Course duration and delivery
The Associate Diploma of Business (Office Administration) is offered on a full-time basis over two years. Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Course structure
First year
NOS124  Accounting - To Trial Balance
TS247  Business Law I
TS421  Business Computer Applications 1
TS422  Business Computer Applications 2
TS900  Practical Placement
TS972  Document Production 1
TS973  Document Production 2
TS974  Office Administration 1
TS975  Office Administration 2
TS994  Page Layout Software

Plus one elective from the following subjects:
NOS219  Accounting Basic Reports
TS296  Electronic Publishing 1

Second year
TS801  Practical Placement
TS897  Document Production 3
TS988  Document Production 4
TS990  Office Supervision I
TS991  Office Supervision II

Plus six electives from the following subjects:
TH435  Management Skills 2
TS248  Business Law 2
TS906  Electronic Publishing 2
TS907  Electronic Publishing 3
TS919  Legal Office
TS965  Buyer Behaviour
TS968  The Marketing Concept
Further information
For further information please contact the Department of Management Studies on (03) 9214 6765 (Hawthorn) or (03) 9214 6766 (Tyabb).

3500DGB Associate Diploma of Business (Operations Management)

The course is designed so that a student obtains an understanding of the operations management functions within an organisation and the techniques, skills and knowledge that are required to manage these functions. On satisfactory completion of the Advanced Certificate in Operations Management the student should be able to perform the duties and tasks of the purchasing and planning functions.

Location
This course is offered at the Hawthorn campus. The scheduling of classes for specific subjects is conditional on there being sufficient enrolments.

Career opportunities
On satisfactory completion of the Associate Diploma of Business (Operations Management) the student should be able to:

(a) perform, supervise, and manage one or more of the operations management functions;

or

(b) perform duties as a manufacturing/production/operations manager of a medium to large organisation.

Professional recognition
Students who have successfully completed the Advanced Certificate in Operations Management (Operations Management) are qualified for membership with the following professional institutes:

- Institute of Purchasing and Materials Management (IPSM)
- Australian Institute of Materials Management (AIMM)
- Institute of Industrial Engineers (IIA)
- Australian Institute of Management (AIM)

Course duration and delivery
(a) Advanced Certificate in Operations Management 510 hours over 3 years for 2 evenings a week totaling 14 modules

(b) Associate Diploma of Business (Operations Management) 1,030 hours over 6 years for 2 evenings a week totaling (14 + 14) modules

Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or Heads of Department. The Associate Diploma of Business (Operations Management) (ts671) can be completed in two stages.

Stage 1
Advanced Certificate in Operations Management

Students must complete fourteen subjects from the following.

<table>
<thead>
<tr>
<th>Group</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>8</td>
</tr>
</tbody>
</table>

Stage 2
Associate Diploma of Business (Operations Management)

Students must complete a further fourteen subjects from the following:

<table>
<thead>
<tr>
<th>Group</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>10</td>
</tr>
</tbody>
</table>

TOTAL 28

Course structure
Group A
The following six subjects in Group A are compulsory for the Advanced Certificate in Operations Management.

- TH432 Applied Business Communication
- TS222 Accounting for Operations Management
- TS445 Applied Business Mathematics
- TS652 Productivity and Work Methods Improvement
- TS536 Implementation of Changes
- TS334 Introduction to Computer Application

Note: Not all subjects may be offered.

Entry requirements
For both Advanced Certificate in Operations Management and Associate Diploma of Business (Operations Management):

(a) successful completion of Year 12 or an approved equivalent course.

or

(b) mature-age and have sufficient work experience to successfully undertake the course.

Further information
Contact the Department of Management Studies, Hawthorn campus on (03) 9214 6765.

3500DGB Associate Diploma of Business (Operations Management) Purchasing and Planning

The aims of the course are to educate participants in the modern techniques of purchasing and planning and to promote awareness of the need for purchasing and planning to be a profit centre.

For a course description please refer to the explanation under Associate Diploma of Business (Operations Management).

Career opportunities
The course is designed to educate support staff for professional officers and higher-level management, including department supervisors, senior clerical staff and staff with important specialist areas of responsibility, e.g. production managers, purchasing and supply officers.

Profession recognition
Please refer to details under Associate Diploma of Business (Operations Management).
Course duration and delivery
Please refer to details under Associate Diploma of Business (Operations Management).

Course structure
Students electing to specialise in Purchasing and Planning need to complete the following subjects:

**Group A**
Six compulsory subjects.
Please refer to details under Associate Diploma of Business (Operations Management).

**Group B**
Eight specified subjects, as listed below:
- T2651 Resource Requirement Planning
- T2652 Production Planning, Scheduling and Control
- T2653 Inventory Management
- T2654 Warehouse Management
- T2671 Purchasing
- T2672 Purchasing
- T2673 Purchasing
- T2674 Purchasing

Completion of these fourteen subjects leads to the award of Advanced Certificate in Operations Management. A further fourteen subjects must be completed for the award of Associate Diploma of Business (Operations Management), which consist of four elective subjects from Group B (not previously studied) and ten compulsory subjects from Group C.

For a full list of these subjects see Associate Diploma of Business (Operations Management).

Entry requirements
Please refer to details under Associate Diploma of Business (Operations Management).

Certificate IV courses

**2404AEA Certificate IV in Business (Credit Control)**
See the Diploma in Business (Credit Management) page 40.

**2404ADA Certificate IV in Business (Estate Agency Practice)**
The Certificate IV in Business (Estate Agency Practice) is designed to meet the educational requirements for the issue of an estate agent's licence under the Estate Agents Act 1980 and also to train students in the principles and practice of the real estate profession. The course is suitable for those working in positions requiring licensed real estate agents. It is also suitable for people employed in related fields, such as property development, land economics, valuations, who wish to satisfy the educational requirements to be licensed as an estate agent.

Career opportunities
Completion of the twenty-seven modules listed at the end of this brochure meets the educational requirements for application for an estate agent's licence and entitles the student to be issued a Certificate IV in Business (Estate Agency Practice). An undertaking from the applicant is required that the student has gained a year of full-time experience as an estate agency's representative. This experience can be gained at any time during the three years immediately preceding the date of application.

Course duration and delivery
This course is normally undertaken by full-time students over three years of part-time study. Attendance of five to seven class contact hours per week will normally be required.

Students must complete all modules to obtain the Certificate IV in Business (Real Estate Practice). The first stage comprises the course in Real Estate for Agents' Representatives where modules are delivered full-time or two nights a week for six weeks part-time. As already mentioned, part-time applicants are assumed to have completed or to be concurrently studying the Course in Real Estate for Agents' Representatives.

During the second and third stage, subjects are delivered over two semesters.

Flexible learning
Students may be able to undertake all or part of this course through the Off-Campus Centre. Enquiries should be directed to the Centre on (03) 9214 6798.

Course structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABHS00</td>
<td>Real Estate Industry Overview</td>
<td>20</td>
</tr>
<tr>
<td>ABHS01</td>
<td>Introduction to Sales</td>
<td>20</td>
</tr>
<tr>
<td>ABHS02</td>
<td>Introduction to Property Management</td>
<td>15</td>
</tr>
<tr>
<td>ABHS03</td>
<td>Real Estate Computing</td>
<td>15</td>
</tr>
<tr>
<td>ABHS04</td>
<td>Real Estate Accounting</td>
<td>45</td>
</tr>
<tr>
<td>ABHS05</td>
<td>Real Estate Computer Accounting</td>
<td>15</td>
</tr>
<tr>
<td>ABHS07</td>
<td>Property Research and Analysis</td>
<td>12</td>
</tr>
<tr>
<td>ABHS08</td>
<td>Real Estate Consumer Protection</td>
<td>1520</td>
</tr>
<tr>
<td>ABHS10</td>
<td>Contract Law for Real Estate</td>
<td>20</td>
</tr>
<tr>
<td>ABHS11</td>
<td>Property Law</td>
<td>2530</td>
</tr>
<tr>
<td>ABHS12</td>
<td>Residential Tenancies</td>
<td>20</td>
</tr>
<tr>
<td>ABHS13</td>
<td>Recognising Common Building Styles and Faults</td>
<td>15</td>
</tr>
<tr>
<td>ABHS14</td>
<td>Property Management Listings</td>
<td>12</td>
</tr>
<tr>
<td>ABHS15</td>
<td>Renting Residential Properties</td>
<td>10</td>
</tr>
<tr>
<td>ABHS16</td>
<td>Servicing Managed Properties</td>
<td>30</td>
</tr>
<tr>
<td>ABHS17</td>
<td>Introduction to Specialised Property Management</td>
<td>20</td>
</tr>
<tr>
<td>ABHS22</td>
<td>Contracts of Sale of Land</td>
<td>1520</td>
</tr>
<tr>
<td>ABHS23</td>
<td>Methods of Sale</td>
<td>20</td>
</tr>
<tr>
<td>ABHS24</td>
<td>Property Appraisals</td>
<td>30</td>
</tr>
<tr>
<td>ABHS25</td>
<td>Listings</td>
<td>30</td>
</tr>
<tr>
<td>ABHS27</td>
<td>Selling by Auction</td>
<td>30</td>
</tr>
<tr>
<td>ABHS28</td>
<td>Introduction to Specialised Property Sales</td>
<td>20</td>
</tr>
</tbody>
</table>

Entry requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 or employment in real estate or a related industry. However, mature-age persons with sufficient relevant industrial experience who have not completed an academic course may be considered for admission. Part-time applicants are assumed to have completed or to be concurrently studying the Course in Real Estate for Agents' Representatives.

Subject exemptions
Any person who has satisfactorily completed the Course in Real Estate for Agents' Representatives or the Course in Sub Agency Practice will be exempted from the first three Modules of the Certificate IV, namely Real Estate Industry Overview, Introduction to Sales and Introduction to Property Management.

For other exemption information see the: General TAFE Information chapter.

Credit transfer - Pathways
An undergraduate degree program is offered by the Faculty of Business, Department of Marketing, Logistics and Property at RMIT University of Technology. It has five separate specialist streams—valuation; Agency and Marketing; Investment and Management; Plant and Equipment and Finance. Specific details should be obtained from the Department of Marketing, Logistics and Property at RMIT. For other pathways information see the: General TAFE Information chapter.

Application procedure

Full-time applicants
Selection is normally made after an interview organised by the Department of Management Studios.

Part-time applicants
All part-time applicants must apply directly to the Department of Management Studies. Applications close on 15 January for semester 1 and 15 July for semester 2 enrolment. Late applications may be accepted depending on availability of places.

Related courses
Swinburne also conducts a Course in Real Estate for Agents' Representatives a number of times a year. This course is aimed at people just starting in the real estate industry. Further details are available later in this section.

Further information
Department of Management Studies – Prahran campus
144 High Street, Prahran, 3181 Telephone: (03) 9214 6754 or (03) 9214 6703
NSW3430  Certificate IV in General Insurance
See the Diploma of Business (General Insurance) page 41

2411 ALC  Certificate IV in Hospitality (Supervision)
See the Diploma of Hospitality Management, page 42

3300DGO  Certificate IV in Human Resource Operations
The aim of the course is to provide students with the skills, knowledge and professional practices that will enable them to perform the duties of a personnel officer in public or private organisations.

Location
This course is offered at the Hawthorn campus

Career opportunities
Graduates will operate as support staff in the personnel management field and be responsible for the day to day administration of policies relating to employment, wage and salary administration, training and development, industrial relations and occupational health, safety and welfare.

Professional recognition
On completion those who are employed in human resource functions may be eligible for Chartered membership of the 'Australian Human Resources Institute'. Everyone is eligible to apply for ordinary membership. Those employed in the training function is considered to be sufficiently mature and experienced enough to undertake the course successfully.

Course availability and duration
This course is offered on a part-time, evening basis only and would take up to three years to complete. It is made up of 400 hours of core modules and 200 hours of specialist modules and covers all the major areas relating to the human resource function, e.g. law, occupational health and safety, staffing, training and development, industrial relations etc. Modules must be completed in the correct sequence and prerequisites met. Variations must be approved by the course coordinator or head of department.

Course structure
All core modules are compulsory. Specialist modules are offered in four groups. Participants must complete six modules from two groups.

Core modules
NRM005  Negotiation Skills
NRM010  Team Building/Communication
NCS007  Meetings
NCS014  Presenting Reports
TS977  Industrial Law
TS978  Staffing
TS979  Implementing Change
TS998  Applying Training
TS999  Human Resource Information Systems
TS982  Workplace Industrial Relations
TS983  Organisational Behaviour
TS984  Consulting Skills

Specialist modules
Group 1
TS985  HR Planning
TS986  HR/Statistical
TS987  Costing HR Activities

Group 2
TS988  Enterprise Agreements
TS989  Employee Participation
TS990  Analysis of a Dispute

Group 3
TS991  Training Design
TS992  Training Delivery
TS993  Paper Training

Group 4
TS994  Quality Management
TS995  Performance Management
TS996  OHS Management

Entry requirements
Students are eligible for this course if they have satisfactorily completed an approved Year 11 course or equivalent qualification (this must include a pass in English). They are considered to be sufficiently mature and experienced enough to undertake the course successfully.

Further information
For further information contact the Department of Management Studies on (03) 9214 6754

2404 ADB  Certificate IV in Information Technology (Records Management)

The aim of both courses is to provide records management practitioners with articulated, nationally recognised training and qualifications, allowing them to function effectively in a range of records management fields.

Professional recognition
The Records Management Association of Australia (RMAA) has a history of support for the previous course, for example, graduates are entitled to become professional members of the Association. Members have been actively involved in the development of the new course and the RMAA also supplies teachers for the specialised modules.

Course duration
Hours of study required are:
Certificate II  270 hours
Certificate IV  360 hours

Course structure
The course is made up of the following types of modules:

NRM  National Records Management modules
NOS  National Office Skills modules
NCS  National Communication Skills modules
ITF  National Computing & Information Technology modules
NGMS  National Generic Management Skills modules

Certificate II
NRM001  Records and Information Industry
NRM002  Records Management Principles
NRM003  Records Management Operations
NRM004  Records Management Software: Usage
NCS013  Multimedia Records: Storage & Usage
NOS134  Computing Operations: Fundamentals
NOS213  Computing Operations
NOS116  Keyboarding: Techniques & Operations
ITF205  Database Fundamentals
NC9001  Workplace Communications
NC9007  Writing Skills for Work

Certificate IV
NRM007  Classifying Records
NRM008  Indexing Records
NRM009  Multimedia Storage Equipment
NRM010  Records Management Document Abstracting
NRM011  Records Management & the Law
NRM012  Records Retention & Disposal
NRM013  Records Management Client Services
NRM014  Conservation & Storage of Non Current Records
NRM015  Records Management Software: Evaluation
NGMS102  Managing Operations: Customer Service
NGMS106  Managing Effective Work Relations
NC9004  Work Team Communication
NC9005  Dealing with Conflict
NC9007  Presenting Information
ITF416  Commercial Data Base Packages

Entry requirements
Students may be accepted into the course with the following prerequisites:
- VCE
- Certificate of General Education for Adults
- Locally accredited TAFE basic education courses
- Adult Education courses offered by community providers
- Workplace education and support programs, e.g. English in the Workplace

Prospective students will be interviewed and suitable candidates may be accepted without the above if they are mature age, or special entry applicants, that is, they have relevant records management work experience.

Application procedure
All applicants must apply directly to Library Studies and Records Management, Department of Management Studies, 144 High Street, Prahran 3181, Telephone (03) 9214765.

Advanced certificate courses

3300DBI Advanced Certificate in Accounting
This course is offered at the Hawthorn and Prahran campuses.

Students who successfully complete all the first-year subjects of the Associate Diploma of Business (Accounting) are eligible to obtain the Advanced Certificate in Accounting.

For details on career prospects and course aims see the Associate Diploma of Business (Accounting).

Course structure

Stage 1
NAP750 Commercial Law Principles*
NAP753 Consumer Law*
NAP756 Office Tax Procedures
NOS16 Keyboarding
NOS118 Computer Operations — Data Retrieval
NOS119 Work Environment
NOS124 Accounting — to Trial Balance
NOS213 Computer Operations
NOS215 Database Fundamentals
NOS219 Accounting — Basic Reports
NOS222 Word Processing Introduction

Stage 2
NAP701 Inventory — Computerised
NAP702 Fixed Assets — Computerised
NAP703 Integrated Computer Accounting
NAP710 Financial Accounting Applications 1
NAP711 Financial Accounting Applications 2
NAP720 Business Mathematics*
NAP721 Business Statistics*
NAP730 Budgeting
NAP751 Partnership and Bankruptcy, law*
NAP752 Contract Law*
NOS225 General Ledger — Computerised
NOS226 Accounts Receivable — Computerised
NOS227 Accounts Payable — Computerised
NOS234 Payroll — Computerised

Elective modules
The 100 hours of electives may be selected from the Associate Diploma of Business (Accounting) modules provided the prerequisites have been met.

*Recommended modules for 100 hours electives.

3300DGC Advanced Certificate in Management Skills
See the Diploma of Management, page 44.

3300DGA Advanced Certificate in Office Administration
This course is available at both Hawthorn and Prahran campuses.

Students who successfully complete all the first-year subjects of the Associate Diploma of Business (Office Administration) are eligible to obtain the Advanced Certificate in Office Administration.

For details on career prospects and course aims see Associate Diploma of Business (Office Administration).

Course structure
T5247 Business Law 1
NOS124 Accounting to Trial Balance
T5427 Business Computer Applications 1
T5422 Business Computer Applications 2
T3800 Practical Placement
T3877 Document Production 1
T3873 Document Production 2
T3874 Office Administration 1
T3875 Office Administration 2

Plus two electives from a specialist stream.

Further information
For further information please contact the Information Studies Department at the Hawthorn campus on (03) 92145206 and Prahran campus on (03) 92146765.

3300DGN Advanced Certificate in Operations Management
See the Associate Diploma of Business (Operations Management), page 47.

3300DCC Advanced Certificate in Sales Management
See the Associate Diploma of Business (Marketing), page 46.

Certificate III courses

2304ADA Certificate III in Business (Credit Practice)
See the Diploma in Business (Credit Management), page 40

TAS4552 Certificate III in Financial Services (Operations Traineeships)
Please contact the department of Management Studies on (03) 92145438. Also available via distance learning.

NSW3429 Certificate III in General Insurance
See the Diploma of Business (General Insurance), page 41.

ACT3498 Certificate III in Library and Information Studies
See the Diploma of Library and Information Studies, page 43.

Certificate II courses

2204AIC Certificate II in Information Technology (Records Management)
See Certificate IV in Information Technology (Records Management), page 49.
Other courses

2200LZ0 Foundation Year

The Foundation Year is an academic program which is designed to meet the needs of overseas students who require a one-year bridging program before entering studies for degrees in business, computer science, applied science, engineering or arts. Satisfactory completion of the Foundation Year guarantees entry into a Swinburne degree course. Three streams are offered in the Foundation Year: an Arts stream, a Business stream and a Science and Engineering stream.

The business stream includes the following subjects:

- English
- Mathematics
- Accounting
- Legal Studies
- Economics

English as a second language

This subject is common to all three Foundation Year courses and is designed to cater for the specific language needs of students whose first language is not English. The syllabus aims to promote language skills to a standard which will enable tertiary study by developing the ability to read critically a wide range of materials, to write in a variety of styles, to speak confidently and to listen effectively. The subject also aims to introduce students to Australian and other relevant literature and to develop an understanding of Australia’s cultural heritage.

Mathematics

This subject covers fundamental mathematical ideas for students considering post Year 12 courses in Business Studies, Social Science, Nursing and Teaching. It enables students to develop skills to master mathematical concepts and methods and to apply these skills to practical problems.

Course duration

Foundation Year is a one year full-time study course.

Application procedure

Application forms and course advice may be obtained from the International Student Unit, Swinburne University of Technology, John St., Hawthorn 3122, Australia. Telephone: Domestic (03) 9214 8647. International (613) 9214 6754.

2004AAA Course in Real Estate for Agents’ Representatives

The Course in Real Estate for Agents’ Representatives is being offered by the University to train people wishing to enter the real estate profession. The course is designed to give participants a broad practical knowledge of the industry and fulfills the academic conditions required by the Estate Agents Board for licensing as an agents’ representative.

Career opportunities

This course meets the academic requirements for licensing as an agents’ representative which is required for many positions in the real estate industry.

Course duration and delivery

The course is of fifty-six hours duration conducted in three different modes:

- part-time conducted on two nights a week for four hours each night. The length of the program is approximately six weeks
- full-time attendance over two weeks
- off-campus.

Assessment requirements

To complete the Course in Real Estate for Agents’ Representatives participants must complete all modules by passing four tests and successfully completing four assignments.

The Estate Agents Licensing Authority has a number of conditions which must be met before they will license people who have completed the Course in Real Estate for Agents’ Representatives. Please contact the Estate Agents Licensing Authority for details of these if you intend to apply for a licence.

One critical requirement of the Estate Agents Licensing Authority is that applicants for a licence must be employed by, or have a firm offer of employment from, a licensed estate agent.

Course structure

All are compulsory

ABH500 Real Estate Industry Overview
ABH501 Introduction to Sales
ABH502 Introduction to Property Management

Entry requirements

Preference is given to people who are working in the real estate industry. The Office of Fair Trading and Business Affairs subsidises these applicants.

Further information

Please contact the Prahran campus, Department of Management Studies on (03) 9214 6754.

Victorian Certificate of Education

Evening Classes

The following VCE subjects are taught by the School of Business and Information Systems:

- Accounting
- Economics
- Legal Studies

Entry requirements

Preference is given to people who are working in the real estate industry. The Office of Fair Trading and Business Affairs subsidises these applicants.

Further information

Please contact the Prahran campus, Department of Management Studies on (03) 9214 6754.
School of Science, Engineering and Computing

Staff

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Administrative Officer
R. Passlow, 92145119

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M. Dawoud, BCom(Alexandria), AdvCert(CompAdm)(DandBusColl)

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Computing and Electrotechnology Department

Head (Acting)
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B. Johnston, SEC A Grade Lic, DipTT(HI), RECV, DipTech(TAFE)

M. Foot, AssDipAppSci, GradDipTech(SIT), MACS

D. Frost, GradDipTech(SIT)

A. Hackett, BEng(CompSci)(Hob), DipAppSci(Mono), GradDip Phys

G. Head, BSc(Phys)(Hons)(Hob), CertTT(HI)

H. Isikli, AdvCertElectronics, DipAppSci

B. Johnston, SEC A Grade Licence, DipTT(HI), RECV

T. McLeay, SEC A Grade Licence, DipTT(HI), TechCert(Comp, Motor Control), RECV

D.V. McMahon, SEC A Grade Licence, DipTT(HI), RECV

S. Nicholson, REBus, BEd, GradDip Computing

P. Ryan, AssDip Data Processing, DipTech(T)

I. Simmonds, SEC A Grade Lic, TechCert Elec, AssDip SocWel, RECV, BEd(Hi), DipTT(HI)

G.H. Sutherland, DipEE(SIT), DipEd

J. Tedesco, DipAppPhys(Mono), GradDip Ed, GradDip Ed Admin St, MBIT(RMIT)

C. Valoppi, BEd, GradDip

Z. Zaleski, BEd, GradDip Phys(Warsaw), CompSci(Warsaw), MIEE, MIE Aust, CPEng

Secretaries
M. Quinn, 92146765
C. Aljoa, 92148875

Technical Staff
C. Cleeland
C. Webster
J. Fletcher

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Industrial Sciences Department

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J. McKinnon, BApp Sc(Hons)(Chem)
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S. Ng, BS(Hons), Cert Ed, PhD, MPhys, Grad Dip Comp Sci, MAIP
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J. Schulze, Dip App Chem, Dip Ed
N. Speel, BApp Sc, Dip Ed, Grad Dip Robotics
S. Sullivan, TSTC(Deakin)
B. Tyner, BSc, Dip Ed, Grad Dip Comp Studs(SUT)
G. Ulehla, BSc(Hons), Grad Dip Comp Sci(LaT)

**Administrative staff**
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S. Pearce, 9214 5161
K. Quayle, 9214 9378

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J. Masny, BApp Sc(Biochem)(RMIT), Dip Ed
R. Ramsay, BApp Sc(UIT)
J. Wiegard, Dip Biochem(Lat), Grad Dip App Sc(SIT)

Mechanical and Manufacturing Technology Department

**Acting Head**
K. Deed, Jig & Tool Tech Cent(SIT), TTrlC, Dip TT, BEd(HIE)

**Academic staff**
D. Allending, TTrlC
M. Baurn, TTrlC
L. Black, Cert Mech Tech(RMIT), Grad Dip Mech Eng(RMIT), Dip Ed(Melb)
G. Dzemb, TTrlC, Dip TT
W. Houlston, TTrlC, Dip TT
L. J. McLoughlin, Jig & Tool Draft(RMIT), Cert[Toolmaking](RMIT), Dip TT(HIE), TTrlC
F. S. McLucas, TTrlC, BSc(SIT), Dip Gen Stud(SUT)
S. Meaker, AssDip Man Eng(SIT), Tech Comp Eng(CTI)
K. O'Neil, TTrlC, COT Mech Eng, Dip TT, BEd(HIE)
G. Palfreman, Dip Mech Eng(RMIT), Dip Ed(Melb)
H. Ramaekers, BSc, Dip TT, Cert Mech Draft
G. Rees, COT Prog Eng Cert[Toolmaking](SIT), Cert[Plastic Die Design](RMIT)
A. S. Reid, BSc(Hons), Dip Ed(Melb)
E. Sanstrom, TTrlC, Dip TT
P. Schreiner, AssDip Man Eng(SUT), F&M Trade
R. S. Sernerville, TTrlC, Dip TT
B. Stevens, Dip Mech Eng(SIT), Dip Ed(HIE)
P. Stroud, Dip TT, Tech Cert(Radio)(RMIT)
P. Tomat, COT Press Toolmaking(RMIT), Cert[Toolmaking](RMIT), TTrlC, Dip TT, BEd(HIE)
R. Wong, High Dip Prog Eng(HKP), Grad Dip Stats/OR(RMIT)
G. Zuev, COT Mech Eng(RMIT), AssDip Mech Eng(SIT), Dip TT & FE(HIE)
M. Zuev, Grad Dip Matls Eng(Mon)

**Technical staff**
R. Smillie, AssDip Mech Des Draft, F&M Trade(SIT)
C. Mierisch, F&M Trade, Cert Press Toolmaking(SIT)
R. Imprey, F&M Trade

Engineering Technology Programs
A. Connell, 9214 8079
B. Malone, 9214 8504
## Course Chart

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length Full-time</th>
<th>Course Length Part-time</th>
<th>Prerequisites</th>
<th>How to Apply Full-time</th>
<th>How to Apply Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3690KAB</td>
<td>Disaster Management</td>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>Grad. Cert. in Disaster Management</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>4190JIA</td>
<td>Cleaner Production</td>
<td>H</td>
<td>NA</td>
<td>1 yr</td>
<td>Undergrad. or Postgrad. qual.</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3690KAA</td>
<td>Disaster Management</td>
<td>H</td>
<td>NA</td>
<td>1 yr</td>
<td>Undergrad. or Postgrad. qualification or industry experience</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3090SSS</td>
<td>Science &amp; Technology for Primary Teachers</td>
<td>H</td>
<td>NA</td>
<td>1 yr</td>
<td></td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>5519AS</td>
<td>Applied Science (Biological Science)/(Chemical/Laboratory Technology)</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE with science in technology</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2506AIJ</td>
<td>Computer Systems</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE or equiv. - level 3/4 passes in 2 maths</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2506AKC</td>
<td>Electronic: (Broadbased) (Microprocessors)</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE or equiv. - level 3/4 passes in 2 maths</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3000EZC</td>
<td>Engineering</td>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>Ass. Dip. or Cert. of Tech., plus sig. work exp. in a pos. of resp. chemistry and physics</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>2509ABB</td>
<td>Environmental Management</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE 3 &amp; 4 or industry experience</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2507AAA</td>
<td>Fire Technology</td>
<td>H</td>
<td>NA</td>
<td>4 yrs</td>
<td>Demonstrated skills in literacy communication, analytical &amp; problem solving.</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>***</td>
<td>Forensic Science (Crime Scene Investigation) (Fingerprint Identification)</td>
<td>H</td>
<td>NA</td>
<td>4 yrs</td>
<td>Basic language skills Employment in specific area</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>2509AAC</td>
<td>Information Technology (Software Development) (Technical and User Support)</td>
<td>H, P</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td></td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3500ABB</td>
<td>Applied Science: (Laboratory Technology)</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. - passes in maths and biology</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3500AYD</td>
<td>(Scientific Computing)</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. - passes in maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3500EZB</td>
<td>Engineering: (Mechanical/Manufacturing/CAD)</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. - level 3/4 passes in maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>Certificate IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2406APC</td>
<td>Computer Systems</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. - level 3/4 passes in 2 maths</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2406AOA</td>
<td>Electronic: (Broadbased) (Microprocessors) (Computer Service) (Higher Education Articulation)</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. - level 3/4 passes in 2 maths</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2409ABC</td>
<td>Environmental Management</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>VCE 3 &amp; 4 or industry experience</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2407AAA</td>
<td>Fire Technology</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>Demonstrated skills in literacy communication, analytical &amp; problem solving.</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>2409AAA</td>
<td>Forensic Studies</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>Basic language skills</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>2409AAC</td>
<td>Information Technology: (Software Development) (Technical and User Support)</td>
<td>H, P</td>
<td>1 yr</td>
<td>2 yrs</td>
<td></td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>5419AS</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>VCE 3 &amp; 4 or industry experience</td>
<td>Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>2404ACE</td>
<td>Quality Management &amp; Assurance</td>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>See course description</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>2406ADG</td>
<td>Renewable Energy Technology</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>Demonstrated skills in literacy communication, analytical &amp; problem solving.</td>
<td>NA</td>
<td>Direct</td>
</tr>
<tr>
<td>Advanced Certificate (old title)</td>
<td></td>
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<td></td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3300EZD</td>
<td>Engineering</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>VCE, or equiv. - level 3/4 passes in maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>Course Length</td>
<td>Prerequisites</td>
<td>How to Apply</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Certificates III (new title)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2206AEC</td>
<td>Electrical (Electrician)</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>VTAC Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2206AKC</td>
<td>Electronics</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>VTAC Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2205ABX</td>
<td>Information Technology</td>
<td>H,P</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>VTAC Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Certificates II (new title)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2106AHC</td>
<td>Computer Systems</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>Direct N/A</td>
<td></td>
<td></td>
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<tr>
<td>2106ADJC</td>
<td>Electrical (Pre-Apprenticeship)</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
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<tr>
<td>3101ERAJ</td>
<td>Engineering Production</td>
<td>H</td>
<td>6 mths</td>
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<tr>
<td>3212ERAJ</td>
<td>Certificate (Level 1, 2, 3)</td>
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<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>Direct N/A</td>
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<tr>
<td>3222ERAJ</td>
<td>Swinburne Certificate in Engineering (Basic)</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>Direct N/A</td>
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<tr>
<td>2200AZY</td>
<td>Bridging Technology</td>
<td>H</td>
<td>6 months</td>
<td>No formal prerequisites</td>
<td>Direct Direct</td>
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<tr>
<td>2200AZD</td>
<td>Foundation Year Science</td>
<td>H</td>
<td>6 months</td>
<td>No formal prerequisites</td>
<td>Direct Direct</td>
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<td>2200AZF</td>
<td>New Opportunities for Women</td>
<td>H</td>
<td>6 months</td>
<td>No formal prerequisites</td>
<td>Direct Direct</td>
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<tr>
<td>2106ADJC</td>
<td>Electrical (Pre-Apprenticeship)</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
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<td>6 mths</td>
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<td>3101ERAJ</td>
<td>Engineering Production</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>Direct N/A</td>
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<tr>
<td>3212ERAJ</td>
<td>Certificate (Level 1, 2, 3)</td>
<td>H</td>
<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
<td>Direct N/A</td>
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<tr>
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<td>6 mths</td>
<td>VCE or equivalent + level 3/4 passes in 2 Maths</td>
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<td>H</td>
<td>6 months</td>
<td>No formal prerequisites</td>
<td>Direct Direct</td>
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<tr>
<td>2200AzF</td>
<td>New Opportunities for Women</td>
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<td>6 months</td>
<td>No formal prerequisites</td>
<td>Direct Direct</td>
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<td>3212ERAJ</td>
<td>Certificate in Engineering (Fabrication)</td>
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<td>6 months</td>
<td>No formal prerequisites</td>
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<td>2200AZY</td>
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<td>2200AZD</td>
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<td>6 months</td>
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<td>6 months</td>
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<tr>
<td></td>
<td><strong>Swinburne Certificates in Welding</strong></td>
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<tr>
<td>2101EAU</td>
<td>Basic Welding</td>
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<td>6 months</td>
<td>No formal prerequisites</td>
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<tr>
<td>3222ERAJ</td>
<td>Advanced Welding</td>
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<td>4200ERB</td>
<td>Welding Cert. to AS1796</td>
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<td>6 months</td>
<td>No formal prerequisites</td>
<td>Direct N/A</td>
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</table>

*** Course to be re-accredited. For subject details contact the department of Industrial Science on (03) 92145161
Graduate courses

4190JIA Graduate Certificate in Cleaner Production

The Graduate Certificate in Cleaner Production has been developed in conjunction with industry representatives as well as the Australian Centre for Cleaner Production to ensure that the subjects offered provide a comprehensive training program in the principles and practices of cleaner production.

Career opportunities

Local and international markets are becoming more environmentally aware. There is also mounting legislative and economic pressures for industries to adopt the philosophies and practices of cleaner production.

Industries which adopt an environmentally orientated approach will gain a competitive edge. This will lead to the need to engage staff with the knowledge and skills to identify, advise, monitor and implement the requirements for cleaner production.

Credit transfer - Pathways

Participants who complete the Graduate Certificate will be able to articulate, with appropriate credit, into the Graduate Certificate in Environmental Management and the Master of Engineering in Cleaner Production.

Course duration and delivery

The Graduate Certificate in Cleaner Production comprises 240 hours of study which takes one year to complete on a part-time basis.

Participants not wishing to complete the full graduate certificate can select individual subjects that may be of interest. A certificate of completion would be given for each subject studied. Each subject is of forty hours duration.

Course Structure

Compulsory core subjects

- CPW1 Principles of Cleaner Production
- CPW2 Resource Technology
- CPW3 Environmental Regulation
- CPW4 Environmental Management

Elective subjects (Minimum two required)

- CPE01 Biological Waste Management
- CPE02 Environmental Auditing
- CPE03 Design and Manufacture for Cleaner Production
- CPE04 Minor Research Project
- CPE05 Environmental Monitoring

Entry requirements

In order to gain entry applicants need to have industry experience, a formal qualification, or an interest and ability to undertake the subjects selected.

Application procedure

Application forms are available from the Mechanical and Manufacturing Department on (03) 921 48504.

3690KAB Graduate Diploma in Disaster Management

These courses have been developed in collaboration with national and international Emergency Management authorities including Emergency Management Australia (EMA), the peak commonwealth organisation in emergency management.

Both in Victoria and nationally, the course has received strong support from a range of agencies and organisations involved in emergency/disaster management related disciplines, including The Australian Fire Authorities Council, the Metropolitan Fire Brigade Melbourne, Victoria Police, Victorian State Emergency Service, Government and non-government agencies, and internationally through The Asian Disaster Preparedness Centre, The Asian Institute of Technology, Bangkok, Thailand.

Course aims

The Graduate Certificate and Graduate Diploma in Disaster Management will provide participants with a regional, national and international perspective of disaster management within the context of their own needs and priorities, economic development, environmental preservation, vulnerability assessment, planning based around the Australian/New Zealand Standard on Risk Management (AS/NSZ 4360:1995).

The Risk Management Standard is generic and independent of any specific industry or economic sector. These courses will provide a structured pathway through the risk management framework, supported by a range of electives offering diverse subjects across disaster/emergency management disciplines.

Internationally, the courses are delivered in partnership with The Asian Disaster Preparedness Centre, The Asian Institute of Technology, Bangkok, Thailand. The Asian Disaster Preparedness Centre is a major disaster management training centre for the Asia-Pacific region offering a range of professional development programs in disaster management.

Career opportunities

The Graduate Diploma in Disaster Management will provide participants with the opportunity to acquire advanced skills and knowledge in a demanding and competitive market place, where diverse expertise is required to compete successfully. As the impact of the ASINZS 4360 Risk Management Standard, is felt throughout a range of organisations, those possessing skills in its interpretation and application will be widely sought through local, national and international markets. In Government and non-government organisations, emergency services, private and public sectors, volunteer, aid agencies, and other related disciplines.

Course duration and delivery

Delivery of these courses is via distance learning format. At The Asian Disaster Preparedness Centre, Bangkok, Thailand, elements of the course will be delivered in conjunction with the existing residential Disaster Manager Course. Both courses are self paced. However a maximum permissible time of four months will be allowed for the completion of a single module. In certain circumstances extensions will be negotiable with the participants/facilitator.

Estimated deemed total hours for the:

Graduate Certificate: 650 hours
Graduate Diploma: 1300 hours

Course structure

In both courses the core modules are those appertaining to risk management skills, and are designed to reflect the ASINZS 4360:1995 Risk Management Standard, the National Australian Competency Standards and internationally recognised best practice.

Graduate Certificate

The Graduate Certificate Course participants are required to complete a total of 50 credit points of academic study, comprising 35 credit points from four compulsory modules and 15 credit points from two elective modules.

Core modules (Total 35 credit points)

- DM001 Disaster Management Context 10
- DM002 Risk Identification 7.5
- DM003 Risk Determination 10
- DM004 Risk Treatment 7.5

Elective modules (Total 15 credit points)

- DM005 Logistics Management 7.5
- DM006 Disaster Recovery 7.5
- DM007 Facilitator Skills Development 7.5
- DM008 Disaster Psychology 7.5

Graduate Diploma

The Graduate Diploma Course participants are required to complete a total of 100 credit points of academic study, comprising 70 credit points from six core modules and 30 credit points from four elective modules.

Core modules (Total 70 credit points)

- DM001 Disaster Management Context 10
- DM002 Risk Identification 7.5
- DM003 Risk Determination 10
- DM004 Risk Treatment 7.5
- DM005 Disaster Management Policy Development 15
- DM006 Research Project 20

Elective modules (Total 30 credit points)

- DM007 Logistics Management 7.5
- DM008 Disaster Recovery 7.5
- DM009 Facilitator Skills Development 7.5
- DM010 Disaster Psychology 7.5
- DM011 0 1 Evacuation Management 7.5

Elective module (by agreement)

DM012 Enterprise/Industry Based-Elective (by agreement) 7.5

The development of electives to expand the program, and develop pathways relevant to many diverse areas of emergency/disaster management, will be a continuous feature of these courses. Development of the following electives has been approved:

- DM013 Disaster Prevention 7.5
- DM014 Disaster Mitigation 7.5
- DM015 Disaster Resilience 7.5
- DM016 Disaster Restoration 7.5
- DM017 Disaster Recovery 7.5
- DM018 Disaster Reconstruction 7.5
- DM019 Disaster Rehabilitation 7.5
- DM020 Disaster Reconstruction 7.5
- DM021 Disaster Reconstruction 7.5
- DM022 Disaster Reconstruction 7.5
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- DM024 Disaster Reconstruction 7.5
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0.5 credit towards a Bachelor of Education (fourth year) by the Australian Catholic University. This fourth year is recognised as a fourth year by the Victorian Department of School Education.

For four year trained primary teachers, the Graduate Certificate will enable articulation to a Masters of Education (specialising in science education), which is offered by the Australian Catholic University.

Course duration and delivery
The Graduate Certificate will involve a minimum of 200 hours of classes. Studies are offered on a part-time basis in the evening and the course can be completed in one year if students attend two evenings per week.

Satisfactory completion of in-service activities conducted by recognised providers will gain credit points for this qualification.

Course structure

Compulsory units (60 hours/15 credit points)

- TK110 Physics
- TK120 Chemistry

Core electives (48 hours/12 credit points)

One to be selected from:

- TK130 Biological Science
- TK150 Earth and Beyond

Open electives (32 hours/8 credit points)

- TK140 Information Technology OR

- completion of the equivalent of 32 hours of approved in-service activity in a science/technology area OR

- a science or technology based unit offered at Swinburne or elsewhere

Possible units are:

- CSE-1 ACS and DFC Fundamental
- TL245 Botany
- TL250 Mammalian Anatomy and Physiology
- TL414 Ecology
- TL448 Vertebrate Zoology
- TL480 Scientific Photography
- TM200 Skills in Science
- TT140 Personnel/ Emergency Treatment

Application procedure

In order to be accepted into this course applicants must have a recognised undergraduate or postgraduate qualification or gain alternative entry based on experience deemed as appropriate by the selection panel.

Safety requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Cost
This course is offered on a full-fee paying basis and will therefore qualify for some tax deductibility.

Cost per credit point $60

Total course $10,000

Single subjects may be taken.

Application procedure
Prospective students should contact the International Disaster Management Centre on (03) 9214 5119 for an application form.

Diploma courses

5519AS Diploma of Applied Science (Biological Sciences)

This course provides specialised education and training for scientific laboratory support staff. The course encompasses a wide range of skills, techniques, and processes, so that graduates are adaptable and competent to meet the technological and administrative demands of a changing workforce.

Career opportunities

The Diploma qualifies students to work at a senior level in a scientific laboratory, i.e., laboratory technician, technical officer, laboratory manager.

Course duration and delivery

The course may be completed by two years full-time study or equivalent part-time study.

Further elective modules are being identified through market place analysis, and will be outlined in future promotional literature.

Entry requirements

In order to gain admission onto the course, applicants should have a recognised undergraduate or postgraduate qualification. Applicants unable to meet this criterion, but who are able to demonstrate relevant experience, and the ability and maturity to undertake postgraduate study, will be admitted into the Graduate Certificate course provided that they either:

- complete the module ‘DMC Problem Solving and Decision Making’;

- demonstrate research and problem solving skills equivalent to those developed in the module, ‘DMC Problem Solving and Decision Making’.

Articulation

The Graduate Certificate in Disaster Management articulates with the Graduate Diploma in Disaster Management, with complete credit. Therefore participants successful in gaining admission to the Graduate Certificate, gain automatic entry into the Graduate Diploma program.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) involves recognising currently held skills, and knowledge. This credit will need to be negotiated between the participant and Swinburne University of Technology, and will be granted on the validation of skills and knowledge inherent in the nominated training, which may involve a formal validation process. Application forms are available from the International Disaster Management Centre on:

(03) 9214 8756 or (03) 9214 5119.

Fees

This course is offered as full-fee paying and therefore may qualify for tax exemptions.

Cost per credit point $60

Total course cost:

- Graduate Certificate, 50 credit points = A$3000
- Graduate Diploma, 100 credit points = A$6000

Single subjects may be taken, and a certificate of completion will be issued.

Application procedure

Applicants should contact the International Disaster Management Centre on (03) 9214 5119 or (03) 9214 5119.

3800SSS Graduate Certificate in Science and Technology (for primary teachers)

This course aims to provide comprehensive, ‘hands-on’, science based education for teaching graduates who have had little formal training in the area.

The course will develop the candidate’s confidence, skills and knowledge in the scientific and technological areas. As a consequence it is anticipated that the quality and quantity of science/technology components in the primary school classroom will increase.

This course will also help teachers in their interpretation of the science component of the Victorian Curriculum and Standards Framework, which is to be implemented in 1998.

Career opportunities

The Graduate Certificate in Science and Technology will broaden a teacher’s skills and enhance career opportunities. In this way the studies, in whole or in part, will serve as an option for the continuing professional development of teachers as well as providing a pathway by which graduates will be able to upgrade their qualifications.

This course uniquely provides science and technology training for primary teachers.

Professional recognition

For three year trained primary teachers, the Graduate Certificate will be given up to 0.5 credits toward a Bachelor of Education (fourth year) by the Australian Catholic University. For four year trained primary teachers, the Graduate Certificate will enable articulation to a Masters of Education (specialising in science education), which is offered by the Australian Catholic University.
Course structure

Generic Core Modules
All students complete the core modules

AAA600 Science Industry Orientation
AAA630 Computer Fundamentals
AAA631 Scientific Spreadsheet Applications
AAA632 Scientific Database Applications
AAA633 Laboratory Operations
AAA634 Occupational Health and Safety
AAA635 Principles of Instrumentation
AAA641 Laboratory Mathematics
AAA642 Statistics and Methods of Sampling
NC0006 Writing Workplace documents
NC0015 Presenting Reports
NC0025 Dealing with Conflict
NC0009 Negotiating Skills
NC0003 Job Seeking
AAA751 Chemical Principles
AAA601 Work Placement

Students without the required entry competencies may be required to undertake introductory modules.

Stream Core Modules
All students to complete these specific core modules.

AAA604 Practical Project
AAA752 Chemical Laboratory Techniques
AAA702 Biological Technique B
AAA712 General Microbiology
AAA643 Statistics and Methods of Quality Assurance
AAA709 Anatomy & Physiology I
AAA710 Anatomy & Physiology II

Specific Elective Modules
(300 hours to be undertaken from the following modules)

Students to select appropriate electives

AAA703 Biology
AAA711 Genetics
AAA705 Biochemistry I
AAA706 Biochemistry II
AAA707 Biochemistry III
AAA713 General Histology
AAA732 Animal Tissue Culture
AAA730 Molecular Genetics
AAA726 Environmental Microbiology
AAA720 Vertebrate Zoology
AAA721 Invertebrate Zoology
AAA731 Recombinant DNA Techniques

Biological Sciences General Elective Modules
(150 hours to be taken)**

Students to select appropriate electives

ABB200 Research Skills
AAA753 Intro Spectroscopy
AAA802 Food Hygiene Microbiology
AAA909 Medical Micro I
AAA910 Medical Micro II

Entry requirements
There are no prerequisite study requirements. Mature-age applicants without VCE but with relevant laboratory experience are encouraged to apply. It may be necessary for such students to undertake introductory modules.

Students who have not satisfactorily completed VCE units 3 and 4 in Chemistry or Biology may be required to undertake introductory modules.

Application procedure
Prospective students (not VCE and mature-age) for full-time places in the February intake of the Diploma course must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide an application form. Students applying to for places in the mid-year intake should contact the School of Science, Engineering and Computing.

Prospective part-time students should contact the School of Science, Engineering and Computing on (03) 92148916 for the relevant application form.

Fees
The University charges an enrolment fee based on the maximum contact hours for the subjects enrolled in. The schedule will be provided prior to enrolment. The Student Association also charges a compulsory fee. Concessions or exemptions from course fees are possible. Contact the student Association or student counsellor for information on financial assistance.

Special Admissions Scheme
Swinburne has a special admission scheme in place to assist people who have experienced prolonged disadvantage to enrol in TAFE courses. These include Aborigines and Torres Strait Islanders, people with disabilities and other prospective students who feel that they have suffered long term educational disadvantage.

Women are encouraged to apply for courses which have not traditionally attracted substantial numbers of women such as engineering, science and technical courses.

Further information can be obtained from the Equity Unit on (03) 9214 8655

Credit transfer – Pathways
An advanced credit transfer system, known as the Pathways program, is in place at Swinburne. Through Pathways, students with a wide range of qualifications can gain entry into other courses. Students who complete the Diploma with an appropriate choice of subjects will be eligible to apply for admission with advanced standing to the second year of a related degree program at Swinburne University of Technology.

5509AS Diploma of Applied Science (Chemical Laboratory Technology)
This course provides specialised education and training for scientific laboratory support staff. The course encompasses a wide range of skills, techniques, and processes, so that graduates are adaptable and competent to meet the technological and administrative demands of a changing workforce.

Career opportunities
The Diploma qualifies students to work at a senior level in a scientific laboratory, i.e. laboratory technician, technical officer, laboratory manager.

Course duration and delivery
The course may be completed by two years full-time study or equivalent part-time study.

Course Structure

Generic Core Modules
All students complete the generic core modules

AAA600 Science Industry Orientation
AAA630 Computer Fundamentals
AAA631 Scientific Spreadsheet Applications
AAA632 Scientific Database Applications
AAA709 Anatomy & Physiology I
AAA710 Anatomy & Physiology II

Specific Elective Modules
(150 hours to be undertaken)

Students to select appropriate electives

ABB200 Research Skills
AAA753 Intro Spectroscopy
AAA802 Food Hygiene Microbiology
AAA909 Medical Micro I
AAA910 Medical Micro II

Entry requirements
There are no prerequisite study requirements. Mature-age applicants without VCE but with relevant laboratory experience are encouraged to apply. It may be necessary for such students to undertake introductory modules.

Students who have not satisfactorily completed VCE units 3 and 4 in Chemistry or Biology may be required to undertake introductory modules.

Application procedure
Prospective students (not VCE and mature-age) for full-time places in the February intake of the Diploma course must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide an application form. Students applying to for places in the mid-year intake should contact the School of Science, Engineering and Computing.

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5509AS Diploma of Applied Science (Chemical Laboratory Technology)
This course provides specialised education and training for scientific laboratory support staff. The course encompasses a wide range of skills, techniques, and processes, so that graduates are adaptable and competent to meet the technological and administrative demands of a changing workforce.

Career opportunities
The Diploma qualifies students to work at a senior level in a scientific laboratory, i.e. laboratory technician, technical officer, laboratory manager.

Course duration and delivery
The course may be completed by two years full-time study or equivalent part-time study.

Course Structure

Generic Core Modules
All students complete the generic core modules

AAA600 Science Industry Orientation
AAA630 Computer Fundamentals
AAA631 Scientific Spreadsheet Applications
AAA632 Scientific Database Applications
AAA709 Anatomy & Physiology I
AAA710 Anatomy & Physiology II

Specific Elective Modules
(300 hours to be undertaken)

Students to select appropriate electives

ABB200 Research Skills
AAA753 Intro Spectroscopy
AAA802 Food Hygiene Microbiology
AAA909 Medical Micro I
AAA910 Medical Micro II

Entry requirements
There are no prerequisite study requirements. Mature-age applicants without VCE but with relevant laboratory experience are encouraged to apply. It may be necessary for such students to undertake introductory modules.

Students who have not satisfactorily completed VCE units 3 and 4 in Chemistry or Biology may be required to undertake introductory modules.

Application procedure
Prospective students (not VCE and mature-age) for full-time places in the February intake of the Diploma course must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide an application form. Students applying to for places in the mid-year intake should contact the School of Science, Engineering and Computing.

Prospective part-time students should contact the School of Science, Engineering and Computing on (03) 92148916 for the relevant application form.
AAA753 Intro Spectrophotometry 25
AAA760 UV/VIS/IR Spectrophotometry 25
AAA761 Infrared Spectrophotometry 25
AAA764 Flame Spectrophotometry 25
AAA765 Fuel AO Spectrophotometry 25
AAA759 Introductory Chromatography & Electrophoretic Techniques 25
AAA762 Gas Chromatography 25
AAA763 High Performance Liquid Chromatography 25

Chemistry Laboratory General Electives
(150 hours to be undertaken)

Students to select appropriate electives
AAA771 Environmental Chemistry 50
AAA806 Environmental Analysis 50
AAA768 Chemical Processing 40
AAA769 Industrial Chemistry 50
AAA770 Analytical Chemistry 50
AAA767 Poligraphic Techniques 25
AAA779 Emission Spectroscopy 25
AAA776 Introductory Assaying 50
AAA777 Introductory Fire Assaying 50

Modules may be taken as electives from this or other streams within the
Scitech framework (eg. Biological Sciences) or other course if they are relevant
to their studies. Electives are offered in the following areas:

Environmental Chemistry
Environmental Analysis
Chemical Processing
Industrial Chemistry
Analytical Chemistry
Poligraphic Techniques
Emission Spectroscopy
Introductory Assaying
Introductory Fire Assaying

Entry requirements
There are no prerequisite study requirements. Mature-age applicants without VCE
but with relevant laboratory experience are encouraged to apply. It may be necessary
for such students to undertake introductory modules. Students who have not
satisfactorily completed VCE units 3 and 4 in Chemistry or Biology may be required to
undertake introductory modules

Application procedure
Prospective students (Exit VCE and mature-age) applying for full-time places in the
February intake of the Diploma course must contact the Victorian Tertiary
Admissions Centre (VTAC) for a VTAC Guide application form. Students wanting to
apply for places in the mid-year intake should contact the School of Science,
Engineerin Computing.

Prospective part-time students should contact the School of Science Engineering and
Computing on (03) 9214 8316 for the relevant application form.

Fees
The University charges an enrolment fee based on the maximum contact hours for
the subjects enrolled in. The schedule will be provided prior to enrolment. The Student
Association also charges a compulsory fee. Concessions or exemptions from course
fees are possible. Contact the student Association or student counsellor for
information on financial assistance.

Special Entry
Swinburne has a special admission scheme in place to assist people who have
experienced prolonged disadvantage to enrol in TAFE courses. These include
Aborigines and Torres Strait Islanders, people with disabilities and other prospective
students who feel that they have suffered long term educational disadvantage.

Women are encouraged to apply for courses which have not traditionally attracted
substantial numbers of women such as engineering, science and technical courses

Further information can be obtained from the Equity Unit on (03) 9214 6655

Credit transfer - Pathways
An advanced credit transfer system, known as the Pathways program, is in place at
Swinburne University. Through Pathways, students with one of a wide range of qualifications
can gain entry into another course. Students who complete the Diploma with an
appropriate choice of subjects will be eligible to apply for admission with advanced
standing to second year of a related degree program at Swinburne University of
Technology.

Recognition of prior learning (RPL)
Recognition of Prior Learning involves recognising currently held skills and knowledge,
regardless of when, where or how obtained, through formal or informal training
(industry or educational), work experience or life experiences. Application forms are available from course providers.

2506AJC Diploma in Computer Systems
2406APC Certificate IV in Computer Systems
2206AJC Certificate II in Computer Systems

This course provides initial vocational training for persons seeking a career in the
computer industry. The course is designed to train engineering associates who are the immediate support
staff for professional engineers in industry.

Career opportunities
On completion of the course graduates are qualified to hold positions such as
a technical officer or senior computer technician. Graduates could be involved
in any of the following areas as the employment design, development and
installation, operation and maintenance of computer systems associated with the
electronics and computer industry.

Professional recognition
Graduates completing the course are academically qualified for admission as graduate
Engineering Associates of the Institution of Engineers, Australia.

Course duration and delivery
The Diploma course consists of a minimum of 1680 credit hours of study. This course
may be completed by two years full-time study or four years part-time study or a
combination of both. For most subjects, day and evening classes are available. The
Certificate IV course consists of a minimum of 1080 credit hours of study. This course
may be completed in a smaller time-frame to the Certificate IV of Electronics
(Broadband).

Course structure
To complete the Diploma course successfully the candidate must complete all
subjects.

Certificate II
CE3200 P.C. Systems Hardware Installation
CE3101 Microprocessor Hardware Fault Finding
CE3102 Using a Graphical Interface
CE3103 Occupational Health and Safety
NE178 D.C. Power Supplies
NE179 Digital Electronics I
E1194 Electronic Hand Soldering Technology
NE186 Power Control Systems
VB219 Electrical Fundamentals
VB220 Basic Test Equipment
VB221 Analog Systems
VB222 Digital Systems
VB223 Introduction to Internet
VB3226 Engineering Management and Communications I
Certificate IV
EA100 Analogue Electronics I
EA121 Microcomputer Systems
EA126 Introduction to Programming
EA129 Network Cables and Connectors
EA130 Microprocessor Fundamentals I
EA137 Introduction C
EA196 Single User Operating Systems
ITH303 Installing and Managing a GUI
ITH402 Configuring and Optimising a GUI
ITH404 PC Support
NE110 Data Communications Fundamentals
NE120 Advanced Test Equipment
NE180 Digital Electronics II
NE181 Amplifiers II
VB2226 Engineering Management and Communications II
VB2228 Digital Electronics II

Diploma
CE5212 LAN Analysis
CE5201 Local Area Networks
EB124 Computer Systems Architecture
EA128 Multi-User Operating Systems
EB129 Network Administration
RB161 Advanced Power Supplies
EB176 Electronic Systems
EB224 Middleware Fundamentals
EB225 Internet Networking Fundamentals
IT5101 Introduction to Object Oriented Programming
VB1222 Electrical / Electronic Industrial Practitioners
Entry requirements
Successful completion of VCE incorporating the following prerequisites: Units 1 & 2: Mathematical Methods or Units 3 & 4: Mathematics (any).
Prerequisites do not apply to mature-age applicants.

Credit transfer - Pathways
On completion of the course, students are eligible to apply for entry to second year of related degree courses. In some cases, some first year subjects may still be required.

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Prospective students wanting to apply for part-time places or mid-year intake should contact the School of Science, Engineering and Computing on (03) 9214 8916.

Further information
Contact the School of Science, Engineering and Computing on (03) 9214 8916.

2506AIC Diploma of Electronics (Broadbased)

2406AOC Certificate IV in Electronics (Broadbased)

2206AKC Certificate II in Electronics

This course provides initial vocational training for persons seeking a career in the electronics and allied industries at the para-professional/higher technical level. The course is designed to train engineering associates who are the immediate support staff for professional engineers in industry.

Career opportunities
The graduate could be involved in any of the following areas in their employment: as a technical officer for design development, installation, commissioning, operations or maintenance of equipment associated with the electronics industry.

Professional recognition
Students completing the course are academically qualified for admission as Graduate Engineering Associates of the Institution of Engineers, Australia.

Course duration and delivery

Full-time study
This course requires two years full-time attendance of approximately twenty-one hours per week.

Part-time study
The course extends over a minimum of four years part-time day release or evening attendance.

Summer school
Additional modules are available to enhance 'Advanced Standing' when articulating into higher education degree programs.

Course structure
The course consists of a minimum of 1680 credit hours of study. The course consists of a number of compulsory core subjects and a number of elective subjects to suit a student's needs or interests. Each subject is allocated a value in credit hours. The elective subjects cover specialist areas such as digital electronics, microprocessors, and communications. To complete the Certificate course successfully the candidate must complete all subjects.

Certificate II

Entry requirements
Successful completion of a VCE incorporating the following prerequisites: Units 1 & 2: Mathematical Methods or Units 3 & 4: Mathematics (any). Prerequisites do not apply to mature-age applicants.

Credit transfer - Pathways
On completion of the course, students are eligible to apply for entry to second year of related degree courses. In some cases, some first year subjects may still be required.

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Prospective students wanting to apply for part-time places or mid-year intake should contact the School of Science, Engineering and Computing on (03) 9214 8916.

Further information
Contact the School of Science, Engineering and Computing on (03) 9214 8916.
Course duration and delivery

Full-time study
This course requires two years full-time attendance of approximately twenty-one hours per week.

Part-time study
The courses extend over a minimum of four years part-time day release or evening attendance.

Course structure

Certificate II

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>ITI102</td>
<td>Using a Graphical Interface</td>
</tr>
<tr>
<td>NE118</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>NE178</td>
<td>D.C. Power Supplies</td>
</tr>
<tr>
<td>NE179</td>
<td>Digital Electronics 1</td>
</tr>
<tr>
<td>NE184</td>
<td>Electronic Hand Soldering Technology</td>
</tr>
<tr>
<td>VBE219</td>
<td>Electrical Fundamentals</td>
</tr>
<tr>
<td>VBE220</td>
<td>Basic Test Equipment</td>
</tr>
<tr>
<td>VBE221</td>
<td>Analogue Systems</td>
</tr>
<tr>
<td>VBE222</td>
<td>Digital Systems</td>
</tr>
<tr>
<td>VBE223</td>
<td>Introduction to Internet</td>
</tr>
<tr>
<td>VBE225</td>
<td>Engineering/Management and Communications</td>
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<tr>
<td>VBE229</td>
<td>Assembly Techniques</td>
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Certificate IV

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>€4100</td>
<td>Analogue Electronics 1</td>
</tr>
<tr>
<td>€4101</td>
<td>Analogue Electronics 2</td>
</tr>
<tr>
<td>€4121</td>
<td>Microprocessor Systems</td>
</tr>
<tr>
<td>€4126</td>
<td>Introduction to Programming</td>
</tr>
<tr>
<td>€4183</td>
<td>Microprocessor Fundamentals 1</td>
</tr>
<tr>
<td>€1167</td>
<td>Introduction to C</td>
</tr>
<tr>
<td>€1196</td>
<td>Single-User Operating Systems</td>
</tr>
<tr>
<td>ITI003</td>
<td>Install and Manage G.U.I.</td>
</tr>
<tr>
<td>ITI402</td>
<td>Configure and Optimise a G.U.I.</td>
</tr>
<tr>
<td>ITI404</td>
<td>P.C. Support</td>
</tr>
<tr>
<td>NE110</td>
<td>Data Communications Fundamentals</td>
</tr>
<tr>
<td>NE110</td>
<td>Digital Electronics 2</td>
</tr>
<tr>
<td>NE111</td>
<td>Feedback Filters and Oscillators</td>
</tr>
<tr>
<td>NE113</td>
<td>Amplifiers 2</td>
</tr>
<tr>
<td>NE115</td>
<td>Power Control Systems</td>
</tr>
<tr>
<td>VBE229</td>
<td>Engineering/Management and Communications</td>
</tr>
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</table>

Diploma

<table>
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<tr>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>€4129</td>
<td>Network Cable and Connectors</td>
</tr>
<tr>
<td>£9100</td>
<td>Analogue Electronics 3</td>
</tr>
<tr>
<td>£9111</td>
<td>Analogue Electronics 4</td>
</tr>
<tr>
<td>£9128</td>
<td>Multi-User Operating Systems</td>
</tr>
<tr>
<td>£9176</td>
<td>Electronic Systems</td>
</tr>
<tr>
<td>£9177</td>
<td>Microprocessor Applications 1</td>
</tr>
<tr>
<td>£9178</td>
<td>Microprocessor Applications 2</td>
</tr>
<tr>
<td>£9179</td>
<td>Microprocessor Applications 3</td>
</tr>
<tr>
<td>ITA513</td>
<td>Introduction to Object-Oriented Programs</td>
</tr>
<tr>
<td>NE115</td>
<td>Introduction to Local Area Networks</td>
</tr>
<tr>
<td>VBE227</td>
<td>Engineering/Management and Communications3</td>
</tr>
<tr>
<td>VBE231</td>
<td>Digital Electronics 3</td>
</tr>
<tr>
<td>VBE232</td>
<td>Transducers</td>
</tr>
<tr>
<td>VBE242</td>
<td>Electrical/Electronic Industrial Practices</td>
</tr>
<tr>
<td>VBE235</td>
<td>Electronic Instruments</td>
</tr>
</tbody>
</table>

Entry requirements
Successful completion of a VCE incorporating the following prerequisites: Units 1 & 2: Mathematical Methods or Units 3 & 4. Mathematics (any)
Prerequisites do not apply to mature-age applicants.

Credit transfer - Pathways

On completion of the course, students are eligible to apply for entry to second year of related degree courses. In some cases, some first year subjects may still be required.

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form.
Prospective students wanting to apply for part-time places or mid-year intake should contact the School of Science, Engineering and Computing on (03) 9214 8516.

Further information
Contact the School of Science, Engineering and Computing on (03) 9214 8516.

3600EZC Diploma of Engineering

This course looks at the interconnection between engineering and management and seeks to address current and future industrial relations in communication between the two areas. The course develops skills in management and technical areas and enhances work-related knowledge and skills. The course is flexible and is designed to cover a range of engineering and management fields and is targeted at the C2b industrial classification level of the Federal Metal Industry Award.

Career opportunities

The Diploma of Engineering provides the skill and training necessary for persons seeking to undertake positions of responsibility in industry as a coordinator, supervisor, principal trainer or principal technical officer level. It is an initial qualification for professional practice in engineering.

Professional recognition

Students completing the course can apply for admission as Affiliate Grade with the Institution of Engineers Australia. Recognition and accreditation of the course by the Institution of Engineers is currently under development.

Credit transfer - Pathways

The Diploma of Engineering course is focused on vocational development, however, students wishing to progress to Higher Education may choose electives which form prerequisites or will provide credits towards Higher Education entry. Pathways are also available, for more direct credit transfer between Swinburne’s TAFE and Higher Education courses.

Course duration and delivery

Two years of part-time study. The course consists of fifteen modules or 600 contact hours. One module consists of thirty-six to forty hours and is equivalent to one module of an associate diploma course. The flexible nature of the course allows students to structure a program to suit their individual career path and industry requirements.

For accreditation, students must comply with the following structural requirements:
- Diploma technical modules (minimum of three);
- Diploma non-technical (management) modules (minimum of three);
- Associate Diploma modules (maximum of six).

The Associate Diploma modules selected must be different to those which were chosen in gaining the Associate Diploma Certificate of Technology.

Course structure

Diploma technical modules
Select a minimum of three. (Students may select subjects at this level offered by other institutions on approval by the course coordinator).

Mechanical/manufacturing stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDE015</td>
<td>Final Project—Plant</td>
</tr>
<tr>
<td>TDE029</td>
<td>Applied Mechanics 3A</td>
</tr>
<tr>
<td>TDE039</td>
<td>Applied Mechanics 3B</td>
</tr>
<tr>
<td>TDE040</td>
<td>Final Project — Applied Mechanics</td>
</tr>
<tr>
<td>TDE084</td>
<td>Design 4A</td>
</tr>
<tr>
<td>TDE085</td>
<td>Design 4B</td>
</tr>
<tr>
<td>TDE042</td>
<td>Production and Control 1A</td>
</tr>
<tr>
<td>TDE043</td>
<td>Production Planning and Control 1B</td>
</tr>
<tr>
<td>TDE044</td>
<td>Production Planning and Control 2A</td>
</tr>
<tr>
<td>TDE045</td>
<td>Production Planning and Control 3B</td>
</tr>
<tr>
<td>TDE062</td>
<td>Computer-Assisted Numerical Control 1A</td>
</tr>
<tr>
<td>TDE083</td>
<td>Computer-Assisted Numerical Control 2B</td>
</tr>
<tr>
<td>TDE012</td>
<td>Maintenance Management 1A</td>
</tr>
<tr>
<td>TDE013</td>
<td>Maintenance Management 1B</td>
</tr>
<tr>
<td>TDE041</td>
<td>Installation and Commissioning*</td>
</tr>
<tr>
<td>TDE017</td>
<td>Statistical Quality Control</td>
</tr>
<tr>
<td>TDE018</td>
<td>Dimensional Metrology</td>
</tr>
<tr>
<td>TDE046</td>
<td>Reliability and Prototype Testing</td>
</tr>
<tr>
<td>TDE045</td>
<td>Quality Control Systems</td>
</tr>
</tbody>
</table>

Civil/survey/mapping stream

Not offered at Swinburne.

Electrical/electronics stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDE710</td>
<td>Quality Control and Management (Electronics)</td>
</tr>
<tr>
<td>TDE711</td>
<td>Microprocessor Control</td>
</tr>
<tr>
<td>TDE712</td>
<td>Electronics 1</td>
</tr>
<tr>
<td>TDE713</td>
<td>Digital Design 2</td>
</tr>
<tr>
<td>TDE714</td>
<td>Communications 2</td>
</tr>
<tr>
<td>TDE714</td>
<td>Circuit Analysis 2</td>
</tr>
<tr>
<td>TDE716</td>
<td>Data Communications</td>
</tr>
</tbody>
</table>
Compulsory modules

TU294 Report Writing and Presentation Skills for Managers*
TU390 Research Project*

Diploma non-technical (management) modules

Select at least one of the following
TU278 Customer/Client Relations*
TU279 Introduction to Marketing*
TU285 Managing HR in the Workplace*
TU286 Developing Instructional Materials*
TU287 Improving Workplace Performance*
TU288 Managing Training*
TU289 Employment Practices*
TU290 Managing and Implementing Change*
TU295 Intro. to Environmental Management*
TU296 Total Quality Management*
TU297 Project Management*
TU298 Introduction to Financial Management*
TU299 Participative Management*

Associate Diploma modules

Select a maximum of six

CAD modules
TEF003 Managing CAD Systems*
TEF002 Managing CAD Resources*

Common modules
TEF020 Critical Path and Project Analysis
TEF073 Project Planning*

Manufacturing modules
TEF022 Flexible Manufacturing Systems - Operations Integration*
TEF062 Flexible Manufacturing Systems - Introduction*
TEF065 Materials Handling - System Design 1*
TEF066 Materials Handling - System Design 2*
TEF050 Materials Handling - Automated Warehousing*
TEF057 Production Planning and Control - Charting Techniques
TEF050 Production Planning and Control - Estimating and Planning Techniques
TEF058 Production Planning and Control - Forecasting
TEF051 Injection Molding Processing and Tooling
TEF052 Injection Moulding Tool Construction and Design Practices

Mechanical modules
TEF710 Advanced Machine Design
TEF712 Dynamics of Industrial Machines
TEF703 Machine Design
TEF704 Mechanical Design
TEF705 Project Mechanical Design Synthesis
TEF711 Thermodynamics II
TEF712 Plant Layout
TEF713 Mechatronics*
TEF770 Robotics II*
TEF771 Advanced Dynamics

Civil/survey/mapping stream

Not offered at Swinburne.

Electrical/electronics/stream

CBS51 Electrical Fundamentals
CBS52 Analogue Fundamentals
CBS53 Analogue Applications
CBS54 Digital Electronics
CBS522 Wiring and Soldering Techniques
NCS49 Programmable Controllers I
TE345 Mathematics 3E
TE700 Microprocessor Systems
TE701 Electronic Software Tools
E702 Linear Electronics I
TE703 Circuit Analysis I
TE704 Digital Design I
TE705 Microprocessor Interfacing
TE706 Electronics II
TE707 Communications I
TE708 Electronics Instrumentation

* There are no details of these subjects in this Handbook. Please contact the course provider for subject details.

Entry requirements

Successful completion of an Associate Diploma or Certificate of Technology in Engineering plus significant work experience in a position of responsibility.

Application procedure

Prospective students should contact the Mechanical and Manufacturing Technology Department on (03) 9214 8504.

2509ABC Diploma of Environmental Management

2409ABC Certificate IV in Environmental Management

The Industrial Sciences Department of Swinburne University will be offering the Certificate IV and the Diploma in Environmental Management in 1997. The subjects will be offered in the most flexible way to suit the needs of people working in industry, with hands on practical work and supportive encouraging classes.

Course structure

Certificate IV

Core modules (470 Hours)
ABD714 Chemical Principles
ABD718 Reaction Chemistry
NCS004 Work Team Communication
NCS005 Dealing with Conflict
NCS007 Preparing Information
NCS022 Introduction to Word Processing
VAM782 Statistics
VAM759 Introduction to Occupational Health & Safety
VAM764 Environmental Management
VAM309 Foundation Maths
VAM763 Introduction to the Environment I - Natural, Ecology
VAM764 Introduction to the Environment II - Human Ecology
VAM472 Supervisors' Industry Placement

One of the following Information Technology Modules:
AAE631 Scientific Spreadsheet Applications
AAE632 Scientific Database Applications

Elective modules (100 - 150 hours)

Elective Modules will be offered subject to demand.

VAM847 Chemical Hazards and Health
VAM349 Workplace Trainer Category 1
VAM462 Safe Waste Management
VAM512 Air Quality Management
VAM278 Engineering Principles I - Mechanics
VAM729 Engineering Principles II - Heat & Energy Transfer
VAM280 Engineering Principles III - Fluid Flow
VAM330 Industrial Waste Handling
VAM339 Industrial Waste Treatment and Disposal
VAM584 Introduction to Microbiology
VAM593 Waste Water Analysis

Diploma

Core modules (350 Hours)
NCS017 Writing Technical Documents
NCS011 Client Interaction
VAM511 Organisational Behaviour
VAM207 Ecologically Sustainable Development
VAM502 Environmental Law I - National and International
VAM703 Environmental Law 2 - Victorian
VAM448 Planning for Emergencies
VAM600 Principles of Cleaner Production
VAM610 Workplace Environment Evaluation
VAM608 Work Project

The remaining computer unit from the Certificate IV

AAE631 Scientific Spreadsheet Applications
AAE632 Scientific Database Applications

Elective modules (190 - 250 hours)

Elective Modules will be offered subject to demand.

AAA768 Chemical Processing
VAM847 Chemical Hazards and Health
VAC364 Occupational Health and Safety 1
VAC364 Vocational Health and Safety 2
VAM49 Workplace Trainer Category I
The Diploma of Fire Technology 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 procedures and investigation of fire emergency incidents.

Career opportunities
The course allows for specialisation in three main streams: fire safety management, fire protection design and fire investigation.

Course duration and delivery
The course may be completed by four years of part-time study. Day and evening classes are available and Flexible Delivery is also available for some subjects. Students must complete modules consisting of:

(i) thirty-six core modules (compulsory 1231 hours for all students);
(ii) an elective technical block of modules (minimum total 160 hours)

Modules are subject to availability and demand.

