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Swinburne College of Technology

Faculty of Business Studies Handbook 1974
Department of Business Studies Handbook
1974

Information as at October 1973

Swinburne College of Technology,
John Street, Hawthorn, Victoria.

P.O. Box 218, Hawthorn, 3122. Telephone 81 0301.
Cables & Telegrams, "Swintech", Melbourne.
CONTENTS

General Information

Introduction to Swinburne 1
Courses available 2
Application procedure 3
Entry requirements 4
Preliminary year 5
Enrolment 1974 7
Examinations 1974 8
Degrees and diplomas 10
Conferring of diplomas 12
Fees 13
Fare concessions 14
College services 15
Scholarships 19
Student activities 23
Administration Staff 24
Academic Board 27
Faculty Boards 28
1974 college calendar 31
Location map 33

Business Studies section

Academic staff 35
General course details 36
Degree courses 38
Bachelor of Business conversion course 42
Diploma courses 44
Subject titles and code numbers:
  Accounting 45
  Data processing 46
  Secretarial 47
Graduate diploma 48
Prizes for high academic achievement 49
Subject details 50
Subjects taught by other depts. 100
INTRODUCTION TO SWINBURNE

Educational activity of one kind or another has been conducted on the present college site since 1909. Early in that year classes were conducted in carpentry, plumbing and blacksmithing, with a total of 80 students. The institution grew and within a short time there developed a boys' junior technical school and a girls' school. The college was originally called the Eastern Suburbs Technical College. This name was changed in 1913 to Swinburne Technical College to commemorate the Hon. George Swinburne, a former mayor of Hawthorn, whose energies were largely responsible for the college's initial establishment. In 1969 the college adopted its present title: Swinburne College of Technology.

It is worth adding here, to avoid confusion, that although names are similar, the college has no formal connection with the Swinburne Technical School or with the Swinburne Community School.

The college is now an autonomous institution affiliated with the Victoria Institute of Colleges, and as such is recognised by the Australian Government as a college of advanced education.

From these varied beginnings, Swinburne College of Technology has developed in its own right as a vocational tertiary institution. It is the second largest college of advanced education in Victoria. Enrolments at the tertiary level in 1973 are 1,890 full-time and 2,150 part-time students.

The college offers diploma courses in the faculties of Applied Science, Art, Business Studies, Engineering and General Studies and, within these same faculties, degree courses in the fields of graphic design; applied chemistry; business; and civil, electrical, mechanical, and production engineering. Further degree courses (in general studies and certain areas of applied science) are awaiting approval from the V.I.C.

The college has an extensive building programme under way. The five-level library building was occupied in February 1972 and an eleven-storey Business and General Studies block to the north of the library will be occupied in 1974.
COURSES AVAILABLE AT SWINBURNE

The college offers a variety of courses at tertiary level to students wishing to study applied science, art, business studies, engineering or general studies; a wide range of technician and trade courses; and diverse extra-curricular activities. The facilities of the college are constantly being improved and expanded to meet the technological demands of the future.

Courses are available in the following areas:

**Applied Science**
- Applied chemistry
- Biochemistry

**Art**
- Graphic design
- Film and television

**Business Studies**
- Accounting
- Electronic data processing
- Secretarial practice

**Engineering**
- Biochemical engineering
- Chemical engineering
- Civil engineering
- Electrical engineering
- Electronic **engineering**
- Heating, ventilation, air-conditioning and refrigeration
- Industrial management
- Mechanical engineering
- Production engineering

**General Studies**
- Languages
- Psychology
- Sociology

**Technical College Division**
- Building trades - apprenticeship and technician
- Electrical trades - apprenticeship and technician
- Metal trades - apprenticeship and technician
- Plumbing and gasfitting trades - apprenticeship and technician
- Higher technician
- Design drafting
- Preliminary year (form V1 tertiary-oriented)
APPLICATION PROCEDURE - TERTIARY COURSES

Full-time studies

Application to enrol in first year (post form VI entry):
With the exception of students currently enrolled at Swinburne for the preliminary year, all applicants for full-time study at the first year level (that is, the year immediately after Higher School Certificate) must be made through the Victorian Universities Admissions Committee (WAC).

The WAC issues two types of application form - Form A and Form B.

Form A is for use only by students currently undertaking full-time study for the Higher School Certificate. Forms have been distributed to all Victorian secondary schools, as have copies of the WAC publication "Guide for prospective 1974 students" which outlines the procedure to be followed for making application.

Form B is to be used by all applicants not currently enrolled for the Higher School Certificate and, together with the "Guide to prospective 1974 students", may be obtained from either the college Admissions Officer or from the offices of WAC, 450 St. Kilda Road, Melbourne 3004.

The closing date for all applications is 12 November 1973. In all cases the application forms must be sent directly to WAC and not to the college.

Applications to enrol in second year and higher:
Please apply direct to the college and not through the WAC. Application forms can be obtained from our Admissions Officer, Mr. R.K. Stewart, ext. 162.

Part-time studies

All applications for enrolment in part-time courses must be made direct to the college. Application forms are available from the college Admissions Officer, Mr. R.K. Stewart, ext. 162.

Applications for enrolment in part-time courses should be received by the college by the following dates:

- General Studies: 30 November 1973
- Business Studies: 18 January 1974
- Applied Science: 1 February 1974
- Engineering: 1 February 1974

No places are available for part-time Art courses.
Entry requirements

All degree and diploma courses commence from the post sixth form level. Wherever entry is specified as from fifth form level, this means entry into the preliminary year, apart from the Technical College Division courses.

To be eligible to enter the first year of any degree or diploma course applicants must have achieved grade D, or higher, in at least four Higher School Certificate subjects, including English, or have successfully completed the sixth form year at a technical college or school, or have successfully completed an equivalent qualification.

Deferred entry

Students who are offered a full-time place in first year for 1974 may apply for deferment until 1975. Applications must be addressed to the Registrar, and must be made at the time an offer of a place at the college is made.

Deferred entry will be virtually automatic for those students who apply as soon as they receive an offer. Later applicants may be asked to give reasons for their request for deferment and, in those cases, the head of the particular department will have the final decision. Students who have been granted deferment will be informed in writing by the Registrar.

Deferments will be valid for one year only and only for entry to the particular course for which the original offer was made.

Should a student who has been granted a deferment apply to another faculty or to another college or university, the offer of a reserved place will lapse.

Mature entry

The college has provision for mature entry to courses. Applicants in this category should forward details of their previous academic background (or reasons for the lack of it) to the Registrar.

Offers of places at the college will be made on the merits of the particular case and the Registrar will notify successful applicants in writing.

It should be noted that the scheme is not intended for the rehabilitation of students who have recently failed the Higher School Certificate examinations.
Preliminary Year  (sixth form equivalent)

There are two streams of teaching in the preliminary year for students wishing to undertake the following courses:

a) Art, Business Studies, and General Studies
b) Applied Science, and Engineering

The Applied Science and Engineering stream is open to all students who have the necessary prerequisites.

However, only students from eastern regional technical schools will be admitted into the Art, Business Studies and General Studies stream.

The Applied Science and Engineering stream can be undertaken by either full-time or part-time study. The Art, Business Studies and General Studies stream is available only for full-time study.

Entrance requirements

Students wishing to enter the Applied Science and Engineering stream should have passed English, physics, chemistry and mathematics at the fifth form level.

