Information contained in this handbook as at July, 1971.
Contents

Office Bearers and Members of the College Council 4
Calendar, 1972 5
About the College 7
Where to obtain further information 8
Student facilities and services 9
Regulations, examinations 17
Fees 18
Conveyance allowance 19
Courses available at Swinburne 21
Administrative staff 23
Academic staff 24
Student services staff 30
General course details 33
Individual courses offered/degree 35
Individual courses offered/ diploma 38
Diplomas of Business Studies table 40
Post-Diploma course 41
Degree Course structure 43
Diploma Course structure 43
Post-Diploma structure 44
Subject details — Bachelor of Business 45
Subject details — Diploma of Business Studies 59
Subject details — Post-Diploma of Business Studies 75
Units taught in other departments 79
Swinburne College of Technology

Office-bearers and Members of the College Council, 1972

President R. G. Parsons, O.B.E.
Vice-Presidents The Hon. R. J. Hamer, M.L.C.
T. W. Higgins
Hon. Treasurer R. H. Fowler
Council W. J. Braden
H. E. Brehaut
Cr W. P. Brown
Cr R. J. Gleghorn
H. R. Hone
H. Nixon
Cr J. D. Ryan
Cr H. E. Wiltshire
Dr F. Woods
Director W. R. Longworth, M.Sc., Ph.D., FRIC, FRACI
Comptroller/Secretary F. G. Bannon, B.Com., FASA, ACIS.
Registrar G. L. Williamson, B.Sc.
Auditor J. W. Baxter, F.C.A.
Calendar 1972

January
3    Holiday
4-31 Last day of enrolment applications for part-time tertiary courses for new students
20   Australia Day
31   Holiday

February
2    Re-enrolment of full-time students begins
7-8  Assembly of new full-time students (Founder's Day) (date to be arranged)
14   Enrolment of part-time students 10.00 a.m.-5.00 p.m.
18   Classes begin
19   Last date for enrolment, payment of fees and entry for first semester unit examinations

March
13   Labour Day
31   Applications close for certificates to be conferred in 1972
29   College closes for Easter break, 9.30 p.m.

April
6    College resumes after Easter break
25   Anzac Day
30   Applications close for diplomas to be conferred in 1972

May
5    College closes at 9.30 p.m. for mid-semester break
15   College resumes

June
9    Classes cease 9.30 p.m.
12   Queen's Birthday holiday
19   First semester examinations commence

July
5    Certificate presentation — Ethel Swinburne Centre
7    End of first semester
17   Second semester commences
28   Last day for payment of fees second semester
     Examination entries close

August
25   College closes 9.30 p.m. — mid-semester break

September
4    College resumes
28   Diploma conferring (to be arranged)

November
3    Classes cease 9.30 p.m.
7    Cup Day holiday
13   Examinations commence

December
4    Office opens 8.45 a.m.-5.00 p.m.
15   Second semester ends
     Office opens 8.45 a.m.-6.00 p.m.
22   Office closes
Swinburne College of Technology

Swinburne College of Technology is a tertiary educational institution which has a large measure of autonomy within the framework of the Victoria Institute of Colleges.

The College is recognised by the Commonwealth Government of Australia as a college of advanced education, and receives Commonwealth financial support on this basis. It has two main divisions: a tertiary division, and a school of industry for apprentices and technicians.

When the late Hon. George Swinburne conceived the idea of establishing a school in the eastern suburbs of Melbourne, he was not thinking of the tertiary institution that we now call the Swinburne College of Technology.

Early in 1909, classes in carpentry, plumbing and blacksmithing began with a total of 80 students. The ideas developed, and within a short time, there were both a Boys’ Junior Technical School, and one for girls. The original name was the Eastern Suburbs Technical College, but the name was changed to Swinburne Technical College in 1913, and in 1989 to Swinburne College of Technology.

In 1969 the secondary classes were formed into a separate school, under Education Department control. This institution is only a few doors from the Swinburne College of Technology, and consequently the names are often confused. Those people who refer to the tertiary College as “Swinburne Technical School” perpetuate the mistake.

From these varied beginnings, Swinburne College of Technology has developed in its own right as a vocational tertiary institution. It offers diploma courses in the Arts, fields of technology, science and business administration, and was the first college of technology under the supervision of the Victoria Institute of Colleges to receive degree-granting status within some of its departments.

Swinburne College of Technology has planned a vast building program. Additional floors have been added to existing buildings. The seven-storey McPherson Engineering Building and the five-storey Library Building have just been completed. Students at the College in 1972 will be the first to utilise the facilities of the Central Library on the southern part of the site between John Street and William Street. The next project on the building program will be a eleven-storey Business Studies and General Studies block on the northern part of the same site. Later a sports area and a car park will be established in Park Street at the northern end of John Street.
Where to obtain Further Information

The Ethel Swinburne Centre will be extended in a four-storey structure to cater for increased enrolments. A five-storey western wing will be added to the Chemistry School, a new Art School will be built, the Engineering School will be extended, and Halls of Residence will be established. This year the number of diploma, degree and post-diploma students enrolled is rapidly approaching 5000. Detailed and comprehensive information about the Art Department is contained in this handbook.

For further information, inquirers should telephone the College seeking an interview with the Head of the Department, or with the College Admissions Officer.

The Student Counselling Department is also available for consultation on any problems the prospective student may expect to encounter.

For information regarding other degree and diploma courses students should consult the appropriate faculty handbook, available from the College.

For information regarding Swinburne’s work for apprentices and technicians, see the Industrial Courses Handbook.
Student Facilities and Services

Orientation
As a brief introduction to the corporate life of the College, new students participate in an orientation course of three days. This serves as a transition from secondary to tertiary education and is conducted during the first week of the academic year, immediately prior to the commencement of classes.

Bookshop
At Swinburne there is a branch of Whitcombe & Tombs, the booksellers and publishers, where all prescribed texts and many reference books are sold. Also in stock is a large range of paperbacks — technical, general and fiction.

Books not in stock may be ordered and information found on old or obscure titles. Student discount is allowed whenever applicable. All general stationery, including slide rules and drawing instruments, is kept as well as art materials. The Bookshop is open from 8.30 a.m. until 7.45 p.m. Monday to Friday throughout the year.

Student Participation
Fees paid by students on enrolment include a union fee. The Union is designed to provide students with social activity, communication between students themselves, between students and college staff and the college administration. The Union also provides a forum through which students can debate current affairs, develop cultural interests, take interest in the community at large and become active in the academic community life of the College.

The day-to-day life of the Union is administered by the Students’ Representative Council. The SRC is elected by all the students of the College. The Union derives its funds through union fees from its members. Full-time students pay $7.00 and part-time students pay $1.50 annually. The SRC discusses and decides the best way these union fees can be spent.

The union funds are used to subsidise various student clubs and societies. This money also provides union nights and other social functions. It provides a union newspaper, ‘Scrag’. It helps students obtain cheaper insurance, medical and dental benefits, travel, discounts on consumer and pharmacy lines.

The SRC is always keen to hear from new students who want to participate in running student affairs. A new brain and another pair of hands are always welcome.

Student Publications
The SRC publishes three publications: ‘Scrag’, a weekly newspaper which seeks to foster enthusiasm, co-ordination and to impart topical news; ‘Swinopsis’, the annual magazine of the College contains articles written and illustrated by
Student Facilities and Services

students on matters of local, national and international interest; the 'Orientation Handbook' is distributed each year to new students during Orientation. A weekly Activities Sheet is distributed to all students throughout the academic year.

For information about the SRC, its activities, or those of any club or society, refer to the Orientation Handbook, or call at the SRC office, 3rd floor of the Ethel Swinburne Centre, or phone 81 8444.

Sports Union
A separate Sports Union has been set up at Swinburne to foster sporting activities. This union controls both inter-faculty sport at Swinburne and inter-college sport. The Sports Union is affiliated with the Victorian Senior Technical College Sports Association, which organises inter-college sporting events.

Audio and Visual Aids
The Audio and Visual Aids Department assists staff in the presentation of the various aids to teaching. Services available are:

16 mm. Sound Film Projectors
Slide Projectors
Film Strips
Slide and Tape Recording Synchronising
Overhead Projectors
Transparency Making

The staff of the Department should be consulted about the use of this equipment, and about advance film bookings. A large number of reference catalogues are kept for this purpose. For more details of the above services refer to the Audio Visual Aids Handbook.

Swinburne College Press
The main object of the Swinburne College Press has always been to serve staff and students of the College, and at the same time to be self-supporting.

It was established in 1952 to produce class notes for sale to students, and to prepare class and laboratory notes for instructional purposes. In order to meet the increasing and varying demands, it has been necessary to increase the staff to 16. Modern equipment has been installed, including a 1250 Multilith offset printer, 24-bin collater, 2650 Automatic offset printing machine and Master-Maker, 1850 Offset printing press and 805 Master Maker with reducing/enlarging facilities, electric typewriters, staplers, photo copiers, and plastic spiral binding machines. In addition to meeting the demands of the College, publications are supplied to virtually every technical school and college in the State.

Items on the non-technical list are regularly taken by high and registered schools. Individual students who phone or
write for materials are numbered by hundreds throughout the year. The present stock comprises over 500 publications, covering a wide range of technical subjects.

**Library**
The Central Reference and Lending Library is housed in a new five-floor building with a capacity for 100,000 volumes, 650 readers and 50 staff. It is available for the use of all full-time and part-time staff and students from 8.45 a.m. to 10.00 p.m., Mondays to Fridays, during term, and from 9.00 a.m. to 5.00 p.m. during vacation. It is open at the weekends during some periods of the year.

Copying facilities are available at reasonable cost. The chief purpose of the Library is to support and supplement the formal instruction given in all courses of the College curriculum and to provide ample opportunity for recreational and general reading. To this end a comprehensive, varied and ever-growing library book stock is provided.

In 1971 the collection comprised some 40,000 volumes including fiction and bound periodicals. Approximately 1400 current periodicals were received, including a wide range of indexes and abstracts. Collections of records, tapes, slides and other audio-visual materials are being developed.

Library staff work in close association with teaching staff in developing these resources, and in helping the students to make the fullest use of them, both in direct connection with their courses, and also in relating their specialist courses to society as a whole, by introducing them to a diversified collection of general literature and works on social, political and international problems.

Formal and informal instruction is given to students on the use of the library, including the catalogues, reference works and bibliographical aids.

**College Chaplain**
The full-time chaplain of the College, Keith Eisenberg, is a "department" with a difference. He is not an employee of the College, but has a responsibility to all members of it. He is not distinctively different from other members of the human race, and is not to be regarded as the religious specialist or the custodian of campus morality. He is appointed to the College to work among students and staff in those ways in which his particular training and skills can best serve their needs.

His is not a narrowly "religious" responsibility, but a wide responsibility to all who are part of Swinburne College, regardless of any religious affiliation or lack of it.
Student Facilities and Services

This responsibility is exercised through personal, confidential counselling situations with troubled people; through group contacts and discussions, both formal and informal; through consultation with members of staff regarding student welfare, in addition to the opportunity to participate in many aspects of College life, both on campus and elsewhere.

New students particularly, should make themselves known to him, and will find his time available to them to help in what can be a difficult process — that of settling into a new and different environment.

On campus his office is located at J2 on the ground floor of the ancient building, affectionately referred to as "The Ark".

He may also be contacted by telephone on 81 0301, extension 143.

Student Counselling Department

401 Burwood Road (side entrance)
Office opens 9.00 a.m. - 5.00 p.m. Interviews preferably by appointment. The student counsellors are specialist members of the College staff who are readily accessible to Swinburne students for discussion, guidance and assistance in many and varied areas as indicated below.
Prospective students may also consult the counsellors about courses available at Swinburne and related information.

Liaison

Effective guidance requires that the counsellors are accurately informed and in touch with people, particularly those whose concurrence and co-operation is necessary for the implementation of proposals agreed upon at a counselling interview. Therefore active liaison is maintained with all sections of the College and with external bodies.

Counselling

The basic purpose of a counselling service is to assist each student client to develop for himself the academic, personal and social skills which will enable him to derive the maximum benefit from his life at Swinburne.
Each counsellor, being a qualified psychologist, can help a student objectively examine his motives, ambitions, anxieties, tensions, etc., in a confidential and positive atmosphere.

Educational Guidance

Educational guidance embraces such matters as defining educational goals, the choice of courses, study methods, efficient learning and examination techniques. Advice is given regarding post-graduate studies at universities.

Other Specific Services

Locational Guidance

The counsellors offer advice and information and otherwise assist students to clarify vocational objectives.
Student Facilities and Services

**Employment**

Students seeking either temporary or permanent employment should register with the Student Counselling Department which receives inquiries from industry offering employment.

Note: Students, particularly those in their final year, should be aware that the head of their department is also very much concerned that they should find suitable positions. He, too, can actively assist students.