Flexible delivery
Course notes are supplied and the students complete the work requirements in their own time but at a predetermined rate. Students are given additional assistance through telephone and mail contact with tutors. An additional fee is charged for each flexible delivery module.

Course structure
Core subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>270090</td>
<td>Emergency First Aid Level 2*</td>
</tr>
<tr>
<td>AAA631</td>
<td>Scientific Spreadsheet Applications</td>
</tr>
<tr>
<td>AAA632</td>
<td>Scientific Database Applications</td>
</tr>
<tr>
<td>ABD701</td>
<td>Fire Industry Awareness</td>
</tr>
<tr>
<td>ABD702</td>
<td>Fire Characteristics</td>
</tr>
<tr>
<td>ABD703</td>
<td>Principles of Buildings: Structure and Materials</td>
</tr>
<tr>
<td>ABD704</td>
<td>Building Plans</td>
</tr>
<tr>
<td>ABD705</td>
<td>Fire Protection Systems</td>
</tr>
<tr>
<td>ABD708</td>
<td>Fire Hazards in Buildings</td>
</tr>
<tr>
<td>ABD707</td>
<td>Hazardous Materials</td>
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<tr>
<td>ABD708</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>ABD709</td>
<td>Mathematics A</td>
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<tr>
<td>ABD710</td>
<td>Workplace Project</td>
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<tr>
<td>ABD711</td>
<td>Human Behaviour in Fire Incidents</td>
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<td>Building Legislation</td>
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<tr>
<td>ABD713</td>
<td>Mathematics 6</td>
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<td>ABD714</td>
<td>Chemistry</td>
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<tr>
<td>ABD715</td>
<td>Kinematics and Dynamics</td>
</tr>
<tr>
<td>ABD716</td>
<td>Thermodynamics, Fluids and Electrical Applications</td>
</tr>
<tr>
<td>ABD717</td>
<td>Statistics and Probability</td>
</tr>
<tr>
<td>ABD718</td>
<td>Reaction Chemistry</td>
</tr>
<tr>
<td>ABD719</td>
<td>Principles of Combustion</td>
</tr>
<tr>
<td>ABD720</td>
<td>Fire Behaviour</td>
</tr>
<tr>
<td>ABD721</td>
<td>Structures at Elevated Temperatures</td>
</tr>
<tr>
<td>ABD722</td>
<td>Material Performance</td>
</tr>
<tr>
<td>ABD723</td>
<td>Smoke Control</td>
</tr>
<tr>
<td>ABD724</td>
<td>Fire Protection Systems - Application and Performance</td>
</tr>
<tr>
<td>ABD725</td>
<td>Fire Risk Management</td>
</tr>
<tr>
<td>NCS004</td>
<td>Work Team Communication</td>
</tr>
<tr>
<td>NCS005</td>
<td>Writing Workplace Documents</td>
</tr>
<tr>
<td>NCS012</td>
<td>Meetings</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>NMTS1.20</td>
<td>Computer Skills*</td>
</tr>
<tr>
<td>NMTS3.21</td>
<td>Introduction to Law*</td>
</tr>
<tr>
<td>NMTS3.09</td>
<td>Workplace Trainer Category 1</td>
</tr>
<tr>
<td>NMTS4.20</td>
<td>Fire Law*</td>
</tr>
</tbody>
</table>

*Subject to accreditation by NFEPN

Elective technical modules
Subject to prerequisite requirements, a set of technical elective modules should be chosen from those outlined below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD731</td>
<td>Suppression Systems Design</td>
</tr>
<tr>
<td>ABD732</td>
<td>Detection and Early Warning System Design</td>
</tr>
<tr>
<td>ABD733</td>
<td>Passive Fire Protection Systems</td>
</tr>
<tr>
<td>ABD734</td>
<td>Storage and Handling of Dangerous Goods</td>
</tr>
<tr>
<td>ABD735</td>
<td>Fire Hazard Identification and Assessment</td>
</tr>
<tr>
<td>ABD736</td>
<td>Fire Emergency/Planning</td>
</tr>
<tr>
<td>ABD737</td>
<td>Occupational Health and Safety Management</td>
</tr>
<tr>
<td>ABD738</td>
<td>Environmental Management</td>
</tr>
<tr>
<td>ABD739</td>
<td>Principles of Fire and Explosion Investigation 1</td>
</tr>
<tr>
<td>ABD740</td>
<td>Fire and Explosion Investigation 2</td>
</tr>
<tr>
<td>ABD741</td>
<td>Fire Investigation: (Legal Procedures)</td>
</tr>
</tbody>
</table>

Sample sets include:

A. Fire Protection Design

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD731</td>
<td>Suppression Systems Design</td>
</tr>
<tr>
<td>ABD732</td>
<td>Detection and Early Warning Systems Design</td>
</tr>
<tr>
<td>ABD733</td>
<td>Passive Fire Protection Systems</td>
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</tbody>
</table>

B. Fire Safety Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>ABD734</td>
<td>Storage and Handling of Dangerous Goods</td>
</tr>
<tr>
<td>ABD735</td>
<td>Fire Hazard Identification and Assessment</td>
</tr>
<tr>
<td>ABD736</td>
<td>Fire Emergency/Planning</td>
</tr>
<tr>
<td>ABD737</td>
<td>Occupational Health and Safety Management</td>
</tr>
<tr>
<td>ABD738</td>
<td>Environmental Management</td>
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</table>

C. Fire Investigation

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD739</td>
<td>Principles of Fire and Explosion Investigation 1</td>
</tr>
<tr>
<td>ABD740</td>
<td>Fire and Explosion Investigation 1</td>
</tr>
<tr>
<td>ABD741</td>
<td>Fire and Explosion Investigation 2</td>
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<tr>
<td>NMTS4.06</td>
<td>Fire Investigation: (Legal Procedures)</td>
</tr>
</tbody>
</table>

D. Fire Service Modules *

160 hours from the Diploma of Firefighting Management (Public Administration).

4.02 Pre-Incident Planning
4.03 Operational Management
4.07 Fire Prevention 2
4.08 Building Fire Safety 2
4.09 Building Fire Services
4.11 Communication 1
4.12 Interviews
4.13 Workplace Trainer Category 2
4.16 Leadership & Team Management
4.17 Introduction to Budgeting

* Subject to accreditation by NFEPN

E. Approved Vocational Block

Approved vocational module(s) required by students in the performance of their work could be considered as appropriate (relatable). Approval would be granted by the training provider in conjunction with the industry reference group (National Fire Education Provider Network). An application for such approval should include full documentation of the accreditation, learning outcomes and assessment methods and criteria for each of the modules.

Entry requirements
Participants should be able to demonstrate the following competencies:

- read and write at a level that displays emerging technical knowledge and vocabulary; a developing personal style, increasing complexity in language use and a capacity to structure longer pieces of work;
- ability to participate in extended learning exchanges and exploratory discussions to solve problems;
- use and analysis of everyday data, relations and patterns, number, measurement and shape.

Applicants unable to demonstrate these competencies may be required to undertake preliminary bridging courses or complete supplementary learning materials.

Graduates from the Certificate IV in Fire Technology will be granted seventeen compulsory module exemptions and may be granted three elective module exemptions.

Mature-age applicants, particularly those with experience in the industry, will be considered favorably. Applicants with VCE or higher studies in mathematics and sciences subjects may gain exemptions from some modules.

Operational firefighters who have completed modules from the Fire Services’ National Modular Training System may receive ‘Advanced Standing’.
Safety requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Further studies - Articulation
Graduates from the Diploma of Fire Technology will be granted thirty-six compulsory module exemptions and an Elective Technical Block of module exemptions in the Advanced Diploma of Fire Technology Management.

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake of the Diploma course must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the Industrial Sciences Department on (03) 9214 5161 for further details.

Further information
Information sessions covering all aspects of the course will be conducted twice a year prior to enrolment days. Contact the Industrial Sciences Department on (03) 9214 5161 for further details.

- - -

Diploma of Forensic Science
(Crime Scene Investigation)
(Fingerprint Identification)

2408AAA Certificate IV in Forensic Studies

The course aims to provide formal education for persons working or intending to work in areas related to the Forensic Science Industry. On completion of the Certificate IV the student may have pathways into the Diploma. The Diploma is divided into two streams - Fingerprint Identification and Crime Scene Investigation.

Career opportunities
The potential usage of this course (or modules from within it) includes local (Australian) training programs for:
- police forensic investigators
- forensic scientists
- Coroner Court staff
- forensic technicians/assistants
- mortuary technicians/assistants
- military police
- hospital morticians
- forensic pathology staff
- emergency services staff, and overseas programs for the above groups.

Course structure
Certificate IV

<table>
<thead>
<tr>
<th>Bridging modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD003 OCC Health &amp; Safety</td>
<td>25</td>
</tr>
<tr>
<td>AAD030 Computer Fundamentals</td>
<td>25</td>
</tr>
<tr>
<td>AAD040 Introductory Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>NCS001 Workplace Communications</td>
<td>40</td>
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</table>

Common Core Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AAD004</td>
<td>Practical Project</td>
<td>100</td>
</tr>
<tr>
<td>AAD031</td>
<td>Scientific Spreadsheet Applications</td>
<td>25</td>
</tr>
<tr>
<td>AAD032</td>
<td>Scientific Database Applications</td>
<td>25</td>
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<tr>
<td>AAD041</td>
<td>Laboratory Mathematics</td>
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<tr>
<td>AAD0750</td>
<td>Introductory Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>AAD0268</td>
<td>Introductory Statistics</td>
<td>60</td>
</tr>
<tr>
<td>ABD0200</td>
<td>Basic Photography</td>
<td>50</td>
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<tr>
<td>ABD0201</td>
<td>Court Presentation of Evidence</td>
<td>70</td>
</tr>
<tr>
<td>ABD0202</td>
<td>Forensic Biology</td>
<td>50</td>
</tr>
<tr>
<td>ABD0203</td>
<td>Forensic Photography</td>
<td>50</td>
</tr>
<tr>
<td>ABD0204</td>
<td>Forensic Physics</td>
<td>50</td>
</tr>
<tr>
<td>ABD0205</td>
<td>Human Anatomy and Physiology</td>
<td>50</td>
</tr>
<tr>
<td>ABD0206</td>
<td>Introduction to Crime Scene Investigation</td>
<td>30</td>
</tr>
<tr>
<td>ABD0207</td>
<td>Introduction to Forensic Investigation</td>
<td>40</td>
</tr>
<tr>
<td>ABD0208</td>
<td>Legal Studies</td>
<td>20</td>
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<tr>
<td>ABD0209</td>
<td>Research Skills</td>
<td>40</td>
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<tr>
<td>NCS005</td>
<td>Dealing With Conflict</td>
<td>20</td>
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<tr>
<td>NCS011</td>
<td>Client Interaction</td>
<td>20</td>
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<td>NCS015</td>
<td>Presenting Reports</td>
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Diploma

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ABD0222</td>
<td>Crime Scene Investigation</td>
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</tr>
<tr>
<td>ABD0223</td>
<td>Crime Scene Management</td>
<td>50</td>
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<tr>
<td>ABD0227</td>
<td>Forensic Medicine</td>
<td>60</td>
</tr>
<tr>
<td>ABD0228</td>
<td>Forensic Microscopy</td>
<td>70</td>
</tr>
<tr>
<td>ABD0229</td>
<td>Forensic Science</td>
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<tr>
<td>ABD0231</td>
<td>Physical Comparisons</td>
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</table>

Discipline Core - Crime Scene Identification

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ABD0250</td>
<td>Automated Fingerprint Identification Systems 1 (A.F.I.S. 1)</td>
<td>60</td>
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<tr>
<td>ABD0251</td>
<td>Automated Fingerprint Identification Systems 2 (A.F.I.S. 2)</td>
<td>50</td>
</tr>
<tr>
<td>ABD0252</td>
<td>Advanced Examinations</td>
<td>M</td>
</tr>
<tr>
<td>ABD0253</td>
<td>Fingerprint Examinations</td>
<td>M</td>
</tr>
<tr>
<td>ABD0254</td>
<td>Fingerprint Fundamentals</td>
<td>B</td>
</tr>
<tr>
<td>ABD0255</td>
<td>Finger Print Deceased Persons</td>
<td>50</td>
</tr>
<tr>
<td>ABD0256</td>
<td>Identification linked</td>
<td>50</td>
</tr>
<tr>
<td>ABD0257</td>
<td>Identification Latent</td>
<td>M</td>
</tr>
<tr>
<td>ABD0258</td>
<td>Questionable Latents</td>
<td>50</td>
</tr>
<tr>
<td>ABD0259</td>
<td>Skins &amp; Fingerprint Physiology</td>
<td>50</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AAD0257</td>
<td>Applied Tripodmetry</td>
<td>18</td>
</tr>
<tr>
<td>AAD0259</td>
<td>Regression &amp; Analysis of Variance</td>
<td>40</td>
</tr>
<tr>
<td>ABD0270</td>
<td>Bloodstain Evidence</td>
<td>50</td>
</tr>
<tr>
<td>ABD0281</td>
<td>Clandestine Drug Laboratories</td>
<td>21</td>
</tr>
<tr>
<td>ABD0274</td>
<td>Forensic Science</td>
<td>M</td>
</tr>
<tr>
<td>ABD0226</td>
<td>Footwear &amp; Fingerprint Evidence</td>
<td>B</td>
</tr>
<tr>
<td>ABD0230</td>
<td>Forensic Photography</td>
<td>70</td>
</tr>
<tr>
<td>ABD0232</td>
<td>Post Blast Examinations</td>
<td>80</td>
</tr>
<tr>
<td>ABD0234</td>
<td>Restoration Techniques</td>
<td>40</td>
</tr>
<tr>
<td>ABD0236</td>
<td>Toolmark Examinations</td>
<td>B</td>
</tr>
<tr>
<td>ABD0237</td>
<td>Vehicle Identification</td>
<td>40</td>
</tr>
<tr>
<td>ABD0238</td>
<td>Video</td>
<td>40</td>
</tr>
<tr>
<td>ABD0239</td>
<td>Drug Investigation</td>
<td>40</td>
</tr>
</tbody>
</table>

Entry requirements
Participants should be able to demonstrate the following competencies on entry to the course or complete appropriate modules from the bridging program concurrent with the first semester of study:
- communications skills
- read, write, and discuss familiar information in English.
- mathematical skills: solve straightforward vocational mathematical problems using fractions, decimals, ratios, proportions, %, areas, volumes, simple algebraic equations, and straight line graphs (i.e. learning or experience equivalent to the outcomes of the ACTRAC SCD TECH module. AAA640 Introductory Mathematics.)

All students must attend an interview.

Entry with Advanced Standing
Direct entry into the 2nd year of the Diploma of Forensic Science is available to applicants employed in the Crime Scene or Fingerprinting branch of Forensic Science.

Credit transfer • Pathways
Exemption and Credit transfer are available into Diploma of Applied Science

Application procedure
Prospective students (Exit VCE and mature-age) wanting to apply for full-time places in the February intake of the Diploma course must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Science, Engineering and Computing.

Further information
Contact the School of Industrial Sciences on (03) 9214 5161.
2509AAC Diploma in Information Technology (Software Development)

2409AAC Certificate IV in Information Technology (Software Development)

This course is primarily designed to prepare students for employment in software development.

Course location
This course is offered at both Hawthorn and Prahran campuses.

Career opportunities
Daily newspapers and trade publications carry many advertisements seeking skilled personnel for computer industry jobs relevant to this course. Further indications of strong employment demand have been provided by a number of recent research studies on the computer industry labour market.

Professional recognition
Students completing the course are academically qualified to become a provisional associate member of the Australian Computer Society.

Course duration and delivery
The Certificate IV may be obtained after one year of full-time study or up to three years of part-time study. The Diploma is undertaken by two years of full-time study.

The integration of common elements of study in this course facilitates job retraining and enables qualification upgrading.

Course structure
The first year is common to both courses. Students wishing to complete the Diploma of Information Technology (Software Development) must have successfully completed the Certificate IV in Information Technology (Software Development). Course participants may exit at Certificate IV or Diploma level.

Certificate IV

Semester 1
ITA402 3GL Program Design
ITA403 Programming Concepts I
ITA404 Programming Concepts II
ITA204 Business Information Processing
ITC202 Microcomputer Hardware
ITA304 Advanced Operations- Word Processing
ITA305 Advanced Operations- Spreadsheets
ITA306 Advanced Operations- Spreadsheets
ITA401 Data Communications Applications
ITA402 Using a Command Line Interface
ITA403 Installing and Managing a Graphical User Interface
ITA404 Developing Batch Files
ITA405 PC Peripheral Devices
ITA301 Keyboarding
ITA350 Accounting Concepts I
NCS018 Occupational Health and Safety
NCS004 Work Team Communications
NCS015 Presenting Reports

Semester 2
ITA405 Programming Techniques I
ITA406 Programming Techniques II
ITA407 Program Documentation Techniques
ITA411 Introduction to Database Programming
ITB402 Relational Database Logical Design
ITB403 System Documentation Methods
ITA405 Supporting the Internet and WWW
ITA415 Commercial Database Packages 1
ITA416 Commercial Database Packages 2
ITA410 Macro Programming
ITA430 Introduction to Local Area Networks
ITA405 Operating Systems Theory
ITA407 Operating Systems Practical
ITA408 Using a Multi-User Operating System
ITA500 Introduction to User Documentation
ITA308 Foundation Mathematics
NCS009 Negotiation Skills
NCS2011 Client Interaction

Diploma

Semester 1
ITA413 Intro to Programming with an Applications Framework
ITA414 4GL Programming I
ITA415 4GL Programming II
ITA501 Programming with an Applications Framework
ITA505 Relational Database Programming
ITA504 Algorithms and Data Structures - Sorting and Searching
ITA506 Algorithms and Data Structures - Files
ITA406 Systems Development Preliminary Investigation
ITB407 Systems Development Models
ITB415 User Needs Analysis
ITB417 Relational Database Physical Design
ITB406 Project Management Techniques
ITB407 Project Personnel Management
ITA402 User Documentation Written
NCS012 Meetings
NCS014 Speaking in Public

Semester 2
ITA501 Software Development Tools
ITA509 Algorithms and Data Structures - Linked Lists and Trees
ITA519 Object Oriented Program Design
ITA520 Object Oriented Programming
ITA405 Systems Development Logical Design
ITB410 Systems Development Physical Design
ITB414 Input/Output Design
ITA410 CASE Tools
ITB501 Major Applications Project

Entry requirements
Applicants will need to have completed Year 12 or equivalent. Mature-age students who have not met this requirement are encouraged to apply.

Further information
Contact the Industrial Sciences Department on (03) 92145161

2509AAC Diploma of Information Technology (Technical and User Support)

2409AAC Certificate IV in Information Technology (Technical and User Support)

This course is primarily designed to prepare students for employment in technical and user support in computing.

Location
This course is offered at both Hawthorn and Prahran campuses.

Career opportunities
Daily newspapers and trade publications carry many advertisements seeking skilled personnel for computer industry jobs relevant to this course. Further indications of strong employment demand have been provided by a number of recent research studies on the computer industry labour market.

Professional recognition
Students completing the course are academically qualified to become a provisional associate member of the Australian Computer Society.

Course duration and delivery
The Certificate IV may be obtained after one year of full-time study or up to three years of part-time study. The Diploma is undertaken by two years of full-time study.

The integration of common elements of study in this course facilitates job retraining and enables qualification upgrading.

Course structure
The first year is common to both courses. Students wishing to complete the Diploma of Information Technology (Technical and User Support) must have successfully completed the Certificate IV in Information Technology (Technical and User Support). Course participants may exit at Certificate IV or Diploma level.

Certificate IV

Semester 1
ITA402 3GL Program Design
ITA403 Programming Concepts I
ITA404 Programming Concepts II
ITA405 Program Documentation Techniques
ITA411 Introduction to Database Programming
ITB402 Relational Database Logical Design
ITB403 System Documentation Methods
ITA405 Supporting the Internet and WWW
ITA415 Commercial Database Packages 1
ITA416 Commercial Database Packages 2
ITA410 Macro Programming
ITA430 Introduction to Local Area Networks
ITA405 Operating Systems Theory
ITA407 Operating Systems Practical
ITA408 Using a Multi-User Operating System
ITA500 Introduction to User Documentation
ITA308 Foundation Mathematics
NCS009 Negotiation Skills
NCS2011 Client Interaction
This course will be re-accredited in 1997. The course outline described is as in 1996. New Multimedia and Computer Science streams will be added in 1997. Please contact the Industrial Sciences Department on (03) 9214 5161 for further information.

This course will enable students to gain the fundamental principles of computer science, physics, mathematics, and communication skills in the high technology areas of scientific and sensory instrumentation and control systems.

Career opportunities

Graduates of the course will be qualified to work as technical officers in scientific computing. Career pathways include technical support professionals in:

- research and development
- consulting, sales and training programs
- installation, maintenance and upgrading of computer equipment.

Areas of employment include: instrumentation, process control, materials research, defence, medical technology, aeronautics, education, sales and marketing.

Course duration and delivery

The course can be undertaken on a full-time basis over two years, or on a part-time basis over a longer period.

Course structure

**Semester 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>TC01</td>
<td>Physics I</td>
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<tr>
<td>TC11</td>
<td>Mathematics 1</td>
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<td>TC12</td>
<td>Mathematics 2</td>
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<td>TC13</td>
<td>Electronics I</td>
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<td>TC15</td>
<td>Communications A</td>
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<td>TC16</td>
<td>Laboratory Technology I</td>
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<td>TC18</td>
<td>Introduction to Computing I</td>
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**Semester 2**

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<td>Mathematics 3</td>
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<td>Mathematics 4</td>
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<td>Electronics 2</td>
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<td>Communications B</td>
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<td>TC22</td>
<td>Laboratory Technology 2</td>
</tr>
<tr>
<td>TC20</td>
<td>Introduction to Programming 1</td>
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**Semester 3**

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<td>TC21</td>
<td>Mathematics 5</td>
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<td>Mathematics 6</td>
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<td>TC26</td>
<td>Laboratory Technology 3</td>
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<td>TC27</td>
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<td>TC27</td>
<td>Networking I</td>
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<td>TC28</td>
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<td>TT00</td>
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**Semester 4**

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<td>Mathematics 7</td>
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<td>TC24</td>
<td>Mathematics 8</td>
</tr>
<tr>
<td>TC26</td>
<td>Laboratory Technology 4</td>
</tr>
<tr>
<td>TC27</td>
<td>Computer Technology 3</td>
</tr>
<tr>
<td>TC24</td>
<td>Computer Technology 4</td>
</tr>
<tr>
<td>TC28</td>
<td>Structured Programming 1</td>
</tr>
<tr>
<td>TC30</td>
<td>Articulation Physics I</td>
</tr>
<tr>
<td>TC30</td>
<td>Operational Research</td>
</tr>
</tbody>
</table>

Entry requirements

Applicants will need to have completed Year 12 or equivalent. Mature-age students who have not met this requirement are encouraged to apply.

Further information

Contact the Computing and Electrotechnology Department at Hawthorn on (03) 9214 9755 or Prahran on (03) 9214 8765.

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Safety requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Further studies pathways
On completion students are eligible to apply for entry into the second year of the Bachelor of Applied Science (Computer Science) and the Bachelor of Applied Science (Computer Instrumentation).

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. This contains all relevant application details.

Prospective students wanting to apply for part-time places should contact the School of Science, Engineering and Computing.

3500EZB Associate Diploma of Engineering (Mechanical/Manufacturing/CAD)

This course has been re-accredited. The course outline described is as in 1997.

These courses aim to equip students with the knowledge and skills required for a career in engineering in the areas of mechanical and manufacturing engineering.

Location
These courses are offered at the Hawthorn campus.

Career opportunities
The Advanced Certificate provides requisite skills and knowledge for positions such as technical assistant, technical officer, and detail drafting technician.

Graduates of the Associate Diploma Mechanical and CAD streams are qualified for positions such as design draftsperson, project engineer, contracts engineer, sales engineer and technical officer.

The Manufacturing stream provides graduates with the requisite skills and knowledge for positions such as production supervisor, production planner, production controller, tool design/drafting technician, estimator, and plant and equipment sales agent.

Professional recognition
Students completing the course are academically qualified for admission as graduate Engineering Associates of the Institute of Engineers, Australia.

Course duration and delivery
The Associate Diploma course may be completed by two years of full-time study or four years part-time study, or a combination of both. The Advanced Certificate course may be completed by one year of full-time study or two years part-time study, or a combination of both.

Course structure
These lists will be added to as modules become available. One module equals forty hours, a half module equals twenty hours.

Advanced Certificate
These subjects are common to all streams. The required fifteen modules will be offered from the following subjects:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Module Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA659</td>
<td>Statics</td>
<td>1.5</td>
</tr>
<tr>
<td>TE8003</td>
<td>Advanced Quality Concepts</td>
<td>1.0</td>
</tr>
</tbody>
</table>

This list will be added to as modules become available.

Associate Diploma
The required fifteen modules which includes nine TEE modules will be offered from the following:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Module Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA706</td>
<td>Fluid Mechanics I</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA714</td>
<td>Thermodynamics I</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA727</td>
<td>Drafting - Mechanical Drive Systems</td>
<td>2.0</td>
</tr>
<tr>
<td>TEA780</td>
<td>Design for Manufacture</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA859</td>
<td>Statics</td>
<td>1.5</td>
</tr>
<tr>
<td>TEA650</td>
<td>Materials for Engineering</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA701</td>
<td>Advanced Machine Design</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE702</td>
<td>Dynamics of Industrial Machines</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE703</td>
<td>Machine Design</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE704</td>
<td>Mechanical Design</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE711</td>
<td>Thermodynamics II</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE720</td>
<td>Fluid Mechanics II</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE771</td>
<td>Advanced Dynamics</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE840</td>
<td>Advanced Strength of Materials</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Manufacturing Stream
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Module Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM0009</td>
<td>CNC Machining</td>
<td>1.0</td>
</tr>
<tr>
<td>NM0109</td>
<td>NC/CNC Turning</td>
<td>1.0</td>
</tr>
<tr>
<td>NM0117</td>
<td>CNC Milling</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA180</td>
<td>Advanced PLC</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA501</td>
<td>Production Planning and Control Main Functions</td>
<td>0.5</td>
</tr>
<tr>
<td>TEA502</td>
<td>Jig and Tool Drafting</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE601</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>TEE507</td>
<td>Production Planning and Control Charting Techniques</td>
<td>0.5</td>
</tr>
<tr>
<td>TEE508</td>
<td>Production Planning and Control Estimating and Planning Techniques</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE509</td>
<td>Production Planning and Control Forecasting</td>
<td>1.0</td>
</tr>
<tr>
<td>TDD511</td>
<td>Injection mould Processing &amp; Tooling</td>
<td>1.0</td>
</tr>
<tr>
<td>TDD512</td>
<td>Injection Mould Tool Construction and Design Practices</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE603</td>
<td>Design for Economic Manufacture</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE604</td>
<td>Advanced Manufacturing</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE605</td>
<td>Machine Design</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE606</td>
<td>Mechanical Design</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE672</td>
<td>Computer Aided Modelling and Drafting</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE770</td>
<td>Robotics</td>
<td>1.0</td>
</tr>
</tbody>
</table>

CAD Stream
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Module Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA060</td>
<td>Engineering Design Concepts</td>
<td>0.5</td>
</tr>
<tr>
<td>TEA074</td>
<td>CAD Modelling Concepts</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA772</td>
<td>Introductory Dynamics</td>
<td>1.0</td>
</tr>
<tr>
<td>TEA780</td>
<td>Design for Manufacture</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE404</td>
<td>Introductory Strength of Materials</td>
<td>1.0</td>
</tr>
<tr>
<td>TEE609</td>
<td>Statics</td>
<td>1.5</td>
</tr>
<tr>
<td>TEE608</td>
<td>Advanced Quality Concepts</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Entry requirements
Successful completion of VCE or equivalent with passes in units 1 and 2 Mathematics and Physics or completion of an Advanced Certificate in Engineering. Mature-age applicants without VCE but with relevant experience will also be considered.

Credit transfer - Pathways
Students who have undertaken an appropriate study program within the Associate Diploma may gain entry into a Swinburne Engineering degree course with a credit of the equivalent of up to one year’s academic study.

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake or part-time places should contact the Mechanical and Manufacturing Technology Department on (03) 9214 8504.
Certificate IV courses

2506APC Certificate IV in Computer Systems
See the Diploma in Computer Systems, page 61.

2406AOC Certificate IV in Electronics (Broadbased)(Microprocessors)
See the Diploma in Electronics(Broadbased) or the Diploma in Electronics (Microprocessors), page 62.

Certificate IV in Electronics (Computer Service)

This course provides initial vocational training for persons seeking a career in the computer and allied industries at the technical level. The course is designed to train technician and service personnel.

Career opportunities

On completion of this course, graduates are qualified to be employed in positions such as technician, computer technician, or field serviceman. Graduates could be involved in any of the following areas during their employment: development, installation, commissioning, operations, service or maintenance of plant or equipment associated with the electronics and computer industry.

Course duration and delivery

The Certificate IV course consists of a minimum of 1080 credit hours of study. This course may be completed in similar time-frame to the Certificate IV of Electronics (Broad-Based).

Course structure

To complete the Certificate IV course successfully the candidate must first complete the Certificate II in Electronics (as for the Electronics (Broad-Based) strand), and also complete all of the following subjects.

Entry requirements

As for the Diploma of Electronics (Broad-Based)

Credit Transfer - Pathways

On completion of the course students are eligible for entry to Diploma level of the Diploma of Electronics, (provided that pre-requisite requirements are met). Students are encouraged to pursue further subjects that will improve their exemption situation.

Application procedure

Prospective students (exit VCE and mature-age) wanting to apply for full-time places must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form.

Further information

Contact the School of Science, Engineering and Computing on (03) 9214 8159.

Certificate IV in Environmental Management

2409ABC Certificate IV in Environmental Management
See the Diploma of Environmental Management, page 64.

Certificate IV in Fire Technology

2407AAA Certificate IV in Fire Technology

The Certificate IV in Fire Technology is designed to provide a broad grounding in generic workplace skills and knowledge of fire industry operations covering the principles of fire behaviour and fire protection.

Career opportunities

A graduate from the Certificate IV in Fire Technology would be expected to provide assistance to practitioners in fire safety, insurance and systems design.

Course duration and delivery

The course may be completed by one year of full-time study or approximately two years part-time study, or a combination of both. Modules are subject to availability and demand.

Flexible delivery

Courses are offered in block mode, and where appropriate, distance education is also available.

Further information

Contact the School of Science, Engineering and Computing on (03) 9214 8159.

Certificate IV in Electronics (Higher Education Articulation)

This course provides the initial vocational training for persons seeking both award of a Certificate IV as a vocational outcome and the opportunity to maximise credits into the Higher Education sector.

Career opportunities

On completion of this course graduates are expected to apply to the Higher Education sector for enrolment at advanced standing within the appropriate course(s). Alternatively, graduates may choose to take up employment as technicians (or similar) performing the installation, commissioning, operations or maintenance of plant or equipment associated with the electronics industry.
Course structure
Students must complete:
(i) eight core modules (compulsory 561 hours for all students); and
(ii) elective modules totalling a minimum of 110 hours.

Core subjects
200/086 Emergency First Aid - Level 2*
AAA631 Scientific Spreadsheet Applications
AAA632 Scientific Database Applications
ABD701 Fire Industry Awareness
ABD702 Fire Characteristics
ABD703 Principles of Buildings: Structures and Materials
ABD704 Building Plans
ABD705 Fire Protection Systems
ABD706 Fire Hazards in Buildings
ABD707 Hazardous Materials
ABD708 Occupational Health and Safety
ABD709 Mathematics A
ABD710 Workplace Project
NCS004 Work Team Communication
NCSC06 Writing Workplace Documents
NMTS1.2 Computer Skills*
NMTS3.2 Introduction to Law
NMTS3.09 Workplace Trainer Category 1

Elective modules
1. Fire Safety
ABD711 Human Behaviour in Fire Incidents*
ABD712 Building Legislation
NMTS4.20 Fire Law*
* Subject to accreditation by NFEPN

2. Fire Protection
ABD713 Building Legislation
TEA461 Engineering Graphics
TEA401 Engineering Drawing (Detail)

3. Approved Vocational Modules
Approved vocational module(s) required by the student in the performance of their work could be considered as appropriate elective(s). Approval would be granted by the training provider in conjunction with the Industry Reference Group (National Fire Education Provider Network). An application for such approval should include full documentation of the accreditation, learning outcomes and assessment methods and criteria for each of the modules.

4. Operational Firefighter Modules
Any appropriate modules from the Fire Services National Modular Training System approved for this purpose by the training provider

5. An Articulation Set
ABD714 Chemistry
ABD715 Kinematics and Dynamics
ABD716 Thermodynamics, Fluids and Electrical Applications

Entry requirements
Applicants should be able to demonstrate the following competencies:
- reading and writing at a level that displays emerging technical knowledge and vocabulary, a developing personal style, increasing complexity in language use and a capacity to structure longer pieces of work;
- 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.

Applicants unable to demonstrate these competencies may be required to undertake preliminary bridging courses or complete supplementary learning materials.

Mature-age applicants, particularly those with experience in the industry, will be considered favorably. Applicants with VCE or higher studies in mathematics and sciences subjects may gain exemption from some modules.

Operational Firefighters who have completed modules from the Fire Services’ National Modular Training System may receive advanced standing.

Safety requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Credit transfer - Pathways
Graduates from the Certificate IV in Fire Technology will be granted seventeen compulsory module exemptions and may be granted three other module exemptions in the Diploma of Fire Technology and the Advanced Diploma of Fire Technology Management, depending on their outcome.

Application procedure
Prospective students should complete the application form for either full-time or part-time and part-time study by contacting the Department office (TB311) or telephone (03) 9214 5161.

Further information
Information sessions covering all aspects of the course will be conducted twice a year prior to enrolment days.

2408AAA Certificate IV in Forensic Studies
See the Diploma of Forensic Studies, page 66.

2409AAC Certificate IV in Information Technology (Software Development)
See the Diploma in Information Technology (Software Development), page 67.

2409AAC Certificate IV in Information Technology (Technical and User Support)
See the Diploma in Information Technology (Technical and User Support), page 67.

2404AEC Certificate IV in Quality Management and Assurance
This course is designed for those who wish to acquire skills in the field of Quality Management and Assurance and for those already working in the field who wish to further develop their skills. The course provides participants with the appropriate skills and knowledge needed to facilitate the introduction of Quality Management and Assurance, whether in the public or private sectors, in small, medium or large enterprises.

Professional recognition
Upon successful completion of this course participants are eligible to receive the Nationally Accredited Certificate IV in Quality Management.

Course duration and delivery
Part-time 480 hours, however students may decide to only complete specific modules if they wish. Students are internally assessed for individual modules on the basis of assignments, projects and class work.

All modules are fast-tracked. Three modes of study are currently available:
(i) some modules will be offered as a 1 day seminar with package to be completed in industry.
(ii) some modules will be run in a 6 hour session every second week. To complete the module a package will need to be completed in industry.
(iii) in-house training.

Course structure
Module Code & Name | Nominal Hours
---|---
NQ01 Quality Concepts* | 18
NQ02 Customer Focus* | 18
NQ03 Quality Improvement in the Workplace* | 36
NQ05 Quality Management Systems | 36
NQ06 Internal Quality Auditing | 18
OQA01 Preparing Quality System Documentation | 20
OQA02 Introduction to Best Practice in Organizations | 20
OQA03 Organizational Culture & Change | 40
OQA04 Organizational Communication Systems | 51
OQA05 Leadership | 40
OQA06 Workplace Teams | 51
OQA07 Conflict Resolution & Negotiation | 40
OQA09 Continuous Improvement Techniques | 51

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Electives

Students are required to select a minimum of 40 hours from the following.

NQ07  Monitoring Variations  40
QMA09  Occupational Health & Safety in the Workplace  20
QMA10  Quality System Software  20
QMA11  Facilitating & Training in the Workplace  40
QMA12  Practicum/Project  50

Those who successfully apply for Recognition of Prior Learning (RPL) for all 3 of these modules will take the following module:

NQ04  Advanced Quality Concepts  36

Entry requirements

Open to all, but particularly suited to:

- people who seek the opportunities to apply Quality Initiatives in their own areas of responsibility;
- members of autonomous work groups;
- recent graduates in management roles;
- staff seeking best practice skills;
- managers with technical skills background

Ability to use, create, adapt and transfer data, relation, pattern, number measurement and shape

Ability to manage activities requiring selection, application, analysis and synthesis of a number of elements, and critically appraise the quality of processes and outcomes.

Articulation

A Diploma of Quality Management is currently being developed. Participants who gain the Certificate IV in Quality Management & Assurance will be eligible to articulate into the Diploma.

Credit transfer - Pathways

There is a cross-credit arrangement in place which will enable career paths to be developed through to Diploma level.

Further information

Contact Jean Wiegard of the Industrial Sciences Department on (03) 9214 8704 or Email: jwiegard@swin.edu.au

2406ADC  Certificate IV in Renewable Energy Technology

The Certificate IV in Renewable Energy covers the principles of operation of renewable energy systems. Areas covered in this course include:

- indirect solar for heating of buildings and heat storage.
- radiant solar energy used for solar hot water, solar space heating and photovoltaic electricity.
- solar atmospheric used for mechanical and electrical energy derived from wind.
- micro-hydro systems to generate electricity.
- solar biological energy, the use and re-use of plant and animal materials to generate energy.

Career opportunities

Graduates from this course will be employed as consultants that will be capable of designing, installing, commissioning, maintaining, operating and repairing renewable energy systems. Graduates will also have the skills necessary to operate in small business management.

Course duration and delivery

The course may be completed by one year of full-time study of approximately two years part-time, or a combination of both. Modules are subject to availability and demand. Day and evening classes are available.

Course structure

Core Modules

- VAM606  Using a Personal Computer  20
- VAG728  Word Processing  1  20
- NCS216  Spreadsheet Fundamentals  20
- VAK437  Introduction to CAD Graphics Systems  20
- VAF455  Basic Business Principles  40
- NCS006  Writing Workplace Documents  20
- NC3211  Client Interaction  20
- VAC288  Introduction to Renewable Energy Technologies  20
- VAK063  DC and AC Electrical Fundamentals  60
- VAK154  LV Electrical Wiring  40
- VAK346  Introduction to Electronics for Renewable Energy Systems  80

Elective Modules

- VAK188  Energy Efficient Building Design  60
- VAG651  Photovoltaic Power Systems  70
- VAM054  Wind Energy Conversion Systems  80
- VAK548  Micro Hydro Energy Systems  70
- VAL095  Solar Water Heating Systems  80
- VAK325  Hybrid Energy Systems  80

Entry requirements

Basic mathematical and literacy skills are desirable to enable successful completion of the course. Many of the students of this course will already be employed or may be studying or have graduated in mechanical or electrical/electronic engineering. Mature age applicants will be considered favorably. Applicants with computing and literary qualifications may gain exemptions for some modules.

Application procedure

Enrolments will be accepted in December, January/February and June/July for mid-year intake. Enquiries can be made at any time by contacting the Department of Mechanical and Manufacturing on telephone: (03) 9214 8504 or fax: (03) 9214 3416 or Email: jwiegard@swin.edu.au

Advanced Certificate courses

3300EZD  Advanced Certificate in Engineering

See the Associate Diploma in Engineering, page 69

3300ECW  Advanced Certificate in Industrial Electronics

This course is a two year full-time program or equivalent part-time. The nominal hours for the award of the Advanced Certificate in Industrial Electronics is 1200 hours. Part-time study is offered on a full-day, half-day or evening basis.

Course structure

Compulsory core subjects

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject code</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE 1 Electrical Fundamentals</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CBE 2 Analogue Fundamentals</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>CBE 3 Analogue Applications</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>CBE 4 Digital Electronics</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CBE 5 1 Electronic Assembly Techniques</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>CBE 5 2 Wiring and Soldering Techniques</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>TC201 Electronics Software Tools</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>TC390 Electrical/Industrial Control</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>TC25 Electrical and Electronics Drafting Principles</td>
<td>72</td>
<td></td>
</tr>
</tbody>
</table>

Compulsory core subject

Non-Electrical/Electronics Trade students

TE279 Electrical Circuits and Components

TE334 Static and Rotating Electrical Machines

Elective subjects (minimum 288 hours)

- TE145 Mathematics I E 72
- TE994 Programmable Logic Controllers 1 36
- TE994 Programmable Logic Controllers 2 36
- TE700 Microprocessor Systems 72
- TE705 Microprocessor Interfacing 72
- TE711 Microprocessor Control 72
- TE731 System and Applications Software 72
- TE731 Single User DOS 72
- W3.3 Electrical/Industrial Control 72
- TH133 Communication Skills I 51

Total hours dependent upon course program chosen.
Entry requirements
Completion of VCE level 1 & 2, or equivalent studies with passes in mathematics, English, physics or science. Mature age applicants will be assessed on an individual basis. Persons who have completed an equivalent full-time relevant trade may enter the program.

Application procedure
Prospective students should contact the School of Engineering and Industrial Science on (03) 9244 8916.

3300ABB Advanced Certificate in Laboratory Technology
This course has been restructured and will be phased out in 1998. See: Certificate IV in Laboratory Technology (Biological/Sciences) (Chemical/Laboratory Technology)
The following course outline is as in 1996:
Laboratory technology courses provide specialised education and training for scientific laboratory support staff. This course encompasses a wide range of skills, techniques, and processes, so that graduates are flexible, adaptable and competent, to meet the technological and administrative demands of a changing workforce.

Career opportunities
The Advanced Certificate in Laboratory Technology is an award that qualifies a person to work in a scientific laboratory at a junior level.

Course duration and delivery
The course may be completed by either one year of full-time study followed by two years of part-time study, or four years of part-time study. The full-time year requires a minimum of twenty days of ‘practical placement’.
A further requirement is that all students must complete a minimum of six months equivalent full-time relevant industrial/work experience, concurrent with their enrolment, prior to the award of advanced certificate (currently under review).

Course structure
Stage 1
TH1.33 Communication Skills I
TL1.01 Chemistry Practices 1
TL1.02 Chemistry Practices 2
TL1.11 Physics Practices 1
TL1.12 Physics Practices 2
TL1.30 Biology Practices 1
TL1.31 Biology Practices 2
TL1.43 Laboratory Computations
TL1.27 Laboratory Computing

Stage 2
TH1.34 Communication Skills 2
TH1.44 Quality Control Statistics
TL1.32 Laboratory Management
TL1.37 Occupational Hygiene
Elective 1
Elective 2
Elective 3
Elective 4

Electives
In order to provide the most flexible and vocationally specific programs, the Advanced Certificate in Laboratory Technology includes a number of elective subjects. These should be chosen to ensure greatest relevance to the intended vocation of the student.
The four elective subjects must include one two-subject sequence. Electives may be chosen from:
(i) the list of electives set out below;
(ii) other approved advanced certificates or associate diplomas;
(iii) the specialist streams in the Associate Diploma of Applied Science in Laboratory Technology.

Elective subjects
TL1.25 Specimen Preservation 1
TL1.26 Specimen Preservation 2
TL1.27 Modelling of Biological Specimens
TL1.28 Moulding and Casting of Biological Specimens
TL1.29 Botany
TL1.26 Mammalian Anatomy and Physiology 1
TL1.257 Mammalian Anatomy and Physiology 2
TL1.30 Invertebrate Zoology
TL1.29 Tissue Culture
TL1.43 Ecology I
TL1.44 Ecology II
TL1.48 Entomology
TL1.64 Vertebrate Zoology
TL1.63 Glassworking
TL1.60 Microbiology 1
TL1.65 Microbiology 2
TL1.40 Scientific Photography
TL1.63 Applied Imaging Techniques

Entry requirements
Normal entry is successful completion of VCE Units 1 and 2 or equivalent, with passes in mathematics and science subjects. Students without these subjects will be required to undertake bridging subjects.
Mature age applicants will also be considered.

Safety requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Application procedure
Prospective students should seek course information under Certificate IV Laboratory Technology.

Certificate III courses
2306AEC Certificate III in Electrical (Electrician)
The course aims to provide students with the necessary theoretical knowledge and practical skills to enable them to obtain an Electrical Mechanics Licence. It provides the necessary training to prepare an apprentice to pass electrical trade theory and practice for issue of the unrestricted licence class ‘A’ or restricted licence class ‘B’.
Note: Prerequisite: student must be employed as an apprentice. (Contract of Training). Only appropriately licensed persons may carry out electrical wiring work.

Career opportunities
A student who completes the course successfully and then attains an ‘A’ Class unrestricted licence is qualified to engage in any electrical installation work throughout Australia.

Credit transfer - Pathways
Exemptions may be granted for stage one of the Advanced Certificate and Modules CBE1.1, CBE1.2, CBE1.3 and CBE-5 of the Certificate of Basic Electronics.

Course duration and delivery
The course is conducted on a part-time basis over three years. Students attend for one eight-hour day per week, forty weeks per year. Courses normally commence and run through each calendar year. If sufficient demand exists, courses may also commence mid-year.

Course structure
Students must complete the equivalent of twenty-four hour modules. Upon completion of the modules, students must undertake and pass the licensing examinations in order to be issued with an Electrical Mechanics Licence. The sequence of modules is subject to change.

Stage 1
Semester 1
Module Value
NB118 Occupational Health & Safety 0.5
NE201 Electrical Drawing Interpretation and Connection 1
NE175 Workshop Practices 1
NE160 Electrical Principles I 1.5

Semester 2
NE261 Electrical Principles II 1.5
NE168 Circuit Protection 0.5
NE171 Electrical Installation Safety and Testing 0.5
NE172 Electrical Wiring and Equipment I 0.5
NE173 Electrical Wiring and Equipment II 1.0

Stage 2
Semester 1
NE262 Transformers 0.5
NE167 Electrical Principles III 1.5
NE169 Electrical Installation Requirements I 1.0
NE174 Electrical Wiring and Equipment III 1.0
Certificate II courses

2206AJC Certificate II in Computer Systems
See the Diploma in Computer Systems, page 61.

2206AKC Certificate II in Electronics
For information on this course please see the Diploma in Electronics (Broad-based) or Diploma in Electronics (Microprocessors). The Certificate IV in Electronics (Computer Service) or Certificate IV in Electronics (Higher Education Articulation).

2209ABC Certificate II in Information Technology (Computer Applications)
This course is designed to train end-users of computers and information technology systems to be skilled in their application and use. It is not designed to train computer professionals such as computer programmers or systems analysts. Within this context, the course aims to provide participants with the opportunity to develop:
- the skills to use computers efficiently in their workplace;
- an understanding of a wide range of computer concepts and a knowledge of business information requirements so that they will be able to identify ways of improving their own productivity or others, by applying computer technology.

Course duration and delivery
The course is offered both full-time (Prahran campus only) and part-time (evening at Hawthorn and Prahran campuses and Saturday at Hawthorn campus only).

The course consists of ten modules. Each module requires twenty hours of class attendance. The minimum completion time is six months for full-time students and one year for part-time students.

Course structure
Compulsory modules

ITC301 Computer System Basics
ITF304 Word Processing Operations
ITF305 Spreadsheet Operations
ITL202 Using a Graphical Interface
ITL201 Keyboarding

Elective modules
One module chosen from:

ITC301 Computer System Basics
*ITL202 PC User Fundamentals

Three modules chosen from:

*ITC301 Using Computer Networks
*ITL205 The Information Technology Industry
ITF306 Business and Presentation Graphics
ITL203 Introduction to Desktop Publishing
*ITF404 Business Information Processing
ITF405 Advanced Spreadsheet Skills
ITF408 Word Processing—Complex Operations
ITL411 Accounting Software Packages
ITF415 Commercial Database Packages

**Preferred modules

Entry requirements
Students are eligible to enter this course of study if they have satisfactorily completed an approved course at Year 11 level or an approved equivalent. The course is not designed for school leavers. Applicants should have at least one year of appropriate industrial experience before undertaking the course. However, applicants who do not have the required industrial experience could still be eligible if they have current employment in an appropriate position.

Further information
Contact the Computing and Electrotechnology Department at Hawthorn on (03) 9214 8875 or Prahran on (03) 9214 6765.
Certificate I courses

2106ADC  Certificate I in Electrical (Pre-apprenticeship)

This course provides a pathway to apprenticeship in the electrical/electronics industries for unemployed adults and youth, as well as recent school leavers. The program is designed to increase the student opportunities to enter the electrical or electronics industries. Many of the modules are a part of the respective trade certificates and give exemptions, shortening the time spent in training.

Course duration and delivery
This is a full-time program of approximately 640 class hours to be completed in one year. Class attendance of approximately 21 hours per week is required.

Credit transfer - Pathways
On completion of the program, should a student gain an apprenticeship, the apprenticeship time will be reduced from four years to three and a half years. Credit will be given for studies completed.

Course structure

<table>
<thead>
<tr>
<th>Module no.</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>AATMO01</td>
<td>20</td>
<td>nil</td>
</tr>
<tr>
<td>EPTM01</td>
<td>40</td>
<td>nil</td>
</tr>
<tr>
<td>EPTM04</td>
<td>40</td>
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<tr>
<td>EPTM05</td>
<td>40</td>
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<tr>
<td>NEB04</td>
<td>40</td>
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<tr>
<td>NEB16</td>
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</tr>
<tr>
<td>NEB18</td>
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<td>nil</td>
</tr>
<tr>
<td>NECS01</td>
<td>40</td>
<td>Yr 11 English</td>
</tr>
<tr>
<td>NECS02</td>
<td>40</td>
<td>Yr 11 English</td>
</tr>
<tr>
<td>NECS03</td>
<td>20</td>
<td>Yr 11 English</td>
</tr>
<tr>
<td>NECS04</td>
<td>40</td>
<td>Yr 11 English</td>
</tr>
<tr>
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<td>40</td>
<td>nil</td>
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<td>NEF160</td>
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<tr>
<td>NEF172</td>
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<tr>
<td>NEF175</td>
<td>40</td>
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<td>NEF201</td>
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</tr>
<tr>
<td>NEF304</td>
<td>40</td>
<td>nil</td>
</tr>
<tr>
<td>NEF505</td>
<td>40</td>
<td>NEF301, NEF502</td>
</tr>
<tr>
<td>NEF506</td>
<td>40</td>
<td>nil</td>
</tr>
</tbody>
</table>

Entry requirements
No previous experience is required.

Application procedure
Prospective students may be required to attend an interview. For further information contact the Electrical and Electronic Technology Department on (03) 9214 8075.

2106AGC  Certificate I in Electronics

These courses are designed to develop a range of skills and knowledge required by all personnel in the various occupational classifications within the electronics and allied industries. The aim of these courses is to provide a grounding in topics over a broad spectrum of electronics and computing. The courses offer a high proportion of 'hands-on' practical electronic work using modern equipment and instruments under supervision. They provide a recognised qualification and form the basis for exemptions in further courses.

Career opportunities
Graduates of the courses are qualified to be employed as technical assistants. The courses constitute the first stage of further studies to advance to the technical officer level (via Certificate II). As a stand-alone qualification the Certificate I (Electronics) would be advantageous to job applicants involved at any level where electronics is involved. It is most sought after by servicing equipment technicians.

Course duration and delivery
The courses have a high practical content and consist of 9 modules of 40 hours each. The courses may be completed by six months full-time study or twelve months part-time study. Both day and evening classes are available.

Credit transfer - Pathways
The Certificates form the major part of the first stage for studies in diploma courses in electronics and in computer systems. This can then open the door to a degree course.

Certificate courses

2106AGC  Certificate I in Computer Systems

Fuelled by an increasing awareness of the benefits of computing in business, these courses have been developed to allow degree and diploma students and graduates to improve their practical skills and employment opportunities.

Career opportunities
Prospective students should contact the School of Science, Engineering and Computing on (03) 9214 8916 or the Computing and Electrotechnology Department on (03) 9214 8875.

Application procedure
Prospective students should contact the Electrical and Electronic Technology Department on (03) 9214 8916 for the Computing and Electrotechnology Department on (03) 9214 8875.

Certificate I in Computer Systems

<table>
<thead>
<tr>
<th>Module no.</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA201</td>
<td>20</td>
<td>nil</td>
</tr>
<tr>
<td>ITA201</td>
<td>40</td>
<td>nil</td>
</tr>
<tr>
<td>ITA202</td>
<td>40</td>
<td>nil</td>
</tr>
<tr>
<td>ITA203</td>
<td>40</td>
<td>nil</td>
</tr>
<tr>
<td>NEA160</td>
<td>40</td>
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<tr>
<td>VBB211</td>
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<tr>
<td>VBB221</td>
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</tr>
<tr>
<td>VBB226</td>
<td>40</td>
<td>nil</td>
</tr>
<tr>
<td>VBB230</td>
<td>40</td>
<td>nil</td>
</tr>
</tbody>
</table>

Entry requirements
Normal entry is satisfactory completion of VCE Level 1 with passes in English, mathematics and science.

There are no formal requirements for mature-age students, however each applicant must demonstrate a genuine interest and ability to cope. This would include the following: mathematics to an equivalent of Year 11, together with a logical mind and the desire to pursue a career in the electronics or allied industries.

Applicants are interviewed by the enrolling officer and will be accepted, subject to vacancies, if they meet the entry requirements.

Application procedure
Prospective students should contact the School of Science, Engineering and Computing on (03) 9214 8916 or the Computing and Electrotechnology Department on (03) 9214 8875.

Certificate II courses

2500EZB  Swinburne Certificate of Quality Technology

Quality technology is concerned with the techniques and strategies necessary to build quality into a product or service at a competitive price and to maintain and improve this level of quality in order to give continued customer satisfaction. The achievement of quality goals in a manufacturing company is twofold. Firstly, the
inclusion of quality responsibilities into various functions such as product design and
development, production engineering, human resources, production control and
purchasing.
Secondly, as a separate function in installing, operating and auditing quality systems.
The quality technologist is also in a position to provide an independent assessment of
the quality capabilities of manufacturing processes and to provide quality assurance
information regarding the conformance to specification of materials and
manufactured goods.

Course structure
Students who successfully complete the following subjects will be eligible for a
Certificate in Quality Technology awarded by Swinburne University of Technology
(TAFE Division).

Core Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA000</td>
<td>Basic Statistics 0.5</td>
</tr>
<tr>
<td>TEA045</td>
<td>Quality Concepts 0.5</td>
</tr>
<tr>
<td>TEA041</td>
<td>Quality Control Systems 1.0</td>
</tr>
<tr>
<td>TEA204</td>
<td>Monitoring Variation 1.0</td>
</tr>
<tr>
<td>TEC20</td>
<td>Statistical Quality Control 1.0</td>
</tr>
</tbody>
</table>

Elective Modules

The equivalent of four modules may be chosen from the following list. The modules
below annotated by a asterisk are normally offered. Others will be delivered subject
to demand.

<table>
<thead>
<tr>
<th>Module</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA43</td>
<td>Quality Improvement Teams 0.5</td>
</tr>
<tr>
<td>TEA47</td>
<td>Quality Improvement in the Workplace 1.0</td>
</tr>
<tr>
<td>TEA49P</td>
<td>Internal Quality Auditing 0.5</td>
</tr>
<tr>
<td>TEA260</td>
<td>Engineering Computing 1.0</td>
</tr>
<tr>
<td>TAJ217</td>
<td>Human Factors 1.0</td>
</tr>
<tr>
<td>TEB301</td>
<td>Quality Management 1.0</td>
</tr>
<tr>
<td>TEB322</td>
<td>Auditing Supplier Quality 1.0</td>
</tr>
<tr>
<td>TEB33</td>
<td>Financial Evaluation Of Quality 0.5</td>
</tr>
<tr>
<td>TEB36</td>
<td>Planning and Management for Quality 1.0</td>
</tr>
<tr>
<td>TEB406</td>
<td>Quality Management Systems 1.0</td>
</tr>
<tr>
<td>TEB407</td>
<td>Quality Control and Computing 0.5</td>
</tr>
<tr>
<td>TEB614</td>
<td>Quality Manual and Writing 1.0</td>
</tr>
<tr>
<td>TEB612</td>
<td>Statistical Quality Control 1.0</td>
</tr>
<tr>
<td>TEB643</td>
<td>Quality Function Deployment 1.5</td>
</tr>
</tbody>
</table>

Entry requirements
Because of the strong bias towards statistical methods, the student must have a
firm mathematical grounding or a pass in Mathematics (TEA002). Bridging
Mathematics can be arranged.

Application procedure
Students should contact the Mechanical and Manufacturing Technology Department
on (03) 9214 8504 for further information regarding application.

2100ERA Certificate in Engineering (Basic)
The Certificate in Engineering (Basic) has been developed as a pre-employment
program to assist school leavers and unemployed people to enter employment in the
metal and engineering industry.

Course duration and delivery
The Basic Certificate in Engineering is a one year, full-time course that involves 600
hours of provider-based training.

Students must complete the equivalent of fifteen modules. One module is equivalent
to 40 hours and a half module to twenty hours.

Course structure

<table>
<thead>
<tr>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AATM01</td>
<td>Functional Maths 40</td>
</tr>
<tr>
<td>NB001</td>
<td>Communication and Industrial Relations 40</td>
</tr>
<tr>
<td>NB002</td>
<td>Occupational Health and Safety 40</td>
</tr>
<tr>
<td>NB004</td>
<td>Computing in Engineering 40</td>
</tr>
<tr>
<td>NB006</td>
<td>Machining 40</td>
</tr>
<tr>
<td>NB007</td>
<td>Hand and Power Tools 40</td>
</tr>
<tr>
<td>NB009</td>
<td>Welding and Thermal Cutting 40</td>
</tr>
<tr>
<td>NB10</td>
<td>Fabrication Techniques I 40</td>
</tr>
<tr>
<td>NB12</td>
<td>Engineering Drawing Interpretation 40</td>
</tr>
<tr>
<td>NB13</td>
<td>Engineering Science 40</td>
</tr>
<tr>
<td>NF001</td>
<td>Manual Metal Arc Welding 1</td>
</tr>
<tr>
<td>NF002</td>
<td>General Metal Arc Welding (MIG) 40</td>
</tr>
<tr>
<td>NF019</td>
<td>Fabrication Techniques 2 40</td>
</tr>
<tr>
<td>NM001</td>
<td>Milling 1 40</td>
</tr>
</tbody>
</table>

NM016 Drills and Drilling Machines 40 |
NM025 Turning 1 40

Entry requirements
Participants should not less than fifteen years of age and have the basic literacy
and numeracy skills to undertake the course.

Application procedure
Application should be made directly to the Mechanical and Manufacturing Technology
Department on (03) 9214 8504.

3100ERA Engineering Production Certificate (Level 1)
3221ERA Engineering Production Certificate (Level 2)
3222ERA Engineering Production Certificate (Level 3)

This course gives production workers access to training which will increase their
skill levels in their industry. Completion of twenty-four modules enables a person to
move to C10 level (tradesperson) in the Metal and Engineering Award Structure.

Location
The training can be conducted in your workplace or at Swinburne University of
Technology using TAFE teachers or a combination of TAFE teachers and workplace
trainers.

Career opportunities
The Engineering Production Certificate is a new training program specifically
developed for production and process workers in the Metals and Engineering Industry
in conjunction with TAFE.

Course duration and delivery
The Engineering Production Certificate (EPC) has three levels designated as C10,C11
and C12, in the Metal and Engineering Award Structure, each level having eight
modules of forty hours duration.

To complete the three levels of the Engineering Production Certificate a total of
twenty-four forty hour modules must be completed, including:
- Six core modules
- Between ten and eighteen EPC electives
- Up to eight trade modules

Course Structure

EPC (Level 1) 8

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB001</td>
<td>Communication and Industrial Relations 1.0</td>
</tr>
<tr>
<td>NB002</td>
<td>Occupational Health and Safety 0.5</td>
</tr>
<tr>
<td>NB005</td>
<td>Quality Concept 0.5</td>
</tr>
</tbody>
</table>

EPC (Level 2) 8

Elective modules 6

Core modules from Core Choice List 2

EPC (Level 3) 8

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB001</td>
<td>Communication and Industrial Relations 1.0</td>
</tr>
<tr>
<td>NB002</td>
<td>Occupational Health and Safety 1.0</td>
</tr>
<tr>
<td>NB005</td>
<td>Quality Concept 1.0</td>
</tr>
</tbody>
</table>

Core Choice List

AATM01 Functional Maths 0.05 |
NB004 Computing in Engineering 1.0 |
NB006 Electrical Fundamentals 1.0 |
NB010 Fabrication Techniques 1 |
NB011 Mechanical Components 1 |
NB012 Engineering Drawing Interpretation 1 |

EPC banks

Two can be selected from the Trade Bank. The remainder are selected from the
EPC bank

EPC (Level 3) 8

Core modules 2

Elective modules 6

Chosen from either the EPC or Trade bank

Elective modules

The elective modules are selected from the EPC bank of modules that consists of
over 200 industry specific modules plus broadbase and low level trade modules.
In addition to these eight elective modules, modules can be selected from the Trade
bank including fabrication, electrical and mechanical areas.
Bridging and preparatory courses

2200AZO Foundation Year (Science Engineering)

Foundation Year is a program specifically designed to prepare international students for entry to undergraduate courses at Swinburne and other Australian universities and TAFE institutions.

English as a second language

Students may choose from any of the following:

- Mathematics (Science)
- English as a second language
- Physics
- Chemistry

This subject is recommended for all students intending to enrol in engineering and applied science courses. Topics include geometry, complex numbers, differentiation, exponential and logarithmic functions, integration, rates of change and approximation.

Concepts of Mathematics

This subject is recommended to enable students to master the basic principles and practices of mathematics, develop problem solving skills and appreciate and use the scientific method. Topics include motion, vectors, dynamics, friction, electrostatics and electromagnetism.

Chemistry

Topics include stoichiometry, chemical bonding, equilibria and organic chemistry. Students usually enrol in the above subjects, but variations to this are possible. Some students choose to study Biology, and/or Computer Studies. Prerequisite Year 12 equivalent usual.

Application procedure

Please contact the International Student unit for application details. (03) 9214 8647

2200AZY Bridging Technology

This course is designed to provide women who lack background knowledge in the areas of mathematics, physics, computing and English language skills. These skills may be required to undertake further studies to fulfill 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 subjects, students may wish to progress to mature-age VCE or gain entry into one of the TAFE Advanced Certificate or Associate Diploma courses in Applied Science or Engineering. Access to career fields such as nursing, paramedical, environmental science, applied science, engineering and trade.

Course duration and delivery

The course is available as a one year full-time course or equivalent part-time studies. Day and some evening classes are available. The full-time course is approved for Austudy benefits.

There is a mid-year intake for women who wish to undertake semester 1 subjects during semester 2.

Course structure

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH108</td>
<td>English Language Skills</td>
</tr>
<tr>
<td>TM190</td>
<td>Bridging Mathematics I</td>
</tr>
<tr>
<td>TM192</td>
<td>Bridging Biology</td>
</tr>
<tr>
<td>TM193</td>
<td>Basic Chemistry</td>
</tr>
<tr>
<td>TM197</td>
<td>Basic Physics</td>
</tr>
<tr>
<td>TM198</td>
<td>Microcomputing</td>
</tr>
</tbody>
</table>

Electives

Students must select one of the following:

- AutoCAD Short Course
- Computer Programming
- Botany
- Mammalian Anatomy and Physiology 1
- Mammalian Anatomy and Physiology 2
- Personnel Emergency Treatment

Entry requirements

There are no formal prerequisites.

Safety requirements

Appropriate personal protective equipment is required for all laboratory subjects.

Application procedure

Prospective students should contact the Department of Industrial Science on (03) 9214 5161 for an application form.

2200NOW New Opportunities for Women

The course is designed to provide women who have little background in mathematics, science or engineering, with the necessary skills and concepts to enable them to compete for and gain employment and/or training in non-traditional science or engineering fields. It also provides immediate rewards such as self-enrichment.

Following the successful completion of appropriate subjects, students may wish to progress to mature-age VCE or apply for a mature-age entry into a related TAFE course such as nursing or naturopathy.

Career opportunities

This course will improve students' access to many career fields, such as paramedical, environmental science, applied science, engineering and trade.

Entry requirements

No formal prerequisites. There are no financial or English requirements. There are no formal qualifications required.

Application procedure

Prospective students should complete an application form available from the Department of Industrial Science on (03) 9214 5161. All applicants will be interviewed.

Swinburne University of Technology | 1998 Handbook
Scientific Instrumentation Training courses

Scientific Instrumentation Training is available in a broad range of intensive, industry-oriented, practical training courses in modern scientific techniques. Courses range from one to three days in duration, and include:
- Gas Chromatography
- Capillary Gas Chromatography
- High Performance Liquid Chromatography
- Flame AA Spectrophotometry
- Graphite Furnace AA Spectrophotometry
- Potentiometry and Ion Selective Electrodes
- Fourier Transform Infrared Spectroscopy
- Interfacing Computers to Scientific Instrumentation
- Techniques in Light Microscopy
- Electrodes — Maintenance and Troubleshooting
- Introduction to GC/Mass Spectrometry (in-house only)
- GC — Maintenance and Troubleshooting
- HPLC — Maintenance and Troubleshooting
- Maintenance and Troubleshooting in AS
- Ion Chromatography

A consultancy service in HPLC, GC, GC/MS, IC, and AA areas is also available. Contact on (03) 9214 8379 or Fax: (03) 981 5 1318.

Apprenticeship courses

3212ERA/F Certificate in Engineering (Fabrication)

This course will qualify personnel for the engineering fabrication trade. On completion, students will have substantial skills in welding and metal fabrication.

Career opportunities

This course will qualify personnel to be employed as engineering tradespersons in fabrication, in industries such as maintenance and repair, structural steel fabrication, container manufacture, pipeline welding, shipbuilding and general engineering.

Course duration and delivery

The nominal duration of the course is three years part-time study. Students would normally attend for one eight hour day per week, forty weeks per year.

The course is studied on a modular basis, each module dealing with a particular skill together with the necessary Theory and Developmental Drawing.

Students must complete the equivalent of twenty-four forty-hour modules consisting of:

(i) Core compulsory 4.5 modules
(ii) Core electives 1.5 modules
(iii) Stream electives 10 modules
(iv) Free electives 8 modules

Modules may be completed in any order provided prerequisites are observed.

Course structure

Core compulsory modules

- N0901 Communication and Industrial Relations
- N0802 Occupational Health and Safety (0.5 module)
- N0806 Machining
- N0808 Electrical Fundamentals
- N0809 Welding and Thermal Cutting

Core elective modules

- N0804 Computing in Engineering
- N0805 Quality Concepts
- N0807 Hand and Power Tools
- N0810 Fabrication Techniques I
- N0812 Engineering Drawing/Interpretation
- N0813 Engineering Science

Stream electives (10 modules)

- N0801 Manual Metal Arc Welding I
- N0802 Gas Metal Arc Welding I
- N0803 Gas Tungsten Arc Welding I
- N0804 Oxy-Acetylene Welding I (0M/AW)
- N0805 Manual Metal Arc Welding II
- N0806 Manual Metal Arc Welding III
- N0807 Gas Metal Arc Welding II
- N0808 Gas Metal Arc Welding III (Non-Ferrous Metals)
- N0809 Gas Tungsten Arc Welding II
- N0810 Gas Tungsten Arc Welding III
- N0811 Oxy-Acetylene Welding II (0M/AW)
- N0812 Submerged Arc Welding
- N0813 Thermal Cutting and Associated Processes
- N0814 Gas Metal Arc Welding IV
- N0815 Material Science
- N0816 Welding Process Technology
- N0817 Welding Certificate — General Theory
- N0818 Fabrication Techniques II
- N0819 Geometric Development
- N0821 Computer Applications
- N0822 Fabrication — Cylindrical 1
- N0823 Fabrication — Cylindrical 2
- N0824 Fabrication — Cylindrical 3
- N0825 Fabrication — Conical 1
- N0826 Fabrication — Conical 2
- N0827 Fabrication — Transitions 1 (Concentric)
- N0828 Fabrication — Transitions 2 (Offset)
- N0829 Fabrication — Pressure Vessels 1
- N0830 Fabrication — Pressure Vessels 2
- N0831 Fabrication — Pipework Drawing
- N0832 Fabrication — Pipework
- N0833 Fabrication — Structural 1
- N0834 Fabrication — Structural 2
- N0835 Fabrication — Structural 3
- N0836 Fabrication — Stainless Steel
- N0837 Fabrication — Aluminium
- N0838 Fabrication — Computer Applications
- N0840 Fabrication — Workshop and Site Organisation
- N0863 Welding Processes A I O y 1 y 1
- N0864 Welding Processes — Alloy 2
- N0865 Welding — ASME
- N0866 Welding Certificate I (MM AWo LC)
- N0867 Welding Certificate II
- N0868 Welding Certificate III (MM AWo Alloy Steel)
- N0869 Welding Certificate IV (MM AWo Alloy Steel Pipe)
- N0870 Welding Certificate V (FTAW, MM AWo Alloy Steel Pipe)
- N0871 Welding Certificate VI (Gas Tungsten Arc Welding)
- N0872 Welding Certificate VII (Gas Metal Arc Welding)
- N0873 Welding Certificate VIII (Automatic Welding)
- N0874 Welding Metallurgy
- N0875 Weld Testing and Inspection
- N0876 Welding/Testing
- N0877 Codes and Specifications — Steel Structures

Free electives (8 modules)

Free elective modules may be selected from any of the fabrication, mechanical or electrical/ electronic streams. Details of modules may be obtained from the Mechanical and Manufacturing Technology Department.

Entry requirements

Students must be at least fifteen years of age, be employed in the industry and have a Contract of Training with an employer.

Application procedure

Students may enrol at any time during the year by contacting the Mechanical and Manufacturing Department at (03) 9214 8504.

3212ERA/M Certificate of Engineering (Mechanical) (Fitting and Machining)

The aim of this course is to train apprentices in the trade of fitting and machining.

Career opportunities

It is a nationally recognised course which has some common subjects with the mechanical, fabrication and the electrical trades. On completion of this course, a student undertaking further study may be eligible to move from the tradesman's pay level (C1) to a higher level (C2). Examples of further study are post-trade certificates, advanced certificates, or associate diplomas.
Course duration and delivery
This is a part-time day apprenticeship course of three year duration. Attendance is one or two days per week.
The course consists of three main areas:
- Broadbase
- Core (prerequisites for electives)
- Electives
- To obtain a Certificate of Engineering the apprentice must pass twenty-four full modules from the three main areas.
- Swinburne TAFE Division has devised a course that should suit most students with some flexibility in the elective area.
- Each module should take approximately forty hours to complete.

Course structure

**Broad Base** (compulsory modules)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB01</td>
<td>Communication and Industrial Relations</td>
</tr>
<tr>
<td>NB02</td>
<td>Occupational Health and Safety (0.5 module)</td>
</tr>
<tr>
<td>NB03</td>
<td>Machining</td>
</tr>
<tr>
<td>NB04</td>
<td>Electrical Fundamentals</td>
</tr>
<tr>
<td>NB05</td>
<td>Welding and Thermal Cutting</td>
</tr>
</tbody>
</table>

**Core prerequisites**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB04</td>
<td>Computing in Engineering</td>
</tr>
<tr>
<td>NB07</td>
<td>Hand tool Power Tools</td>
</tr>
<tr>
<td>NB12</td>
<td>Engineering Drawing Interpretation</td>
</tr>
<tr>
<td>NB13</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>NM01</td>
<td>Milling 1</td>
</tr>
<tr>
<td>NM05</td>
<td>Engineering Calculations</td>
</tr>
<tr>
<td>NM15</td>
<td>Fitting Techniques 1</td>
</tr>
<tr>
<td>NM16</td>
<td>Drills and Drilling</td>
</tr>
<tr>
<td>NM17</td>
<td>Grinding 1</td>
</tr>
<tr>
<td>NM19</td>
<td>Tool Sharpening Off Hand (0.5 module)</td>
</tr>
<tr>
<td>NM25</td>
<td>Turning 1</td>
</tr>
<tr>
<td>NM26</td>
<td>Turning 2</td>
</tr>
</tbody>
</table>

**Elective stream modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
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<tbody>
<tr>
<td>NB11</td>
<td>Mechanical Components</td>
</tr>
<tr>
<td>NM02</td>
<td>Milling 2</td>
</tr>
<tr>
<td>NM03</td>
<td>Milling 3</td>
</tr>
<tr>
<td>NM08</td>
<td>Engineering Materials</td>
</tr>
<tr>
<td>NM09</td>
<td>CNC Machining</td>
</tr>
<tr>
<td>NM18</td>
<td>Grinding 2 (Cylindrical Grinding)</td>
</tr>
<tr>
<td>NM20</td>
<td>Tool and Cutter Grinding</td>
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<td>NM21</td>
<td>Precision Measurement</td>
</tr>
<tr>
<td>NM22</td>
<td>Machine Repair and Installation</td>
</tr>
<tr>
<td>NM24</td>
<td>Turning 4</td>
</tr>
<tr>
<td>NM27</td>
<td>Turning 3</td>
</tr>
<tr>
<td>NM28</td>
<td>Fitting Techniques 2</td>
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<tr>
<td>NM30</td>
<td>Fluid Power</td>
</tr>
<tr>
<td>NM31</td>
<td>Pneumatics 1</td>
</tr>
<tr>
<td>NM32</td>
<td>Hydraulics 1</td>
</tr>
<tr>
<td>NM34</td>
<td>Engineering Drawing Interpretation 2</td>
</tr>
<tr>
<td>NM45</td>
<td>Electrical Discharge/Machining</td>
</tr>
</tbody>
</table>

**Entry requirements**
Employment as an apprentice must be obtained before any trade training can take place. Provided a person is over fifteen years of age then he/she is eligible to apply for an apprenticeship. Preference is given to those who have completed Year 10 or Year 11. The employer undertakes to train the apprentice in the skills of the trade and allow the apprentice time to attend a TAFE institution. The apprentice agrees to work for the employer for the specified number of years required for apprenticeship.