No prerequisite subjects are set for students wishing to enter the Art, Business Studies and General Studies stream. However students should have satisfactorily completed their fifth form studies at an eastern region technical school.

Subjects available at preliminary year level:

Applied Science and Engineering stream -
Chemistry
Mathematics
Physics
English Expression

Art, Business Studies and General Studies stream -
English Expression
Study Methods and Efficient Reading
History of Western Civilization
Introduction to Modern Government
Study of Ideas
Personal Typing
Data Processing Fundamentals
Computing Methods and Statistics
Computing Methods and Statistics (mathematics)
History of Arts
Attitudes in 19th Century Australia

(Cont.)
Application procedure (preliminary year)

Students from eastern regional technical schools should apply through their respective schools. Application forms will be available from the principal of each school in November 1973. The college cannot guarantee places for eastern regional technical school students whose applications are received after 7 December 1973.

All other applicants should obtain an application form from the college Admissions Officer, Mr. R.K. Stewart (ext. 162). The closing date for applications is Friday 18 January 1974.
ENROLMENT 1974

All new students will be required to pay the general service fee at the time of enrolment. Enrolment is not completed until the general service fee has been paid.

Confirmation of enrolment

Early in each semester students will receive by mail a confirmation of enrolment card which will list their name, address, student identification number, and the subjects for which they are enrolled. Each student will be required to return the confirmation of enrolment card to the Student Records office by the date printed on the card. The information contained on these cards (plus any subsequent amendments) will form the basis of examination entry. Failure to return the card by the due date will be construed as signifying that the student has withdrawn from all study at the college. The student will then be struck off the class lists and examination and assessment lists for all the subjects for which the student has enrolled.

Amendment to enrolment details

Students should note that the confirmation of enrolment card does not make any provision for changing the subjects for which a student is listed as enrolled. The cards will be printed from the computer record of subjects and units for which the student has enrolled at the beginning of semester.

If any of the subjects listed on the card have been dropped, or any new subjects added, the student must complete a change of enrolment form which is available from the student's department, and lodge it at the Student Records office with the confirmation of enrolment card.

Students wishing to record some other enrolment change, e.g. address, should consult the Student Records office. Students who withdraw after the seventh week of semester will have a fail recorded against that particular subject/unit.

Students who at any time believe that college records may not show their current address should notify the Student Records office.
SEMESTER EXAMINATIONS 1974

Examination timetables
Approximately half way through each semester, a provisional examination timetable will be posted on the notice board in the quadrangle. Students should note their examination times and immediately report any clashes to the Examination Officer, Mr. R.K. Stewart. The final timetable, without room allocations, will be posted approximately one month later. Room allocations will be posted at least one week before classes end.

It is the responsibility of students to ascertain dates and times of examinations. No information will be given by telephone.

Conduct of examinations
1. Unless otherwise stated on the timetable, morning examinations will commence at 8.50 am and afternoon examinations will commence at 1.20 pm.

2. Students must take their "Confirmation of Enrolment" cards into the examination room.

3. Students are required to provide their own slide rules and drawing instruments.

4. Students will not be permitted to enter the room after half an hour has elapsed from the commencement of examination, and will not be permitted to leave until half an hour after commencement of examination.

5. Four-figure mathematical tables will be supplied where necessary.

Absence from examinations
Students who are absent from an examination due to illness or other reason and who wish to apply for a special examination must apply through the Student Records office. Such an application must be accompanied by evidence (e.g. medical certificate) that there was a genuine inability to attend the examination. The application must be lodged at the Student Records office within 48 hours of the examination.

Students who are absent from an examination through misreading the timetable are not automatically entitled to a special examination. Students in this position should contact the head of their awarding department.
Publication of results

Examination results will be displayed in the Ethel Swinburne Centre at dates and times to be announced. Examination results will not be given over the telephone.

The following marking scheme will be used for all tertiary subjects:

H1 Outstanding performance
H2A Pass with varying degrees of distinction. Each category represents approximately equal increments in standard.
P1 Minimum pass level
N Fail

Report on results

Applications for a report on results can be lodged with the cashier at the General Office.

Reports 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 for either category of report must be made within 30 days of the publication of the examination result in the subject.

If you have any queries concerning the following matters, please contact Student Records or the Examinations Office, as listed:

Awards
Enrolment details and amendments
Examination results

Student Records (Room A11)

Examination timetable: Mr. R. Stewart (A18)
Mrs. L. Gillan (A22)
Degree, diploma and certificate awards

Students who hope to complete the academic work for their courses at the end of semester II, 1974 should apply now for the award. Applications should be lodged at the Student Records office.

Degrees

Under the system of tertiary education operating in Victoria, the colleges of advanced education are co-ordinated under a corporate body known as the Victoria Institute of Colleges. Apart from its co-ordinating role, the VIC is the degree-conferring authority for all colleges of advanced education. By this means the community is assured that a student successfully completing a course has a recognised qualification which, in the words of the VIC Act, "is comparable in standard (though not necessarily similar in kind) to that required for the award of a degree at the universities of Victoria".

Degrees are conferred by the VIC on certification by this college that the student has completed the requirements to be admitted to the particular degree. Students who hope to qualify for a degree at the end of semester II, 1974 should lodge their application forms at the Student Records office now to ensure that the necessary certification may be completed at the earliest opportunity. Such certification can affect a graduand's status in industry: thus early completion of the necessary checking is essential.

The 1974 degree conferring ceremony will be held on 20 May 1974 at the Dallas Brooks Hall, East Melbourne.

Diplomas and certificates

Students should note that periods of industrial experience are required to qualify for the award of the following diplomas and certificates:

- Biochemistry diploma 12 weeks
- Applied Chemistry diploma 12 weeks
- All engineering diplomas 12 weeks
- Applied Chemistry certificate 4 years
- All engineering certificates 4 years
If industrial experience has not been completed at the time of lodging the application for the award, students should attach a note explaining when they expect to complete it. Students who have not yet commenced employment should advise the Student Records office to that effect, and should again contact the office when they actually take up employment.

The 1974 diploma conferring ceremony will be held on 29 July 1974.

Exemptions

Where a student has undertaken a subject at another institution and wishes credit for that subject to be given towards a course at Swinburne, formal application for such an exemption must be made. Application forms are available from, and should be lodged at, the Student Records office. Original documentary evidence should be attached to every application. Original documents will be returned to the applicant if a photostat copy is also attached. Students should apply for exemptions at the earliest possible time. Students who have claims for exemptions for which they have not applied, and which they wish to claim, should apply immediately.

Students nearing completion of their course

Students nearing completion of their course may obtain a statement indicating those subjects passed and those subjects still required to complete their courses for a fee of $1.

A student who has obtained all subjects except 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. Candidates will use the same number as used for the final examinations. Application must be made to the Registrar within 30 days of publication of the examination result in the subject.

Any student who has been involved in a change of syllabus (for example from the 1960 syllabus to the 1965 revised syllabus, or to the 1972 syllabus etc.) and who has not previously obtained a statement, would be wise to do so before they are in their final semester.
CONFERRING OF DIPLOMAS

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 and degree applications close on April 30 of the year in which students wish to have them conferred, and certificate applications close on March 31.