**Psychological Testing**

Psychological tests can provide useful information regarding students' aptitudes and general ability. Basic data of this kind is sought from each new student at the beginning of the academic year. Subsequently, further tests may be given if considered desirable. Results of all tests are available to students who are invited to discuss them with a counsellor.

**Housing**

Assistance is provided for students seeking accommodation. The department helps to locate accommodation, consider its suitability and examine any associated obligations.

**Financial Assistance**

The Swinburne Student Aid Fund, financed mainly by regular contributions from members of staff, provides short-term or long-term loans to approved students in need of assistance. The student counsellors are executive members of the committee controlling this fund.

The Victoria Institute of Colleges has established a fund to provide loans to full-time students, subject to certain conditions. Further particulars and application forms are available from the student counsellors.

The main scholarships and cadetships available are listed below. Further information and application forms for these may be obtained from the Student Counselling Department.

**Scholarships and Cadetships**

Scholarships listed below are those for which students currently undertaking diploma and degree courses can apply. There are also scholarships awarded at the secondary level of schooling which carry over to such courses.

*Application to be lodged at the College two weeks before the closing date.

**Open Scholarships**

*Commonwealth Advanced Education Scholarships close September 30. Free tuition and a living allowance subject to a means test.

*Senior Technical Scholarships close September 30.

Preliminary year students may apply. Value $60 p.a., plus a living allowance of up to $416 p.a., subject to a means test.

*Walter Lindrum Memorial Scholarship closes November 1, Open to a student qualified to commence the first year of a diploma course. Value $240 p.a.
Student Facilities and Services

**Inbonded Scholarships**
(Subject to special conditions.)
*Kew* City Council Scholarships close December 1. Two scholarships available to the sons of Kew ratepayers for the second or third year of a diploma course. Preference will be given to students interested in municipal engineering as a career. Value $100 p.a.
*Alexander Rushall* Memorial Scholarships close December 1. Awarded to Protestant boys subject to a means test. Value $40 to $200 p.a.

**Bonded Cadetships and Studentships**
*Technical Studentships* close October 24. For students who are interested in technical school teaching as a career. Must have completed the preliminary year of a diploma course. Value from $1338 to $1747 p.a.

**Post-Diploma Study Scholarships for University Study (unbonded)**
Commonwealth University Scholarships close September 30. Free tuition and a living allowance subject to a means test. Commonwealth Advanced Education Scholarships close September 30. Holders of these scholarships may, subject to certain conditions, have them extended after the completion of a diploma to cover further study for a university degree.
Free Places and Senior Scholarships close November 25. Free Places — free tuition at a university.
Senior Scholarships — an allowance of $80 p.a.
*Gowrie* Scholarships close November 30. Available to the sons and daughters of ex-servicemen or women who served in the combat area 1939-45. Value $150 p.a.
*Dafydd Lewis* Trust closes December 1. Subject to a means test. Students completing a diploma and who will be under 20½ years of age on January 1 may apply. Available for degree courses at a university or a college affiliated with the V.I.C.
Broken Hill Proprietary Co. Ltd. Students interested must write personally to the company seeking details and application forms.

**Scholarships for University Study (bonded)**
*State Electricity Commission* closes November 30. Available to students who are in the final year of a diploma course.
Country Roads Board closes early December. Available to students who are in the final year of a diploma course.

**Student Warden**
In his office at the north end of the Lounge on the 2nd floor of the Ethel Swinburne Centre, the Student Warden is available to offer advice and assistance to College clubs and societies and individuals, if requested. Suggestions for improvement to this service and the nature of the facilities in the Centre are always welcomed.
Regulations

**Registration**  
All students, whether holders of scholarships, receiving free tuition, or any other form of assistance, must register at the General Office at the commencement of each semester. Upon enrolment students will receive identification cards.

**Diplomas and Certificates**  
Students eligible to receive diplomas or certificates are required to make application on the form prescribed, available from Student Records or the General Office. Diploma applications close on April 30 of the year in which they desire to have them conferred and certificate applications close on March 31.

**Degree Qualifications**  
The degrees awarded by the Victoria Institute of Colleges for courses undertaken at this College, are

<table>
<thead>
<tr>
<th>Bachelor of Applied Science</th>
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<tbody>
<tr>
<td><strong>in Chemistry</strong></td>
</tr>
<tr>
<td><strong>Business</strong></td>
</tr>
</tbody>
</table>
| **Engineering**  
  in Civil Engineering | B.Eng.(Civil) |
| **Engineering**  
  in Mechanical Engineering | B.Eng.(Mech.) |
| **Engineering**  
  in Production Engineering | B.Eng.(Prod.) |

<table>
<thead>
<tr>
<th>Diploma Qualifications</th>
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<tbody>
<tr>
<td><strong>in Applied Chemistry</strong></td>
</tr>
<tr>
<td><strong>Biochemistry</strong></td>
</tr>
<tr>
<td><strong>Chemical Engineering</strong></td>
</tr>
<tr>
<td><strong>Civil Engineering</strong></td>
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<tr>
<td><strong>Electrical Engineering</strong></td>
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<tr>
<td><strong>Electronic Engineering</strong></td>
</tr>
</tbody>
</table>
| **Engineering**  
  in Heating, Ventilation,  
  Air-conditioning and  
  Refrigeration | Dip.H.V.A.C.&R |
| **Mechanical Engineering** | Dip.M.E. |
| **Production Engineering** | Dip.Prod.E. |
| **Art** | Dip.Art |
| **Business Studies** | Dip.Bus.S. |
| **Commerce** | Dip.Com. |
| **Commercial Practice** | Dip.Com.Prac. |
| **General Studies** | Dip.Gen.S. |

**Examinations**  
Entry to examination is free to students of the College attending the classes in which they present themselves for examination, provided that they have made the necessary attendances and met other conditions prescribed.
Regulations

All students wishing to present themselves for final examinations held at the end of each semester must complete a special examination form and personally lodge it at the General Office when enrolling at the commencement of each semester.

All candidates must collect their examination number slips from the General Office prior to the commencement of the examination period. Student Records must be notified of any alteration required.

Candidates unable to present for a final examination because of ill health, must submit a medical certificate to the Students Record Office within 48 hours of the date of the final examination.

Consideration will be given to the granting of a special examination, and candidates will be notified by mail of the decision.

Examination results will be displayed on the examination notice boards. Results of examinations or examination timetables will not be given over the phone.

Queries concerning examination numbers, examination results, etc., must be directed to Student Records.

Identification cards must be produced.

Application for a review of results can be made at the General Office. Reports on FINAL examinations are available in two categories.

a) A statement showing marks gained for each question or part of question Fee $1.00.

b) A Detailed Report by the examiner Fee $10.00. Application must be made within 30 days of the publication; of the examination result in the subject.

It is hoped that the press will again publish the names of subjects in which results are available at the College.

A student who has obtained all subjects bar one subject for his diploma, and has failed in that subject at the most recent final examination, shall be entitled to make application to the Director for permission to sit for a special examination.

Application forms are available from the General Office.

Candidates will use the same number as used for the final examinations.

Application must be made within 30 days of publication of the examination result in the subject.

Scale of Fees

The year is divided into two fee-paying periods:
February - July 7, and July 17 - December 15.
Fees set out below are subject to any increases made by the College Council.
Regulations

Full-time

| Courses other than sandwich courses | $100 |
| Sandwich courses | $75 |
| 'School activities charge | $23 |

Chemistry laboratory fee —

- Chemistry students | $15 |
- Engineering students | $10 |

Part-time

All part-time courses and classes

Fee for each hour attended per week

(Maximum fee $100)

- 'School activities charge | $9 |
- Chemistry laboratory fee —
  - Chemistry students | $10 |
  - Engineering students | $10 |

*Includes membership of the Student Union, which is a necessary prerequisite for enrolment.

Application Procedure

Full-time

Students who have successfully completed the Higher School Certificate, or who have presented for the H.S.C. examination in 1971, should have applied on the official form of the Victorian Universities Admissions Committee.

Leaving Entrance

In some instances provision is made for post-Leaving entrance to a preliminary year. Such students should apply direct to the College not later than January 20, 1972. Application forms for post-Leaving entrance are available from the College.

Part-time

No new part-time students will be admitted into the preliminary year. Qualified applicants wishing to enrol part-time at the College for the first time in later years, must lodge an application form at the General Office by January 21, 1972. Forms are available at the College.

Enrolment to later years of courses

Notification of selection

Students wishing to apply for entrance to later years of courses should apply direct to the head of department concerned. After selection, students will be notified of the enrolment procedure to be followed.

Conveyance Allowance

Full-time students under 21 years of age, whose place of residence is situated outside a radius of three miles of the College, may make application for a Conveyance Allowance provided there is no other technical college nearer their home than the College, which provides a course of study comparable with that desired by the student. Distances are calculated on a radial basis on a map supplied by the Education Department, which can be seen in the General Office.
Regulations

A student not attending the nearest college to his residence may receive an allowance if —

a) he applied for, and was refused admittance to the college or colleges nearer his home, and he can produce documentary evidence to this effect;

b) he can maintain that it is cheaper and easier to travel to Swinburne.

Students who think they may be eligible should inquire at the General Office before March 1. All application forms must be returned to the General Office before March 31.

Applicants must take full advantage of concessions in fares since students travelling by rail or tram will be paid only the cost of special concession tickets. Wherever practicable, students must avail themselves of rail transport.

Students travelling by more than one means of conveyance (rail and bus, tram and bus, etc.) may receive an allowance only for that transport involving the greater fare unless the distance travelled by each form of transport is at least three miles.

Students who have been granted allowances in a previous year will continue to receive payments without re-applying each year, provided their place of residence and schools remain unchanged. Students who change their address must complete another application form, available from the General Office.

Claim forms, available from the General Office, must be completed at the end of the academic year, and lodged at the General Office. A stamped, addressed envelope must be handed in with the claim form. Reimbursement will be made early in the new year.

Except in special cases approved by the Minister of Education, a conveyance allowance in excess of $100 per annum will not be paid on behalf of any student. Eligible students who use as their means of transport, bicycles, private motor cars, motor cycles, etc., are entitled to allowances at the rate of $20 per annum.
Courses available at Swinburne

The College is able to offer many and varied courses of training at tertiary levels of education and a wide range of extra-curricular activities to students wishing to study Art, Business Studies, Chemistry, Engineering or General Studies. The present facilities at the College are being improved and expanded to meet the technological demands of the future.

The following courses are available.

Applied Chemistry
Art Graphic Art
Art Television and Film
Biochemistry
Business Studies Accountancy
Business Studies Administration
Business Studies E.D.P.
Business Studies Secretarial
Chemical Engineering
Civil Engineering
Electrical Engineering
Electronic Engineering
General Studies
Healing, Ventilation, Air-conditioning and Refrigeration
Mechanical Engineering
Production Engineering

Consult appropriate faculty handbooks.
Swinburne College of Technology

Staff
Academic and Senior Administrative


Controller/Secretary F. G. Bannon, B.Com., F.A.S.A., A.C.I.S.

Registrar G. L. Williamson, B.Sc.

Administrative

Accountant D. F. Baker, A.A.S.A., A.C.I.S.


Audio-Visual Aids D. B. McAdam

Attendance Registry D. T. Coutts

Maintenance A. J. Kibble, C.Build., A.A.I.B.

Paymaster Miss J. A. Maine


Publications/Publicity Miss S. J. Foster

Inventory Office J. W. Courtney

Records Miss J. Wood

Secretary to the Faculty Boards G. J. Renton, A.T.I.A.

Computer Programmer G. V. Blackwood, D.P.A.