Application procedure
Students may enrol at any time during the year by contacting the Mechanical and Manufacturing Department on (03) 9214 8504.

Post-apprenticeship courses

**4200ERB Engineering (Post Trade)**

This area of study aims to provide students with knowledge and skills to:

**CNC Machining**
- use CNC technology in an engineering environment;
- program and operate CNC equipment to a high degree of accuracy.

**Maintenance/Fluid Power**
- install and maintain factory equipment, machine tool;
- diagnose faults in fluid power equipment;
- develop welding skills to a useable level.

**Press Toolmaking**
- manufacture pre-tools using CNC technology in a toolroom environment;
- design and manufacture tools to produce consistently accurate, and burn-free components;
- carry out press settings for tool trials.

**Career opportunities**
Students who have already completed an apprenticeship course will further develop their theoretical and practical side of high technology machining work. This will enable them to enter skilled positions of greater responsibility in a wide variety of manufacturing industries. The Course in Engineering (Post Trade) will enable tradespersons to facilitate their progression along the career path established by the Federal Metal Industry Award.

**Professional recognition**
Successful completion of nine modules not previously credited towards the trade certificate relates directly to the classification CT7, under the Metal Industry Award Restructure and Training Program.

**Course duration and delivery**
The course is of two years duration and is available both day and evening. Students may attend one half-day per week or two evenings per week. An accelerated course is offered of one year duration, whereby the student attends for one day plus an additional four hour evening class for one semester only.

**Course structure**
The course in Engineering—Post Trade is comprised of nine forty-hour modules to be selected from one of three available streams. These modules must be in addition to those completed during the Apprenticeship course in Fitting and Machining.

**Stream 1: CNC Machining**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
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<tbody>
<tr>
<td>NM06</td>
<td>CAD 1</td>
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<td>NM09</td>
<td>CNC Machining</td>
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<tr>
<td>NM10</td>
<td>CNC Turning 1</td>
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<td>NM01</td>
<td>CNC Turning 2</td>
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<td>NM12</td>
<td>CNC Milling 1</td>
</tr>
<tr>
<td>NM13</td>
<td>CNC Milling 2</td>
</tr>
<tr>
<td>NM45</td>
<td>Electrical Discharge Machines</td>
</tr>
<tr>
<td>NM61</td>
<td>Computer Aided Machining 1</td>
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<tr>
<td>NM32</td>
<td>Computer Aided Machining 2</td>
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**Stream 2: Maintenance/Fluid Power**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
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<tr>
<td>NF01</td>
<td>Manual Metal Arc Welding 1</td>
</tr>
<tr>
<td>NF04</td>
<td>Oxy Acetylene Welding 1</td>
</tr>
<tr>
<td>NF05</td>
<td>Manual Metal Arc Welding 2</td>
</tr>
<tr>
<td>NM18</td>
<td>Grinding 2</td>
</tr>
<tr>
<td>NM21</td>
<td>Precision Measurement</td>
</tr>
<tr>
<td>NM23</td>
<td>Plant Condition and Monitoring</td>
</tr>
<tr>
<td>NM29</td>
<td>Mechanical Power Transmission</td>
</tr>
<tr>
<td>NM27</td>
<td>Hydraulics 1</td>
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<tr>
<td>NM23</td>
<td>Fluid Power Control 1</td>
</tr>
<tr>
<td>NM34</td>
<td>Air Compression Distribution</td>
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</table>

**Stream 3: Press Toolmaking**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
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<tbody>
<tr>
<td>NM01</td>
<td>CNC Turning 1</td>
</tr>
<tr>
<td>NM17</td>
<td>CNC Milling 1</td>
</tr>
<tr>
<td>NM45</td>
<td>Electrical Discharge Machining</td>
</tr>
<tr>
<td>NM46</td>
<td>Press Tool 1 Introduction</td>
</tr>
<tr>
<td>NM47</td>
<td>Press Tool Blank and Pierce</td>
</tr>
<tr>
<td>NM48</td>
<td>Press Tool 3 Bend</td>
</tr>
<tr>
<td>NM49</td>
<td>Press Tool 4 Draw Dies</td>
</tr>
<tr>
<td>NM50</td>
<td>Press Tool 5 Progressive Dies</td>
</tr>
<tr>
<td>NM93</td>
<td>Press Tool Maintenance</td>
</tr>
</tbody>
</table>
Entry requirements
Students should have completed an apprenticeship course in Finishing and Machining, containing the prerequisites necessary for this course.

Application procedure
Prospective students should contact the Mechanical and Manufacturing Technology Department on (03) 9214 8904 in November for information about dates and times of enrolment.

Swinburne Certificates in Welding

2100EFA Basic Welding
(Basic Certificate in Engineering)

3222ERA Advanced Welding (Engineering Production Certificate - Level 3)

4200ERB Welding Certificate to AS1796
(Course in Engineering Post Trade)

Students will develop a high level of welding skill, which will assist them in obtaining employment as a welder and to advance to more highly skilled positions in the fabrication and welding industries. Areas of employment include automotive maintenance, agriculture, motor body building, furniture manufacturing and general fabrication industries.

Course aims
Basic Welding
- to qualify personnel for the welding industry where a basic welding skill only is required.

Advanced Welding
- to qualify personnel for the welding and fabrication industry where a competent industrial welding skill is required.

Welding certificate to AS1796
- to provide students with the knowledge and skills to obtain one or more welding certificates in accordance with AS1796.

Course duration and delivery
Basic Welding
One year consisting of two 120 hour semesters

Advanced Welding
One year consisting of two 120 hour semesters

Welding Certificate to AS1796
One semester; this could vary depending on the prerequisite modules required

Course structure
Basic Welding
Students must complete the following six self-paced modules:

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF01</td>
<td>MMAW of Low Carbon Steel</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF02</td>
<td>GTA W of Alloy Steel Pipe</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF03</td>
<td>W/MMA on Pipe</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF04</td>
<td>FGW on Pipe</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF05</td>
<td>Welding Certificate 5</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF06</td>
<td>Welding Certificate 6</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

Advanced Welding
Students must complete the following six self-paced modules which may be completed in any order provided the prerequisites are observed:

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF07</td>
<td>Gas Metal Arc Welding</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF08</td>
<td>Gas Metal Arc Welding 2</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF09</td>
<td>Gas Metal Arc Welding 3</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF10</td>
<td>Gas Metal Arc Welding 4</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

Welding Certificate to AS1796
Students who complete one or more of the welding certificates as per AS1796 will be eligible for an appropriately nationally recognised certificate.

Compulsory subject
NF01 Welding Certificate General Theory
NF02 MMAW of Low Carbon Steel
NF03 GTA W of Alloy Steel Pipe
NF04 W/MMA on Pipe
NF05 Welding Certificate 5
NF06 Welding Certificate 6

The Swinburne Centre for Engineering Technology is a high technology training and development centre. Its aim is to integrate the specialist disciplines of Computer Aided Drafting and Computer Aided Manufacturing within Swinburne, specialising in developing and conducting short courses in AutoCAD and CAD/CAM. The Centre offers both on-site training, consultancy and special prototype machining projects and development and sales of CAMPAC CAM software to industry and educational institutions. Courses are offered using release 13 or 14 of AutoCAD. Services to industry involve:

- training
- consulting
- research and development projects
- prototype development

Current offerings in short courses

- **CAD Skills**
  An introductory course designed to upgrade people’s skills to operate a Computer Aided Drafting software package to a level of proficiency.

- **CAD Skills 2**
  A course designed for participants wishing to continue on from CAD Skills 1 and for participants who have a general knowledge of AutoCAD and require additional training.

- **Advanced CAD**
  Specialises in 3D drafting and solid modelling

- **CAD Programming**
  A course designed to train personnel with prior CAD experience, to program using AutoLISP menu customisation and script programming.

- **Machining from CAD**
  AutoCAD and CNC principles using CAMPAC. CAMPAC is a powerful software developed, written and sold by Swinburne and used to process CAD drawing information into machinetool language.

- **CNC**
  Specialised courses in basic and advanced manual CNC programming including conversational programming.
- **Animation**
  This program is used to produce moving displays on the computer screen for high quality presentation work for sales, meetings, etc.

- **Robotics**
  The use and safety of robots.

- **Technical Publications**
  Using AutoCAD and Pagemaker for personnel who must produce technical pamphlets, brochures, etc.

- **Fundamentals of 3D Studio - Max**
  Introduction to 3D Studio - Max, navigate the 3D Studio Max interface and access all of its modules.

- **Mechanical Desktop Instruction**
  Instruction in the use of Mechanical Desktop, Parametric Solids, Surface and Assembly Modelling, tools used to create 3D computer models.

**CAMPAC**
CAMPAC is a proven CAD/CAM software package used in Australian manufacturing industries for producing components from AutoCAD drawings.

It is a CAM package which combines cutter path generation, program editing and communications all accessed from inside AutoCAD. The package was designed at the Centre to allow the operator to follow a sequence of simple, logical steps, to quickly produce the CNC machine driving instructions.

CAMPAC is a commercially available package.

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**COHST**
Centre for Occupational Health and Safety Training

**Occupational Health and Safety Training Programs**

**First Aid and Occupational Health and Safety Short Courses**

The Centre for Occupational Health and Safety Training (COHST) at Swinburne provides a variety of Occupational Health and Safety (OH&S) and First Aid short course programs. All courses are available at the Hawthorn Campus or on-site for group bookings. First Aid Courses are registered with the State Training Board and can be tailored to participants' specific needs. OH&S Courses are Victorian WorkCover approved and other modules can be made available upon request.

**Other Services**

The Centre acts as a consultancy service to help organisations meet requirements of the Code of Practice First Aid in the Workplace as well as OH&S training needs. COHST also offers a unique opportunity for company or individual trainers to join its network of qualified registered instructors who are eligible to supply cost effective training and approved certification. This is achieved through a Licensing Agreement based upon meeting set criteria and following Centre Policy and guidelines.

For more information or booking enquiries, please contact COHST on (03) 9214 8841.
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School of Social Sciences and Arts

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D. Kent. RN. MA.
D. Dwyer. RN. RM.
D. Dunn. RN.
D. Dunn. RN.
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D. Dunn. RN.
D. Kent. RN. RM.
D. Kent. RN. RM.
D. Kent. RN. RM.
D. Kent. RN. RM.
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D. O'Sullivan
O. Sera. BEd Hon. DipEd(TESL). HSCertTESL. ALTCert
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R. Magnusson. BA. BEd. GradDipPsy
M. Regan. BA. BEd. BSW

Multimedia Developer
E. Bollacker. E comptech

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## Course Chart

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Length</th>
<th>Prerequisites</th>
<th>Apply VTAC</th>
<th>Apply Direct</th>
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<tbody>
<tr>
<td><strong>Access, Community and Language Programs</strong></td>
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<tr>
<td><strong>Certificate courses</strong></td>
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<td>3300LCA</td>
<td>Advanced Certificate in Applied Language</td>
<td>H</td>
<td>3 years</td>
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<tr>
<td>— Japanese/Mandarin</td>
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<td>Certificate II in English for Vocational Education and Further Study (Accounting, Computing, General)</td>
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<td><strong>Community courses</strong></td>
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<td>2101LDD</td>
<td>Basic Studies Program</td>
<td>H</td>
<td>varied</td>
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<tr>
<td></td>
<td>Return to Study - Humanities</td>
<td></td>
<td>16 weeks</td>
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<td>Return to Study - Science</td>
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<td>18 weeks</td>
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<td>2100KZZ</td>
<td>Special Schools Transition Program</td>
<td>H</td>
<td>varied</td>
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<td></td>
<td>Victoria Police Education Entrance Examinations</td>
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<tr>
<td>4920LVP</td>
<td>Vocational Preparation Program (Fire Brigade, Police, Defence Force)</td>
<td>H</td>
<td>9 weeks</td>
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<tr>
<td>4900LJ</td>
<td>Volunteer Tutor Training</td>
<td>H</td>
<td>6 weeks</td>
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<td><strong>Adult and General Education</strong></td>
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<td><strong>Diploma courses</strong></td>
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<tr>
<td>2504AEC</td>
<td>Administration and Services (General Studies)</td>
<td>H</td>
<td>2 years</td>
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<tr>
<td>2503AAC</td>
<td>Professional Writing and Editing*</td>
<td>H</td>
<td>2 years</td>
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<tr>
<td>2503ANC</td>
<td>Literal Arts*</td>
<td>P</td>
<td>2 years</td>
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<tr>
<td>2503ABA</td>
<td>Recreation (Sports Coaching/Administration)</td>
<td>H</td>
<td>2 years</td>
<td></td>
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<td>***</td>
<td>Remedial Massage*</td>
<td>H</td>
<td>2 years</td>
<td></td>
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<td>2511ADC</td>
<td>Security Management**</td>
<td>P</td>
<td>2 years</td>
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<tr>
<td>2504ACC</td>
<td>Social Science (Justice)</td>
<td>H</td>
<td>2 years</td>
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<td><strong>Certificate IV courses</strong></td>
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<td>2403GFC</td>
<td>Literate Arts*</td>
<td>P</td>
<td>1 year</td>
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<tr>
<td>2200BFS</td>
<td>Tertiary Preparation*</td>
<td>H</td>
<td>1 sem</td>
<td></td>
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<td>SA2081</td>
<td>Workplace Training (Level 2)*</td>
<td>H, P</td>
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<td><strong>Certificate III courses</strong></td>
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<td>TAS350B</td>
<td>Health and Community Services (Therapy Assistance)**</td>
<td>H</td>
<td>1 year</td>
<td></td>
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<tr>
<td><strong>Certificate courses</strong></td>
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<tr>
<td>4390MCH</td>
<td>Applied Aspects of Loss and Grief</td>
<td>H</td>
<td>1 year</td>
<td></td>
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<tr>
<td></td>
<td>Event/Facility Management*</td>
<td></td>
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<tr>
<td>2200LZY</td>
<td>Foundation Studies Arts and Social Science (International Students)**</td>
<td>H</td>
<td>1 year</td>
<td>Contact International Student Unit</td>
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<tr>
<td>2211ACC</td>
<td>Security (Crowd Control)**</td>
<td>P</td>
<td>1 sem</td>
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<tr>
<td></td>
<td>Security Operations and Management*</td>
<td>P</td>
<td>1 sem</td>
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<tr>
<td>2200LZH</td>
<td>Victorian Certificate of Education (Adult VCE)</td>
<td>P</td>
<td>1 year</td>
<td></td>
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<tr>
<td>3220DGB</td>
<td>Workplace Leadership*</td>
<td>H, P</td>
<td>1 sem</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>Course Length</td>
<td>Prerequisites</td>
<td>Apply VTAC</td>
<td>Apply Direct</td>
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<tr>
<td>2603AAC</td>
<td>Advanced Diploma of Arts (Electronic Design and Interactive Media)</td>
<td>H, P, O, C, Off-Campus</td>
<td>2 years Full-time</td>
<td>VCE</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>2503AGC</td>
<td>Diploma of Arts (Design)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td>✔</td>
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<tr>
<td>2503AEC</td>
<td>Diploma of Arts: Small Companies and Community Theatre</td>
<td>Off-Campus</td>
<td>2 years</td>
<td>VCE</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>2503AFC</td>
<td>Diploma of Arts: Small Companies and Community Theatre</td>
<td>H, P</td>
<td>2 years</td>
<td>VCE</td>
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<td>✔</td>
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<tr>
<td>2502AOD</td>
<td>Diploma of Arts: Visual Arts (New Media)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>3500BMB</td>
<td>Associate Diploma of Arts (Graphic Art)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>3500BMA</td>
<td>Associate Diploma of Arts: Theatre Technology (Costume Stream)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>2507AAC</td>
<td>Diploma of Community Services</td>
<td>P</td>
<td>2 years</td>
<td>3-4 years</td>
<td>VCE</td>
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<tr>
<td>2507ACC</td>
<td>Diploma of Community Services (Community Development)</td>
<td>P</td>
<td>2 years</td>
<td>4 years</td>
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<td>2503AJC</td>
<td>Diploma of Community Services (Psychiatric Disability Support)</td>
<td>P</td>
<td>4 years</td>
<td>✔</td>
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<tr>
<td>2507ABC</td>
<td>Diploma of Community Services (Welfare Studies)</td>
<td>P</td>
<td>4 years</td>
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<td>2407ABC</td>
<td>Certificate IV in Community Services (Home and Community Care)</td>
<td>P</td>
<td>300-400 hrs</td>
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<td>2407ACC</td>
<td>Certificate IV in Community Services (Managing Social and Community Services)</td>
<td>P</td>
<td>2 years</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>2407ADC</td>
<td>Certificate IV in Health (Nursing)</td>
<td>P</td>
<td>1 year</td>
<td>2 years</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>2407AIC</td>
<td>Certificate IV in Community Services (Youth/Child/Family)</td>
<td>P</td>
<td>1 year</td>
<td>2 years</td>
<td>VCE</td>
<td>✔</td>
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<tr>
<td>2407AHC</td>
<td>Certificate IV in Community Studies (Disability)</td>
<td>P</td>
<td>1 year</td>
<td>2 years</td>
<td>VCE</td>
<td>✔</td>
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<tr>
<td>2307AAC</td>
<td>Certificate III in Children's Services: Early Childhood Care (General and Bilingual)</td>
<td>P</td>
<td>1 year</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>2307ABC</td>
<td>Certificate III in Community Services (Home and Community Care)</td>
<td>P</td>
<td>200 hours</td>
<td>✔</td>
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<tr>
<td>2307ADC</td>
<td>Certificate III in Children's Services: Out of School Care</td>
<td>P</td>
<td>1 year</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Homebased) Family Day Care, Distance Education, Nanny, Koori Streams</td>
<td>P, O, C</td>
<td>✔</td>
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<tr>
<td>3221MCA</td>
<td>Certificate in Occupational Studies in Social and Community Services*</td>
<td>P</td>
<td>1 sem</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>3222MDB</td>
<td>Certificate in Parent Education Leadership Training</td>
<td>H</td>
<td>✔</td>
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<tr>
<td>3595COP</td>
<td>Community Options Program</td>
<td>P</td>
<td>✔</td>
<td>✔</td>
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</tr>
</tbody>
</table>

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* No text exists in this Handbook — please contact the course providers or contact the Information Office on (03) 92148444.
Details on the content of each course are listed in the pages that follow. Courses are listed in the same order as above, alphabetically within qualification type.
**English Language Centre**

**English Language for Migrants**

**Migrant Education Co-ordinator**

G. Gawenda

Ph: (03) 9214 6957

Swinburne offers a variety of courses and support programs for migrants from a non-English speaking background who are:

- preparing to enrol in Swinburne or other post-secondary courses
- currently enrolled in Swinburne courses
- wanting to develop English language skills to improve study and work prospects.

**Full-time English courses**

Preparation for further study and work — Prahran campus and Hawthorn campus.

**Part-time, evening and day courses**

Preparation for further study and work, and concurrent support for Swinburne students.

**January summer school**

English for Academic Purposes (full-time program) — Hawthorn campus.

**Individual language support**

Students enrolled in a mainstream course at Swinburne can get help with English and study skills on a one-to-one basis.

**Language support within mainstream courses**

At both campuses, when circumstances allow, English as a second language (ESL) trained teachers and extra tuition time are provided for ESL students enrolled in VCE. Advanced certificate and associate diploma courses.

**Independent learning**

At both campuses, students have access to materials for independent study (VCE access) for language development purposes: audio, computer-based and text-based materials are provided. A fully-computerized language laboratory on the Prahran campus provides students with on-screen programs for use during language courses.

**Further information**

Individual language support (03) 9214 8816

English courses (03) 9214 6957

**Inservice, Short Courses & Bridging Programs**

The Child Care Studies, Family and Community Studies and General and Community Studies departments offer a broad range of inservices and professional development programs for people working in the social and community services field. They also offer a range of introductory programs and short courses which are available to the general public.

**Further information**

Child Care Studies

Telephone: (03) 9214 6863

Family and Community Studies

Telephone: (03) 9214 6866

General and Community Studies

Telephone: (03) 9214 6868

**Certificate courses**

**3300LCA Advanced Certificate in Applied Language (Japanese/Mandarin)**

The Advanced Certificate in Applied Language is a course specifically designed for those wishing to communicate in Japanese or Mandarin both orally and in writing, with emphasis placed on oral communication. The course provides participants with skills and knowledge in the areas of interaction at work, social interaction, giving and receiving information, in-country living skills and cultural knowledge.

**Location**

This course is offered at the Prahran campus.

**Career opportunities**

The course would be of benefit to anyone whose occupation brings them into contact with speakers of either language. It is ideally suited for business people as well as for those in the tourism/hospitality industry.

**Course duration**

The course is offered on a part-time (evening) basis requiring students to attend two sessions per week between 6.00pm and 9.00pm.

**Course structure**

<table>
<thead>
<tr>
<th>AJC01</th>
<th>Japanese 1A</th>
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<tbody>
<tr>
<td>AJC02</td>
<td>Japanese 1B</td>
</tr>
<tr>
<td>AJC03</td>
<td>Japanese 2A</td>
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<tr>
<td>AJC04</td>
<td>Japanese 2B</td>
</tr>
<tr>
<td>AJC05</td>
<td>Japanese 3A</td>
</tr>
<tr>
<td>AJC06</td>
<td>Japanese 3B</td>
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<tr>
<td>ALC01</td>
<td>Mandarin 1A</td>
</tr>
<tr>
<td>ALC02</td>
<td>Mandarin 1B</td>
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<td>ALC03</td>
<td>Mandarin 2A</td>
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<td>ALC04</td>
<td>Mandarin 2B</td>
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<td>ALC05</td>
<td>Mandarin 3A</td>
</tr>
<tr>
<td>ALC06</td>
<td>Mandarin 3B</td>
</tr>
</tbody>
</table>

**Entry requirements**

There are no formal entry requirements.

**Recognition of prior learning**

Students who successfully complete one or more subjects at Swinburne University of Technology may apply for advanced standing in the Advanced Certificate of Applied Language at other TAFE institutions.

**Further studies pathways**

An articulation pathway has been developed at this institution between the Advanced Certificate in Applied Language (Japanese) and the Bachelor of Arts. Students completing the Certificate who are successful in gaining entry to the Bachelor of Arts course will receive credit for five units in Japanese on the completion of a bridging course.

**Application procedure**

Application forms and further details are available from: Access, Community and Language Programs: 144 High Street, Prahran 3181. Telephone: (03) 9214 6955 or Fax: (03) 9529 3275
2212AEC  Certificate II in English as a Second Language - Access Education Program

The full-time/day program prepares people from a non-English-speaking background with a low-to-intermediate level of English, for entry to either further study or work. When offered as a part-time evening program this course is for people preparing for, or currently undertaking, tertiary studies and for those working and wanting to improve language skills and job prospects.

Location
This course is offered at Prahran and Hawthorn campuses.

Course duration and delivery
New courses start in February and July (subject to funding) and run for one semester. Classes are held in the day-time (full-time) or in the evening (part-time).

Course structure
The full-time day course consists of 29 modules in 8 sections:

1. Oral communication.
2. Listening skills.
3. Writing skills.
4. Reading skills.
5. Mathematics.
6. Austrailian studies.
7. Computer studies.
8. Employment and living skills.

The part-time evening course consists of:

CA51 Further Speaking and Listening
CA52 Advanced English

Students are able to apply for either or both of the above courses.

Entry requirements
Applicants must:
- be permanent residents of Australia;
- have low to intermediate level of English;
- have, as their first language, a language other than English;
- intend to study or seek employment after this course.

Further studies pathways
This course is an excellent preparation for entry to:
- The Certificate in English for Vocational Education and Further Studies offered by Swinburne University of Technology;
- Vocational training;
- Employment.

Application procedure
Application forms are available from the Migrant Education Unit:
- Prahran campus
  144 High Street Prahran 3181
  Tel: (03) 9214 6985
- Hawthorn campus
  TAFE Building D Level 3
  Park Street, Hawthorn 3122
  Tel: (03) 9214 5337

2212AAC  Certificate II in English for Vocational Education and Further Study

The course prepares people from a non-English speaking background, with a high intermediate level of English, for further studies.

Three streams are available:

Business
A preparation for entering courses in fields such as accounting or office administration (Prahran campus).

Computing
A preparation for entering courses in fields such as computer programming, microcomputing and computer operating (Prahran and Hawthorn campus).

General
A preparation for study in a variety of fields (Prahran and Hawthorn campus).

Location
This course is offered at the Prahran and Hawthorn campuses.

Course duration and delivery
Course length: one semester. New courses start in February and July (subject to funding). Classes usually start at 8.30am and may finish at 5.30pm on some days.

Course structure
Students must complete the core subject plus one of the five streams listed below.

Core
1. English as a Second Language (ESL) and study skills such as:
   - note-taking from books and lectures
   - essay and report writing skills
   - library skills
   - classroom discussion
   - giving an oral presentation
   - independent study
   - reading skills appropriate to the stream chosen

2. Knowledge and cultural understanding necessary for students to enter successfully into the Australian post-secondary education system.

Subject details are not available in this Handbook. Please contact the course provider for details of subjects offered.

Stream studies
Business/Accounting stream
- CA511 Introduction to Accounting
- CA518 English and Study Skills
- EF001 Introduction to Communications
- EF011 Information Technology

Computing stream
- EF001 Introduction to Communications
- EF003 Using a Microcomputer
- EM13 English and Study Skills

General stream
- EF001 English and Study Skills
- EF003 Introduction to Communications
- EF005 Introduction to Micro Applications

Further studies pathways
Business stream
Successful completion of this stream prepares people for entry to the following courses:
- Advanced Diploma of Business Accounting
- Diploma in Accounting
- Advanced Diploma of Business Office Administration
- Diploma in Office Administration
- Certificate II in Business (Office/Clerical)

Students enrolled in English for Vocational Education and Further Study who achieve a pass in the subject Introduction to Accounting and who are subsequently accepted into one of the above courses can apply for exemption from an equivalent subject in that course.

Computing stream
Successful completion of this stream prepares people for entry to the following courses:
- Certificate of Computer Business Applications

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• Associate Diploma of Business Programming
• Advanced Certificate in Information Technology

Students enrolled in English for Vocational Education and Further Study who achieve a pass in certain subjects in this course and who are subsequently accepted into one of the above courses can apply for exemption from equivalent subjects in that course.

General stream
Successful completion of this stream prepares people for entry to a variety of courses.

Application procedure
Application forms are available from Migrant Education Unit
Prahran Campus  Hawthorn Campus
144 High Street or 3rd Level, Bldg TD
Prahran Vic 3181  Hawthorn
Telephone (03) 9214 6985  (03) 9214 5337
Selection is based on each applicant’s suitability for the course

2112AAC  Certificate I in Work Education
The course aims to provide people with special learning needs with basic literacy, numeracy and vocational training skills.

Location
This course is offered at the Hawthorn campus

Career opportunities
The course introduces students to an age-appropriate learning setting, extends the opportunity to participate in recreational activities and helps to develop a range of vocational skills that can be applied in the workplace.

Course duration and delivery
Intake dates are flexible and subject to variation but will be advertised. The course is full-time runs for 1200 hours which is spread over two years.

Students are required to attend all classes and to participate in practical placements.

Course structure
VAC 550  First Aid
VAH 676  Induction
VAC 940  Personal Effectiveness
VAD 167  Orientation to Learning
VAD 705  Orientation to Work
VAM 094  Workplace Communication
VAM 127  Writing Skills for Work
VAB 701  Job Seeking Skills
VAH 216  Work Team Communication
VAC 145  Numeracy - Level 1 (C.G.E.A.)
VAH 445  Computer Fundamentals
VAH 807  Computer Operations - Data Retrieval
VAC 250  Office Equipment - Routine Tasks
VAM 067  Work Education

A range of accredited modules from the following vocational areas are also offered within the Certificate in Work Education: Horticulture, Hospitality, Retailing.

Entry requirements
Young people, minimum age of sixteen years, with a mild intellectual disability or a history of learning difficulties needing special educational assistance to prepare for the workforce.

Recognition of prior learning
The individual education plan designed for each student is based on the philosophy of recognition of prior learning.

Further studies pathways
On completion of the course the students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

Application procedure
Prospective students are required to complete an application form and attend an interview.

2100LIG/LIH  Certificates of General Education for Adults

The Certificates of General Education for Adults are designed for people from English and non-English speaking backgrounds who left school before year 11 and want to improve their reading, writing, maths and general education. The courses offer four levels of the Victorian Adult English Language Literacy and Numeracy Accreditation Framework.

Location
These courses are offered at the Hawthorn and Prahran campuses

Career opportunities
The courses provide a developmental pathway from the earliest stages of reading and writing to preparation for a wide range of employment, vocational training, TAFE and further education options.

Course duration and delivery
The courses can be undertaken on a full-time (twenty hours per week) or part-time basis. Intakes are flexible and occur at regular intervals throughout the year.

Course structure
Core subjects
General Curriculum Options Levels 1-4:
VAC 796  Small Business
VAC 797  Introduction to Hospitality (VET)
VAC 798  Introduction to Social & Community Studies (VET)
VAC 799  Information Technology (VET)
VAE 291  Numeracy 1
VAE 292  Numeracy 2
VAE 293  Numeracy 3
VAE 294  Numeracy 4
VAE 436  Oral Communication 1
VAE 437  Oral Communication 2
VAE 438  Oral Communication 3
VAE 439  Oral Communication 4
VAE 274  Reading and Writing 1
VAE 275  Reading and Writing 2
VAE 276  Reading and Writing 3
VAE 277  Reading and Writing 4

Entry requirements
Adults with incomplete schooling: level one is for adults who have yet to gain competence as independent readers and writers through to level four which is for students wishing to return to study.

Please note: This course is unsuitable for new arrivals whose first language is not English.

Recognition of prior learning
The flexible course structure and entry arrangements are based on the philosophy of recognition of prior learning.

Further studies pathways
On successful completion of level four of the certificate students may undertake:
• TAFE certificate courses
• vocational training courses
• VCE
• workplace training.

Application procedure
All prospective students must attend a confidential interview and assessment to ensure they are placed in the appropriate level for each subject.

Further information
Prahran campus, telephone (03) 9214 6952 or Hawthorn campus, telephone (03) 9214 8992 (Cale Thompson).
Community courses

2100LDO Basic Studies Program

TR101 English Workshop
TR102 Mathematics Workshop
TR103 Spelling Workshop
TR105 Volunteer TutorProgram Students (Adult Literacy) — Regular
TR106 Volunteer TutorProgram Students (Life Skills) (MIDA)
TR107 Literacy in the Workplace (MIDA)

Return to Study - Humanities

This 16 week 3 hours evening course is offered in the first and second semesters. It is designed for both students who are considering returning to study after some years, or for those who are currently undertaking study and experiencing difficulties.

The following topics are covered:

- library and research skills;
- efficient reading and notetaking;
- citing references;
- constructing arguments;
- clear thinking;
- structuring and organising writing;
- essay and report writing;
- sentence and paragraph structures.

Return to Study - Science

This 18 week evening course (2 hours x 2 evenings) is offered in second semester. It is designed to assist students who are currently undertaking study and experiencing difficulties.

The following topics are covered:

- using the library to research topics;
- developing effective study skills;
- efficient reading skills and notetaking;
- writing essays and laboratory reports;
- self-paced mathematics;
- preparing for the STAT Test.

2100KZN Special Schools Transition Program

This course offers students attending Special Schools the opportunity to sample some TAFE subjects by attending Hawthorn campus one day per week. Students are accompanied by Special School staff.

TR808F Vocational Studies (Spec.)
TR809F Electrical (Spec.)

Victoria Police Education Entrance Examinations

Tests are held on the third Friday of every month. Tests cover five areas: Spelling and Comprehension, Mathematics, Reasoning Ability, English Skills and Writing Skills. It is not mandatory to do the Vocational Preparatory Course in order to sit these examinations.

4290LVP Vocational Preparatory Program

This short course is for mature-age students who wish to sit an examination to enter their chosen field in the fire brigade, armed services or the police force.

TR400 Nursing (SEN), Police Force, Fire Brigade and Armed Services Entry Examination preparation

4290LDJ Volunteer Tutor Training

Two courses of training are offered. One prepares volunteers to work on a one-to-one basis with adult students who need individual tuition in the basics of reading, writing and spelling. The second prepares volunteers to tutor mildly intellectually disabled adults in life-coping skills.

TR900 Basic Literacy
TR906 Life Skills

Further information
Access Education, Numeracy (03) 92148806, literacy (03) 92148816 or (03) 92148834.
Course duration and delivery
The Diploma can be completed in 2 years full-time study both ‘on’ and ‘off-the-job’ or a part-time equivalent (subject to University approval).

Students will be eligible for Certificate IV of Recreation (Sports Coaching) Administration upon completion of the first year of the Diploma.

There is a significant requirement for on-the-job training, and students are expected to have access to a recreation organisation in order to successfully complete the course. Students in the Coaching Stream must complete 100 hours of coaching qualifications in an approved sport.

Entry requirements
Entry to the Diploma will normally be undertaken by those who have successfully completed Year 12 or equivalent. Some places are reserved for applicants who may have life experience without formal education to Year 12. Preference will be given to all applicants who can demonstrate recreation experience.

Credit transfer - Pathways
This Diploma is part of a Pathway which links to entry level, supervisory and management training. The Culture, Recreation, Education and Training Industry is currently undertaking an articulation project to establish the links between this training Pathway and a range of courses in the courses, recreation and fitness areas in the Higher Education sector. It is planned that these arrangements will be in place by the end of July 1996.

Membership of the Australian Sports Administrators’ Association is available on completion of the Recreation (Sports Administration) Diploma to Administration students.

2504 ACC Diploma of Social Science (Justice)
The course will ensure student gain knowledge in the following areas as they relate to community para-legal work and human service settings:
- Basic sociocultural, 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
- Relationship of community work to political and legal policy and enforcement processes.

Location
This course is offered at the Hawthorn campus.

Career opportunities
The Diploma of Social Science (Justice) aims to provide learners with the appropriate training and qualification to work at the para-professional level in public or private organisations within the Justice industry.

Further studies pathways
Upon completion of the Diploma, students will have the opportunity to continue studies at RMIT, Bachelor of Arts (Criminal Justice Administration). Articulation options with other suitable courses in the Higher Education sector. Some are being pursued.

Course duration and delivery
This course can be completed with two years full-time study and a part-time equivalent.

Course structure
**Year 1**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Module</th>
<th>Subject</th>
<th>Weeks</th>
<th>Session Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH261</td>
<td>Foundations of Law 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TH263</td>
<td>Administrative Law for Justice Studies</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>TH265</td>
<td>Sociology 1</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>NGMS106</td>
<td>Managing Effective Working Relationships</td>
<td></td>
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</tr>
<tr>
<td>NCS101</td>
<td>Team Building</td>
<td></td>
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<tr>
<td>NCS209</td>
<td>Negotiation Skills</td>
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<tr>
<td>NCS215</td>
<td>Database Fundamentals</td>
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<tr>
<td>NCS216</td>
<td>Spreadsheet Fundamentals</td>
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<tr>
<td>NCS222</td>
<td>Word Processing Introduction</td>
<td></td>
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<tr>
<td>Semester 2</td>
<td>Module</td>
<td>Subject</td>
<td>Weeks</td>
<td>Session Hours</td>
<td>Total Hours</td>
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<tr>
<td>TH262A</td>
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<td></td>
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<tr>
<td>TH262B</td>
<td>Foundations of Law 2B</td>
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<td>TH266</td>
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<td></td>
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<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
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<tr>
<td>NCS027**</td>
<td>Presenting Information</td>
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**Year 2**

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<tbody>
<tr>
<td>TH268</td>
<td>Australian Criminal Justice System</td>
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<tr>
<td>TH270</td>
<td>Justice Delivery</td>
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<tr>
<td>TH267</td>
<td>Applied Psychology</td>
<td></td>
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<tr>
<td>TH271</td>
<td>Cultural Diversity in Australia</td>
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<td>Field Placement 2</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Module</th>
<th>Subject</th>
<th>Weeks</th>
<th>Session Hours</th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>TH264</td>
<td>Statute and Criminal Law</td>
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<tr>
<td>TH268</td>
<td>Criminology</td>
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<tr>
<td>TH272</td>
<td>Social Research and Analysis</td>
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<tr>
<td>S20010**</td>
<td>Field Placement 3</td>
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<td></td>
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</tr>
</tbody>
</table>

**Please note:** subject details for these subjects were unavailable at time of print please contact the department.

Entry requirements
Entry to the Diploma will normally be undertaken by those who have successfully completed Year 12 or equivalent. Some places are reserved for applicants who may have life experience without formal education to Year 12. Preference will be given to applicants who can demonstrate community work/legal experience.

Further information
Telephone: (03) 9214 6570.

Certificate courses

4390 MCH Certificate in Applied Aspects of Loss and Grief
This course is designed for workers, waged or non-waged, who support people experiencing grief and loss. It aims to give an understanding of grief and loss processes, and provide skills in assisting those who grieve.

The course is designed to give students the opportunity to:
- have a knowledge of theories related to grief and loss;
- have an understanding of the support required to assist people in grief and loss situations;
- be able to identify the range of skills needed in grief and loss work. Although students will be introduced to a number of basic counselling skills, this course does not provide a professional counselling qualification.

Location
This course is offered at the Hawthorn campus.

Course duration and delivery
This course will be taken by part-time study over one year. Intake will be in February and continue for two semesters, each of fifteen weeks duration, until November. Class times will be in the evening 6.00 – 9.00pm for both semesters.

Course structure
**Semester 1 — Introduction to Perspectives of Loss and Grief**

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
<th>Weeks</th>
<th>Session Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Grief Theories</td>
<td>6</td>
<td>4</td>
<td>20</td>
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<tr>
<td>Module 2</td>
<td>LifeSpan</td>
<td>6</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>Module 3</td>
<td>Culture</td>
<td>3</td>
<td>4</td>
<td>12</td>
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<tr>
<td>Module 4</td>
<td>Social and Ethical Issues</td>
<td>4</td>
<td>8</td>
<td>32</td>
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<td>TOTAL</td>
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</table>

**Semester 2 — Grief Management**

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
<th>Weeks</th>
<th>Session Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 5</td>
<td>Disaster and Emergency Issues</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>Module 6</td>
<td>Communication Skills in Grief and Loss</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>Module 7</td>
<td>Networking and Resourceing</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>Module 8</td>
<td>Survival Strategies for Care Givers</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Module 9</td>
<td>Course Review</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>20</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>
Students are required to complete one assessment task for each module and attend 80% of the course to be awarded the certificate. There will be a variety of assessment methods including reports, presentations, case studies, discussion papers and group work.

Entry requirements

Participants undertaking the course come from a wide variety of areas: nursing, social work, health and welfare, palliative care, pastoral care, workers in the funeral industry and from human resources, education and support and self-help groups. Prospective students should have mature-age (twenty-three and over) and have some experience of working with grief and loss. It is expected that students demonstrate a degree of sensitivity and empathy towards others in grief and loss situations. Students should indicate their readiness to undertake learning based on adult learning principles of sharing and cooperative responsibility between teachers and students. There are limited places available for special entry for those unable to meet all selection criteria.

Further studies pathways

Upon completion of the certificate students may negotiate an equivalent credit from a TAFE course within the community services and health field.

Application procedure

Course brochures and application forms are available from the Department Office on (03) 92148729.

2200LZV Victorian Certificate of Education (Adult VCE)

The Adult VCE is offered at the Prahran campus. The course is designed to meet the needs of students who intend to proceed to tertiary education, in particular to the diploma and degree courses offered by the higher education Division of Business, Humanities and Social Science, and the Division of Science, Engineering and Design at Swinburne University of Technology.

Career opportunities

The Adult VCE provides access into a diverse range of TAFE and Higher Education courses.

Course duration and delivery

The VCE is normally completed over one year full-time or over two years on a part-time basis. To complete the Adult VCE, applicants must be over eighteen years of age on 1 January of the year of commencement. VCE studies at Swinburne and have been away from study for at least twelve months. Adult students are not required to do Units 1 and 2.

Course structure

A wide range of subjects are offered for full-time, part-time, day and evening students. Subjects may be taken in approved combination, subject to timetable considerations. Assessment procedures are based on work requirements and Common Assessment Tasks (CATs) as set by the Board of Studies.

The following subjects are taught:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TG01</td>
<td>English</td>
</tr>
<tr>
<td>TR02</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>TG04</td>
<td>Accounting</td>
</tr>
<tr>
<td>TG05</td>
<td>Physics</td>
</tr>
<tr>
<td>TG06</td>
<td>Chemistry</td>
</tr>
<tr>
<td>TG07</td>
<td>Biology</td>
</tr>
<tr>
<td>TG08</td>
<td>Information Technology in Society</td>
</tr>
<tr>
<td>TG09</td>
<td>Media</td>
</tr>
<tr>
<td>TG10</td>
<td>Literature</td>
</tr>
<tr>
<td>TG12</td>
<td>Psychology</td>
</tr>
<tr>
<td>TG13</td>
<td>Environmental Studies</td>
</tr>
<tr>
<td>TG14</td>
<td>Political Studies</td>
</tr>
<tr>
<td>TG15</td>
<td>Human Development in Society</td>
</tr>
<tr>
<td>TG17</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>TG08**</td>
<td>Systems and Technology</td>
</tr>
<tr>
<td>TG29</td>
<td>Further Mathematics</td>
</tr>
<tr>
<td>TG40</td>
<td>Specialist Mathematics</td>
</tr>
<tr>
<td>TG41</td>
<td>Mathematical Methods</td>
</tr>
<tr>
<td>TG42</td>
<td>Business Management</td>
</tr>
<tr>
<td>TG46</td>
<td>Contemporary Society</td>
</tr>
<tr>
<td>TG47</td>
<td>Classical Society and Culture</td>
</tr>
<tr>
<td>TG52</td>
<td>Information Technology: Information Systems</td>
</tr>
</tbody>
</table>

TG53 Information Technology: Information Processing and Management
TG85 Physical Education
TG86 Theatre Studies

**Please note: subject details for this subject was unavailable at time of print please contact the department.

Entry requirements

Students may be required to complete an informal interview so that they can be advised on subject selection.

Application procedure

Contact the VCE Administrator on (03) 9214 6751 for further information and enrolment forms.

Arts course

2603AAC Advanced Diploma of Arts (Electronic Design and Interactive Media)

Electronic Design and Interactive Media focuses on the use of electronic imaging, computer graphics and interactive multimedia for the communication of visual, graphic and design concepts.

Students will be trained in combining visual art and design literacy with the new media and graphic technology, hardware and software applications, and management. It aims to train people to meet the demands of industry in the areas of:

- Electronic Publishing/Graphic Design
- Interactive Multimedia/Animation
- Visual Arts

Course duration and delivery

The Advanced Diploma of Arts (Electronic Design & Interactive Media) is offered as a two year full-time course.

Course Structure

1st Year

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Code</th>
<th>Subject Name</th>
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</thead>
<tbody>
<tr>
<td>VBD251</td>
<td>Computer Skills - Technical</td>
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<tr>
<td>VBD252</td>
<td>Computer Concepts - Copyright</td>
<td></td>
</tr>
<tr>
<td>VBD253</td>
<td>Computer Skills - Video Production</td>
<td></td>
</tr>
<tr>
<td>VBD254</td>
<td>Computer Skills - Sound Production</td>
<td></td>
</tr>
<tr>
<td>VBD255</td>
<td>Cinema Language and Film Theory</td>
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<tr>
<td>VBD256</td>
<td>Electronic Design I</td>
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<tr>
<td>VBD257</td>
<td>Design for Interactive Multimedia I</td>
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<tr>
<td>VBD258</td>
<td>3D Imaging and Animation</td>
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<tr>
<td>VBD259</td>
<td>Electronic Imaging</td>
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</table>

Semester Two

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject Name</th>
</tr>
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<tbody>
<tr>
<td>VBD260</td>
<td>2D Design I</td>
</tr>
<tr>
<td>VBD261</td>
<td>Electronic Design II</td>
</tr>
<tr>
<td>VBD262</td>
<td>Design for Interactive Multimedia II</td>
</tr>
<tr>
<td>VBD263</td>
<td>3D Imaging and Animation II</td>
</tr>
<tr>
<td>VBD264</td>
<td>Electronic Imaging</td>
</tr>
<tr>
<td>VBD265</td>
<td>2D Design II</td>
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<tr>
<td>VBD266</td>
<td>Research Project I</td>
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</table>

2nd Year

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD267</td>
<td>Writing for Multimedia</td>
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<tr>
<td>VBD268</td>
<td>Electronic Design III</td>
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<td>VBD269</td>
<td>Design for Interactive Multimedia III</td>
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<td>VBD270</td>
<td>Imaging for Multimedia</td>
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<td>VBD271</td>
<td>Electronic Imaging III</td>
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<td>VBD272</td>
<td>Research Project II</td>
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<tr>
<td>VBD273</td>
<td>Introduction to Small Business Management</td>
</tr>
<tr>
<td>VBD274</td>
<td>CAAD Research Project</td>
</tr>
</tbody>
</table>

Entry requirements

Successful completion of an Art & Design or Media course or relevant Industry Experience plus a folio of related work. Applicants must attend an interview.

Application procedure

Full-time students, including mature-age applicants, should apply through the VTAC; part-time students apply direct to the Institution. All applicants must contact the
Recognition of prior learning

Recognition of Prior Learning involves recognising currently held skills and knowledge, regardless of when, where or how obtained, through formal and informal training (in industry and education), work experience and/or life experience.

Credit transfer - Pathways

A credit transfer system, known as the Pathways Program, is in place at Swinburne. Through Pathways students with one of a wide range of qualifications can gain entry into other courses.

Further information

Further information may be obtained from the Department of Arts on (03) 9214 6737 or the Information Office on (03) 9214 9444.

2503AGC Diploma of Arts (Design)

This course is offered at Prahran campus. The purpose of this course is to provide training for individuals who wish to work in the design industry, or undertake further study in graphic design (degree) and arts (associate diploma). An articulation arrangement with Swinburne University ensures access to the second year of their degrees for those who are accepted from the Associate Diploma course. Articulation into other higher education design courses is being negotiated by the course developers.

Career opportunities

The course may be taken as a sequential whole or in sets of selected modules or single modules to suit the purposes of deliverers and trainees.

The course offers a range of options:
- To concentrate on graphic design with a view to proceeding to a degree in graphic design or associate diploma in graphic art;
- To take a graphic design path with a view to seeking work as a visualiser,
- To take a graphic design path with a view to seeking work as a visualiser,
- To take a graphic design path with a view to seeking work as a visualiser,
- To take a graphic design path with a view to seeking work as a visualiser;
- To work as a graphic design assistant, or in other industry requested specialist areas.

Course duration and delivery

The Associate Diploma of Arts Design is offered as a two year full-time or approved equivalent part-time course.

Entry requirements

Admission to the course is conditional on successful completion of VCE. Provision is made for students returning to education.

All intending students must attend an interview and folio presentation. In addition the applicant will be evaluated on their knowledge of graphics and design.

Recognition of prior learning

Through the recognition of prior learning, participants will be given credit for modules where they can provide evidence that they have achieved the learning outcomes.

Learning outcomes include:
- The applicant has actually completed the learning outcome that is being claimed;
- The learning outcome is still valid and performable;
- The learning has reached the accepted level;
- The learning is applicable to the area claimed;
- The learning outcome can be applied outside the specific context in which it was learned;
- A sound connection can be made between the outcome and the vocational outcomes.

Further studies pathways

TAFE to Tertiary

The course has been developed in conjunction with Swinburne University of Technology and the TAFE Division, to provide an articulation model that would also be applicable to design courses in other universities.

TAFE to TAFE

The Advanced Certificate in Applied Design (generic) developed by RMIT has equivalent competency outcomes to the first year of the Diploma of Art (Design).

Application procedure

Applications must be made through VTAC. In addition applicants must contact the department to receive further information regarding an interview.

Part-time applicants only apply directly to this department.

Further information

Further information may be obtained from The Arts Department on (03) 9214 6739, at the Prahran campus.

2503AEC Diploma of Arts (Small Companies and CommunityTheatre)

The course aims to train theatre workers who may wish to work in a small company or as individuals with other artists on specific projects. These theatre workers have performance skills but also require a range of skills necessary to mount and manage a project or event.

Location

This course is offered at Prahran campus.

Career opportunities

This course enables students to develop abilities in a variety of theatre styles including scripted productions, movement based theatre, puppetry, comedy, circus, street theatre and special performance events in small theatre companies, community theatres, theatre-in-education, festivals, project management and entrepreneurial projects.

Course availability and duration

The course is offered as a two year full-time course. Part-time places are offered subject to availability.

Course structure
Introduction to the Australian Theatre Industry
Scriptwriting
Event Process
Project Administration
Rehearsal and Skills Maintenance
Industry Placement
Costume
Make-up
Basic Photography
Basic Video Camera Operation
Basic Sound
Performing Arts in Context
Event Project 2
Project Administration 2
Publicity and Marketing
Research and Consultations
Negotiation Skills
Dealing With Conflict
Rehearsal Skills/Main2
Acting
Year 2
Job Seeking Skills
Introduction to Industrial Relations
Popular Theatre
Voice
Movement
Introduction to Australian Theatre Industry
Events 3
Project Administration 2
Publicity and Marketing/Events 2
Research and Consultation
Industry Placement
Rehearsal Skills/Maintenance
First Aid
Microcomputing
Keyboarding
Word Processing
Stage Management
Industry Placement
Voice 3
Movement 3
Project Administration 4
Publicity and Marketing Events
Research and Consultation
Small Companies Simulation
Rehearsal and Skills Maintenance
Sound
Event Project 4

Please note: subject details for these subjects were unavailable at time of print, please contact the department.

Entry requirements
Admission to the course is conditional on successful completion of VCE. Provision is made for students returning to education. Applicants will be asked to participate in a day of special workshops and written activities.

Recognition of prior learning
Through the recognition of prior learning, participants will be given credit for subjects where they can provide evidence that they have achieved the learning outcomes. Learning outcomes include:

- The learning outcome can be applied outside the specific context in which it was learned;
- A sound connection can be made between the learning outcomes and the vocational outcomes.

Further studies pathways
Graduates may choose to pursue further studies in performing arts areas in higher education.

Application procedure
Applicants must be made through VTAC; in addition, applicants MUST contact the department to receive further information regarding an interview.

Further information
Arts Department on (03) 9214 6739 or (03) 9214 6737

2503AEC Diploma of Arts (Small Companies and Community Theatre) (Koori Performing Arts)

The course aims to train participants not only in a range of performance skills but also to acquire a broad range of skills necessary to mount and manage a project or an event. For the first twelve months the students work together through a number of modules or subjects which have been customised to cover many aspects of performing arts from an indigenous point of view. The focus is to provide participants with the history of black theatre in Australia, origins of make-up and body paint, movement and dance, contemporary black playwrights, guest speakers and tutors who have worked within the performing arts industry, exploration of traditional lands and people.

Location
This course is offered at Prahran campus.

Career duration and delivery
This is a two year full-time accredited course.

First year also offers a comprehensive introduction to acting for film and television. The focus is to complete two event or performance projects relating to the exploration and expression of Aboriginality. These projects are conceived, developed, rehearsed and staged for the mediums of video and theatre.

In the second year students focus on simulating industry practice by creating, devising and evaluating two further event or performance projects and then to participate in a small companies simulation.

Course Structure
Performance Skills
Design and Technology Skills
Arts Industry Studies
Small Companies Administration

Entry requirements
Provision is made for mature-age students. Applicants will be asked to participate in a day of special workshops.

Application procedure
All applicants must contact the Arts Department to receive further information regarding application forms and workshop dates.

Telephone (03) 9214 6739 or (03) 9214 6737

Costs
Students will be advised of costs at interview/workshop.

Recognition of prior learning
Recognition of Prior Learning involves recognising currently held skills and knowledge, regardless of when, where or how obtained, through formal and informal training (in industry and education), work experience and/or life experience.

Credit transfer - Pathways
A credit transfer system known as the Pathways Program is in place at Swinburne. Through Pathways students with one of a wide range of qualifications can gain entry into other courses.

Further information
Arts Department on (03) 9214 6739 or (03) 9214 6737
THE DIPLOMA OF ARTS: VISUAL ARTS

This course exposes students to the breadth of the art industry. It aims to develop vocational skills which will lead to self-employment opportunities within the art industry: develop and prepare a folio for use when applying for higher education degree art courses; prepare students for full-time study; establish an awareness of the role and responsibilities of the art worker in society; and develop attitudes of adaptability in response to changing trends and opportunities within the art industry.

Location
The Diploma of Arts: Visual Arts is offered at the Prahran campus.

Career opportunities
The course aims to train visual artists who will work with commercial galleries, artist-run galleries, alternate spaces, museum exhibitions, community-based projects and on commissions. Other opportunities for employment may include interdisciplinary areas such as the performing arts, writing, radio, film and television.

Course availability and duration
The course is offered as a two-year full-time or approved equivalent part-time course.

Course structure
The course will focus on fine art theory and practice with a core curriculum which will support the elective areas of study.

**Year 1**
- AP701 Context and Culture I
- AP702 Contemporary Art Studies I
- AP703 General Drawing 1
- AP704 Life Drawing 1
- AP705 Support Studies 1
- AP706 Context and Culture 2
- AP707 Contemporary Art Studies 2
- AP708 General Drawing 2
- AP709 Life Drawing 2
- AP710 Support Studies 2
- AP711 Painting 1
- AP712 Printmaking 1
- AP713 Sculpture 1
- AP714 Photography 1
- AP715 Painting 2
- AP716 Printmaking 2
- AP717 Sculpture 2
- AP718 Photography 2

**Year 2**
- AP723 Context and Culture 3
- AP724 Contemporary Art Studies 3
- AP725 Drawing 3
- AP726 Arts Business Practice 1
- AP727 Arts Business Practice 2
- AP728 Painting 3 Major
- AP730 Sculpture 3 Major
- AP732 Painting 3 Minor
- AP733 Printmaking 3 Minor
- AP734 Sculpture 3 Minor
- AP735 Photography 3 Minor
- AP736 Context and Culture 4
- AP737 Occupational Health and Safety
- AP738 Drawing 4
- AP739 Arts Business Practice 3
- AP740 Painting 4 Major
- AP742 Sculpture 4 Major
- AP744 Painting 4 Minor
- AP745 Printmaking 4 Minor
- AP746 Sculpture 4 Minor
- AP747 Photography 4 Minor
- AP748 Printmaking 4 Major
- AP749 Sculpture 4 Major
- AP750 Photography 4 Minor

### Entry requirements
- Admission to the course is conditional on successful completion of VCE. Provision is made for students returning to education.
- All intending students must attend an interview and portfolio presentation. In addition to the folio presentation, applicants will be evaluated on their knowledge of contemporary art.

### Recognition of prior learning
- Through the recognition of prior learning, participants will be given credit for modules where they can provide evidence that they have achieved the learning outcomes.
- Learning outcomes include:
  - The applicant has actually completed the learning outcome that is being claimed;
  - The learning outcome is still valid and performable;
  - The learning has reached the accepted level;
  - The learning is applicable to the area claimed;
  - The learning outcome can be applied outside the specific context in which it was learned;
  - A sound connection can be made between the learning outcome and the vocational outcomes.

### Further studies pathways
- Although the Associate Diploma of Arts: Visual Arts is a vocational course, students may apply for advanced standing in fine art degree courses at other universities.

### Application procedure
- Applications must be made through VTAC. In addition, students MUST contact the department to receive further information regarding an interview. Part-time applicants only apply directly to the Department.

### Further information
- Arts Department on (03) 9214 6739 or (03) 9214 6737.

### 2503ADC Diploma of Arts: Visual Arts (New Media)

This course is directed to visual artists who intend making film, video and multimedia productions for festivals, community television and galleries.

It aims to:
- Develop vocational skills which lead to self-employment opportunities in the film/video and art industry.
- Enable students to prepare a showreel/folio essential for application to degree courses.
- Establish an awareness of the role and responsibilities of the art worker within society.
- Develop adaptability and responsiveness to changing trends and opportunities within the art industry.

**Course duration and delivery**
- The Diploma of Arts: Visual Arts (New Media) is offered as a two-year full-time course or accredited part-time modules.

**Course structure**

**1st Year**
- AP701/706 Context & Culture I
- AP702/707 Contemporary Art Studies I
- AP703/708 General Drawing 1
- AP704/709 Life Drawing 1
- AP710/711 Support Studies I
- AP712/713 Painting 1
- AP714/718 Photography 1
- AP715/719 Sculpture 1
- AP720/724 Context and Culture 2
- AP721/725 Drawing 2
- AP726/730 Painting 2
- AP727/731 Printmaking 2
- AP728/732 Sculpture 2
- AP729/733 Photography 2
- AP730/734 Printmaking 3
- AP731/735 Sculpture 3
- AP732/736 Photography 3
- AP733/737 Context and Culture 3
- AP734/738 Drawing 3
- AP735/739 Painting 3
- AP736/740 Printmaking 4
- AP737/741 Sculpture 4
- AP738/742 Photography 4

**Electives**
- AP743/747 Photography 1
- AP744/748 Sculpture 1
- AP745/749 Painting 1
- AP746/750 Printmaking 1
- AP747/751 Sculpture 1
- AP748/752 Photography 1

**2nd Year**
- AP723/726 Context & Culture 3
- AP724/727 Drawing 4
- AP725/728 Arts Business Practice 3
- AP726/729 Video (major) 1 & 2
- AP730/734 Cleaning & Safety 1
- AP731/735 Painting 2
- AP733/736 Printmaking 3
- AP734/737 Sculpture 4
- AP736/739 Video (major) 2
- AP737/741 Occupational Health & Safety 1 & 2

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Support Studies 3 & 4
AP735/ AP747 Photography 3 & 4

Entry requirements
Applicants must have successfully completed VCE. Provision is made for mature-age students.
Applicants must attend an interview and present a VHS showreel no longer than fifteen 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
All applicants must contact the Arts Department to receive further information regarding application forms.
Telephone (03) 9214 6739 or VTAC.
Further information
Further information may be obtained from the Department of Arts on (03) 9214 6737 or the Information Office on (03) 9814 8444

3500BAB Associate Diploma of Arts (Graphic Art)
This course prepares students to execute design concepts efficiently and economically; to be capable of using a variety of media, including computers, for rendering and illustrating; to assemble 'camera ready' art work with the necessary understanding of graphic reproduction techniques. It is recognised by members of the advertising, reproduction and printing industries.
The course content has been developed by industry representatives together with educationalists and aims to develop design, manipulative and computing skills with the production knowledge to engender pride in craftsmanship.

Career opportunities
Students who successfully complete the course will have the entry level competencies to work as a graphic artist across a wide range of graphic industry occupations. By far the greatest number of career opportunities exist within advertising agencies and the graphic design and finished art studios which service them.

Location
This course is offered at the Prahran campus.

Course duration and delivery
Introduction to Costume

Course structure
AA355/AA367 Reprographics & Pre-Press 1 & 2
M356 Negotiation Skills
M357 Client Interaction
M358 Personal Organisational Skills
M361 Careers
M362 Colour
AA366/AA372 Product Illustration 1 & 2
M373 Practical Placement
M374 Visiting Specialists

Entry requirements
The entry level for this course is post-VCE. The normal expectation is that successful applicants will have completed the VCE or are mature-age.
Applicants will also be asked to supply evidence, through the presentation of a folio of artwork, of their art ability.

Further studies pathways
This course is vocational and designed to provide direct entry into industry. Further studies pathways are not currently provided, however applications for further study can be made on an individual basis.
The course will take applications for recognition of prior learning. Application can be made at the time of the interview.

Conclusion
Applications must be made through VTAC and also to the Secretary, Associate Diploma of Arts: Graphic Art, Swinburne University of Technology, TAFE Division, Prahran campus.

Further information
Secretary, Art Department. Telephone (03) 9214 6739

3500BMA Associate Diploma of Arts (Theatre Technology)

The purpose of this course is to provide training for individuals who wish to pursue or enhance their careers as theatre technicians in the areas of costume or work in related areas.

Location
This course is offered at the Prahran campus.

Career opportunities
Career opportunities available to graduates is broad based within the arts industry, including careers in technical theatre and other costume related areas, small theatre companies, community theatres, theatre in education, festivals, events and project management and entrepreneurial work within the arts.

Course availability and duration
The course is offered as a two year full-time course. Part-time places are offered subject to availability.

Course structure

Year 1
505020 Introduction to Workprocessing
505031** Keyboarding
505022** Using a Microcomputer
505101 Pattern Construction
505102 Wardrobe Supervision
505103 Practical Placement 2
505104 Millinery 2
505105 Introduction to Pattern Drafting
507100 Introduction to the Theatre Industry
507101 Introduction to Industrial Relations
507202 Workplace Safety
507203 First Aid Certificate
52701 Development of Technology in European Theatre
527015 Non-European Theatre Tradition
527016 Practical Placement
527017 Workplace Communication 1
527018 Workplace Communication 1
527019 Introduction to Costume

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Further studies pathways

Graduates may choose to pursue further studies in performing arts areas in higher education.

Recognition of prior learning

Through the recognition of prior learning, participants will be given credit for subjects where they can provide evidence that they have achieved the learning outcomes.

Learning outcomes include:

- The applicant has actually completed the learning outcome that is being claimed;
- The learning outcome is still valid and performable;
- The learning has reached the accepted level;
- The learning is applicable to the area claimed;
- A sound connection can be made between the learning outcome and the vocational outcomes.

Application procedure

Applications must be made through VTAC. In addition, applicants must contact the department for further information regarding an interview.

Further information

Arts Department on (03) 9214 6739 or (03) 9214 6737.

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Social and Community Services

Diploma courses

2507AAC Diploma of Community Services

(Child Care)

The Diploma of Community Services (Child Care) is a course designed to provide the skills, knowledge and understanding required for those who enjoy children and who wish to take up responsible positions working with them. Child care graduates provide care for the social, emotional, physical and educational needs of infants and children up to the age of six. They also work closely with parents in fostering children’s development. The course provides up-to-date training for a wide range of positions caring for children from birth to six years of age. In addition to knowledge gained in classes, students gain ‘hands-on’ experience working with babies and young children in child care centres, kindergartens, infant care and other settings.

Location

Prahran campus.

Career opportunities

The majority of graduates work in child care centres as qualified staff responsible for providing a program of care and education to children under six. Some gain positions in family day care schemes, infant care settings, private homes, pre-school play centres and other similar institutions. Successful graduates receive the Diploma of Community Services (Child Care) from Swinburne University of Technology. These qualifications are highly regarded in the child care area and entitle graduates to work in the children’s services field in the capacity of qualified staff.

Course duration and delivery

Prahran campus enrols the largest number of child care students in Victoria. Providing funding is maintained, 1998 intakes are expected to be:

- ninety full-time students in the two year full-time course
- seventy part-time students in the three-four year part-time course.

Full-time students attend University approximately twenty-five hours per week for 60% of each year. They spend up to thirty-five hours per week gaining experience in a range of practical settings for approximately 40% of the year.

Part-time students will attend University one night a week between 2.30pm and 8.30pm in 1998.

Course structure

The course is structured as a two year full-time or three-four year part-time course. A new national curriculum for this course will be implemented in 1998. Subject details will alter for 1998, but will fall within the broad scope of the modules listed below.

- AS421 Special Needs
- AS427 Workplace Skills & Professional Development
- AS425/AS467 Communication Skills
- AS436/AS468 Family and Society
- AS463/AS482 Behaviour and Guidance
- AS615 Daily Care, Health and Safety
- AS472 Nutrition
- AS473/AS474 Children’s Experiences
- AS475 Workplace Skills & Professional Development
- AS476 Music and Movement
- AS477/AS800/AS904 Program Planning
- AS478/AS479/AS522/AS603 Supervised Fieldwork Management
- AS480/AS601/AS520/AS521/AS601 Supervised Fieldwork Placement
- AS528 Infant Care
- AS528/AS528/AS530 Child Development

In addition, students undertake two electives, each of approximately thirty hours duration.

General and professional electives enable students to extend knowledge and skills relating to areas of special interest. Students may select subjects relating to particular aspects of children’s services to strengthen employment opportunities in that area. Elective areas designed to enhance personal development and growth and to promote articulation with higher education programs.

Entry requirements

Applicants may apply for entry under the VCE category or under the Alternative Category Entry. The minimum age for entry is seventeen years as at 1 February 1998.
Recognition of prior learning
Persons who have undertaken related studies at other post secondary institutions in Victoria, interstate or overseas should contact the Head of Department prior to lodging an application for entry to the course with exemptions. Specific credits are available for hospital trained mothercraft nurses, and for holders of the Certificate III in Children's Services. Recognition of prior learning opportunities are available.

Credit transfer - Pathways
Graduates of the Diploma of Community Service (ChildCare) currently receive up to three semesters credit into the Bachelor of Early Childhood Studies offered by the School of Early Childhood Studies (Melbourne University). Child Care graduates are also eligible for credit of up to six subjects in Swinburne's Bachelor of Arts degree. Other credits are available at Victoria University of Technology, RMIT, Monash University and Ballarat University.

Application procedure
Details regarding entry under the VCE entry or Alternative Entry category can be obtained from the course brochure available from Swinburne.

Further information
Child Studies and Health Department, telephone 9214 6866.

2507ACC Diploma of Community Services (Community Development)
The course aims to give training and qualifications for people working in community organisations. It is suitable for mature-age people with experience in community work or for formal qualifications in the area.

Location
This course is offered at the Prahran campus.

Career opportunities
This course is designed for people employed as community development workers and for those people wishing to enter the industry. It provides students with the knowledge and skills required to function effectively as community development workers as identified in the Community Development Workers Award (Australian Services Union).

Course duration and delivery
The course has full-time and part-time study modes. The full-time course is taken over two years and the part-time course takes up to four years. Intake dates are subject to variation but will be advertised.

Course structure
VAA506/7 Australian Society
VAD400 Introduction to Community Development
VAD963 Human Rights and Advocacy
VAD929 Introduction to Study
VAD276 Information Access
VAD847/8 Political Economy
VAC965 Group and Personal Communication
VAF403 Research 1
VAF404 Research 2
VAF780 Introduction to Social Policy
VAF850 Organisations and Community Development
VAF75 Social Action: Theory and Practice
VAC866 Group and Personal Communication 2
VAC457 Fieldwork 1
VAH556 Fieldwork 2
VAH557 Fieldwork 3

Electives
A choice of three electives from a wide range of subjects. Electives will vary according to student demand.

Entry requirements
Prospective students should be at least twenty-three years of age and have had two years experience in community development work (either paid or unpaid) since completing year twelve.

Recognition of prior learning (RPL)
Students may choose to apply for RPL. Details will be made available at time of entry into the course.

Further studies pathways
Course graduates receive the TAFE accredited Diploma of Community Service (Community Development). Upon completion of the Associate Diploma students have the option to continue studies in degree courses in Community Development at the Victoria University of Technology, Deakin University or in the Arts degree course at Swinburne University of Technology.

Application procedure
Full-time prospective students can apply through VTAC and by direct entry. Part-time students apply through direct entry. Direct entry forms are available from Swinburne. Full details regarding application procedures can be obtained from the course brochure available from Swinburne.

Further information
Family and Community Studies Department, telephone 9214 6866.

2503AJC Diploma of Community Services (Psychiatric Disability Support)
This course is designed for direct service workers in Community based Psychiatric Disability Support work settings including:

- Psychosocial rehabilitation programs
- Employment, recreation and leisure day program and drop-in centres
- Residential programs
- Accommodation and outreach support
- Self help and advocacy
- A range of other community contexts where psychiatric disability is an issue.

Location
This course is offered at the Prahran Campus.

Career opportunities
This qualification will become the preferred qualification for entry to psychiatric disability support work as it is supported by both government and industry.

Course duration and delivery
The course will initially be provided only part-time at Swinburne Prahran Campus, one afternoon and evening per week. The course is currently offered part-time over four years.

Course Structure
Stage 1 Modules
Orientation to Social & Community Services (SACS)
Interviewing Skills
Presenting Reports
Principles and Practice SACS
Psychiatric Disability Support I (Introduction)
The Psychiatric Services System
Psychology
Sociology
Professional Integration Tutorials I

Stage 2 Modules
Casework
Psychiatric Disability Support II (Consumer Perspective’s)
Working with Groups I
Consumer Health & Safety
Community Development
Fieldwork I
Professional Integration Tutorials II

Stage 3 Modules
Counselling Skills
Working with Groups II
Psychiatric Disability Support III (Worker Focus)
Managing Crisis
Fieldwork II
Professional Integration Tutorials III

Stage 4 Modules
Occupational Health & Safety
Organisational Structure & Process
Psychiatric Disability Support IV (Program Design)
Supervision Support
Fieldwork II
Professional Integration Tutorials IV

Entry requirements
This course is designed for industry for people currently working in or involved in the Psychiatric Disability Support Sector, including consumers. Workers in other human service sectors are also welcome to apply.

The prospective student will normally be at least 23 years of age, and have the equivalent of one year full-time experience (irrelevant years) in the psychiatric disability area.

Applicants will be able to demonstrate written and languages skills equivalent to Year 12 standard. An appreciation of the values, attitudes and awareness of issues relevant to working with people with psychiatric disabilities are essential.

Recognition of Prior Learning (RPL)

Students' prior experience and relevant training are an essential and valued part of selection into Psychiatric Disability Support. RPL is available in a number of subject areas, where the student can fully demonstrate competence already gained. Information on RPL will be available at enrolment.

Credit transfer - Pathways

Pathways are currently being developed to degree and postgraduate levels.

Further information

Contact the Department of Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, telephone (03) 92146866.

Certificate IV courses

2407ABC Diploma of Community Services (Welfare Studies)

The course is designed for people already employed and for those people wishing to enter the welfare area. Swinburne is also committed to facilitating entry of people from non-English-speaking backgrounds into welfare professions. Affreter of the course is a commitment to support individual students through tutorials.

Location

This course is offered at the Prahran campus.

Career opportunities

Welfare workers provide services to individuals, families and groups within a community service context, in both government and non-government settings. This course provides students with the knowledge and skills to function effectively as professional social welfare workers.

Course duration and delivery

The course is currently being offered on a part-time basis with completion time of four years. The second half of the course may be completed on a full-time basis, reducing the time to three years.

Core subjects are provided in an extended session, one day each afternoon and evening at the Prahran campus.

Students are required to complete core welfare subjects plus electives, seminars and skills workshops. Students also undertake the equivalent of fourteen weeks in field education (placements) over the whole course.

Course structure

VAG678 Welfare Practice
VAG692 Law for Welfare Work
VAF783 Sociology
VAF171 Psychology I
VAG250 Introduction to Social and Community Services
VAB005 Casework
VAB381 Community Work I
VAG382 Community Work 2
VAG697 Counselling Skills
VAC414 Field Education I and 2
VAC478 Groupwork I
VAC479 Groupwork 2
VAB453 Organisational Management
VAF172 Psychology II
VAF399 Research
VAF741/2 Skills Workshops I and 2
VAF780 Social Policy

Entry requirements

Prospective students should have one or more years of relevant experience in working (waged or unwaged) in the welfare area. Admission to the course is dependent on the ability of the applicant to demonstrate appropriate maturity and interpersonal skills. Students should have completed a Year 12 or equivalent study, however special entry may be available on the basis of work experience, previous study or demonstrated skills.

Recognition of prior learning

Students' prior experience and relevant training are an essential and valued part of selection into Welfare Studies. RPL is offered in a number of subject areas, where the student can fully demonstrate competence already gained. Information on RPL will be available from Swinburne at enrolment.