Degree qualifications
The degrees awarded by the Victorian Institute of Colleges for the courses undertaken at this college are:

Bachelor of Applied Science in Applied Chemistry
Bachelor of Arts in Graphic Design
Bachelor of Arts in General Studies
Bachelor of Business
Bachelor of Engineering in Electrical Engineering
Bachelor of Engineering in Civil Engineering
Bachelor of Engineering in Mechanical Engineering
Bachelor of Engineering in Production Engineering

Diploma qualifications
Diploma of Applied Science (Applied Chemistry)
Diploma of Applied Science (Biochemistry)
Diploma of Engineering (Chemical)
Diploma of Engineering (Civil)
Diploma of Engineering (Electrical)
Diploma of Engineering (Electronic)
Diploma of Engineering (Mechanical)
Diploma of Engineering (Production)
Diploma of Art
Diploma of Business Studies (Accounting)
Diploma of Business Studies (Data Processing)
Diploma of Business Studies (Secretarial)
Diploma of General Studies

Graduate Diplomas
Graduate Diploma in Business Studies
Graduate Diploma in Civil Engineering
Graduate Diploma in Heating, Ventilation, Air-conditioning and Refrigeration
Graduate Diploma in Industrial Management
FEES

Tertiary level

The Australian Government has advised that, from the beginning of 1974, all tuition fees for tertiary level study will be abolished. However, Union fees will still be payable.

As no further details of the Government's proposals are to hand at the time of preparation of this handbook, intending students are advised to watch the various news media for further information.

Union fees are as follows:

- Part-time students $10.00
- Sandwich course students $16.50
- Full-time students $23.00

Technical College Division

Fees are paid half yearly and are subject to any change by the college council.

- Apprentices: Tuition fees - $10.00, Union fees - $3.00
- Others: Tuition fees per subject hours - $5.00, Union fees - $3.00

CONVEYANCE ALLOWANCE

Preliminary year students under 21 years of age, whose place of residence is situated outside a radius of three miles from the college, may make application for a conveyance allowance provided there is no other institution nearer their home than Swinburne 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, a copy of which can be viewed at the General Office of the college.

Students not attending the college nearest to their residence may receive an allowance if:

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

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

(cont)
Students who think they may be eligible for a conveyance allowance should inquire at the college General Office before 1 March 1974. All application forms must be returned to the General Office before 31 March 1974.

FARE CONCESSIONS

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.

Except in special cases approved by the Minister of Education, a conveyance allowance in excess of $130 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.
COLLEGE SERVICES

Audio-visual Aids

The Audio-visual Aids Department assists in the production and presentation of the various aids to teaching, including film projection, tape recording, slide and transparency making, enlarging and reducing photographic material, general photography, cine photography, closed circuit television, short term loan of slide projectors, tape recorders and other audio-visual equipment.

Bookshop

Whitcombe & Tombs, booksellers and publishers have a branch office at Swinburne, 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 wherever applicable. All general stationery, including slide rules and drawing instruments, is kept as well as art materials.

The bookshop is open from 8.30 am until 7.45 pm Monday to Friday throughout the year.

Central Technical Services

Central Technical Services provides production and servicing facilities for electronic and mechanical equipment at the college.

The two workshops, with their staff of technicians and instrument-makers assist in the design and production of experimental, research and teaching equipment for all faculties of the college. The workshops have produced varied equipment such as a ground movement for soil testing in civil engineering, lightproof boxes for botany experimentation, and animation stands for cartoon production.

College chaplains

The chaplains are not employees of the college, but have a wide responsibility to everyone at Swinburne regardless of religious affiliation, or lack of it. This responsibility is exercised through personal confidential counselling; through group discussions and consultations with members of staff regarding student welfare.

New students particularly should make themselves known, as settling into a new and different environment can sometimes be a difficult process.
College Press

The publications department was established in 1952 with a staff of three and one duplicating machine. Over the years, the department has developed into the Swinburne College Press, with a specialist staff of fifteen and full offset printing facilities, permitting work of a professional standard.

The Press serves both staff and students by preparing, collating and printing material either for sale or as class notes. A very large percentage of official college printing is now carried out by the Press, in the way of letterheads, forms, brochures, leaflets, vouchers, enrolment forms, examination booklets, handbooks, etc.

The Swinburne College Press is registered as such under the Business Names Act and is recognised as a publisher/printer by the Customs and Excise Department, enabling book bounty to be claimed on such items as fall within this category. This latter concession is passed on to students by way of reduced prices for manuals which are sold across the counter.

Information Office

The information office gathers details of college activities for release to the news media and for dissemination within the college. The office also arranges tours of the college for school groups and other visitors, and is responsible for producing the college Newsletter (fortnightly), prospectus (annually) and the faculty handbooks (annually).

The Library

The central reference and lending library is housed in a new five storey building with an ultimate 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, and is normally open from 8.45 am to 5 pm during vacation. It is also open on Saturdays, public holidays and vacations, according to demand.

Most of the material held by the library is available for loan to staff and students of the college, and copying facilities are available at reasonable cost.
The major purpose of the library is to supplement and support the formal instruction given in all courses of the college curriculum and to provide ample opportunity for recreational and general reading.

In 1973, the collection comprised over 60,000 volumes including fiction and bound periodicals. Over 1500 current periodicals are 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 (both in direct connection with their courses, and also in relating their specialist courses to society) by introducing them to a diversified collection of literature on all types of subjects. Formal and informal instruction is given to students on the use of catalogues, reference works and bibliographical aids.

Swinburne Applied Research and Development Division (SARDD)

Swinburne was the first college of advanced education in Victoria to appoint an industrial liaison officer to establish closer working relationships with industry. Industrial liaison centres operate at many tertiary colleges overseas. Larger organisations have been developed at various universities, enabling applied research and investigation to be carried out for a wide cross section of industry and commerce.

The Swinburne applied research and development division covers technical information services, testing and research, in addition to design and development of special projects.

The Industrial Liaison Officer Mr Frank Lees is the executive officer of SARDD, and he is located in the library building.

Student Warden

The Student Warden, Mr. K. Goodman, is the executive officer of the college House Committee and is the overseas student counsellor. The House Committee consists of some members of the college council, students and staff. This committee is responsible for the maintenance, development and general welfare of all areas of the college providing for the cultural and recreational activities of the college community.
The office of the Student Warden is at the north end of the lounge, level four, Ethel Swinburne Centre. Enquiries concerning clubs and societies, use of the centre and of the annexe at 408 Burwood Road for meetings and functions or enquiries concerning non-academic problems are welcome.

Student Counselling

The Student Counselling Department is situated at 401 Burwood Road. The counsellors are specialist members of the college staff available to assist Swinburne students in the many areas as indicated below. Prospective students may also consult the counsellors about courses available at Swinburne and related information.

Counselling:

This basic function involves an individual, confidential counsellor-student relationship in which the counsellor, being a qualified psychologist, can help students to develop academic, personal and social skills, particularly with a view to deriving the maximum benefit from their time at Swinburne.

Educational guidance:

Counselling frequently involves such matters as defining educational goals, the choice of courses, study methods, efficient learning and examination techniques. Advice is also given regarding postgraduate studies.

Vocational guidance:

Counsellors also assist students to clarify vocational objectives.

Employment service:

Students seeking either temporary or permanent employment should register with the Student Counselling Department which receives offers of positions from commerce, industry and Government departments. A copy of the current Graduate Careers directory is available for all final year students who are also assisted in making direct contact with employer representatives by means of interviews at the college.
Financial assistance:

The Swinburne Student Aid fund, financed by regular contributions from members of the college staff, provides short-term assistance to approved students in financial difficulty.

The Victoria Institute of Colleges student loan fund provides loans to full-time students subject to certain conditions.