College Press K. G. Woodward

23
### Academic

#### Art

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>L. S. Pendlebury</td>
<td>Dip.Art, F.R.S.A.</td>
</tr>
<tr>
<td>Deputy Head</td>
<td>I. McNallage</td>
<td>Dip.Art, T.T.T.C.</td>
</tr>
<tr>
<td>Senior Lecturers</td>
<td>R. A. Francis</td>
<td>Dip.Art, T.T.T.C.</td>
</tr>
<tr>
<td></td>
<td>B. C. Robinson</td>
<td>F.Dip.Art, T.T.T.C.</td>
</tr>
<tr>
<td>Lecturers</td>
<td>J. E. Bird</td>
<td>Dip.Art, T.T.T.C.</td>
</tr>
<tr>
<td></td>
<td>N. B. Buesst</td>
<td>B.Com.</td>
</tr>
<tr>
<td></td>
<td>A. Campbell-Drury</td>
<td>F.I.P.T., A.I.A.P.</td>
</tr>
<tr>
<td></td>
<td>M. Cantlon</td>
<td>Dip.Art</td>
</tr>
<tr>
<td></td>
<td>G. Dance</td>
<td>Dip.Art</td>
</tr>
<tr>
<td></td>
<td>A. Moore</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Murray</td>
<td>Dip.Art, T.T.T.C.</td>
</tr>
<tr>
<td></td>
<td>B. C. Tolley</td>
<td>B.A., Dip.Art</td>
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</tbody>
</table>

#### Business Studies

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>M. H. Hunter</td>
<td>B.Com., Dip.Ed., A.A.S.A.</td>
</tr>
<tr>
<td></td>
<td>B. N. Nicholls</td>
<td>M.Ec., T.P.T.C.</td>
</tr>
<tr>
<td></td>
<td>R. W. Treloar</td>
<td>B.Sc., T.S.T.C.</td>
</tr>
<tr>
<td></td>
<td>D. G. Adams</td>
<td>B.Com., T.S.T.C.</td>
</tr>
<tr>
<td></td>
<td>D. J. Bell</td>
<td>B.Juris., LL.B.</td>
</tr>
<tr>
<td></td>
<td>B. F. Greening</td>
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<td>C. E. Noble</td>
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<td>G. Sherry</td>
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<td>W. D. Wilde</td>
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Chemistry

Head E. H. Bode, B.Sc.(Hons.), FRMC, T.TTC, ARAC.I.
Deputy Head A. P. Gardner, B.Sc.(Hons.), Dip.Ed., ARLC, ARAC.I.
I. G. McWilliam, B.Sc.(Hons.), FRAC.I
Lecturers W. L. Baker, B.Sc.(Hons.), MPS, Ph.C., ARAC.I.
D. R. Barras, B.Sc., Ph.D.
I. C. Bowater, B.Sc.(Hons.), Ph.D., Dip.Ed.
E. F. Carter, B.Sc., T.TTC.
M. Corbett (Mrs.), B.Sc.(Hons.), Ph.D.
R. F. Cross, B.Sc.(Hons.)
J. G. Glover, B.Sc.(Hons.)
C. J. Gordon
P. Havlicek, M.Sc., T.TTC.
J. O'Connor (Miss), M.Sc., A.R.M.I.
J. Ralston, M.Sc.
T. Randle, B.Sc., B.Ed.
G. G. Rose, B.Sc.(Hons.), Ph.D.
K. G. Sheahy (Mrs.), B.Sc.
A. P. Towns, B.Agr.Sci., Ph.D.
Demonstrators E. Durre' (Mrs.), B.Sc.
H. Imberger, B.Sc.(Hons.), Dip.Ed.
G. Scarlett, B.Sc.(Hons.)

Computer Studies


Engineering

Head K. N. Stephenson, B.C.E., CE, LS, M.I.E.Aust., M.I.S.
Chemical Engineering


Civil Engineering

Head  K. N. Stevenson, B.C.E., C.E., L.S., M.I.E.Aust., M.I.S.

Deputy Head  R. B. Sandie, M.Eng.Sc., B.C.E., M.I.E.Aust., M.A.C.E.

Senior Lecturers  F. H. Allen, B.E.(Civil), M.I.E.Aust., M.A.C.I.
J. E. Holland, Ph.D., B.E.(Civil), Dip.C.E.

J. T. Fowler, B.Tech.(Surv.), M.I.S.(Aust.)
D. L. Giles, B.E.(Civil), M.I.E.Aust.
B. J. W. Hird, Dip.C.E., T.T.T.C.
I. J. Pratt, B.Tech(Surv.), A.M.I.S.(Aust.)
M. Samuel, B.E.(Civil), Grad.I.E.Aust.
I. G. Wallis, B.E.(Civil), A.M.I.C.E.
J. K. White, M.Eng.Sc., B.E.(Civil)
Electrical Engineering

          B. S. Doherty,  B.E.(Elec.), B.A.
          D. M. Foot,  B.Sc.(Eng.)

Engineering Drawing

          D. J. Riddiford,  A.M.T.C.(Mech.Eng.)

Materials Technology

Head  P. D. Stewart,  M.Sc., Dip.Ed., A.M.A.I.M.E.
Lecturers  C. P. Livitsanos,  B.Sc.(Tech.), Dip.Metallurgy, A.M.A.I.M.M.
          A. L. V. Sonnenberg,  B.Sc., T.T.T.C.
          R. A. Wright,  F.M.T.C., T.T.T.C.

27
Mechanical Engineering

M.I.E.Aust.
T.T.T.C.
Grad.I.E.Aust.
G. R. Hjorth, B.E.(Mech.)
S.I.Mech.E.
D. K. Williamson, B.E.(Mech.)
J. Wooller, B.Sc.

Production Engineering

M.I.Mech.E., M.I.Prod.E.
Senior Lecturer  R. H. Evans, B.Mech.E., Mgmt.Cert., M.I.E.Aust., A.A.I.M.,
A.M.B.I.M., M.I.Prod.E.
H. Salem, B.Sc.(Eng.)
T.T.T.C.
General Studies

Head C. K. McDonald, B.Sc., B.Ed., M.A., MACE.

Deputy Head P. F. Thompson, B.A., Dip.Ed.

Senior Lecturers J. E. Baxter, B.A., B.Ed.
R. J. Snedden, B.A.(Hons.), LL.B., B.Ed., MACE.

Lecturers F. C. Bainbridge, MA., Dip.Ed., Etudes Superieures
A. G. Brown, B.A.
C. D’Aprano, B.A.
J. Dooley, B.A., Dip.Ed.
B. L. Howe, B.A., Dip.Crim.
E. Jones (Miss), B.A., Dip.Ed.
H. J. Kannewiesser, B.A., B.Ed.
G. I. Kelso, B.Com., Dip.Ed.
P. G. Kent, B.A., B.Ed.
F. D. Kiellerup, B.A., T.P.T.C.
B. Kiernan, M.A., Dip.Ed.
D. Y. Mayer, B.A., LL.B.
G. G. Nichols, B.A.
A. J. Sampson, MA., B.Ed., MACE.
P. M. Smart, B.A.(Hons.)
A. W. Smith, B.A., B.D., Ph.D.(Drew.)
C. C. Stone (Mrs.), B.Sc.(Hons.)
F. X. Walsh, B.A., B.Ed.
F. G. West, B.A., T.P.T.C.

Library

Chief Librarian J. McL. Harley (Mrs.), B.Sc., Dip.Ed., A.I.A.A.

Librarians A. G. Gregory (Mrs.), B.A., Dip.Ed., MACE, ALAA.
E. J. Hallister (Mrs.), B.A., Mus.Bac., ALAA.
P. Simmenauer, B.A., Dip.Lib
K M. Villwock, B.A., ALAA.

Assistant Librarians M. O’Connor (Miss), ALAA.
A. Singh, MA.(Punjab), ARMIT., ALAA.
Mathematics

Head
K. C. Lovitt, B.A., B.Sc., B.Ed.(Hons.), M.A.C.E.

Deputy Head

Senior Lecturers
K. B. Watson, B.A., B.Sc.

Lecturers
S. R. Clarke, B.Sc.(Hons.), Dip.E.
P. A. Evans, B.Sc., Dip.Ed.
N. Garnham, B.Sc., Dip.Ed.
J. T. Gray, B.Sc., Dip.Ed.
P. H. I. Green, B.A.
P. Hausler, B.Sc., Dip.E.E., T.T.T.C.
J. C. Herzel, Ph.D., B.Sc., M.Sc., B.A., A.A.I.P.
M. N. Hunter, B.Sc.
J. R. Iacono, B.A., T.P.T.C.
W. J. O'Dell, B.A., Dip.Ed.
T. C. Peachey, B.Sc.
B. R. Phillips, B.Sc., B.Ed.
H. V. Yeo, B.A., T.P.T.C.

Physics

Head
S. J. Rackham, B.Sc., F.R.M.T.C., T.T.T.C., A.A.I.P., M.A.C.E.

Deputy Head
C. G. Sibley, B.Sc., Dip.Ed.

Senior Lecturer
J. Clark (Mrs.), B.Sc.(Hons.), D.Phil.(Oxon), A.A.I.P.

Lecturers
T. P. Gill, M.Sc., F.Inst.P.
J. Hennessy, B.Sc., T.Cert.
D. Lamble, B.Sc., Dip.Ed.
E. D. McKenzie, B.Sc., Cert.Ed.
J. P. Silva, A.R.M.T.C., T.T.T.C.

Student Services

Student Counselling
Head

Counsellors
J. E. Job (Mrs.), B.A., Dip.Psych., M.A.Ps.S.

Student Warden
K. Eisenberg, L.Th.
Business Studies — General Course Details

Courses Offered

<table>
<thead>
<tr>
<th>COURSE</th>
<th>ENTRANCE STANDARD</th>
<th>LENGTH OF COURSE</th>
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<td>FULL-TIME</td>
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<tr>
<td>Bachelor of Business Studies</td>
<td>4 H.S.C. Subjects</td>
<td>3 years</td>
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<tr>
<td>Diploma of Business Studies</td>
<td>4 H.S.C. Subjects</td>
<td>3 years</td>
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<tr>
<td>— Accounting</td>
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<tr>
<td>— Data Processing</td>
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<td>— Secretarial</td>
<td></td>
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</tr>
<tr>
<td>Post Diploma of Business Studies</td>
<td>Diploma or Degree</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Entrance Standards The minimum entrance standard for all undergraduate courses is four Higher School Certificate subjects (including English) or equivalent. Owing to the fact that the number of applicants usually exceeds the number of places available, selection for admission to these courses is based on the prior results of each student. Intending students should be aware of the importance of mathematics in these courses. They should have continued with a study of mathematics at least up to the Leaving level.

Preliminary Year The preliminary year is an H.S.C. equivalent year that precedes the common year. During 1972 the preliminary year is only available for full-time students from Technical Schools in the Eastern Suburbs region. These students must possess a minimum of five leaving technical subjects (including English and preferably a mathematics). No high school students will be eligible to enter the preliminary year.

'he Common Year The undergraduate degree and diploma students study a common first year. This year comprises an introduction to accounting, economics, administration, data processing, statistics and business law. At the end of the common year students are selected for the degree course on the basis of their results.

Exemptions Exemptions from diploma or degree subjects are only granted on the basis of equivalent university subjects or approved tertiary subjects passed. The maximum number of exemptions that can be granted is six subjects or one-half of the course of study.

All applications for exemptions must be made individually to the Faculty Board, on the appropriate form available from the General Office.
Individual Courses Offered

Degree Courses

Bachelor of Business

In 1970 the Victoria Institute of Colleges granted approval, commencing in 1971, for the School of Business Studies to conduct a degree course leading to the award of Bachelor of Business. Initially, for the years 1971-2, this course is restricted to students who can attend day seminars. The degree course specialises in accounting, but electives are also offered in the areas of economics, data processing, business environment and quantitative methods.

Selection of Degree Students

At the end of the first diploma year (Year 1, or the "common" year), those diploma students who have shown by their aptitude and ability to work independently that they would benefit from a more rigorous course of study will be invited to study for the degree during the final two years.

Arrangement of Full-time Study Years

This reveals the parallel structures for the diploma and degree respectively over the last two years.

Course Structure

Common year (5 subjects or 10 units)

- Accounting I
- Economics I
- Administrative Studies I
- Computing Methods A
- Business Law I

Two degree years (16 units)

Students in the degree stream are required to take 16 units over the two final years of their course. These two years will be divided into 4 semesters and students would study 4 units each semester. Each unit involves 4 hours per week. Hence students will have a minimum of 16 hours of seminars per week.

A major is defined as 4 units of the degree course which, together with the corresponding subject from the common year, form a progression in a field of study. A sub-major is defined as 2 sequential units in a field of study.
Individual Courses Offered

Structure of Bachelor of Business

The degree course comprises 16 units including at least a) Two majors in different disciplines, plus b) Three sub-majors (or one major and one sub-major).

Subject to:

(i) Six units in Accounting and Law and two units in Economics are mandatory
(ii) No course shall include more than 12 units from two disciplines
(iii) Single units may be taken in place of one of the sub-majors from disciplines already included in the course.

Units Offered

Accounting and Law
(1) Corporate Accounting
(2) Cost Accounting for Control
(3) Management Accounting
(4) Taxation Law
(5) Financial Management
(6) Advanced Financial Management
(7) Advanced Accounting Theory
(8) Auditing
(9) Business Law II

Economics (first two units are mandatory)
(1) The Firm and its Environment
(2) Managerial Economic Analysis
(3) Public Finance
(4) Development Economics
(5) Labour and Capital Markets
(6) International Trade.

Data processing
(1) Cobol Programming
(2) Systems investigation and Analysis
(3) Systems Design
(4) Advanced Systems Design Techniques

Business environment
(1) Marketing
(2) Consumer Psychology
(3) Human Behaviour
(4) Business Cases

Quantitative methods
(1) Statistical Decision Theory
(2) Applied Statistics
(3) Introduction to Quantitative Methods
(4) Applied Quantitative Methods.
Individual Courses Offered

Details of Non-accounting Elective Areas of Study

Economics Major
The basic principles of both macro-economics and micro-economics will be studied in the common year to enable students to grasp the fundamentals of economic analysis and, therefore, of economic policy. Students then progress to a detailed study of the environment within which firms make their decisions, and of the role of economic analysis in assisting the formulation of these decisions. Beyond this point, areas of specialisation are offered which allow the student the opportunity to extend his use of economic analysis into particular fields.