Application procedure

Intending applicants are required to attend an Information Session prior to interview. Selection for the course will be based on evidence of experience and qualifications, interview and a short written piece.

Further information

Contact the Department of Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, telephone (03) 92146866.

Certificate IV in Community Services (Home and Community Care)

The Certificate IV in Community Services (Home and Community Care) offers accredited training to people working at a supervisory level in the aged services area. The course is also relevant to those people working in services which provide support to people with disabilities and/or people with long-term illnesses.

Students are required to complete a number of compulsory core units which relate to the skills fundamental to HACC workers in supervisory positions. In addition students must complete approximately 200 hours of elective modules.

Course Structure

A. Core Modules (Compulsory Units)

510901 Supervision
510902 Occupational Health and Safety
510906 Management in Human Services Organisations
510908 Human Resources Management
510909 Accountability and Quality Assurance
510910 Evaluation
510915 Setting Future Directions

B. Elective Units

Group One Electives - Administration - General

Professional Behaviour
Leadership
Team Building
Managing Change
Managing Operations - Change
Resource Development
The Manager & Administration.

Group Two Electives - Administration - Specific

Maths for Managers
Financial Management
Managing Finance - Setting & Achieving Budgets
Introduction to Computers
Management - History and Ideas
Decision Making
Marketing
Developing Information Systems.

Group Three Electives - Advanced Skills and Issues

Special Needs
Severe Disability
Drug & Alcohol Issues
Issues in Child Protection
Parent Education/Programs
ManagementCommunication

\(\text{Group Four Electives: Advanced Skills and Electives}\)
\(\text{Advanced Personal Care}\)
\(\text{Dementia}\)
\(\text{Politics of disablement}\)
\(\text{Multiculturalism}\)
\(\text{Aging in Australia}\)
\(\text{Drug & Alcohol Issues I & II}\)
\(\text{Issues in Child Protection I & II}\)
\(\text{Introduction to Research}\)
\(\text{Health}\)
\(\text{Legislation}\)
\(\text{Policy}\)

Please note: subject details for these subjects were unavailable at time of print, please contact the department.

Entry requirements

Prospective students should have completed the Certificate in Home and Community Care and have experience in the aged and/or disability services, at a supervisory level. Applicants who have not completed the Certificate in HACC, may be eligible for special entry based on experience in the industry.

2407AIC Certificate IV in Community Services (Managing Social and Community Services)

The Advanced Certificate in Managing Social and Community Services aims to meet the needs of Social and Community Services (SACS) managers, supervisors, or coordinators in both government and non-government agencies and programs to upgrade and refine the skills required for the responsibilities of such positions.

Location

This course is offered at the Prahran campus.

Course duration and delivery

Two years on a part-time basis. It is offered two evenings per week, or if demand requires course subjects can be offered during the day or weekend. There are five fields of study, each made up of modules. The outline of the fields is as follows:

- **Management Process**
  - AC412 Management — History and Ideas
  - AC413 SACS Organisation and Management
  - AC414 Behaviour and Attitudes
  - AC415 Management Communication
  - AC416 Leadership

- **Managing People**
  - 510901 Supervision
  - 510900 Human Resource Management
  - AC418 Team Building
  - AC419 Leadership

- **Managing Information**
  - 510902 Introduction to Computers
  - 510704 Design Information Systems
  - AC445 Marketing

- **Direction Setting**
  - 510901 Evaluating
  - 510702 Decision Making
  - 510705 Maths for Managers
  - 510915 Setting Future Directions
  - 510916 Managing Change

- **Managing Resources**
  - 510708 The Manager and Administration
  - 510707 Financial Management
  - AC444 Developing Resources

- **AC446 Workplace Participation**
- **910901 Management Discussion Group**

**Please note:** subject details for these subjects were unavailable at time of print, please contact the department.

Further studies pathways

Although this course is not directly linked to related courses at institutions of Advanced Education and Universities, completion of the Advanced Certificate would receive favourable consideration from such institutions in response to applications for enrolment in their courses. Some exemptions may be available for those who have completed similar course subjects elsewhere and credits can be obtained from TAFE.

Application procedure

The closing date for applications is the third week in July. Further information can be obtained from 03 9214 6866.

2407AHC Certificate IV in Community Services (Youth/Child/Family)

2407AHC Certificate IV in Community Services (Disability)

These courses provide training for a challenging career in a field which is seeking qualified staff for a rapidly expanding service. Applicants are required to nominate a preferred stream before commencing the course.

Career opportunities

The course provides opportunities for a challenging career in government services (Department of Health and Community Services) and with the not-for-profit sector of the Social and Community Services industry (SACS). Related careers are available in youth work, social work, welfare, and community development.

Course duration and delivery

The course is one year full-time and two years part-time. Students will undertake approximately twenty hours University based work each week, depending on field work, tutorials, etc. Placements during the course involve students being in an allocated workplace for six weeks at thirty-eight hours per week. There is a normal intake of twenty students.

Course structure

Core subjects (both streams)

Workplace Communication

Team Building

Cash Control

Computer Operations

Empowerment 1 and 2

Legal Environment 1 and 2

Understanding and Managing Behaviour 1 and 2

Program Development 1, 2, 3 and 4

First Aid

Policy

Disability streams

Exploring Career Options

Enhanced Communication

Domestic Management

Family and Significant Others

Integration

Medication

Personal Care

Employment

Youth/Child and Family stream

Basic Counselling and Problem Solving

Introduction to Case Management and Care Planning

Health and Wellbeing

Legal Frameworks

Working with Family and Significant Others

Out of Home Care

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Entry requirements
Applicants may apply for entry under the VCE category or under the alternative category entry.

Recognition of prior learning
A student’s prior experience and relevant training are an essential and valued part of selection into RACS. RPL is offered in a number of subject areas, where the student can fully demonstrate competence already gained.

Further studies pathways
Further studies after the course may be pursued with:
- Bachelor of Applied Science (Intellectual Disability)
- Bachelor of Arts (Youth Affairs)
- Diploma of Community Service (Community Development)
- associated studies in SACS including social work and welfare studies

Application procedure
Details for entry can be obtained from the course brochure available from Swinburne.

Further information
Details of entry can be obtained from the course brochure available from Swinburne.

2407ADC Certificate IV in Health (Nursing)
This course replaces the training previously referred to as state enrolled nursing, and enables graduates to register with the Nurses Board of Victoria in Division 2 of the Nursing Register.

Location
Swinburne University of Technology Prahran campus and Peninsula College of TAFE are cooperating in offering the Certificate in Health (Nursing).

Career opportunities
There are excellent employment opportunities for Division 2 nurses, particularly in nursing homes, adult day care centres and a range of other settings.

Those seeking careers as Registered Nurses Division 2, should enjoy working with people, particularly elderly people. Second level nurses work under the direct or indirect supervision of registered nurses Division 1 providing patient care in stable nursing situations and assisting registered nurses with patient care in less stable nursing situations.

The Division 2 nurse assists patients with a range of practical health care needs. The work is physically demanding, often involving assisting patients with mobility and comfort needs. The work is both emotionally challenging and rewarding, as the Division 2 nurse establishes and maintains social and emotional relationships and provides for the physical and emotional needs of culturally diverse patients experiencing a range of altered mental and physical states. Desirable qualities for this work are emotional maturity, energy, respect for others, patience and adaptability.

Course duration and delivery
The Certificate IV in Health (Nursing) will be offered by both Swinburne and Peninsula as a one year full-time course. Some part-time places may also be made available at both campuses.

Full-time students normally attend classes or undertake clinical placements for up to thirty hours a week. Classes are scheduled between 8.30am and 5.30pm. Clinical placement attendance follows the shifts set by hospitals with the majority of placement shifts being from 7.00am to 3.00pm but some shift attendance required between 3.00pm and 11.00pm.

Swinburne
In 1998 there will be an intake of between forty and sixty full-time students. There may also be an intake of thirty part-time students.

Swinburne students will undertake approximately 80% of their classes at Swinburne’s Prahran campus and 20% at the Kingston Centre, Cheltenham. Clinical placement will be undertaken at the Kingston Centre and a range of other hospitals and nursing homes.

Peninsula
In 1998 there will be an intake of twenty full-time students. Peninsula students will undertake approximately 65% of their classes at Frankston TAFE and 35% at Mt. Eliza Centre, Peninsula. Clinical placements will be undertaken at the Frankston and Mt. Eliza campuses of the Mt. Eliza Centre and at a range of other hospitals and nursing homes.

Entry requirements
Applicants may apply for entry under the mature-age entry category or the VCE entry category.

Mature-age entry
Persons over eighteen years at 1 February 1996 who have been away from full-time secondary school study for at least one complete year are eligible to apply.

Victorian Certificate of Education entry
Persons who complete a VCE approved Year 12 course by 1 February 1996 are eligible to apply. Offers of a place will be made in December 1997, conditional on satisfactory completion of Year 12.

Applications are invited from both men and women. Aborigines and Torres Strait Islanders and persons from non-English speaking backgrounds are encouraged to apply.

Further studies pathways
Credit transfer arrangements are being developed with a range of degree level nursing courses. Current indications suggest that graduates will receive special consideration for entry into nursing degrees, and will receive some credit transfer with the amount of credit varying from one university to another because of differences in course structures.

Credit transfer arrangements have been developed with the Diploma in Community Services/Child Care. Certificate in Health (Nursing) graduates will receive credit for several modules of this course.

There are a range of post-registration modules available for Division 2 nurses, such as Acute Care, Rehabilitation, Mental Health, Maternity and several others. These modules are offered by Swinburne University of Technology.

Recognition of prior learning
Persons who have undertaken related studies at hospitals or post-secondary institutions in Victoria, interstate, or overseas, or who have relevant experience, should contact the program coordinator to discuss the procedures for having their prior learning recognised.

Award registration
Successful graduates receive the Certificate IV in Health (Nursing) and they register with the Nurses Board of Victoria in Division 2 of the nurses register.

Application procedure
Details for entry can be obtained from the course brochure available from Swinburne.

Further information
Further information may be obtained from Swinburne’s Child Studies and Health Department on (03) 9214 9663 or from Peninsula’s Child Care and Family Health Department on (03) 9784 6281.
Certificate III courses

2307AAC Certificate III in Children’s Services: Early Childhood Care (General and Bilingual streams)

The course is offered to both General and Bilingual Streams and provides graduates with the skills needed to assist in the care of infants and young children in subsidised and private child care centres and kindergartens. Graduates may also gain employment in private homes.

Location
This course is offered on the Prahran campus

Career opportunities
This course has national accreditation and is recognised under the Child Care Workers award as the appropriate training for Child Care Assistants.

The Certificate III in Children’s Services: Early Childhood Care provides an accredited program for people to work effectively as assistants in centre based care, long day care, occasional care and pre-school centres.

Course duration
This course is offered over 1 year part-time

General Stream
This stream is for students who are competent in English for both written and spoken communication.

Bilingual Stream
This stream is for students from a non-English speaking background who:
- have a basic understanding of written and spoken English.
- may have completed most of their schooling overseas

Course structure
A new national curriculum for this course will be implemented in 1998. Subject details will alter for 1998 but will fall within the broad scope of the modules listed below.

Communication Skills
Child Development 0-6
General Health Practices
Safety: Children 0-6
Supervised Fieldwork: Early Childhood Care
Occupational Health & Safety
Family Culture and Society
First Aid Level 2
Interaction & Guidance: Children 0-6
Program Planning: Children 0-6
Basic Care Routine: Children 0-6
Observing: Children 0-6
Personal & Professional Studies
Play & Leisure
Supervised Fieldwork: Early Childhood Care
Work Management

Entry requirements
The minimum age for entry is sixteen years. Applicants must have demonstrated interest in and suitability for work in the children’s services field. English language and conceptual skills must be sufficient for successful course completion, and applicants need to have the physical and psychological health necessary to meet course requirements.

An interview and test may be required. Applications are encouraged from both men and women. People of non-English speaking background are encouraged to apply. Persons entering directly from secondary school need to have successfully completed year 11.

Mature age applicants need to be eighteen years old and have left secondary school at least one year ago.

People who have completed the Certificate in Child Care Home Based and the Certificate in Occupational Studies – Social and Community Services are also eligible to apply.

Recognition of prior learning
Students can apply for recognition of prior learning to the Head of Department. Child Studies and Health.

Credit transfer - Pathways
Graduates of the Certificate III in Children’s Services: Early Childhood Care receive extensive credits equivalent to approximately one year part-time into the Diploma of Community Service (Childcare). They also receive very extensive credits into the Certificate III in Children’s Services: Out of School Hours Care.

Application procedure
Admission is selective and based on the candidate’s suitability and aptitude for a career in child care.

Further information
All enquiries to Department of Child Studies and Health, Prahran Campus on (03) 9214 6863 or (03) 9214 4922.

2307AAC Certificate III in Children’s Services: Out of School Hours Care

This course provides graduates with the skills needed to work effectively as assistants in before school, after school, and vacation care services with children from 5-12 years.

Location
This course is offered on the Prahran campus

Career opportunities
This course has national accreditation and is much sought after by the providers of care for 5-12 year olds as appropriate training for assistants employed in before school, after school, and vacation care services.

Course duration and delivery
This information is not available at this stage

Course structure
A new national curriculum for this course will be implemented in 1998. Subject details will alter for 1998 but will fall within the broad scope of the modules listed below.

Communication Skills
Developmental Studies: Children 0-6
General Health Practices
Safety: Children 5-12
Occupational Health & Safety
Basic Care Routine: Children 5-12
Family Culture and Society
First Aid Level 2
Program Planning: Children 5-12
Leisure & Life Skills
Interaction & Guidance: Children 5-12
Personal & Professional Studies
Observing: Children
SFM - Out of School Hours
Supervised Fieldwork Placement

Entry requirements
The minimum age for entry is sixteen years. Applicants must have demonstrated interest in and suitability for work in the children’s services field. English language and conceptual skills must be sufficient for successful course completion and applicants need to have the physical and psychological health necessary to meet course requirements.

An interview and test may be required. Applications are encouraged from both men and women. People of non-English speaking background are encouraged to apply.

Persons directly entering from secondary school need to have successfully completed year 11.

Mature age applicants need to be eighteen years old and have left secondary school at least one year ago.

People who have completed the Certificate in Child Care Home Based and the Certificate in Occupational Studies – Social and Community Services are also eligible to apply.

Further studies pathways
Graduates of the Certificate III in Children’s Services: Out of School Hours Care receive generous credits into the Diploma of Community Service (Child Care). They also receive extensive credits into the Certificate III in Children’s Services: Early Childhood Care.
Recognition of prior learning
Students can apply for recognition of prior learning to the Head of Department, Child Studies and Health.

Application procedure
Admission is selective and based on the candidate’s suitability and aptitude for a career in child care.

Further information
All enquiries to Department of Child Studies and Health, Prahran Campus (03) 9214 6663 or (03) 9214 6922.

2307ABC Certificate III in Community Services (Home and Community Care)
The Certificate in Home and Community Care offers 200 hour training to people who wish to work predominantly in the aged services area. This course also applies to those wanting to work in home and community-based services providing support to those with a disability, suffering long-term illnesses or in rehabilitation programs.

Location
This course is offered at the Prahran campus.

Career opportunities
Courses are conducted for people currently working in the field and for those wanting to enter the field without previous training or experience.

The course comprises a number of modules which provide maximum flexibility of entry, exit and delivery. The modules enable competencies to be attained through both on and off-job activities. All classroom work emphasizes the integration of theory with practice.

The course is accredited by the State Training Board of Victoria.

Course duration and delivery
The course is offered in three streams:
- Certificate in Home and Community Care
- Certificate in Home and Community Care — Bilingual Workers
- Certificate in Home and Community Care — Koori

The bilingual course is for people from a non-English speaking background. It has been established to address two areas of need — that of the ageing migrant population for quality care and that of non-English speaking background workers for professional recognition and a career path in the HACC area.

The Koori version of the course provides culturally relevant training enabling Kooris to assist the frail, elderly and those with mild intellectual disabilities to remain in their own home.

The course is of 200 hours duration. Course participants must complete 82 hours of core modules and 18 hours of elective modules to a satisfactory standard. This is the off-job component. The course also includes 100 hours of on-job application of the skills covered in the course. This must also be satisfactorily completed.

Course structure

**Communication Skills**

**AC318**

**AC319** Policy

**AC320** Health and Safety

**AC321** Client Population

**AC322** Work Environment

**AC323** Field Work Tutorial

**AC324** Home Care and Personal Assistance

***Please note: subject details for these subjects were unavailable at time of print please contact the department.

Entry requirements
There are no formal educational requirements. The course is designed to provide both in-service and pre-employment training.

Recognition of prior learning
RPL is available for HACC students. The RPL model, which has been developed outlines a process for assessing a person’s competencies and comparing them to the competencies/learning outcomes which would normally be achieved through a training program.

Further studies pathways
Many students continue specialized studies in the area of residential care of adults with an intellectual disability. The course links into the Advanced Certificate in Home and Community Care.

Application procedure
Admission is based on the candidate’s suitability for a career in home and community care. A number of courses are providing in-service training to local councils. Students can apply for exemptions from the payment of fees. In claiming exemptions proof of status or eligibility must be provided.

Further information
Secretary, Family and Community Studies, Prahran Campus. 144 High Street, Prahran 3181, Telephone (03) 9214 6866.

Certificate courses

3100MFA Certificate in Child Care (Homebased) Family Day Care, Distance Education, Nanny and Koori Streams

This Certificate is designed to provide training for people working as home-based caregivers. The course is also offered to Koori caregivers and foster care workers. It can be taken as a whole or as individual subjects over a period of time. It is designed to offer caregivers maximum flexibility.

Location
This course is offered at the Prahran campus or as distance education at a chosen place within the caregivers own council or shire or by correspondence.

Course structure

**AC711** Developing Skills in the Workplace

**AC712** Professional Development

**AC713** Children’s Growth and Development

**AC714** Daily Care and Routines

**AC715** Play and Learning

**AC716** Families in Australia

**AC717** Practical Placement

Entry requirements
There are no formal age or academic requirements.

Further studies pathways
Students who have completed the course can apply for exemptions in other TAFE courses, e.g. students may be granted exemption from up to 40% of the Certificate III in Children’s Services.

Application procedure
Prospective applicants can apply to: Secretary, Family and Community Studies, Prahran Campus. 144 High Street, Prahran 3181, telephone (03) 9214 6866.

3222MDB Certificate in Parent Education Leadership Training

The course in Parent Education Leadership Training is designed to meet the training needs of direct provision workers in family support/parent program agencies. It offers participants the necessary practical and theoretical training to lead parenting groups or provide services in parenting support and related areas.

Successful completion of the course may lead to employment in this area.

Location
This course is offered at the Prahran campus.

Course structure

**AS690** Group Dynamics 30 hours

**AS692** Family Structures 30 hours

**AS693** Parent Education Programs 30 hours

**AC718** Leadership Experience 10 hours

Entry requirements
Applicants are required to be a minimum age of twenty-three and will need to show maturity and understanding in working with people.

This course is offered in part-time study flexible learning mode consisting of ninety hours of University time and ten hours of field experience.

Recognition of prior learning
Applicants with previous qualifications at a relevant associate diploma level or above together with extensive experience may be eligible for some exemptions.

Further studies pathways
The three subjects of the PELT course are offered as electives within the following courses:

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Diploma of Community Service (Child Care)
Diploma of Community Service (Community Development)
Associate Diploma of Social Science (Residential and Community Services)
Diploma of Community Service (Welfare Studies)
Advanced Certificate in Managing SACS
Advanced Certificate in Residential and Community Services

Application procedure
Applicants should apply through the course application form available from:
The Coordinator,
Parent Education Leadership Training Course
Child Studies and Health Department
144 High Street, Prahran, 3181

Further information
Telephone: (03) 9214 6863.

SC599COP Community Options Program (COP)
The Community Options Program on Prahran campus provides a unique opportunity for people with intellectual disabilities to participate in individualised programs in an integrated setting.

Career opportunities
The aim of the program is to provide people with an intellectual disability with the opportunities to develop the necessary skills for future employment, further education or community involvement.

Course duration
Twelve months to two years

Course structure
Students and teachers negotiate an individual program plan containing learning objectives which are relevant to their aspirations. Learning opportunities are offered in a number of areas.

Mainstream classes
Students attend classes from across the University, which are relevant to their career choice or area of interest and through which their negotiated objectives can be met.

Work stations on campus
These offer students opportunities to learn and practise work skills, as well as an opportunity to develop social links on campus. Work stations offering training in office work, cleaning and maintenance, library work, cafe are currently available.

Work placement
These are off-campus in industries nominated by students, and which complement training in classes and work stations.

Entry requirements
Applicants should be aged between sixteen and forty-five years and should be registered with Health and Community Services Victoria - Intellectual Disability Services.

Further studies pathways
Although the program provides no formal pathways into other courses, individual students are encouraged and assisted to access further study within and external to TAFE.

Application procedure
Write or telephone for an application form: Community Options Program, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181
Telephone: (03) 9214 6866

3222HBA Certificate III in Health (Patient Services)
This course is offered in the workplace and aims to provide Food and Domestic Service attendants and cleaners working in the Health Industry.

Career opportunities
The Certificate is designed to provide workers for the public acute, public extended care and private hospital sectors.

Course duration and delivery
Courses are flexible and customised to each workplace
Nominal duration: 210 - 240 hours

Course Structure
Core modules
NC5301 Workplace Communication
NC5142* Workplace Team Effectiveness
CLN031 Health Care Environment
VRR975 Occupational Health and Safety
VRR669 Food Service

Electives
NOS109** Office Equipment - Routine Tasks
NRM202 Records Management Principles
ITF201 Basic Operations - Word Processing
ITF205 Basic Operations - Databases
VRR669 Housekeeping
VRR670 Detailed Cleaning
VRR671 Directed Assistance
VRR673 Ward Services
VRR674 Food Preparation
VRR672 Patient Transport
**Please note: subject details for these subjects were unavailable at time of print, please contact the department.

Entry requirements
Applicants must be currently employed in the health industry.

Recognition of prior learning
The workplace delivery, on and off the job training and flexible course structure are based on the recognition of prior learning.

Credit transfer + Pathways
This course has units in common with others in the health industry and nationally accredited TAFE programs enabling students to move easily between courses.

Application Procedure
Applicants must apply through their workplace.

Further information
Workplace Skills Unit
Telephone: (03) 9214 6842 Fax: (03) 9813 004

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Subject Details

This section contains a brief description of subjects offered by the Swinburne TAFE Division.

How to find subjects
All unit or subject descriptions are contained in this chapter. All subjects are allocated either a numeric or an alphanumeric code and are listed here in code order. All purely numeric codes appear first then alphanumeric codes.

The alpha code is made up of two or three letters which indicates the discipline area, followed by three or four numbers.

Textbooks
Texts or textbooks are material essential to the subject.

Recommended reading
Because of the frequency with which individual publications become out-dated, and are superseded, textbooks and recommended reading are not listed for all subjects.

Students are advised not to purchase textbooks or reference books until the classes commence unless they have previously consulted the lecturer in charge of the subject.

In most subjects a detailed reading guide will be issued during the first week of classes.

Students wishing to carry out preliminary reading in a subject should consult the lecturer in charge of that subject for guidance.
### Objectives and content

**505001 Photography 3**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Further develops skills in art direction; examines alternative photographic processes; relates photography to publications.

**505003 3D Graphics 1**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Applies three dimensional design principles to the development and production of graphic design solutions; emphasises pure design in the production of graphic objects.

**505005 Graphic Design 2**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Introduces the design process in relation to graphic design practice emphasising a creative and investigative approach to problem solving; explores through project work, key elements of the form of graphic design including applications (label, tags, point of sale, etc.) layout, typography, symbols and signs.

**505007 History and Theory of Art & Design 3**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Introduces the study of contemporary art and design to enable students to identify a context and reference for current graphic and product design practice.

**505008 Critical Studies 2**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Develops an understanding of the key issues of media (photography, mass media; television, newspapers, related aspects of cinema); enables the student to develop skills in critical analysis and discussion.

**505009 Electronic Design 1**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Introduces the use of the computer and appropriate graphic software as an aid to design; trains students in the use of selected software related to graphic design.

**505012 Type, Design and Layout 3**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Applies principles of typography, design and layout to develop typographic design solutions; develops an original typeface design in relation to a given brief.

**505014 Communication Skills**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Develops effective skills and strategies towote simple workplace documents and develop the ability to use communication skills to negotiate an agreed outcome.

**505016 3D Graphics 2**  
6 hours per week for 16 weeks  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Combines knowledge of the design elements and 3D construction methods with the development of dimensional graphic design solutions; considers problems related to creating models for art direction, packaging and point of sale requirements.

**505018 Graphic Design 3**  
Prahran  
A subject in the Diploma of Arts: Design  

**Objectives and content**  
Applies the graphic design process to specific graphic design problems including packaging, typography, symbol design, labels and other related graphic forms; applies finished art and pre-press skills in the production of artwork when required.

**505020 Design Survey**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Identifies and investigates the environment, structures and practices of the graphic design industries; introduces a number of design practitioners with specialist skills and knowledge.

**505021 Industry and Workplace Studies**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Provides students with experience in applying acquired skills and knowledge to a related workplace situation; experience the constraints and expectations of the workplace environment; gain industry experience prior to application for employment; provides an overview of occupational health and safety practices and principles as it relates to the workplace.

**505022 Electronic Design 2**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Identifies the use of bit mapped software packages to manipulate imagery used in design; uses page layout software in the development of publication design.

**505024 Drawing for Illustration 2**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Undertake illustration projects utilising analytical, conceptual and technical skills and knowledge.

**505026 Supplementary Studies**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Provides an opportunity for supplementary studies to be included in the course structure appropriate to local conditions and perceived local students and industry needs.

**505028 Drawing for Illustration 1**  
Prahran  
A subject in the Diploma of Arts: Design.

**Objectives and content**  
Introduces the basic principles and practices of illustration; emphasises a creative approach to develop illustration solutions.

**505030 Word Processing**  
Prahran  
A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the Diplomas of Arts.
Diploma of Arts: Small Companies and Community Theatre

Objectives and content
System commands; batch files; editors; back-up and restoration of disks; parts and functions of the keyboard and monitor; ergonomics; touch typing techniques; keyboard skills practice; document creation; editing and saving; document formatting; text formatting.

505033 Practical Placement 3
A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will provide students with first-hand experience in the technical operations of a production company or performance venue and an opportunity to practice skills and knowledge developed in level 3 core and stream modules. The practical placement may take place in more than one workplace if this is felt to be appropriate.

505042 Industrial Relations
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
This subject will provide students with an understanding of the Australian industrial relations system with particular emphasis on the resolution of workplace problems within the industrial legal framework.

505044 Popular Theatre
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Uses the design process to solve basic two dimensional and three dimensional visual problems; explores each stage of the design process within the context of project work consisting of complete briefs; introduces the basic principles of graphic design.

505061 Photography 2
Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Develops an ability to produce a set of black and white photographs that communicate a concept or idea; begins to art direct a photographic shoot in a studio; relates photography to publications.

505082 Printmaking 2
Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Introduces intaglio printmaking and printmaking methods to assist in design and image development.

505101 Pattern Construction
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject provides students with basic skills for drafting patterns to specific measurements from the flat method.

505102 Wardrobe Supervision
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will analyse the duties involved in wardrobe supervision in the specific areas of stage, television and film productions.

505103 Practical Placement 2
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will provide students with first-hand experience in the technical operations of a production company or performance venue and an opportunity to practice skills and knowledge developed in level 2 core and stream modules. The practical placement may take place in more than one workplace if this is felt to be appropriate.

505105 Introduction to Pattern Drafting
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will provide students with the skills and knowledge required to manufacture contemporary hats for the stage.

510201 Nursing: The Profession
Prahran • 20 hours
As subject in the Certificate IV in Health (Nursing).

Content
The historical development of nursing is explored. Nursing theory and its impact on the...
nursing role is examined. Discussion surrounds the function of the health care team and the place division 2 nurses assume within it. Issues pertinent to current nursing role is examined. Discussion surrounds the function of the health care team practice are explored.

510202 **Occupational Health and Safety**

**Prahran • 40 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This subject examines the legal requirements concerning occupational health and safety in the workplace. Safety of the nursing environment is addressed as well as measures to enhance personal and client safety.

510203 **First Aid**

**Prahran • 20 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

First Aid is designed to provide a basic knowledge and understanding of emergency first aid procedures.

510204 **Anatomy and Physiology 1**

**Prahran • 40 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This module is designed to provide students with knowledge of the normal structure and function of the: cardiovascular, musculo-skeletal, nervous and endocrine systems.

510205 **Communication Skills 1**

**Prahran • 20 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

Skills learned in this subject are based on the National Communication Module: Presentation of Information. Students learn how to communicate using appropriate documentation and develop skills required to communicate effectively in a workplace group

510206 **Communication Skills 2**

**Prahran • 20 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

Interpersonal skills are explored in this module which is based on the National Communication Module: Interpersonal Communication Skills. Students engage in group work and role play situations which simulate nurse/client relationships.

510207 **Anatomy and Physiology 2**

**Prahran • 40 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This module is designed to provide students with an appreciation of the normal structure and function of the: digestive, excretory, reproductive, integumentary and lymphatic systems, as well as the sensory organs.

510208 **Society, Culture and Nursing**

**Prahran • 30 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

Students will explore the underpinnings of health/illness care in Australia and examine the sociopolitical factors influencing it. The cultural and demographic implications to health are explored as well as nursing’s role in health promotion activities.

510209 **Law and Ethics in Nursing**

**Prahran • 30 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This subject explores the differences between law and ethics within the context of health care. The rights and responsibilities of all those involved in the delivery of health care are addressed. Standards of nursing practice are examined.

510210 **Clinical Measurement**

**Prahran • 30 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This module provides the student with the knowledge and skills to record and report both normal and alterations to the normal, of client status.

510211 **Clinical Experience I**

**Prahran • 56 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This clinical practicum module and is conducted at a clinical agency at the end of term one. Its primary focus is on beginning clinical skills in the extended care environment. A clinical teacher accompanies all students into practicum.

510212 **Nursing 1**

**Prahran • 40 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

The student will develop knowledge and skills relevant to normal and abnormal nutritional states. Normal and alterations to the normal patterns of elimination are discussed. The focus revolves around a problem solving approach to nursing care.

510213 **Nursing 2**

**Prahran • 40 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This module focuses on the client’s need for personal hygiene, mobility and rest. Emphasis is placed on normal levels of functioning prior to nursing intervention.

510214 **Clinical Microbiology**

**Prahran • 40 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

Students will develop a knowledge of micro-organisms and their relationship to the disease process. Measures to prevent transmission of infection in the environment are explored.

510215 **Clinical Studies**

**Prahran • 40 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

This module explores alterations to normal function of various body systems and develops nursing interventions based on accurate assessment techniques. The health promotion aspects are studied in conjunction with each system.

510216 **Medications**

**Prahran • 30 hours**

A subject in the Certificate IV in Health (Nursing).

**Content**

Students are exposed to the major drug groupings. The primary objective is familiarisation with the major effects, both beneficial and potentially harmful. This module does not concern drug administration.
510217 Clinical Studies 2
Prahran • 30 hours
A subject in the Certificate IV in Health (Nursing).
Content
This module concentrates on the normal and alterations to normal function of the respiratory and cardiovascular systems. Emphasis is placed on assessment and problem solving skills prior to implementation of nursing interventions.

510218 Nursing 4
Prahran • 30 hours
A subject in the Certificate IV in Health (Nursing).
Content
The student will be exposed to societal expectations of normal behaviour before exploring alterations to thought and perception. The approach used is a problem solving one and students are encouraged to discuss different assessment and recording techniques.

510219 Aged Care
Prahran • 40 hours
A subject in the Certificate IV in Health (Nursing).
Content
This module is designed to provide the student with the knowledge and skills required to understand and provide care to the older person without value judgement. Physical, social, psychological and emotional aspects of ageing are addressed.

510220 Behavioural and Social Aspects of Disability
Prahran • 40 hours
A subject in the Certificate IV in Health (Nursing).
Content
This module provides an insight into the different types of disabilities and their physical/emotional impact on clients.

510221 Clinical Experience 2
56 hours • Prahran
A subject in the Certificate IV in Health (Nursing).
Content
This is a clinically based module occurring at the end of term 2. Its focus is on slightly higher level skills in the extended care setting. A clinical teacher accompanies students into the clinical area.

510222 Clinical Experience 3
56 hours • Prahran
A subject in the Certificate IV in Health (Nursing).
Content
This module occurs in the clinical setting. Its major focus concerns the development of nursing skills in rehabilitation and acute care areas. A clinical teacher accompanies students into the clinical area.

510223 Clinical Experience 4
112 hours • Prahran
A subject in the Certificate IV in Health (Nursing).
Content
This clinical module includes a four day psychiatric placement. The remainder of the practicum is designed to promote those skills essential to novice graduate practice.

AA347 Design 1.2 and 3
(Also AA359, AA368)
3 hours per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Objectives and content
The purpose of these subjects is to develop an understanding of the design process, principles and elements, both from an historical and cultural perspective. It looks at how current design practices are applied to solving visual communication problems inherent in typical job brief. Opportunities are presented to progress from manipulating basic design elements, to analysing the technical and aesthetic aspects and apply this knowledge to increasingly complex 2D and 3D projects.

AA348 Drawing
3 hours per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Objectives and content
The aim of this subject is to introduce the creative techniques and drawing skills by a graphic artist to produce work suitable for commercial reproduction.

AA349 Finished Art 1.2 and 3
(Also AA360, AA3691)
3 hours per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Content
Finished Art studies begins with the basic preparation of camera-ready artwork, both manually and computer generated, one and two colour designs and progresses to the production of four colour process artwork for a variety of typical commercial projects as well as the production of colour presentation visuals and mock-ups.

AA350 Occupational Health and Safety
1 hour per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Content
This subject deals with the history, nature and control of chemical hazards for the art worker and the study of the hazards that exist in the physical environment and how they can be prevented or minimised. It looks at the obligations of employers and employees under OHS legislation and the strategies used to manage OHS issues in the workplace.

AA351 Arts Law
1 hour per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Objectives and content
The purpose of this subject is to introduce the legal rights and responsibilities of graphic artists with respect to contracts, payment and copyright.

AA352 Technical Illustration 1 and 2
(Also AA363)
3 hours per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Objectives and content
This subject introduces the basic projection system’s geometric drawing practices as well as perspective and creative techniques and their application to manually drawn and computergenerated illustrations.

AA353 Typography 1.2 and 3
(Also AA364, AA370)
3 hours per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Objectives and content
The purpose of this subject is to introduce and develop skills and knowledge needed for the preparation of type for commercial print and to extend the students’ ability through a series of practical applications using in-house computer facilities.

AA354 Computer Graphics 1.2 and 3
(Also AA365, AA371)
3 hours per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.
Objectives and content
The aim of this subject is to develop essential computer knowledge of skills for the preparation of graphic art, typography and illustrations through the use of appropriate applications and peripherals.
AA355 Reprographics and Prepress 1 and 2
(Also AA367)
3 hours per week for one semester • Prahran
A subject in the Diploma of Arts: Graphic Art.

Objectives and content
The purpose of this subject is to introduce and develop product illustration skills to a high standard to meet the requirements of the client designer and production process through the use of traditional media and computer.

AA367 Reprographics and Prepress 2
Refer to AA365.

AA368 Design 3
Refer to AA347.

AA369 Finished Art 3
Refer to AA349.

AA370 Typography 3
Refer to AA353.

AA371 Computer Graphics 3
Refer to AA354.

M 3 7 2 Product Illustration 2
Refer to AA366.

AA373 Practical Placement
320 hours in third and fourth semester • Prahran
A subject in the Diploma of Arts: Graphic Art

Objectives and content
Students are given the opportunity to observe and participate in graphic arts projects in a variety of industry locations for a total of eight weeks.

AA374 Visiting Specialists
3 hours in fourth semester • Prahran
A subject in the Diploma of Arts: Graphic Art.

Objectives and content
The purpose of this subject is to familiarise students with the range of career options and opportunities for graphic artists and the trends in technological change within the graphic arts industry.

AAA601 Work Placement
Objectives and content
A module to provide students with an opportunity to use the skills and knowledge obtained in the classroom in a workplace environment.

AAA603 Occupational Health & Safety.
Prerequisites: AAA620 or have equivalent skills.
Topics include The O,H & S Setting (Legislation, regulations and Standards), Sources of O,H & S Information, Recognition of hazards, Evaluation of hazards, Control of hazards, Emergency procedures and First Aid

AAA604 Practical Project
Prerequisites: Project should be undertaken in final semester of course
The purpose of the module is to apply knowledge and skills in an unfamiliar situation through the design, execution and documentation of a project.

AAA630 Computer fundamentals
Prerequisites: Nil
Topics include computer industry terminology, word processing documents, operating systems/environment to manage discs.
MA 6 3 1 Scientific Spreadsheet Applications
A 25 hour module • Hawthorn • Prerequisites: AAB630 or equivalent skills

Objectives and content
Topics include designing and constructing spreadsheets, editing and manipulating data in existing spreadsheets, formatting and printing spreadsheets, graphics to represent numeric data.

AAA632 Scientific Database Application
A 25 hour module • Prerequisites: AAA630

Content
Topics include terminology with electronic databases, accessing and manipulating data from a database, creating database maintenance databases, reports from databases.

AAA640 Introductory Mathematics
Prerequisites: Nil
Topics include fractions and decimals, ratios proportions and percentages, mensuration in two and three dimensions, linear algebraic equations, polynomials, Cartesian plane graphs geometry of triangle/quadrilateral and definitions of sin, cos and tan.

MA 6 4 1 Laboratory Mathematics
Prerequisites: AAA640
Topics include stats, bivariate data, indices, linear and quadratic functions, exponential and logarithmic functions, empirical laws, exponential and power law.

AM 7 5 0 Introductory Chemistry
Prerequisites: AAA640
Topics include language of chemistry, terms, symbols and formulas. Also safety and written reports from experimental investigators.

AAA768 Chemical Processing
Objectives and content
The Australian Chemical Industry, biotechnology, metallurgical processing, agricultural industries, food and beverage processing, waste recycling, cottage industries, process ancillaries and utilities.

AAB257 Applied Trigonometry
Prerequisites: AAA640
Topics include circular functions, trigonometry of oblique triangles, introduction to vectors.

AAB258 Introductory Statistics
Prerequisites: AAB256
Topics include basic probability theory, statistical inference and confidence intervals based on the normal distribution.

AAB259 Regression & Analysis of Variance
Prerequisites: AAB258
Topics include relationships between variables AAB195, Analysis of variance (one way) AAB181, Experimental design AAB184.

AATM01 Functional Mathematics
A 40 hour module • Hawthorn • Prerequisites: nil
A subject in the Certificate I in Electrical (Pre-Apprenticeship), Certificate in Engineering (Basic) and the Engineering Production Certificate.

Content
This module is intended to develop students' mathematical skills so that they can confidently and accurately perform the calculations required in their workplace and in their everyday life. It also is the foundation for later study in trade and technical qualifications if the student wishes to pursue further studies in engineering.

ABD200 Basic Photography
Prerequisites: Nil
Topics include basic photography, recording photography of crime scenes, processing and printing black and white films.

ABD201 Court Presentation of Evidence
Prerequisites: ABD208, NCS005, ABD223/ABD259
Topics include preparing statements, photographs, charts when presenting technical evidence, applying the rules of evidence and delivering evidence from the witness box.

ABD202 Forensic Biology
Corequisites: A80228
Topics include collection, preservation, identification and recording of biological evidence material. The significance of biological evidence, documentation and presentation relevant to biological material as evidence to a court or juridical inquiry.

ABD203 Forensic Photography
Prerequisites: ABD200
Topics include advanced photographic techniques for recording crime scenes, operation of a basic VHS/Video 8 video camera, electronic photography/digital imaging.

ABD204 Forensic Physics
Prerequisites: AAA641
Topics include measurement, physical concepts and terminology, calculations involving basic physical quantities and simple physics experiments relating to forensic investigation.

ABD205 Human Anatomy and Physiology
Prerequisites: ABD202
Topics include human body, structure and function of the nervous and endocrine systems, skin, skeleton, muscles and the reproductive systems.

ABD206 Introduction to Crime Scene Investigation
Prerequisites: Nil
Topics include function of the crime scene investigator, preserving and controlling the crime scene, methods and techniques used in crime scene investigation, legal requirements when collecting physical evidence at a crime scene.

ABD207 Introduction to Forensic Investigation
Prerequisites: Nil
Topics include roles of the specialists in crime scene investigation and the physical evidence that may be located at a crime scene.

ABD208 Legal Studies
Prerequisites: Nil
Topics include court protocol with regards to the delivery of evidence, legislation at a local and national level, rules and types of evidence as applied to the Australian Legal Systems.

ABD209 Research Skills
Prerequisites: Nil
Topics include research terminology and procedures, conclusions from research finding.

ABD220 Bloodstain Evidence
Prerequisites: Forensic Science, ABD223, Human Anatomy and Physiology ABD205, Forensic Photography ABD203
Topics include bloodstain pattern, recording and enhancement of bloodstain examination, collection and interpretation of bloodstain evidence.
ABD221 Clandestine Drug Laboratories
Prerequisites: ABD222, ABD229
Topics include safety and investigative procedures of clandestine laboratories, processing of samples from scenes of clandestine drug laboratories.

ABD222 Crime Scene Investigation
Prerequisites: ABD206, ABD200, ABD206
Topics include locating and identifying evidence at crime scenes, collection, sampling, recording, packaging, and storage methods of evidence and the processing of physical evidence.

ABD223 Crime Scene Management
Prerequisites: ABD203, ABD228, ABD227
Topics include assessing and implementing scene management, interpreting physical evidence, case management procedures.

ABD224 Fingerprint Science
Prerequisites: ABD206, AAA750, ABD200
Corequisites: ABD204
Topics include fingerprint science, latent fingerprint detection, questionable fingerprints.

ABD226 Footwear and Tyremark Evidence
Corequisites: ABD231
Topics include footwear and tyremark evidence, manufacturing methods and processes applicable to footwear and tyres, comparing and reporting on comparative analysis of footwear and tyremark evidence.

ABD227 Forensic Medicine
Corequisites: ABD222
Topics include medico-legal environment, signs and characteristics of death, manner of death, identification techniques of wounds and injuries, medical examination of victims and suspects.

ABD228 Forensic Microscopy
Prerequisites: ABD200, Corequisites: ABD207
Topics include setting up the microscope for macro and micro specimen, photograph of microscope specimens, microscopy measurement.

ABD229 Forensic Science
Prerequisites: ABD222
Topics include biological, non-biological and botanical materials relative to crime scene investigations techniques used in examinations of materials and the scientific personnel involved. Limitations of the presumptive tests used at the crime scene.

ABD230 Forensic Photogrammetry
Prerequisites: ABD200, ABD204
Topics include photogrammetry, plotting machines, maintenance and service of cameras and plotters.

ABD231 Physical Comparisons
Prerequisites: ABD222
Topics include comparative analysis, principles and basic processes applied in a range of physical comparative analysis work. Comparative analysis of physical matching evidence.

ABD232 Post Blast Examinations
Prerequisites: AAA750, ABD204
Topics include explosives and accessories, damage assessment, scene management and examination, explosive residue analysis. SAC = PAV

ABD234 Restoration Techniques
Prerequisites: ABD206, ABD200, AAA750
Topics include material identification, scientific principles of restoration. Recording of materials for court presentations.

ABD236 Toolmark Examination
Prerequisites: Nil
Topics include nature of toolmarks, implements, toolmark scene examinations, toolmark comparison.

ABD237 Vehicle Identification
Prerequisites: ABD224
Topics include vehicle manufacturing process, vehicle modifications, procurement methods and examination technique.

ABD238 Video
Prerequisites: ABD200
Topics include operating video cameras, audio recording, producing a video tape, theory of digital imaging technology.

ABD239 Drug Investigation
Prerequisites: AAA750
Topics include identification of illicit drug samples, chemicals and solvents used in the illicit drug manufacture, recording and collecting samples from scenes of illicit drug manufacture.

ABD250 A.F.I.S. 1
Prerequisites: ABD254, ABD256
Topics include Automated Fingerprint Identification Systems, history of the A.F.I.S. in Australia, N.A.F.I.S. hardware and software function.

ABD251 A.F.I.S. 2
Prerequisites: ABD250, ABD257
Topics include A.F.I.S. latent tracing techniques, technical design, the file management of the A.F.I.S. at an operational level.

ABD252 Advanced Examinations
Prerequisites: ABD204, ABD253, AAA750, ABD203, ABD257
Topics include latent fingerprint examinations, surfaces and physical-chemical techniques used for latent fingerprint surfaces, enhance and record developed latent fingerprints.

ABD253 Fingerprint Examinations
Prerequisites: ABD206, ABD256, ABD200, Corequisites: AAA750
Topics include H&S with respect to crime scenes and the handling and storage of physical exhibits, develop latent deposits, recording and documentation techniques of developed latent deposits at crime scenes.

ABD254 Fingerprint Fundamentals
Prerequisites: Nil, Corequisites: ABD256
Topics include historical development of fingerprints, Australian modification and extensions to the Henry System, alternative classification and filing system in Australia and overseas.

ABD255 Fingerprint Deceased Persons
Prerequisites: ABD257, ABD259, ABD203
Topics include effects of decomposition and identifying of skin, coronial legislation regarding to deceased persons, hazards with fingerprinting deceased persons.

ABD256 Identification Inked
Prerequisites: Nil, Corequisites: ABD254
Topics include inked impressions of friction ridge skin, comparative process on inked friction ridge skin, principles of inked fingerprint comparison and identification.
ABD257 Identification Latent
Prerequisites: ABD253, Corequisites: ABD259
Topics include differentiation of the various types of latents Palmer and planter impressions, methodology of fingerprint comparison.

ABD258 Questionable Latents
Prerequisites: ABD257, ABD253
Topics include history of forgery, types of forgeries.

ABD259 Skin and Fingerprint Physiology
Prerequisites: ABD255
Topics include structure and friction of skin, friction ridge skin and other characteristics.

ABD701 Fire Industry Awareness
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the learner with an overview of the fire industry regarding activities, occupational groups, and the relationships between authorities and industry bodies.

ABD702 Fire Characteristics
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the participant with basic knowledge and skills in relation to the behaviour of fire including the necessary conditions for fire to occur, the combustion process and how to select and use a fire extinguisher.

ABD703 Principles of Buildings: Structure and Materials
A 30 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the participant with knowledge of the principles of structure, structural elements and systems, and common construction materials.

ABD704 Building Plans
A 10 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the participant with the knowledge and skills necessary to interpret building plans, particularly in relation to fire safety features and building services.

ABD705 Fire Protection Systems
A 40 hour module • Hawthorn • Prerequisites: ABD702, ABD704
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the participant with a knowledge of fire protection systems and services.

ABD706 Fire Hazards in Buildings
A 40 hour module • Hawthorn • Prerequisites: ABD702, ABD704
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the participant with the skills and knowledge to recognise fire hazards in buildings of various occupancy type.

ABD707 Hazardous Materials
A 15 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the participant with the knowledge of hazards, health effects of chemical substances and procedures for safe work practices.

ABD708 Occupational Health and Safety
A 25 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide the participant with an overview of occupational health and safety requirements, including hazards in the workplace.

ABD709 Mathematics A
A 25 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide participants with the knowledge and skills necessary to solve mathematical problems in the workplace.

ABD710 Workplace Project
A 30 hour module • Hawthorn • Prerequisites or Corequisites: ABD701, ABD702, ABD708, NCS004
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology
Content
Provide participants with knowledge of the scope and structure of sectors of the fire industry, and experience in the work situation, in particular the demands of the work environment.

ABD711 Human Behaviour in Fire Technology
A 40 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology
Content
Provide the participants with knowledge of human behaviour during fire and emergency situations including contributory factors.

ABD712 Building Legislation
A 50 hour module • Hawthorn • Prerequisites: ABD704
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology
Content
Provide participants with the basic knowledge and skills required to use and interpret the Building Code of Australia, the Building Acts and relevant state building legislation.

ABD713 Mathematics B
A 30 hour module • Hawthorn • Prerequisites: ABD709
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology
Content
Provide participants with further knowledge and skills necessary to solve mathematical problems in the workplace.

ABD714 Chemical Principles
A 50 hour module • Hawthorn • Prerequisites: ABD713
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology
Objectives and content
Provide participants with knowledge and skills of the language, techniques and principles of chemistry. Topics include kinetic particle model of matter; atomic structure; elements, compounds and reactivity; chemical names and formulae; bonding, empirical and molecular formulae; gas laws; chemical reactions; the mole concept; acids and bases, experimental investigation.
**ABD715 Kinematics and Dynamics**
A 50 hour module  •  Hawthorn  •  Prerequisites: ABD073
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide participants with an overview of mechanics including kinetics, dynamics, rotation, and statics, in both a theoretical and practical way.

**ABD716 Thermodynamics, Fluids and Electrical Applications**
A 50 hour module  •  Hawthorn  •  Prerequisites: ABD715
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide participants with the knowledge of physical laws which describe the behaviour of fluids, the thermal properties and heat transfer capability of materials along with the principles of electromagnetism which underpin the operation of electric equipment used in fire protection systems.

**ABD717 Statistics and Probability**
A 40 hour module  •  Hawthorn  •  Prerequisites: ABD073
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the knowledge and skills necessary to solve statistical problems in the workplace.

This module is a compilation of the following modules developed by ACTRAC National Vocational Mathematics Curriculum Project:

**ABD718 Reaction Chemistry**
A 30 hour module  •  Hawthorn  •  Prerequisites: ABD074
A subject in the Diploma of Fire Technology.

**Objectives and Content**
Provide participants with knowledge and skills in organic chemistry, redox reactions and electrochemistry. Topics include:
- Redox reactions and electrochemical series, corrosion and its prevention
- Organic chemistry - nomenclature, hydrocarbons, structural formulae, functional groups and reactions, catalytic cracking, polymers.

**ABD719 Principles of Combustion**
A 40 hour module  •  Hawthorn  •  Prerequisites: ABD072, ABD074
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the knowledge of the principles of combustion, including the necessary conditions for combustion, factors affecting combustion and processes which occur during combustion.

**ABD720 Fire Behaviour**
A 30 hour module  •  Hawthorn  •  Prerequisites: ABD079
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with an overview of the behaviour of fire in enclosures including severity, generation and movement of smoke and products of incomplete combustion.

**ABD721 Structures at Elevated Temperatures**
A 40 hour module  •  Hawthorn  •  Prerequisites: ABD076, ABD079
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the skills and knowledge to analyse and predict behaviour of structural elements in fire conditions.

**ABD722 Material Performance**
A 40 hour module  •  Hawthorn  •  Prerequisites: ABD0719
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the knowledge of materials in fire, their contribution to fire growth or resistance to combustion and fire spread.

**ABD723 Smoke Control**
A 40 hour module  •  Hawthorn  •  Prerequisites: ABD075, ABD078, ABD072, ABD070
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the skills and knowledge to outline the design requirements for smoke control systems.

**ABD724 Fire Protection Systems Applications and Performance**
A 40 hour module  •  Hawthorn  •  Prerequisites: AAB072, ABD071, ABD075, ABD072, ABD072, ABD073
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the skills and knowledge to apply performance analysis to fire protection systems with regard to defined fire protection goals.

**ABD725 Fire Risk Management**
A 40 hour module  •  Hawthorn  •  Prerequisites: AAB072, NMST4.20, ABD071, ABD075, ABD072, ABD072, ABD073
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the skills and knowledge to apply performance analysis to fire protection systems with regard to defined fire protection goals.

**ABD731 Suppression Systems Design**
A 60 hour module  •  Hawthorn  •  Prerequisites: ABD074
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with a detailed knowledge of various suppression systems and skills to select, cost and design, a suppression system which is appropriate to a given task.

**ABD732 Detection and Early Warning System Design**
A 50 hour module  •  Hawthorn  •  Prerequisites: ABD074
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with a detailed knowledge of various detection and early warning systems and the ability to select, cost and design a suppression system which is appropriate to a given task.

**ABD733 Passive Fire Protection Systems**
A 50 hour module  •  Hawthorn  •  Prerequisites: ABD074
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with:
- the knowledge of available generic passive fire protection systems and common proprietary systems and
- the skills necessary to interpret test reports, assessments opinions and submissions based on design codes which will satisfy provisions in the Building Code of Australia.

**ABD734 Storage and Handling of Dangerous Goods**
A 20 hour module  •  Hawthorn  •  Prerequisites: ABD070
A subject in the Diploma of Fire Technology.
Content
Provide participants with the knowledge and skills to investigate the legal and safety requirements for the storage and handling of dangerous goods.

**ABD735 Fire Hazard Identification and Assessment**
A 50 hour module • Hawthorn • Prerequisites: ABD725
A subject in the Diploma of Fire Technology

Content
Provide participants with the skills and knowledge to identify and assess fire hazards in a work environment including the use of computer models.

**ABD736 Fire Emergency Planning**
A 30 hour module • Hawthorn • Prerequisites: ABD735
A subject in the Diploma of Fire Technology

Content
Provide participants with the skills and knowledge to prepare fire emergency plans and conduct emergency procedures.

**ABD737 Occupational Health and Safety Management**
A 40 hour module • Hawthorn • Prerequisites: ABD708
A subject in the Diploma of Fire Technology

Content
Provide participants with the skills and knowledge to develop and manage an effective workplace health and safety program.

**ABD738 Environmental Management**
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology

Content
Provide participants with the skills and knowledge to develop and effectively manage the environmental health program of an enterprise.

**ABD739 Principles of Fire and Explosion Investigation**
A 40 hour module • Hawthorn • Prerequisites: AAS52, ABD717, ABD718, ABD721, ABD722, ABD723
A subject in the Diploma of Fire Technology

Content
Provide participants with the skills and knowledge to recognise the signs of fire ignition and its development and spread in fire and explosion investigation.

**ABD740 Fire and Explosion Investigation 1**
A 30 hour module • Hawthorn • Prerequisites: ABD739
A subject in the Diploma of Fire Technology

Content
Provide participants with the practical skills to undertake fire and explosion investigation.

**ABD741 Fire and Explosion Investigation 2**
A 60 hour module • Hawthorn • Prerequisites: ABD740
A subject in the Diploma of Fire Technology

Content
Provide participants with the practical skills to undertake fire and explosion investigation.

**ABH500 Real Estate Industry Overview**
20 hours
This module provides the student with an understanding of estate agents and sub-agents and the ethics of the industry, with particular reference to the rules of professional conduct.

**ABH501 Introduction to Sales**
20 hours
This module deals with the appropriate documentation, necessary to complete a sale. Specific topics include Contract Notes, S24 of the Sale of Land Act requirements, the agent’s obligations between contract and settlement and the offence of secret commission.

**ABH502 Introduction to Property Management**
15 hours
This module teaches the student to effectively list properties for sale and lease and accurately complete the appropriate documentation. Emphasis is placed upon the relevant sections of the Residential Tenancies Act, Retail Tenancies Act and the Equal Opportunity Act.

**ABH503 Real Estate Computing**
15 hours
After completing this module, the student should be able to use a real estate sales, listing and property management software package(s).

**ABH504 Real Estate Accounting**
45 hours
This module introduces the student to the fundamental principles of accounting and then branches into trust accounting principles as applicable to a real estate agent, including relevant legislation, journals, ledgers, statements, bank reconciliations and payroll.

**ABH505 Real Estate Computer Accounting**
15 hours
This module provides the student with the knowledge and skills to generate computer reports relating to real estate sales and property management accounting.

**ABH507 Property Research and Analysis**
12 hours
This module is designed to give a student the skills and knowledge to research and evaluate property sales market conditions and implement procedures for developing and maintaining a sales business network.

**ABH508 Real Estate Consumer Protection**
15-20 hours
The focus with this module is on the understanding of the requirements of consumer protection legislation on real estate and on real estate agents. Various provisions of Acts will be studied, both State and Commonwealth. Specifically, it examines actions which may be contrary to consumer protection provisions of the Trade Practices Act, the Fair Trading Act (Vic) and the Estate Agents Professional Conduct Regulations.

**ABH510 Contract Law for Real Estate**
20 hours
This module provides the student with the knowledge and application of basic legal principles relating to contract law and especially as they relate to contracts for the sale of real estate. The student is required to examine a case study and argue whether there is a valid contract or one which is void, voidable or unenforceable.

**ABH511 Property Law**
25-30 hours
This module deals with some of the major legal principles applicable to property law as specifically interests in land, the types of title systems, land subdivisions and mortgages.

**ABH512 Residential Tenancies**
15 hours
This module is designed to enable the participant to explain the legal requirements placed on an estate agent / landlord and tenant when entering into a residential tenancy agreement and the processes to be used for the resolution of a residential tenancy disputes. Some specific areas covered include security deposits, rejecting applications and the rights and duties of landlords and tenants.
The purpose of this module is to enable student to market a property management department to landlords and prospective landlords and obtain property management listings.

**ABH514 Property Management Listings**
12 hours
The purpose of this module is to enable students to market a property management department to landlords and prospective landlords and obtain property management listings.

**ABH515 Renting Residential Properties**
12 hours
This module studies the principles and practices involved in locating and selecting tenants for residential properties. Specifically, it looks at marketing methods, tenancy application forms, interviewing prospective tenants and checking their references.

**ABH516 Servicing Managed Properties**
20 hours
After completing this module, the participant should be able to maintain the condition of managed properties and minimize the risks to owners. The following topics are covered: risk management, insurance, property inspections, repairs and maintenance, tenancy renewals.

**ABH517 Introduction to Specialised Property Management**
20 hours
The content of this module covers the following areas: commercial, retail, industrial and holiday leasing. It also looks at dispute solving mechanisms.

**ABH518 Property Appraisals**
30 hours
After completing this module, the participant will have studied the principles and practices involved in prospecting for listings, delivering listing presentations, closing listing presentations and completing the appropriate paperwork for a range of property types and market conditions.

**ABH519 Recognising Common Building Styles and Faults**
15 hours
The purpose of this module is to enable the participant to identify the main features of different building styles, building construction methods and major building faults.

**ABH520 Contracts of Sale of Land**
15 - 20 hours
This module involves a study of the legal principles related to contracts for the sale of land and how to apply the principles to practical examples. Topics covered include chattels, fixtures, title requisitions, implied terms, documentation required for the sale of different types of property and the holding of deposit moneys.

**ABH521 Methods of Sale**
20 hours
The content of this module is the following: the meaning of, advantages and disadvantages of auction, tender, private treaty, and multiple listing as methods of selling property. It also covers the documentation required for the different methods of sale, and marketing.

**ABH522 Selling by Auction**
30 hours
The purpose of this module is to provide participants with the skills and practical experience to prepare for and conduct an auction and carry out post-auction procedures.

**ABH523 Introduction to Specialised Property Sales**
M hours
This module looks at investor behavior, valuation methods, contamination issues, listing procedures, and the marketing of commercial, industrial, retail and broadacre rural properties. It also briefly examines the agent's role in the management and sale of development projects.

**AC284 First Aid**
24 hours - Prahran
A subject in the Advanced Certificate in Koori Child Care

Objectives and content
This field of study is designed to provide students with skills which will enable quick and appropriate responses to accidents and emergencies.

**AC502 Communication I**
(Also AC516)
90 hours - Prahran
A subject in the Advanced Certificate in Residential and Community Services

Content
This module explores interpersonal communication, interviewing skills, problem solving, decision making, roles within a group, leadership styles, teamwork, introduction to groups and group dynamics, negotiation, assertiveness, conflict and problem solving, working with management, writing for specific purposes, time and stress management and meeting procedures.

**AC503 Human Development**
(Also AC517)
60 hours - Prahran
A subject in the Advanced Certificate in Residential and Community Services

Content
Development of the individual is explored in terms of a person's physical, intellectual, social, emotional and moral development at different stages in life. Interventions to the developmental process and causes of disability are also examined.

**AC504 Individualised Service Delivery**
(Also AC518)
60 hours - Prahran
A subject in the Advanced Certificate in Residential and Community Services

Content
This module examines the principles and techniques of planning and implementing programs which promote skill development, dignity and confidence of individuals in residential or community services. Topics covered include expectations and behaviour, observation, recording and interpretation of data, assessment of competencies, writing program objectives, program strategies and evaluation.

**AC505 Principles and Practice of Service Provision**
(Also AC527)
60 hours - Prahran
A subject in the Advanced Certificate in Residential and Community Services

Content
This module explores the structure of government and non-government organisations, sociological perspectives, social justice principles, implications of residential placement, integration, empowerment, advocacy, the roles and responsibilities of residential/community service workers, ethics, industrial issues and community networking.

**AC507 Recreation and Leisure**
30 hours - Prahran
A subject in the Advanced Certificate in Residential and Community Services

Content
This subject examines the skills, knowledge and resources necessary to plan, lead and participate in recreation programs. Topics covered include an introduction to recreation and leisure, identifying recreation needs, planning and leadership skills, working with community recreation providers, volunteers and integration in the community.
AC509  Stream Studies in Disabilities  
(Also AC535) 
60 hours  • Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
This module covers such areas as organisations and services, implications of disability, legal implications, augmented communications. (ESP and PP, overview, understanding and categorising behaviour, principles of engagement, assisting strategies, reducing challenging behaviour, and programming for skill development. Students engage in stream facility visits and block field placements of six weeks in total.

AC510  Stream Studies in Youth/Child Care  
(Also AC528) 
60 hours  • Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
This module explores the legal system, children, youth and the law, historical and current developments in service provision, excluded families and domestic violence and abuse. It includes stream facility visits and field block placements of six weeks in total.

AC512  Community Studies  
30 hours  • Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
This subject covers the provision of community services and how related social issues impact on services. Topics include: further education, accommodation and housing, employment/educational options, education—structure of schools/leasten, elected studies (focusing on one topic and a particular disadvantaged group).

AC513  Facility Visits I  
(Also AC529)  
72 hours  • Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
This module is one of the practical components of the course which provides an opportunity for students to visit residential/community services which are available to the general public or which are relevant to clients. The visits aim to provide knowledge of services which may be useful resources for residential/community service workers.

AC514  Field Education — Block Placement 1  
(Also AC530)  
Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
Five to six weeks of placement is provided with relevant services to extend students’ direct experience with clients and agencies. Students must pass placements in order to successfully complete the course.

AC516  Communication  
2 Refer to AC502.  

AC517  Human Development  
Refer to AC504.

AC518  Individualised Service Delivery  
Refer to AC505.

AC526  Severe Physical Disability  
30 hours  • Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
This module examines a range of severe physical disabilities and the implications for the individual and the residential/community service worker. Topics covered include: specific severe physical disabilities, developing effective communication with people with severe physical disabilities, understanding networks, sole workers with people with severe physical disabilities, identifying and meeting individual needs, daily care procedures.

AC527  Principles and Practice of Service Provision  
Refer to AC506.

AC528  Stream Studies in Youth/Child Care  
Refer to AC510.

AC529  Facility Visits 2  
Refer to AC513.

AC530  Field Education — Block Placement 2  
Refer to AC514.

AC531  Health and Safety  
60 hours  • Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
This subject covers nutrition, exercise and rest, common illnesses and infections, epilepsy, medication, substance use and abuse, safety, occupational safety and the First Aid Certificate.

AC533  Introductory Studies  
30 hours  • Prahran 
A subject in the Advanced Certificate in Residential and Community Services.  

Content  
This module covers an introduction to the main concepts of communication skills and principles and practice in residential and community care. It also includes facility visits and a range of relevant field experience.

AC535  Intellectual Disability 2  
Refer to AC509.

AC711  Developing Skills in the Workplace  
12 hours  • Prahran 
A subject in the Certificate in Child Care (Homebased).

Objectives and content  
This subject will provide the skills and knowledge required to develop a sound and flexible working relationship between the home-based child care worker, the parent, the child and/or the coordinating unit. The subject will also provide the necessary skills to provide an appropriate counselling and referral network for the individual needs of parents and children.

AC712  Professional Development  
12 hours  • Prahran 
A subject in the Certificate in Child Care (Homebased).

Content  
This subject is considered an integral component for home-based care workers in providing a child care service. It examines the historical aspect of home-based child care and provides the skills and resources to deliver a professional quality service to the community which reinforces the status of home-based care-care workers as professional providers of a children’s service.

AC713  Children’s Growth and Development  
20 hours  • Prahran 
A subject in the Certificate in Child Care (Homebased).
Objectives and content
This subject will provide the basic theoretical knowledge of growth and development of children from birth to ten years. It will include the knowledge required to develop a sound understanding of the many different childrearing practices in homebased care.

AC714 Daily Care and Routines
22 hours + Prahran
A subject in the Certificate in Child Care (Homebased).

Objectives and content
This subject will provide the basic care-giving knowledge and skills necessary to provide an enjoyable environment for children which facilitates learning and development. It is also designed to help the carer provide an environment which reinforces children's pride in their own ethnic identity and enhances their self-esteem.

AC715 Play and Learning
22 hours + Prahran
A subject in the Certificate in Child Care (Homebased).

Objectives and content
This subject will provide the theoretical knowledge and skills required to provide an enjoyable environment for children which facilitates learning and development. It is also designed to help the carer provide an environment which reinforces children's pride in their own ethnic identity and enhances their self-esteem.

AC716 Families in Australia
36 hours + Prahran
A subject in the Certificate in Child Care (Homebased).

Content
This subject looks at the different cultures, environments and ideas of caring for children in their communities.

AC822 Work Environment
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care

Objectives and content
Students will develop an understanding of the role of a Home and Community Care worker, related industrial issues, and referral processes.

AC823 Fieldwork Tutorial
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care

Objectives and content
This module examines expectations, responsibilities, and preparation for on-job training.

AC824 Home Care and Personal Assistance
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care

Objectives and content
Students will learn about environmental maintenance, meal preparation, personal care, activities for daily living, and respite care.

ALCO1/ALCO2 Chinese (Mandarin) 1A and 1B
Prahran
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

Content
Topics covered include: basic greetings and expressions, giving and receiving personal information, dealing with basic customer needs in shops and restaurants, obtaining goods and services.

ALCO3/ALCO4 Chinese (Mandarin) 2A and 2B
Prahran
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

Content
Topics covered include: extended conversations, business terms and storytelling.

ALCO5/ALCO6 Chinese (Mandarin) 3A and 3B
Prahran
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

Content
Topics covered include: an extended conversation, business terms and storytelling.

ALJ01/ALJ02 Japanese 1A and 1B
Prahran
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

Content
Topics covered include: a basic telephone skills, visiting and receiving visitors, travel and accommodation, basic dealings with hotel guests, and giving and asking opinions and advice. Cultural studies include social customs and daily life, geography and the arts.

ALJ03/ALJ04 Japanese 2A and 2B
Prahran
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

Content
Topics covered include: more detailed study of topics covered in first year and the introduction of grammar and hononics (polite language).
ALJO5/ALJO6 Japanese 3A and 3B
Prahran
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

Objectives and content
Contents covered include further grammar and vocabulary, use of different types of speech or language depending on social context.

AP701 Context and Culture 1
5 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
Context and Culture is designed to introduce students to various art forms within a cultural context. Emphasis will be placed on the study of the conventions of history in relation to contemporary art. Students will be required to recognise environmental factors within their own work and the work of other artists. Students evaluate and become involved in a number of different art forms through exhibitions, exposure to film and theatre and a Visiting Artist Program.

AP702 Contemporary Art Studies 1
2 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject introduces students to the study of the visual arts by providing them with some knowledge of the conventions of history in relation to contemporary art. Specific emphasis is placed on painting, printmaking, sculpture and photography with relevant class groups.

AP703 General Drawing 1
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
General Drawing provides the student with knowledge and practical experience in drawing and its relevance and application to other modules contained within the course.

AP704 Life Drawing 1
2 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject introduces students to the discipline of life drawing, and incorporates and relates this to other studies contained within the course.

AP705 Support Studies (Stage 1)
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
Support Studies enables students to extend their experience by providing them with a range of elective options which relate to their pursuit of enquiry.

AP706 Context and Culture 2
5 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject provides an in-depth analysis of sociological subject matter. The relation between art and social environment will be further emphasised. Students will be required to acquire a knowledge of the art industry and its relevance to themselves as future practitioners.

AP707 Contemporary Art Studies 2
2 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
To build on the knowledge gained in Contemporary Art Studies 1. Emphasis is placed on the identification of the philosophical basis on which art works are made. The conventions of history in relation to contemporary art are further explored. Specific emphasis is placed on extending individual concepts of the purpose of art production.

AP708 General Drawing 2
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
To extend the practical knowledge gained in General Drawing 1 and to incorporate new information into the production of a series of drawings that will culminate in the production of a folio.

AP709 Life Drawing 2
2 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
To identify and apply an extended knowledge and investigation of drawing media and produce a folio of life drawings which display a diversity of poses and time durations.

AP710 Support Studies 2
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This module enables students to extend on their experience in other modules of the course by providing them with a range of elective options which relate to their pursuit of enquiry.

AP711 Painting 1
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
Students will be encouraged to produce paintings which make use of a variety of techniques and applications with emphasis on current painting practice.

AP712 Printmaking 1
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject provides students with the skills and practical knowledge in printmaking to enable them to produce prints expressing individual ideas and concepts.

AP713 Sculpture 1
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject provides students with an introduction to the complex relationship between developing concepts and precepts and their synthesis with the manipulation of materials to form a basis for producing sculpture.

AP714 Photography 1
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The basic principles of black and white photography are presented in the context of contemporary gallery practice and theory. Areas covered include: camera operation, exposure, lighting, chemistry, printing techniques, mounting and display. A substantial folio is produced through a series of challenging and innovative projects.
AP715  Painting 2
3 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
Students will expand upon knowledge gained in Painting 1 and use their journal as a source of material for the formation of contemporary painting ideas.

AP716  Printmaking 2
3 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
To expand on the knowledge and skills gained in Printmaking 1 and to allow for broader exploration into printmaking disciplines.

AP717  Sculpture 2
3 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
To extend and reinforce the relationship between ideas and source information and the manipulation of materials as the essence of producing sculpture. Emphasis is placed on analysing the links between the choice of material and the way in which materials accentuate or increase accessibility to the information and intention of a piece of sculpture.

AP718  Photography 2
3 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
Students should now be able to start making appropriate decisions regarding the use of suitable techniques for their own theoretical and conceptual purposes.

AP723  Content and Culture 3
3 hours per week for 16 weeks
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
To increase students' exposure to a broad range of philosophical theories and their influence on the arts. To develop and adapt knowledge gained in Context and Culture 1 and 2 and Contemporary Art Studies 1 and 2 with regard to individual student philosophy and response to the art production process. This module relates to all the modules in the Visual Arts course.

AP724  Contemporary Art Studies 3
1 hour per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to increase students' exposure to a broad range of history and contemporary theory and its influence on the arts. To develop and adapt knowledge gained in Contemporary Art Studies 1 and 2 with regard to students' personal approach and response to the art making process. This module relates to the major study.

AP725  Drawing 3
3 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to develop the students' perception of the role and place of drawing and its relevance to the students' major study.

AP726  Art Business Practice 1
1 hour per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
A major aim of this module is to inform the student whilst gaining the necessary skills to make the transition to being a professional visual artist. This module is designed to provide students with research and business planning skills necessary to initiate and develop employment within the art industry, general business and community sector.

AP727  Art Business Practice 2
6 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to provide students with essential knowledge encompassing issues relating to art law, sound business practice and the legal responsibilities of a self-employed art practitioner.

AP728  Painting 3 (Major)
9 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The investigative, inventive and innovative processes introduced in stages 1 and 2 are built upon by stressing the need to develop works that use and exploit the materials, concept, theory and philosophies that will enable student to produce sculpture that invites spectator/audience attention and interest.

AP732  Painting 3 (Minor)
6 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The content of this subject will be the same as for the major but outcomes reflect the hours undertaken in terms of output and levels of the investigative process.

AP733  Printmaking 3 (Minor)
6 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to enable students to extend upon learning outcomes in Printmaking 1 and 2 and to provide students with the skills and confidence to initiate and develop the expression of ideas through printmaking.

AP734  Sculpture 3 (Minor)
6 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The content of this subject will be the same as for the major but outcomes reflect the hours undertaken in terms of output and levels of the investigative process.

AP735  Photography 3 (Minor)
6 hours per week for 16 weeks  • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to expand on knowledge and skills gained in Photography 1 and 2. To synthesise technical, theoretical and conceptual skills for a more sophisticated use of personal ideas.
AP736  Context and Culture 4
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject is designed for students to apply the research and knowledge gained
about social and artistic philosophies, to their art works. Through a research
presentation, students will place their own work within an environmental and
historical context. A Visiting Artist Program will continue to expose students to
other art forms. This program highlights the interrelationship of all modules of the
course.