The Commonwealth "Help for Needy Students" fund may also be a source of substantial assistance to students.

The main scholarships and cadetships available are listed below. Application forms and further information about the above, and other, sources of financial assistance may be obtained from the Student Counselling Department.

SCHOLARSHIPS

In addition to the abolition of tuition fees in tertiary institutions the Commonwealth Government has announced that financial assistance will be available to full-time students subject to a means test and certain other conditions. In general these conditions are similar to those which have applied previously to the living allowances that were provided for holders of Commonwealth University and Advanced Education scholarships. This is also assumed to be the case in respect to the actual rates of benefit (not yet announced at the time of printing this handbook).

The above provisions may produce changes in existing scholarships and the statements made below should be checked by inquiry at the Student Counselling Department. Scholarships listed are those for which students undertaking diploma and degree courses in 1974 may apply.

OPEN SCHOLARSHIPS

*Senior Technical Scholarships:

Applications close 30 September. Form 6 and 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*

Applications close 1 November. Open to a student qualified to commence the first year of a diploma course. Value $300 p.a.

**SCHOLARSHIPS SUBJECT TO SPECIAL CONDITIONS**

*Gowrie* Scholarships

Applications close 30 November. Available to the sons and daughters of ex-servicemen or women who served in combat areas during 1939-45. Value $80 p.a.

"Alexander Rushall Memorial Scholarships

Applications close 30 November. Available to Protestant boys – subject to a means test. Value $40 to $200 p.a.

*Dafydd* Lewis Trust Scholarships

Applications close 30 November. Available to male students under 20% years of age on 1 January next who have been educated in Victoria for at least five years immediately preceding the award of a scholarship and who will be qualified to proceed with degree-level study in 1974. Subject to a means test. Value $1000 to $1600 p.a.

Stock Exchange of Melbourne Scholarships

No formal application required. Eight scholarships awarded annually to students who have completed the preliminary year of Business Studies. Tenable for one year. Value $80.

**BONDED CADETSHIPS AND SCHOLARSHIPS**

*Teaching Studentships*

Applications close 19 October. Students at any stage of a tertiary course (including preliminary year) who are interested in teaching as a career are eligible to apply for any of the following:

Primary: 3 year Diploma of Teaching at a primary teachers' college.

Secondary: Degree courses (other than Engineering) followed by Diploma of Education (1 year).

Technical: All degree or diploma courses, industrial experience (2 years), teacher training (1 year).
Studentship holders are required to work for the Education Department for a period (usually 3 years) after completion of the training courses. Value $1549 to $2021 (higher allowances available to students in certain categories).

"Melbourne and Metropolitan Board of Works Cadetships
Applications close 5 October. Applicants should have commenced or be qualified to commence degree courses in Civil Engineering, Business Studies and some other approved disciplines. Cadets are employed by the Board during the long vacations and are required to work for the Board for a certain period after graduation. Value $850 to $1100 p.a.

State Electricity Commission Scholarship
Applications close 30 November. Available for degree courses - mainly engineering. Scholarship holders are employed by the Commission during the long vacation and are required to work for the Commission for a period (usually 4 years) after graduation. Value $850 to $1100 p.a.

Country Roads Board Cadetship
Applications close early December. Available for degree courses - mainly engineering.

Commonwealth Service Cadetships
Cadetships available in Commonwealth Government departments vary from year to year. Details are advertised in daily newspapers.

SCHOLARSHIPS AND AWARDS AVAILABLE TO SWINBURNE STUDENTS ONLY:

Formal applications not normally required. Interested students may obtain further details from the appropriate faculty.

A.E. Keating Award
Awarded for the third year of the Diploma of Art (Graphic Design) course. Value $50.

*Applications for these scholarships should be lodged at the college at least two weeks before the closing date.
Singleton, Palmer & Strauss McAllen Scholarships
Two scholarships (one male, one female student) for the third year of the Diploma of Art (Film and Television) course. Value $100 each.

The Margery Withers Scholarship
Available for the second year of the Diploma of Art (Graphic Design) course. Value $100.

The Television Society of Australia Scholarship
Available for the third year of the Diploma of Art (Film and Television) course. Value $102.

U.S.P. Needham Scholarship
Awarded to an outstanding student proceeding to the second year of the Diploma of Art (Film and Television) course. Value $102.

Society of Chemical Industry of Victoria Prize
A prize of $25 and a certificate awarded to the student nominated by the department as the best student in the final year of the Diploma of Chemical Engineering.

Molyneux Medal
A prize of $30 and a silver medal suitably inscribed awarded to the student in the final year of the Diploma of Chemical Engineering who presents the best process design thesis.

F.W. Green Memorial Award
Books to the value of $50 awarded by Engineering Faculty Board to the final year engineering student judged to be the outstanding student graduating that year.

J. Smith Memorial Award
J. Ness Memorial Award
K. Kennewell Memorial Award
Details not known at present.

Post-graduate awards
Students who wish to pursue advanced studies after graduation should consult student counsellors regarding awards available for such study in Australia and overseas.
STUDENT ACTIVITIES

Sports Association

A separate sports association has been set up at Swinburne to foster sporting activities. This association conducts both inter-faculty sport at Swinburne and inter-college sport in affiliation with the Sports Associations of Victorian Institutes of Colleges.

The following clubs are available:

- Athletics
- Badminton
- Basketball
- Bowling
- Car club
- Cricket
- Football
- Gun & rifle
- Golf
- Gymnastics
- Hockey
- Judo
- Karate
- Motorcycle
- Parachuting
- Rowing
- Skindiving
- Snooker
- Snow skiing
- Soccer
- Squash
- Surfing
- Swimming
- Tennis
- Table tennis
- Volleyball
- Water skiing

Student Union

All students pay a union fee upon enrolment and become members of the Student Union.

The union provides a forum through which students can debate current affairs, develop cultural interests, and become active in the academic life of the college and the community.

The union also tries to provide members with social activities, and to improve communications between students and the academic/administration staff, and between students themselves.

The activities of the union are administered by elected students. The union funds are used to subsidise various student clubs and societies, and to provide union nights and other social functions. Affiliation with the Australian Union of Students (A.U.S.) helps students obtain cheaper insurance, medical and dental benefits, travel, and discounts on consumer and pharmacy lines.

The union publishes a fortnightly newspaper "Scrag" and bi-weekly activities sheets throughout the academic year. The union is always keen to hear from new students who want to participate in running student affairs.