Business Environment Major
The accounting and data processing functions exist within the total organisational framework. This framework is becoming increasingly market orientated. Top-level accountants should become more effective if they can see their role in this broader perspective. To this end it is desirable that students should begin a study in their undergraduate years of the theory of organisations, decision theory, human behaviour, and the function of boundary spanning activities, especially marketing.
Individual Courses Offered

Quantitative Methods
Major
Sophisticated quantitative techniques are becoming increasingly important in business management and control. Those students with adequate backgrounds in mathematics may therefore include a major study of statistics and operations research. Applications of these quantitative techniques to business situations will be emphasised so that the interface between the operations research centre, with its various specialists, and the management information system is explored fully. Accountants who go into a firm which has no operations research department or statistician will be able to apply some of these techniques themselves.

Professional Institutes
Providing suitable units are chosen, graduates are eligible at the completion of this course for admission to the Australian Society of Accountants, or to the professional year of the Institute of Chartered Accountants.

Diploma Courses
General
a) Most subjects in Year I will be common to all courses in Business Studies and it is possible for a student to change from one stream to another at the end of Year I without unduly prolonging his course.
b) These diplomas may be completed part-time in approximately twice the time of the full-time course.
c) Part-time students cannot study more than two subjects each year.
d) A minimum of four hours per week will normally be provided for full time lectures and tutorials in each subject. Prescribed assignment work will be included in the assessment for each subject.
e) Students are strongly advised to attempt at least the first two stages of these diplomas full-time. This is due to the high standard expected of students and the longer duration of the course. [Ex-Leaving students would not be able to complete the diploma in under eight years part-time.]
f) Enrolment and satisfactory attendance at approved classes, and satisfactory completion of prescribed assignment work will be normal prerequisites for admission to any final examination.
g) There are no supplementary examinations. All subjects are internally examined.
h) Students in the preliminary year are eligible for Commonwealth Advanced Education Scholarships.
Individual Courses Offered

Accounting  The only way new students can gain admission to the Australian Society of Accountants is to complete a course of study at an approved tertiary institution. The only approved tertiary institutions are universities and colleges of advanced education.

In general, the main difference between a university course and a college course is that a university course gives major emphasis to economics, whilst a college course gives major emphasis to accounting.

The diploma course is designed to equip top-level accountants for positions of high managerial responsibility.

Professional Institutes  Graduates are eligible at the completion of this course for admission to the Australian Society of Accountants, or to the professional year of the Institute of Chartered Accountants.

Data Processing  This is a three year course designed to provide basic training for a wide range of data processing positions in commercial, industrial and government organisations.

The course will develop the skills of computer programming, systems analysis and design and statistics. It will also provide sufficient training in accounting, economics, and administration to permit the graduates to communicate effectively with all levels of management.

Secretarial  This course is designed for girls who wish to become private secretaries to top-level management, or who wish to become teachers of secretarial subjects for the Victorian Education Department (Technical Schools).

For girls entering with Higher School Certificates the course is of two years duration full time. It is not available on a part-time basis. Girls will be admitted with or without a background of stenographic skills. Those without shorthand (Pitman) and typewriting skills will take four subjects only each year, and will take additional non-credit hours for Private Secretarial Practice. The other three subjects in each year are the same subjects as for the Accounting and Data Processing Diplomas.

It should be noted that this College has ceased to offer the Secretarial Certificate. Students who require an intensive course in shorthand and typewriting over one or two years full time, should enrol for the Certificate of Business Studies (Secretarial), which is available at the Box Hill Girls' Technical School.
### Diplomas of Business Studies

<table>
<thead>
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<td>Comp. Meth. &amp; Stats. I</td>
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<td><strong>Plus one of:</strong></td>
<td><strong>Plus one of:</strong></td>
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</table>

Post H.S.C.
Post-Diploma Course

Objective: This diploma is designed for students who have completed an approved tertiary course in commerce, accounting, economics or data processing, and who now wish to pursue their studies to a greater depth. It also provides for A.A.S.A. members who wish to attain Senior Associate status.

Entry:
(1) Entry would be open to applicants with approved tertiary qualifications in fields of business studies, commerce, etc.

(2) Diplomates in commerce (pre-1967 courses) and other A.S.A. members who have not completed a tertiary course of education over three post-H.S.C. years may be admitted to the course provided they complete certain bridging studies to the satisfaction of the school. For example, a diploma of commerce graduate aiming for A.A.S.A. (Senior) would need to complete the following units of the diploma of business studies:

Accounting IIIB/Capital Budgeting
Accounting IIIB/Advanced Cost Accounting
Accounting IIIA/Contemporary Accounting Problems.

The accountancy certificate student will have to prove himself in the above three units, plus Administrative Studies I before being allowed to progress to the post-diploma. The extent of such bridging courses will be determined individually by interview on enrolment. Courses in the post-diploma will likewise be approved in a personal interview on enrolment.

A.A.S.A. (Senior)
Students aiming for A.A.S.A. (Senior) must have the status of A.A.S.A. (Prov.) before embarking on the course.

Course Structure: The course comprises four subjects, plus a research paper. Some of the subjects are divided into units. Students must take at least two subjects from Group I and at least one subject from Group II.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Group I</th>
<th>Group II</th>
</tr>
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<tbody>
<tr>
<td>Advanced Accounting</td>
<td>Administration</td>
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<tr>
<td>Advanced Auditing</td>
<td>Marketing Administration</td>
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<tr>
<td>Advanced Taxation</td>
<td>Quantitative Methods</td>
<td></td>
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<tr>
<td>Advanced Systems Design</td>
<td>Company Secretarial</td>
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<tr>
<td></td>
<td>Production</td>
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</tbody>
</table>

For a balanced course it is mandatory to include at least one Group II subject. Not all Group II subjects will be offered every year. They will be conducted according to demand each year.
Post-Diploma Course

**Prizes for High Academic Achievement**

Annual awards are made by the following sponsors to those students who achieve the highest in these subjects.

**Accounting I**
The Australian Society of Accountants prize.

**Economics I**
The Hungerford Spooner and Kirkhope prize.

**The Firm and its Environment**
The Economic Society of Australia and N.Z. prize.

**Managerial Economic Analysis**
The Economic Society of Australia and N.Z. prize.

**Final Year Degree Economic Units**
The Economic Society of Australia and N.Z. prize.

**Top Student in Preliminary Year**
The Stock Exchange of Melbourne prize.

See section on scholarships for further awards.
# Degree Course of Business Studies

## 2nd year
- BS201 Corporate Accounting
- BS202 Cost Accounting for Control
- BS203 Management Accounting
- BS204 Taxation Law
- BS211 Managerial Economic Analysis
- BS212 The Firm and its Environment
- BS221 Cobol Programming
- BS222 Systems Investigation and Analysis
- BS231 Consumer Psychology
- BS232 Marketing
- MA223 Applied Statistics (B.S.)
- MA224 Statistical Decision Theory (B.S.)

## 3rd year
- BS301 Financial Accounting
- BS302 Capital Budgeting
- BS303 Advanced Accounting Theory
- BS304 Auditing
- BS305 Business Law II
- BS311 Business & Public Finance
- BS312 Development Economics
- BS313 International Trade
- BS314 Labor Relations
- BS321 Systems Design
- BS322 Advanced System Design Techniques
- BS331 Human Behaviour
- BS332 Business Cases
- BS341 Introduction to Quantitative Methods
- BS342 Applied Quantitative Methods

# Diplomas of Business Studies

## Preliminary year
- GS001 English Expression
- BS021 Data Processing Fundamentals
- MA021 Computing Methods & Statistics I/Mathematics
- MA022 Computing Methods & Statistics I/Statistics
- GS021 History of Western Civilisation
- GS031 Introduction to Modern Government

## 1st year
- BS101 Accounting I
- GS152 Asian Studies I
- BS111 Economics I
- BS131 Administrative Studies I/Intro. to Admin. Theory
- GS185 Sociology I
- GS181 Psychology I
- MA121 Computing Methods A/Statistics
- BS121 Computing Methods A/Data Processing
- GS122 Contemporary History IB
- BS105 Business Law I
- GS171 Literature IA
- GS172 Literature IB
- GS131 Modern Government IA
- GS132 Modern Government IB
Diplomas of Business Studies

2nd year

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<td>Economics II</td>
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<td>BS271</td>
<td>Computer Programming I</td>
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<td>BS272</td>
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<tr>
<td>BS273</td>
<td>Systems Analysis &amp; Design I</td>
</tr>
<tr>
<td>BS281</td>
<td>Administrative Studies II/Human Behaviour in Organisations</td>
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<tr>
<td>BS282</td>
<td>Administrative Studies II/Secretarial Admin.</td>
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<tr>
<td>BS191</td>
<td>Private Secretarial Practice A</td>
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<tr>
<td>BS291</td>
<td>Private Secretarial Practice B</td>
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<tr>
<td>MA221</td>
<td>Computing Methods &amp; Statistics II/Statistics</td>
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3rd year

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<th>Course Code</th>
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<tr>
<td>MA321</td>
<td>Computing Methods &amp; Statistics III/Statistics</td>
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<tr>
<td>MA322</td>
<td>Computing Methods &amp; Statistics III/Operations Research</td>
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<tr>
<td>BS351</td>
<td>Accounting II A/Contemporary Accounting Problems</td>
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<tr>
<td>BS352</td>
<td>Accounting II A/Analysis &amp; Interpretation</td>
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<tr>
<td>BS353</td>
<td>Accounting II B/Capital Budgeting</td>
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<td>BS354</td>
<td>Accounting II B/Advanced Cost Accounting</td>
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<tr>
<td>BS355</td>
<td>Accounting II C/Auditing</td>
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<tr>
<td>BS356</td>
<td>Accounting II C/Taxation Law</td>
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<tr>
<td>BS357</td>
<td>Accounting II D/Business Systems</td>
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<tr>
<td>BS358</td>
<td>Accounting II D/Introduction to Operations Research</td>
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<tr>
<td>BS359</td>
<td>Economics III/Economic Growth</td>
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<tr>
<td>BS361</td>
<td>Economics III/Developing Economies</td>
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<tr>
<td>BS371</td>
<td>Computer Programming III/Operating Systems</td>
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<tr>
<td>BS372</td>
<td>Computer Programming III/Programming Language I</td>
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<tr>
<td>BS373</td>
<td>Quantitative Management Techniques/Intro. to Operations Research</td>
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<tr>
<td>BS374</td>
<td>Quantitative Management Techniques/Operations Research — Computer Applications</td>
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<tr>
<td>BS375</td>
<td>Systems Analysis &amp; Design II/Case Study</td>
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<tr>
<td>BS376</td>
<td>Systems Analysis &amp; Design II/Real Time Systems</td>
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Post-Diploma of Business Studies

4th year

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<th>Course Code</th>
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<tr>
<td>BS401</td>
<td>Advanced Accounting</td>
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<td>BS402</td>
<td>Advanced Auditing</td>
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<td>BS403</td>
<td>Advanced Taxation</td>
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<tr>
<td>BS421</td>
<td>Advanced Systems Design</td>
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5th year

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<tr>
<td>BS331</td>
<td>Administration</td>
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<td>BS333</td>
<td>Marketing</td>
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<td>BS335</td>
<td>Production</td>
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<td>BS337</td>
<td>Company Secretarial</td>
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<td>BS541</td>
<td>Quantitative Methods</td>
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<tr>
<td>BS551</td>
<td>Research Paper</td>
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44
Bachelor of Business — Subject Details

**BS201 Corporate Accounting**

The aim of this course is to develop an understanding of accounting for corporations. Both theoretical and practical viewpoints will be investigated. There shall be an integration of the relevant law with accounting. For this to be achieved, emphasis will be placed upon the Companies Act and relevant case material.

The course will investigate a progression of areas in much the same sequence as would be experienced by an expanding corporation. Formation, availability of profits for distribution, and reporting of the affairs of corporations shall initially be studied. Following this (and the strongest emphasis within the course), corporation expansion shall be thoroughly explored. A thorough study will be made of amalgamations, take-overs, pooling of interests and consolidations. The resultant accounting, organisational, legal and taxation effects of these alternative arrangements will be of major concern. The final area of the course will be concerned with alteration of capital structure and liquidation of the corporation.

**Preliminary reading**

D. R. Ladd, Contemporary Corporate Accounting and the Public (Irwin).

**References**


R. S. Sim, *Casebook* on Company Law (Butterworths).


The Companies Act 1961 (Government Printer).

L. N. Lee and L. A. McPherson, Consolidated Statements and Group Accounts (Law Book Co.).

R. W. Gibson, Disclosure by Australian Companies (Melbourne University Press).


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**Cost Accounting for Control**

Recording and tracing the flow of product costs under job and process manufacturing situations for the purposes of inventory valuation and cost control. A study of historical and standard absorption costing systems. The problems associated with accounting for manufacturing overhead.