AP737  Occupational Health and Safety
1 hour per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The purpose of this module is to provide visual arts workers with the knowledge and
skills required to identify, assess and control chemical, physical, psychological and
biological hazards within the art workers environment.

AP738  Drawing 4
3 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
To enable students to utilise and interpret information, technique and theoretical
approach in the production of a series of works which reflect and reinforce the major
area of study.

AP739  Art Business Practice 3
2 hours per week for 16 weeks • Prahran
As subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to identify the broad range of visual arts industry marketing
strategies. Students will monitor changes and development in their own work and
apply this information to their knowledge of the market. Students identify target
consumers and evaluate comparative value of own art works.

AP740  Painting 4 (Major)
9 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to enable students to initiate, plan and execute paintings which are
a vehicle for personal expression and demonstrate knowledge of painting as a fine art
discipline that meets industry standards.

AP742  Sculpture 4 (Major)
9 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The focus of Sculpture 4 is to emphasise and reinforce the concept that the
successful production of sculpture is linked to research and selection of materials
and techniques required to process them.

AP744  Painting 4 (Minor)
6 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The content of this subject will be the same as for the major but outcomes reflect
the hours undertaken in terms of output and levels of the investigative process.

AP745  Printmaking 4 (Minor)
6 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to provide students with the environment and cultural awareness
in order to promote the confident production of a major series of prints.

AP746  Sculpture 4 (Minor)
6 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
The content of this subject will be the same as for the major but outcomes reflect
the hours undertaken in terms of output and levels of the investigative process.

AP747  Photography 4 (Minor)
6 hours per week for 16 weeks • Prahran
A subject in the Diploma of Arts: Visual Arts.

Objectives and content
This subject aims to provide students with the skills to recognise the place of
photography and representation within contemporary art practices, theories and
culture. It further synthesises technical and conceptual skills for the development of
a sophisticated style.

AP801  Design Process 1
Prahran
A subject in the Diploma of Arts: Design

Objectives and content
Introduces the basic principles of graphic design

AP802  2D Studies 1
Prahran
A subject in the Diploma of Arts: Design

Objectives and content
An explanation of the visual language, media and materials of the design process

AP803  3D Studies 1
Prahran
A subject in the Diploma of Arts: Design

Objectives and content
Introduces the design process in relation to 3D problem solving; provides a
preparation for 3D graphic design and product design; introduces the visual language
of 3D design; introduces tools, equipment and materials used in the construction of
3D models; develops skills in the fabrication, finish and presentation of 3D design
work.

AP804  History and Theory of Art and Design 1
Prahran
A subject in the Diploma of Arts: Design

Objectives and content
Provides a cultural frame of reference for design students by exploring developments,
concepts and contexts in art and design from neoclassicism to the beginning of
modernism; examines the role that art and design play in shaping and communicating
social, political and cultural values; introduces viewing, analysis and discussion of
ideas, objects and images, develops academic skills including research, writing and
oral language skills.

AP805  Technology 1
Prahran
A subject in the Diploma of Arts: Design

Objectives and content
Develops the ability to use equipment related to the design process including the
reprographic camera, basic darkroom, photocopier functions, basic computer
operations, elementary word processing; applies concepts of OHS to industry and
design workplaces.
AP806  Life Drawing 1
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Experience and explore the perceptual process (the perception of form translated to
drawing, using the elements of drawing); draw the figure in structural and expressive
terms

AP807  Drawing 1
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Provides students with the skills and knowledge to draw from observation; uses
drawing as a process of graphic inquiry and expression; uses drawing to enable
interpretation of subject matter; provides a foundation to graphic visualisation and
illustration.

AP808  Typography 1
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Provides a design approach to the development and use of type form; develops
sensitivity to letter form and spatial balance through appropriate drawing and manual
drafting exercises; builds an understanding of the terminology of type; establishes a
historical context for typeform; enhances the skills and knowledge in ‘Design
Process’ (Module 4).

AP810  Photography 1
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Introduces the photograph and photography as a means of communicating an emotive
message; provides technical skills associated with black and white photography and
printing; introduces basic considerations of colour photography

AP811  Printmaking 1
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Introduces a number of printmaking techniques and processes in relation to image
development and manipulation; investigates design principles through printmaking
processes.

AP812  Print for Design 1
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Provides a practical introduction to the preparation and printing of design work using
screenprinting; familiarises design students with printing materials and methods.

AP903  2D Studies 2
Prahran
A subject in the Diploma of Arts: Design.
Objectives and content
Expands and applies the elements and principles of the visual language to generate
ideas and solve 2D visual problems.

AP904  3D Studies 2
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Consolidates and applies the language and skills of 3D design to project work;
provides a preparation for the practical applications of 3D design in graphic and
product design; refers to examples of 3D design in design and art as a context for
practical work.

AP905  History and Theory of Art and Design 2
Prahran
A subject in the Diploma of Arts: Design.
Objectives and content
Further develops a cultural frame of reference for the design student by exploring the
theories, concepts and history of modernism; explores themes of gender and class,
imperialism and nationalism, east/west and the consideration of the influence of
political and social theories; links history and theory of arts and design to the
student’s design practice.

AP906  Introduction to Critical Studies 1
Prahran
A subject in the Diploma of Arts: Design.
Objectives and content
Introduces the critical and aesthetic analysis of film; investigates how meaning is
produced in cinema; explores film’s relation to its social, historical and political
context; develops critical capacity and awareness in discussing the nature of film

AP907  Life Drawing 2
Prahran
A subject in the Diploma of Arts: Design.
Objectives and content
Further develops observation drawing skills and knowledge; introduces composition
and the spatial environment of the figure; explores colour media and materials in
relation to life drawing; develops an independent attitude in the production of life
drawing.

AP908  Drawing 2
Prahran
A subject in the Diploma of Arts: Design.
Objectives and content
Develops drawing as a method of communication and visual research.

AP909  Typography 2
Prahran
A subject in the Diploma of Arts: Design
Objectives and content
Develops an ability to design and execute a page layout using type forms; creatively
respond to a design brief with typographic solutions; relates type design to a printed
outcome; develops a critical sensibility to the appropriateness of typographic
solutions to given design and communication problems; relates typography to
Introduction to Graphic Design 1 and Printmaking 2.

AP913  Print for Design
Prahran
A subject in the Diploma of Arts: Design.
Objectives and content
Relates design to print through photo-mechanical print processes; introduces the
process camera; learns to interpret and translate a design to print using screenprinting
processes.

AS421  Special Needs
30 hours  • Prahran
A subject in the Diploma of Community Services (Child Care)
Objectives and content
Familiarises students with the benefits of early intervention and the advantages and
disadvantages of a variety of integration programs. It provides knowledge of the
resources available in the community to assist in integrating children with additional
needs into child care services. The module covers basic information about a range of
physical, social, emotional and cognitive disabilities enabling students to prepare
plans for individual children with special needs.
AS427 Professional Development

45 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Provides an overview of the children's services field and the role of the professional caregiver in it. It covers the role of government, unions and employer groups in children's services and increases awareness of the range of children's services and resources. Examines past and present community attitudes towards children's services, and the way in which a caregiver can contribute to effective management and administration.

AS435 Communication 2

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Content
Builds on the skills developed in Communication Skills 1. Covers the development of leadership and team building skills as well as effective jobseeking and negotiating skills.

AS436 Family and Society 2

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
A central focus is the development of an understanding of the family and the way in which this relates to appropriate caregiving practices for children. The module also provides information on the development of knowledge, skills and attitudes which enable students to provide effective care and support for families.

AS458 Communication Skills 1

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Provides the knowledge and skills necessary to provide a safe, secure and nurturing environment for young children. This module promotes the development of positive nutrition practices for infants and children from birth to six years, while enhancing the student's own nutrition knowledge and skills. It also provides information regarding a range of common childhood conditions and disorders.

AS469 Daily Care Health and Safety 1

20 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Provides students with the knowledge and skills necessary to provide safe, secure and nurturing environments for young children.

AS470 Daily Care Health and Safety 3

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Examines the structure and function of the human body and the way in which this relates to appropriate caregiving practices for children. The module also provides information on the development of knowledge, skills and attitudes which enable students to provide effective care and support for families.

AS471 Human Biology

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Examines the structure and function of the human body and the way in which this relates to appropriate caregiving practices for children. The module also provides information on the development of knowledge, skills and attitudes which enable students to provide effective care and support for families.

AS472 Nutrition

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Examines the structure and function of the human body and the way in which this relates to appropriate caregiving practices for children. The module also provides information on the development of knowledge, skills and attitudes which enable students to provide effective care and support for families.

AS473 Children's Experiences 1

25 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Provides students with the required knowledge and skills to select, plan, organise and implement indoor and outdoor developmentally appropriate experiences.

AS474 Children's Experience 2

35 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
Provides students with the required knowledge and skills to select, plan, organise and implement indoor and outdoor developmentally appropriate experiences.

AS475 Language and Literature

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
This module enables students to provide a wide variety of appropriate literature and creative language experiences to children under six years. Emphasis is placed on ensuring the experiences are gender inclusive, anti-bias, accessible to children with additional needs, and that they extend children as active communicators, thinkers, creators and explorers.

AS476 Music and Movement

30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
conducting singing experiences and movement experiences, as well as a range of instrumental and listening experiences.

**AS477 Program Planning 1** *(Also AS600, AS604)*
30 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Enables students to provide a wide variety of developmentally appropriate musical experiences for children. The module helps students develop confidence and skills in conducting singing experiences and movement experiences, as well as a range of instrumental and listening experiences.

**AS478 Supervised Fieldwork Management 1A**
20 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Enables students to plan and implement developmentally appropriate programs for children. The module covers the use of observations as a basis for planning.

**AS479 Supervised Fieldwork Management 1B**
10 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Prepares and supports students in supervised fieldwork placement 1A. It enables students to identify their progress, and to develop strategies for improving their knowledge and skills in fieldwork.

**AS480 Supervised Fieldwork Placement 1A (Day Care 1)**
84 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**AS481 Supervised Fieldwork Placement 1B (Day Care)**
84 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**AS482 Behaviour & Guidance 2**
30 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Prepares and supports students in supervised fieldwork placement 1B. It enables students to identify their progress, and to develop strategies for improving their knowledge and skills in fieldwork.

**AS483 Daily Care Health and Safety 2**
20 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Prepares and supports students in supervised fieldwork placement 1B. It enables students to identify their progress, and to develop strategies for improving their knowledge and skills in fieldwork.

**AS484 Supervised Fieldwork Placement 2A (Kindergarten)**
84 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Students undertake supervised fieldwork placement in kindergarten settings with 3-5 year olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.

**AS521 Supervised Fieldwork Placement (Kindergarten)**
84 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Students undertake supervised fieldwork placement in kindergarten settings with 3-5 year olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.

**AS522 Supervised Fieldwork Management 2B**
30 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Prepares and supports students in Supervised Field Placement 2B. The module integrates University inputs with field work practice and provides learners with an understanding of their professional role and of the role within the community of the agencies in which they are undertaking placements.

**AS523 Neonatal Care**
30 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Increases knowledge of the development of babies from conception through to six weeks and enables students to confidently provide effective and appropriate care for very young babies, provide effective support, information and demonstrations to the parents of a very young baby and gain an understanding of the impact of birth on the family unit.

**AS527 Supervised Fieldwork Placement 2A (Neonatal Care)**
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Students undertake supervised fieldwork placements in neonatal care settings and implement skills in providing neonatal care and family support.

**AS528 Early Childhood Development 1A & 1B**
10 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Provides students with an initial overview of the stages of development of children 0-6 years. Provides students with skills to observe young children.

**AS529C Early Childhood Development 1C**
10 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Students gain knowledge and skills with respect to understanding and promoting children’s physical development 0-6 years.

**AS529D Early Childhood Development 1D**
15 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Students gain knowledge and skills with respect to understanding and promoting children’s social and emotional development 0-6 years.

**AS530A Early Childhood Development 2A**
10 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Students gain knowledge and skills with respect to understanding and promoting children’s cognitive development 0-6 years.

**AS530B Early Childhood Development 2B**
15 hours • Prahran
A subject in the Diploma of Community Services (Child Care).

**Objectives and content**
Students gain knowledge and skills with respect to understanding and promoting children’s language development 0-6 years.
**AS530C Early Childhood Development 3**
35 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
Provides students with an understanding of a range of theories underpinning early childhood development, and provides insight into the implications of those theories for caregivers.

**AS600 Program Planning 2A**
30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
This module covers the use of extensive observations of children as a basis for planning, implementing, evaluating and modifying programs for children with particular emphasis on children 3–5 years.

**AS602 Supervised Field Placement 2A (Planning)**
105 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
Students undertake supervised fieldwork placement in child care settings with 3–5 year olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.

**AS603 Supervised Fieldwork Management 2A**
20 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
Prepares and supports students in Supervised Field Placement 2A. The module integrates University inputs with fieldwork practice and provides learners with an understanding of their professional role and of the role within the community of the agencies in which they are undertaking placements.

**AS604 Program Planning 2B**
30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
This module covers the use of extensive observations of children as a basis for planning, implementing, evaluating and modifying programs for children with particular emphasis on children 0–3 years.

**AS605 Supervised Fieldwork Placement 2 B (Preferential)**
70 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
Students undertake supervised fieldwork in a children's services setting negotiated by the University. Students implement and directly practice skills and knowledge gained from theory classes.

**AS607 Child Study 2**
30 hours • Prahran
A subject in the Diploma of Community Services (Child Care)
Objectives and content
In this subject, students complete a longitudinal study, following the development of a baby over an eighteen month period. Child Study enables students to observe a baby within the context of the family and home environment, practising techniques in recording and analysing observations and in maintaining objectivity and sensitivity when collating confidential material.

**AS614 Daily Care Health and Safety 4**
20 hours • Prahran
A subject in the Diploma of Community Services (Child Care).
Provides students with knowledge of Occupational Health and Safety legislation and its application in children's settings. Provides students with skills in providing and environment which is supportive of the care of an unwell child.

**AS615 Daily Care Health and Safety 5**
25 hours • Prahran
A subject in the Diploma of Community Services (Child Care).
Provides training in First Aid. Successful completion of this module provides students with a recognised Level 2 First Aid Certificate.

**AS690 Group Dynamics**
30 hour per week • Prahran
A subject in the Certificate in Parent Education Leadership Training.
Content
Provides an understanding of the process of communication in order that effective interpersonal communication is enhanced.

**AS692 Family Structures**
30 hour per week • Prahran
A subject in the Certificate in Parent Education Leadership Training.
Content
Characteristics of healthy parenting, family systems and structures including cultural implications. Characteristics of child and adolescent development.

**AS693 Parenting Education Programs**
30 hour per week • Prahran
A subject in the Certificate in Parent Education Leadership Training.
Content
Strategies to determine individual community and societal needs and planning for appropriate responsive activities to meet those needs.

**CA511 Accounting to Trial Balance**
Prahran
A subject in Certificate II in English for Vocational Education and Further Study (Accounting stream)
Objective
To give students an understanding of basic bookkeeping tasks, using double entry system, verifying and reconciling cash records, establishing and maintaining of a petty cash system.

**CA518 ESL & Study Skills**
Prahran and Hawthorn
A subject in Certificate II in English for Vocational Education and Further Study (Accounting, Computer and General streams)
Objective
To give students the language skills required to articulate into further study, training courses or employment.

**CA772 Commercial Banking and Finance**
Total hours 51 • Prahran • Prerequisites: TS027 Business Law 1, CA986 Company Law
A subject in the Associate Diploma in Banking and Finance.
Content
The purpose of this module is to provide training in the broad range of issues relevant to the management of commercial banking and finance institutions as well as the skills required for effective policy and decision making within these organisations.

**CA778 International Banking and Finance**
Total hours 51 • Prahran • Prerequisites: TS027 Business Law 1, CA986 Company Law, CA772 Commercial Banking and Finance
A subject in the Associate Diploma in Banking and Finance.
Content
The purpose of this module is to provide training in the major institutional, conceptual and practical information required for an understanding of the place of Australian commercial banking and finance.
CA781  Financial Institutions and Markets  
(1992)
Total hours 51  •  Prahran  •  Prerequisites: TS436 Applied Business Economics 1, TS437 Applied Business Economics 2
A subject in the Associate Diploma in Banking and Finance.
Content
The purpose of this module is to provide training in the nature and role of financial institutions and markets within the Australian economy.

CA782  Financial Institutions Law
Total hours 54  •  Prahran  •  Prerequisite: TS247 Business Law 1, CA966 Company Law
A subject in the Associate Diploma in Banking and Finance.
Content
The purpose of this module is to provide training in the more advanced legal aspects of the relationship between financial institutions, government and customers.

CA783  Banking and Lending Practice
Total hours 51  •  Prahran  •  Prerequisites: TS494 Partnership and Introductory Company Accounting, TS385 Financial Management, TS247 Business Law 1
A subject in the Associate Diploma in Banking and Finance
Content
The purpose of this module is to provide training in the development of banker-customer relationships, the application of lending principles, and the appropriate lending facilities for individuals, small businesses and corporations.

CES006  PC. Systems Hardware Installation & Support
40 hours  •  Hawthorn  •  Pre or Corequisite: NE179
A subject in the Diploma of Computer Systems set
Objectives and content
To learn to install and provide support for common PC hardware. Includes PC Peripherals & Structures, additions, Software Configuration, Preventive Maintenance, environmental & Static Electricity problems.

CES012  Local-Area Network Analysis
40 hours  •  Hawthorn  •  Prerequisites: CES013 or NE115
A subject in the Diploma of Computer Systems set
Objectives and content
To learn to analyse protocols, measure Network Performance and troubleshoot. Ethernet Structures, Token Ring, Data Link Layer Trouble-Shooting, Protocols (IP, TCP/IP, etc.), Performance Measurement & Load Testing.

CES013  Local-Area Networks
80 hours  •  Hawthorn  •  Prerequisites: NE110, EA121 (or as Corequisite)
A subject in the Diploma of Computer Systems set
Objectives and content
To develop the skills needed to install LANs: Network Theory, LAN Design, LANs in PC/Mainframe systems, CSMA/CD, TokenBus, Token Ring, AppleTalk, New Technologies (inc. FDDI, ATM, ISDN, FASTPAC, IrDA, etc.), Cable Specs. LAN Media Analysers.

CF026  Office and Computer Systems Management
Total hours 34  •  Prahran  •  Prerequisites: prior or concurrent, all other subjects
A subject in the Associate Diploma of Business: Credit Management.
Content
This subject covers the role of the office as a service department to the organisation covering managing an office, the computer based management information system and the demonstration of relevant software packages.

CP001  Principles of Cleaner Production
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production.
Content
Cleaner production, global and local perspective, cleaner production and industry

CPOOZ  Resource Technology
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production.
Content
Review of resource technology, resource management

CP003  Environmental Regulation
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production.
Content
Introduction to environmental regulation, environmental legislation requirements.

CP004  Environmental Management
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production.
Content
Environmental policy development, environmental management practices

CPE01  Biological Waste Management
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production.
Content
Microbiological systems in remediation processes, food and organic waste processing for cleaner production, strategies for the minimisation of industrial and toxic wastes.

CPE02  Environmental Auditing
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production
Content
Introduction to environmental auditing, practices in environmental auditing.

CPE03  Design and Manufacture for Cleaner Production
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production.
Content
Functional analysis in design and manufacture, innovation in design and manufacture, properties of materials.

CPE04  Minor Research Project

CPE05  Environmental Monitoring
A 40 hour module  •  Hawthorn  •  Prerequisites: nil
A subject in the Graduate Certificate in Cleaner Production.
Content
Environmental sampling and data collection, instrumentation and on-site monitoring.

CX120  Credit Management Project
Total hours 72  •  Prahran
A subject in the Associate Diploma of Business: Credit Management
Content
The subject requires students to conduct a group research project relating to an area of credit management.
CX121  Introduction to Credit Law 1
Total hours 34  Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.
Content
The subject covers the basic principles and concepts of law relating to credit management.

CX122  Introduction to Credit Law 2
Total hours 34  Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.
Content
The subject covers detailed training in legal principles relating to credit management.

CX123  Credit Department Management
Total hours 34  Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.
Content
The subject provides an overview of the credit department operations. It covers credit management procedures, reporting to management and staffing.

CX124  Credit Control Practices and Procedures
Total hours 34  Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.
Content
The subject covers the development and monitoring of a credit accounting system and deals with the legal and non-legal methods for account collection.

CX125  Consumer Credit Finance
Total hours 34  Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.
Content
The subject covers the workings of the Credit Act in relation to consumer lending and recovery.

CX126  Commercial Credit Finance
Total hours 34  Prahran
A subject in the Associate Diploma of Business (Credit Management)
Content
The subject covers the guidelines and technical aspects of commercial lending.

CX127  Commercial Credit Assessment
Total hours 34 x  Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.
Content
The subject covers credit application forms, obtaining client data, assessing credit worthiness, establishing terms of credit and reviewing client accounts.

CY091  Disposal and Archives
Total hours 34  Prahran  Prerequisites: CY090
A subject in the Certificate in Records Management.
Content
Principles and practices for the protection, retention and/or disposal of records. The role of archival authorities and the value of archival records.

CY092  Manual Control Systems
Total hours 34  Prahran  Prerequisites: CY090
Content
To understand the operation of control systems and record procedures within a registry.

CY093  Training and Management
Total hours 34  Prahran  Prerequisites: TH043
Content
The issues of managing a records section. The supervisory responsibilities of the records supervisor. Preparation of training programs for records personnel.

CY094  Mechanical and Computerised Control Systems
Total hours 34  Prahran  Prerequisites: CY090, CY092, TS421
Content
The subject assumes knowledge of manual control systems. This knowledge is transposed to computerised systems. The operation and functioning of computerised records systems.

CY095  Reviewing Records Programs
Total hours 34  Prahran  Prerequisites: CY090, CY092, TS421, CY094
Content
The subject gives an understanding of all aspects of records management programs including planning and control procedures, reviewing and evaluating systems, and the alteration of programs due to changed circumstances.

DM001  Disaster Management Context
Creditpoints: 10  Nominal Contact Hours: 40  Deemed Additional Hours: 130  Prerequisites: Nil
A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.
Objectives and content
At the successful completion of this unit the participants will be expected to:
- Interpret a number of disaster concepts within the social, cultural, economic and legislative context of their organisation/department
- Outline disaster management within a risk management context
- Identify management structures established to achieve the organisation’s purpose
- Outline how information management technologies support decision making
- Identify sources of data/information pertinent to disaster management at the local, regional, state and global level

DM002  Risk Identification
Creditpoints: 7.5  Nominal Contact Hours: 30  Deemed Additional Hours: 97.5  Prerequisites: DM001
A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.
Objectives and content
At the successful completion of this unit the participants will be expected to:
- Identify sources of risk for natural and socio-technological hazards
- Identify the nature and areas of impact for hazards
- Identify risks in specific contexts
- Identify methodology and tools to support decision making

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**DM003 Risk Determination**

Creditpoints: 7.5 • Nominal Contact Hours: 40 • Deemed Additional Hours: 130 • Prerequisites: DM01 & DM02

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives and content**

At the successful completion of this unit the participant will be expected to:
- Analyse sources of risk
- Analyse areas of impact
- Identify management activities and controls in preparation, prevention, response and recovery
- Derive consequence criteria from management context
- Develop matrices to evaluate likelihood and consequence
- Identify limitations of methodologies and their consequent uncertainties
- Identify factors contributing to risk assessment

**DM004 Risk Treatment**

Creditpoints: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01, DM02 & DM03

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives and content**

At the successful completion of this unit the participant will be expected to:
- Determine risk treatment selection criteria within a generic framework
- Outline intervention options on analysis of sources of risk and areas of impact
- Identify planning issues crucial to plan implementation
- Determine public health issues
- Outline the process of decision making within the emergency operations centre forum

**DM005 Disaster Management Policy Development**

Creditpoints: 15 • Prerequisites: DM01, DM02, DM03 & DM04

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives and content**

- Outline a range of risk communication methods available to the organisation
- Prepare a risk communication strategy for the regional or national community
- Determine the roles of Government/non-Government organisations in disaster management within the regional or national context
- Assess the input of national laws and legislation upon the organisation/state

**DM006 Research Project**

Creditpoints: 20 • Prerequisites: DM01, DM02, DM03, DM04 & DM05

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives**

- Describe the stages involved in undertaking a research project
- Describe the essential qualities and components of a graduate level research project and associated communications/report
- Review the application of disaster-specific management principles to the local context
- Prepare a research brief to investigate a major element of the disaster management strategy/approach within the local context
- Undertake a research investigation into an aspect of disaster management practices which adds to the level of knowledge of disaster management at the local, national or international levels
- Prepare and present a written report based on research undertaken

**DM007 Evacuation Logistics**

Creditpoints: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01, DM02, DM03 & DM04

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives**

At the successful completion of this unit the participant will be expected to:
- Identify objectives of post disaster survey
- Outline methodology in developing logistical requirements
- Outline risk communication process in a post disaster environment
- Outline key continuation needs in a displaced community context

**DM008 Disaster Recovery**

Creditpoints: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01, DM02, DM03 & DM04

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives**

At the successful completion of this unit the participant will be expected to:
- Identify key management objectives within a recovery context
- Identify key services within a recovery management context
- Determine social units impacting on community vulnerability
- Describe the physical and psychological effects of hazard impact on a community and its subsequent ability to recover
- Identify tools in the evaluation and assessment of economic recovery and assess their effects
- Identify environmental factors inhibiting recovery programs

**DM009 Facilitator Skills Development**

Creditpoints: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives**

At the successful completion of this unit the participant will be expected to:
- Plan and administer learning programs
- Identify the principles that promote and impede learning
- Analyse learning processes that are applicable to trainees from diverse backgrounds and exhibiting different learning styles and theories
- Identify training needs of disaster management practitioners
- Prepare a print based development package for a given subject
- Examine methodology applied in evaluating development courses

**DM010 Disaster Psychology**

Creditpoints: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Objectives**

At the successful completion of this unit the participant will be expected to:
- Explain the concept of disaster in relation to human behaviour and experience
- Describe the nature of human contributions to disasters
- Explain important features of preparing communities and emergency services for possible disasters
- Describe the main psychological impacts of disasters on members of a community during the various phases of a disaster: imminent onset, onset, immediate post-disaster, recovery
- Describe ways in which disaster situations can impact on the operations of emergency services

**DM011 Evacuation Management**

Creditpoints: 7.5 • Prerequisites: DM01, DM02, DM03 & DM04

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Content**

- Identify and evaluate national policies and structures within a recovery management context
- Outline specific evacuation risk communication methods
- Determine a set of criteria for plan implementation
DM099 Problem Solving and Decision Making
Creditpoints: Nil • Prerequisites: Nil.
This subject enables participants without the necessary academic Prerequisites to enrol into the Graduate Certificate in Disaster Management.

Objectives and content
- Establish clear objectives from organisational goals;
- establish criteria for decision making;
- apply individual and group problem solving and decision making techniques and processes to achieve a desired outcome.
- research and gather data/information pertinent to problem solving;
- evaluate data against criteria and propose options which satisfy an optimum set of criteria.

DM100 Enterprise Industry Based Elective
(by agreement)
Creditpoints: 7.5 • Prerequisites: DM01, DM02, DM03 & DM04
A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

Content
To allow participants to develop a course of study specifically relevant to their workplace by negotiation with Swinburne and their workplace.

EA100 Analogue Electronics 1
40 hours • Hawthorn • Prerequisites: VBB219, VBB221, VBB229
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To design with, analysis & selection of Analogs & Op-Amps. Revision of Inverting/Non-Inverting/Buffer/Trans-Resistance/Trans-Conductance Amps. Supply Limitations, Slew, DC errors. Noise & Frequency Compensation

EA101 Analogue Electronics 2
40 hours • Hawthorn • Prerequisites: NE183
A subject in the Diploma of Electronics set

Objectives and content
To allow selection of most appropriate Small-Signal (audio/communication) Amp circuits. Analysis of S, S/FET & BJT circuits (DC/AC conditions), Low & Hi-Frequency Composite Gain. Phase Response. Coupling & Multi-Stage Amps.

EA121 Microcomputer • MicroProcessor Systems
80 hours • Hawthorn • Prerequisites: EA182, NE110
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To introduce various MicroProcessor Interfacing techniques. Includes Assembly Software, Programming & Hardware Interfacing of classic LSI devices (PICs, 8085, PPM, 68000, UARTs, DITCs, FOCs, Bus Controllers).

EA126 Introduction to Programming
40 hours • Hawthorn • Prerequisites: VBB222
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content

EA129 Network Cables and Connectors
20 hours • Hawthorn • Prerequisites: NE180, NE184, NE183
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To allow the student to identify, terminate & install common Network Cables. Connectors & Cables (TP, Co-Ax, Ring, Fibre), & Test-Equipment (TDR, OTDR, Optical Power Meter).

EA181 Communication Fundamentals
40 hours • Hawthorn • Prerequisites: EA101, EA129, NE181, VBB231/VBB600
A subject in the Diploma of Electronics set.

Objectives and content

EA183 MicroProcessor Fundamentals 1
40 hours • Hawthorn • Prerequisites: EA126, NE180
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content

EA187 Introduction to "C"
40 hours • Hawthorn • Prerequisites: EA126
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To enable introductory C program design & testing of PC-interfaced devices. Includes Hi-Level language/Assembler issues, Program Design, Structure, Modularity, simple data types & I/O, Functions (import, export), Program Testing & Debugging.

EA196 Single-User Operating Systems
40 hours • Hawthorn • Prerequisites: THA02, EA126
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content

EB100 Analogue Electronics 3
40 hours • Hawthorn • Prerequisites: EA100, NE181, VBB249 (VBB262 desirable)
A subject in the Diploma of Electronics set.

Objectives and content

EB101 Analogue Electronics 4
40 hours • Hawthorn • Prerequisites: EA101, NE181, VBB262 (VBB262 desirable)
A subject in the Diploma of Electronics set.

Objectives and content

EB124 Computer Systems Architecture
40 hours • Hawthorn • Prerequisites: VBB211, VBB200, EA121
A subject in the Diploma of Computer Systems set.

Objectives and content
To provide the skills to analyse Computer Architectures. Includes Von Neumann, Harvard, Stack-Oriented. Micro-Code, ASICs/RISCs/CPUs, Parallel Processing, Multi-Tasking/M-User, Virtual Memory. Cache Systems, Pipes, DMA, Co-
EB128 Multi-User Operating Systems
40 hours • Hawthorn • Prerequisites: EA196, EA121, NE115/CE150
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content

EB129 Network Administration
40 hours • Hawthorn • Prerequisites: NE115/CE150
A subject in the Diploma of Computer Systems set.

Objectives and content
To learn to install & administer a PC-based network. Includes Network Planning & Installation, User Creation & Management, Printer Systems, Implementing Applications Software, Network Maintenance & Trouble-Shooting.

EB160 Advanced Power Supplies
40 hours • Hawthorn • Prerequisites: EA100, NE178, NE115
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To allow selection of appropriate power supply techniques. Includes Battery Characteristics & Charging, Inverters (DC/DC/DC-AC), Switch-Mode supplies. U.F.S., Solar Cells, Remote Area Supply, Hi-Voltage & Hi-Power Supplies.

EB162 Circuit Analysis 1
60 hours • Hawthorn • Prerequisites: ITHE02, VB2219, VB2262
A subject in the Diploma of Electronics set

Objectives and content

EB176 Electronic Systems
40 hours • Hawthorn • Prerequisites: EA183, EA1077, EA196, NE105/VB2235 (or as co-requisite)
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To allow use of QMS & PLC equipment for system control. Includes Automated Testing (Theory, Installation & Programming), PLCs (Specs, Ladders, Process Control).

EB177 MicroProcessor Applications 1
40 hours • Hawthorn • Prerequisites: VB2231/VB9800, EA121A/VB2232 (or as co-requisites)
A subject in the Diploma of Electronics set.

Objectives and content

EB178 MicroProcessor Applications 2
40 hours • Hawthorn • Prerequisites: EB177, EA187, NE115
A subject in the Diploma of Electronics set.

Objectives and content
To develop MicroProcessor Interfacing/Control Hardware & Software skills (within a practical project). Includes DACs, ADCs, Simple Actuators, AC Control, Linking Assembly Modules using “C”, further Project Work.

EB179 MicroProcessor Applications 3
40 hours • Hawthorn • Prerequisites: EB177, NE105/VB2235 (or as co-requisite)
A subject in the Diploma of Electronics set

Objectives and content
To develop MicroProcessor Interfacing/Control Hardware & Software skills (within a practical project). Includes Sensors, Actuators, Debug Tools (inc. ICE/LA, EPROM Programmer), Practical Project (Creation/Debug/Presentation/Documentation).

EB303 Middleware Fundamentals
20 hours • Hawthorn • Prerequisites: ITAS19, NE110, CES013/NE115
A subject in the Diploma of Computer Systems set.

Objectives and content
To describe fundamental concepts & terminology of network Middleware. Includes InterOperability, Inter-Program & Inter-Application Communication Techniques. Client Sever Model: SOL, issues of Dissimilar Network/OSI/X/Open.

EB305 InterNetworking Fundamentals
20 hours • Hawthorn • Prerequisites: ITAS19, NE110, CES013/NE115
A subject in the Diploma of Computer Systems set.

Objectives and content
To describe fundamental concepts & terminology of InterNetworking. Includes User Interface, Dissimilar Network Connectivity, InterNetworking (using OSI & TCP/IP), Repeater aspects, Bridges, Routers & Gateways.

EF001 ESL & Study Skills
Prahran and Hawthorn
A subject in Certificate II in English for Vocational Education and Further Study (Accounting, Computer and General streams)

Objective
To give students the language skills required to articulate into further study, training courses or employment.

EF003 Introduction to Communications
Prahran and Hawthorn
A subject in Certificate II in English for Vocational Education and Further Study (Accounting, Computing and General streams)

Objective
To give students an understanding of key communication skills and practices required for employment—job applications, resumes, report writing, preparing a folio of vocational and educational goals.

EF004 Keyboarding
Prahran and Hawthorn
A subject in Certificate II in English for Vocational Education and Further Study (Computing stream)

Objective
To give students experience in touch typing techniques and practice

EF005 Word Processing
Prahran and Hawthorn
A subject in Certificate II in English for Vocational Education and Further Study (Computing stream)

Objective
To give students an understanding of the functions and benefits of word processing and to use a word processor or to prepare formatted documents.

EF007 Using a Graphical User Interface (Windows)
Prahran and Hawthorn
A subject in Certificate II in English for Vocational Education and Further Study (Computing stream)

Objective
To give students an understanding of graphical user interface type operating system to run software on a PC and to manage files stored on secondary storage.
**EF008 Spreadsheets**  
**Prahran and Hawthorn**  
A subject in Certificate II in English for Vocational Education and Further Study (Accounting and Computing streams)  
**Objective**  
To give students an understanding of the use of spreadsheets in a business, and to allow them to create, modify and graph spreadsheet data.

**EF011 Information Technology**  
**Prahran and Hawthorn**  
A subject in Certificate II in English for Vocational Education and Further Study (General stream)  
**Objective**  
To provide students with the skills and knowledge to produce, format and electronically file and manage word processed documents.

**EF012 Australian Studies**  
**Prahran and Hawthorn**  
A subject in Certificate II in English for Vocational Education and Further Study (General stream)  
**Objective**  
To assist students to develop study skills required for successful participation in the Australian tertiary system.

**EF013 ESL & Study Skills**  
**Prahran and Hawthorn**  
A subject in Certificate II in English for Vocational Education and Further Study (Accounting, Computer and General streams)  
**Objective**  
To give students the language skills required to articulate into further study, training courses or employment.

**EF018 See course provider**

**EPC135 Statistical Quality Control**  
A 40 hour module  
**Prahran**  
**Objective**  
Statistical process control systems, sampling, control charts.

**EPTM01 Soldering**  
A 40 hour module  
**Prahran**  
Prerequisites: nil  
A subject in the Certificate I in Electrical (Pre-Apprenticeship) and a subject in the Certificate in Engineering (Basic).

**EPTM04 Electrical Engineering Drawing**  
A 40 hour module  
**Prahran**  
Prerequisites: nil  
A subject in the Certificate I in Electrical (Pre-Apprenticeship).

**EPTM05 Component Testing**  
A 40 hour module  
**Prahran**  
Prerequisites: nil  
A subject in the Basic Certificate of Engineering.

**HRM001 Human Resource Management**  
The purpose of this subject is to describe and evaluate human resource practices in compensation management and human resource information systems.

**HRM002 Employee Relations**  
The purpose of this subject is to enable participants to develop the skills required to effectively deal with industrial relations issues in the workplace.

**HRM300 Training and Career Planning**  
The purpose of this subject is to identify the critical strategic policy and practical issues in training and planning careers in organisations in the current changing work context.

**INS031 Insurance Principles**  
The purpose of this subject is to introduce the underlying concepts upon which insurance practice is based. This module will provide a base of knowledge and skills necessary for further insurance studies.

**INS032 Insurance Classes**  
Prerequisites: INS031  
The purpose of this module is to develop the student’s knowledge of the forms of insurance contracts that cover risks to persons, property and liability.

**INS033 Policy Processing**  
Prerequisites: INS031  
Familiarises the student with the format of the specialised documents used in an insurance office. Outlines the purpose of the parts of a policy document; completion of a policy document and the steps in the issue; maintenance and renewal of policy documents.

**INS034 Claims Handling**  
Prerequisites: Nil  
Module develops knowledge related to the terms and procedures used in handling a claim settlement and the impacts of relevant legislation and court processes.

**INS041 Insurance Law and Regulation**  
Prerequisites: NAP750, NAP752, INS031  
This module aims to provide an understanding of the legal environment relating to insurance and explains the impact of legislation on both insurance companies and contracts of insurance.

**INS042 Policy Coverage I**  
Prerequisites: INS032  
Module develops the underlying knowledge and skills necessary to interpret and implement a policy of insurance.

**INS043 Underwriting I**  
Prerequisites: INS042, NAP720, NAP721  
This module develops the fundamental skills and knowledge required in assessing and underwriting risks.

**INS044 Claims Management**  
Prerequisites: NIL  
This module aims to further develop the knowledge, skills and attitudes required to manage insurance claims.

**INS051 Underwriting II**  
Prerequisites: INS043  
The purpose of the module is to apply the underpinning knowledge and skills to assess and underwrite risks relating to property, construction and erection, liability and marine.
This module is designed to provide the student with an understanding of the different types of software documentation and their function, and with the ability to create and maintain effective internal and external program documentation.

**ITA411 Introduction to Database Programming**

**Total hours 20** • Prahran • ITA402/Relational Database: Logical Design

A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

This module provides the skills needed to develop single-table relational database applications using a database programming language. This would incorporate a satisfactory user interface, password security and the 'automation' of standard queries and report generation procedures.

**ITA413 Introduction to Programming with an Application Framework**

This module will provide trainee programmers with the skills to develop graphical applications using an application framework such as Visual Basic.

**ITA414/ITA415 4GL Programming 1 and 2**

**Total hours 20** • Prahran

A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

These modules will enable students to use a Fourth Generation programming language to develop simple business oriented software applications involving flat and multiple file databases, user-friendly form-based input and output, report generation and integration of code modules in other languages.

**ITA416 Program Testing Techniques**

**Total hours 20** • Prahran

A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

This module aims to provide the ability to develop an appropriate set of test data for a program or system, document it, use it effectively and document the results of the testing.

**ITA502 Software Development Tools**

**Total hours 20** • Prahran • Prerequisites: At least one programming module at level 4

A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

This module intends to provide students with knowledge of and practice with typical computer based 'tools' used by professional programmers during the software development process.

**ITA505 Relational Database Programming**

**Total hours 20** • Prahran • Prerequisites: ITA411 Introduction to Database Programming

A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

The purpose of this module is to allow students to develop a multi-table relational database application by using a database programming language.

**ITA519 Introduction to Object-Oriented Programs**

**M hours** • Hawthorn and Prahran • Prerequisites: EA 187, EA 196 or ITA408

Objectives and content
To enable development & documentation of an O.O.P program. Object Identification,
System Design using Diagrams, Software Application Documentation.

**ITA520 Introduction to Object Oriented Programming**
Total hours 20 • Prahran • Prerequisites: ITA519 Object Oriented Program Design
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

Content
This module aims to provide skills to develop a software application using an Object-
Oriented Programming Language.

**ITA521 Object Oriented Programming in a GUI Environment**
Total hours 20 • Prahran • Prerequisites: ITA520 Introduction to Object Oriented Programming
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

Content
This module aims to provide skills to develop a software application using an Object-
Oriented Programming Language in a GUI environment.

**ITB301 The Business Environment**
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development;
the Certificate III in Information Technology: Occupational Studies; the Certificate IV
Diploma in Information Technology: Technical and User Support; and the Certificate III
in Information Technology.

Content
This module will enable a student to examine an organisation and identify its goals,
objectives, functions, relationship with the financial system, organisational structure
and the effects of technological change on an organisation.

**ITB402/ITB417 Relational Databases - Logical and Physical Design**
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support
and the Certificate IV Diploma in Information Technology: Software Development.

Content
The aim of these modules is to develop skills in the methods associated with the
specification, analysis and documentation of logical relational databases and the
physical implementation of logical design for single-table and multi-table relational
databases.

**ITB404 Business Information Processing**
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development;
the Certificate IV Diploma in Information Technology. Technical and User Support;
the Certificate III in Information Technology, and the Certificate III in Information Technology:
Computer Applications.

Content
This module will enable the student to describe the function of the various business
sub-systems, the information flow between them and the function and content of
typical business internal and external transaction documents. Students will also be
able to state the purpose and scope of Decision Support Systems and Management
Information Systems.

**ITB406 System Documentation Methods**
Total hours 20 • Prahran
A subject in the Certificate IV Diploma in Information Technology: Software Development.

Content
This module aims to provide students with an ability to use standard graphical and
written notational techniques to describe typical business data processing systems.

**ITB407 Systems Development Models**
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development;
and the Certificate IV Diploma in Information Technology: Technical and User Support.

Content
This module provides students with an understanding of the purpose and outcomes of
the different phases of the traditional and two other non-traditional models of
the systems development process used by systems development professionals, and with
the criteria to use in order to choose the most appropriate model for a specific
project.

**ITB408 Systems Development - Preliminary Investigation and System Analysis**
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development;
and the Certificate IV Diploma in Information Technology: Technical and User Support.

Content
This module provides students with the opportunity to carry out and document a
preliminary investigation of a proposed development project and to carry out a
systems analysis of a system/task and document the results.

**ITB409 Systems Development - Logical Design and Feasibility Analysis**
Total hours 20 • Prahran • Prerequisites: ITB408, ITB406
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

Content
This module provides students with the opportunity to learn and practise the skills
and techniques used to develop and document the logical design of a new/modified
system, and prepare a feasibility analysis.

**ITB410 Systems Development - Physical Design and System Implementation**
Total hours 20 • Prahran • Prerequisites: ITB409, ITB402
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

Content
This module provides students with the opportunity to develop and document the
physical design of a proposed system, and document and carry out an implementation
program for the proposed system.

**ITB411 Information Gathering Methods**
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development;
and the Certificate IV Diploma in Information Technology: Technical and User Support.

Content
This module provides students of systems analysis with skills in the gathering of information from large
‘pools’ of sources.

**ITB412 System Survey Techniques**
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development;
and the Certificate IV Diploma in Information Technology: Technical and User Support.

Content
This module intends to provide students of systems analysis with skills and practice in
a number of methods used to carry out, analyse and document surveys amongst
data processing system users and clients.
**ITB414** Input / Output Design  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
This module enables students to learn and practise techniques for establishing and documenting appropriate input and output content and dialogues for data processing applications.

**ITB415** User Needs Analysis  
Total hours 20 • Prahran  
**Content**  
This module will provide the knowledge and skills required to carry out a user needs analysis.

**ITB416** CASE Tools  
Total hours 20 • Prahran • Prerequisites: ITB406 System Documentation Methods  
A subject in the Certificate IV and Diploma in Information Technology: Software Development.  
**Content**  
This module provides students with knowledge of software products available to aid in the systems development process, the function of each of these tools, the ability to select an appropriate tool.

**ITC005** Supporting the Internet & WWW  
This module will enable a student to explain the Internet to users, set up home pages and create links to customized pages.

**ITC301** Computer System Basics  
Total hours 20 • Hawthorn/Prahran • Prerequisites: nil  
A subject in the Diploma of Applied Science (Materials Engineering); the Certificate IV in Materials Science; the Certificate III in Information Technology; the Certificate III in Information Technology: Occupational Studies; and the Certificate III in Information Technology: Computer Applications.  
**Content**  
The aim of this module is to familiarise the student with the terminology used to describe the main components of the 'traditional' single-CPU computer system in its various guises, and with the purpose of each component and its contribution to the functioning of the complete system. The student will also become familiar with simple measures of a computer's speed and capacity. The student will have assembled the components of a typical retail personal computer into an operating system.

**ITC302** Microcomputer Hardware  
Total hours 20 • Prahran and Hawthorn  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
These modules provide students with skills to assemble a microcomputer from components. This will include the ability to select and install appropriate components, perform a range of hardware upgrades, and identify and rectify faults in microcomputer hardware.

**ITC402** Microcomputer Architecture  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate III in Information Technology.  
**Content**  
The aim of this module is to use the study of a particular microcomputer architecture to provide the student with transferable skills needed to understand the architecture of a typical single-CPU computer system with particular emphasis on the internal structure of the CPU, the nature of its operational cycle and its control, instruction and data connections with other digital devices.

**ITC403** Multimedia Systems  
**Objectives and content**  
This module provides the knowledge and skills appropriate for the specification, selection and installation of peripherals associated with multimedia PC systems.

**ITC407** MicroProcessor Hardware Fault-Finding  
Total hours 20 • Prahran • Prerequisites: CE3006/ITC302 preferably NE17B & VDB220 or ITC402  
A subject in the Diploma of Computer Systems and in the Diploma of Information Technology.  
**Objectives and content**  
This module provides the skills necessary to identify and rectify faults in Microcomputer hardware. Includes differentiating fault types (hardware & software), isolation, identification, removal, replacement of components and testing/commissioning of the PC.

**ITD501** Help-Desk Procedures  
Total hours M • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
This module enables students to effectively carry out tasks and provide customer service in a 'help-desk' situation.

**ITD505** Quality Assurance in Information Technology  
Total hours M • Prahran • Prerequisites: ITB3001 The Business Environment  
**Content**  
This module provides students with the knowledge required to describe quality assurance principles and techniques used in information technology business organisations and apply techniques as appropriate in the workplace.

**ITD506** Project Management Techniques  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
This module enables students to effectively use standard project management techniques to monitor and document their own or a group's project development work.

**ITD508**/ Operations - **ITD509** DP Administration 1 and 2  
Total hours M • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
These modules provide students with skills and knowledge required to carry out routine administrative tasks relating to the maintenance and operation of mini and mainframe computer systems, as well as rostering and supervising of staff in a mainframe environment.

**ITD510** PC Management Procedures  
Total hours 20 • Prahran • Prerequisites: IT4404 PC Support  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
This module enables students to use appropriate procedures and methods to monitor...
and co-ordinate the use and maintenance of one or more personal computer systems by a group of workers.

**ITD511  Software and Data Security**

*Total hours: 20*  • Prahran


**Content**

This module enables students to recommend and carry out appropriate procedures and techniques to maintain the integrity and security of software and data whilst it is stored in computer memory or while it is being transmitted across a data communications network.

**ITE401  Introduction to Sales and Marketing**

*Total hours: 20*  • Prahran

A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV and the Diploma in Information Technology: Technical and User Support; and the Certificate IV in Information Technology: Software Applications.

**Content**

This module intends to introduce the student to the commercial function of sales and marketing and to identify and use successful sales and marketing strategies within the commercial environment.

**ITE402  Hardware / Software Selection and Purchasing**

*Total hours: 20*  • Prahran  • Prerequisites: **ITE302** Microcomputer Hardware

A subject in the Certificate IV and Diploma in Information Technology: Software Development, the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate IV in Information Technology: Software Applications.

**Content**

This module provides students with the skills needed to research product information and identify hardware and software to meet a user's needs, and then formulate appropriate acquisition procedures to obtain the selected products.

**ITE405  Computer Marketing**

*Total hours: 20*  • Prahran  • Prerequisites: **ITE401** Introduction to Sales and Marketing

A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate IV in Information Technology: Software Applications.

**Content**

This module enables students to carry out effective computer marketing tasks by selecting and using appropriate and effective marketing strategies.

**ITF205  Database Fundamentals**

*Total hours: 20*  • Prahran

A subject in the Certificate III in Information Technology: the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology; Software Development, the Certificate II in Information Technology: Occupational Studies; the Certificate II in Information Technology: Computer Applications and the Certificate IV in Information Technology: Software Applications.

**Content**

This module will provide a student with the skills and knowledge in the use of a database package to set up and maintain single table databases.

**ITF207  Spreadsheet Fundamentals**

*Total hours: 20*  • Prahran

A subject in the Certificate II in Information Technology: Occupational Studies and the Certificate II in English as a Second Language, Access Education Program.

**Content**

This module will provide a student with the skills and knowledge in the use of a spreadsheet package to produce simple worksheets in the most efficient manner.

**ITF301  Data Entry and Retrieval Systems**

*Total hours: 20*  • Prahran

A subject in the Certificate IV and Diploma in Information Technology: Software Development, the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate IV in Information Technology: Software Applications.

**Content**

Students utilise and establish commercial data entry/retrieval system to add data to the system and obtain detailed or summary information from the system.

**ITF303  Introduction to Small Business Software Package**

*Total hours: 20*  • Prahran

A subject in the Certificate IV in Information Technology: Software Applications.

**Content**

This module aims to provide students with the ability to create and manage basic word processing spreadsheet and database files using an integrated business software package.

**ITF304  Word Processing Operations**

*Total hours: 20*  • Prahran  • Prerequisites: **ITE201** Word Processing Fundamentals, **ITF201** Keyboarding


**Content**

This module will provide a student with the skills and knowledge to produce, format and electronically file multiple-page word processed documents.

**ITF305  Spreadsheet Operations**

*Total hours: 20*  • Prahran  • Prerequisites: **ITE201** Spreadsheet Fundamentals


**Content**

This module will provide a student with the skills and knowledge in the use of a spreadsheet package to produce worksheets incorporating mathematical and financial functions and common formulas according to user specifications.

**ITF306  Business and Presentation Graphics**

*Total hours: 20*  • Prahran

A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Occupational Studies; the Certificate II in Information Technology: Computer Applications; and the Certificate IV in Information Technology: Software Applications.

**Content**

This module will enable a student to use a commercial graphical presentation package to produce effective and readable graphs of numerical data, and to prepare a series of graphic ‘slides’ which will support a formal presentation.

**ITF309  Introduction to Desktop Publishing**

*Total hours: 20*  • Prahran  • Prerequisites: **ITE201** Wordprocessing Fundamentals

A subject in the Certificate III in Information Technology: the Certificate II in Information Technology: Occupational Studies; the Certificate II in Information Technology: Computer Applications; and the Certificate IV in Information Technology: Software Applications.

**Content**

To enable a student to use the features of a desktop publisher to produce professional quality business documents.
ITF401  Introduction to CAD Graphics Systems
Total hours 20  •  Prahran
As subject in the Certificate III in Information Technology

Content
This module will enable a student to use a commercial Computer Aided Design package to create, store and print typical non-layered drawings using various drawing sizes, drawing layouts and dimensioning techniques.

ITF402  CAD Graphics Systems 2
Total hours 20  •  Prahran  •  Prerequisites: ITF401/Introduction to CAD Graphics Systems
As subject in the Certificate III in Information Technology

Content
This module will enable a student with basic CAD skills to use a commercial Computer Aided Design package to create, store and print drawings using standard libraries and layering techniques.

ITF405  Advanced Spreadsheet Skills
Total hours 20  •  Prahran  •  Prerequisites: ITF305/Spreadsheet Operations
As subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV in Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Computer Applications; and the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student who has basic skills in using a spreadsheet package to design and create effective spreadsheet applications incorporating security, automation via macros and the import and export of data to and from other applications.

ITF408  Word Processing - Complex Operations
Total hours 20  •  Prahran  •  Prerequisites: ITF304/Wordprocessing Operations
As subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Computer Applications and the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student to create, modify and manage mail merge documents, documents incorporating indexes, tables of contents and to import data from other applications. A student will also be able to create and use styles, templates and macros.

ITF410  Introduction to Computerised Accounting
Total hours 20  •  Prahran
As subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development.

Content
This module will enable a student to use a commercial small business level accounting software package to perform basic book-keeping tasks.

ITF411  Accounting Software Packages
Total hours 20  •  Prahran  •  Prerequisites: ITF410/Introduction to Computerised Accounting, NAPF719 Accounting for Non-Accountants
As subject in the Certificate III in Information Technology; the Certificate III in Information Technology: Computer Applications; and the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student to use a commercial small business accounting software package to carry out typical ledger operations and generate common business reports.

ITF414  4GL Programming
A 20-hour module  •  Hawthorn  •  Prerequisites: nil
As subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Information Technology: Computer Applications.

Content
Utilise a fourth generation programming language to develop simple software applications involving flat-file databases and user-friendly, form-based input and output.

ITF415  Commercial Database Packages 2
Total hours 20  •  Prahran
As subject in the Certificate III in Information Technology; and the Certificate IV in Information Technology: Computer Applications.

Content
This module will enable a student to create and modify a database, design queries and produce reports using both single and multi-tabled systems, using a commercial database package.

ITF416  Commercial Database Packages 2
Total hours 20  •  Prahran  •  Prerequisites: ITF415/Commercial Database Packages 1
As subject in the Certificate IV in Information Technology: Software Applications.

Content
The aim of this module is to provide a general introduction to the more advanced skills and techniques involved in using a commercial database package to create an integrated application using a multi-table database.

ITF417  Introduction to Expert Systems Packages
Total hours 20  •  Prahran  •  Prerequisites: ITF404/Expert Systems
As subject in the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student to: use a commercial expert - system development package to develop and use an expert - system.

ITF501  Macro Programming
Total hours 20  •  Prahran  •  Prerequisites: ITG402/3GL/Program Design
As subject in the Certificate IV in Information Technology: Technical and User Support; the Certificate IV in Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications.

Content
This module enables students to take advantage of the macro programming facilities of a commercial software package to increase the security, user-friendliness and processing power of an application developed using the package.

ITG201  Using Computer Networks
Total hours 20  •  Prahran
As subject in the Certificate IV in Diploma in Information Technology: Technical and User Support; the Certificate IV in Information Technology: Occupational Studies; and the Certificate IV in Information Technology: Computer Applications.

Content
This module will enable a student to use a local area network through the sharing of resources and use of the mail facility.

ITG202  Internet Fundamentals
This module introduces students to the wonderful world of the Internet and provides the skills and knowledge to creatively "surf" the net.

ITG302  Installing and Managing a Peer-to-Peer Network
Total hours 20  •  Prahran
As subject in the Certificate IV in Diploma in Information Technology: Technical and User Support.
Content
This module enables students to install and manage a peer-to-peer network in a small business office environment.

**ITG402 Data Communications Networks**
Total hours: 20 • Prahran

**Content**
This module enables students to correctly use standard terminology to describe the main topologies, carrier technologies and hardware and software components used in data communication networks, including the characteristics of such devices and software.

**ITG403 Introduction to Local Area Networks**
Total hours: 20 • Prahran • Prerequisites: ITG401 Data Communications Applications

**Content**
This module enables students to correctly use standard terminology to describe the main topologies, carrier technologies and hardware and software components used in Local Area Networks, including the characteristics of such devices and software.

**ITG501/ITG502 LAN - Installation, Management and Specification and Selection**
Total hours: 20 • Prahran • Prerequisites: ITG403 Introduction to Local Area Networks
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**
These modules provide students with the skills and knowledge required to efficiently create a logical specification, select hardware and software, install, manage and clean a local area network to meet a client’s needs.

**ITG504 Wide Area Networks**
Total hours: 20 • Prahran • Prerequisites: ITG402, ITG403
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**
This module provides students with an understanding of the concepts of Wide Area Networks, their components and protocols, and of the implementation of multi-protocol networks.

**ITH201 Computer Administration**
Total hours: 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**
This module enables students to apply formal procedures to maintain the integrity of an effective and efficient computer installation.

**ITH202 Using a Graphical User Interface**
20 hours • Hawthorn • Prerequisites: nil
A subject in the Diploma of Electronics set, the Diploma of Computer Systems and the Diploma of Information Technology set.

**Objectives and content**
To enable use of a GUI I. operating system to run software & manage files stored on secondary storage

**ITH203 Using a Command Line Interface**
Total hours: 20 • Prahran

**Content**
This module enables students to use a command line user interface type operating system to run software on a PC and to manage files stored on secondary storage.

**ITH302 PC User Fundamentals**
Total hours: 20 • Prahran

**Content**
This module will give students new to computing an overview of the general components of a computer system, the care of a computer and its disks, and the ability to start up a PC and run a piece of software.

**ITH303 Installing & Managing a Graphical User Interface**
Total hours: 20 • Hawthorn
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**
This module enables students to use a graphical user interface type operating system to manage their microcomputer, install and run applications.

**ITH305 Developing Batch Files**
Total hours: 20 • Prahran

**Content**
This module will enable a student to develop batch files to enhance productivity of a single user operating system on a personal computer.

**ITH401 Using a Personal Computer**
Total hours: 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**
This module enables students to use a ‘command line’ type operating system to run software on a PC, manage files stored on secondary storage, install software, perform anti-virus and backup procedures, and carry out basic preventative maintenance and cleaning.

**ITH402 Configuring & Optimising a Graphical User Interface**
20 hours • Hawthorn/Prahran • Prerequisites: ITH303
A subject in the Diploma of Electronics set, the Diploma of Computer Systems and the Diploma of Information Technology set.

**Content**
This module allows a student with existing skills in using a Graphical User Interface to configure the graphical environment to suit particular requirements, and to optimise the system for best performance.
ITH403 PC Peripheral Devices
Total hours 20 • Prahran • Prerequisites: ITH401 Using a Personal Computer
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV in Information Technology: Technical and User Support; and the Certificate III in Information Technology.
Content
This module will enable students to connect, control and maintain common PC peripheral devices such as monitors, printers, scanners, mouses etc.

ITH404 P.C. Support
Total hours 40 • Hawthorn/Prahran • Prerequisites: ITH303, ITH305/EA196
Content
This module enables students to carry out tasks involving the regular maintenance of PC systems to support the productivity of users of the systems.

ITH405 Managing a Personal Computer
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.
Content
This module allows students to carry out procedures to modify the configuration of the operating system of a personal computer, create batch files to automate common operating system procedures, load software onto a system and perform software upgrading procedures.

ITH406/ITH407 Operating Systems - Theory and Practice
Total hours 40 • Hawthorn/Prahran • Prerequisites: ITH401 Using a Personal Computer
Content
These modules enable students to define the purpose of an operating system, the characteristics of different types of operating systems, the internal methods used to implement basic functions, and develop skills and techniques to manage three different operating systems, including at least one multi-user system.

ITH408 Using a Multi-user Operating System
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV Diploma in Information Technology: Technical and User Support; and the Certificate III in Information Technology.
Content
This module is intended to enable students to carry out user-oriented tasks on a mainframe, mini-computer or PC based multi-user operating system.

ITH409/ITH502 Multi-user Operating System • Use, Management and Implementation
Total hours 40 • Hawthorn/Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.
Content
These modules enable students to carry out user-oriented tasks on a mainframe, mini-computer or PC based multi-user operating system, carry out the specification, selection and implementation of a small multi-user computer system, and perform the role of a system manager of a small multi-user computer system.

ITH501 Selection and Installation of Operating Systems
Total hours 20 • Prahran • Prerequisites: ITH401 Operating Systems • Practical
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV Diploma in Information Technology: Technical and User Support.
Content
This module provides students with the knowledge and skills needed to select and install a computer operating system to meet the needs of a client user.

ITH408 Introduction to User Documentation
Total hours 40 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV Diploma in Information Technology: Technical and User Support.
Content
This module enables students to create a written specification describing particular user documentation requirements.

ITH409 User Documentation - Written
Total hours 20 • Prahran • Prerequisites: ITH408 Introduction to User Documentation
Content
This module enables students to use common industry procedures and methods to develop effective written user-documentation to meet given specifications.

ITH410 Computer Based User Documentation
Total hours 20 • Prahran • Prerequisites: ITH409 User Documentation - Written
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.
Content
This module enables students to select an appropriate computerised technique for the presentation of particular user-documentation and use common industry procedures and methods to develop effective computer-based user-documentation.

ITH401 Research Project
Total hours 20 • Prahran • Prerequisites: ITH302, ITH304, ITH306
A subject in the Certificate IV and Diploma in Information Technology: Software Development.
Content
This module intends to provide students with an opportunity to practise and demonstrate their research and presentation skills by researching and presenting a ‘report’ on an approved topic to their own interest or the area of interest of the course they are studying.

ITH403 Research Project
Total hours 20 • Prahran • Prerequisites: ITH302 Business and Presentation Graphics
A subject in the Certificate IV and Diploma in Information Technology: Software Development.
Content
This module intends to provide students with an opportunity to practise and demonstrate their research and presentation skills by researching and presenting a ‘report’ on an approved topic to their own interest or the area of interest of the course they are studying.

ITH502 Minor Application Project
Total hours 20 • Prahran • Prerequisites: ITH401, ITH501
Content
This module intends to provide students with an opportunity to demonstrate and
practise their skills in the area of application system development by developing
software changes to an existing system or developing software for a new system and
recommending implementation procedures.

ITK503 Application Project
Total hours: 20 • Prahran
Prerequisites: ITB402, ITB407, ITD506, ITD507, ITB415, ITB410, ITJ408
A subject in the Certificate IV and Diploma in Information Technology: Software
Development.
Content
This module intends to provide students with an opportunity to demonstrate and
practise their skills in the area of application system development by developing
software that meets user requirements.

ITK601 Major Application Project
Prerequisites: ITB402, ITB407, ITD506, ITD507, ITB415, ITJ408 plus two Level 5
Programming Modules.
Objectives and content
This module is intended to provide students with an opportunity to demonstrate and
practice their skills in the area of software development and support by
carrying out a complete software development, implementation and user-support
project for an approved task appropriate to their own interests or the areas of
interest of the course they are studying. The module allows sufficient time for a
student to research and use a new language or development method such as a newly
release 4GL, CASE product or database management system, or a preferred language
or development method required by the client with which the student is familiar.

ITL201 Keyboarding
Total hours: 20 • Prahran
A subject in the Certificate III in Information Technology: Certificate IV and Diploma
in Information Technology: Technical and User Support; the Certificate IV in
Information Technology: Occupational Studies; the Certificate II in Information
Technology: Computer Applications; the Certificate IV and Diploma in Information
Technology: Software Development and the Certificate IV in Information Technology:
Software Applications.
Objectives and content
Topics include: parts and functions of a keyboard and monitor, ergonomics, touch
typing techniques, accuracy and correction, keyboard practice. This module is
included to ensure that students understand the function of all the keys and can touch
type at least twenty words per minute, with ninety percent accuracy.

ITL205 Information Technology Industry
Total hours: 20 • Prahran
A subject in the Certificate III in Information Technology; and the Certificate III in
Information Technology: Computer Applications.
Content
This module will provide students with knowledge of the international and national
structure and roles of the IT industry, and the names and function of various industry,
professional and interest groups which provide information and support to workers in
the IT area.

ITL206 Impact of Personal Computers
Total hours: 20 • Prahran
A subject in the Certificate III in Information Technology.
Content
Students participate in discussions about the impact of the personal computer on the
society and culture in which they live.

ITL207 Society and the Future - Information Technology
Total hours: 20 • Prahran
A subject in the Certificate III in Information Technology.
Content
This aims to enable students to use their knowledge and expertise in information
technology to effectively participate in discussions about the relationship between
the society and culture in which they live and the application of information
technology.

ITL208 Foundation Mathematics
Objectives and content
This module will enable students to develop mathematical knowledge and skill
through the study of numbers, algebra and coordinate geometry. It is the first of a
series of modules that prepare students to articulate at degree course in computing
and mathematics where a certain level of mathematical skills are assumed. Further,
the unit introduces aspects of mathematics that enhance programming skills.

ITL303 Workplace Health and Safety
Total hours: 20 • Prahran
A subject in the Certificate III in Information Technology; Certificate IV and the
Diploma in Information Technology: Software Development.
Objectives and content
This module will enable students to use proper and appropriate health and safety
procedures in the work environment, and to identify and report upon health and safety
practices to appropriate supervisors or external organisations.

ITL306 Basic Electronics
Total hours: 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software
Development and the Certificate IV and Diploma in Information Technology: Technical
and User Support.
Objectives and content
Provides the background knowledge and practical skills in electronics that will enable
students to undertake modules relating to more specific aspects of computer
hardware and faultfinding.

LIS001 The Information Industry
Gives an overview of the services, facilities and functions of various libraries and
agencies which comprise the information industry. Visits to libraries are a vital part of
this module.

LIS002 Information Literacy
20 hours
Students develop their information skills which involves the analysis of information
needs, the location of information to satisfy those needs, learning to use information
efficiently and presenting it effectively.

LIS003 Information as a Product
3 hours
Students learn to identify the characteristics and uses of information and its value in
business, Industrial, academic and personal settings. They gain an overview of the
main types and formats of information, and the legal and ethical issues associated
with information storage and provision.

LIS004 Collection Maintenance
3 hours
Students learn to handle, store, maintain and preserve library materials in an
appropriate and safe environment. Housing and storage facilities, types and causes
of deterioration, in-house repairs, processing of library materials, shelving
procedures, and stocktaking are all covered.

LIS005 Lending Services
20 hours
Students learn the principles of library services including circulation
policies. Other aspects include loans desk work, reserve collections, interlibrary
loans, financial transactions and serial circulation systems.
LIS006 Bibliographic Control  
30 hours  
This module provides an introduction to bibliographic standards and control by introducing students to various cataloguing standards, particularly those used for descriptive cataloguing. The main topics covered are International Standard Bibliographic Description formats, filing of bibliographic records, and the uploading and downloading of cataloguing records.

LIS007 Materials Receipt  
20 hours  
Students learn to undertake routine processing of newly acquired library materials, including checking-in, claiming and accessioning.

LIS008 Library Ordering Procedures  
20 hours  
Students learn to order a variety of materials for a library using established bibliographic checking and verification procedures. The role of acquisitions, processing order requests, searching and verifying order requests, types of orders, sources of supply, preparing and despatching of orders, maintaining order records and processing invoices are covered.

LIS009 Library Promotion and Display  
20 hours  
Students learn to assist in the promotion of library services including the design and creation of library displays and signs; the promotion of resources and facilities; and the design and production of bookmarks, booklets, brochures and other publicity material.

LIS010 Multimedia Equipment Usage  
20 hours  
Students learn to operate a range of library equipment safely and efficiently. Aspects covered include health and safety issues and equipment maintenance.

LIS011 Introduction to Instruction in Library Use  
20 hours  
Students learn to deliver instruction on some aspect of library facilities or services, either on a one-to-one basis or in small groups. This includes the preparation, design, delivery and evaluation of an instruction session.

LIS012 Working in the Information Industry  
20 hours  
Students investigate career paths within the information industry and learn how to apply for a job and participate in job interviews. Library industry competencies are also covered.

LIS013 Database Searching and Retrieval  
20 hours  
Students learn about different types of databases, their modes of operation and how to access them. Searching strategies are also covered.

LIS014 Industry Placement 1  
100 hours  
Students will be placed in a workplace in the library industry with a nominated industry supervisor. The skills to be developed include: working effectively as part of a team; developing technical skills within the library environment; and initiating a network of industry contacts. 40 hours of elective modules must also be completed but the elective modules offered will vary from semester to semester.

LIS020 Basic Reference Skills  
20 hours  
Students learn to select and use ready reference resources; to communicate with clients and interpret their information needs; and to understand and apply legal and ethical requirements in the receipt of information.

LIS021 Research Sources and Strategies  
30 hours  
Students learn to identify potential information sources to satisfy clients’ information needs; to evaluate information resources; to conduct a reference interview; and to undertake search strategies using a range of sources.

LIS022 Lending Services 2  
30 hours  
Students learn to obtain information from outside sources using inter-library loans and document delivery. Topics covered include local, national and international policies for inter-library lending; selection of sources for inter-library lending and document delivery; generation and despatch as well as receipt of inter-library and document delivery materials including the financial transactions involved.

LIS023 Bibliographic Description and Access  
60 hours  
Students learn to construct bibliographic descriptions for catalogue entries. This involves the use of the Anglo-American Cataloguing Rules Second Edition Revised. Other aspects covered include the creation and maintenance of name authority records and on-going catalogue maintenance.

LIS024 Library Classification  
30 hours  
Students learn to classify both standard and non-standard library materials using the Dewey Decimal Classification Scheme.

LIS025 Subject Access  
40 hours  
Students learn to provide subject access and control of library materials. Aspects covered include subject cataloguing principles, subject analysis, thesauri and subject heading lists, authority control, and subject cataloguing techniques.

LIS026 Cataloguing Procedures  
30 hours  
Students learn to create and maintain records for a specified client group. Copy cataloguing, original cataloguing, use of national and international communication standards e.g. MARC, cataloguing policies, procedures and work flows are covered.

LIS027 Library Acquisitions  
30 hours  
This module covers verification procedures and acquisitions methods, with a special emphasis on serials acquisitions. Supplier performance and financial records for acquisitions work are also covered.

LIS028 Collection Development  
40 hours  
This module enables students to develop their knowledge and skills in evaluating a library’s collection against library policies and clients’ needs. The module concentrates on the purpose and role of collection development policies and selection and disposal proposals and options.

LIS029 Managing an Information Agency Environment  
40 hours  
Students learn to manage and maintain a client service effectively. Aspects include planning work activities to meet specific library objectives; establishing standards, and then the measurements and controls to monitor how the objectives are achieved; and the review, evaluation and acquisition of equipment, fittings and furniture.

LIS030 Information Access for Client Groups  
30 hours  
This module enables students to provide information services effectively to meet the special needs of targeted client groups. Content includes identifying client groups and their information needs; services available to special client groups; and the strategies needed to improve those services.
These may include writing workshop, assertiveness training and stress management.

LIS032 Industry Placement 2
100 hours
Students develop a project plan in consultation with an industry supervisor and a teacher and then carry out the project within a library or information agency. At the end of the project the student analyses the outcome and communicates this to a nominated audience.

60 hours of elective modules must also be completed but the elective modules offered will vary from semester to semester.

LS101 History of Books, Libraries and Communication
Total hours: 54 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
Provides an historical perspective to libraries, books and communication. Includes the development of the alphabet and printing.

LS102 Library Services
Total hours: 54 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
The function, organisation and services of different types of libraries. Tours of libraries are an important aspect of this subject.

LS103 Organising Resources 1A
Total hours: 54 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
The basic elements of descriptive cataloguing, checking and sorting bibliographic data and the use of Cutter-Sanborn tables.

LS104 Organising Resources 1B
Total hours: 54 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
Rules for filling catalogue entries using both the 1968 and 1980 ALA rules

LS105/106/205 Acquiring Resources A, B, and C
Total hours: 54 • Prahran • Prerequisites: A and B (compulsory), C (elective); A is a Prerequisite for C
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
Routines involved in acquiring books, non-book and serial material; the use of bibliographies and computer-based library management systems in acquisition work.

LS107/108 Communication Skills A and B
Total hours: 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
These subjects cover oral and written communication skills needed in the workplace. These may include writing workshop, assertiveness training and stress management.

LS109/110 Literature and the Arts A and B
Total hours: 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
An overview of literature and selected arts forms. Subject A is devoted to the literature and arts of Australia.

LS111/112 Keyboard Skills for Library Technicians A and B
Total hours: 51 • Prahran • Prerequisites: A (compulsory), B (elective); A is a Prerequisite for B
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
Keyboard skills of twenty-four words per minute for the compulsory subject; display, tabulation, centering, business letters with forty words per minute for the elective subject.

LS115/116 Display and Promotion A and B
Total hours: 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
Students are introduced to the role display and promotion techniques can play in promoting library services and enhancing the library environment. No prior experience of producing display material is assumed. Emphasis is placed on modern display and promotion techniques using the resources which are available within the community.

LS119/120 Audio-Visual Resources 1A and 1B
Total hours: 51 • Prahran • Prerequisites: 1A is a Prerequisite for 1B
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
Students are introduced to the basic operation and application of a wide range of audio-visual materials and equipment. Emphasis is placed on hands-on experience in order to develop the students' confidence in using the variety of A-V equipment.