For further information about the union, its activities and those of any club or society, call at the union office, rear of 408 Burwood Road, or phone 81 8444 or 81 1312.
COLLEGE ADMINISTRATION

Office-bearers and members of the college council, 1974

President

T.W. Higgins, FASA, FCIS

Vice President

W.P. Brown, DipCE, FICE, FIEAust

Hon. Treasurer

R.H. Fowler, FASA, FCIS

W.J. Braden, BA, BEd

W. Jona, MP

B.R. Martin, BMetE

R.N. Morse, BSc, BE, FIEAust

H. Dixon

L.E. A. Orton, MArch, DipArch(DFN), ARIBA

R.G. Parsons, OBE, MACI, MACS

J.E. Taylor, CBE

N.P. Watson, AASA, ACIS

Representing the staff

J. F. Williams, BE(Mech), MEngSc, PhD, MIEAust

Representing the students

J. Clark, BSc(Hons), DPhil, DipEd, AAIP

Senior academic staff

Director

W.R. Longworth, MSc, PhD, FRIC, FRACI, MACE

R.S. Davie, BE(Mech), CEng, FIProdE, FIEAust, MACE

L.M. Jenkins, BCom, DipEd, AASA, MACE

Assistant Director (Engineering and Applied Science)

H.J. Major, DipMechE, DipEE, MIEAust, MACE

Assistant Director (Art, Business Studies, and General Studies)

Principal, Technical College Division

M.A. Proust

R.L.G. Smith
Comptroller's Office

Comptroller
Accountant
Assistant Accountant
Maintenance Officer
Planning Officer
Budget Officer

F.G. Bannon, BCom, FASA, ACIS, LCA
D.F. Baker, AASA, ACIS
C.N. Sims, AASA
A.J. Kibble, CBuild, AAIB
T. Rosauer, BArch, FRAIA, ARIBA
W. J. Neilson, BEc, AASA(Prov)

Registrar's Office

Registrar
Secretary to the Faculty Boards
Admissions and Examinations Officer
Staff Officer
Publications and Information Officer
Student Records Officer
Administrative Officer
Correspondence Registry

G.L. Williamson, BSc
R.T. Dawe, BA, LLB
R.K. Stewart, BEc
D.C. Wilson, BA
R.J. Cross
J. Wood
J.L. Miles, BA, DipSecStuds
E.A. Black
COLLEGE SERVICES STAFF

**Industrial Liaison Officer**

*Applied Research and Development Division*

F.A. Lees, B MechE.

**Officer in charge**

D.B. McAdam

**Audio-visual Aids Department**

**Officer in charge**

G. Nettleship

**Central Technical Services**

**Officer in charge**

Appointment pending

**Library**

*Chief Librarian*

J. McL. Harley, BSc, DipEd, ALAA

*Senior Librarian*

W. Linklater, BA, DipLib, ALAA

*Librarians*

A.G. Gregory, BA, DipEd, MACE, ALAA

E.J. Hallister, BA, MusBac, ALAA

V.R. Nash, BA, ALAA, ALA

P. Simmenauer, BA, DipLib

K.M. Villwock, BA, ALAA

*Assistant Librarians*

A.L. Bendeler, ALAA

B.J. Donkin, ALAA

M. Mattsson, ARMIT

T.M. O'Connor, ALAA

D.B. Ruddick, ARMIT

**Swinburne College Press**

*Manager*

K.G. Woodward

**Student Counselling**

*Head*

N.M. Niemann, BA, BSc, DipEd, MAPS, MACE

*Counsellors*

J.E. Newton, BA, DipPsych, MAPS

R.D. McMullen, BSc, DipMechE, DipPsych, MAPS, MIAust, MACE

**Student Warden**

K.L. Goodman, BA, BCom, BEd, MACE
MEMBERS OF THE ACADEMIC BOARD

Ex-officio members:

Director (Chairman) Dr W.R. Longworth
Asst Director (App. Science & Engineering) Mr R.S. Davie
Asst Director (Art, Bus. Stud. & Gen. Stud.) Mr L.M. Jenkins
Principal, Technical College Division Mr H.J. Major

Department heads:

Applied Chemistry Dr E.H. Bode
Art Mr L.S. Pendlebury
Business Studies Mr M.H. Hunter
Chemical Engineering Dr F. Molyneux
Civil Engineering Mr R.B. Sandie
Computer Studies Mr G.A.K. Hunt
Engineering Drawing Mr N.H. Dobbin
Electrical Engineering Mr H.E.R. Steele
General Studies Mr C.K. McDonald
Materials Technology Mr P.D. Stewart
Mathematics Mr K.C. Lovitt
Mechanical Engineering Mr W.N. Fricker
Physics Mr S.J. Rackham
Production Engineering Mr J.K. Russell

Chief Librarian Ms J.M. Harley
Student Counsellor Mr N.M. Niemann
Student Warden Mr K.L. Goodman
Comptroller/Secretary Mr F.G. Bannon
Registrar Mr G.L. Williamson

Elected members:

Departmental staff representatives:

Applied Chemistry Dr R.F. Cross
Art School Mr M. Cantlon
Business Studies Mr N.J. Allport
Civil Engineering Mr B.N. Nicholls
Engineering Drawing Mr I.R. Palmer
Electrical Engineering Mr R.S. Walker
General Studies Mr H.A. Irons
Mathematics Mr F.G. West
Mechanical Engineering M r K.B. Watson
Physics Mr H.J. Maynard
Chem. Eng. and Mat. Tech. Mr T.P. Gill
Comp. Stud. and Prod. Eng. Mr R.A. Wright
Comp. Eng. and Mat. Tech. Mr J.V. Adams

General staff representatives: Mr G.R. Hjorth

President of the Student Union: Mr T.J. Robinson

Provision for three additional student members as follows:
technological students' representative,
non-technological students' representative,
general students' representative.
MEMBERS OF THE FACULTY BOARDS

Applied Science Faculty Board

Ex-officio members:
Assistant Director (Chairman)  
Mr R.S. Davie

Heads of departments:
Chemistry  
Chemical Engineering  
Physics  
Mathematics  
Computer Studies

Elected staff members:

Elected student members:

Representatives from faculty boards:
Art  
Business Studies  
Engineering  
General Studies

Library representative:
Student Counselling representative:

Art Faculty Board

EX-officio members:
Assistant Director (Chairman)  
M L.M. Jenkins  
Mr L.S. Pendlebury  
Mr I. McNeilage

Head of Art School  
Mr M. Cantlon

Deputy Head of Art School  
Mr R.A. Francis  
Mr J.R. Harris  
Mr B.C. Robinson

Elected staff members:

Representatives from faculty boards:
Applied Science  
Business Studies  
Engineering  
General Studies

Library representative:
Student Counselling representative:

Provision for election of two student members

(*Retiring at the end of 1973)
Business Studies Faculty Board

Ex-officio members:

Assistant Director (Chairman)  Mr L.M. Jenkins
Head of Business Studies        Mr M.H. Hunter

Principal lecturers:

Mr N.J. Allport
Mr RW. Treloar
Mr B.N. Nicholls

Elected staff members:

* Mr B.N. Oakman
* Ms B.F. Greening
* Mr RW. Nottle
* Mr D.G. Adams

Representatives from faculty boards:

Applied Science  Mr K.R. Harris
Art              Mr D.G. Murray
General Studies  Mr D.Y. Mayer
Engineering      Dr G.E. Mapstone
Mathematics      Mr J.R. Iacono

Library representative:  * Mr W. Linklater
Student Counselling representative:  Mr N.M. Niemann

Provision for election of two student members

Engineering Faculty Board

Assistant Director (Chairman)  Mr R.S. Davie

Heads of departments:

Chemical Engineering  Dr F. Molyneux
Civil Engineering     Mr R.B. Sandie
Electrical Engineering Mr H.E.R. Steele
Mechanical Engineering Mr W.N. Fricker
Production Engineering Mr J.K. Russell

Elected staff members:

Chemical Engineering  * Dr G.E. Mapstone
Civil Engineering     * Mr F.H. Allen
Electrical Engineering Mr J. Hyne
Mechanical Engineering * Mr H.J.V. Maynard
Production Engineering * Mr R. Hatcliffe

Elected student members:

* Mr N.P. Carlyle
* Mr D.J. Dodson
* Mr MA. Stupar
* Mr P.G. Mitchell

Representatives from faculty boards:

Applied Science  * Dr E.H. Bode
Art             * Mr A.M. Evans
Business Studies * Mr J. Onto
General Studies  * Mr C.K. McDonald

(*Retiring at the end of 1973)
Engineering Faculty Board (cont)

Departmental representatives:

Library
Student Counselling
Engineering Drawing
Materials Technology
Mathematics
Physics

Ms A.G. Gregory
Mr R.D. McMullen
Mr N.H. Dobbin
Mr P.D. Stewart
Mr P.A. Evans
Mr S.J. Hennessy

General Studies Faculty Board

Ex-officio members:

Assistant Director (Chairman)
Head of General Studies
Deputy Head of General Studies

Elected staff members:

Mr L.M. Jenkins
Mr C.K. McDonald
Mr P.F. Thompson
Mr B.L. Howe
Mr D.Y. Mayer
Mr J.F. Wangeman
Mr F.G. West

Representatives from faculty boards:

Applied Science
Art
Business Studies
Engineering

Mr P. Simmenauer
Mr P.H.I. Green
Ms J.E. Newton

Departmental representatives:

Library
Mathematics
Student Counselling

Provision for election of two student members

(*Retiring at the end of 1973)
## 1974 College Calendar

**January**
- 2 General Office opens at 8.45 am to 5 pm.
- 15) Aptitude tests and interviews for entry to Art School.
- 16) Closing date for part-time applications for Business Studies. Last date for preferential applications for full-time study in Applied Science and Engineering stream.
- 17) Closing date for part-time applications for Business Studies. Last date for preferential applications for entry to full-time study in preliminary year Applied Science and Engineering stream.
- 18 Australia Day (holiday)

**February**
- 1 Last day for preferential applications for part-time study in Engineering and Applied Science courses.
- 4 Enrolments commence for new students.
- 18 Semester 1 begins. All classes commence.

**March**
- 11 Labour Day (holiday)

**April**
- 10 College closes at 9.30 pm for Easter break.
- 11 Technical College Division closes at 5 pm for Easter break.
- 17 Technical College Division resumes at 8 am after Easter break.
- 18 College resumes after Easter break.
- 25 Anzac Day (holiday)

**May**
- 10 Mid-semester break; classes cease 9.30 pm.
- 20 Classes resume at 8.45 am.
- 20 VIC degree conferring ceremony.

**June**
- 17 Queen's Birthday (holiday)
- 21 Examinations commence.

**July**
- 12 End of Semester 1.
- 22 Semester 2 begins.
- 29 Diploma conferring ceremony.

**August**
- 30 Mid-semester break; classes cease 9.30 pm.

**September**
- 9 Classes resume at 8.45 am.
- 26 Show Day (holiday)

**November**
- 5 Cup Day (holiday)
- 8 Classes cease at 9.30 pm for study break.
- 15 Examinations commence.

**December**
- 5 Publication of Semester 2 subject assessments commences.
- 20 College closes for Christmas break.
<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>5</td>
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<tr>
<td>Applied Research &amp; Dev. Div.</td>
<td>10</td>
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<tr>
<td>Applied Science Building</td>
<td>13</td>
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<tr>
<td>Art Building</td>
<td>4</td>
</tr>
<tr>
<td>Art School annexe</td>
<td>8</td>
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<tr>
<td>Audio-visual Aids</td>
<td>3</td>
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<tr>
<td>AS representative</td>
<td>17</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>12</td>
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<tr>
<td>Bookshop</td>
<td>5</td>
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<tr>
<td>Building Construction</td>
<td>15</td>
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<tr>
<td>Business Studies</td>
<td>5</td>
</tr>
<tr>
<td>Bus. and Gen. Studies Building (under construction)</td>
<td>6</td>
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<tr>
<td>Cafeteria</td>
<td>14</td>
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<tr>
<td>Central Technical Services</td>
<td>7</td>
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<tr>
<td>Chaplain</td>
<td>8</td>
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<tr>
<td>Chemical Engineering</td>
<td>13</td>
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<tr>
<td>Chemistry Building</td>
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<tr>
<td>Civil Engineering</td>
<td>13</td>
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<td>College Press</td>
<td>5</td>
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<tr>
<td>Computer Studies</td>
<td>7</td>
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<tr>
<td>Electrical Trades buildings</td>
<td>2</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>13</td>
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<tr>
<td>Engineering Building</td>
<td>7</td>
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<tr>
<td>Engineering Drawing</td>
<td>7</td>
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<tr>
<td>Ethel Swinburne Centre</td>
<td>14</td>
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<tr>
<td>Film and Television studio</td>
<td>4a</td>
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<tr>
<td>General Office</td>
<td>5</td>
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<td>General Studies</td>
<td>7</td>
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<tr>
<td>Graphic Art</td>
<td>7</td>
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<tr>
<td>Graphic Design Group</td>
<td>8</td>
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<tr>
<td>Gymnasium</td>
<td>17</td>
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<tr>
<td>Industrial Liaison Office</td>
<td>10</td>
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<tr>
<td>Information Office</td>
<td>5</td>
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<tr>
<td>Library</td>
<td>10</td>
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<tr>
<td>Machines and Materials</td>
<td>5</td>
</tr>
<tr>
<td>Maintenance Centre</td>
<td>11</td>
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<tr>
<td>Materials Technology</td>
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<tr>
<td>Mathematics</td>
<td>7</td>
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<tr>
<td>Mechanical Engineering</td>
<td>7</td>
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<tr>
<td>Metal Trades Building</td>
<td>5</td>
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<tr>
<td>Plumbing and Gasfitting</td>
<td>2</td>
</tr>
<tr>
<td>Production Engineering</td>
<td>7</td>
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<tr>
<td>Physics</td>
<td>13</td>
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<tr>
<td>SARDD</td>
<td>10</td>
</tr>
<tr>
<td>Scrag Office</td>
<td>16</td>
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<tr>
<td>Sports Association</td>
<td>14</td>
</tr>
<tr>
<td>Student Counselling</td>
<td>16</td>
</tr>
<tr>
<td>Student lounge</td>
<td>14</td>
</tr>
<tr>
<td>Student shop</td>
<td>14</td>
</tr>
<tr>
<td>Student Union</td>
<td>17</td>
</tr>
<tr>
<td>Student Warden</td>
<td>14</td>
</tr>
<tr>
<td>Swinburne College Press</td>
<td>5</td>
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<tr>
<td>Technical College Division</td>
<td>1</td>
</tr>
<tr>
<td>Welding</td>
<td>5</td>
</tr>
<tr>
<td>Public Telephones</td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL OF BUSINESS STUDIES

Academic Staff

Head
Mr M.H. Hunter, BCom, MAdmin, DipEd, AASA

Principal lecturers
Mr N.J. Allport, BCom, DipEd, AASA (Prov)
Mr B.N. Nicholls, MEC, TPTC
Mr R.W. Treloar, BSc, TSTC

Senior lecturers
Mr D.G. Adams, BCom, TSTC
Miss B.F. Greening, BEc (Hons)
Mr I.A. McCormick, BCom, DipEd, AASA (Prov)
Mr B.C. Nash, BCom, DipEd.
Mr J. Onto, BCom, MBA
Mr B.W. Spurrell, BCom, DipEd, AASA (Prov)