**Preliminary reading**

References
G. Shillinglaw, *Cost Accounting Analysis and Control* (Richard D. Irwin, 1967),
H. R. Anton and P. A. Firmin, Contemporary *Issues* in Cost Accounting (Houghton Mifflin),
N.A.A. Research Reports, Nos. 11-15 22, 31, 39,
C. Bennett, Standard Costs: How They Serve Modern Management (Prentice-Hall).

**BS203 Management Accounting**

This course involves a consideration of the role of the management accountant in the planning, control and decision-making processes of the firm. Topic coverage will include a study of variable costing and the contribution approach to cost allocation and inventory valuation; the relationship between costs, volume and profit; the establishment of short and long term performance goals and their formalisation in the comprehensive budget; internal performance reporting and evaluation with emphasis on cost relevancy; inventory planning and control systems.

**Preliminary reading**

**References**
H. Anton and P. Firmin (eds.), Contemporary Issues in Cost Accounting (Houghton-Mifflin),
G. J. Benston (ed.), Contemporary Cost Accounting and Control (Dickenson),
W. L. Burke and B. S. Smyth, Accounting for Management (Law Book Co.),
C. T. Horngren, Cost Accounting — A Managerial Emphasis (Prentice-Hall),
N.A.A. Research Reports and Research Studies.
G. Shillinglaw, *Cost Accounting*; Analysis and Control (Irwin),
W. E. Thomas (ed.), Readings in Cost Accounting, Budgeting and Control (South-Western),
G. Welsch, Budgeting, Profit Planning and Control (Prentice-Hall),
G. Welsch, Cases in Profit Planning and Control (Prentice-Hall).

**S204 Taxation Law**

A brief survey of probate, gift, estate and stamp duties. A study of Australian Income Tax statutes and case law particularly in the following areas — nature of assessable income, specific assessable income, exempt income, nature of allowable deductions, specific allowable deductions, and the special provisions relating to companies, partnerships, trusts, superannuation funds and primary producers. The unit will emphasise forward planning to minimise income tax liabilities and will include a study of the case law applicable to section 260 of the income tax assessment act. The operation of international taxation agreements.
Bachelor of Business — Subject Details

Preliminary reading
R. L. Downing et al., Taxation in Australia (Melbourne University Press).

References
F. Bock and E. Mannis, Australian Income Tax and Service (Butterworths).
N. E. Challinor and J. M. Greenwood, Income Tax Law and Practice and supplement (Law Book Co.).

5211 Managerial Analysis

A pass in BS212 Dec. The Firm and its Environment is a prerequisite, but other Economics degree units may be studied concurrently.

This unit seeks to show how economic analysis can be used to assist in the formulation of business decisions. Empirical studies will be extensively used as a means of illustration.

Following initial discussion of the decision making role of management and the value of economic analysis in this regard, the unit deals with the following topics: demand analysis (the determinants of demand, the methods that firms can use to estimate demand relationships, demand forecasting and demand manipulation); cost analysis (the derivation of cost curves from production theory and their modification according to industrial technology, and the role of opportunity cost in decision making), profit and the goals of firms; the nature of the product and product variety; pricing strategies; location of the product and the firm; selling policies; and the marketing mix.

References
J. Dean, Managerial Economics (Prentice-Hall).
C. Savage and J. Small, Introduction to Managerial Economics (Hutchinson).
M. Spencer, Managerial Economics (Irwin).
C. J. Stokes, Managerial Economics (Random House).
Bachelor of Business — Subject Details

12 The Firm and its Environment

This course analyses the environment in which economic units make the decisions. Attention is drawn to the effects the environment may have upon the behaviour and performance of firms. The topics covered are:
- the role of the market in allocating resources; the ownership and control of firms; market structure, conduct, and performance; the labor market; inflation and incomes policies and government economic policy including restrictive trade practices legislation, trade and trade policy and expenditure and taxation policies.

Preliminary reading
P. H. Karmel and M. Brunt, The Structure of the Australian Economy (Cheshire).

References
R. Caves, American Industry; Structure Conduct, Performance (Prentice-Hall).
Commissioner of Trade Practices Annual Reports (Government Printer, Canberra).
R. Dorfman, Prices and Markets (Prentice-Hall).
J. Grant, A. Hagger and A. Hocking, Economic Institutions and Policy (Cheshire).

BS221 Cobol Programming

Course outline
This unit assumes a knowledge of the fundamentals of program flowcharting and the basic Data Division and Procedure Division entries.

The major COBOL features studied are in the areas of input/output utilising magnetic storage devices, table processing, and the more advanced aspects of arithmetic manipulations and data formatting.

Aspects of efficiency, documentation, programming style, debugging techniques and modular programming are emphasised and developed by means of a series of graded exercises.

The standard data processing program types are studied from the programming point of view to act as a basis for run design functions in the Systems Design unit. These program types include input data validation, master file maintenance and updating, tabulation and reporting and multiple file matching merging.

The following aspects of computer hardware are studied with a systems utilisation bias; internal and external data representation and organisation; input-output processing from
non-overlapped systems to cycle-stealing systems; multiprogramming, multiprocessing and telecommunications hardware. Where applicable the related software characteristics and capabilities will be integrated with these studies.

References
*Appropriate manuals from computer manufacturer.
Flores, Computer Software (Prentice-Hall).
Feingold, Fundamentals of COBOL Programming (Brown).
Flores, Computer Organisation (Prentice-Hall).

BS222 Systems Investigation and Analysis
This course is based on the application of Systems Theory to the Management Information and Control System. A business is studied as a set of systems and sub-systems integrated by means of control mechanisms and feedback loops.

The role of planning in an Integrated Decision System and in the implementation of information systems is stressed. Planning techniques and documentation aids are studied with particular regard to feedback and control.

The scope of Systems Analysis is defined and the types of Systems Studies undertaken are described from the point of view of the study objectives and the specialist skills required to complete such studies.

The application of Information Theory to code design, systems standards and systems performance criteria along with fact-finding methods, systems documentation techniques and the methods of capturing, validating, controlling and refining data are areas of study which are covered in depth.

The underlying aim of this course is to develop a problem-solving ability which, though directed towards the data processing solution of management problems in this course, may be widely applied.

References
Optner, Systems Analysis for Business Management (Prentice-Hall).
Daniels and Yeats, Basic Training in Systems Analysis (Pitman).
Goldman, Information Theory (Prentice-Hall).
Murdick and Ross, Information Systems for Modern Management (Prentice-Hall).
Bachelor of Business — Subject Details

**BS231 Consumer Psychology**

Students attempting this unit will have completed the Marketing unit and hence will be expected to have a good understanding of general marketing theory. This unit seeks to deepen the student's knowledge relating to the bases of the behaviour of people in the market place as per the following topics which will be supported by appropriate practical work:

1. Foundations of consumer behaviour;
2. Consumer research techniques;
3. Cultural influences on consumer behaviour;
4. Psychological influences, with special emphasis on motivation, emotion, and perception;
5. The influence of the group;
6. The business firm and the consumer;
7. The importance of product attributes;
8. Promotion and the customer;
9. Consumer decision-making.

Preliminary reading
J. Douglas et al, Human Behaviour in Marketing (Merrill).

References
J. McNeal, Dimensions of Consumer Behaviour (Appleton).
Journal References as advised.

**BS232 Marketing**

This unit aims to introduce the accountancy student to the body of knowledge relating to modern Marketing theory. Introductory lectures are concerned with the nature and purpose of Marketing in a mass-consumption society. These lectures are supplemented by a brief historical outline of how the marketing function has become one of the most important activities in the modern business world. The major concepts and ideas of marketing theory are then dealt with under the traditional activity groupings of — Market, Product, Distribution, Promotion, Price and Strategy. In these areas the practical value of the theoretical studies is assessed by the analysis of case study problems which have been drawn from the business environment.

Preliminary reading

References
E. Bursk and J. Chapman, Modern Marketing Strategy (Mentor).
**BS301 Financial Management**

Various forms of Fund Statements will be considered with emphasis on Projected Funds Statements. Sources and Uses of Working Capital will lead into areas concerning the adequacy of working capital, dealing specifically with a firm's inventory, cash and receivable policies. An analysis will be made of short and long term financing. Discounted cash flow methods in relation to determining fixed asset expansion will be compared with other standard capital budgeting methods of evaluation. A great deal of the course will be concerned with logical interpretation of analytical data particularly for assessing a firm's long term financial strength, profitability and intrinsic value of its ordinary shares.

Students will pursue a study of the effect of changing price levels on the interpretation of statements. Income Statements and Balance Sheets will be adjusted for changes in dollar value to permit more realistic comparisons between periods.

**References**

Fitzgerald, Analysis and Interpretation of Financial Statements (Butterworth).
Weston and Brigham, Essentials of Managerial Finance (Holt, Rinehart, Winston).

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**BS302 Advanced Managerial Management**

The broad framework of the capital budgeting process is related to the objectives of management in order to determine the scope of capital budgeting. The factors in determining a suitable cost of capital to aid in the long term planning process, and the development of suitable forecasting methods used to quantify proposed investments are examined.

Different approaches to classifying and reviewing investment projects are studied before a detailed appraisal of evaluation techniques is undertaken. Emphasis is placed upon the usefulness of different techniques and their shortcomings assuming a state of certainty to apply. The implications of different depreciation methods, tax allowances and incentives and differing interest rate structures on project evaluation are introduced into the analysis.

Techniques to allow for the elements of risk and uncertainty inherent in predictions of the future are considered in depth and the key role of subjective factors in the analysis is stressed.

The choice between leasing or buying capital equipment is examined in detail and an attempt is made to reconcile the theory of capital budgeting with known business practices.
Bachelor of Business — Subject Details

References

A study of the theoretical aspects of income determination and asset valuation. Detailed reading lists will be issued prior to discussion of the following topics at seminars. Practical case material on each topic will also be studied:

- **Concepts of income. Income determination theory and the changing role of income measurement. The realisation concept and criteria for income recognition.**
- **Income tax allocation. Should deferred taxes be raised when there are material inter-period differences between taxable income and accounting income?**
- **The allocation problem in financial accounting theory with special reference to depreciation and inventories.**
- **Detailed study of price-level and price changes. Determination of current operating profit, real realisable profit, real realised profit and business profit. The relationship between the profit concept and the purpose for which the income figure is to be used.**

References
Bachelor of Business — Subject Details

**Business Law II**

The law relating to business corporations with special concern to the role of corporations in modern society. A detailed study of legal rights and responsibilities intra-company, including authority and scope of directors’ powers, as distinct from the rights of majority and minority shareholders. Further analysis is made of the company as a complex business legal entity with an in-depth study of the concept of value in relation to established legal-accounting principles. Finally, the company is presented in a national and international context with the probing of problems presented by the development of large public corporations in Australia.

Preliminary reading
L. Gower, Company Law (Law Book Co.).
J. Charlesworth, Company Law (Law Book Co.).
Mason and O’Hair, Australian Company Law (McGraw-Hill).

Major references
Adamson and Coorey, *Valuation of Company Shares and Businesses* (Law Book Co.).
G. R. Bruns, *The Stock Exchange*.
A.I.P.S., *Big Business in Australia*.
Brown, *Company Directors* (Law Book Co.).
Afterman, *Company Directors and Controllers* (Law Book Co.).

**Public Finance**

This unit will be concerned with an analysis of Government budgetary policy, in the light of stated Government aims of stabilisation, efficient resource allocation and an equitable income distribution. It will include an analysis of the following topics: provision of collective goods; the provision and pricing of public utilities; the efficiency and equity of the Australian tax system, including some consideration of proposals for reform, and the distribution of Government expenditure, Commonwealth State Relationships.

References

**Development Economics**

This unit applies modern theories of economic development to the analysis of the economic problems of under-developed countries, especially those of Asia and South East Asia. Special attention is given to problems associated with the utilisation of natural resources, the concentration of population, the accumulation of capital and raising the level of skills. Having examined these problems in a general way, case studies will be undertaken of Indonesia, Malaysia and India. A major part of the course is concerned with an analysis of the techniques of economic planning in U.S.S.R., the People’s Republic of China, Japan and India. Australia’s economic relationships with Asia and S.E. Asia are examined. The final part of the course considers problems of international trade and aid.
Bachelor of Business — Subject Details

**BS313 International Trade**

This course will combine a study of trade theory with a detailed examination of present Australian trading trends and problems.

The topics to be covered include the reasons for trade, the case for free trade, validity of arguments for restriction of trade, problems relating to trade protection in Australia, the role of the Tariff Board, problems posed by the changing composition and direction of Australia's trade, an evaluation of the effects on the Australian economy of heavy capital inflow, Australia's participation in various trading agreements and a discussion of the weaknesses in the present international monetary situation.

Preliminary reading


Major references


**BS314 Labour and Capital Markets**

The Labour Market

This part of the course analyses industrial relations systems in the Australian context. The topics to be covered include the functions and government of trade unions and employer's associations; the forms and causes of industrial conflict and the machinery for settling industrial disputes. A study will be made of collective bargaining and compulsory arbitration as alternative means of settling disputes. The relationship between the system of dispute settlement and government economic policy objectives will be considered.