LS124 The Sciences
Total hours: 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
A subject designed for students who have not had the opportunity to study sciences before. It is not a practical course but a chance to explore theoretical and historical development of a number of basic scientific fields. The areas covered include astronomy, chemistry, evolution, genetics, medicine etc.

LS125 Government Publications
Total hours: 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
The subject introduces students to these publications as a resource. It is designed to create an awareness of their variety and subject range. It involves a study of publications issued by Australian federal, state and local government as well as an awareness of similar publications in the United States, United Kingdom and international organisations.

LS127 Children's Literature
Total hours: 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.
Content
A study of children's books through a variety of approaches. Books for both young children and adolescents are examined.

LS129/130 Reference Services A and B
Total hours 34 • Prahran • Prerequisites: Acquiring Resources A and B and Organising Resources 1A and 1B
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
A study of reference tools, their use in the library and the role of the library technician in the reference process. Interlibrary loans, selective dissemination of information and computerised information retrieval are covered.

LS150 Conservation of Library Materials
Total hours 51 • Prahran • Prerequisites: no prior prerequisites are required; however, successful completion of LS217 (Introductory Subject) or LS101 (History of Books and Libraries) is recommended.
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
An elective subject which is designed to introduce students to the main components of a library preservation/conservation program and to give them an awareness of the causes of and materials for remedying deterioration. Some basic practical skills and techniques for both preventing and remediating the deterioration of library materials will be imparted.

LS151 Photography
Total hours 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
The aim of the subject is to teach students to use a single-lens reflex camera, to develop film and to mount prints.

LS155 Computers and Information 156
Systems A (Compulsory) B (Elective)
Total hours 34 • Prahran • Prerequisites: A is a prerequisite for B
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
The compulsory subject is designed to introduce students to computer hardware and some of the most common types of computer applications. The elective subject is designed to extend students' skills by working with additional software packages. No prior knowledge of computers is assumed.

LS203/204 Organising Resources 2A and 2B
Total hours 34 • Prahran • Prerequisites: LS105 Organising Resources A
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
These two subjects cover the descriptive cataloguing for a range of materials, using automated and manual systems. The maintenance of catalogues and the generation of catalogue products is explained. Computerised cataloguing and authority record procedures are covered.

LS205 See LS105.

LS219 Introduction to Audio Visual Management
Total hours 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
The subject aims to provide the knowledge and skills necessary for the operation of maintenance, organisation, and management of audio hardware and software.

LS223 Organising Resources 2C
Total hours 34 • Prahran • Prerequisites: Organising Resources 1 A
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content

LS227 Introductory Subject
Total hours 34 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
Provides basic knowledge and skills in areas including accessioning, covering, repairs, shelving and circulation, copyright and statistics. Students should commence the course with this subject.

ME001 Organic Chemistry
A 40 hour module • Hawthorn • Prerequisites: TEA671
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Structures and reactions in basic organic chemistry. Organic chemistry of surface coatings.

ME002 Chemistry Industry Project
A 20 hour module • Hawthorn • Prerequisites: ME001
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Report on placement in a chemical plant observing procedures and systems.

ME003 Mathematics B
A 20 hour module • Hawthorn • Prerequisites: TEA002
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Quadratic, exponential and logarithmic functions.

ME004 Critical Path Analysis
A 20 hour module • Hawthorn • Prerequisites: Year 11 Mathematics
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Network diagrams, Gantt charts, organisational flow diagrams. Planning and management projects.

ME005 Bridging Mathematics
A 20 hour module • Hawthorn • Prerequisites: Year 10 Mathematics
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Basic computations, linear relations, algebra.

ME006 Advanced Mathematics
A 20 hour module • Hawthorn • Prerequisites: TEA002
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Matrices, trigonometric functions.
ME007 Mechanics
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Kinematics and dynamics, statics, friction, work and energy

ME008 Fluid Mechanics
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content

ME009 Electrical and Electronic Practices
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Electrical circuits – DC, AC circuits, magnetic effects of current, motors, generators, transformers. Electronics – conductivity, insulators, transducers, test equipment, construction of simple PCBs.

ME010 Materials Testing
A 20 hour module • Hawthorn • Prerequisites: TEA010
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Properties, characteristics, classification and testing of common engineering materials.

ME011 Introduction to Materials Science
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Structure and composition of the earth, minerals and ores, polymer materials, composites, timber, structure and properties.

ME012 Introduction to Personal Computer Systems
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Utilise a graphical user interface and command line interface operating systems.

ME013 Work Project
A 75 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering)

Content
Research, develop, plan and execute a work project within an industrial workplace setting

ME014 Materials Technology
A 60 hour module • Hawthorn • Prerequisites: ME011, TEA010, TEB673, ME010

Content
Failure analysis of engineering materials, environmental factors, protection, surface engineering, specialised materials, heat treatment, fracture.

ME015 Polymers - Structure and Properties
A 40 hour module • Hawthorn • Prerequisites: ME002, TEA001

Content
Introduction to polymerisation processes. Structures and rheological behaviour of plastics.

ME016 Polymers - Processing Applications
A 40 hour module • Hawthorn • Prerequisites: ME015

Content
Selected polymerisation technologies, properties and applications of selected polymers.

ME017 Instrumental Analysis - Principles
A 40 hour module • Hawthorn • Prerequisites: nil

Content
Microscopy, non-destructive testing and examination, spectroscopy, thermal analysis - DTA, TGA, DSC, chromatography.

ME018 Instrumental Analysis - Practice
A 20 hour module • Hawthorn • Prerequisites: ME017

Content
Develop skills by practicing analysis techniques of two selected instruments as described in ME017.

ME019 Principles of Cleaner Production
A 40 hour module • Hawthorn • Prerequisites: nil

Content
Ecological considerations to manufacturing, roles of UNIDO and UNEP, environmental impact programs, efficient use of resources, recycling, waste minimisation, legal requirements

ME023 Polymer Processing - Overview
A module in the Diploma of Applied Science (Materials Engineering)
Provides an overview of manufacturing and production processes, recycling and new technologies.

ME024 Polymer Processing - Moulding and Extrusion
Prerequisites: ME023
A module in the Diploma of Applied Science (Materials Engineering)
Topics include extrusion moulding principles and equipment, injection moulding principles and equipment, compression moulding, blow moulding, film production, compounding, reclamation.

ME025 Polymer Processing - Other Methods
Prerequisites: ME024
A module in the Diploma of Applied Science (Materials Engineering)
Topics include rotational moulding, powder coating, calendering, foamed plastics, thermoforming, fabrication techniques, fibre-reinforced polymers, coated fabrics

MEP26 Selection and Identification of Polymers
Prerequisites: MEP015, ME016
A module in the Diploma of Applied Science (Materials Engineering)
Includes designing with polymers, identification of plastics.
ME027  Elastomers and Adhesives
Prerequisites:  ME015
A module in the Diploma of Applied Science (Materials Engineering)
Covers natural and synthetic rubbers, adhesives.

ME028  Polymer Preparation and Testing
Prerequisites:  ME015
A module in the Diploma of Applied Science (Materials Engineering)
Includes chemistry and physics of polymerisation. Principles and testing of polymers -physical, thermal, electrical.

ME029  Polymer Technology Practice 1
A module in the Diploma of Applied Science (Materials Engineering)
Includes the effect of plasticisers, melt flow, fusion behaviour, cure rate. compounding, blown film testing.

ME030  Polymer Technology Practice 2
Prerequisites:  ME029
A module in the Diploma of Applied Science (Materials Engineering)
Covers polymer flow by torque and extrusion rheometry, polymer blends.

ME031  Polymer Technology Practice 3
Prerequisites:  ME030
A module in the Diploma of Applied Science (Materials Engineering)
Topics include OH&S as applied to the plastics industry, effect of stabilisers, creep properties, stress crack analysis, effect of solvents on physical properties of plastics, notch sensitivity.

ME032  Polymer Technology Practice 4
Prerequisites:  ME031
A module in the Diploma of Applied Science (Materials Engineering)
Includes recycling, antioxidants and metal deactivators, bulk density determination, flame retardant polymers.

ME033  Ceramics Technology
Prerequisites:  TEE673, ME010
A module in the Diploma of Applied Science (Materials Engineering)
Covers raw material, ceramic manufacturing techniques, clay mineralogy, chemistry and physics of ceramics.

ME034  Composite Materials
A module in the Diploma of Applied Science (Materials Engineering)
Includes reinforcement materials, resins, processing and control methods, applications.

ME035  Adhesives
Prerequisites:  ME014
A module in the Diploma of Applied Science (Materials Engineering)
Includes chemistry and physics of industrial adhesives. Applications, methods of applying adhesives, design criteria, surface preparation, testing.

ME036  Organic Surface Coatings
A module in the Diploma of Applied Science (Materials Engineering)
Provides an overview of the surface coating industry, raw materials, formulation, manufacturing methods.

ME037  Principles of Metals Science
A 40 hour module • Hawthorn • Prerequisites:  ME010, ME011, TEE673
Content
Lattice structures and defects, dislocation theory, stacking faults, deformation and slip systems, twinning, work hardening, strain ageing, thermal equilibrium diagrams, lever rule, microstructures, fracture mechanics

ME038  Steel - Structure and Properties
A 40 hour module • Hawthorn • Prerequisites:  ME010, ME011, TEE673
Content
Categories of steels, strengthening mechanisms, Fe-C diagram, TTT and CCT diagrams, effects of alloying elements on steel, transformations, heat treatment, thermomechanical treatment, structure-property behaviour.

ME039  Non Ferrous Metals - Structure and Properties
A 40 hour module • Hawthorn • Prerequisites:  ME010, ME011, TEE673
Content
Categories of non-ferrous metals and their alloys: Al, Cu, Zn, Mg, Ti, Pb, precious metals, microstructures, properties, applications.

ME040  Modern Processes for Materials
A 40 hour module • Hawthorn • Prerequisites:  ME010, ME011, TEE673
Content
Continuous casting, deformation processes, sheet metal forming, casting, near-net shape forming, sintering technologies, metals in composite materials, advanced welding and joining processes, thermal spraying.

ME041  Smart Manufacturing with Materials
A 40 hour module • Hawthorn • Prerequisites:  ME010, ME011, TEE673
Content
Impact of computers in manufacturing. CA, CAM, CAI, JIT, finite element methods, expert systems.

ME042  Computer Aided Design and Modelling for Materials
A 20 hour module • Hawthorn • Prerequisites:  ME010
Content
CAD, design process, applications of computer modelling to manufacturing

ME043  Advanced Laboratory Techniques
A 40 hour module • Hawthorn • Prerequisites:  ME010, TEE673
Content
Metallography, analysis, quantitative metallography, x-ray characterisation, DTA, DSC, FTR, ICP, GCMS.

ME044  Occupational Hygiene
A 50 hour module • Hawthorn • Prerequisites: Nil
Content
OH&S and workcare, legal issues, dangerous goods act.

ME045  Industrial Waste Management
A 50 hour module • Hawthorn • Prerequisites: Nil
Content
Reduction, treatment, management, transport and disposal of industrial wastes.

ME046  Environmental Management
A 50 hour module • Hawthorn • Prerequisites: ME044
ME047  Air Quality Management
A subject in the Diploma of Applied Science (Materials Engineering)
Content
Identify, measure and monitor common atmospheric pollutants.

MTS3R Research Skills
Prahran
A subject in the Diploma of Applied Science (Materials Engineering)
Objectives and content
This component deals with how academic research is undertaken by using a tertiary library and choosing appropriate resources for assignments. The component also looks at research methods used in the social sciences and the nature of academic knowledge – what are facts, ideologies and theories? – an evaluation and comparison of these.

MTS44 Introduction to Further Studies
Prahran
A subject in the Diploma of Applied Science (Materials Engineering)
Objectives and content
This subject will offer introductions to several specific social science disciplines. There will be focus on content as well as skills.

MTS4B Academic Writing
Prahran
A subject in the Diploma of Applied Science (Materials Engineering)
Objectives and content
This component will assist in improving academic writing skills including the conventions of discourse, academic essay structure and writing, the use of appropriate resources, acknowledging sources: referencing and footnoting.

MTS5S Introduction to Computing and Basic Statistics
Prahran
A subject in the Diploma of Applied Science (Materials Engineering)
Objectives and content
Computer literacy is almost an essential Prerequisite to any tertiary study and this component of the course introduces students to word processing, spreadsheets and other useful computer packages. In addition, students are made familiar with basic statistics and the use of computer-based statistical packages employed in the social sciences.

MTSA4 Text Analysis
Prahran
A subject in the Diploma of Applied Science (Materials Engineering)
Objectives and content
A detailed examination of a single text which will assist students to develop skills in academic reading. Issues involved here include identifying themes, how a central text is approached, distinguishing fact from opinion, what evidence is trustworthy and what cannot be challenged.

NAP230 Organisational Behaviour
Prerequisites: NIL
Provides the student with an understanding of how organisations work and managing change within the organisation.

NAP704 Accounting Spreadsheets and Other Applications
Total hours: 60  
Hawthorn/Prahran  
Prerequisites: NAP703, NAP726, NAP731
A subject in the Associate Diploma of Business: Accounting.
Content
A module which covers the features of a well-designed spreadsheet, advanced spreadsheets and the input of data from other spreadsheets and applications.

NAP710 Financial Accounting Applications 1
Total hours: 36  
Hawthorn/Prahran  
Prerequisites: NOS219
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
A module which introduces students to basic management reports and analysis, incomplete/single-entry recording systems, see-write systems and accounting for not-for-profit organisations.

NAP711 Financial Accounting Applications 2
Total hours: 36  
Hawthorn/Prahran  
Prerequisites: NAP710
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
A module which introduces students to the accounting procedures applicable to inventories, partnership, primary producers, leases, consignments and investments.

NAP712 Company Accounting and Financial Statements
Total hours: 60  
Hawthorn/Prahran  
Prerequisites: NAP712
A subject in the Associate Diploma of Business: Accounting.
Content
A module concentrating on types of companies, formation, documentation and statutory records.

NAP713 Company Accounting Advanced
Total hours: 45  
Hawthorn/Prahran  
Prerequisites: NAP712
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers alterations to share capital, goodwill valuations, amalgamations, takeovers, absorptions, liquidations, receivership and consolidated accounts.

NAP714 Accounting Applications Advanced
Total hours: 20  
Hawthorn/Prahran  
Prerequisites: NAP712
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers foreign currency transactions, joint ventures, extractive industries and construction accounting.

NAP715 Public Sector Accounting and Finance
Total hours: 60  
Hawthorn/Prahran  
Prerequisites: NIL
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers the statutory regulations and accounting for government departments, statutory authorities and government business enterprises.

NAP716 Issues to Accounting
Total hours: 60  
Hawthorn/Prahran  
Prerequisites: NAP712
A subject in the Associate Diploma of Business: Accounting
Content
This module provides the participant with the knowledge and skills to analyse topical accounting issues.
NAP717 Internal Control Principles
Total hours 50 • Hawthorn/Prahran • Prerequisites: NAP711
A subject in the Associate Diploma of Business: Accounting.
Content
A module covering internal control of various accounting systems. Electronic Data Processing (EDP) internal control issues and the role of the external auditor.

NAP718 External Audit Procedure
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP717, NAP754, NAP712
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers the skills to plan external audits, draw up audit programs and undertake external audit procedures.

NAP719 Accounting for Non-Accountants
Total hours 20 • Hawthorn/Prahran
Content
A module which provides the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.

NAP720 Business Mathematics
Total hours 36 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
A module which provides the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.

NAP721 Business Statistics
Total hours 36 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
This module follows on from Business Mathematics. It provides the knowledge and skills to interpret and use statistical techniques in a variety of business activities.

NAP722 Economics for Business
Total hours 60 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Associate Diploma of Business: Accounting.
Content
This module provides participants with a knowledge of the economic environment within which a business operates. The focus is with macro economics covering supply and demand, the money market, international trade etc

NAP723 Marketing and Planning for Small Business
Total hours 60 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Associate Diploma of Business: Accounting; and the Diploma of Applied Science (Materials Engineering).
Content
A module looking at the principles and preparation of business plans and marketing plans as they apply to small business.

NAP724 Credit Management
Total hours 30 • Hawthorn/Prahran • Prerequisites: NAP753
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers the features of a credit policy and the principles of credit control; including assessing credit risks, redemption of credit, recovery and insolvency.

NAP730 Budgeting
Total hours 18 • Hawthorn/Prahran • Prerequisites: NOS124
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
This module provides a knowledge of financial management principles as they apply to various types of budgets.

NAP731 Management Accounting Principles
Total hours 60 • Hawthorn/Prahran • Prerequisites: NOS219
Content
This module will provide the knowledge and skills to undertake costing procedures in a range of enterprises.

NAP732 Management Accounting Applications
Total hours 50 • Hawthorn/Prahran • Prerequisites: NAP731
A subject in the Associate Diploma of Business: Accounting.
Content
This module investigates job costing, process costing, activity based costing, operations costing, joint and by-product costing and standard costing.

NAP733 Business Planning and Control
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP720, NAP731
A subject in the Associate Diploma of Business: Accounting.
Content
Major areas of content in this module are differential cost analysis, conventional gross profit analysis, linear programming, transfer pricing and divisional performance.

NAP734 Financial Management Applications
Total hours 30 • Hawthorn/Prahran • Prerequisites: NAP735, NAP720, NAP721
A subject in the Associate Diploma of Business: Accounting.
Content
This module looks at assessing alternative financial management models in relation to investment and dividend decisions and to advise senior management on financial management decisions.

NAP735 Financial Management Principles
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP711
A subject in the Associate Diploma of Business: Accounting.
Content
A module that looks at sources of financing, working capital management, analysis and interpretation of financial statements and capital budgeting decisions.

NAP737 Investment Analysis
Total hours 30 • Hawthorn/Prahran • Prerequisites: NAP735
A subject in the Associate Diploma of Business: Accounting.
Content
This module encompasses the value of shares, investment analysis and strategies for investment.
NAP750 Commercial Law Principles
Total hours: 27 • Hawthorn/Prahran • Prerequisites: Nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
This module provides the participant with a knowledge of basic commercial law principles and application within a business environment.

NAP751 Partnership and Bankruptcy Law
Total hours: 27 • Hawthorn/Prahran • Prerequisites: NAP750
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
A module which introduces the law relating to principal and agent, partnership and joint ventures, and bankruptcy.

NAP752 Contract Law
Total hours: 27 • Hawthorn/Prahran • Prerequisites: NAP750
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
This module provides the participant with a knowledge of basic contract law and a selection of specialty contracts applicable within a business environment.

NAP753 Consumer Law
Total hours: 27 • Hawthorn/Prahran • Prerequisites: NAP750
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
A module which provides a knowledge of the law relating to sale of goods, consumer protection, restrictive trade practices, debt collection and intellectual property.

NAP754 Company and Incorporated Associations Law
Total hours: 50 • Hawthorn/Prahran • Prerequisites: NAP751
A subject in the Associate Diploma of Business: Accounting.
Content
This module provides the detailed outlines of the Australian Securities Commissions Act, the corporate law and their attendant regulations and the law relating to associations.

NAP755 Australian Administrative Law
Hawthorn/Prahran • Prerequisites: NAP752
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers the history and current principles of Australian administrative law generally and in particular noting the differences between judicial and non-judicial review.

NAP756 Office Tax Procedures
Total hours: 24 • Hawthorn/Prahran • Prerequisites: Nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
This module introduces the practical components of taxation with an emphasis on the compliance requirements of day-to-day clerical procedures.

NAP757 Income Tax Law for Accountants
Total hours: 60 • Hawthorn/Prahran • Prerequisites: NAP711
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers in detail income tax legislation as it applies to tax agents.

NAP758 Income Tax Law for Tax Agents
Total hours: 60 • Hawthorn/Prahran • Prerequisites: NAP757, NAP712
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers in detail income tax legislation as it applies to tax agents.

NAP759 Electronic Lodgement of Tax Returns
Total hours: 20 • Hawthorn/Prahran • Prerequisites: NAP758
A subject in the Associate Diploma of Business: Accounting.
Content
This module provides the participant with the knowledge and skills to be able to lodge income tax returns under the electronic lodgement system.

NB801 Communication and Industrial Relations
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering Fabrication, the Certificate in Engineering – Mechanical, and the Engineering Production Certificate
Content
Communication skills orally, written and research skills, industrial relations, workings of unions and management.

NB802 Occupational Health and Safety
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and Certificate IV in Material Science, the Certificate in Engineering (Basic), the Certificate in Engineering Fabrication, the Certificate in Engineering – Mechanical, the Engineering Production Certificate and the Basic Welding Course.
Content
Legal requirements with regard to OH&S — safety, housekeeping, sources of pollution.

NB804 Computing in Engineering
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, the Engineering Production Certificate and the Certificate in Electrical (Pre-Apprenticeship).
Content
Gives the opportunity to develop basic skills and knowledge in use of computers.

NB805 Quality Concepts
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, and the Engineering Production Certificate.
Content
Principles of quality control, systematic procedures of quality control.

NB806 Machining
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and the Swinburne Certificate in Engineering Practice.
Content
Basic operations on lathe, milling machine, cut-off saws and bench work.

NB807 Hand and Power Tools
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering Fabrication, and the Certificate in Engineering – Mechanical.
Content
Use of hand and power tools – power drills, jig saws, circular saws, files, hammers, scribers, centre punches, etc.
NBB08 Electrical Fundamentals
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and the Engineering Production Certificate.
Content
Safety in electricity, fundamentals, components, lab equipment.

NBB09 Welding and Thermal Cutting
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, the Basic Welding Course and the Swinburne Certificate in Engineering Practice.
Content
Welding, fusion, soft solder, brazing, cutting using oxy acetylene, manual arc, gas metal arc.

NBB10 Fabrication Techniques 1
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Basic Welding course, the Certificate in Engineering – Fabrication, the Swinburne Certificate in Engineering Practice, the Engineering Production Certificate and the Swinburne Certificate in Engineering Practice.
Content
Identify fabrication and manufacturing processes. Identify joining and fastening processes. Construct simple fabricated components.

NBB11 Mechanical Components
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and the Engineering Production Certificate.
Content
Two-stroke and four-stroke engines, pre-loading of bearings and lubrication systems.

NBB12 Engineering Drawing Interpretation 1
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and the Engineering Production Certificate.
Content
Interpretation of engineering drawing, orthographic, isometric, oblique. Sketching to AS1100.

NBB13 Engineering Science
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical.
Content
Basic mathematics, engineering physics, engineering materials

NBB18 Occupational Health and Safety
20 hours • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Electronics and in the Diploma of Computer Systems.
Objectives and content

NCS001 Workplace Communication
A 40 hour module • Hawthorn • Prerequisites: Year 10 English
A subject in the Certificate IV in Forensic Studies, Certificate IV in Electrical (Pre-Apprenticeship) and the Certificate of Occupational Studies Recreation.
Content
To provide training for effective communication in the workplace at a simple, routine and predictable level. Handling job related information, giving and receiving instructions, participating in a small informal work group and dealing with clients

NCS002 Writing Skills for Work
A 20 hour module • Hawthorn • Prerequisites: Year 10 English
A subject in the Certificate IV in Electrical (Pre-Apprenticeship) and the Certificate of Occupational Studies Recreation.
Content
To provide competency based training to develop effective writing skills for use in the workplace.

NCS003 Job Seeking Skills
A 20 hour module • Hawthorn • Prerequisites: Year 10 English
A subject in the Certificate IV in Electrical (Pre-Apprenticeship), the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.
Content
This module aims to provide competency based training to develop effective personal and presentation skills for use in job seeking.

NCS004 Work Team Communication
Hawthorn • Prerequisites: Nil
A subject in the Certificate IV in Electrical (Pre-Apprenticeship), the Diploma in Fire Technology, Certificate IV in Fire Technology, the Diploma in Applied Science (Materials Engineering), Certificate IV in Materials Science and the Certificate IV in Information Technology/Software Applications.
Content
This module will prepare the student to participate in a small group discussion to reach agreement on a workplace related issue. Co-operate with team members to plan and prepare a simple presentation. Present a job related report to a group

NCS005 Dealing with Conflict
Total hours 20 • Hawthorn • Prerequisites: Nil
A subject in the Certificate IV in Forensic Studies and the Advanced Certificate in Management.
Content
Identification of possible workplace conflict. Strategies for constructive conflict resolution.

NCS006 Writing Workplace Documents
Hawthorn • Prerequisites: Nil
A subject in the Diploma in Fire Technology and the Certificate IV in Fire Technology, the Diploma in Applied Science (Materials Engineering), the Certificate IV in Materials Science, the Certificate IV in Renewable Energy Technology and the Advanced Certificate in Management.
Content
Provides competency based training in communication skills to write routine and non routing workplace documents. The participants may be responsible for others. On completion of this module the participant will be able to plan and write complex workplace documents.

NCS007 Presenting Information
Written and oral presentations, use of visual aids and graphics, summarising written documents for oral presentation.

NCS009 Negotiating Skills
• Hawthorn
Content
This module is designed to address the following competencies: collecting, analysing and organising information, communicating ideas and information, listening and questioning techniques, and problem solving.
NCS010 Team Building Communication

Total hours: 2.5 • Hawthorn


Content
Provides training in the communication skills needed to manage a work team to carry out specified tasks.

NCS011 Client Interaction

• Hawthorn

A subject in the Certificate IV in Information Technology: Software Applications, the Certificate IV in Forensic Studies and the Certificate IV in Renewable Energy Technology

Objectives and content
Establishing a working relationship with a client and planning for the maintenance of a working relationship with clients; industrial relations and economics, principles of client service.

NCS012 Meetings

• Hawthorn • Prerequisites: NCS004

A subject in the Association Diploma of Business: Credit Management, the Diploma of Fire Technology.

Content
The purpose of this module is to provide competency based training in effective communication in organising and conducting structured meetings, and in recording the outcomes of those meetings in the workplace.

NCS015 Presenting Reports

Hawthorn • Prerequisites: NCS004, NCS005

A subject in the Advanced Certificate in General Insurance, the Diploma of Fire Technology, Certificate IV in Forensic Studies, Diploma in Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
The purpose of this module is to provide competency based training in effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.

NCS017 Writing Technical Documents

Total hours: 20 • Hawthorn

A subject in the Certificate IV in Information Technology: Software Applications.

Objectives and content
This module will enable the student to prepare an outline of a technical document relevant to a specified industry. Write the technical document. Topics include: Outlining, drafting, revising, editing and evaluating/ testing with commitment to accuracy and reader centred writing; recognition of standards; codes and regulations.

NE012 Synchronous Machines

A 40 hour module • Hawthorn • Prerequisites: NE009

A subject in the Certificate III in Electrical (Electrician).

Content
Construction and operation of single and three phase synchronous machines.

NE019 Basic Transducers

A 20 hour module • Hawthorn • Prerequisites: NE003

A subject in the Certificate III in Electrical (Electrician).

Content
Operation of a range of devices and transducers that convert various forms of energy into electrical energy and vice versa.

NE024 Switchboard Design and Construction

A 40 hour module • Hawthorn • Prerequisites: NE009

A subject in the Certificate III in Electrical (Electrician).

Content
Design and construction of switchboards, including identification and description of cables, connections, meters, protective devices and materials to standards set by SAA and local authorities.

NE031 Electrical Drawing Interpretation and Connection

A 40 hour module • Hawthorn • Prerequisites: NE012, NE001, NE160

A subject in the Certificate III in Electrical (Electrician) and the Certificate I in Electrical (Pre-Apprenticeship).

Content

NE032 Circuit Development 1

A 40 hour module • Hawthorn • Prerequisites: NE031

A subject in the Certificate III in Electrical (Electrician).

Content
Conversion of wiring diagrams into ladder diagrams, design and connect basic control circuits, using appropriate control equipment. Fault finding techniques.

NE033 Circuit Development 2

A 40 hour module • Hawthorn • Prerequisites: NE032

A subject in the Diploma of Engineering and the Certificate III in Electrical (Electrician).

Content
Designing, installing and fault finding of advanced control circuits. Including programmable controllers and computer aided design to develop control circuits.

NE049 Programmable Controllers 1

A 40 hour module • Hawthorn • Prerequisites: NE032

A subject in the Diploma of Engineering and the Certificate III in Electrical (Electrician).

Content
Interpretation of Australian Standards governing safe working when using PCs. Relationships between control systems, including the drawing of a wiring diagram for an I/O track.

NE052 Transformers

A 20 hour module • Hawthorn • Prerequisites: NE009, NE161

A subject in the Certificate III in Electrical (Electrician).

Content
Construction, operation, characteristics and cooling of transformers, testing and correction of transformers.

NE053 Illumination 1

A 40 hour module • Hawthorn • Prerequisites: NE052

A subject in the Certificate III in Electrical (Electrician).

Content
Basic concepts of illumination, terminology, lamp types and auxiliary control lamp identification.

NE105 Advanced Test Equipment

40 hours • Hawthorn • Prerequisites: EA121, EA100, V08231, V08200 (for accessed subjects)

A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To provide training in the use of more elaborate test-instrument. Includes: CRO probes, Advanced & Storage (O), Logic Pulser & Probes, Sig. Gens, Time/Frequency Meters, Chart Recorders, Noise & Distortion Meters, Audio & Millivolt Meters.
**NE110 Data Communications Fundamentals**
40 hours • Hawthorn • Prerequisites: NE180, EA100, EA101, EA102 (or as corequisite)
A subject in the Diploma of Electronics set in the Diploma of Computer Systems.

**Objectives and content**

**NE115 Introduction to Local Area Networks**
40 hours • Hawthorn • Prerequisites: EA183, EA196, NE110, EA121 (or as corequisite)
A subject in the Diploma of Electronics set.

**Objectives and content**
To understand the principles & operation of typical LAN systems. LAN concepts, Cabling & Standards. Operating Systems, Access Control, Installation of Servers & Work-Stations, Network Management & Maintenance, InterNetworking, MANs/ WANS, TCP/IP, Virtual LANs.

**NE130 Programmable Controllers – Basic**
A 20 hour module • Hawthorn • Prerequisites: NE180
A subject in the Certificate in Electrical (Electrician).

**Content**
State the major difference between the three basic types of electrical control, stating the advantages and disadvantages of each. Use a programmable controller, connect I/O/还是很行，写和 test simple programs.

**NE160 Electrical Principles 1**
Total hours 60 • Hawthorn • Prerequisites: Nil
A subject in the Certificate in Electrical (Electrician) and the Certificate (II) in Electrical (Pre-apprentice).

**Content**

**NE161 Electrical Principles 2**
Total hours 60 • Hawthorn • Prerequisites: NE160
A subject in the Certificate (III) in Electrical (Electrician).

**Content**

**NE162 Electrical Principles 3**
Total hours 60 • Hawthorn • Prerequisites: NE161
A subject in the Certificate (III) in Electrical (Electrician).

**Content**
Analysis of three phase Electromagnetism systems including: generation, connection, power, power factor and power factor improvement, efficiency.

**NE163 Electrical Heating**
Total hours 20 • Hawthorn • Prerequisites: NE162
A subject in the Certificate (III) in Electrical (Electrician).

**Content**
Principles, practical applications and safety requirements for single and three phase electrical heating. Fault finding.

**NE165 Three Phase Induction Motors**
Total hours 60 • Hawthorn • Prerequisites: NE162
A subject in the Certificate (III) in Electrical (Electrician).

**Content**
Principles of the operation, application and control of three phase induction motors. Statutory requirements and fault finding of three phase induction motors.

**NE166 Single Phase Motors**
Total hours 20 • Hawthorn • Prerequisites: NE162
A subject in the Certificate (III) in Electrical (Electrician).

**Content**
Principles of the operation, application and control of single phase AC motors. Fault finding of single phase AC motors.

**NE167 D.C. Motors**
Total hours 40 • Hawthorn • Prerequisites: NE161
A subject in the Certificate (III) in Electrical (Electrician)

**Content**
Types of D.C. Machines, theory of operation, characteristics and starting requirements.

**NE168 Circuit Protection**
Total hours 20 • Hawthorn • Prerequisites: NE162
A subject in the Certificate (III) in Electrical (Electrician).

**Content**

**NE169 Electrical Installation Requirements 1**
Total hours 40 • Hawthorn • Prerequisites: NE161, NE172
A subject in the Certificate (III) in Electrical (Electrician)

**Content**
Use of AS3000 to determine maximum demand, calculate voltage drop and select optimum cable sizes for installations up to 100A per phase. Statutory requirements pertaining to damp situations, aerial wiring and underground wiring systems.

**NE170 Electrical Installation Requirements 2**
Total hours 60 • Hawthorn • Prerequisites: NE169
A subject in the Certificate (III) in Electrical (Electrician)

**Content**
Use of AS3008.1 to select optimum cable sizes for installations up to 400A per phase. Switchboard design. Statutory requirements pertaining to special situations and hazardous areas.

**NE171 Electrical Installation and Safety Testing**
Total hours 20 • Hawthorn • Prerequisites: NE169, NE173 or NE174
A subject in the Certificate (III) in Electrical (Electrician).

**Content**

**NE172 Electrical Wiring & Equipment 1**
Total hours 20 • Hawthorn • Prerequisites: Nil
A subject in the Certificate (III) in Electrical (Electrician) and the Certificate (II) in Electrical (Pre-apprentice).

**Content**
Isolation procedures. Cable identification and termination electrical accessories. Use of electrical standards.

**NE173 Electrical Wiring & Equipment 2**
Total hours 40 • Hawthorn • Prerequisites: NE172
A subject in the Certificate (III) in Electrical (Electrician)

**Content**
Practical wiring exercises including lighting and power circuits, hot water units, cooking ranges, switchboard and consumers mains.
NE174 Electrical Wiring and Equipment 3
Total hours 40 • Hawthorn • Prerequisites: NE172
A subject in the Certificate (III) in Electrical (Electrician).

Content
Installation of various cables in simulated non-domestic installations. Includes T.P.S., TPR, MIM5 and armoured cables.

NE175 Workshop Practices
Total hours 40 • Hawthorn • Prerequisites: Nil
A subject in the Certificate (III) in Electrical (Electrician) and the Certificate (I) in Electrical (Pre-apprentice).

Content
Identification and application of hand and power tools, mechanical fitting skills and fabrication techniques.

NE178 D.C. Power Supplies
Total hours 40 • Hawthorn • Prerequisites: NE160 or VBB219
A subject in the Certificate (III) in Electrical (Electrician), in the Diploma of Electronics and the Diploma of Computer Systems.

Content
Construction, operation and testing of PN junction diodes. Operation of single and three phase, half and full wave rectifiers. Capacitive Filter circuits. Zener Diode Devices.

NE179 Digital Electronics 1
40 hours • Hawthorn • Prerequisites: VBB219, VBB222 (or as corequisite)
A subject in the Diploma of Electronics and in the Diploma of Computer Systems.

Objectives and content

NE180 Digital Electronics 2
40 hours • Hawthorn • Prerequisites: NE179, NE183 (or as corequisite)
A subject in the Diploma of Electronics and in the Diploma of Computer Systems.

Objectives and content

NE181 Feedback, Filters and Oscillators
40 hours • Hawthorn • Prerequisites: NE183, EA100 (or as corequisite)
A subject in the Diploma of Electronics and in the Diploma of Computer Systems.

Objectives and content
To describe operation of circuit employing oscillators, basic feedback & filtering. Includes positive & negative feedback, effects of P, F/B on Voltage Ampps, Hi/Low Band Pass Filters. Analogue & Digital Oscillators.

NE183 Amplifiers 2
40 hours • Hawthorn • Prerequisites: NE178, NE179, NE184, VBB219, VBB221
A subject in the Diploma of Electronics and in the Diploma of Computer Systems.

Objectives and content
To determine terminal characteristics of single-stage BJT & FET amps. Includes NPN, PNP, BJT, FET, MOSFET, Biasing & Stability, Data Sheets & Faults. Coupling/ Bypass/Frequency Response (by measurement). Selection.

NE184 Electronic Hand-Soldering Technology
40 hours • Hawthorn • Prerequisites: VBB219 + NEB18 (or as corequisite)
A subject in the Diploma of Electronics and in the Diploma of Computer Systems.

Objectives and content
To develop basic soldering skills needed for a range of components & connections. Includes Safety, Quality, Reliability, Re-Work. PCB Preparation & Assembly (1 & 2 sided), Soldering, Fluxes, Component ID, Inspection, Component Mounting & Soldering, Ribbon & Do-Ax Termination, Static Protection.

NE185 Power Control Systems
20 hours • Hawthorn • Prerequisites: VBB219, VBB220, NE178, VBB221 + VBB222 (or as corequisite)
A subject in the Diploma of Electronics and in the Diploma of Computer Systems.

Objectives and content

NEC03 Electrical Quality Concepts
A 40 hour module • Hawthorn • Prerequisites: nil
A subject in the Certificate I in Electrical (Pre-Apprenticeship).

Content
Quality Concepts explains in everyday language what quality is and why it is important to Australia's future. It provides an ideal introduction to the concepts and processes of quality for anyone interested in quality improvement.

NEC04 Introductory Trade Mathematics
A 60 hour module • Hawthorn • Prerequisites: NEC01, NEC02
A subject in the Certificate I in Electrical (Pre-Apprenticeship).

Content
In the first learning subject the student will be required to perform mathematical calculations, express numbers in scientific and engineering notation, transpose formulas and plot graphs.

NEC05 Project Work
A 60 hour module • Hawthorn • Prerequisites: NEC01, NEC02
A subject in the Certificate I in Electrical (Pre-Apprenticeship).

Content
Provides the student with the opportunity to develop hand skills through various work projects.

NEC06 Wiring Regulations, Accessories and Circuit Protections
A 40 hour module • Hawthorn • Prerequisites: nil
A subject in the Certificate I in Electrical (Pre-Apprenticeship).

Content
Students will be able to correctly interpret the SAA wiring rules, identify electrical accessories and describe circuit protection devices and earthing systems.

NF001 Manual Metal Arc Welding 1
A 40 hour module • Hawthorn • Prerequisites: NEB09
A subject in the Basic Welding course, Engineering Post Trade course, Swinburne Certificate in Engineering Practice. Certificate in Engineering (Basic) and the Certificate in Engineering (Fabrication).

Content
MMAW machines, pad weld, fillet weld, butt weld, weld joints, weld defects, flame gouging, workshop metal identification.

NF002 Gas Metal Arc Welding 1
A 40 hour module • Hawthorn • Prerequisites: NEB09
A subject in the Basic Welding course, Swinburne Certificate in Engineering Practice, Certificate in Engineering (Basic) and the Certificate in Engineering (Fabrication).

Content
Principles of operation of equipment. Pad, fillet and butt welds in the flat, horizontal and vertical positions on various thickness materials.
NF003  Gas Tungsten Arc Welding 1
A 40 hour module • Hawthorn • Prerequisites: NF009
A subject in the Advanced Welding course and the Certificate in Engineering (Fabrication).

Content
Select electrodes, gases and accessories for GTAW. Assemble GTAW plant. Butt and fillet welds on low carbon steel, stainless steel and aluminium.

NF004  Oxy Acetylene Welding 1
A 20 hour module • Hawthorn • Prerequisites: NF009
A subject in the Basic Welding course, the Engineering Post Trade course, Swinburne Certificate in Engineering Practice and the Certificate in Engineering (Fabrication).

Content
Oxy-fuel gas welding, prepare, assemble and tack weld.

NF005  Manual Metal Arc Welding 2
A 40 hour module • Hawthorn • Prerequisites: NF001
A subject in the Advanced Welding course, Engineering Post Trade course and the Certificate in Engineering (Fabrication).

Content
Electrodes, butt weld (low carbon steel), fillet weld, butt weld (stainless steel sheet) cast iron.

NF006  Manual Metal Arc Welding 3
A 40 hour module • Hawthorn • Prerequisites: NF005
A subject in the Advanced Welding course, Swinburne Certificate in Engineering Practice and the Certificate in Engineering (Fabrication).

Content

NF007  Gas Metal Arc Welding 2
A 40 hour module • Hawthorn • Prerequisites: NF007
A subject in the Advanced Welding course and the Certificate in Engineering (Fabrication).

Content
Select solid and flux cored wires and appropriate shielding gases. Fillet and butt welding using solid and flux cored wires.

NF008  Manual Metal Arc Welding 3 (Non-Ferrous Metals)
Prerequisites: NF002
A module in the Certificate in Engineering (Fabrication).

NF009  Gas Tungsten Arc Welding 2
A 40 hour module • Hawthorn • Prerequisites: NF003–NF015
A subject in the Advanced Welding course and the Certificate in Engineering (Fabrication).

Content
Select consumables for welding low carbon and low alloy steels. Fillet and butt welding of low carbon steel and low alloy steel pipe and plate.

NF010  Gas Tungsten Arc Welding 3
Prerequisites: NF003
A module in the Certificate in Engineering (Fabrication).

NF011  Oxyacetylene Welding 2 (OAW2)
Prerequisites: NF004
A module in the Certificate in Engineering (Fabrication).

NF012  Submerged Arc Welding
A 40 hour module • Hawthorn • Prerequisites: NF009–NF015
A subject in the Advanced Welding course and the Certificate in Engineering (Fabrication).

Content
Pad, fillet and butt welding using the submerged arc process. Principles and operation of electro slag consumable guide welding.

NF013  Thermal Cutting and Associated Processes
A 20 hour module • Hawthorn • Prerequisites: NF003
Asubject in the Basic Welding course, Swinburne Certificate in Engineering Practice and the Certificate in Engineering (Fabrication).

Content
Cut components to size and shape using oxygen/fuel gas and plasma cutting equipment. Air arc and flame gouge carbon steel plate.

NF014  Gas Metal Arc Welding 4
Prerequisites: NF007
A module in the Certificate in Engineering (Fabrication).

NF015  Material Science
A 20 hour module • Hawthorn • Prerequisites: nil
Asubject in the Basic Welding course and the Certificate in Engineering (Fabrication).

Content

NF016  Welding Process Technology
Prerequisites: NF017
A module in the Certificate in Engineering (Fabrication).

NF017  Welding Certificate General Theory
A 60 hour module • Hawthorn • Prerequisites: Refer to AS1796
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).

Content
Theory requirements for syllabus items 1 to 18 of AS1796 and the Certificate in Engineering (Fabrication).

NF019  Fabrication Techniques 2
40 hour module. Prerequisites: NB609–NB610–NB612
A subject in Certificate in Engineering – Fabrication and the Certificate in Engineering (Basic).

Content
Produce brackets, connections, frames and trays from plate, sheet, bar and angle sections.

NF020  Geometric Development
40 hour module. Prerequisites: NB612
A subject in Certificate in Engineering – Fabrication.

Content
Produce developed patterns using principles of parallel line, radial line and triangulation.

NF021  Computer Applications
40 hour module. Prerequisites: NB804
A subject in Certificate in Engineering – Fabrication.

Content
Apply appropriate software used in the application of geometric pattern development and perform simple tasks in relation to CNC thermal and mechanical cutting – forming and pressing.
**Plan the appropriate production procedures and Fabricate a pressure vessel from 5mm to 10mm plate.**

**Content**
- Apply the parallel line method to develop right or truncated square or rectangular prisms and cylinders.
- Fabricate frustums and truncations of right cones in square or rectangular prisms and cylinders.
- Develop patterns and fabricate offset square to round, rectangle to rectangle from 3mm to 6mm plate.
- Fabricate structural components of tubular construction to a maximum of 150 mm N.B.
- Develop patterns and fabricate offset square to round, rectangle to rectangle from 3mm to 10mm plate.

**NF022 Fabrication - Cylindrical 1**
- Prerequisites: NF020, NF021
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Fabricate structural components of tubular construction to a maximum of 150 mm N.B.
  - Develop patterns and fabricate offset square to round, rectangle to rectangle from 3mm to 6mm plate.

**NF023 Fabrication - Cylindrical 2**
- Prerequisites: NF022
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Plan the appropriate production procedures and Fabricate a pressure vessel from 5mm to 10mm plate.

**NF024 Fabrication - Cylindrical 3**
- Prerequisites: NF023
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Fabricate double offset cylinders and branches, spiral lobsterbacks and assembly jigs.

**NF025 Fabrication - Conical 1**
- Prerequisites: NF020, NF021
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Fabricate frustums and truncations of right cones in 3mm to 10mm plate.

**NF026 Fabrication - Conical 2**
- Prerequisites: NF025
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Fabricate frustums and truncations of oblique cones in 3mm to 10mm plate.

**NF027 Fabrication - Transitions 1 (Concentric)**
- Prerequisites: NF020, NF021
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Develop patterns and fabricate offset square to round, rectangle to rectangle from 3mm to 10mm plate.

**NF028 Fabrication - Transitions 2 (Offset)**
- Prerequisites: NF027
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Develop patterns and fabricate offset square to round and rectangular hoppers cut from 3mm to 6mm plate.

**NF029 Fabrication - Pressure Vessels 1**
- Prerequisites: NF023
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Use S.A.A. codes applicable to pressure vessel construction and fabricate from 5mm to 10mm plate.

**NF030 Fabrication - Pressure Vessels 1**
- Prerequisites: NF029
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Plan the appropriate production procedures and Fabricate a pressure vessel from 5mm to 10mm plate.

**NF031 Fabrication - Pipework Drawing**
- Prerequisites: NF020
- A module in the Certificate in Engineering - Fabrication.

**NF032 Fabrication - Pipework**
- Prerequisites: NF022, NF023
- A module in the Certificate in Engineering - Fabrication.

**NF033 Fabrication - Structural 1**
- Prerequisites: NF020
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Explain and identify the types and application of structural steel sections. Mark, cut and fabricate from beams and columns, various connections used in structural fabrication.

**NF034 Fabrication - Structural 2**
- Prerequisites: NF020, NF023
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Apply the knowledge and skills to fabricate and erect structural sections to standards of the relevant structural steel codes.

**NF035 Fabrication - Structural 3**
- Prerequisites: NF034
- A subject in Certificate in Engineering - Fabrication.
- Content
  - Use the knowledge and skills to fabricate and erect structural sections to standards of the relevant structural steel codes.

**NF036 Fabrication - Stainless Steel**
- Prerequisites: NF001, NF003 and either NF022, NF025 or NF006
- A module in the Certificate in Engineering (Fabrication).

**NF037 Fabrication - Aluminium**
- Prerequisites: NF001, NF003 and either NF022, NF025 or NF006
- A module in the Certificate in Engineering (Fabrication).

**NF038 Fabrication - Computer Applications 2**
- Prerequisites: NF021
- A module in the Certificate in Engineering (Fabrication).

**NF040 Fabrication - Workshop and Site Organisation**
- A module in the Certificate in Engineering (Fabrication).

**NF060 Welding Processes - Alloy 1**
- A module in the Certificate in Engineering (Fabrication).

**NF061 Welding Processes - Alloy 2**
- A module in the Certificate in Engineering (Fabrication).

**NF064 Fabrication - Conical 3**
- A module in the Certificate in Engineering (Fabrication).

**NF065 Welding Certificate 1 and 1E**
- Prerequisites: NF006
- A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).
- Content
  - Manual metal arc welding of butt welds in carbon steel plate.
**NF066 Welding Certificate 2**
A 60 hour module • Hawthorn • Prerequisite: NF006
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Content**
Manual metal arc welding of butt welds in carbon steel pipe.

**NF067 Welding Certificate 3 and 3E**
A 60 hour module • Hawthorn • Prerequisite: NF006
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Content**
Manual metal arc welding using hydrogen controlled electrodes in alloy steel plate.

**NF068 Welding Certificate 4**
A 60 hour module • Hawthorn • Prerequisite: NF006
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Content**
Manual metal arc welding using hydrogen controlled electrodes in alloy steel plate.

**NF069 Welding Certificate 5**
A 60 hour module • Hawthorn • Prerequisite: NF006 - NF009
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Objectives and content**
Gas and tungsten arc welding using hydrogen controlled electrodes in alloy steel pipe.

**NF070 Welding Certificate 6**
A 60 hour module • Hawthorn • Prerequisite: NF011
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Objectives and content**
Fuel gas welding of butt welds in alloy steel plate.

**NF071 Welding Certificate 7**
A 60 hour module • Hawthorn • Prerequisite: NF009
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Objectives and content**
Gas tungsten arc welding of butt welds in pipe.

**NF072 Welding Certificate 8F and 8G**
A 60 hour module • Hawthorn • Prerequisite: NF008
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Objectives and content**
Gas metal arc welding of plate and pipe using flux-cored wire (8F). Gas metal arc welding of plate and pipe using solid wire (8G).

**NF073 Welding Certificate 9**
A 60 hour module • Hawthorn • Prerequisite: NF012
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication)

**Content**
Automatic submerged arc welding of plate.

**NF075 Welding Metallurgy**
Prerequisite: NF015
A module in the Certificate in Engineering (Fabrication).

**NF077 Codes and Specifications - Steel Structures**
Prerequisites: NF016, NF076
A module in the Certificate in Engineering (Fabrication).

**NGMS101 Managing Information**
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management Skills.

**Objectives and content**
Participants gain an understanding of the role of the information system in gathering, evaluating and storing information for action by user groups.

**NGMS102 Managing Operations - Customer Service**
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management Skills.

**Content**
Skills for identifying internal and external customers. Effective strategies for addressing the product and service requirements of the customer.

**NGMS103 Managing Operations - Productivity**
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management Skills.

**Content**
The provision of knowledge and skills to facilitate operational efficiency and productivity. This module examines the procedure from acquisition of resources through to production and delivery of products and services and the implementation of contingency procedures as required.

**NGMS104 Managing Operations - Innovation**
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management Skills.

**Content**
Utilising a knowledge of current practices, participants are encouraged to adopt an appropriate process to identify and evaluate opportunities to improve services, products and systems.

**NGMS106 Managing Effective Working Relationships**
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management Skills.

**Content**
Provides participants with the appropriate strategies to establish and maintain effective relationships with subordinates, managers and peer groups.

**NGMS107 Managing and Developing Teams**
Total hours 40 • Prahran
A subject in the Advanced Certificate in Management Skills.

**Content**
Characteristics of effective teams are examined together with strategies for achieving an optimal performance. Participants also study the impact of an organisation’s culture on the development and productivity of teams.

**NGMS108 Managing and Organising Work for Goal Achievement**
Total hours 40 • Prahran
A subject in the Advanced Certificate in Management Skills.

**Content**
This module enables participants to plan and allocate work activities effectively to achieve predetermined objectives. An examination of the need for minimum standards of performance and appropriate control mechanisms to ensure a quality outcome.
NGMS110 Managing Grievances and Disputes
Total hours: 20 • Prahran
A subject in the Advanced Certificate in Management Skills.
Content
The provision of appropriate counselling and negotiating skills to enable the effective management of grievances and disputes which may arise within the workplace.

NGMS111 Managing People - Workplace Practice
Total hours: 34 • Prahran
A subject in the Advanced Certificate in Management Skills
Content
The identification of contemporary industrial affairs issues and their impact on the workplace. This requires an awareness of roles, responsibilities and duties in the workplace and a knowledge of relevant award agreements.

NGMS112 Managing People - Recruitment, Selection and Induction
Total hours: 40 • Prahran
A subject in the Advanced Certificate in Management Skills
Content
This module is aimed at equipping participants with the skills and knowledge necessary to implement suitable recruitment and selection procedures. The design and development of effective induction programs are examined in detail.

NGMS113 Managing Finance - Setting and Achieving Budgets
Total hours: 20 • Prahran
A subject in the Advanced Certificate in Management Skills.
Content
The provision of knowledge and skills to develop operational budgets and to implement monitoring and control methods necessary for the achievement of financial goals.

NGMS114 Managing Finance - Performance
Total hours: 20 • Prahran
A subject in the Advanced Certificate in Management Skills
Content
Participants will acquire the skills, knowledge, attributes and professional practices necessary to facilitate their recognition of the financial implications of operational performance, and manage operations through the use of relevant performance reports to achieve effective financial performance.

NGMS115 Managing Finance - Cost and Efficiency
Total hours: 20 • Prahran
A subject in the Advanced Certificate in Management Skills.
Content
Participants will be trained in the fundamentals of financial management in the operation of organisations. The emphasis is on the optimisation of financial performance through the reduction of costs and improved efficiency.

NGMS117 Managing Group Problem Solving and Decision Making
Total hours: 40 • Prahran
A subject in the Advanced Certificate in Management Skills.
Content
Participants will develop relevant skills to assist in the selection of appropriate problem solving and decision making techniques. Diagnostic processes, group facilitation and meeting procedures are examined with a view to maximising group benefits of group participation.

NGMS201 Entrepreneuring and Innovating
Total hours: 40 • Prahran
A subject in the Diploma of Management.
Objectives and content
This module examines entrepreneurial and innovative behaviours and enables participants to create environments that foster and encourage responsive, entrepreneurial, entrepreneurial and innovative cultures in organisations. This will be achieved by analysing the characteristics of organisations that foster entrepreneurial and innovative environments. The personal characteristics, skills, attributes and behaviours of effective entrepreneurs are also examined.

NGMS202 Forecasting Futures
Total hours: 40 • Prahran
A subject in the Diploma of Management.
Objectives and content
Completion of this module enables participants to describe forecast purposes, forecast systems and forecast parameters. Participants will be equipped to select forecast teams, design and manage forecasting programs, present decisions oriented forecasts and evaluate forecasting processes and programs.

NGMS203 Analysing Environments and Organisations
Total hours: 40 • Prahran
A subject in the Diploma of Management
Objectives and content
No organisation exists in isolation. Every organisation exists in an environment where it interacts with and is influenced by a range of internal and external forces. This module will assist participants to recognise and analyse interactions in the external and internal environments of organisations and to assess their influence and likely impact.

NGMS204 Managing Strategically
Total hours: 40 • Prahran
A subject in the Diploma of Management
Objectives and content
This module will enable participants to develop a strategic approach to the management of an organisation. The emphasis is on facilitating skill development in the employment of situational analyses to determine the external factors affecting an organisation, in conducting internal situational analysis of an organisation, business unit or functional division. An examination of organisational culture, philosophy and ethics are also included within the unit.

NGMS205 Managing Ambiguity and Change
Total hours: 40 • Prahran
A subject in the Diploma of Management.
Objectives and content
This module will facilitate the understanding of a complex model of organisations and environments. Participants will learn to apply Systems thinking in organisations to manage more effectively in changing environments. The application of Systems thinking will assist in the classification of individual roles and in the development of strategies to manage in uncertain environments.

NGMS206 Taking Difficult Decisions
Total hours: 20 • Prahran
A subject in the Diploma of Management.
Objectives and content
Completion of this module will facilitate an understanding of the impact of behavioural influences on decision making in uncertain environments. It will enable participants to select appropriate strategies from a range of decision making models.

NGMS207 Leading and Visioning
Total hours: 40 • Prahran
A subject in the Diploma of Management.
Leadership is particularly important in times of change, as organisations have to respond to an increasingly competitive and volatile environment. From this module, participants will acquire innovative leadership strategies appropriate for today's turbulent organisations.

**NGMS208 Developing Business Overseas**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
Managing internationally requires the organisation to confront a much wider range of market opportunities and competitive threats. This module will enable participants to identify viable overseas opportunities and develop plans to effectively service these new markets.

**NGMS209 Managing Self**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
Managing in the 90s typically involves dealing with complexity, competition and continuous change. To manage effectively under such conditions, we need to have a solid sense of our own values and personal worth. This module will guide participants towards identifying current competencies and to engage in actions to enhance personal competence.

**NGMS210 Managing Operations and Logistics**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
Completion of this module will enable participants to identify operations and logistics requirements for organisations and develop systems and management plans. A range of strategies are proposed for the implementation of operations and logistics management plans and associated systems and technologies.

**NGMS211 Managing Risk**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
In order to identify all types of organisational risk and assess the potential impact on organisational life, participants will learn to describe the nature and consequences of risks inherent in organisational life, to analyse potential risk incidents within organisations and estimate consequential costs and recommend risk management strategies.

**NGMS212 Managing for Quality and Continuous Improvement**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
Organisations that focus on enhancing the quality of their goods and services can save money and obtain a competitive edge. Participants completing this module will be able to understand and implement the practices of quality management and continuous improvement.

**NGMS213 Managing Projects**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
Completion of this module will allow participants to manage resources and complete projects in accordance with specifications and performance parameters. Participants will analyse project briefs, prepare plans, and learn to establish project team requirements, resource availability and costs.

**NGMS214 Managing Cultural Diversity**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
With today's organisations characterised by cultural and ethnic diversity, participants will learn to manage diverse workplaces more effectively by identifying particular legislative, sociocultural and environmental issues. Participants will be provided with the skills to identify and capitalise on organisational and individual opportunities offered by organisations with ethnic and cultural diversity.

**NGMS215 Advocacy and Influence**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
Completion of this module will enable participants to achieve organisational goals through the use of personal skills and attributes, associations and organisational networks. Specifically, participants will acquire strategies to influence others in order to achieve goals.

**NGMS216 Tactical Marketing**
Total hours: 40  •  Prahran
A subject in the Diploma of Management.

**Objectives and content**
Completion of this module will enable participants to establish operational strategies which will guide the systematic planning, implementation and control of a mix of business activities intended to meet the marketing objectives for the organisation.

**NM001 Milling 1**
A 40 hour module  •  Hawthorn  •  Prerequisite: nil
A subject in the Certificate in Engineering Mechanical and the Certificate in Engineering (Basic).

**Content**
Basic milling operations for both vertical and horizontal milling machines including keyway cutting, indexing, form milling etc.

**NM002 Milling 2**
A 40 hour module  •  Hawthorn  •  Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical

**Content**
Using milling attachments such as slotting and vertical milling attachments. Form milling and production of splines.

**NM003 Milling 3**
A 60 hour module  •  Hawthorn  •  Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical

**Content**
Helical milling of gears and milling cutters.

**NM005 Engineering Calculations**
A 40 hour module  •  Hawthorn  •  Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

**Content**
Engineering calculations including use of calculations, use of calculator, right angle triangle problems, manipulation of algebraic expressions, sine, and cosine rules.

**NM006 Computer Aided Drafting A**
A 40 hour module  •  Hawthorn  •  Prerequisite: NBR12
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD), the Advanced Certificate in Engineering and the Engineering Post Trade course.

**Content**
Introduction to AutoCAD and workstation components. Basic 2D drawing, including the use of all commonly used commands. Produce engineering drawings.
**NM008 Engineering Materials**
A 40-hour module • Hawthorn • Prerequisite: nil
Asubject in the Basic Certificate in Engineering and the Certificate in Engineering Mechanical.

**Content**
Steel, heat treatment, plastics, processes of production of materials

**NM009 CNC Machining**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Associate Diploma of Engineering, the Certificate in Engineering – Mechanical and the Engineering Post Trade course.

**Content**
Basic programming and operating of CNC machines, e.g. mill and lathe.

**NM010 CNC Turning**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Associate Diploma of Engineering, the Engineering Post Trade course.

**Content**
Contouring (internal/external), circular programming, tool radius compensation, screw cutting, canned cycles.

**NM011 CNC Turning 2**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course and the Swinburne Certificate in Engineering Practice.

**Content**
Contouring (internal and external), canned cycles, interactive programming and introduction to other programming methods, produce components to a controlled standard of accuracy and efficiency.

**NM012 CNC Milling**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Associate Diploma of Engineering, the Engineering Post Trade course.

**Content**
Contouring (internal/external), circular programming, angular features, cutter radius compensation, canned cycles, drilling, tapping, boring.

**NM013 CNC Milling 2**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

**Content**
Contouring, canned cycles, thread milling, interactive programming and introduction to other programming methods, produce components to a controlled standard of accuracy and efficiency.

**NM015 Fitting Techniques**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

**Content**
Fitting using scrapers and reamers and dowels, pins, pegs and other fabrication methods.

**NM016 Drills and Drilling**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering (Basic) and the Certificate in Engineering Mechanical.

**Content**
Types, function and use of drills and drilling machines.

**NM017 Grinding**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

**Content**
Surface grinding, flat, square, angled, parallel grooves etc. to a high degree of accuracy.

**NM018 Grinding 2**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course, and the Certificate in Engineering Mechanical.

**Content**
Cylindrical grinding, internal and external parallel, tapered, shoulders and form grinding.

**NM019 Tool Sharpening Off-Hand**
A 20-hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

**Content**
Grinding of lathe cutting tools and drills using off-hand grinding methods.

**NM020 Tool and Cutter Grinding**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course and the Certificate in Engineering Mechanical.

**Content**
Sharpening of milling cutter using a tool and cutter grinder. Production of small cylindrical ground components using an AT&C grinder.

**NM021 Precision Measurement**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course and the Certificate in Engineering Mechanical.

**Content**
Study of all types of precision measurement equipment, sources of error and methods of reducing errors.

**NM022 Machine Repair and Installation**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

**Content**
Lifting and slinging, machine installation, fault finding, bearing repairs, crack detection.

**NM023 Plant Condition and Monitoring**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

**Content**
Safety, instruments, terminology, awareness of principles of operation, uses, environmental controls, lubrication and coolant, programmable controllers and sequencers, bearing condition monitoring.

**NM024 Turning 4**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

**Content**
Multi start screw cutting V-threads and square threads.

**NM025 Turning**
A 40-hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

**Content**
Basic parallel turning to tolerated drawings.
NM026 Turning 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering (Basic) and (Mechanical) and the Swinburne Certificate in Engineering Practice.
Content
Advanced turning of tapers, parallel form turning, face plate work and use of steadies.

NM027 Turning 3
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering (Mechanical)
Content
Single start screw cutting V - threads metric and imperial.

NM028 Fitting Techniques 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering (Mechanical)
Content
V - belts - couplings, balance of pulleys, pipe bending, fitting of pipe work, mechanical and static seals.

NM029 Mechanical Power Transmission
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.
Content
Belts, chain drives, gears and reduction systems, mechanical power transmission, clutches, bearings, types of transmission.

NM030 Fluid Power
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering (Mechanical) and Associate Diploma in Manufacturing.
Content
Basic hydraulic and pneumatic systems.

NM031 Pneumatics II
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering (Mechanical) and Associate Diploma in Manufacturing.
Content
Compressed air generation and distribution, pneumatic components, pneumatic circuitry, servicing.

NM032 Hydraulics II
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering Mechanical, and the Engineering Post Trade course.
Content
Basic hydraulics, basic hydraulic component specifications, graphic symbols, fault finding in hydraulic circuits.

NM033 Fluid Power Control 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.
Content
Safety in auto fluid power systems, fluid power control systems, control switching, relay logic, electro-hydraulic/pneumatic controls, electrical equipment.

NM034 Air Compression Distribution
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.
Content
Air compressors, air receivers, compressed air distribution systems, maintenance procedures of compressors.

NM044 Engineering Drawing Interpretation 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate of Engineering (Mechanical).
Content
Advanced engineering drawing interpretation, formal third angle projection drawing, sectioning, detail drawing, assembly drawing.

NM045 Electrical Discharge Machines
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate of Engineering (Mechanical) and the Engineering Post Trade course.
Content
The process and principles of EDM, preparation of electrodes. Use of EDM die sink and CNC wire cutting machines, including the preparation of programs for these machines.

NM046 PressTool 1 Introduction
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.
Content
Typical pressed components, stainless steel aluminium copper and brass, zinc allots, punch, die, punch holder, stripper, guides, stops, pilot, shedder, backing plate, blanking, piercing, bending, forming, drawing, coining effect of heat treatment on common features of press-tools, die set, pillars, bushes, screws, dowels, stripper butts, locators etc.

NM047 PressTool 2 Blank and Pierce
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.
Content
Blanking and pierce dies, cutting action — design of punch and die calculation of clearance — cutting forces, stripping pressure location methods, strippers and stock guides, punch holders, backing plates, stops, trimming and sharing dies.

NM048 PressTool 3 Bend
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course
Content
Presses used, bending and forming operations, calculate shut height, force, blank lengths. Use of rubber, die cushions, springback.

NM049 PressTool 4 Draw Dies
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.
Content

NM050 PressTool 5 Progressive Dies
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.
Content
Material handling and feed mechanisms. Stops, pilots, idle stations. Notching, extruding piercing and blanking, shear bending, forming.

**NM081 Computer Aided Machining 1**
A 40 hour module + Hawthorn + Prerequisite: nil
A subject in the Engineering Post Trade course.

**Content**
Introduction to Computer Aided Machining (CAM), use of CAM methods of programming to produce parts on CNC equipment.

**NM082 Computer Aided Machining 2 - 2 D Programming**
A 40 hour module, Hawthorn, Prerequisites: CNC Machining NM099, Computer Aided Machining 1 + NM081
A subject in the Engineering Post Trade Certificate

**Content**
This module aims to provide the student with the knowledge and skills to create and edit geometric shapes using graphical drawing instruments and create a 2D program to produce a workpiece on a CNC machine tool.

**NM088 Press Tool Maintenance**
A module in the Engineering Post Trade course.

Learn to evaluate defects, identify tool wear, recondition tools, set up and trial run press tools, tool records and transportation.

**NMTS1.20 Computer Skills**
A 35 hour module + Hawthorn + Prerequisite: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology

**Content**
The purpose of this module is to provide the participant with the knowledge and skills to:
- operate effectively in an environment with standard information technology equipment;
- process information common to the fire industry;
- prepare correspondence and reports using word processing packages.

**NMTS3.09 Workplace Trainer Category I**
A 40 hour module + Hawthorn + Prerequisite: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology

**Content**
The purpose of this module is to provide the participant with the knowledge and skills to provide training in the workplace on a one-to-one basis or to small groups of trainees.

**NMTS3.21 Introduction to Law**
A 30 hour module + Hawthorn + Prerequisite: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology

**Content**
The purpose of this module is to provide the participant with the knowledge and skills to:
- represent the fire industry in a court of law;
- present evidence in a court room in accordance with the rules of evidence for a civil/criminal trial.

**NMTS4.06 Fire Investigation (Legal Procedures)**
A 40 hour module + Prerequisite: NMTS4.05
An elective in the Diploma of Fire Technology

The purpose of this module is to provide the participants with the knowledge and skills to be a competent witness in coronial, civil and criminal court proceedings relating to fires, deaths and other emergency situations.

**NMTS4.20 Fire Law**
A 30 hour module + Hawthorn + Prerequisite: NMTS3.21
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology

**Content**
The purpose of this module is to develop a basic understanding and knowledge of the law as it relates to the provision of fire services.

**NOS116 Introduction Computing Modules (24 hrs) Plus NOS118(12hrs) & NOS213(12hrs)**
Praran + Prerequisites: nil
A subject in the Certificate of Occupational Studies (Recreation).

**Content**
The three modules offered aim to develop an understanding of computer operations and of the various applications of a computer in the business environment.

**NOS119 Work Environment**
Total hours: 27 + Praran + Prerequisites: nil
A subject in the Advanced Certificate in Management Skills.

**Content**
This module introduces students to important elements of the work environment. Topics covered include rights and responsibilities of employers and employees, equal opportunity and industrial relations.

**NOS124 Accounting — To Trial Balance**
Content
An elementary module covering the preparation of accounting records to trial balance stage.

**NOS215 Database Fundamentals**
Content

**NOS216 Spreadsheet Fundamentals**
A module in the Certificate IV in Renewable Energy Technology

**Content**
Provides the participant with the skills and knowledge in the use of a spreadsheet package to produce simple worksheets.

**NOS219 Accounting — Basic Reports**
Content
This module follows on from Accounting To Trial Balance. It covers the preparation of final accounting reports and the manual processing of payroll.

**NOS222 Word Processing: Introduction**
Total hours: 24 + Prahran

**Objectives and content**
The provision of basic knowledge and skills for the efficient utilisation of a word processing software package.

Solving operational problems: creating and saving a document; formatting; editing and printing a simple document; mail-merge documents; managing files.

**NOS225/226/227**
Total hours: 18 + Hawthorn/Prahran + Prerequisites: nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business - Accounting.

**Content**
The seven modules offered provide students with the knowledge and skills to operate computerised software in a wide range of accounting applications.

**NQ01 Quality Concepts**
A module in the Certificate IV in Quality Management and Assurance
Content
Introduces the basic concepts of quality management and quality improvement and their links with productivity, economic advantage and standard of living.

**NQ02 Customer Focus**
A module in the Certificate IV in Quality Management and Assurance

Content
Develop skills in identifying customers and their requirements, and in applying methods of responding to customers and their needs.

**NQ03 Quality Improvement in the Workplace**
A module in the Certificate IV in Quality Management and Assurance

Content
Develops knowledge and skills for participating in individual and team-based quality improvement activities in the workplace.

**NQ04 Advanced Quality Concepts**
A module in the Certificate IV in Quality Management and Assurance

Content
Consolidates knowledge of concepts of quality management and develops practical skills for identifying and responding to customers through team-based methods of quality improvement.

**NQ05 Quality Management Systems**
A module in the Certificate IV in Quality Management and Assurance

Content
Provides knowledge and skills for participation in the development and implementation of quality management systems based on the Australian and International Standards for Quality Systems.

**NQ06 Internal Quality Auditing**
A module in the Certificate IV in Quality Management and Assurance

Content
Develops knowledge of the audit function within a quality system and the skills for planning, conducting and reviewing an internal audit.

**NQ07 Monitoring Variation**
A module in the Certificate IV in Quality Management and Assurance

Content
Provides participants with the knowledge and skills to identify, describe and analyse variation within processes, products or services.

**NRM001 Records and Information Industry**
Gives an overview of the records and information industry and describes the functions of various branches of information management and career prospects in the industry.

**NRM002 Records Management Principles**
Gives an overview of the purposes and methods involved in records management. It covers information flows within an organisation and the life cycle of a record.

**NRM003 Records Management Operations**
Students learn to perform routine operations in records management particularly the handling of paper-based files.

**NRM004 Records Management Software: Usage**
Provides students with the knowledge and skills to perform records management functions using a range of software packages.

**NRM005 Multimedia Records Storage and Usage 1**
Students learn to use and maintain storage media including microfilm, microfiche, compact disc, optical disc etc.

**NRM007 Classifying Records**
Provides students with a knowledge of major classification schemes and the skills needed to classify records accurately.

**NRM008 Indexing Records**
Students learn the purpose of indexing systems, and the relationship between an indexing system and the classification process. Major indexing systems are covered.

**NRM009 Multimedia Storage Equipment**
Students learn to evaluate a range of records storage equipment and make appropriate selections for storing a variety of media.

**NRM010 Records Management Document Abstracting**
Students learn to write accurate abstracts/preas for a variety of documents. This involves analyzing documents and developing the skills to write clearly and concisely in both a controlled vocabulary and free text.

**NRM011 Records Management and the Law**
Gives an overview of the legal and judicial system in Australia. Students learn to interpret and apply legislative requirements related to records management.

**NRM012 Records Retention and Disposal**
Students learn to develop and maintain a records retention and disposal system.

**NRM013 Records Management Client Services**
This module enables students to investigate the needs of clients, to determine their level of satisfaction with services, and promote the services and products of a records management unit.

**NRM014 Conservation and Storage of Non-Current Records**
Students learn the principles and purpose of archives, the criteria for long-term storage of records, and the partnership of records and archives.

**NRM015 Records Management Software: Evaluation**
Students learn to evaluate records management software packages in order to select the most appropriate software to meet specific needs.

**OH200 Recruitment and Selection**
The purpose of this subject is to identify the critical strategic policy and practical issues in recruiting staff in organisations in the current changing context of work.

**QMA01 Preparing Quality System Documentation**
A module in the Certificate IV in Quality Management and Assurance

Content
Examines the contents of each level of documentation and develops skills in preparing quality system documentation.

**QMA02 Introduction to Best Practice in Organisations**
A module in the Certificate IV in Quality Management and Assurance

Content
Examines organizational culture and change, and transition processes. Develops skills for dealing with change resulting from the introduction of a quality system and quality management.
QMA04 Organisational Communication Systems
A module in the Certificate IV in Quality Management and Assurance
Content
Develops effective organizational communication in order to apply quality management practices. Examines interpersonal communication, communication barriers, flow and channels.

QMA05 Leadership
A module in the Certificate IV in Quality Management and Assurance
Content
Identifies the role of leaders in vision setting, mission and goal setting, committing to quality, allocating resources and influencing the organization's quality objective.

QMA06 Workplace Teams
A module in the Certificate IV in Quality Management and Assurance
Content
Identifies the role of teams in quality assurance and management and introduces practices to ensure the performance of teams.

QMA07 Conflict Resolution and Negotiation
A module in the Certificate IV in Quality Management and Assurance
Content
Demonstrates the skills and strategies necessary for successful conflict resolution and negotiation, particularly as they apply to the introduction of a quality system and quality management.

QMA08 Continuous Improvement Techniques
A module in the Certificate IV in Quality Management and Assurance
Content
Explores the need for planning and management strategies to establish effective continuous improvement.

QMA09 Occupational Health & Safety in the Workplace
A module in the Certificate IV in Quality Management and Assurance
Content
Identifies workplace safety procedures in relation to the AS/NAISO 9000 Standards Series.