Lecturers
Mr N. Bates, BCom, DipEd
Mr G.W. Bell, LLB, ACTT
Mr R.P. Crane, BEc, DipEd
Mr B.J. Davis, DipBusStud
Mr R.C. Donkin, DipMechE
Mr I.C. Gaudion, BCom, BEd
Mr J.R.W. Gerrand, BEc
Mr J.C. Gregory, BCom, BA
Mr M. Haskin, BCom, BA
Mr D.V. Hawkins, BCom, DipEd, AASA
Mr M.A. Johnson, DipCom, AASA, ACIS, FSSM
Mr N.J. Lewis, BCom, AASA
Mr P.C. Mercovich, BSc
Mr G.A. Murphy, BCom, AASA
Mr M.G. Nicholls, MEC, TPTC
Mr R.W. Nottle, BCom, DipEd
Mr B.N. Oakman, BCom, DipEd, AASA (Prov)
Mr G.M. Parrington, BEc
Mr R.T. Pitts, LLB, AASA, ACIS
Mr W.H. Platt, BCom, DipEd
Mr I.R. Taylor, BEc, DipEd, AASA (Prov)
Mr W.D. Wilde, BCom
Mr P.O. Xavier, BEc (Hons)
Mr L. Zimmerman, BCom, MBA

Instructor
Miss V.J. Thompson, DipComPrac, TTTC
Courses offered

<table>
<thead>
<tr>
<th>Course</th>
<th>Length of course</th>
<th>Entrance Standard</th>
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<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>Bachelor of Business</td>
<td>3 years</td>
<td>6 years</td>
</tr>
<tr>
<td>Diploma of Business Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Accounting</td>
<td>3 years</td>
<td>6 years</td>
</tr>
<tr>
<td>- Data Processing</td>
<td>3 years</td>
<td>6 years</td>
</tr>
<tr>
<td>- Secretarial</td>
<td>2 years</td>
<td></td>
</tr>
<tr>
<td>Graduate Diploma of Business</td>
<td></td>
<td>2 years</td>
</tr>
<tr>
<td>Studies</td>
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<td></td>
</tr>
<tr>
<td>Degree Conversion</td>
<td></td>
<td>1½ years</td>
</tr>
</tbody>
</table>

Entrance requirements

The minimum entrance standard for all undergraduate courses is four Higher School Certificate subjects (including English Expression) or equivalent. Owing to the fact that the number of applicants 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. Preferably they should have continued with a study of mathematics at least up to Leaving level.

Preliminary year

The preliminary year is an H.S.C. equivalent year that precedes the common year. It 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 preliminary year.

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 on the appropriate form available from the General Office.

Business Studies

Notice boards are located on the first floor of "A" Building in John Street, near the Business Studies office. Information for Business Studies students is displayed there, and students should check these boards frequently, even if their classes are normally held in other buildings.

Verification of previous studies

When submitting certificates of previous studies in order to gain entry or to claim subject exemptions, students should forward original documents plus one photocopy; the original will be returned.

Academic standards

All students must maintain a certain academic standard in order to continue their studies.

1. Full-time students

To continue full-time, a student should normally pass at P1 level in three or more subjects. (Two units equal one subject). In certain cases students who pass in 2 subjects may be permitted to continue on probation. Students who do not satisfy this requirement may be transferred to part-time study.

2. Part-time students

(a) Part-time students may be rejected from further study in the School:

(i) if the same subject is failed twice. This proviso may be relaxed in special circumstances where the student has made good progress in the rest of his course.

(ii) if two subjects were failed at the one sitting and the average mark was 25% or less.

(b) A part-time student who wishes to become full-time must apply in writing to the Administrative Officer. Any student sent part-time from full-time study must obtain an average of at least 60% in 2 subjects to be re-admitted to full-time study.
3. Withdrawal from study

Unless a student has made an official request to withdraw from a subject, absence from an examination counts as a failure.

4. Appeals

Students who do not satisfy the above standards may appeal in writing (within a time specified by the Head of Business Studies) to the Administrative Officer for consideration by the Re-admissions Committee.

General criteria is as follows:

(a) Student must convince the Committee of genuine grounds for the request.
(b) Past academic standard must indicate a capacity to complete the course.

Withdrawal from full-time study

(a) A student who wishes to withdraw from a full-time course of study at any time during the year, should first discuss his difficulties with the tutors concerned. This also applies when a student wishes to drop one subject of his full-time course. The student should then obtain from the Business Studies Administrative Officer, a form designed to record subject details and reason for withdrawal.

(b) A student who wishes to re-enrol for study at a later date should send to the Administrative Officer a formal letter giving his reasons for the request. The Business Studies Re-admissions Committee will consider the reasons for withdrawal and for re-admission. Past academic standard must indicate the capacity to complete the course.

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.

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.

Part-time students

Essentially, the degree course is for full-time students but subjects are being progressively offered in the evenings on a part-time basis. Part-time students may complete the common year in the evening but for the remainder of the degree course one out of the two units taken each semester must be studied during the day. Part-time degree students must therefore obtain at least 4 hours' day release from employment to be eligible to study for the degree on a part-time basis. Students who are offered a place in the degree and cannot obtain day release may finish the part-time diploma course in the evening and then apply for entry to the degree Conversion Course. (see p42)

Bachelor of Business

Common year

Accounting 1
Economics 1
Administrative Studies 1 (comprising two units)
Computing Methods A (comprising two units)
Business Law 1

Two degree years (16 units)

Students in the full-time 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 study 4 units each semester. Each unit involves 4 hours per week. Hence students will have a minimum of 16 hours 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.

The 16 units must include at least:

(i) Two majors in different disciplines, plus

(ii) 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.

BACHELOR OF BUSINESS UNITS

Accounting and Law

BS201 Corporate Accounting
BS202 Cost Accounting for Control
BS203 Management Accounting
BS205 Advanced Corporation Law
BS301 Financial Management
BS302 Advanced Financial Management
BS303 Advanced Accounting Theory
BS304 Auditing
BS306 Taxation Law

Data Processing

BS221 Cobol Programming
BS222 Systems Investigation and Analysis
BS321 Systems Design
BS322 Advanced Systems Design Techniques
BS323 Assembly Programming
BS324 Management Information Systems

Quantitative Methods

MA223 Applied Statistics
MA224 Statistical Decision Theory
BS341 Introduction to Quantitative Methods
BS342 Applied Quantitative Methods

Economics

BS211 Managerial Economic Analysis
BS212 The Firm and Its Environment
BS311 Public Finance
BS312 Economic Research
BS313 International Trade
BS314 Labour and Capital Markets

Business Environment

BS231 Consumer Behaviour
BS232 Marketing
BS331 Organisational Behaviour
BS332 Business Cases
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.

Data Processing Major

The increasing utilisation of data processing equipment and techniques in commercial information systems requires that the business graduate has at least a working knowledge of current methods, theories and applications. The data processing unit studied in the common year is the basis on which this major builds.

Students with this major can communicate effectively with data processing specialists and have sufficient basic knowledge to build a career in commercial data processing. Computer programming is studied at the minimal level sufficient to provide a functional tool for a data processing analyst.

The emphasis of the data processing units is on systems analysis and design which integrates the fundamentals of computer programming, accounting, quantitative methods and management decision making.

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 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.
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. Application 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 that 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.