The Capital Market

This section provides a study of developments in Australian capital markets and considers various aspects of monetary theory and policy. The topics to be studied include: the criteria of a well functioning financial system; recent developments in the finance markets; the contribution of the banking system; the money markets for government securities, commercial bills, certificates of deposit and inter-company deposits; the share markets and their control; international capital movements; monetary theory and policy.

Preliminary reading

C. P. Harris, *Money and Financial Institutions* (Melbourne, Cheshire).
Major references

I Systems Design
A broad study of computer input/output techniques is undertaken as an introduction to this course.

Systems design techniques in areas such as file design and conversion, run and program structure, input/output content and format and information retrieval are studied by means of exhaustive case study material.

Standards in the areas of documentation, performance, operation and control as currently applied in practice are critically surveyed.

Evaluation techniques for system and program performance such as systems timing, systems costs/benefits analysis, systems simulation and user acceptance measurement are considered.

Major references
Rosove, Developing Computer-based Information Systems (Wiley).
Clifton, Systems Analysis for Business Data Processing (Business Books).
Plus the texts referenced in BS222.

BS322 Advanced Systems Design Techniques
The attributes of real-time data processing systems are studied to provide a realistic environment for a case study which will require the use of computer software packages.

The packages will be limited to those implemented on the computer available but should include network analysis, simulation and profit appraisal.

Seminars will be conducted in recent developments in the data processing industry.
Bachelor of Business — Subject Details

Major references
Appropriate manuals from computer manufacturer.

**BS331 Human Behaviour**
This unit is concerned with a systems approach to organisation theory. It seeks to establish the means to an objective analysis of human behaviour in the workplace.
The major topics will relate to:
- Systems and the Analysis Function;
- Technical Systems;
- Social Systems;
- Organisational Systems.

Preliminary reading
- Texts

**332 Business Cases**
This unit is concerned with the formulation of business strategies.
It will be mostly concerned with case-work although some preliminary study of business ethics will be required.
The cases presented will be relatively complex business studies and the student will be expected to develop the ability to identify key issues promptly, to recognise the major factors involved (on the basis of accepted administration theory) and to make appropriate logical decisions. He will then be required to support his analyses and proposed strategies before the members of the class and to present a precise and concise memorandum on the case.
Hence students completing the course will be trained to process complex written material quickly, to analyse it logically, to make decisions in the light of administration theory, and to communicate such decisions competently.

Preliminary reading
- Prepare paper, *The Case Method*.
- Readings
- Case Studies, as issued/directed.
Bachelor of Business — Subject Details

341 Introduction to Quantitative Methods

The basic objective of the course is to provide a fundamental knowledge of widely used operations research techniques. Emphasis will be placed on the practical solution of specific business problems utilising the following areas of study:

1. Linear Programming;
2. Critical Path Analysis and Program Evaluation and Research Techniques;
3. Inventory Control Analysis;
4. Markov Chain Processes;
5. Input/Output Analysis.

Preliminary reading
W. Thompson, Operations Research Techniques (Merrill).

Major references
S. S. Stockton, Inventory Systems: Concepts and Analysis (Allyn and Bacon)

BS342 Applied Quantitative Methods

The major objective of this unit is to introduce realistic and sophisticated problems for which operations research techniques may be used to attain a solution.

The first section of the course deals with decision theory, the theory of games and queuing techniques, while the latter section concentrates on the solution of case material requiring the use of the digital computer. Emphasis here will be given to the application of operation research techniques to the computer and the utilisation of software packages.

Preliminary reading
E. James et al, A FORTRAN Programming Course (Prentice-Hall).

Major references
Naylor et al, Computer Simulation Techniques (Wiley).
F. B. May, Introduction to Games of Strategy (Allyn and Bacon).
BS402 Advanced Auditing

Prerequisite
Corporate Accounting.

In this unit students will be required to develop an understanding of the role of the independent auditor and the techniques used by auditors. Emphasis will be placed on the application of these audit techniques to case study material. Broad topic areas are as follows:

(1) Regulation of auditors in Australia — designed to give the student an understanding of the rules, statutory provisions and bylaws which govern the conduct of the auditor and the quality of his reporting.

(2) Potential Legal Liability of Auditors in Australia — aimed at introducing students to the current legal situation facing auditors.

(3) Auditing Problems — objectives of the audit, planning and conducting audits; the audit report.

(4) Internal Control — examination of framework of control; an evaluation of those controls and the effect of adequate internal control on the audit.

(5) Auditing Techniques — designed to give the student knowledge of the general techniques used by auditors and the application of those techniques to specific areas (e.g. various revenue statement and balance sheet items).

(6) Statistical Sampling — study of statistical sampling to relate it to the audit area and build on knowledge gained in prior subjects.

(7) Introduction to Computer Auditing — evaluation of E.D.P. controls and consideration of developed techniques for using computers to assist the auditor.

Students will be expected to undertake a major assignment based on an Investigator's report into a recent company failure.

Major references
R. A. Irish, Auditing (Law Book Co.).
Meigs and Larsen, Principles of Auditing (R. D. Irwin).
Victorian Companies Act.
V. R. V. Cooper, A Manual of Auditing (Gee and Co.).
G. B. Davis, Auditing and E.D.P. (A.I.C.P.A.)

Students will also be referred to various pronouncements and journal articles of the professional accounting bodies.
### Diploma of Business Studies — Subject Details

#### Fundamentals of Data Processing

Students are introduced to the basic elements of computer hardware and to their commercial utilisation. The following broad areas are covered:

1. Input and output devices;
2. The central processing unit (C.P.U.);
3. Magnetic tape and direct access devices;
4. Flowcharting techniques;
5. COBOL programming;
6. Computer applications — payroll, inventory control, accounts receivable etc.

The student will have practical experience in computer programming.

**Preliminary reading**

D. Whitworth, Basic Digital Computer Concepts (Heinemann).

**Major references**

N. Berkowitz and R. Munro jr., Automatic Data Processing and Management (Dickensen).
E. Awad, Business Data Processing (Prentice-Hall).
P. R. Arnold et al., Modern Data Processing.

#### 101 Accounting I

The purpose of Accounting I is to provide a sound basis of Accounting theory and techniques for students intending to progress to further accounting studies, as well as providing a terminal course of study for students following the Data Processing or Secretarial streams of the diploma.

The subject is divided into four sections:

2. Data Processing — recording techniques, report preparation and internal control procedures.
4. Planning and Performance Evaluation — analysis and interpretation of financial reports, cash budgets, and funds statements.

Students are required to complete specified course work including a practice set and essay as a prerequisite to final assessment.

**Preliminary reading**

Fertig, Istvan and Mottice, Using Accounting Information (Harcourt, Brace).

**References**

*Tutorial Exercises in Accounting I — Parts I, II, III and IV* (Swinburne College Press).
American Accounting Association, *A Statement of Basic Accounting Theory*.
BS111 Economics I

This course will look at the scope and methodology of economics, the basic economic problems, and the Australian contemporary capitalist market system with particular emphasis on the economic role of government. It will cover the theory of income determination with an analysis of the forces which determine the level of economic activity within an economy, including the activities of government and the overseas sector. The course will be policy orientated with the theory being particularly applied to a consideration of fiscal and monetary policies as instruments of government, and elementary balance of payments problems. Throughout, the emphasis will be in the Australian situation, with some attempt being made to evaluate present performance and future prospects.

Preliminary reading

References

3S131 Introduction to Administration Theory

This unit aims to introduce the student to the body of knowledge relating to Administration Theory. The theoretical study is amplified and supported by practical type exercises and studies conducted at tutorial sessions. Introductory lectures are concerned with the nature and purpose of administration in our society and these topics are further developed by a study of the evolution of administrative thought during the last hundred years.

The major concepts and ideas are then dealt with under the traditional headings of Organising, Planning, Staffing, Directing and Controlling. In these areas the classical material is supported by, or contrasted with, recent developments so that the student is made aware of the problems of nomenclature and of the diversity of opinions and views offered by the different authorities in the fields concerned.
The classical functions are also supported by a study of the newer developments relating to Innovation, Representation and Decision Theory.

Finally the course is completed with a brief outline of Systems Theory and an assessment of the value of this modern approach to a study of Administration Theory.

**Preliminary reading**


**References**


Barnard, The Functions of the Executive (Harvard, Mass.).

Collins, The Dynamics of Organisation (Sun).

A. Bell, Organisation and Human Behaviour (Prentice-Hall).

Byrt (ref. 2), Organising for Results (Sun).


Drucker, The Practice of Management (Heinemann, 1955).

Dubin, The World of Work (Prentice-Hall).


Herzberg, Work and the Nature of Man (Staples).


Lockyer, Introduction to Critical Path Analysis (Pitman).


Massie, The Essentials of Management (Prentice-Hall, 1934).

Newman, Administrative Action (Pitman).


Schein, Organisational Psychology (Prentice-Hall).

Scott, Organisation Theory (Irwin, 1967).


Yuill, An Outline of Organisational Principles for Management (West).

For an outline of this syllabus see BS021 Fundamentals of Data Processing.

This course is designed to give students an understanding of the Australian business law environment. The elements of business law covered include the following:

- Introduction to law, development of law in Australia, law and Federalism, legal persons and related topics of sole traders, partnerships and companies, negligence and contract law.
Major emphasis is placed on contract law by reference to case studies.

Preliminary reading
Shitein and Lindgren, Introduction to Business Law (Law Book Co.).

References
J. Collinge, *Tutoriais in Contract (Law Book Co.).

Accounting IIA
Accounting IIA is an advanced financial accounting subject embracing the accounting and legal aspects of recording, classifying and interpreting transactions of the most common forms of business organisations, with an emphasis on companies.

The course of study embraces:

(1) Sectional Organisation of the Business Unit —
   a) Department Accounting;
   b) Branch Accounting;
   c) Partnership Accounting.

(2) Structure of the Business Unit —
   Economic, Taxation, and Financial factors to be considered in operating as a Sole Trader, Partnership or Company.

(3) Company Formation —
   a) Accounting for (i) shares issued at par, premium and discount; (ii) forfeiture of shares; (iii) issue and redemption of unsecured notes and debentures.

   reports by — (i) Statutory requirements; (ii) Recommendations of accounting bodies; (iii) Accounting Distribution.

(5) Presentation and Disclosure —
   The influence on presentation and disclosure of accounting and duties of directors and auditors; (iv) Meetings; (v) Borrowing powers; (vi) Shareholders' rights and obligations, minorities; (vii) Discount/premium on shares.

(4) Creation and Disposal of Surpluses Available for
   Memorandum and Articles of Association; (iii) Powers
   b) Law: (i) Company records and registers; (ii) principles; (iv) Auditors; (v) Progressive companies; (vi) Shareholders.

(6) Alteration of Share Capital —
   (i) Reasons for, and implications of alterations; (ii) Legal requirements; (iii) Accounting treatment.

(7) Amalgamation and Absorption of Companies —
   a) Advantages and disadvantages of conglomerates;
   b) Accounting treatment;
   c) Take-over bids.

(8) Company Liquidations.

62
Diploma of Business Studies — Subject Details

(9) Consolidated Reports —
   a) Significance and purpose of consolidation;
   b) Statutory requirements;
   c) Application of consolidation techniques to various
group structures;
   d) Limitations to consolidated reports.

Preliminary reading
Mathews, Accounting for Economists (Cheshire).

References
*//A Tutorial Exercises (S.C.P.).
Johnson, Dyall and Hulls, "Graded Exercises (Law Book Co.),
Johnson and Jager, Company Accounting (Butterworths).
Bruce and Dowd, Australian Company Accounting (Jacaranda
Press).

152 Accounting IIB
Recording, tracing and controlling product costs for the
purposes of inventory valuation performance measurement
and cost control using both historical absorption and
direct costing techniques.
The use of standard costing techniques for product costing
and cost control with emphasis placed on the principle of
management by exception.
The analysis of cost-volume-profit relationships for profit
planning and decision making.
The use of budgets for controlling and evaluating performance.

Preliminary reading

References
W. L. Burke and E. B. Smyth, Accounting for Management
(Law Book Co.).
S. B. Henrici, Standard Costs for Manufacturing, 3rd edition
(McGraw-Hill).
S. R. Brown, Costs and Prices (Law Book Co.).
G. A. Welsch, Budgeting Profit Planning and Control
(Prentice-Hall).

S261 Economics II
Prerequisite
A pass in BS111 Economics I.
This course examines the environment within which firms and
to a lesser extent households, make their decisions, and
seeks to illustrate how economic analysis can be used to
assist in the formulation of these decisions. Attention is
also given to the impact of these decisions on society's
welfare. The emphasis throughout is on the Australian situation.
Topics analysed include: the ownership and control of firms,
market structures; demand; production and costs, profit

63
Diploma of Business Studies — Subject Details

(including the goals of firms); product, pricing and selling policies; and government economic policies with respect to expenditure and taxation, labour markets, restrictive trade practices and tariffs.