QMA10 Quality System Software
A module in the Certificate IV in Quality Management and Assurance
Content
Develops skills in using software packages for the maintenance of a quality system.

QMA11 Facilitating and Training in the Workplace
A module in the Certificate IV in Quality Management and Assurance
Content
Enhances skills for developing training plans and delivering training in the workplace.

QMA12 Practicum Project
A module in the Certificate IV in Quality Management and Assurance
Content
Involves a field study in which principles of quality management and/or assurance are applied to the workplace.

SZ700 Introduction to the Theatre Industry
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will introduce students to the activities, environment, occupations and opportunities in the theatre industry.

SZ701 Introduction to Industrial Relations
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will introduce students to the concepts and processes of industrial relations relevant to the theatre industry.

SZ702 Workplace Safety
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will provide participants with an overview of the obligations and legal requirements of occupational health and safety in the theatre industry.

SZ703 First Aid
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the Diploma of Arts: Small Companies and Community Theatre
Objectives and content
First aid code of practice and first aid kits; personal hygiene and infection control; priorities of life supporting first aid, care of an unconscious person; cardio pulmonary resuscitation; management of external bleeding; accessing help in an emergency; fractures and soft tissue injuries.

SZ704 Development of Technology in European Theatre
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will develop students' ability to place a performance in an historical cultural framework.

SZ705 Non-European Theatre Traditions
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will provide students with a background to non-European performance traditions which impact on the Australian theatre industry.

SZ706 Practical Placement 1
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will provide students with first-hand experience in the technical operations of a production company or performance venue and an opportunity to practice skills and knowledge developed in Level 1 core and stream modules. The practical placement may take place in more than one workplace if this is felt to be appropriate.

SZ710 Introduction to Costume
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will provide students with basic skills and knowledge in costume construction techniques and processes relevant to the theatre industry.

SZ711 Garment Assembly 1
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)
Objectives and content
This subject will provide students with the skills and knowledge to cut and sew basic garments and to develop the analytical skills in selecting construction techniques.
appropriate to the fabric and function of the garment

**SZ712 Millinery 1**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

**Objectives and content**
The subject will provide students with the skills and knowledge to cut and sew a range of soft hats.

**SZ713 Costume Maintenance**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

**Objectives and content**
The subject will provide students with the skills to perform the duties of a dresser or costume maintenance person.

**SZ714 Introduction to Make-up, Wigs and Prosthetics**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream).

**Objectives and content**
This subject will provide participants with basic skills in the design and application of stage and special effect make-up, the fitting and dressing of wigs and the construction and application of prosthetics used in performance.

**SZ740 First Aid**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
First aid code of practice and first aid kits; personal hygiene and infection control; priorities of life supporting first aid; care of an unconscious person: cardio pulmonary resuscitation; management of external bleeding; accessing help in an emergency; fractures and soft tissue injuries.

**SZ743 Word Processing**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
System commands: batch files; editors; back-up and restoration of disks; parts and functions of the keyboard and monitor: ergonomics; touch typing techniques; keyboard skills practice: document creation: editing and saving: document formatting: text formatting

**SZ744 Make-Up and Mask**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Types of make-up, resources; range of performance settings; make-up design; application of make-up; Occupational Health and Safety; make-up construction (papier mâché, latex); mask design; application in a range of performance contexts

**SZ745 Basic Lighting**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Occupational Health and Safety; testing and use of circuit and multimeter: use and operation of theatre lanterns: basic theatre lantern maintenance: notation, eg. cable, and patch lanterns; use of lighting board: cue sheets.

**S2747 Basic Set Design**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Visits to different performance venues: materials; use of tools and maintenance; floor plans: scale models; basic set construction.

**S2748 Movement for Performers**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Emphasis placed on developing an unconscious use of the body; warm-up routines; Occupational Health and Safety; kinaesthetic awareness; major contributors to twentieth century dance styles and movement techniques; role of dance in specific communities.

**S2749 Voice**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Vocal warm-up: employing techniques of some of the major theorists; emphasis is on the easy, natural release of voice.

**S2750 Improvisation**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**

**S2751 Introduction to the Australian Theatre Industry**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Scope and historical development of Australian theatre and community arts organisation; organisational structures: funding sources; career paths.

**S2752 Scriptwriting**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Action: scenario; conflict: character status; dialogue; reading of performance of short script.

**S2754 Project Administration**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Funding sources; budgeting: Front of House tasks; box office administration; project organisation.

**S2759 Costume**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Low cost costume design; design; resources; alterations and simple patterns; relationship between costume, character and style.

**S2760 Make-Up and Mask**

*Prahran*

Refer to SZ744.
**SZ761 Basic Photography**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre

**Objectives and content**
Use of a 35mm camera; loading and unloading; light meter operation; developing, chemical mixing and quantities; printing and enlarging.

**SZ762 Basic Video Camera Operation**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre

**Objectives and content**
Camera operation of VHS equipment; lighting; sound.

**SZ763 Basic Sound**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Sound terminology; patch and operation of simple sound system; basic recording and editing; use and placement of microphones in various settings.

**SZ766 Performing Arts in Context**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre

**Objectives and content**
Six performance visits; relationship between drama and society; major innovators; relationship of performing space, performer and audience.

**SZ770 Publicity, Marketing and Event Management**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre

**Objectives and content**
Budgeting; developing a marketing strategy; work team communications; organisational skills; basic administration tasks; writing for the media; submitting to the press; writing a public relations campaign; news releases; radio; television and print; types of reports (investigation, progress, analysis, research); report structure; language and style; data collection/planning/drafting.

**SZ771 Research and Consultation**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre

**Objectives and content**
Skills appropriate to event projects: strategic planning; documenting research skills; time management; education skills.

**SZ776 Acting**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre

**Objectives and content**
Performance styles; actor/audience relationships; character development; script analysis; monologues; duologues; reading texts.

**SZ790 Basic Stage Management**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**
Roles and duties of stage manager; rehearsal processes; pre-production; production and post-production tasks; prompt copy; props list; cue sheets; diagrams.

**SZ794 Music in Performance**
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre

**Objectives and content**
Rhythmic patterns; use of a range of percussive instruments; simple instrument making.

**SZ900 Undergarments**
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)

**Objectives and content**
This subject provides students with the skills and knowledge required to construct undergarments including those which alter body silhouette for the stage.

**SZ901 Period Millinery**
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)

**Objectives and content**
This subject provides students with the skills and knowledge required to interpret designs and create period millinery.

**SZ902 Period Costume**
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)

**Objectives and content**
This subject provides students with the skills and knowledge required to research, make patterns, and produce period costumes.

**SZ903 Staffing**
Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream)

**Objectives and content**
This subject will provide students with the skills and knowledge required to undertake basic personnel procedures such as recruitment, selection and induction.

**TC101 Physics 1**
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Measurement and error analysis, composition and resolution of vectors, linear and rotation motion, precision and gyration.

**TC102 Physics 3**
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Field theory; photons, electrons and atoms, nuclear physics, heat.

**TC111 Mathematics 1**
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Relations, functions, graphs.

**TC112 Mathematics 2**
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).
Laboratory applications of measurement, linear and rotational motion and particle dynamics.

Content
Laboratory applications of field theory, capacitance, DC circuit theory, sound, basic modern physics and heat.

Introduction to Programming 1
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Program design, program control and the programming environment using a structured programming language.

Introduction to Computing 1
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

Content
PC usage, keyboard skills, DOS, virus control, hardware trouble shooting, PC configuration and system software maintenance.

Introduction to Programming 2
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Graphic screen techniques, programming with procedures, arrays and records using a structured programming language.

Computer Applications
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Usage of DOS, spreadsheet, database, word processing, PC hardware configuration repairs and maintenance.

Laboratory Workshop Practices (3D Animation)
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Introduction to workshop and safety, materials and properties, use of tools and machines, introduction to technical drawing and joining techniques, circuit board design and construction, 3D animation introduction.

Physics 3
3 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Elasticity, simple harmonic motion, wave motion, hydrostatics and hydrodynamics.
2 hours per week  •  Hawthorn  •  Prerequisite: Nil
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing)

Content
Principles of computer interfacing, principles of data acquisition and control, construction of IBM expansion bus interface circuits, serial and IEEE-488 instrumentation, interface control programs and use of a spreadsheet for data analysis and display.

TC272 Computer Technology 2
2 hours per week  •  Hawthorn  •  Prerequisite: TC180, TC182
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Use of commercial packages for the development of data acquisition and process control applications.

TC273 Computer Technology 3
2 hours per week  •  Hawthorn  •  Prerequisite: TC271, TC272
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Microcontroller system design, microprocessor support, IC chips, programmable logic controllers and data loggers.

TC274 Computer Technology 4
2 hours per week  •  Hawthorn  •  Prerequisite: TC271, TC272
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Computer control project utilising skills gained from the course.

TC275 Networking 1
2 hours per week  •  Hawthorn  •  Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Introduces students to the physical requirements and protocol for data transmission; gives students experience in using a local area network as a model for a commercial networking station.

TC280 C Programming
2 hours per week  •  Hawthorn  •  Prerequisite: TC180, TC182
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Introduction to C programming language, data structures, arrays, records and sorting techniques.

TC281 Structured Programming 1
2 hours per week  •  Hawthorn  •  Prerequisite: TC280
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Pointers, linked lists, stacks and queues, records and files in a structured programming language.

TC282 Structured Programming 2
2 hours per week  •  Hawthorn  •  Prerequisite: Nil
A subject in the Associate Diploma of Applied Science (Scientific Computing).

Content
Database management and programming in a database language including the use of an application generator.

TC301 Articulation Physics
An elective in the Diploma of Engineering. Introduction to the areas of: relativity, electric current, basic AC analog concepts and AC electronics. Power supplies, introduction to sensors and transducers, project work.

**TC310 Operational Research**
An elective in the Associate Diploma of Applied Science (Scientific Computing). Introduction to the technique of designing mathematical models to represent real life problems. Introduction to Linear Programming, Simplex Method and Markov Chains.

**TD015 Engineering Materials 1B**
2 hours per week • Hawthorn • Prerequisite: TD014
An elective in the Diploma of Engineering.

**TD028 Applied Mechanics 3A**
3 hours per week • Hawthorn • Prerequisites: TD026/7, TD034/5
An elective in the Diploma of Engineering.

**TD029 Applied Mechanics 3B**
3 hours per week • Hawthorn • Prerequisites: TD028
An elective in the Diploma of Engineering.

**TD030 Final Project (Applied Mechanics)**
2 hours per week • Hawthorn • Prerequisite: concurrently with TD029
An elective in the Diploma of Engineering.

**TD042 Production Planning and Control 1A**
2 hours per week • Hawthorn • Prerequisites: TD047/TD046
An elective in the Diploma of Engineering.

**TD043 Production Planning and Control 1B**
2 hours per week • Hawthorn • Prerequisites: TD042
An elective in the Diploma of Engineering.

**TD044 Production Planning and Control 2A**
2 hours per week • Hawthorn • Prerequisites: TD043
An elective in the Diploma of Engineering.

**TD045 Production Planning and Control 2B**
2 hours per week • Hawthorn • Prerequisites: TD044
An elective in the Diploma of Engineering.

**TE663 Programmable Logic Controllers 1**
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

**TE664 Programmable Logic Controllers 2**
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

**TE729 Electrical Circuits and Components**
4 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

**TE730 Electrical Industrial Control 1A**
4 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

**TE731 Systems and Applications Software**
4 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

**TE732 Single User DOS**
4 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

**TE733 Electrical Industrial Control 1B**
4 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.
Topic areas covered are: Three-phase reduced voltage starting, protection of motors, braking of AC motors, DC motor starting, introduction to AC speed control and commissioning and fault-finding.

**TE734 Static and Rotating Electrical Machines**
*4 hour* week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics

**Content**
Provides foundation studies in the areas of static and rotating electrical machines. Topic areas covered are: DC Machines, single phase AC motors, three-phase induction motors, synchronous machines and transformers.

**TE735 Electrical/Electronics Drafting Principles**
*4 hour* week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics

**Content**
Provides foundation studies in drafting. It also covers a range of topics in the electro-mechanic drafting area, orthographic projection, pictorial drawing, sketching, sectioning, scaling and assembly drawings. An introduction to electrical/ electronic symbols and diagrams is also included.

**TEA000 Basic Statistics**
*40 hour* module • Hawthorn • Prerequisites: Year 11 Mathematics
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Statistical methods involving engineering examples

**TEA001 Calculus**
*40 hour* module • Hawthorn • Prerequisites: TEA002
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Differential calculus — limits, rules of differentiation, second derivatives, applications. Integral calculus — integration methods, applications.

**TEA002 Engineering Mathematics A**
*40 hour* module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Arithmetic and algebraic manipulation of equations and formulas, 2D geometry and linear functions.

**TEA003 Engineering Mathematics B**
*40 hour* module • Hawthorn • Prerequisites: TEA002
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Matrix algebra, quadratic functions, trigonometric functions, exponential and logarithmic functions

**TEA010 Materials Science**
*40 hour* module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Classification of material, properties and recognition of materials, testing, processing and finishing of materials, applications

**TEA011 Science**
*40 hour* module • Hawthorn • Prerequisites: Year 10 Mathematics or metal trade qualification
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
System of units, motion, work, energy, power, heat and temperature, electromagnetic waves, error and uncertainty.

**TEA027 Presenting Reports**
A module in the Associate Diploma of Engineering (Mechanical/Manufacturing/CAD), and the Advanced Certificate in Engineering.

**Content**
Covers researching material, analysing information and developing/identifying solutions, producing a document, delivering an oral report.

**TEA033 Writing Workplace Documents**
A module in the Associate Diploma of Engineering (Mechanical/Manufacturing/CAD), and the Advanced Certificate in Engineering.

**Content**
Includes planning skills, writing skills, communication processes in own organisation, structure or workplace documents, communication principles and conventions in written work.

**TEA040 Occupational Health and Safety**
*40 hour* module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering.

**Content**
Legal requirements of OH&S and the major roles and functions of safety representatives and OH&S committees. Potential workplace hazards — prevention and control, industrial housekeeping, pollution in engineering, personal safety, emergency and first aid.

**TEA050 Engineering Computing**
*40 hour* module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering.

**Content**
Types of computer operation systems, common applications of computer in industry, the use of spreadsheet, database and word processor.

**TEA060 Engineering Design Concepts**
*40 hour* module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Associate Diploma of Engineering (Mechanical/Manufacturing/CAD).

**Content**
Covers design philosophy, essential features of a design specification, economics of design, calculation of design, loads from loading data, design standards and codes, design procedures, ergonomic design principles.

**TEA061 Engineering Graphics**
*40 hour* module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering. A subject in the Certificate IV in Fire Technology.

**Content**
Equipment and media used to produce drawings: manual and computer aided drafting. Use and maintenance of manual drafting equipment. Orthographic projection, line drawing and printing skills, layout of an engineering drawing, sections and isometric drawings of simple engineering components.

**TEA065 Computer Aided Drafting B**
*40 hour* module • Hawthorn • Prerequisite: NM006
A 40 hour module. Prerequisite: TEA 068

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD)

Content
Region modelling technique, solid modelling technique, composite models, sectioned models, 3D models

TEA160 Advanced PLC

A 40 hour module • Hawthorn

A subject in the Associate Diploma in Engineering (Manufacturing)

Content
Elements of a PLC system, Ladder diagram, advanced instruction set, PLC software programs.

TEA501 Production and Planning Control

Main Functions

A 20 hour module • Hawthorn • Prerequisite: Nil

A subject in the Associate Diploma in Engineering (Manufacturing)

Content
Objectives of manufacturing production planning and control. Terminology; three letter acronyms, three key elements, DCF, quality, cost, delivery. Control feedback loop. Organisational structure and functions, size and structure. Decision making process, lean manufacturing, and structural change.

TEA706 Fluid Mechanics 1

A 40 hour module • Hawthorn • Prerequisite: Nil

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD)

Content
Basic properties of fluids, chemical properties, foaming of liquids, pipes, channels, tubes and ducts (rigid and flexible), valves, filters, gauges and instruments, tanks and vessels — storage tanks, pressure vessels. header and surge tanks. weirs & dams/ reservoirs.

TEA711 Mechanical Drive Components

A 40 hour module • Hawthorn • Prerequisite: Nil

A subject in the Advanced Certificate in Engineering.

Content
Shafting/couplings, gearing, chain drives, belt drives, mechanical variable speed drives. Brake and clutch, bearings, winch equipment, reciprocating drive, linear to rotational drive.

TEA714 Thermodynamics 1

A 40 hour module • Hawthorn • Prerequisite: Nil

A subject in the Associate Diploma in Engineering (Mechanical)

Content
Energy and humanity, basic concepts, energy, energy transfer in open and closed systems, heat engines.

TEA727 Drafting—Mechanical Drive Systems

80 hour module. Prerequisite:

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD)

Content
Belt drives, chain drives, gear drives, drive shafts, machine drive system bases, reduction box assembly

TEA740 Workshop Practices (Fabrication)

A 40 hour module • Hawthorn • Prerequisite: Nil

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering.

Content
Rolling, pressing, cropping, punching, manual metal arc, oxygen/acetylene, gas metal arc, gas tungsten arc, submerged arc welding, safety and hazards.

TEA741 Workshop Processes (Machine Shop)

A 40 hour module • Hawthorn • Prerequisite: Nil

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering.

Content
Machine tools and operations, cutting tools, work holding methods, machine set-up, centre lathe, milling machine, grinding machine.

TEA772 Introductory Dynamics

A 40 hour module • Hawthorn • Prerequisite: TEA 003, TEA 859

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering.

Content
Theory and practical applications of simple rigid bodies in motion. Problem solving of linear and circular equations of motion including displacement, velocity, constant acceleration, force, work, power, energy, mechanical advantage, velocity ratio, efficiency of machines, torque, moment of inertia, radius of gyration, conservation of momentum, elastic collisions.

TEA780 Design for Manufacturing

A 40 hour module • Hawthorn • Prerequisite: TEA 701

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD) and the Advanced Certificate in Engineering.

Content
Standard drawing, freehand sketches, isometric projection, detailed drawings, auxiliary views and sections. Dimension limits and fits, surface texture. Assembly drawings.
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical/CAD).

**Content**

**TEA790 Manufacturing Process**
A 40 hour module • Hawthorn • Prerequisite: TEA859, TEA003
As subject in the Associate Diploma in Engineering (Manufacturing/ Mechanical/ CAD) and the Advanced Certificate in Engineering.

**Content**
Forming processes, powder metallurgy, automatic lathes, grinding machines and applications of CNC in metal cutting.

**TEA804 Introductory Strength of Materials**
A 40 hour module • Hawthorn • Prerequisite: TEA859, TEA003
As subject in the Associate Diploma in Engineering (Mechanical/ CAD) and the Advanced Certificate in Engineering.

**Content**
Stress and strain, bolted connections, welded connections, thin walled pressure vessels, properties of plane figures, beams, torsional stress, thermal stress.

**TEA859 Statics**
A 60 hour module • Hawthorn • Prerequisite: TEA003
As subject in the Associate Diploma in Engineering (Manufacturing/ Mechanical/ CAD) and the Advanced Certificate in Engineering.

**Content**
Force, equilibrium of concurrent coplaner forces, movement and torque, couples, equilibrium of non-concurrent co-planar forces, friction, forces in frames.

**TEB030 Advanced Quality Concepts**
A 40 hour module • Hawthorn • Prerequisite: Nil
As subject in the Associate Diploma in Engineering (Manufacturing/ Mechanical/ CAD) and the Advanced Certificate in Engineering.

**Content**
Objectives of Total Quality Management, key principles of TQM, quality management and terms. QC problem solving on industrial problems, flow charts, cause and effect diagrams, statistical tools.

**TEB050 Engineering Project**
Prerequisites: A 80 hour module. Hawthorn. Prerequisite: at the discretion of the training provider
As subject in the Associate Diploma in Engineering (CAD)/ Manufacturing

**Content**
Preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and oral presentation of technical information.

**TEB061 Managing CAD Utilities**
A 40 hour module. Hawthorn. Prerequisite: TEA066
As subject with the Associate Diploma in Engineering (CAD)

**Content**
Software management in CAD environment, create and implement screen and tablet menus for specific CAD applications, develop macro and icon files, use database management system with CAD

**TEB07 Production Planning and Control Charting Techniques**
A 4 hour module • Hawthorn • Prerequisite: TEA051
As subject in the Associate Diploma in Engineering (Manufacturing). An elective in the Diploma of Engineering.

**Content**
Production control, charting, machine loading, gant charts. Formulation of production programs, network analysis. CPM — critical path method. PERT — project evaluation review technique, production manufacturing, product-process matrix and cost benefits.

**TEB508 Production Planning and Control Estimating and Planning Techniques**
A 40 hour module • Hawthorn • Prerequisite: TEE507
As subject in the Associate Diploma in Engineering (Manufacturing). An elective in the Diploma of Engineering.

**Content**
Manufacturing Resource Planning (MRP2), Master Production Scheduling (MPS), Just-in-Time (JIT), Total Quality Control (TQC), Work estimating, production control and material control.

**TEB509 Production Planning and Control Forecasting**
A 40 hour module • Hawthorn • Prerequisite: TEB508
As subject in the Associate Diploma in Engineering (Manufacturing). An elective in the Diploma of Engineering.

**Content**
Forecasting, estimating, budget and control, methods of costing, capacity management, resource planning, quality assurance, quality monitoring techniques.

**TEB511 Injection Mould Processing and Tooling**
A 40 hour module • Hawthorn • Prerequisite: Nil
As subject in the Associate Diploma in Engineering (Manufacturing). An elective in the Diploma of Engineering.

**Content**

**TEB512 Injection Mould Tool Construction and Design Practices**
A 40 hour module • Hawthorn • Prerequisite: TEB511
As subject in the Associate Diploma in Engineering (Manufacturing). An elective in the Diploma of Engineering.

**Content**
Moulds (components and function), mould terminology, mould construction. Tool design process.

**TEB523 Design for Economic Manufacture**
A 40 hour module. Hawthorn. Prerequisite: TEA780, TEA790, TEA010
A subject in the Associate Diploma in Engineering (CAD)/ Manufacturing/ Mechanical

**Content**
Manufacturing methods, manufacturing materials, manufacturing assembly, value analysis, break even analysis. CAD/CAM

**TEB550 Materials for Engineering**
A 40 hour module • Hawthorn • Prerequisite: TEA010
As subject in the Associate Diploma in Engineering (Manufacturing/ Mechanical)

**Content**
Structure of materials, phase equilibrium diagrams, heat treatment processes, structure specification and properties of engineering materials, failure of engineering materials.

**TEB673 Crystallography**
A 40 hour module • Hawthorn • Prerequisite: ME011, TEA010
As subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Crystalline structures of minerals and metals, miller indices, stereographic projections.

**TEB701 Advanced Machine Design**
A 40 hour module • Hawthorn • Prerequisite: TEA001, TEA700, TEB703, TEB7701
A subject in the Diploma of Engineering.

Content

**TEB702 Dynamics of Industrial Machines**
A 40 hour module • Hawthorn • Prerequisite: TEA001, TEB771
A subject in the Associate Diploma in Engineering (Mechanical). An elective in the Diploma of Engineering.

Content
Free vibration, forced vibration, damped vibration, balancing and static balance measurement. Vibration measurement.

**TEB703 Machine Design**
A 40 hour module • Hawthorn • Prerequisite: TEA771, TEA772, TEA804, TEB850
A subject in the Associate Diploma in Engineering (Mechanical). An elective in the Diploma of Engineering.

Content
Drive shaft materials, tensile, shear and bending strength. Fatigue, stress raisers and endurance.

**TEB704 Mechanical Design**
A 40 hour module • Hawthorn • Prerequisite: TEA771, TEA772, TEA804, TEB850
A subject in the Associate Diploma in Engineering (Mechanical). An elective in the Diploma of Engineering.

Content
Introduction, rolling contact bearings, bolted connections, welded connections.

**TEB705 Project Mechanical Design Synthesis**
A 40 hour module • Hawthorn • Prerequisite: TEB800, TEB871, TEB701
An elective in the Diploma of Engineering.

Content
Detailed drawings of parts and assemblies showing linear and geometric tolerancing. Tender documents and contracting. Engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, general arrangement drawing, component design — sizing, material selection and bought outside selection of standard components.

**TEB711 Thermodynamics 2**
A 40 hour module • Hawthorn • Prerequisite: TEA714
A subject in the Associate Diploma in Engineering (Mechanical). An elective in the Diploma of Engineering.

Content
Heat transfer, combustion and fuels, steam, refrigeration/heat pump

**TEB712 Plant Layout**
A 40 hour module • Hawthorn • Prerequisite: TEA741, TEA742, TEA790
A subject in the Diploma of Engineering and Associate Diploma in Engineering (Mechanical).

Content
Process design, system design, flow charts. Materials handling system design, activity relationship charts, production methods.

**TEB720 Fluid Mechanics 2**
A 40 hour module • Hawthorn • Prerequisite: TEA706
A subject in the Associate Diploma in Engineering (Mechanical).

Content
Reynolds number and flow regime, characteristics of laminar, turbulent and mixed (transition), flow, heat loss in pipes and fittings, pipe networks, fluid machinery, and pumping systems.

**TEB722 Computer Based Modelling. Design & Drafting**
A 40 hour module • Hawthorn. Prerequisite: TEA074
A subject in the Associate Diploma in Engineering (CAD)

Content
Different types of three dimensional CAD modelling techniques, application software for engineering design, manufacturing, product design, simulation.

**TEB770 Robotics**
A 20 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content
Industrial robot selection, robot installation, interfacing, robot sensors, trouble shooting and diagnostics, maintenance, advanced programming.

**TEB771 Advanced Dynamics**
A 40 hour module • Hawthorn • Prerequisite: TEA772
A subject in the Associate Diploma in Engineering (Mechanical). An elective in the Diploma of Engineering.

Content
Friction, band brakes, clutches, belt drives and power screws, centrifugal forces, static and dynamic balance of unbalanced masses on shafts and flywheels, simple and transmissibility, direct central impact, accelerating bodies, work energy method.

**TEB840 Advanced Strength of Materials**
A 40 hour module • Hawthorn • Prerequisite: TEA804
A subject in the Associate Diploma in Engineering (Mechanical).

Content
Axial stresses and strains, strain energy and resilience, rivets and bolts, SF and BM diagrams, combined axial and bending stresses, resultant stress caused by shear and normal stresses being present simultaneously, Johnson or Euler equations, buckling loads for ductile materials, deflection at any point on a beam.

**TF195 Organisation and Management for Quality A**
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in the Swinburne Certificate in Quality Control.

Content

**TF196 Organisation and Management for Quality B**
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in the Swinburne Certificate in Quality Control.

Content

**TF197A Statistical Quality Control A**
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in the Swinburne Certificate in Quality Control.

**Content**

Process capability studies. Quality control charts for variables and attributes quality characteristics. Average and range charts. Average and sigma charts. 'p' charts and 'c' charts. Interpreting charts for control purposes. Using charts for guiding and measuring quality improvement.

**TF197B Statistical Quality Control B**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control

**Content**

Acceptance sampling inspection procedures by attributes to AS 1199. Single sampling, double sampling and multiple sampling plans. Operating characteristics curves. Switching rules, Inspection levels. The AQL system. Sampling and the isolated batch. Multiple characteristics and AQLs. Using sampling inspection techniques for inducing quality improvements.

**TF253 Computer Appreciation and Application to Quality Control**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control

**Content**

This subject is aimed at people who have no experience in working with computers. It is a hands-on subject throughout the semester and the objective is to give students the ability to perform simple operations on DOS, spreadsheet, database, word processing and simple programming and to show their application to quality control.

**TF297 Statistical Quality Control 2**

2 hours per week • Hawthorn • Prerequisite: Nil


**Content**

Acceptance sampling inspection by variables to AS2490. The design and analysis of experiments. Continuous sampling techniques to MIL_STD_1225. Cumulative sum control charts to AS 3940. Failure mode and effect analysis.

**TF317 Dimensional Metrology**

2 hours per week • Hawthorn • Prerequisite: Nil


**Content**

Precision measuring techniques and application of principles of measurement. Length metrology (standards and gauges), flatness assessment, auto-collimator and alignment telescope, surface texture, roundness, squarness and parallelism, co-ordinate measurement.

**TF340 Principles of Measurement**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control

**Content**

This covers the basic scientific principles of measurement. Standards for engineering quantities. Derived units, nature of light and optical concepts, mechanical concepts in design and measuring instruments, thermometers, electrical measurement, calibration of instrument and standards.

**TF462 Reliability and Prototype Testing**

2 hours per week • Hawthorn • Prerequisite: Nil


**Content**

Introduces the concepts and techniques of reliability and looks at the application of basic reliability analysis techniques to technical, administration and managerial areas of quality control. Also covers aspects relating to timing in application of reliability methods and the reporting of results.

**TF464 Product Liability and Product Recall Management**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control.

**Content**

Provides a general appreciation of the legal responsibilities associated with quality control and methods adopted to meet these responsibilities. Current legislation, protection procedures, Australian design rules and standards, recall process, documentation systems.

**TF465 Quality Control Systems and their assessment**

2 hours per week • Hawthorn • Prerequisite: Nil


**Content**

Examines the concepts and techniques of quality systems audit, calibration system requirements, quality control systems assessment concepts, contractor/supplier quality requirements, customer/supplier agreement of quality control assessment, ISO9000 series, quality control system and product audits.

**TF467 Human Factors**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control

**Content**

A study of the relationship between human factors and quality control. Ergonomics. motivation programs, job design and job quality, planning for people.

**TG001 English (Units 3 and 4)**

Hawthorn/Prahran


**Objectives and content**

This subject, which is compulsory at VCE level, aims to enable all students to develop their critical understanding and control of the English language so that they can use it in a wide range of situations, ranging from personal and informal to more public occasions, and to develop a level of competence adequate for the demands of post-school employment and further education.

**TG002 Legal Studies**

Hawthorn/Prahran


**Objectives and content**

Unit 3: Making and changing the law is about the institutions and processes which determine laws in Australia and the process by which laws are changed. In particular, it examines the roles of parliament and the courts as law-making bodies. Unit 4: Dispute settlement and the attainment of justice focuses on the dispute-settling institutions, processes and procedures which operate within the legal system, and the evaluation of the legal system as a whole. The evaluation includes consideration of the strengths and weaknesses of the legal system, and areas possibly in need of change and reform.

**TG004 Accounting**

Hawthorn/Prahran


**Objectives and content**

Unit 3: Double entry accounting service firms introduces double entry accounting procedures for recording from verifiable evidence. This system is supported by the accrual method of recognition of revenue and expense. The unit focuses on service firms: those firms which rely predominantly on the skill or expertise of personnel to satisfy client needs. Unit 4: Double entry accounting for trading firms focuses on the further development of double entry accounting procedures through the introduction of trading firms: firms principally engaged in selling goods to customers for a profit. The unit emphasises accounting for management, the design of appropriate reports.
and the alternatives available to accountants both in recording and reporting transactions.

**TG005 Physics**

Hawthorn/Prahran


**Objectives and content**

Unit 3: Investigation, sound, electronics and electric power examines sound, electronics, electric power and the principles of investigation in selected contexts.

Unit 4: Motion, gravity, structures, light and matter provides an overview of physics through a study of universal gravitation, force-energy relationships and an exploration of ideas of modern physics in selected contexts.

**TG006 Chemistry**

Hawthorn/Prahran


**Objectives and content**

Unit 3: Chemistry and the market place adopts a global perspective by examining a large-scale industrial production of some chemicals. The work of chemists in these industries is examined. The idea that molecular structure can be modified is introduced in an investigation of surface chemistry. The investigation of quality control introduces students to a range of analytical techniques and the work of analytical chemists. Unit 4: Energy and Matter examines the relationship between the production and use of energy in inanimate and living systems. It provides an opportunity to revisit the concept of the mole, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure, and illustrates the development of chemical ideas within the context of the Periodic Table.

**TG007 Biology**

Hawthorn/Prahran

A subject in the Victorian Certificate of Education (Adult VCE)

**Objectives and content**

Unit 3: Survival mechanism examines cellular processes and the various mechanisms which enhance the survival of individual organisms. Unit 4: Biological continuity and change examines the mechanisms of biological inheritance and the processes of evolution.

**TG008 Information Technology: Information Technology in Society**

Hawthorn


**Objectives and content**

Unit 3: examines the development of the technology and techniques associated with processing, managing and communicating information, and the impact of these developments on information systems and society, including a look at technological and social change in history. Practical work on computers will be required as well as an observation of an information system in an organisation. Unit 4: examines information technologies, the means by which their development and use can be controlled by society, and philosophies about the nature of future society.

**TG009 Media**

Hawthorn


**Objectives and content**

Unit 3: looks at the way stories are constructed in feature films and the production techniques that are used such as camera work and sound track. It also includes a study of televised violence and its effect on children. Unit 4: involves a major practical project in broadcast radio. Students will make segments of a radio program but in some cases they may work in video or still photography. It also includes an analysis of the way women are portrayed in the mass media.

**TG010 Literature**

Hawthorn

A subject in the Victorian Certificate of Education (Adult VCE)

**Objectives and content**

Explores the use of language in various kinds of texts and the ways in which readers respond to and interpret them. It considers the ideas and beliefs that texts represent, and the values and views of life expressed through texts. It also examines how literature may reflect or comment on social, historical and cultural contexts.

**TG011 History: Australian History**

Hawthorn

A subject in the Victorian Certificate of Education (Adult VCE)

**Objectives and content**

Units 3 and 4: Australian History explores the meanings that have been made of Australia’s past by historians, film makers, politicians, novelists, artists and others. Sources such as these are used to explore issues and problems involved with the role of history in society and the nature of historical inquiry.

**TG012 Psychology**

Hawthorn

A subject in the Victorian Certificate of Education (Adult VCE)

**Objectives and content**

Students will be introduced to psychology as the science of human behaviour. This subject touches almost every aspect of our lives and should provide students with insight into the everyday phenomena of human actions, attitudes, and motives. The course combines theory with practical exercises and activities.

**TG013 Environmental Studies**

Hawthorn

A subject in the Victorian Certificate of Education (Adult VCE)

**Objectives and content**

Unit 3: involves an investigation of the components of the ecosphere which are used or developed to satisfy human needs. The conceptual framework, environment function, human impact and conservation is used to consider the environmental implications of the extraction, production and consumption of resources. Examples are selected from flow, stock and continuous resources, with at least one resource examined in an Australian context. Unit 4: A Sustainable Earth focuses on the interdependence of the biotic and abiotic components of the ecosphere and the role of human activity in both modifying and restoring the self-sustaining nature of the Earth’s life support system.

**TG014 Political Studies**

Hawthorn

A subject in the Victorian Certificate of Education (Adult VCE)

**Objectives and content**

Unit 3: Political systems and structure of power looks at the political systems of Australia and one other country. In each case, the relationship between political institutions and the core values, beliefs and principles of the society are explored. The actual operation of political systems is considered with reference to the institutional frameworks on which they are based. Unit 4: Political systems and structure of power takes a key example of public policy in Australia and examines it in detail to enhance understanding of political decision making. Attention is paid to the ways in which debate is conducted, support for various positions is mobilised and influence exerted. The implications for the role of government in the system are explored. Political change in another country is analysed in terms of its source, opposition and effect both within the country and beyond.

**TG015 Human Development in Society**

Hawthorn/Prahran


**Objectives and content**

Unit 3: People, food and nutrition examines the vital role of food in people’s lives, its importance in physiological development and its role in the development of social and cultural patterns. The numerous influences on food choice and the effect of the availability of a great variety of foods on food trends in Australia are explored. Unit 4: Growth and development examines growth and development across the human life span, including factors affecting growth and development, the management of resources at different stages of the life span, and community resources available to assist growth and development.
TG017  English as a Second Language (ESL)
Hawthorn/Prahran

Objectives and content
Although no longer a separate subject, a special English course conducted within VCE English guidelines will cater specifically for students whose first language is not English. Students may apply to be assessed under VCE ESL guidelines if they have been living in Australia for less than six years and their first language is not English.

TG039  Further Mathematics
Hawthorn/Prahran

Objectives and content
Content: Core — Compulsory: Probability and Statistics. Options: From — Arithmetic and Applications; Probability and Statistics; Geometry and Trigonometry; Graphs and Relations; Business Related Mathematics; Networks and Decision Mathematics.

TG040  Specialist Mathematics
Hawthorn/Prahran

Objectives and content
Assumed knowledge: Mathematical Methods Units 1 and 2. Content: Core — Coordinate geometry; trigonometry; algebra; calculus; differential equations; kinematics; vectors in two and three dimensions. Options: From — Statistics and Probability; Geometry; Mechanics; Logic.

TG041  Mathematical Methods
Hawthorn/Prahran

Objectives and content
Assumed knowledge: Mathematical Methods Units 1 and 2. Content: Coordinate geometry; trigonometric functions; calculus; algebra; statistics and probability.

TG042  Business Management
Hawthorn/Prahran

Objectives and content
Unit 3 focuses on the role of management in the development and implementation of human resource management policies. Unit 4 examines a broad range of management functions within the context of large business focusing on the methods used by management to achieve the objectives of the organisation, management styles and the ways in which change is managed in large organisations.

TG046  Contemporary Society
Prahran

Objectives and content
Definitions of community and their uses are the basis of Unit 3. The idea of community is considered as a means of promoting identity, and is analysed in terms of its social and political implications. Competing definitions of community and their effect on social policy are also considered. Particular linguistic and cultural definitions are examined in the context of their social effect of ideas about migration and multiculturalism. Unit 4 explores understandings of social differences, social inequality and social justice, and the relationship between them. Explanations for the origin and nature of social differences are examined with reference to the application of a range of social theory to specific cases of difference in Australian Society. The values associated with, and the political effects of various social theories are also considered.

TG047  Classical Society and Cultures
Prahran

Objectives and content
Unit 3 explores the relationship between selected works of cultural significance and the societies which produced them, during times which have since come to be considered to be periods of high cultural achievement. It examines the nature of the works, the criteria applied to them, events associated with their production and the significance attached to them. The relationship between ideal and real and its enduring significance is analysed and evaluated. Unit 4 explores a period of conflict or change through consideration of the accounts of contemporary historians and the responses of art, literature and philosophy. The events are analysed in terms of the relationship between social and cultural change and the extent to which cultural works reflected changing social values.

TG052  Information Technology: Processing and Management
Prahran

Objectives and content
Examines the purpose and practice of information processing and management in organisations and the relationships between the components of an information system, people, procedures and information and looks at change in these systems and the impacts of these changes.

TG053  Information Technology: Info Systems
Prahran

Objectives and content
Unit 3 examines hardware and software components and the way they may be combined to form computer systems. It explores the design principles underlying computer logic circuits, the factors that influence the design of computer systems and the effects of these systems on people. Unit 4 examines the structure of information systems and influences on their development. It also examines the relationship between the problems to be solved by the system and the software used to solve the problems.

TG055  Physical Education
Prahran

Objectives and content
Unit 3 explores the biology of the human body in relation to the wider social and cultural influences which may affect performance and attitudes towards physical activity. It includes the development and application of a training program. Unit 4 integrates both the biological and physical, and the social and cultural aspects of physical activity in order to develop a comprehensive and coherent view. [VCE/PE Davis, Kimmit and Ayly Book 2.]

TG058  Theatre Studies
Prahran

Objectives and content
Unit 3 examines theatre history (one period in detail) through practical performance activities and theoretical study. Unit 4 examines current characteristics and directions of theatre in Australia and includes the identification and exploration of local, national and international influences.

TH133  Communication Skills
Hawthorn
A subject in the Certificate in English for Vocational Education and Further Study (Laboratory Technology Stream).

Objectives
To enable students to write technical documents; to experience negotiation techniques and to participate in team-building communication.

Content
- Writing technical documents;
- technical description;
- writing and editing manuals, user guides and specifications;

Swinburne University of Technology | 1998 Handbook
- specific purpose reports;
- negotiation skills
  - conflict resolution
  - assertiveness
  - negotiating priorities and work schedules (individually and as a team);
- team building and communication
  - establishing managers and representing a work team.

**TH133 Communication Skills 1**

4 hours per week • Hawthorn • Prerequisite: Nil • Assessment: assignment, written tests and satisfactory participation

A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology and the Advanced Certificate in Industrial Electronics.

**Objectives**

To develop skills in writing for specific purposes, oral presentations, scientific literature searches, report writing and communicating occupational health and safety issues.

**Content**

Elements and processes of communication theory, writing for specific purposes, oral presentation, scientific literature and laboratory searches, report writing, communicating occupational health and safety issues.

**TH134 Communication Skills 2**

4 hours per week • Hawthorn • Prerequisite: TH133 • Assessment: assignment

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Objectives**

To develop skills in business meetings, business correspondence, interviewing techniques, oral, written and graphic presentations.

**Content**

Business meetings, business correspondence, interviewing techniques, oral, written and graphic presentations.

**TH188 English Language Skills**

4 hours per week • Hawthorn • Prerequisite: Nil • Assessment: satisfactory completion of tasks/assignment. Test of specific skills

A subject in the Bridging Technology course.

**Objectives**

To provide as far as possible the language skills needed for mainstream TAFE courses (i.e. Year 11-12 VCE) standard.

**Content**

This subject aims to develop essential language skills for effective written and oral communication.

**TH250 The Justice System**

3 hours per week for 18 weeks • Hawthorn • Assessment: one major research paper and one class paper

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

The aim of this subject is to provide an understanding of the basic theories and concepts underlying the justice system and a framework for other justice subjects offered. This subject will explore origins, types and sources of law in Australia as well as administration and enforcement of the law. Law reform and alternatives will also be explored.

**TH251 Communications**

3 hours per week for 18 weeks • Hawthorn • Assessment: one research paper, practical exercises, class presentations and a practical /paper/assessment

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

The aim of this subject is to develop students' effectiveness in the use of communication skills for interviewing, negotiating, and speaking to groups in a legal environment.

**TH252 Australian Politics**

3 hours per week for 18 weeks • Hawthorn • Assessment: one research paper and one class presentation

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

The aim of this subject is to inform students of the governmental and political environment in which they live.

**TH253 Community Law 1**

3 hours per week for 18 weeks • Hawthorn • Assessment: court visit/report, class exercise, 'take home' test, written assignments (related to legal practice and ethics), development of resource guide and class participation

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

The aim of this subject is to provide skills and knowledge for para-legal workers within the justice system. The subject will deal with areas commonly dealt with in legal practice in both community legal centres and The Legal Aid Commission as well as in related community organisations. For example: legal aid, family law procedures, conflict between individuals, legal research, credit, debt matters, neighbours, accidents, cross-cultural issues and legal ethics.

**TH254 Psychology**

3 hours per week for 18 weeks • Hawthorn • Assessment: one research paper, one class exercise, 'take home' test, written assignments (related to legal practice and ethics), development of resource guide and class participation

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

The aim of this subject is to provide basic skills and knowledge required for para-legal workers in the justice system. Areas to be covered include criminal law, young people and the law, police. Magistrates' Court. Administrative Review, complaints against government. Social Security, immigration, employment, local government, legal profession and advocacy.

**TH255 Community Law 2**

3 hours per week for 18 weeks • Hawthorn • Assessment: tribunal visit/report, class exercise, 'take home' test, development of resource guide, written assignment and class participation

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

The aim of this subject is to provide basic skills and knowledge required for para-legal workers in the justice system. Areas to be covered include criminal law, young people and the law, police. Magistrates' Court. Administrative Review, complaints against government. Social Security, immigration, employment, local government, legal profession and advocacy.

**TH256 Elective 1**

3 hours per week for 18 weeks • Hawthorn

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

Appropriate electives can be selected from within the Diploma of Community Services (Community Development) and/or other relevant courses of study. Selection of electives will be finalised after consultation with the coordinator.

**TH257 Elective 2**

3 hours per week for 18 weeks • Hawthorn

A subject in the Diploma of Social Science (Justice).

**Objectives and content**

Appropriate electives can be selected from within the Diploma of Community Services (Community Development) and/or other relevant courses of study. Selection of electives will be finalised after consultation with the coordinator.

**TH261 Foundations of Law 1**
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, short answers, final examination
A subject in the Diploma of Social Science (Justice).

Objectives and content
This module will provide students with a general introductory framework of Australian law making bodies and various aspects of the law with which to critically examine the criminal justice system and develop the participant’s legal research skills.

TH262 Foundations of Law 2
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, written assignment, short answer questions, class presentation
A subject in the Diploma of Social Science (Justice)

Objectives and content
The purpose of this module is to familiarise the student with the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.

TH263 Administrative Law for Justice Studies
3 hours per week for 18 weeks • Hawthorn • Assessment: case study, short answers, multiple choice, class presentation
A subject in the Diploma of Social Science (Justice)

Objectives and content
The purpose of this module is to provide the learner with knowledge of the general principles of administrative law and legislative provisions governing review of administrative decisions.

TH264 Statute and Criminal Law
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, multiple choice, examination
A subject in the Diploma of Social Science (Justice).

Objectives and content
The purpose of this module is to introduce and familiarise learners with aspects of statute and criminal law as might be relevant to a person working in justice delivery.

TH265 Sociology 1
2 hours per week for 17 weeks • Hawthorn
A subject in the Diploma of Social Science (Justice)

Objectives and content
These modules explore the nature and development of Australian society, the major forces and historical events that have shaped Australian society, the nature and experience of inequality, the power structures and processes that influence and maintain inequality and some of the major theories that explain why our society operates this way.

TH266 Sociology 2
2 hours per week for 17 weeks • Hawthorn • Assessment: class test, short answers, final examination
A subject in the Diploma of Social Science (Justice)

Objectives and content
These modules explore the nature and development of Australian society, the major forces and historical events that have shaped Australian society, the nature and experience of inequality, the power structures and processes that influence and maintain inequality and some of the major theories that explain why our society operates this way.

TH267 Applied Psychology
3 hours per week for 18 weeks • Hawthorn • Assessment: multiple choice questions, short answer test, discussion paper
A subject in the Diploma of Social Science (Justice)

Objectives and content
The purpose of this module is to introduce students to the science of psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.

TH268 Criminology
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, short answer questions, class presentation
A subject in the Diploma of Social Science (Justice).

Objectives and content
To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention.

TH269 Australian Criminal Justice System
3 hours per week for 18 weeks • Hawthorn • Assessment: case studies, class/individual project
A subject in the Diploma of Social Science (Justice).

Objectives and content
The purpose of this module is to provide students with the knowledge and understanding of the relevant criminal justice functions of law enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject content.

TH270 Justice Delivery
3 hours per week for 18 weeks • Hawthorn • Assessment: written report, class presentation, field visit
A subject in the Diploma of Social Science (Justice).

Objectives and content
The purpose of this module is to develop a an understanding of the role, function and organisation of the departments and agencies which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice worker.

TH271 Cultural Diversity in Australia
3 hours per week for 18 weeks • Hawthorn • Assessment: assignment, report, short answer questions
A subject in the Diploma of Social Science (Justice).

Objectives and content
On completion of this module students will have gained a better awareness and understanding of the origins and nature of Australia’s multicultural society. By providing accurate information as well as a opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudes of change and empathy in the participants.

TH272 Social Research and Analysis
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, short answer questions, written assignment
A subject in the Diploma of Social Science (Justice).

Objectives and content
On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in community justice.

TH273 Occupational Health and Safety
20 hours total • Hawthorn • Assessment: oral and written
A subject in the Diploma of Social Science (Justice)

Objectives and content
The module is intended to train participants to ensure that their responsibilities under health and safety legislation, codes of practice, and Australian and other standards are met. It aims to equip participants with the skills, knowledge, and attitudes required to identify health and safety hazards encountered in the workplace and to employ appropriate methods of control, and to promote the provision of a safe and healthy workplace environment.

TH303 Images of Australia Through Film and
Television

Hawthorn
A subject in the Tertiary Entry Program.

Objectives and content
The first part of the course introduces students to some of the key terms and concepts involved in understanding films as commentaries. Students will be required to complete an initial exercise designed to focus on such interpretative ideas. The second part of the course is concerned with analysis of a range of issues derived from an examination of Australian contexts as they are revealed, interpreted and structured through selected Australian films.

TH306 Research Skills
Hawthorn
A subject in the Tertiary Entry Program

Objectives and content
The first part of the course introduces students to some of the key terms involved in understanding arguments and evaluation of research data and methodology. Students will be required to complete a series of exercises designed to focus on such structures. The second part of the course is concerned with analysis of a range of issues derived from an examination of Australian contexts as they are revealed, interpreted and structured through selected Australian films.

TH307 Argument and Analysis: Selected Issues Affecting Australians
Hawthorn
A subject in the Tertiary Entry Program

Objectives and content
The first part of the course introduces students to some of the key terms involved in understanding arguments and evaluation of research data and methodology. Students will be required to complete a series of exercises designed to focus on such structures. The second part of the course is concerned with analysis of a range of issues derived from an examination of varied/ different Australian contexts.

TH315 Australian Writing as Cultural Critique
Hawthorn
A subject in the Tertiary Entry Program

Objectives and content
A survey of Australian writing covering short stories, novels and literature. Students are encouraged to read widely and to experiment with different writing styles themselves.

TH316 Introduction to Computers
1 hour per week • Hawthorn
A subject in the Tertiary Entry Program

Objectives and content
This course introduces students to the IBM compatible PC, DOS Windows, some Windows based applications especially Word for Windows, in order to demystify information technology. The second part of the course is concerned with students proposing and deciding on their own research studies within an Australian context and incorporating selected research techniques to develop a research report. reflecting a carefully considered and implemented research strategy. Computer literacy is seen as an important skill and will be taught at various stages throughout the course. Selected assessment items will be required to be presented utilising computer skills, in particular word processing.

TH317 Introduction to Statistics
1 hour per week for 1 semester • Hawthorn
A subject in the Tertiary Entry Program

Content and assessment
Use of statistical calculator for basic and statistical calculations. Interpretations of stats formulas and substitution in formulas. Rounding, estimation skills and significant figures as tools for numbers use. Kinds of data and ‘legitimate’ ways to manipulate them. Alert to abuse of statistics. Basic ways to describe data such as percentages, frequencies, relative frequencies, grouped data; why and how they are used. Descriptive statistics components: frequency tables (ungrouped, grouped and cumulative), bar/column graphs, histograms, circle (pie) graphs, frequency polygons (line graphs), stem and leaf displays, boxplot and their interpretation. Measures of centre and spread: mean and standard deviation (and variance), mode, median and quantiles (percentiles), range. Introduction to correlation, introduction to probability theory, and hence inferential statistics: the normal distributions and the concepts underlying hypothesis testing and confidence levels.

Assessment is by attendance and participation measured by evidence of all of text, calculator, attempts at exercises set in class and for home. Exercises may be set to cover sessions lost through non-attendance. No requirement for mastery of concepts, as this is an introductory subject leading to subsequent examination for mastery in later subjects. Any student who has a strong statistics background may opt to do an assignment from the text to be submitted four weeks into the course — if this is not an acceptable standard, there will still be time for such a student to rejoin the class.

TH433 Applied Business Communications
Total hours 51 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Certificate and Advanced Certificate in General Insurance; the Advanced Certificate/Associate Diploma of Business (Operations Management) Purchasing and Planning; the Associate Diploma of Business: Credit Management; the Associate Diploma of Business: International Trade; the Certificate in Records Management; the Advanced Certificate in Sales Management; the Associate Diploma of Business: Marketing and the Associate Diploma in Banking and Finance.

Content
Inter-personal and organisational communication, using appropriate listening and questioning skills, preparing letters and reports.

TH434 Management Skills 1
Total hours 54 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Certificate and Advanced Certificate in General Insurance; the Associate Diploma of Business: Credit Management; the Associate Diploma of Business: International Trade: the Advanced Certificate in Sales Management; the Associate Diploma of Business: Marketing and the Associate Diploma in Banking and Finance.

Content
The role of a manager, the purpose of a business plan, leadership, motivation, interviewing skills and stress management.

TH435 Management Skills 2
Total hours 36 • Prahran • Prerequisites: TH432 and TH434
A subject in the Associate Diploma of Business: Credit Management, and the Associate Diploma of Business: Marketing.

Content
Occupational health and safety and social justice issues in the work environment, why industrial disputes occur, current issues facing management today, counselling techniques.

TJ005 & 6 Information unavailable. Contact department

TJ007 Advanced English
Hawthorn
A subject in the Migrant Access Education Program.

Objectives
Develop language and communication skills for work and study.

Content
The course is based on an assessment of participants’ language skills. Students are actively involved in reading, writing, speaking and listening tasks.

TK110 Physics
15 credit points • A 60 hour subject • Hawthorn • Prerequisite: Nil
A subject in the Graduate Certificate in Science and Technology.
Motion, energy, heat and light, electricity, magnetism, fluids
Will assist in understanding of the physical world strand of the CSF science document.

**TK120 Chemistry**

15 credit points • A 60 hour subject • Hawthorn • Prerequisite: Nil
A subject in the Graduate Certificate in Science and Technology

**Content**

Chemistry laboratory techniques, physical, chemical and electrical properties of materials, chemical reactions and their uses in our society, carbon-based materials (polymers), designing chemical experiments. Will assist in understanding of the natural and processed material strand of the CSF science document.

**TK130 Biological Science**

12 credit points • A 48 hour subject • Hawthorn • Prerequisite: Nil
A subject in the Graduate Certificate in Science and Technology

**Content**

Cell biology, the biochemical basis for nutrition, environmental biological, microbes, introduction to biotechnology, biological laboratory techniques. Will assist in understanding of the life and living strand of the CSF science document.

**TK140 Information Technology**

An elective in the Graduate Certificate in Science and Technology for Primary Teachers.

Basic hardware, set-up and troubleshooting, operating systems software, applications software including word processing, graphics and multimedia data communications and the internet.

**TK150 Earth and Beyond**

12 credit points • A 48 hour subject • Hawthorn • Prerequisite: Nil
A subject in the Graduate Certificate in Science and Technology

**Content**

Structure and composition of the Earth, the solar system, weather, resources on the Earth. Will assist in understanding of the earth and beyond strand of the CSF science document.

**TL001 Biology Laboratory Techniques**

2 hours per week • Hawthorn • Prerequisite: VCE Biology or equivalent • Assessment based on theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

Safety in the laboratory, legislation and ethics, microscopy, collection and preservation, classification, protein synthesis, reproduction and development, ecology.

**TL002 Chemistry Laboratory Techniques**

2 hours per week • Hawthorn • Prerequisite: VCE chemistry or equivalent • Assessment based on theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

**Content**

Laboratory safety, atomic structure, bonding and properties, volumetric analysis and acids and bases, laboratory skills.

**TL003 Physics Laboratory Techniques**

2 hours per week • Hawthorn • Prerequisite: VCE physics or equivalent • Assessment: assignments, written tests, practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

**Content**

General safety in the laboratory, measurement and heat, hydromechanics, optics and radiation.

**TL101 Chemistry Practices 1**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL 010 • Assessment: based on theory and practical work
A subject in the Advanced Certificate in Laboratory Technology

**Content**

Laboratory safety, atomic structure, bonding and properties, stoichiometry, laboratory skills.

**TL102 Chemistry Practices 2**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL 101 • Assessment: based on theory and practical work
A subject in the Advanced Certificate in Laboratory Technology

**Content**

- volumetric analysis introduction
- acids and bases
- electrochemistry
- organic chemistry

**Recommended reading**

All students must have their own copy of:


**TL111 Physics Practices 1**

3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: based on theory and practical work
A subject in the Advanced Certificate in Laboratory Technology

**Content**

- general safety in the laboratory
- units, errors and graphs
- heat and temperature
- hydromechanics
- electricity

**Recommended reading**


**TL112 Physics Practices 2**

3 hours per week • Hawthorn • Prerequisite: TL 111 • Assessment: based on written tests and practical work
A subject in the Advanced Certificate in Laboratory Technology

**Content**

Kinematics and mechanics, optics and radiation, work power and energy.

**Recommended reading**


**TL130 Biology Practices 1**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL 130 • Assessment: practical work and reports, assignments and tests
A subject in the Advanced Certificate in Laboratory Technology

**Content**

Safety in the laboratory, law, ethics and research methods, microscopy, living matter and cells, tissues, organs and systems, collection maintenance and preservation, extension work.

**TL131 Biology Practices 2**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL 130, TL 140 • Assessment: practical work, reports, assignments, and tests
A subject in the Advanced Certificate in Laboratory Technology

**Content**

- collection, maintenance and preservation
- classification
• reproduction, development and inheritance
• evolution and speciation
• ecology
• extension work

Recommended reading
Students will need to have their own copy of:
Core Biology, by Brotherton and Mudie would also be useful but not essential
Students will also be required to have their own lab coat, safety goggles and calculator

TL143 Laboratory Computations
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: mastery tests on an ongoing basis, final examination
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

Content
Arithmetic, measurement, ratio, proportion and variation, equations and formulas, equation solving, graphs, introduction to statistics.

Recommended reading
Students must have access to a scientific calculator with statistical functions, and supply their own graph paper

TL144 Quality Control Statistics
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: written tests and assignments
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology

Content
Concept of variation, basic tools for describing variation, sampling, theoretical distributions, tests and samples for statistical control, relationship between variables, process control, non-conformity.

Recommended reading

TL201 Chemistry Practices 3
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL225 • Assessment: based on theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

Content
• Organic chemistry: systematic nomenclature, perspective drawing, organic reactions, aromaticity, polymerisation.
• Analytical chemistry: multiple end-point titration, back titration, colorimetric analysis, complexometric titration, chromatography, precipitation titration.

Recommended reading
All students are not expected to purchase their own text. A number of tests can be recommended for reference, and the teacher will advise students who wish to buy their own book. All students must have their own lab coat, safety glasses and calculator.

TL202 Chemistry Practices 4
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL201 • Assessment: based on theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

Content
Sampling and spot testing, solubilities and gravimetric analysis, electrochemistry, introduction to instrumental techniques.

TL203 Physics Practices 3
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL202 • Assessment: based on written tests and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

Content
Light, statics, physical testing, heat, nuclear physics

Recommended reading

TL210 Laboratory Workshop Practices 1
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

Content
Introduction to workshop and safety, materials and properties, use of tools and machines, introduction to technical drawing, joining techniques.

TL211 Laboratory Workshop Practices 2
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: written tests, practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

Content
Basic electricity, basic electronic, electrodes, maintenance, first aid, extension work.

TL225 Specimen Preservation 1
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: written tests, practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology

Content
• The purpose of museum collections;
• collection and preservation procedures—general;
• dried mounts;
• skins;
• skeletons;
• working drawings;
• taxidermy;
• spirit specimens;
• regulations.

All students will need their own lab coats, safety glasses and calculators.

TL226 Specimen Preservation 2
3 hours per week • Hawthorn • Prerequisites: TL225 • Assessment: written tests, practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology

Content
• Objectives, safety tools and suppliers;
• animal anatomy drawing;
• bird mount;
• mammal mount;
• fish mount;
• finishing.

All students will need their own lab coats, safety glasses and calculators.

TL227 Modelling of Biological Specimens
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology

Content
Modelling, building a model (scale down), building a model (scale up), finishing

TL228 Moulding and Casting of Biological Specimens
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: practical work and written tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**
Rigid piece moulding and casting, applications of flexible mediums, combination, flexible and rigid medium.

**TL245 Botany**
3 hours per week • Hawthorn • This will include two to three hours of class time each week and three full day excursions at weekends • Prerequisites: Nil • Assessment: written reports, written tests, practical assessments, excursion participation

A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology, the New Opportunities for Women course, and the Graduate Certificate in Science and Technology.

**Content**
This subject is a study of major plant groups and schemes for classifying them. Students should have an enthusiasm for plants, a willingness to draw, and must be able to attend excursions — they are compulsory.

- Abiotic and biotic factors affecting plant survival and distribution
- Historical implications
- Taxonomy
- Lower plants
- Fungi
- Plant life cycles
- Higher plants
- Plant physiological ecology
- Hysignomy
- Weed ecology
- Agronomic plant taxonomy

**Recommended reading**
Students are not expected to purchase their own texts. All notes which students need will be provided. There are numerous texts on Australian environment and identification of elements of Australian flora, major biomes and local associations. Swinburne Library collection is adequate in this area.

**TL256 Mammalian Anatomy and Physiology 1**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: Nil • Assessment: written and practical tests, class participation

A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology, the New Opportunities for Women course, the Graduate Certificate in Science and Technology; and the Certificate in Laboratory Technology Stream.

**Content**
Introduction to anatomy and physiology, skeletal system (bones, cartilage, joints) muscle, integument, circulatory system.

**TL257 Mammalian Anatomy and Physiology 2**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: Nil • Assessment: written and practical tests, class participation

A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology, and the New Opportunities for Women course.

**Content**
Respiratory system, digestive system, urinary system, nervous system, endocrine system, reproductive system.

**TL301 Biochemistry 1**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: Nil • Assessment: based on theory and practical work

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Introduction to biochemistry, biochemical methods, polysaccharides, lipids, proteins, protein analysis and nucleic acids.

**Recommended reading**

Students will also be required to have their own lab coat, safety glasses and a calculator.

**TL302 Biochemistry 2**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL301 • Assessment: based on theory and practical work

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Enzymes, thermodynamics, introduction to metabolism, glycolysis, citric acid cycle, respiration, fatty acid metabolism, amino acid and nucleotide metabolism, biochemistry of exercise.

**TL309 Electron Microscopy 1**
3 hours per week • Hawthorn • Prerequisites: TL480 • Assessment: written tests, folio, practical assessment

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Introduction to electron microscopes, histological equipment for electron microscopy, histological techniques for electron microscopy, preparation of biological material for scanning electron microscopy.

**TL310 Electron Microscopy 2**
3 hours per week • Hawthorn • Prerequisites: TL309 • Assessment: folio work, written tests, practical work

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**TL312 Laboratory Management**
3 hours per week • Hawthorn • Prerequisites: TL313, TL327 and concurrent work experience • Assessment: assignments and written reports related to students' own workplace

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**
Laboratory operations, guidelines and regulations, laboratory safety, safety audit, first aid, evacuation, portable fire extinguishers, laboratory control, storage, inventory and stock control, equipment servicing, purchasing, budgeting, decision management.

**TL320 Invertebrate Zoology**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, practical work

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**
Protozoa, porifera, cnidaria, ctenophora, molluscs, anthropods, echinoderms, helminthes, onychophora, chordates.

**TL327 Laboratory Computing**
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: written tests, practical work

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**
Using a personal computer, computer equipment and jargon, software.

**Recommended reading**
Sala, P. Lotus 1-2-3. Hawthorn, Vic: Swinburne Press, 1992. All students will be required to have their own disks as follows: 1 x 31/2" and 1 x 51/4" disks.
TL329  **Tissue Culture**  
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: written tests, practical assessment  
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology  
Content  
Laboratory familiarisation, sterilisation principles and practices, media, culture environment, surgical technique, basic culture methods, specialised culture methods, legalities and hygiene

TL331  **Organic Chemistry**  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL202 • Assessment: written tests, practical work  
A subject in the Associate Diploma of Applied Science (Laboratory Technology).  
Content  
- Chemical bonding;  
- IUPAC nomenclature;  
- hydrocarbons: aliphatic, aromatic;  
- alcohols, phenols and ethers;  
- alkyl and aryl halides;  
- carboxylic acids and their derivatives;  
- aldehydes and ketones;  
- amides and their derivatives;  
- methyl orange;  
- reactivity in substitution reactions;  
- reactions of alcohols;  
- P-Brönntrothiol.

TL333  **Polymer Science 1**  
3 hours per week • Hawthorn • Prerequisite: TL202 • Assessment: written tests, assignments, practical work  
A subject in the Associate Diploma of Applied Science (Laboratory Technology).  
Content  
- Petroleum and petroleum products;  
- petroleum refining;  
- properties of plastics;  
- classification of polymers;  
- molecular weight;  
- crystallinity in polymers;  
- glass transition temperature;  
- fracture and deformation modes in polymers;  
- environmental stress cracking;  
- polymerisation processing;  
- thermosetting polymers — phenolic resins;  
- thermosetting polymers — polyesters and alkyd resins;  
- thermosetting polymers — epoxy resins;  
- polyolefins;  
- styrenic polymers;  
- other commercial polymers.

TL334  **Polymer Science 2**  
3 hours per week • Hawthorn • Prerequisite: TL333 • Assessment: written tests and practical work  
A subject in the Associate Diploma of Applied Science (Laboratory Technology).  
Content  
- Designing with polymers;  
- processing techniques;  
- identification of plastics;  
- polydieneelastomers;  
- polyamides;  
- adhesives.

TL347  **Occupational Hygiene**  
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: written assessments, tests  
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.  
Content  
- industrial toxicology;  
- classification of chemical substances;  
- local and systemic effects;  
- threshold limit values;  
- industrial cancers and carcinogens;  
- epidemiology;  
- safety data sheets;  
- radiation effects;  
- occupational stresses.

Recommended reading  
Students will be required to purchase their own copy of the ACGIH TLV booklet which will be available through the Bookshop. Worksafe Australia (NOHSC) Guidance Note for completion of Material Safety Data Sheets.

TL390  **Chromatographic Analysis 1**  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL202 • Assessment: theory and practical work  
A subject in the Associate Diploma of Applied Science (Laboratory Technology).  
Content  
- ion-exchange chromatography;  
- adsorption and partition chromatography (paper, column and thin layer chromatography);  
- solvent extraction;  
- electrophoresis.

Recommended reading  
All students must have their own copy of:  
Ewing, G.W.  *Instrumental Methods of Chemical Analysis* 5th edn, McGraw-Hill, 1985. This text will also be used for all other instrumental subjects.  
Students must also have their own lab coat, safety glasses and calculator.

TL391  **Chromatographic Analysis 2**  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL202 • Assessment: theory and practical work  
A subject in the Associate Diploma of Applied Science (Laboratory Technology)  
Content  
- gas chromatography and high performance liquid chromatography.

Recommended reading  
All students must have their own copy of:  
Ewing, G.W.  *Instrumental Methods of Chemical Analysis* 5th edn, McGraw-Hill, 1985. This text will also be used for all other instrumental subjects.  
Students must also have their own lab coat, safety glasses and calculator.

TL411  **Computer Programming**  
3 hours per week • Hawthorn • Prerequisite: TL327 • Assessment: written and practical assessment  
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the New Opportunities for Women course.  
Content  
- structured programming;  
- problem solving;  
- writing programs;
• program testing and documentation;
• program techniques;
• programming in another language;
• project work.

Recommended reading
There are a number of texts on programming which would be suitable. If you wish to purchase a text, consult your teacher.

TL413 Ecology 1
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, class participation and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
Introduction to ecology, introduction to ecosystems, the significant Australian ecosystem, energy flow, nutrient cycles, excursion/seminar.

TL414 Ecology 2
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, class participation and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology and the Graduate Certificate in Science and Technology.

Content
Basic life processes, the influence of physical limiting factors on organisms, interactions, organization, populations, organization of a community, development of an ecosystem, excursion/seminar.

TL418 Entomology
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, class participation and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
Structure and function, classification and metamorphosis, collection methods, identification of major orders.

TL445 Pharmacological Methods
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests and practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
Drugs, effects of drugs, drug action, apparatus, animals, statistics

TL448 Vertebrate Zoology
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests and practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology and the Graduate Certificate in Science and Technology.

Content
Fish, amphibians, reptiles, birds, mammals.

TL453 Glassworking
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
• Splint making;
• glass cutting;

• annealing;
• tube sealing;
• tee sealing;
• bubble blowing;
• rod working;
• straight joining;
• tube bending;
• burette repair;
• internal seals;
• glass to metal seals;
• pipette joins;
• capillary glassworking

TL456 Radioactive Methods
3 hours per week • Hawthorn • Prerequisite: TL201 • Assessment: assignments and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
Legal and safety aspects in use of radioactive isotopes, applications of isotopes in industry and research and chemical procedures, experimental techniques and applications.

TL460 Microbiology I
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: assignments, written and practical tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
History of microbiology, microscopy, prokaryotic and eukaryotic cells. Basic microbial metabolism, physical and chemical growth, measurement of microbial populations, control of microbial growth

Recommended reading
Barnett, M.E. Microbiology Laboratory Exercises. Dubuque, Iowa, Wm. C. Brown, 1992
Students will also be required to have their own laboratory coats, safety glasses and calculator.

TL461 Microbiology 2
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL460 • Assessment: assignments, tests, practical tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
The origin of micro-organisms, classification of micro-organisms, cyanobacteria, typical gram negative cell-walled bacteria, typical gram positive cell-walled bacteria, wall-less bacteria, bacteria with unusual cell walls, the fungi, the algae, the protozoa, the multicellular parasites, viruses.

Recommended reading
Barnett, M.E. Microbiology Laboratory Exercises. Dubuque, Iowa, Wm. C. Brown, 1992

TL462 Microbiology 3
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL461 • Assessment: assignments, tests, practical tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

Content
Determinants of health and disease, diagnosis of infectious disease, epidemiology of infectious disease, the immune response, disorders associated with the immune system; program testing and documentation; program techniques; programming in another language; project work.

Recommended reading
There are a number of texts on programming which would be suitable. If you wish to purchase a text, consult your teacher.
system, antimicrobial drugs and chemotherapy, diseases of the skin, diseases of the respiratory tract, diseases of the digestive tract, diseases of the urogenital system, diseases of the nervous system, diseases of the cardiovascular and lymphatic system.

**Recommended reading**

As for Microbiology 1 and 2

**TL463 Microbiology 4**
3 hours per week part-time or 4 hours per week full-time • Hawthorn
Prerequisite: TL462 • Assessment: assignments, tests, practical tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Advanced metabolism, metabolic regulation, advanced virology, mutation and gene-function at the molecular level. The expression of mutation in viruses and cells, genetic recombination, the industrial exploitation of microbes, the agricultural exploitation of microbes, microbes in the food industry.

**Recommended reading**
Barnett, M.E. *Microbiology Laboratory Exercises*. Dubuque, Iowa, Wm. C. Brown, 1992
Students also require a lab coat, goggles and a calculator.

**TL465 Electrochemical Analysis 1**
3 hours per week • Hawthorn • Prerequisite: TL202 • Assessment: written tests, assignments and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Conductivity (theory and experimental), potentiometry (theory and experimental).

**TL466 Electrochemical Analysis 2**
3 hours per week • Hawthorn • Prerequisite: TL465 • Assessment: written tests, assignments and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Electrodeposition, polarography, coulometry.

**TL470 Work Project**
3 hours per week • Hawthorn • Prerequisite: TL133, concurrent work experience • Assessment: submission of a satisfactory written report
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**
The work project is an extensive investigation of an aspect of laboratory work. Students are required to submit a report which may be written, a film or video, a computer program or another form as agreed by the Swinburne supervisor and the employer. Students should also consider giving an oral presentation of their work. The work project must be technically accurate and consistent with established laboratory procedures and techniques.

**TL471 Molecular Genetics**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL302, TL461 • Assessment: laboratory tests, written tests, assignments
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

**Objectives**
- To provide students with a broad understanding of the molecular nature of genes;
- To enable students to acquire a knowledge of DNA structure, gene expression and molecular bacterial genetics;
- To provide foundation studies for other subjects in biotechnology (i.e. Genetic Engineering and Biomolecular Engineering) whilst complementing other subjects in the biological sciences.

**Content**
Comparison of transcription and translation in prokaryotes and eukaryotes.
Replication of DNA; mutation; genes and proteins; gene expression.
Chromosomes and recombination; microbial genetics.

**Recommended reading**
No single text or reference is recommended
Students will be advised of a variety of suitable references

**TL472 Genetic Engineering**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL471 • Assessment: laboratory tests, written tests, assignments
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Objectives**
- To introduce students to the fundamental principles and techniques of genetic engineering.
- To present students with the knowledge and understanding to be able to perform basic DNA manipulations.
- To emphasise to students the safety aspects of working with recombinant DNA.
- To provide foundation studies for other units in biotechnology (i.e. Biomolecular Engineering) whilst complementing other subjects in the biological sciences.

**Content**
Ligation, cloning and recombinant gene expression, use of plasmids as vectors and the sole of vectors in genetic manipulation. Gel electrophoresis, restriction endonucleases, ligation and transformation of DNA, gene libraries, PCR technology, ethics and safety guidelines for recombinant DNA studies.

**Recommended reading**
Students will be advised of a variety of suitable references

**TL473 Biomolecular Engineering**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL472 • Assessment: laboratory tests, written tests, assignments
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Objectives**
- To provide students with a thorough understanding of advanced recombinant DNA techniques.
- To introduce students to the applications of recombinant DNA techniques to the specific production of biological compounds.
- To enable students to be familiar with how recombinant DNA techniques can be utilised in the analysis of the function of biological compounds.