Preliminary reading
P. H. Karmel and M. Brunt, The Structure of the Australian Economy (Cheshire).

References
J. Dean, Managerial Economics (Prentice-Hall).
J. Grant, A. Haggnr and A. Hocking, Economic Institutions and Policy (Cheshire).
E. Mansfield, Microeconomics Theory and Applications (Norton).
C. Savage and J. Small, Introduction to Managerial Economics (Hutchinson).

BS271 Computer Programming I

This subject assumes a fundamental knowledge of computer hardware, program flow charting and the basic Data Division and Procedure Division entries required to solve a simple business problem using COBOL.

All COBOL and FORTRAN features are studied in full with particular emphasis on input/output utilising magnetic storage devices, table processing, and the more advanced aspects of arithmetic manipulations and data formatting.

Aspects of efficiency, documentation, programming style, debugging techniques and modular programming are stressed and developed by a series of graded exercises.

The standard data processing program types are studied from the programming point of view to act as a basis for run design functions in Systems Analysis and Design I.

Aspects of computer hardware are studied with a systems utilisation bias. Where applicable the related software characteristics and capabilities will be integrated with these studies.

References
'Suitable manuals from computer manufacturer.
Feingold, Fundamentals of COBOL Programming (Brown).
Flores, Computer Software (Prentice-Hall).
Flores, Computer Organisation (Prentice-Hall).
The course covers in detail aspects of the ICL 1900 Series "low-level" programming language, PLAN. The objective of this course is to familiarise the student with the nature and scope of such a language, and as such a considerable amount of practical experience is included. Topics covered include the following:
- Basic instruction set;
- Floating point arithmetic instruction set;
- Logical and physical input/output routines;
- Subroutines and subprograms (ICL and user written);
- Disc programming techniques;
- The PLAN compilation, consolidated and loading functions;
- File creation and maintenance.

The student will be expected to complete a number of programs ranging from the very simple (i.e., straightforward arithmetic with console output) to reasonably sized disc file programs (i.e., updated, balance and edits updates, report programs).

References

BS273 Systems Analysis & Design I

The subject is designed to give the student a thorough understanding of the information requirements of a business, to instruct the student in a good basic approach to systems analysis and design, to familiarise the student with the fundamental tools of systems analysis and design. The case study method is used extensively to give the student the experience of working in a study team to investigate, analyse, design, document and implement a system.

References
Daniels and Yeats, Basic Training in Systems Analysis (Pitman).
S. Optner, Systems Analysis for Business Management (Prentice-Hall).

31 Administrative Studies II/Human Behaviour in Organisations

As all Students undertaking this course must have completed Administrative Studies I, or its equivalent, they will be expected to have a knowledge of the concepts relating to elementary organisation theory and administrative processes, and some experience with concepts in psychology or sociology.

This unit is concerned with administrative problems related to or arising from human behaviour in the various forms of business/industrial organisation. In this regard the main emphasis is given to the managerial functions of "directing" and "decision-making", and these functions are consolidated by the inclusion of appropriate case studies in the course.
Diploma of Business Studies — Subject Details

The main topics to be investigated in the course are:

(1) The "Psychological Contract" idea of worker/manager relations.
(2) The impact on worker motivation of the technological and physical environment.
(3) Group dynamics in the work place.
(4) Managerial influences related to:
   a) Union, labour relations
   b) Motivation of workers
   c) Delegation and authority.
(5) Organisational effects on human behaviour.
(6) Practical studies of employees and managers at work.

Preliminary reading

References
E. H. Schein, ibid.
Case Studies from W. F. Whyte, "Men at Work" (S.C.P.).

BS282 Secretarial Administration

The syllabus is designed to provide potential private secretaries and personal assistants to the company secretary or other senior managerial personnel with an understanding of the problems and operational activities with which they will be associated.

It deals with the establishment and administration of business policies, the conduct of committee and board meetings, and the co-ordination of the major activities involved in the attainment of basic objectives of business organisations under the following headings —

a) Administration in Business Enterprises.
   b) Legality and Conduct of Meetings.
   c) Techniques of Managerial Control.
   d) Functional Operations — Personnel, Finance, Marketing, Production, and Office.
   e) Influences from the External Environment.

Preliminary reading
G. R. Terry, Principles of Management (Irwin).

References
A. Donnelly, Australian Secretarial Practice (Butterworth).
B. Yuill, Personal Techniques for Senior Management in Australia (West).
A. Donnelly, Financial Management (Butterworth).
K. G. Lockyer, Factory Management (Pitman).
Diploma of Business Studies — Subject Details

**3S191 Diploma of Private Secretarial Practice**

The subject is modelled on private secretarial work at the executive level, emphasising not only stenography but also secretarial duties such as initiating correspondence, handling confidential work, preparing for conferences and meetings, recording minutes, choosing and training junior staff, etc. Sufficient tuition and practice will be given to enable students to reach a speed in excess of 100 w.p.m. in Pitman’s shorthand, with corresponding ability at the typewriter, and so become competent to handle any stenographic work arising in the general business office. Students are advised to gain vital experience by seeking temporary employment in stenographic positions during the long vacation between the two years of study.

P.S.P. “A” is the prerequisite for P.S.P. “B”, the second subject being the extension of the first.

Preliminary reading

Place and Hicks, College Secretarial Procedures, 2nd/3rd editions, chapters 1 and 2 (McGraw-Hill).

Fielding, Australian Secretarial Practice, Units 1, 2 and 3 (McGraw-Hill).

Donnelly, The Executive’s Private Secretary (Butterworth’s).

Smith and Rowe, The Private Secretary (Museum Press).

All these books are available in the College Library, under 651:3741.

Reference

The Secretary in Australia (Pitman) will be used as a text from the second semester of the first year through to the end of the course.

**BS351 Accounting IIIA/Contemporary counting Problems**

A major part of the course will be a study of economic and accounting concepts of income including a detailed examination of the problems of measuring income under conditions of changing money values.

Other areas to be studied will include the objectives and methods of inventory valuation, depreciation concepts; methods of reporting goodwill and long term leases, and income tax allocation.

The theoretical issues will be studied with the aid of case studies together with a wide range of reading which will be referred to students in lectures.
BS352 Accounting
IIIA/Analysis and
Interpretation

Course outline
Various forms of Funds Statements will be considered with emphasis on Projected Funds Statements.
Sources (who should supply), and Uses of Working Capital will lead into areas concerning the adequacy of working capital, dealing specifically with a firm's inventory, cash and receivable policies. Short and long-term financing will be analysed in detail.
Ratio Analysis; already introduced where appropriate in the preceding areas, will be developed under a complete coverage of Analytical Methods and Techniques Used in Analysing Financial Statements.
A great deal of the course will be concerned with logical interpretation of analytical data particularly for assessing a firm's long-term financial strength, profitability and intrinsic value of its ordinary shares.
A critical appraisal will be made of Balance Sheets and Revenue Statements as source data for constructive analysis and interpretation.

References
Fitzgerald, Analysis and Interpretation of Financial Statements (Butterworths).
Weston and Brigham, Essentials of Managerial Finance (Holt, Rinehart, Winston).
Harry G. Guthmann and Herbert E. Dougall, Corporate Financial Policy (Prentice-Hall).

BS353 Accounting
I/Capital Budgeting

Different types of capital investment proposals are analysed and the necessity for a program to administer and review capital expenditures examined in the light of the goals of the firm.
Evaluation techniques such as the rate of return, payback period and discounted cash flow measures are considered assuming a state of certainty to exist.
Further considerations such as taxation, inflation, the rate of interest, depreciation, abandonment, and budgeting techniques are introduced into the analysis.
Measures to allow for risk analysis in capital investment are considered so that the evaluation techniques can be applied under conditions of ascertaincy. The importance of quantitative factors in investment decisions is stressed throughout.

Preliminary reading

References
Harvard Business Review Reprints, Capital Investment Series, Finance Series

54 Accounting IIB Advanced Cost Accounting
The course involves a consideration of behavioural and quantitative aspects of internal information systems for management planning, control and decision making. Topic coverage will include the measurement of divisional performance with emphasis on problems associated with common costs and transfer pricing; a study of cost relevancy for decision making with particular attention on the role of costs in pricing decisions, non-manufacturing cost control including a study of merchandise management accounting principles; inventory management and control for order quantity and periodic review systems including the development of appropriate decision models and a study of their application.

Preliminary reading
G. Shillinglaw, Cost Accounting, Analysis and Control, Parts V and VI (Irwin).

References
J. G. Benston (editor), Contemporary Cost Accounting and Control (Dickenson).
N.A.A. Research Reports and Research Studies.
A. Rappaport (editor), Information for Decision Making, Quantitative and Behavioural Dimensions (Prentice-Hall).
D. Solomons, Divisional Performance Measurement and Control (Irwin).
Diploma of Business Studies — Subject Details

D. So'omons (editor), Studies in Cost Analysis (Sweet and Maxwell).
W. E. Thomas (editor), Readings in Cost Accounting Budgeting and Control (South-Western).
R. S. Stockton, Basic Inventory Systems: Concepts and Analysis (Longmans).

BS355 Accounting IIIC/Auditing

Prerequisite
Accounting IIA.

This unit is concerned with the role of the external auditor in Australia. The student will be concerned mainly with the statutory company audit although consideration will be given to audits for individuals, partnerships, and other special situations.

The course topics will include:
(1) A study of the professional conduct rules of the accountancy bodies in Australia.
(2) An analysis of several leading court cases on the legal liability of the accountant and auditor.
(3) The objectives of the audit — the report.
(4) Auditing methods and techniques including the use of statistical sampling for audit purposes.
(5) Internal control.
(6) Verification of various balance sheet and revenue statement items.
(7) Audit considerations when computer equipment is used by client.

References
R. A. Irish, Auditing (Law Book Co.).
*Victorian Companies Act.
Students will also be referred to various pronouncements and journal articles of the professional accounting bodies.

356 Accounting IIIC/ Taxation Law

A study of Australian income tax statutes and case law particularly in the following areas — nature of assessable income, specific assessable income, exempt income, nature of allowable deductions, specific allowable deductions and the special provisions relating to companies, partnership, trusts, superannuation funds and primary producers.

References
Accounting IIID/3usiness Systems

This course is designed to introduce the student to systems theory in relation to the needs of management. Emphasis is placed on the accountant and/or manager's role in a system study. Management information systems are covered with particular attention to the requirements of the user of the system and to the factors which are particularly important to the user viz. internal control; documentation techniques; and considerations of input, resource utilisation and output.

The systems implications brought about by various types of hardware and software is also covered from the user's point of view.

References
J. B. Bower, R. E. Schlosser and C. T. Zlatkovich, Financial Informations Systems (Allyn and Bacon Inc.).
Daniels and Yeats, Basic Training in Systems Analysis (Pitman).

Accounting IIID/Introduction to Operations Research

The aim of the course is to provide a basic introduction to common and widely used operations research techniques which will include the following:

Linear Programming
Critical Path Analysis
Decision Theory
Input/Output Analysis.

Emphasis will be given to the application of these techniques to the solution of specific business problems.

Preliminary reading
W. Thompson, Operations Research Techniques (Merrill).
References
The course deals with the economic problems associated with the growth of the Australian economy. The pattern of economic development since 1890 is examined, with reference to such events as the depressions of the 1890s and 1930s, the world wars of 1914-1918 and 1939-1945, and changes that have occurred since 1945. Comparative themes are stressed where appropriate. Some current problems of the Australian economy, especially social imbalance and the need for economic planning, will be considered.

References
B. McFarlane, Economic Policy in Australia (Cheshire).

This unit surveys some of the problems of developing economies in Asia and South-East Asia in relation to modern theories of economic development. Case studies are undertaken where appropriate. A major part of the course is concerned with an analysis of techniques of economic planning. The importance of international trade and aid is examined.

References

The unit deals with concepts of operating systems. The concepts dealt with are as follows:
- Program Design, Management and Recovery.
- Data Management.
- Job Management.
- Task Management.
- Multi-Processing.
- Multi-Access (Time-sharing).

Examples are drawn from the ICL operating systems, George I, II and III and the IBM operating systems DOS and OS.

References
Cuttle and Robinson, *Executive Programs and Operating Systems*.
IBM System1360 DOS, Concepts and Facilities.
IBM System/360 DOS, Data Management Concepts.
Diploma of Business Studies — Subject Details

String Manipulation;
Multi-Programming;
Practical experience is an essential part of the course, and computer time is available.

References

BS373 & 374 Quantitative Management Techniques
The course aims to review the major theoretical operations research techniques.
Linear Programming;
Inventory Control Analysis;
Program Evaluation and Research Techniques;
Queuing Theory and Simulation.
Emphasis is placed on the computer application of these techniques to obtain solutions to specific business problems.
Students will be required to write programs for the solution of some problems and use I.C.L. software packages for others.

Preliminary reading
W. Thompson, Operations Research Techniques (Merrill).