**Content**
DNA technology in research and industry, phage DNA preparation, DNA extraction and purification techniques, nick translation, Western blotting, DNA sequencing techniques, gene mapping, vector/host experimental design.

**Recommended reading**
Students will be advised of a variety of suitable references

**TL474 Bioprocessing**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL473 • Assessment: laboratory tests, written tests, assignments
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Objectives**
To provide students with a working knowledge of current technologies available for the synthesis, functional analysis, purification and large scale production of biologically active compounds.

**Content**
Protein separation and purification including column chromatography precipitation methods and HPLC; monoclonal antibody applications, affinity purification, protein sequencing techniques, large scale production of purified biological compounds; epitope mapping and vaccine development, immunological screening techniques; protein composition analysis and immobilised biocatalysts.
Recommended reading
Students will be advised of a variety of suitable references

**TL480 Scientific Photography**
3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: written and practical assignments
A subject in the Graduate Certificate in Science and Technology, the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate of Laboratory Technology.

**Content**
This is a basic photography course covering the theory of cameras and equipment, exposure, lighting and film. Practical sessions are picture-taking assignments covering the above topics, and processing of black and white films. Colour work will also be introduced.

**Recommended reading**
Students will not be expected to purchase any texts.

**TL483 Applied Imaging Techniques**
3 hours per week • Hawthorn • Prerequisites: TL480 • Assessment: assignment and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate of Laboratory Technology.

**Content**
Microscopes, photomicrographs, specimen preparation, illumination techniques for photomicrography, close-up and macrophotography, electron microscopy, infra-red photography, ultra-violet/photography by polarised light.

**TL490 Spectrophotometric Analysis 1**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL202 • Assessment: written tests, assignments and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
- Electromagnetic radiation;
- Ultra violet/visible spectroscopy (instrumentation);
- UV/visible spectroscopy (experimental).

**Recommended reading**
All students must have their own copy of:
This text will also be used for all other instrumental subjects. Students must also have their own lab coat, safety glasses and calculator.

**TL491 Spectrophotometric Analysis 2**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL202 • Assessment: written tests, assignments and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology)

**Content**
- The theory of atomic absorption spectroscopy;
- Flame absorption spectroscopy;
- Furnace absorption spectroscopy;
- Flame/furnace A.A.S. experimental;
- Infra-red spectroscopy.

**Recommended reading**
All students must have their own copy of:
This text will also be used for all other instrumental subjects. Students must also have their own lab coat, safety glasses and calculator.

**TL501 Articulation Mathematics**
3 hours per week for two semesters • Hawthorn • Prerequisites: TL201, or TL301, TL302 and TL327 • Assessment: assignments and tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
This subject is designed for students intending to proceed to a tertiary degree in science. This subject would be suitable for students who have reached the final stages of their course.

**Recommended reading**
Cohen, G.L. *University Revision Notes: Calculus*. Sydney, Addison-Wesley, 1992

**TL502 Articulation Chemistry (Kinetics and Thermochemistry)**
3 hours per week • Hawthorn • Prerequisites: TL201, or TL301 and TL302 • Assessment: practical reports, assignments and tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
This subject is intended for students wishing to articulate to a degree course. Topics include:
- Organic reaction mechanisms;
- Electrolytes and mechanisms of electrophilic addition reactions;
- Carbocations and their reactivities;
- Stability of alkene;
- Reactions of benzene and other aromatic compounds;
- Electrophilic substitution reactions and their mechanisms;
- Nucleophiles, nucleophilic substitution and elimination reactions;
- Reactions of alcohols;
- Nucleophilic addition reactions of aldehydes and ketones;
- Nucleophilic acyl substitution reactions of carboxylic acids and their derivatives.

**TL503 Articulation Physics**
3 hours per week • Hawthorn • Prerequisites: TL003 • Assessment: practical work, assignments and tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Wave model of light, electrostatics, electricity/RC circuits, electromagnetism, electricity circuits with inductive elements, electricity AC circuits.

**Recommended reading**

**TM127 Statistics**
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Swinburne Certificate in Quality Control

**Content**
Introduction to basic statistical techniques, including grouped frequency tables, histograms, cumulative frequency curves, normal distribution and standard deviation, Z scores, binomial. Poisson and hypergeometric distributions, confidence intervals, sample sizes, hypothesis testing, correlation and regression.

**TM190 Bridging Mathematics 1**
6 hours per week • Hawthorn • Prerequisites: Nil • Assessment: topic tests
A subject in the Bridging Technology course.

**Objectives**
To develop the students’ confidence and competence in the basic mathematical operations, in the areas of arithmetic, algebra and geometry.

**Content**
Arithmetic: revision of various arithmetic techniques
Trigonometry: the study of triangles
Algebra and coordinate geometry: formulas, graphs and equations.
TM191 Bridging Mathematics 2

Objectives
To develop the students' competence in mathematical operations in the areas of algebra, coordinate geometry and trigonometry so that further studies may be undertaken.

Content
Topics include: set theory, trigonometry, algebra and coordinate geometry, calculus.

Recommended reading

TM192 Bridging Biology

Objectives
To introduce the formal study of biology.

Content
An introduction to the study of living things – their general characteristics; cell structure and function; anatomy and physiology of mammals, in particular humans. Introduction to the scientific method. Includes library and research skills culminating in an assignment. Involves practical work.

Recommended reading

TM193 Basic Chemistry

Objectives
To introduce the student to the use of atomic models to explain physical phenomenon.

Content
An introduction to the language and methods of chemistry. Areas of study include: the safe handling and use of chemicals and equipment; basic atomic theory; the structure of matter; bonding acids and bases; simple stoichiometry.

Recommended reading

TM194 Bridging Physics

Objectives
To present the principles underlying the development of current models and conventions in physical measurement. Students familiar with these models could confidently enrol in VCE Physics or TAFE certificate courses involving further studies in physics.

Content
Practical work and problem solving, measurement, units and vectors, mechanics, electrostatics, electricity and electromagnetism, wave motion, heat and temperature.

TM196 Bridging Chemistry

Objectives
To present the principles of atomic structure used in defining the current models and conventions of chemistry. Students familiar with these principles and models could confidently enrol in VCE Chemistry, TAFE certificate courses involving further studies in chemistry, nursing or health science courses.

Content
Introduction to chemical concepts, the elements, compounds likely to be encountered in the home and workplace, acids and bases. Students complete practical work.

Recommended reading
Elvins, C., Jones, D. Chemistry One, Heinemann, 1984.

TM197 Basic Physics

Objectives
To introduce the student to the scientific conventions of investigating physical phenomena. Students familiar with these conventions could confidently enrol for the Bridging Physics program.

Content
An introduction to the study of practical and theoretical physics. An investigation of the scope of physics and how physics describes the world around us.

Recommended reading

TM198 Microcomputing

Objectives
To familiarise students with the components of a microcomputer based information system. To enable students to use: a word processing package; a spreadsheeting package; a database management system.

Content
Introduction to using personal computers, including the use of software packages. These will include wordprocessors and spreadsheets with the aim of utilising them to expand understanding of other subjects taken in the course.

TM200 Skills in Science

Objectives
To review study skills. To develop skills necessary for thinking and reasoning within a scientific context. To develop reading, research and writing skills within a scientific context. Experimental report writing. Giving and receiving oral instructions in a scientific context.

Content
Basic comprehension and critical analysis of scientific literature. Basic research skills and practical experiment writing.

Recommended reading
TM882  Womens Bridging Mathematics
3 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• introduction skills;
• some maths from the real world;
• an introduction to algebra;
• spaces.

TM883  Mathematics for Engineering and Science
6 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• applied trigonometry
• coordinate geometry
• factorization part 1
• equations
• introduction to statistics
• simultaneous equations
• index laws, logarithm and surd
• trigonometry around the circle
• factorization part 2
• function notations
• introduction to calculus

TM884  Chemistry in Everyday Life
3 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• nature of matter
• atomic structure and bonding
• chemical reactions and equations
• basic chemical calculations

TM885  Chemistry for Engineering and Science
6 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• solutions and reactions in solutions
• gases and their properties
• oxidation and reduction reactions
• carbon and carbon compounds
• reaction rates and equilibrium
Students familiar with these principles could confidently enrol in VCE Chemistry.
TAFE certificate courses involving further studies in Chemistry, nursing or health science courses.

TM886  Understanding Physics
3 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• introduction, units and measurement
  • working with graphs, vectors and scalars
  • energy and energy sources
  • matter, temperature and heat
  • forces and motion
  • waves — sound waves — light
  • electrostatics and electricity

TM887  Physics for Engineering and Science
6 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• forces about us
• our energy resources
• heating and cooling
• waves, sound and light
• electricity and electronics

TM888  Introduction to Microcomputing
3 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• introduction to computing systems
• introduction to operating environments
• introduction to word processing
• introduction to database management systems
• introduction to spreadsheets

TM890  Skills For Science
3 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.
Content
This subject is made up of the following modules:
• the development of scientific thinking in western culture
• study skills
• scientific methodology
• careers in science

TQ001  Applied International Finance and Insurance
Total hours 25.5 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.
Content
This subject will provide training in all financial components of international trade transactions on short, medium or long payment terms. This subject examines these payment methods and their financing and includes methods of protection against foreign exchange movements, non-payment, product loss, damage or liability plus counter-trade and contract guarantees (bid performance bonds).

TQ002  Customs Practice
Total hours 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.
Content
Prospective international traders will be provided with training in the nature, purpose and usage of Australian and international customs practice, procedures and regulations.
TQ003  Introduction to Transport Systems
Total hours: 34 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
The student will be provided with a sound introduction to various and differing types of transport systems that are used as part of the trading processes.

TQ004  International Data and Documentation Production
Total hours: 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
The student will be provided with a training to recognise the data needed for international trade, the parties who require it, the purpose for which it is used, plus the sources and methods for its production. It also seeks to introduce students to the increasingly important role of Electronic Data Interchange (EDI).

TQ005  International Commercial Law
Total hours: 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
This subject will provide training in the field of local laws, legal considerations and international conventions as might be desirable knowledge for a person engaged in international trade.

TQ006  International Business
Total hours: 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
This subject will provide an integrated treatment of theory of actual patterns and policies in international businesses in three areas — international trade, foreign direct investment and international finance.

TQ007  International Economic Geography
Total hours: 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
The purpose of this module is to enable the student to understand the spatial variation of economic activities such as production, exchange, and consumption of goods and services, as well as the factors and processes affecting their spatial occurrence.

TQ008  Marketing Analysis
Total hours: 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
This subject will provide students with the knowledge of how basic marketing analysis is undertaken and how marketing research can be used in marketing strategy development.

TQ009  International Marketing Analysis
Total hours: 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
Students will be provided with the opportunity to participate in the practical application of market research as it is applied to specific marketing problems.

TQ010  International Transport Systems
Total hours: 34 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
This subject will provide students with the knowledge to compare and contrast all the modes and types of transport. They will be able to determine the costing principles that apply to each mode and clearly understand the role of transport in the total transport system.

TQ015  Cultural Differences in International Trade I and II
Total hours: 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
The purpose of this subject is to enable the student to show how and why offshore cultural and social environments of our trading partners affect trading relationships and how an understanding and awareness of these cultural and social differences in comparative business cultures can substantially enhance market export penetration.

We examine the importance of being aware of culturally distinct negotiating styles and how an understanding and awareness of the intricacies of international negotiating can assist in achieving desirable outcomes.

TQ017  Marketing Fundamentals
Total hours: 34 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

Content
The student will be provided with a broad knowledge of marketing principles and an understanding of the external environment and its impact on business. The student will also develop appreciation of marketing decision making and the development of marketing strategies.

TR094F  Maths for Living
Hawthorn
A subject in the Vocationally-Oriented Evening Class

Objectives and content
Covers basic mathematical concepts for shopping, banking, travel on public transport.

TR100  Basic Literacy
2 hours per week for 7 weeks • Hawthorn
A subject in the Transition Program (MIDA)

Objectives and content
Topics covered include adult learning theory and practical ways to develop reading and writing skills.

TR101  English Workshop
Hawthorn
A subject in the Basic Studies Program

Objectives and content
The subject gives students the opportunity to upgrade their oral and written skills to enable entry into more formal courses. Participants are expected to be able to speak and write basic English before taking this subject.

TR102  Mathematics Workshop
Hawthorn
A subject in the Basic Studies Program.

Objectives and content
This is a flexible program which gives people who wish to improve their basic mathematics knowledge an opportunity to work individually in an informal learning situation.

TR103  Spelling Workshop
Hawthorn
A subject in the Basic Studies Program.

Objectives and content
A short course offered both during the day and evening for adults who are keen to improve their spelling.
TR106 Life Skills
2 hours per week for 7 weeks • Hawthorn
A subject in Volunteer Tutor Training.
Objectives and content
The tutor training course is two hours per week for seven weeks. Topics include strategies used in tutoring adults with a mild intellectual disability.

TR107 Volunteer Tutor Program (Adult Literacy)
Hawthorn
A subject in the Basic Studies Program.
Objectives and content
Adult students are matched with an individual tutor for tuition in basic reading, writing and spelling. Students are required to be able to speak fluent English.

TR108 Volunteer Tutor Program (Life Skills)
Hawthorn
A subject in the Basic Studies Program.
Objectives and content
Students are matched with a tutor for tuition in literacy and numeracy related to life coping skills. It is a program for mildly intellectual disabled adults.

TR1125 Literacy/Oracy
Hawthorn
Objectives and content
Develops literacy/oracy skills relevant to the workplace

TR127 Literacy/Oracy ESL
Hawthorn
Objectives and content
For long term migrants who speak fluent English. Develops confidence in presenting ideas, focuses writing on practical purposes and enhances reading comprehension.

TR139 Nursing (SRN)
Hawthorn
A subject in the Vocational Preparatory Program
Objectives and content
Two evenings per week concentrating on English and mathematical skills and test techniques.

TR140 Nursing (SEN), Police Force, Fire Brigade, Ambulance and Armed Services Entrance Exam Preparation
Hawthorn
A subject in the Vocational Preparatory Program.
Objectives and content
Two evenings per week concentrating on English and mathematical skills and test techniques.

TR151 Statistics
Hawthorn
A subject in the Adult Basic Education Program.
Objectives and content
Sixteen hour introduction to basic statistical concepts and the use of a scientific calculator in statistics mode. No prior knowledge needed.

TR152 Algebra
Hawthorn
A subject in the Adult Basic Education Program.
Objectives and content
Sixteen hour introduction to basic algebra. Use of indices. Solution of linear equations. No prior knowledge needed.

TR175 Introduction to Psychology
80 hours • Hawthorn
Objectives and content
Focuses on developing an understanding of the individual by exploring topics such as goal setting, group dynamics, assertiveness and self-esteem.

TR180 Business Maths
Hawthorn
Objectives and content
A short refresher course covering topics such as time management, efficient use of the library, group work, planning and organizing written answers.

TR181 Return to Study
Hawthorn
A subject in the Certificates in General Insurance: Business Math.
Objectives and content
A short course covering topics such as analysing questions, brainstorming topics, notetaking and referencing, writing clear sentences and paragraphs.

TR182 Technical Maths
Hawthorn
Objectives and content
A short refresher course covering topics such as basic algebra and coordinate geometry, indices and logarithms, trigonometry, introductory calculus, probability and statistics.

TS222 Accounting for Operations Management
Total hours 36 • Hawthorn
Objectives and content
The subject aims to explain the principles of financial analysis and management and the operations of accounting systems. Topics include: the nature of accounting, accounting reports, analysis of accounting reports, cost accounting, budgets.

TS247 Business Law 1
Total hours 54 • Hawthorn/Prahran
Objectives and content
The subject involves study of Australian law and system of courts. The roles of court personnel. Acts of parliament, their purposes, procedures and interpretation. Case law and the doctrine of precedent. The application of the law, involving a detailed study of one or two areas such as negligence, workers compensation or defamation. Law of contracts.

TS248 Business Law 2
Total hours 36 • Hawthorn/Prahran
Content
Legal aspects of sole traders, partnerships and companies. The law relating to insurance, taxation, consumer protection, tenancy, property and negotiable instruments.

**TS360  Selling (elective)**
Total hours 36  •  Prahran
A subject in the Associate Diploma in Banking and Finance

**Content**
Upon completion of this subject, the student should be able to:
- identify the role and importance of a salesperson within a business organisation;
- develop an awareness of significant factors contributing to success in selling;
- acquire and apply the necessary knowledge, skills and techniques for success in selling;
- complete the documentation which will enable a salesperson to be effective in the role.

**TS366  Marketing (elective)**
Total hours 54  •  Prahran  •  Prerequisites: n/i
A subject in the Associate Diploma in Banking and Finance

**Content**
At the conclusion of this subject students should be able to:
- understand the components of a marketing strategy, their relationships and the procedures used in strategy development;
- analyse the implementation of a marketing strategy and comment on its probable effectiveness.

**TS421  Business Computer Applications 1**
Total hours 54  •  Hawthorn/Prahran  •  Prerequisites: n/i
A subject in the Certificate and Advanced Certificate in General Insurance; the Advanced Certificate/Associate Diploma in Office Administration; the Certificate in Records Management; the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing, and the Associate Diploma in Banking and Finance.

**Content**
Identifying and explaining the components of a computer system, using DOS, the care and security of computer hardware and storage media. Using a word processing program.

**TS422  Business Computer Applications 2**
Total hours 54  •  Hawthorn/Prahran  •  Prerequisite: TS421
A subject in the Advanced Certificate in General Insurance; the Advanced Certificate/Associate Diploma in Office Administration; the Associate Diploma of Business: Credit Management; the Advanced Certificate in Credit Procedures and Practices; the Associate Diploma of Business: International Trade; the Advanced Certificate in Sales Management; the Associate Diploma of Business: Marketing, and the Associate Diploma in Banking and Finance.

**Content**
Spreadsheets, databases and optional software.

**TS426  Introduction to Management**
Total hours 36  •  Hawthorn
A subject in the Associate Diploma of Business (Operations Management)

**Content**
This subject aims to define and describe the management process, the importance of objective setting within the process and how a manager operates in today's business environment. Topics include: management concepts and development, business community, the social responsibility of management, the management process, people in the management process, groups in the management process, organisational structures, managerial control, successful management, occupational health and safety at the workplace, the manager in the future.

**TS436  Applied Business Economics 1**
Total hours 54  •  Hawthorn/Prahran  •  Prerequisites: n/i
A subject in the Associate Diploma of Business: Credit Management; the Associate Diploma of Business: International Trade; the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing; and the Associate Diploma in Banking and Finance.

**Content**
The basic concepts of economic systems and the causes of economic instability. The behaviour of firms in different market structures and how different sectors of the economy intervene in the production process.

**TS437  Applied Business Economics 2**
Total hours 54  •  Hawthorn  •  Prerequisite: TS436
A subject in the Associate Diploma of Business: Marketing, and the Associate Diploma in Banking and Finance.

**Content**
The nature and function of macroeconomic theory within the framework of an open economy.

**TS445  Applied Business Mathematics**
Total hours 72  •  Hawthorn  •  Prerequisites: n/i
A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management)/Purchasing and Planning; the Associate Diploma of Business: Credit Management; and the Associate Diploma in Banking and Finance.

**Content**
The role of statistical analysis in business, the types of statistical analysis required in given business situations, the calculation and application of certain statistics to those business situations, the use of a software program to generate particular statistical data.

**TS525  Productivity and Work Methods Improvement**
Total hours 34  •  Hawthorn
A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management)/Purchasing and Planning.

**Content**
This subject aims to identify the factors that affect productivity and to apply method study to improve productivity. Topics include: productivity and operations management, industrial engineering and work study, method study procedure, examinations and development of improved method.

**TS526  Implementation of Changes**
Total hours 34  •  Hawthorn  •  Prerequisite: TS525
A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management)/Purchasing and Planning.

**Content**
This subject aims to identify the factors affecting the change process and to implement change strategies for productivity improvement. Topics include: evaluating proposed methods, presenting management reports, role of trade unions in industrial change, motivation and selling change, install and maintain the method, practical job instructions.

**TS530  Facility Layout and Workplace Design**
Total hours 34  •  Hawthorn  •  Prerequisites: TS525, TS502
A subject in the Associate Diploma of Business (Operations Management)

**Content**
This subject aims to develop and design layouts and workplaces for manufacturing and non-manufacturing facilities. Topics include: traditional layout principles, determining layout functionality, assessing work environment, ergonomics, occupational health and safety.
**TS534 Introduction to Computer Applications**

Total hours: 34  •  Hawthorn

A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management) Purchasing and Planning.

**Content**
This subject aims to use application software in word processing and spreadsheet packages. Topics include: software applications, fundamentals of word processing, fundamentals of spreadsheets.

**TS535 Operations Research**

Total hours: 34  •  Hawthorn  •  Prerequisite: Advanced Certificate in Operations Management

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to apply time study techniques to establish standard times for manufacturing industries. Topics include linear programming, simulation, linear theory, decision theory.

**TS536 Total Quality Management**

Total hours: 34  •  Hawthorn  •  Prerequisite: Advanced Certificate in Operations Management

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to implement strategies for quality excellence in industry. Topics include: quality excellence and people, quality management concepts, statistical quality control.

**TS538 Computer Applications in Operations Management**

Total hours: 34  •  Hawthorn  •  Prerequisite: a pass in all twenty-six diploma subjects as prescribed by the course stream, or undertaking final year subjects

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to use microcomputer software packages in solving operations management problems. Topics include: introduction to computer operating systems, computer systems software, operations management software.

**TS603 Time Study**

Total hours: 34  •  Hawthorn  •  Prerequisite: TS525

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to apply time study techniques to establish standard times for operations. Topics include: introduction to work measurement, breaking the job into elements, timing and rating each element, establishing standard times.

**TS615 Human Management**

Total hours: 31  •  Hawthorn

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to develop knowledge, skills and attitudes necessary for a manager to relate to people within the organisation. Topics include: taking charge, power, authority and leadership, motivation and team building, delegation of authority, problem solving and decision making, appraising employee performance, discipline, equal opportunity in management, time management, fitness and coping with stress, counselling techniques, negotiating skills.

**TS616 Financial Analysis of Capital Investment**

Total hours: 34  •  Hawthorn  •  Prerequisite: Advanced Certificate in Operations Management

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to apply investment analysis techniques to expenditure for capital goods. Topics include: time value of money, depreciation, breakeven analysis and opportunity costs, rate of return computations, sensitivity analysis.

**TS617 Industrial Relations Management**

Total hours: 36  •  Hawthorn

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to describe and analyse the major processes and determinants of the Australian Industrial Relations System. Topics include: industrial relations in Australia, industrial conflict, the role of case studies, dispute settling process, industrial democracy, redundancy protection, occupational health and safety.

**TS618 Operations Management Project**

Total hours: 36  •  Hawthorn  •  Prerequisite: A pass in TS538

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to use operations management techniques, including applications software in undertaking a major project. Topics include: project parameters and operations management techniques.

**TS619 Project Management**

Total hours: 36  •  Hawthorn  •  Prerequisite: Advanced Certificate in Operations Management

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to apply project planning and project management techniques using network analysis principles. Topics include: project models and characteristics, CPM (critical path method), other network planning systems, managing the project.

**TS627 Materials Handling and Packaging**

Total hours: 36  •  Hawthorn

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to optimise the use of materials handling equipment and packaging principles in the total logistics concept. Topics include: materials handling equipment, materials handling regulations, solving storage problems, packaging.

**TS628 Transport and Distribution Systems**

Total hours: 36  •  Hawthorn

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to explain the nature of transport and distribution as an integrated system. Topics include: characteristics and modes of transport, organisation and marketing of transport, economic and safety policies and regulations, freight transport, urban transport and future trends.

**TS632 Marketing Management**

Total hours: 36  •  Hawthorn

A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to describe and analyse the basic elements that make up an overall marketing management function within an organisation. Topics include: marketing concepts and philosophy, marketing information systems, consumer behaviour, marketing communications, pricing decisions, new products, distribution process, after sales responsibilities.

**TS651 Resource Requirements Planning**

Total hours: 36  •  Hawthorn

A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
This subject aims to be able to implement resource requirements strategy as a total
Purchasing and Planning.

This subject aims to define the production planning process. Topics include: forecasting techniques, the production plan, scheduling shop floor operations, computerised scheduling.

Inventory Management Systems

This subject aims to define inventory management systems and the techniques of materials control. Topics include: economic inventory ordering (EOQ), order point systems, categorising and controlling inventory, manufacturing resources planning.

Warehouse Management

This subject aims to implement warehouse management systems. Topics include: warehouse systems, inventory classification, stocktaking and stock checks, warehouse layouts, materials handling and packaging, legislation and regulations.

Purchasing 1

This subject aims to identify the role and function of the purchasing department in an organisation and the basic steps necessary to complete a purchase. Topics include: overview of the role and function of purchasing, procurement requests, solicitation and evaluation of proposals, supplier analysis, the basic negotiation process, contract execution, implementation and administration.

Purchasing 2

This subject aims to explain fully the purchasing cycle and material flow. Topics include: purchasing function organisation, material flow, international purchasing, the purchasing role in productivity programs.

Purchasing 3

This subject aims to explain the administrative and organisational aspects of the purchasing and supply department and the integration of support groups. Topics include: administration of the purchasing department, personnel issues in the purchasing department, support groups within the purchasing and supply department.

Purchasing 4

This subject aims to explain the administrative and organisational aspects of the purchasing and supply department and the integration of support groups. Topics include: administration of the purchasing department, personnel issues in the purchasing department, support groups within the purchasing and supply department.

Practical Placement

The Practical Placement subject comprises two weeks of supervised work experience in a business organisation to give students an understanding of the work environment and provide practical experience consistent with theoretical course work. The placement of students in both first and second years is arranged by the Marketing and Administration Department.

Document Production 1

These subjects are designed to develop keyboarding skills to achieve a minimum speed of forty-five words per minute with 98 percent accuracy on a five minute timing, proofreading and editing skills using both a typewriter and word processor. Topics covered are document production, keyboarding posture, document creation and editing techniques, document formatting, displaying text, displaying numbers, multiple page documents, business letters, business memos, personal business letters, letter and punctuation styles, manuscripts, advanced tabulation, financial documents, audio dictation and resume production.

Office Administration 1

These subjects give students an understanding of the skills and knowledge necessary to identify the various facets of the office's systems and sub-systems which determine an efficient information flow, the interpersonal relationships necessary for coordinated work units and office efficiency.

Document Production 3

These subjects further develop keyboarding, proofreading, editing, organisational and English language skills in order that students can, using both a typewriter and word processor, efficiently produce commonly used business documents from handwritten, edited, rough draft and audio dictation at a production rate of thirty words per minute. Document Production 4 aims to develop keyboarding skills to achieve a speed of fifty-five words per minute with 98 percent accuracy on a five minute timing. This subject further develops the skills from subject three so that students can, using a typewriter, word processor or desktop publishing package, efficiently produce business documents from handwritten, edited, rough draft and audio dictation at a production rate of thirty-five words per minute.

Office Supervision 1 and 2

These subjects further enhance the skills and knowledge learnt in Office Administration 1 and 2 to enable students to develop an awareness of the procedures, policies and techniques necessary for the efficient supervision and training of staff.
<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Total hours</th>
<th>Location</th>
<th>Prerequisites</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS904</td>
<td>Page Layout Software</td>
<td>72</td>
<td>Hawthorn/Prahran</td>
<td></td>
<td>A subject in the Advanced Certificate/Associate Diploma in Office Administration. These subjects introduce the concepts involved in desktop publishing, combining the use of word processing, page composition and graphics software to create newsletters, magazines and other publications.</td>
</tr>
</tbody>
</table>
| TS905  | Electronic Publishing 1                                                                    | 54          | Hawthorn/Prahran | Prerequisite: Electronic Publishing 1 | Total hours 54 - Hawthorn/Prahran  
A subject in the Advanced Certificate/Associate Diploma in Office Administration. These subjects further develop 'hands on' desktop publishing skills to assist students in producing professional publications. Topics include the operation of scanning hardware, drawing/paint software, design skills, the evaluation of desktop publishing systems, and producing a style manual. |
| TS906  | Electronic Publishing 2                                                                    | 72          | Hawthorn/Prahran |                                                      | A subject in the Advanced Certificate/Associate Diploma in Office Administration. Content: These subjects introduce the concepts involved in desktop publishing, combining the use of word processing, page composition and graphics software to create newsletters, magazines and other publications. |
| TS907  | Electronic Publishing 3                                                                    | 72          | Hawthorn/Prahran |                                                      | A subject in the Advanced Certificate/Associate Diploma in Office Administration. Content: These subjects introduce the concepts involved in desktop publishing, combining the use of word processing, page composition and graphics software to create newsletters, magazines and other publications. |
| TS952  | Business Statistics                                                                       | 54          | Hawthorn/Prahran | Prerequisite: nil | Total hours 54 - Hawthorn/Prahran  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing. Content: Differentiation between descriptive and inferential statistics, requirements for collection and description of samples, requirements for statistical validity, application of computer packages to business data. |
| TS954  | Selling                                                                                    | 72          | Hawthorn/Prahran | Prerequisite: nil | Total hours 72 - Hawthorn  
| TS955  | Buyer Behaviour                                                                           | 72          | Hawthorn/Prahran | Prerequisite: TS958 | Total hours 72 - Hawthorn  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing. Content: Basic psychology and sociology and their use in marketing. The buyer's decision-making processes as it applies to both consumer and industrial buying behaviour. |
| TS956  | Sales Management                                                                          | 72          | Hawthorn/Prahran | Prerequisites: TS854, TH433, TH434 (concurrently) | Total hours 72 - Hawthorn  
| TS957  | Marketing Communication                                                                   | 72          | Hawthorn/Prahran | Prerequisites: TS954, TS955, TS956, TS958 | Total hours 72 - Hawthorn  
A subject in the Associate Diploma of Business: Marketing. Content: The role of promotions in marketing strategies and mixes. How to plan, develop, implement and monitor a sales promotion campaign. Promotional techniques for varying industries. Telephone selling and promotional techniques. Basic principles of copywriting for direct mail and advertising. |
| TS958  | The Marketing Concept                                                                     | 72          | Hawthorn/Prahran | Prerequisites: nil | Total hours 72 - Hawthorn/Prahran  
| TS959  | Marketing Research                                                                        | 72          | Hawthorn/Prahran | Prerequisites: TS952, TS421, TS422, TS955, TS958 | Total hours 72 - Hawthorn  
The field workers responsibilities and techniques. Selection, training, supervising and monitoring field workers. Collection, collation, analysis, validation and presentation of data. Marketing research recommendations. |
| TS960  | The Law of Marketing                                                                      | 72          | Hawthorn/Prahran | Prerequisites: nil | Total hours 72 - Hawthorn  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing. Content: This subject will enable students to gain an understanding of the various legal situations and considerations that may arise in the commercial marketplace, and exhibit some understanding of the forces at play that may result in a seller, manufacturer, or distributor desiring to achieve financial superiority over a competitor. |
| TS961  | Strategic Marketing                                                                       | 72          | Hawthorn/Prahran | Prerequisite: TS958 | Total hours 72 - Hawthorn  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing. Content: In this subject students will examine the concepts of planning and strategy in marketing; develop an understanding of the role and methods of strategic analysis as well as issues related to strategy formulation, implementation control. |
| TS962  | Product Innovation                                                                        | 72          | Hawthorn/Prahran | Prerequisite: TS958 | Total hours 72 - Hawthorn  
| TS963  | Marketing Distribution                                                                    | 36          | Hawthorn/Prahran | Prerequisites: TS958, TS961 | Total hours 36 - Hawthorn  
| TS964  | Direct Marketing                                                                          | 36          | Hawthorn/Prahran | Prerequisites: TH433, TS955, TH434 | Total hours 36 - Hawthorn  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing. Content: This subject aims to provide an appreciation of the process of direct response management of linking marketers with end consumers. It examines the ways in which direct response can be used to achieve business goals. |
which direct marketing principles and techniques can assist in the total marketing strategy plan in either its own right or as part of a total marketing package. The emphasis is on techniques and skills in the direct marketing area.

**TS965 Retail Marketing**
Total hours: 36 • Hawthorn • Prerequisites: TS954, TS955, TS956, TS968, TS963
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.

**Content**
The role and nature of the retailing operation in modern marketing systems. Covers the requirements of retailers including research, merchandising and promotions, location, organisational requirements and staff training.

**TS966 Services Marketing**
Total hours: 36 • Hawthorn • Prerequisites: TS956, TS957, TS958, TS963
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.

**Content**
What is a service industry? Its role in the Australian economy. The types of services marketing — organisations, persons, place and idea marketing. The marketing of services both onshore and offshore. Services marketing and the future.

**TS967 International Marketing**
Total hours: 36 • Hawthorn • Prerequisites: TS955, TS957, TS958, TS963
A subject in the Associate Diploma of Business: International Trade, and the Associate Diploma of Business: Marketing.

**Content**
The relationship between international trade and international marketing. The international environment — economics, culture, political and legal. The techniques of international marketing — the right attitude, competitive factors, gathering overseas intelligence, product policy, distribution, promotions, pricing. Controls for international marketing.

**TS968 Small Business Marketing**
Total hours: 36 • Hawthorn • Prerequisites: TS955, TS958
A subject in the Associate Diploma of Business: Marketing.

**Content**
Analysis of the ‘best practices’ of marketing and management of small business.

**TS969 Industrial Marketing**
Total hours: 36 • Hawthorn • Prerequisites: TS955, TS958, TS963 (concurrently)
A subject in the Associate Diploma of Business: Marketing.

**Content**
The purpose of this module is to provide training in both the conceptual and practical aspects of marketing to primarily industrial users and to contrast the distinguishing features of industrial marketing with that of consumer marketing.

**TS970 Organisations and Management**
Total hours: 72 • Hawthorn
A subject in the Associate Diploma of Business: Marketing.

**Content**
Organisations and Management provides participants with the knowledge and skills necessary to understand the issues facing managers in organisations and the organisational context in which they operate. Particular emphasis will be focused on organisational strategies, structures and behaviour. In addition, participants will have the opportunity to develop competencies in the following:
- research skills
- written and verbal skills
- interview and questioning skills
- report and essay writing skills
- presentation skills
- goal setting and planning skills
- analytical skills

**TS971 Accounting for Non-Accountants**
Total hours: 72 • Hawthorn • Prerequisites: nil
A subject in the Associate Diploma of Business: International Trade, and the Associate Diploma of Business: Marketing.

**Content**
The users of accounting information and their needs, the nature of accounting and bookkeeping, preparation of accounting reports for sole proprietors and companies, limitations of accounting reports, analysis and interpretation of accounting reports, cash management, cost-volume-profit relationships, budgeting and responsibility accounting, cost accounting.

**TS976 Industrial Law**
Total hours: 40 • Hawthorn

**Content**
Gives participants the knowledge and skills to analyse the impact of relevant case law and legislation on human resource policies and procedures.

**TS977 Staffing**
Total hours: 40 • Hawthorn

**Content**
Provides the knowledge and skills required to recruit, select and induct staff.

**TS978 Implementing Change**
Total hours: 40 • Hawthorn

**Content**
Gives participants the knowledge and skills to contribute to the design and implementation of a change process in the workplace.

**TS979 Applying Training**
Total hours: 40 • Hawthorn

**Content**
Enables participants to develop the skills to help trainees transfer and apply their learning back on the job.

**TS981 Human Resource Information Systems**
Total hours: 40 • Hawthorn

**Content**
Provides training in the use of an HRIS to coordinate a compensation and benefits system.

**TS982 Workplace Industrial Relations**
Total hours: 40 • Hawthorn

**Content**
Enables participants to develop the skills to effectively deal with industrial relations issues in the workplace.

**TS983 Organisation Behaviour**
Total hours: 40 • Hawthorn

**Content**
Gives participants a framework with which to analyse the behaviour of individuals, groups and organisations.
TS984 Consulting Skills
Total hours 40 • Hawthorn
A subject in the Advanced Certificate in Human Resource Operations
Content
Enables participants to develop consulting skills as members of a project team.

TS985 HR Planning
Total hours 40 • Hawthorn
Content
Enables participants to prepare human resource plans and analyse and interpret budgets.

TS986 HR Statistics
Total hours 40 • Hawthorn
Content
Provides training in the collection, analysis and application of human resource statistics.

TS987 Costing HR Activities
Total hours 20 • Hawthorn
Content
Provides the training required to determine the cost of various human resource activities.

TS988 Enterprise Agreements
Total hours 40 • Hawthorn
Content
Enables participants to effectively contribute to the development of enterprise agreements.

TS989 Employee Participation
Total hours 40 • Hawthorn
Content
Enables participants to use the principles of participative management in the workplace.

TS990 Analysis of a Dispute
Total hours 20 • Hawthorn
Content
Participants research and analyse a serious industrial dispute.

TS991 Training Design
Total hours 40 • Hawthorn
Content
Participants learn to identify training needs and design appropriate training programs.

TS992 Training Delivery
Total hours 40 • Hawthorn
Content
Participants learn to deliver and evaluate training programs.

TS993 Managing Training
Total hours 20 • Hawthorn
Content
Participants learn how to coordinate and manage training activities.

TS994 Quality Management
Total hours 40 • Hawthorn
Content
Provides training to enable participants to effectively contribute to a total quality management program within the workplace.

TS995 Performance Management
Total hours 40 • Hawthorn
Content
Provides the knowledge and skills to coordinate a performance management program and develop performance improvement plans.

TS996 OHS Management
Total hours 54 • Hawthorn
Content
Provides the knowledge and skills to coordinate an organisation's OHS program.

TT160 Personnel Emergency Treatment
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course, the Graduate Certificate in Science and Technology and the Associate Diploma in Applied Science (Scientific Computing).
Content
Structure and function of the body, asphyxia, burns, lifting and moving casualties, and a number of medical/accident conditions and procedures.

VAA845 Computer Fundamentals
Hawthorn
A subject in the Certificate in Work Education
Content
Participants learn to use the principles of participative management in the workplace.

VAB005 Casework
60 hours • Hawthorn • Prahran • Assessment by assingment
A subject in the Diploma of Community Services (Welfare Studies).
Content
Participates in the theoretical and practical introduction to counselling and casework.

VAB037 Computer Operations - Data Retrieval
Hawthorn
A subject in the Certificate in Work Education
Content
Participants in the theoretical and practical introduction to counselling and casework.

VAB047 Chemical Hazards and Health
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management
Content
Topics include: toxicity, toxicity testing and standards, cell membrane structure and function, air contaminants, basic anatomy and physiology, detoxification, health effects of xenobiotics, role of epidemiology.
VAB381/2 Community Work I & 2
60 hours • Hawthorn • Prahran *Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

Objectives and content
Issues are examined such as the relevance of class, gender, ethnicity, race, age, sexual preference. Community Work 2 examines the application of a range of community work models.

VAB607 Counselling Skills
60 hours • Prahran *Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

Content
Focuses on communication, interpersonal and therapeutic skills.

VAB760 Job Seeking Skills
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide competency based training in effective communication skills to research, and apply for suitable employment and evaluate individual performance in the job application process.

VAC145 Numeracy - Level 1 (C.G.E.A.)
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is so that the student can use and analyse simple data, relation and pattern, number, measurement and shape.

VAC350 Office Equipment - Routine Tasks
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide the participant with the knowledge and skills to operate a range of office equipment in the performance of routine workplace tasks.

VAC441-3 Field Education 1 & 2
210-280 hours *Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Content
Placement and professional integration seminars consolidate skills, knowledge and values.

VAC457 Fieldwork A
(Also VAH556 Fieldwork B & VAH557 Fieldwork C)
50 hours per week over 2 years (full-time) and 4 years (part-time) • Hawthorn • Assessment: completion of placement and submission report
A subject in the Diploma of Community Services (Community Development).

Objectives and content
Students will have the opportunity to apply their skills and knowledge in a practical community based setting. Tutorials will be held to clarify work requirements.

VAC 550 First Aid
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide participants with first aid skills that will enable them to render assistance in the first few minutes after a life threatening incident as well as treat injuries and other disorders.

VAC798 Introduction to Hospitality
Hawthorn • Prahran
A subject in the Certificate of General Education for Adults

Objectives
Helps students gain knowledge and skills in English and skills in food preparation and service. Prepares for further study or work in the Hospitality Industry.

VAC798 Introduction to Small Business
Hawthorn • Prahran
A subject in the Certificate of General Education for Adults

Objectives
Helps students gain knowledge and skills both in English and in developing, establishing and operating a small business or for those who want to work in small business. Includes accounting, marketing, computing, business maths and work experience.

VAC865 Group and Personal Communication 1
3 hours per week for 17 weeks • Hawthorn • Assessment: reflective journal and class exercise
A subject in the Diploma of Community Services (Community Development).

Objectives and content
Community development workers need to be able to communicate effectively and understand communication issues relating to ethnicity, gender and ableness. Emphases will be on listening skills, non-verbal communication, interviewing skills, negotiation, advocacy and mediation skills.

VAC866 Group and Personal Communication 2
4 hours per week for 17 weeks • Hawthorn • Assessment: reflective journal and class exercise
A subject in the Diploma of Community Services (Community Development).

Content
Explores the nature of groups, teamwork and leadership. Evaluates the strengths and weaknesses of groups, the role of the community development worker in beginning and maintaining groups.

VAC87819 Groupwork 1 & 2
60 hours • Hawthorn • Prahran *Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Content
Provides experiential learning as well as a theoretical structure for understanding groups.
2 focuses on planning, design, implementation and evaluation of groupwork interventions.

VAC940 Personal Effectiveness
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to enhance the interpersonal skills of the trainees by developing their confidence and competence in communication.

VAD063 Human Rights and Advocacy
4 hours per week for 17 weeks • Hawthorn • Assessment: one class paper, one research assignment
A subject in the Diploma of Community Services (Community Development).

Content
Human rights are analysed and discussed in order to distinguish between the ideal and the reality. Frameworks for ensuring rights will be analysed: the law, UN charter, bill of rights, constitution, social values. Students will develop advocacy skills to protect the rights of people in the community.

Swinburne University of Technology | 1998 Handbook
VAD167 Orientation to Learning
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to identify pathways to future education and training through preparation of an individual action plan.

VAD226 Information Access
3 hours per week for 17 weeks • Hawthorn • Assessment: preparation of funding submission
A subject in the Diploma of Community Services (Community Development).

Content
Covers the provision of information and ways of sharing this in the community. Examines information about individuals, groups, communities, policies and society and raises ethical issues about information collection and usage.

VAD400 Introduction to Community Development
4 hours per week for 17 weeks • Hawthorn • Assessment: community project
A subject in the Diploma of Community Services (Community Development).

Content
Provides an overview of the historical development and key issues of community development. Explores and analyses models and theories of community development and evaluates each in the context of creating social change.

VAD520 Introduction to Social and Community Services
50 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Objectives and content
Develops student skills in this unit to equip students to approach other modules with confidence and competence, as well as provide the basis for becoming an effective communicator in the social and community services field.

VAD529 Introduction to Study
3 hours per week for 17 weeks • Hawthorn • Assessment: class exercises and participation
A subject in the Diploma of Welfare Studies (Community Development).

Content
Assists students to develop skills, written and verbal, which are required in the course. Encourages students to identify models of learning and assessment and incorporate skills through support and participation in tutorial classes.

VAD686 Law for Welfare Work
50 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Objectives and content
Designed to equip social welfare workers with the concepts and skills required to analyse the formation, operation and reform of welfare-related law in our society.

VAD705 Orientation to Work
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide general information about and experience of the working environment through investigation of a variety of work situations and to relate personal transferable skills to a potential work situation.

VAE291-294 Numerical and Mathematical Concepts
Hawthorn • Prahran
A subject in the Certificate of General Education for Adults

Objectives
Concentrates on increasing confidence with maths and developing ability to apply problem-solving skills to work and everyday life situations. Topics include, space, number, data and algebra.

VAE325 Occupational Health and Safety
3 hours • Prahran
A subject in the Certificate in Children's Services: Early Childhood Care.

This unit provides students with knowledge of legal requirements and basic principles and practices relating to Occupational Health & Safety in a Child Care Environment.

VAE354 Occupational Health and Safety 1
• Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Historical perspectives of OH&S; OH&S legislation; duties and responsibilities of employer/employee; OH&S representatives, safety committees and government inspectors; statutory and Common Law differences; hazard assessment; report writing.

VAE354 Occupational Health and Safety 2
• Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Australian standards; legislative overview; reporting procedures; accident causation models; investigation, materials and site procedures; interview techniques; statistical techniques; presentation formats; OH&S programs; emergency communication.
**VAF171 Psychology I**
60 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

**Objectives and content**
Introduces some of the major approaches to psychology, its methods of research and a broad overview of the field.

**VAF172 Psychology II**
60 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

**Content**
Explores personality theories, ideas and practice issues around psychopathology

**VAF274-276 Literacy**
Hawthorn • Prahran
A subject in the Certificate of General Education for Adults

**Objectives**
Develops skills in reading and writing.

**VAF399 Research**
50 hours • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

**Content**
Aims to provide an introduction and overview of the uses of research in the social and community services field.

**VAF403 Research II**
3 hours per week for 17 weeks • Assessment: comparative research analysis; preliminary research brief
A subject in the Diploma of Community Services (Community Development)

**Content**
This subject aims to provide an introduction and overview of the use of research in community development. It examines a broad range of social research, methodologies and techniques and critically looks at the role of ethics within research.

**VAF404 Research 2**
3 hours per week for 17 weeks • Hawthorn • Assessment: action research project
A subject in the Diploma of Community Services (Community Development)

**Objectives and content**
This subject aims to provide students with the theory and practice of action research and its importance for community development.

**VAF455 Basic Business Principles**
A module in the Certificate IV in Renewable Energy Technologies

**Content**
Enables the participant to develop the knowledge and skills required to understand the basic principles of conducting a small business. Small business operation will be considered in light of ethical business practices and a code of business practice.

**VAF741/2 Skills Workshops 1 & 2**
25 hours • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

**Content**
Skills Workshops 1 & 2 are designed to enable participants to be responsible for extending their own professional development.

**VAF770 Social Action: Theory and Practice**
3 hours per week for 17 weeks • Assessment: case studies and class paper
A subject in the Diploma of Community Services (Community Development)

**Content**
Community workers need to understand the social theories behind social change and the process of empowerment, consciousness raising and participation. Australian and international social movements will be analysed including theories of Marx, feminism and Friere.

**VAF780 Social Policy**
50 hours • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

**Content**
Explores the context, development and implementation of social policy in Australia.

**VAF783 Sociology**
60 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

**Objectives and content**
Provides a theoretical framework which can assist the practice of welfare workers in understanding the behaviour of individuals and groups of various social, cultural and subcultural backgrounds.

**VAF892 Statistics**
50 hours • Hawthorn • Assessment by assignment
A subject in the Certificate IV/Diploma Environmental Management

**Content**
Sampling; graphical representation of statistical data; reading graphs; mode, median, mean, range, variance and standard deviation; normal distribution; skewed data; confidence limits.

**VAG679 Welfare Practice**
50 hours • Hawthorn • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies)

**Objectives and content**
Aims to provide the student with the opportunity to develop skills, knowledge and a value base to understand the possibilities and constraints of welfare work.

**VAG728 Word Processing**
A module in the Certificate IV in Renewable Energy Technologies

**Content**
Provides the participant with skills and knowledge in the use of word processing package to create, save and retrieve one page documents and use basic forming commands such as bold and underline.

**VAG836 Writing Skills for Work**
20 hours • Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care

**Content**
This unit provides the skills required to use effective writing skills in the workplace.

**VAH216 WorkTeam Communication**
Hawthorn
A subject in the Certificate in Work Education

**Objectives**
The purpose of this module is to provide competency-based training to develop effective work team communication skills in the workplace.

**VAH556 & VAH557 See VAC457**
VAH676 Induction
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide participants with an introduction to the training institution.

VAJ708 Basic Care Routines - Children 0-6 years
30 hours • Prahran
A subject in the Certificate || in Children's Services: Early Childhood Care

Content
This module is designed to provide students with the knowledge and skills to implement appropriate routines for children 0-6 years in a secure environment.

VAJ750 Basic Care Routines - Children 5-12 years
15 hours • Prahran
A subject in the Certificate || in Children's Services: Out of School Hours Care

Content
This module is designed to provide students with the knowledge and skills to implement appropriate routines for children 5-12 years.

VAK049 Workplace Trainer - Category 1
+ Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Preparation for training; planning and documenting resources; delivery of training; preparing trainees, instructing and monitoring performance; review and evaluation; recording information on training.

VAK063 DC and AC Electrical Fundamentals
A module in the Certificate IV in Renewable Energy Technologies

Content
This module deals with the application of electrical theory for simple DC and AC circuits, including motors and generators. The basic competencies in the practical construction of circuits and measurement of electrical quantities are also addressed.

VAK138 Developmental Studies - Children 0-6 years
25 hours • Prahran
A subject in the Certificate || in Children's Services: Early Childhood Care

Content
This module provides the students with an understanding of the stages of child development. It provides central knowledge to understand and recognise the stages of development in children 0-6 years in order to assist in providing appropriate learning experiences, in contributing effective planning and appropriate caregiving environments and in order to assist understanding of ways to interact effectively and appropriately with children.

VAK164 ELV Electrical Wiring
A module in the Certificate IV in Renewable Energy Technologies

Content
This module deals with basic competencies in the design and installation of extra low voltage wiring systems.

VAK188 Energy Efficient Building Design
A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides an understanding of the principles used to design energy efficient buildings in Australia. Design variables such as insulation, ventilation, thermal mass, window placement, shading etc. are explored in the context of thermal comfort, climate type and site considerations.

VAK189 Developmental Studies - Children 5 - 12 years
M hours • Prahran
A subject in the Certificate || in Children's Services: Out of School Hours Care

Content
This module provides the learner with an understanding of the stages of development in children 5 - 12 years in order to provide appropriate leisure and recreational activities that meet the needs of children in out of school hours care and to contribute effectively to planning of appropriate caregiving environments and interact effectively and appropriately with children and recreational activities.

VAK239 Family Studies
25 hours • Prahran
A subject in the Certificate || in Children's Services: Early Childhood Care

Content
This module provides students with knowledge of family structures and a range of issues affecting families so that participants can work effectively with children and their families in Australia's diverse society.

VAK261 Health and Hygiene
M hours • Prahran
A subject in the Certificate || in Children's Services: Early Childhood Care

Content
This module provides students with the knowledge and skills to provide for children's care in a way which safeguards children's health and well being and takes account of standard hygiene practices.

VAK274 First Aid - Level 2
25 hours • Prahran
A subject in the Certificate || in Children's Services: Early Childhood Care

Content
This unit is designed to provide students with basic emergency first aid procedures to treat infants, children and adults.

VAK325 Hybrid Energy Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides training in the design, application, installation and maintenance of hybrid electrical systems, including demand assessment and energy-based services.

VAK398 Introduction to Renewable Energy Technologies
A module in the Certificate IV in Renewable Energy Technologies

Content
This module is an introduction to renewable energy technologies. It considers a range of non-technical issues, energy and service requirements, solar radiation, site suitability, micro-hydro systems, biomass, solar thermal systems, battery storage and sizing for applications. It looks at both the theory behind the technology and how it is applied in practical situations.

VAK437 Introduction to CAD Graphics Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
Enables the participant to use a commercial Computer Aided Design package to create, store and print typical non layered drawings using various drawing sizes, drawing layouts and dimensioning techniques.

VAK442 Leisure and Recreational Activities
50 hours • Prahran
A subject in the Certificate || in Children's Services: Out of School Hours Care

Content
This module is designed to provide an introduction to leisure and recreational activities. It considers the development of leisure and recreational activities that meet the needs of children in out of school hours care and to contribute effectively to planning of appropriate leisure and recreational activities.
Content
This unit provides the student with the knowledge and skills to effectively provide a wide range of developmentally appropriate and inclusive leisure and recreational experience and activities in a variety of Out of School Hours Programs.

**VAK465 Integration and Guidance - Children 0 - 6 years**
20 hours • Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care
Content
This module is designed to provide students with the knowledge and skills necessary to interact effectively with and guide the behaviour of children 0-6 years.

**VAK548 Micro Hydro Energy Systems**
A module in the Certificate IV in Renewable Energy Technologies
Content
This module provides training in the design, installation and maintenance of micro hydro energy systems.

**VAK581 Observing Children’s 0-6 years**
15 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care
Content
This module provides the student with the knowledge and skills to make and interpret observation of growth development and behaviour of children 0-6 years.

**VAK646 Introduction to Electronics for Renewable Energy Systems**
A module in the Certificate IV in Renewable Energy Technologies
Content
This module is an introduction to the semiconductor devices and electronic circuits found in renewable energy systems.

**VAK680 Personal and Professional Studies**
20 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care
Content
This unit provides students with the skills and knowledge to work professionally as an assistant contributing to the management and administration in a children’s service.

**VAK691 Photovoltaic Power Systems**
A module in the Certificate IV in Renewable Energy Technologies
Content
This module provides training in the design, installation and maintenance of photovoltaic (PV) power systems and includes topics such as energy output, electrical layout of systems, sizing, specifications and systems to meet special requirements.

**VAK701 Interpersonal Communication and Job Seeking Skills**
20 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care
Content
This unit provides opportunities for students to develop interpersonal communication and the skills required in seeking and applying for suitable employment.

**VAK745 Play and Learning**
30 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care
Content
This module is designed to provide students with the knowledge and skills to select and carry out indoor and outdoor developmentally appropriate and inclusive experiences for children 0-6 years.

**VAK701 Interpersonal Communication and Job Seeking Skills**
20 hours • Prahran
A subject in the Certificate III in Children’s Services: Out of School Hours Care
Content
This unit provides opportunities for students to develop interpersonal communication and the skills required in seeking and applying for suitable employment.

**VAK874 Program Planning 0-6 years**
20 hours • Prahran
A subject in the Certificate III in Children’s Services: Out of School Hours Care.
Content
This unit provides students with the knowledge and skills to plan a leisure and recreational program in a variety of Out of School Hours Services.

**VAK951 Program Planning 0-6 years**
15 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.
Content
This module is designed to provide students with the knowledge and skills to contribute to planning activities and programs for children 0-6 years individually and in groups.

**VAL598 Safety Children 0 - 6 years**
10 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.
Content
This module is designed to provide students with the knowledge and skills to promote and maintain a safe environment.

**VAL599 Safety - Children 5 - 12 years**
10 hours • Prahran
A subject in the Certificate III in Children’s Services: Out of School Hours Care.
Content
This unit provides students with the knowledge and skills to promote and maintain a safe environment for children in out of school hours care.

**VAL695 Solar Water Heating Systems**
A module in the Certificate IV in Renewable Energy Technologies
Content
This module provides training in the design, application, installation and maintenance of solar water heating systems.

**VAL787 Supervised Fieldwork Management**
15 hours • Prahran
A subject in the Certificate III in Children’s Services: Out of School Hours Care.
Content
This unit prepares, assists and supports students for the requirements of Supervised Fieldwork Placements.

**VAL794 Supervised Field Management - 0-6**
15 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care
Content
The module prepares, assists and supports students for the requirements of Supervised Field Management, it enables the student to identify their learning and progress to focus on strategies for improving their knowledge and skills in fieldwork. It also provides learners with an understanding of their professional role.
VAL795 Supervised Fieldwork Placement
247 hours • Prahran
A subject in the Certificate IV in Children's Services: Out of School Hours Care.

Content
This unit is a major component of the course which maximises the integration of theoretical knowledge, skill and attitudes with fieldwork practices. During this unit students must undertake a minimum of three practicums to demonstrate knowledge and skills in relation to children 5-12 years in before school care, after school care & vacation care programs.

VAL796 Supervised Field Placement
252 hours • Prahran
A subject in the Certificate IV in Children's Services: Early Childhood Care.

Content
This module is a major component of the course which maximises the integration of theoretical knowledge, skill and attitudes with fieldwork practices. During the module students must undertake a minimum of 3 practicums to demonstrate knowledge and skills in relation of children 0-2 years, 2-3years and 3-6 years. The placement where the practicums are undertaken must fulfill the Children's Services Centre regulations and at least 50% of Supervised Fieldwork Placement must be in a registered Children Service which provides a full day program.

VAM006 Using a Personal Computer
Enables the participant to use a 'command line' type operating system to run software on a PC, manage files stored on secondary storage, install software, perform anti-virus and backup procedures, and carry out basic preventative maintenance and cleaning.

VAM054 Wind Energy Conversion Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides training in the design, application, installation and maintenance of wind energy conversion systems.

VAM067 Work Education
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to develop employment skills for people with a range of special learning needs.

VAM094 Workplace Communication
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide training for effective communication in the workplace at a simple, routine and predictable level.

VAM127 Writing Skills for Work
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide competency based training in communication skills to write simple work related documents.

VAM192 Air Quality Management
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Air monitoring principles, practices and equipment; reference methods; meteorological measurements; bio-indicators; sources of pollution; stack monitoring; engineering principles of stack emissions; EPA licensing requirements.

VAM259 Introduction to Occupational Health and Safety
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Workstation duties; OHS & terminology; personal protection; workplace hazards; simple accident models; hazard management; hierarchy of control; workplace arrangement & resolution of issues

VAM267 Ecologically Sustainable Development
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Human impact on ecological systems; industrial practices; measurement of economic output; implications of ESD; environmental accounting.

VAM278 Engineering Principles 1 - Mechanics
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Kinematics: time, displacement, velocity and acceleration; formulae and units; vector and scalar quantities; relative dynamics: Newton's laws; friction, work, energy, power and torque.

VAM279 Engineering Principles 2 - Heat and Transfer
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Heat and temperature units; temperature measurement; expansion of substances; coefficients of expansion; thermal stress; specific and latent heat; hazards of expansion; heating and cooling curves; heat transfer.

VAM280 Engineering Principles 3 - Fluid Flow and Machine Mechanics
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Properties and characteristics of hydraulic fluid; hydraulic machines: pumps, motors, hydraulic circuits and controls; velocity, acceleration and inertia in mechanisms; screws, fasteners, joints, gears and cams.

VAM282 Environmental Law 1 - International and National
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Criminal and Civil law; Acts, regulations and codes of practice; history and development of environmental law; environmental legislation, Federal AAT; Federal Acts affecting chemicals; international codes of practice.

VAM283 Environmental Law 2 - Victorian
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Planning permit application; land use planning; Environmental Impact assessment; EPA Act. State Legislation affecting chemicals; Administrative Appeals Tribunal; Role of Supreme Court.

VAM284 Environmental Management
Hawthorn
A subject in the Certificate IV/Diploma Environmental Management
VAM309 Foundation Mathematics
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Arithmetic; operations; index laws; scientific notation; logarithms; decimal prefixes; SI and Imperial units; algebra and graphing; accuracy, precision and errors.

VAM330 Industrial Waste Handling
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Overview of industrial waste streams and generators; processes generating prescribed wastes; legislation governing prescribed wastes; immobilisation techniques; recycling and recovery options.

VAM339 Industrial Waste Treatment and Disposal
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Water quality; waste treatment strategies including physical/chemical treatment; biological treatment and immobilisation; disposal methods; new technologies.

VAM359 Introduction to Microbiology
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Identification of micro-organisms; growth of micro-organisms; water analysis; control of micro-organisms; use of microscopes; aseptic sampling and analytical techniques; culturing media.

VAM363 Introduction to the Environment 1
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
The systems approach to ecology and environmental management; ecological structure in terms of biotic and abiotic components; energy flows and biogeochemical cycles; natural population characteristics and dynamics.

VAM364 Introduction to the Environment 2
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
History of human population growth and trends; population models; perpetual, renewable and non-renewable resources; exploitation, conservation and preservation of resources; ESD; monitoring and prevention of pollution; interaction of population, resource use and pollution.

VAM418 Planning for Emergencies
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Types of emergencies; case histories; responsibilities for emergency management; human reactions; HAZOP/HAZAN; chemical hazards; legislation; fire service requirements; DISPLAN; elements of an emergency plan; post-emergency waste management.

VAM452 Sampling Techniques
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Representativesampling; sampling schedules and integrity; sampling errors; labelling, packing and transport of samples; sampling of solids, liquids, gases, slurries and pastes.

VAM462 Solid Waste Management
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Waste streams; social, political and environmental issues; storage facilities; transport and equipment; waste handling, separation and treatment; waste hierarchy; costing; landfill site selection; waste disposal options.

VAM472 Supervised Industry Placement
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Students will be guided in the selection of a workplace which will be a benefit in terms of integration of theory and practice.

VAM503 Waste Water Analysis
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Analysis methods; physical measurements; determination of concentration of inorganic substances, organic analysis and the oxygen demand potential of samples of industrial waste water.

VAM506 Work Project
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Prepare a feasibility plan; evaluate procedures; execute the project plan and analyse the outcomes; deliver an oral presentation to a nominated audience.

VAM510 Workplace Environment Evaluation
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Toxicity, hazard and risk; regulations, codes of practice and standards; site design; chemical inventory; records of audits and monitoring data; survey requirements; sampling airborne substances; heat stress, lighting and noise; sampling strategies; exposure standards.

VAM799 Analytical Chemistry
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Concentration units; conversion between units; volumetric and gravimetric analysis; EMR properties; Beer-Lambert Law; analytical instrumentation.

VAM800 Principles of Cleaner Production
- Hawthorn
A subject in the Certificate IV/Diploma Environmental Management

Content
Consequences of Cleaner Production; roles of government authorities; UNEP and UNIDO; Chemical Industry Waste Management Code of Practice; due diligence; environmental improvement plans; community liaison; waste minimisation; integrated solutions.
VBB219 Electrical Fundamentals
80 hours • Hawthorn • Corequisites: NE184/VBB220
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content

VBB220 Basic Test Equipment
20 hours • Hawthorn • Corequisites: VBB219 or NE184
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To learn principles of measurement and use of common test instruments. Includes Analog & Digital Meters, Loading, Safety, CRU & Digital Logic Probe.

VBB221 Analogue Systems
40 hours • Hawthorn • Corequisite: VBB219
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To learn the principles involved in Analog Electronics. Includes waveforms, Power Supplies, Transducers, Amplifiers, Broadcast Systems, TV, Audio & Video Recording, Frequency Division Multiplexing.

VBB222 Digital Systems
40 hours • Hawthorn • Prerequisites: VBB219 or as corequisite
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To learn to describe the basic principles (only) of digital and computer systems. Digital Principles (DSP, Storage, Error Correction, etc.), ADCs, DACs, Serial, Parallel, TDM, Optical Systems, Computer System Architecture.

VBB223 Introduction to Internet
20 hours • Hawthorn • Prerequisite: ITH202 or as corequisite
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To learn the potential of, and access communication on the Internet. Includes Internet history & structure, Web Browser, Hypertext, URLS, & Search Engines, FTP, E-Mail, Information Super-Highway.

VBB225 Engineering Management and Communications 1
40 hours • Hawthorn • Prerequisites: nil
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To learn the importance of interpersonal & self-management skills for the workplace. Includes Components of Communication, Professionalism, Interpersonal Communications, Stress & Time Management, Interpretive Skills, Meeting & Negotiation Skills.

VBB226 Engineering Management and Communications 2
40 hours • Hawthorn • Prerequisites: nil
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content

VBB227 Engineering Management and Communications 3
40 hours • Hawthorn • Prerequisites: nil
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To develop understanding of Quality Concepts and their practical use. Includes Australian Industrial History, Quality Concepts, Customer/Client Relationships, Quality Management, Workplace Culture & Project Management.

VBB229 Maths for Electronics 2
40 hours • Hawthorn • Prerequisite: VBB226 or equivalent preliminaries
A subject in the Diploma of Electronics set.

Objectives and content
To learn core maths for Certificate 4 level. Includes Algebra, Factorising, Expansion, Quadratic Equations, Determinants, Engineering Notation, Number Systems, Basic Boolean Algebra, Truth-Tables, Indices & Logarithms, Trig. Functions, Radians, Period, Angular Velocity.

VBB230 Assembly Techniques
40 hours • Hawthorn • Prerequisites: NE184, VBB219 (or as corequisite)
A subject in the Diploma of Electronics set.

Objectives and content

VBB231 Digital Electronics 3
40 hours • Hawthorn • Prerequisites: NE110 or NE180
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To learn interfacing, combinational & sequential circuits. Includes Boolean algebra, Karnaugh Maps, Flip-Flops & timing. Synchronous & Asynchronous Counter Systems, Shift Registers, Digital Oscillators, Buses, Interfacing, ADCs, DACs, Memory, PLDs (PAL/PLA/GAL/ASIC).

VBB232 Transducers
40 hours • Hawthorn • Prerequisites: EA100, NE180, EA183, NE185 (or as corequisite)
A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content
To understand transducers, their selection and signal-conditioning. Transducer types for a large variety of input/output quantities, Intrinsic Safety, Interface Standards, Signal Conditioning, Sample & Hold, ADC/DAC, V/F & F/V cabling & transmission.

VBB235 Electronic Instruments
40 hours • Hawthorn • Prerequisites: VBB232, EB101+EB175+EB177 (or as corequisites)
A subject in the Diploma of Electronics set.

Objectives and content
To select & operate more advanced instruments. Includes load & matching, decibel systems, Storage & Delay, Frequency Counters & Synthesizers, Spectrum Analyzers, Noise & Distortion Meters, RF Monitor.

VBB239 Advanced Internet
20 hours • Hawthorn • Prerequisites: VBB223, EA196, ITH303, ITH402, NE115/CCS203+ITH404 (or as corequisites)
A subject in the Diploma of Computer Systems set.

Objectives and content
To understand Internet operation and connection. Includes Internet links, LAN linkage, TCP/IP, DNS, SMTP, NNTP, and creating Web Pages.
VBB242 Electrical/Electronic Industrial Practices

80 hours • Hawthorn • Prerequisites: EA100, EA121, EA123, ITH404, VBB237, NE110, NE114, VBB321, VBD360, EET161 (or as corequisite)

A subject in the Diploma of Electronics set and in the Diploma of Computer Systems.

Objectives and content

To gain experience in industry daily work. Includes a supervised experience in workplace.

VBB248 Multi-Media Systems

40 hours • Hawthorn • Prerequisites: EA100, NE110, EA196, EA121 + NE115/CSI013

A subject in the Diploma of Computer Systems set.

Objectives and content

To select, install and maintain Multi-Media hardware & software. Includes Multi-Media standards, media selection & installation (CD, sound, video, scanner), MIDI, Virtual Reality & M/M software.

VBB262 Maths for Electronics 3

40 hours • Hawthorn • Prerequisite: VBB229

A subject in the Diploma of Electronics set.

Objectives and content

To provide Maths skills for later electronics study. Exponential & Log Functions, Boolean Algebra, Trig functions with phase shift & combined functions. Complex numbers (polar & rectangular), Intro. to Differentiation of Polynomials, etc.

VBB600 Integrated Digital Design 1A

40 hours • Hawthorn • Prerequisites: NE110, EA100, EA183

A subject in the Diploma of Electronics set.

Objectives and content

To learn interfacing, combinational & sequential circuits. Includes Boolean algebra, Karnaugh Maps, Flip-Flops & timing, Synchronous & Asynchronous Counter systems, Shift-Registers. Digital Oscillators. Buses, Interfacing, ADCs, DACs, Memory, PLDs (PAL, PLA, GAL/ASIC).

VBB611 Calculus and Vectors

60 hours • Hawthorn • Prerequisites: VBB162

A subject in the Diploma of Electronics set.

Objectives and content

To provide Articulation Maths skills for later tertiary study. Includes Functions & their Derivatives, Integration. Complex Number Algebra (polar & rectangular), Vectors & Complex Numbers, Vector Algebra, etc.

VBB629 Business Principles for Engineering A

40 hours • Hawthorn • Prerequisites: nil

A subject in the Diploma of Electronics set.

Objectives and content


VBD251 Computer Skills - Technical

To introduce students to practical computer operation skills including the appropriate use of hardware and operating systems, and the management of design software.

VBD252 Computer Concepts - Copyright

To provide students with an understanding of the concepts related to intellectual property and the operative mechanisms of copyright.

VBD253 Computer Skills - Video Production

To provide a basis for students to develop video production skills relevant to the area of multimedia production.

VBD254 Computer Skills - Sound Production

To provide students with the skills and knowledge necessary to capture and edit speech, sound effects and music for use in computer animation and multimedia products.

VBD255 Cinema Language and Film Theory

To provide an understanding of the language of film/video and its role in multimedia products.

VBD256 Electronic Design I

Provide students with the skills and knowledge to use industry-relevant hardware and software for 2D graphic productions as well as art direction and project management of print media. The student will also learn creative manipulation and presentation of visual information; to develop and apply conceptual skills and techniques, and to create design solutions.

VBD257 Design for Interactive Multimedia I

To provide students with the knowledge and skills in:-
- production, direction and compositing of multimedia display
- media integration techniques and technologies
- concepts, theories and methodologies of interactive multimedia
- advanced visual design literacy for multimedia
- identification of the stages of multimedia production
- authoring techniques – interaction, navigation, interface scripting.

VBD258 3D Imaging and Animation

To introduce students to the practical skills and design concepts involved in the computer-based generation of 3D images and the construction of 2D and 3D computer animation.

VBD259 Electronic Imaging I

The purpose of this module is to skill students in the applied use of industry-relevant digital imaging software to produce computer generated design and artwork for print media. Students also learn how to apply conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.

VBD260 2D Design

Skills students in advanced aspects of design process and practice using concept and technical skills which can be integrated with the use of relevant conventional and digital materials technology.

VBD261 Electronic Design II

- Enhances skills in operating complex industry relevant hardware and software for 2D graphic production;
- enhances ability in art direction and project management in the production of print media projects;
- enhances skills in the creative manipulation and presentation of visual information;
- provides the ability to apply conceptual skills and advanced techniques to create design solutions to meet client briefs.

VBD262 Design for Interactive Multimedia II

To provide students with advanced knowledge and skills in:
- production, direction and compositing of multimedia design
- media integration techniques
- date management strategies
- project management skills.

VBD263 3D Imaging and Animation II

To extend and develop students conceptual and practical skills in the areas of 3D computer imaging and the design and construction of 2D and 3D computer animation as assets for use in multimedia productions.
VBD264 Electronic Imaging II
Skills students in the applied use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media and interactive multimedia, applying conceptual skills and techniques to create design solutions. Develop advanced skills in the creative manipulation and presentation of visual information and a practical knowledge of digital photographic imaging.

VBD265 2D Design II
Skills students in advanced aspects of design process and practice using visual literacy, visual communication, conceptual and technical skills in the production of graphic design and its integration with new digital media.

VBD266 Research Project I
To provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation.

VBD267 Writing for Interactive Multimedia II
This module provides students with the skills and knowledge to develop a greater understanding of the possibilities and limitations of authoring applications, multimedia 'types' and the role of the writer in the development/design process.

VBD268 Electronic Design III
The purpose of this module is to:
• develop advanced skills in the use of industry relevant hardware and software applications for graphic design for print media and art direction, project management and group collaboration in the production of print media products;
• develop advanced skills in the creative manipulation and presentation of visual information and apply conceptual skills and techniques to create design solutions.

VBD269 Design for Interactive Multimedia III
To provide students with advanced skills in:
• production, direction and compositing of multimedia design and visualisation;
• media integration techniques and technologies with specialisation and advanced skill development in key areas of multimedia production;
• project and group project management skills.

VBD270 Electronic Imaging for Multimedia
To provide students with advanced industry relevant skills and knowledge to acquire images for use in Multimedia. This will include scanning still video, photo CD techniques, to acquire and prepare backdrops.

VBD271 Electronic Imaging III
Provides students with advanced specialist skills and knowledge to apply to industry-relevant digital imaging software to produce computer generated design and artwork for electronic print media. This includes advanced conceptual techniques, compositing and presentation of visual information and the use of digital imaging.

VBD272 Research Project II
Provides a structured environment in which students can further develop skills and expertise within their chosen area of specialisation and gives students the opportunity to undertake an individual project in liaison with industry mentor(s) which demonstrates competencies at the entry level of industry, in one area chosen from:
• Interactive Multimedia/Animation
• Electronic Publishing/Graphic Design
• Visual Arts

Each student will undertake individual research in one area chosen from:
• Multimedia Covering modules, Design for Interactive Multimedia or 3D Imaging and Animation.
• Electronic Pre-press – Covering modules, Electronic Imaging or 2D Design
• Visual Arts Covering modules, Electronic Imaging or 2D Design

VBD273 Introduction to Small Business Management
To introduce the concepts and factors required to start or run a small business relevant to the electronic design and the interactive multimedia industry.

VBD274 CAAD Research Project (Computer Aided Art & Design)
The purpose of this module is to:
• Utilise the accumulated knowledge in a major project in an area of a chosen specialisation.
• Develop specialist skills within the art & design and media industry.
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