References

BS375 Systems Analysis and Design II Case Study
This unit aims to integrate the student's knowledge of systems implementation.
The course is based on a substantial case study and direct reading.

References
*Appropriate manuals from computer manufacturer.
Appropriate industry journals.

BS376 Systems Analysis and Design II/Real Time Systems
This unit is primarily concerned with the design and programming of Real Time Systems.
A survey of current applications based on Real Time Systems is undertaken in order to introduce their basic properties.
Hardware, software, human and information aspects are
examined with major emphasis being placed on the estimation process, reliability and the unique problems of testing and implementing such systems.

Other data processing topics studied include:

Information Theory and codes, Systems Theory and its applicability to business information systems, computer system selection, data base concepts and computer system selection.

References


BS304 Advanced Auditing

Prerequisite Accounting III/C/Auditing and C.M.A. (DP) in Diploma of Business Studies, or equivalent subjects in other approved courses.

An in-depth study of topics introduced in Accounting III/C — Auditing with emphasis on the use of case study material based on the practical situation.

Topics

2. Potential liability of auditors arising from negligent performance of the audit — a consideration of the latest decisions by the courts.
3. Advanced Statistical Sampling — an advanced study of statistical sampling to expand knowledge gained in the graduate course and application of that knowledge to practical situations.
4. Computer auditing — extending prior knowledge of basic computer systems. Including E.D.P. Controls; audit uses of the computer; computer audit programs.
5. Internal Auditing — the objective and scope of internal auditing.

References

Topic 3, Herbert Arkin, *Handbook of Sampling for Auditing and Accounting*.

Reference material for Topics 1, 2 and 5 is not obtainable in book form — material will be derived from various pronouncements and journal articles of professional accounting bodies.
Post Diploma of Business Studies — Subject Details

BS401 Advanced Accounting

Two major areas — corporate reporting and controllership — comprise this subject. Corporate reporting involves a study of the determination of business income with particular reference to price-level and price changes. External reporting for segments of a business. The role of accounting information in the Securities Market including a comparative study of the Securities and Exchange Commission. Financial reporting in the extractive industries. The funds statement as a practical alternative to the income statement. The function, organisation and management of the controller’s department and its relationship to the management hierarchy. Short-term planning and management control techniques. Long-range planning. Reporting and revaluation of plans and objectives.

References

BS403 Advanced Taxation

The subject includes a study of the case and statute law of stamp, gift, estate and probate duties as well as particular aspects of income tax law. Particular attention will be given to estate planning and to the formation and operation of business organisations in such a way as to minimise the tax liability the statutes impose.

References
Post Diploma of Business Studies — Subject Details

**BS421 Advanced Systems Design**

This course involves a study of some of the more advanced systems design concepts such as real time systems, time sharing systems, and computer simulation models.

A knowledge of basic computer systems design, management information requirements and advanced accounting are prerequisites for this course.

References
- Tocher, The Art of Simulation (Van Nostraud).
- Barton, A Primer on Simulation and Gaming (Prentice-Hall).
- Greenlaw et al, Business Simulation (Prentice-Hall).

**SSS31 Administration**

This subject, which consists of two units, seeks to develop further the introductory study of Administration Theory which the students undertook in their undergraduate courses.

It is concerned with the behaviour and direction/motivation of people within industrial and commercial organisations. The first unit, Organisational Analysis, seeks to identify the essential factors which affect behaviour in the work place and to classify them under several broad headings.

In the second unit, Behavioural Analysis, the student is required to use the framework developed in unit one to interpret behavioural problems described in various case studies and to suggest means of overcoming such problems.

The emphasis throughout the subject relates to decision making directed toward the optimum use of human resources in the business environment.
Post Diploma of Business Studies — Subject Details

Preliminary reading

References

Case studies as issued/directed.

**BS533 Marketing Administration**

This is a general course in Marketing designed to give company accountants an understanding of the importance of the marketing function within the modern firm, together with an appreciation of the problems of administering a marketing program. In this regard the course will be problem oriented.

It will comprise 30 seminars. During each seminar students will be required to outline current academic theories relating to a certain topic and then to demonstrate their practical appreciation of the concepts concerned by presenting an analysis of an appropriate case study.

Topics will deal with:
- the importance of marketing in a mass production society,
- market analysis, product planning and development,
- distribution methods and problems, pricing, promotional methods, export marketing and marketing strategy.

Preliminary reading
R. Buskirk, *Cases and Readings in Marketing* (Holt).

References

**IS541 Quantitative Methods I**

This unit is predominantly concerned with the application of quantitative methods to accounting applications. It builds on the techniques covered in either Accounting IIID/Introduction to Operations Research or Quantitative Management Techniques. Emphasis in this unit will be given to the application of these techniques so as to provide solutions to specific accounting problems.

The following topics will be included:
1. Quality Control and Acceptance Sampling (with special reference to auditing procedures).
2. Market Chain Processes:
   a) Stationary or fixed point chains
   b) Absorbing chains.
3. Queueing Theory.
4. Game Theory to “n” person zero sum games.
Post Diploma of Business Studies — Subject Details

Preliminary reading
References
F. B. May, Introduction to Games of Strategy (Allyn and Bacon).

BS51 Quantitative Methods II

This unit introduces realistic and live problems for which operations research techniques may be used to obtain a solution. Emphasis will be placed on the application of operations research methods to the computer. The student will be expected to utilise software packages as well as writing some FORTRAN programs for the solution of case study problems.

Preliminary reading
E. James et al, A FORTRAN Programming Course (Prentice-Hall).

References
Naylor et al, Computer Simulation Techniques (Wiley).
I.C.L. Software Manuals.
I.B.M., Data Processing Application — An Introduction to Linear Programming.
## Units Taught in Other Departments

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>GS001</td>
<td>English Expression</td>
<td>Nil.</td>
<td>This course includes a wide variety of forms of written and oral expression, including note-taking, letter writing and reports. It also includes training in clear-thinking and the critical examination of arguments. A reading program is integrated with all aspects of the course with the aim of giving the students a broader, deeper view of life. Preliminary stage.</td>
</tr>
<tr>
<td>GS021</td>
<td>History of Western Civilisation</td>
<td>Nil.</td>
<td>A synoptic survey of major developments in western civilisation from ancient times to the present, with emphasis on the economic, political and cultural determinants of history. Preliminary.</td>
</tr>
</tbody>
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### References

**GS001 English Expression**


**Asian Studies I**


### References

Units Taught in Other Departments

**GS185 Sociology I**

This course consists of lectures, seminars and field work. The 12 lectures are shared between three lecturers.

**Lecture areas**
- The nature of sociology: culture, the self.
- Social stratification.
- Theoretical perspectives.

**Seminar topics**
- Various aspects of such fields as role, groups, stratification, religion and organisations.

**Assignment**
- Students, with tutorial supervision and assistance investigate within a sociological framework, some element of social behaviour which is of interest to them.

**S181 Psychology I**

This unit is designed to provide students with a general introduction to the content and method of psychology. At the same time it is hoped that the course will serve to dispel a number of the more persistent myths which continue to surround the analysis of human behaviour. Topics covered will include the origins and methods of modern psychology, perception, personality, learning, motivation, and an introduction to the study of social psychology. The teaching program includes lectures, tutorials, and a number of practical laboratory sessions.

**Prerequisites**
- It is desirable that students take Statistics I either before or concurrently with this unit.

**Preliminary reading**
Units Taught in Other Departments

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<tbody>
<tr>
<td>22</td>
<td>History 1B</td>
<td>Contemporary Australia in the Twentieth Century. A chronological study is made of the social and economic developments of Australia after federation. Consideration is given to the growth of nationalism, the gradual extension of the role of the government in the federal scene, immigration and trade unionism. Special attention is given to Australia's involvement in the First World War, the conscription issue and the resultant split in the Australian Labour Party. Other special studies concentrate on the impact of the depression and the growth of Australia's own foreign policy.</td>
</tr>
<tr>
<td>171</td>
<td>Literature 1A</td>
<td>An introduction to English literature of the 19th and 20th centuries. The course selects from the major tradition of English poetry from the Romantics to T. S. Eliot; key works in the English tradition of the novel; and modern drama, including some European dramatists who have had important influence on English drama in this century. Prerequisite: Nil. Preliminary reading: Charles Dickens, Dombey and Son (Signet); George Eliot, Middlemarch (Signet); Henry James, Washington Square (Penguin); Joseph Conrad, Heart of Darkness (Bantam); D. H. Lawrence, The Rainbow (Penguin); James Joyce, A Portrait of the Artist (Penguin).</td>
</tr>
<tr>
<td>172</td>
<td>Literature 1B</td>
<td>An introduction to modern European literature. It includes English poets who belong to a tradition different from that studied in Literature 1A, and examines the works of French, Russian and German novelists and a number of modern European plays. Prerequisite: Nil. Preliminary reading: Dostoievsky, Crime and Punishment (Penguin); Tolstoy, Anna Karenina (Penguin); Flaubert, Madame Bovary (Penguin); T. Mann, Death in Venice and Tonio Kroger (Penguin); Proust, Swann's Way Part I (Chatto and Windus); Kafka, The Trial (Penguin).</td>
</tr>
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</table>
Units Taught in Other Departments

**GS131 Modern Government IA**
Will cover the social and economic structure and political behaviour of the Australian electorate, particularly since 1945, the role of political parties, pressure groups and mass media. Some problems stemming from the federal structure of Australian government will be studied, illustrated by case studies selected from such fields as industrial relations, government finance, education, immigration, social welfare and urban and national development. Reference will be made to ideals and models of society and the political, economic and social values and policies stemming from them which are the stated and unstated assumptions behind Australian institutions.

**Prerequisite**
Nil.

**Preliminary reading**

**GS132 Modern Government IB**
Is an introduction to some theories about the conduct of international affairs illustrated by case studies of specific incidents since 1945. The course is concerned with the problems and progress of international organisation as an approach to world order and studies the growth and activities of world-wide organisations such as the United Nations, and regional organisations in Europe and Asia. Using the relations between the U.S.A. and the U.S.S.R. as a focus, some of the problems of power politics, the armaments race, and rich and poor nations are examined. Reference is also made to the foundations, scope and limitations of diplomacy and international law.

**Prerequisite**
Nil.

**Preliminary reading**

**MA021 Computing Methods & Statistics I/Mathematics**
This is the same as MA022 — Computing Methods and Statistics I/Statistics.

**Prerequisites**
No formal pre-requisite, but a pass in at least one branch of Leaving Mathematics is desirable.

**Syllabus**
Graphs, Linear Programming, Indices and Logarithms, Compound Interest, Calculus, Progressions, Matrices.
Units Taught in Other Departments

**Assessment**
Progressive tests and end of semester examination.

**References**
Rutledge and Cairns, Mathematics for Business Analysis.
Draper and Klingman, Mathematical Analysis — Business and Economic Applications.

**MA022 Computing Methods & Statistics I/Statistics**

**Prerequisites**
No formal prerequisite, but a pass in at least one branch of Leaving Mathematics is desirable.

**Syllabus**
Statistical Terms, Sample Data, Histograms, Sample Statistics, Probability, Normal Distribution, Regression, Correlation, Index Numbers, Sample Designs, Chi Square Tests.

**Assessment**
Progressive tests and end of semester examination.

**References**
Clarke, College Statistics.
Hays and Winkler, Statistics, Vol. I.
Moroney, Facts from Figures.

**MA221 Computing Methods & Statistics II/Statistics**

As for MA022 in all details except that it is a prerequisite of this subject that a candidate must have matriculated.

**Prerequisites**
Passes in MA021 and MA022 or a pass in MA121.

**Syllabus**

**Assessment**
Progressive tests and end of semester examination.

**References**
Hays and Winkler, Statistics, Vols. I and II.
Shao, Statistics for Business and Economics.
Yamane, Statistics — In Introductory Analysis.
Units Taught in Other Departments

**MA222 Computing Methods & Statistics**

- **Prerequisites**: Passes in MA021 and MA022 or a pass in MA121.
- **Syllabus**: Calculus, Linear Programming.
- **Assessment**: Progressive tests and end of semester examination.

**MA223 Applied Statistics**

- **Prerequisites**: Pass in MA121 or passes in MA021 and MA022.
- **Syllabus**: Chi Square Distribution, Distribution of Sample Variance, F-Distribution, Analysis of Variance — Comparison of Several Means, Two-way Classifications, Simple Linear Regression, Bivariate Linear Regression, Computer treatment of Multiple Linear Regression.
- **Assessment**: Progressive tests and end of semester examination.

**MA224 Statistical Decision Theory**

- **Prerequisites**: Pass in MA121 or passes in MA021 and MA022.
- **Syllabus**: Integration, Expectation, Moments and Cumulants, Normal Distribution, Binomial and Poisson Distributions, Estimation from small Samples, Errors in Significance Tests, X² Tests.
- **Assessment**: Progressive tests and end of semester examination.
<table>
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<tr>
<th>Course Code</th>
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