BACHELOR OF BUSINESS CONVERSION COURSE

This is a three semester (1 1/2 year) part-time course for those students who have completed the Diploma of Business Studies (Accounting) with good results and who wish to upgrade their qualification to a degree. Students will be selected on the basis of their results together with a recommendation from the college where the diploma was obtained. Students who possess prior qualifications to the Dip.Bus.Stud., such as the Diploma of Commerce or the Accountancy Certificate, should upgrade their qualification to the equivalent of the Dip-Bus. Stud. (Accty.) at a college other than Swinburne before applying for entry to the Degree Conversion Course.

Structure

The Conversion Course comprises six units taken two per semester over three semesters. (A unit usually involves four hours of seminars per week per semester). The units selected for the conversion course will be those units presently offered in the degree course. Each student's course will be planned in consultation with a senior member of staff. Generally students will be required to choose units in areas which they have not previously studied intensively. The course structure will be flexible to cater for the wide variety of students attempting the course.
Course Structure  

Provisions

(i) Students are required to take six units.

(ii) Students will be precluded from attempting units for which the subject matter has been substantially covered in prior courses.

(iii) Students must pass at least one of the following accounting units: Advanced Financial Management; Advanced Accounting Theory. No other existing accounting units may be taken.

(iv) Provision (iii) must be satisfied before the final semester of the Conversion Course is taken. Normally students should complete the course in not more than four consecutive semesters. Only in very special circumstances will students be allowed to suspend or prolong their studies.

Three sample conversion courses are as follows:

Sample course 1

Semesters  
(3) Systems Investigation and Analysis. International Trade.

Sample course 2

Semesters
(2) Marketing. Organizational Behaviour.

Sample course 3

Semesters
(1) International Trade. Statistical Decision Theory.
(3) Systems Design. Int. to Quantitative Methods.

Every unit will not be offered every year, and students will be advised of the units available on enrolment.

As students have previously covered a complete course in accounting, they must, of necessity, be mainly tested in other areas. If students wish to study accounting in further depth they should consider the Graduate Diploma in Business Studies.
DIPLOMA COURSES

General

(a) Most subjects in year 1 are 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 1 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 normally study only two subjects each year.

(d) Normally four hours per week are 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 year of these diplomas full-time.

(f) Enrolment and satisfactory attendance at approved classes, and satisfactory completion of prescribed assignment work are normal prerequisites for admission to any final examination.

Accounting

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

Data Processing

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 diplomates to communicate 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).

The course is of two years' duration full-time. It is not available on a part-time evening 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. Diplomates are eligible to apply for Licentiate membership of the Institute of Private Secretaries (Australia). It should be noted that this college does not offer a 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 Whitehorse Technical College, Whitehorse Road, Box Hill.
DIPLOMA OF BUSINESS STUDIES

**Accounting**

**Preliminary Year**

GS001  English Expression  
BS021  Data Processing Fund  
MA021 and MA022  
Comp. Meth. & Stats. 1

Plus one of:

GS031  Intro. to Mod. Govt.  
GS021  Hist. of Western Civil.

**Year 1 (Common year)**

BS101  Accounting 1  
BS111  Economics 1  
BS131 and GS180  
Admin. Studies 1  
BS121 and MA121  
Computing Methods A  
BS105  Business Law 1

**Year 2**

BS251  Accounting 11A  
BS252  Accounting 11B  
BS261  Economics 11  
Optional elective

**Year 3**

BS351 and BS352  
Accounting 111A  
BS353 and BS354  
Accounting 111B  
BS355 and BS356  
Accounting 111C  
BS357, BS358 and BS364  
Accounting 111D (select 2 units)

**Number of subjects post H.S.C.**

Twelve.
Data Processing  Preliminary Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>GS001</td>
<td>English Expression</td>
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<tr>
<td>BS021</td>
<td>Data Processing Fund</td>
</tr>
<tr>
<td>MA021 and MA022</td>
<td>Comp. Meth. &amp; Stats. 1</td>
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Plus one of:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>GS031</td>
<td>Intro. to Mod. Govt.</td>
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<tr>
<td>GS021</td>
<td>History of Western Civil.</td>
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</table>

Year 1 (common year)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BS101</td>
<td>Accounting 1</td>
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<tr>
<td>BS111</td>
<td>Economics 1</td>
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<tr>
<td>BS131 and GS180</td>
<td>Admin. Studies 1</td>
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<tr>
<td>MA121 and BS121</td>
<td>Computing Methods A</td>
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<tr>
<td>BS105</td>
<td>Business Law 1</td>
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Year 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BS273</td>
<td>Systems Anal. &amp; Design</td>
</tr>
<tr>
<td>BS271</td>
<td>Computer Programming 1</td>
</tr>
<tr>
<td>BS272</td>
<td>Computer Programming 11</td>
</tr>
<tr>
<td>MA211 and MA222</td>
<td>Comp. Methods &amp; Stats. 11</td>
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Year 3

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BS375 and BS376</td>
<td>Systems Anal. &amp; Design 11</td>
</tr>
<tr>
<td>BS371 and BS372</td>
<td>Computer Programming 111</td>
</tr>
<tr>
<td>BS377</td>
<td>Quant. Mgt. Techniques</td>
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</tbody>
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plus  Optional elective

Number of subjects post H.S.C.

Twelve
Secretarial Preliminary Year

GS001  English Expression
BS021  Data Processing Fund
MA021 and MA022
Comp. Math. & Stats. 1

Plus one of:

GS031  Intro. to Mod. Govt.
GS021  History of Western Civil.

Year 1 (Common year)

BS101  Accounting 1
BS111  Economics 1
BS131 and GS180
Admin. Studies 1
BS191  Private Sec. Prac. A

Year 2

BS281 and BS282
Admin. Studies II
BS291  Private Sec. Prac. B
BS105  Business Law 1

plus optional elective

Number of subjects post H.S.C.

Eight
GRADUATE DIPLOMA

Objective

This diploma is designed for students who have completed an approved tertiary course in commerce, accounting, economics or data processing. It also provides for A.S.A. Associates who wish to attain Senior Associate status.

Entry

Entry is open to:

(1) Applicants with approved tertiary qualifications in fields of business studies, or commerce.

(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:

BS351 Accounting 111A
Contemporary Accounting Problems

BS353 Accounting 111B/Capital Budgeting

BS354 Accounting 111B/Advanced Cost Accounting

The accountancy certificate student will have to pass in the above three units, plus Administrative Studies 1 before being allowed to progress to the graduate/diploma. The extent of such bridging courses will be determined on enrolment.

Courses in the graduate/diploma will likewise be approved on enrolment. Students aiming for A.A.S.A. (Senior) must have at least the status of A.A.S.A. (Prov.) before embarking on the course.

Course structure

The course comprises eight units, plus a research paper. Students must take at least four units from Group 1 and at least two units from Group 11.

Not all units will be offered every year but will be conducted according to demand.

(cont.)
Group 1

451  Current issues in Accounting
452  Profit Planning and Control
453  Auditing and E.D.P.
454  Contemporary Auditing
455  Corporate Tax Planning
456  Estate Planning
471  Management Systems
472  Systems Analysis

Group 2

581  Administration of Organisational Systems
582  Administration of Human Resources
583  Marketing Administration I
584  Marketing Administration II
585  Secretarial Practice and Procedures
586  Personnel and General Administration
591  Operations Research Fundamentals
592  Applied Linear Programming
593  Applied Quantitative Analysis
551  Research Paper

PRIZES FOR HIGH ACADEMIC ACHIEVEMENT

Annual awards are made by the following sponsors:

Accounting
The Australian Society of Accountants prize

Economics 1
The Economic Society of Australia and N.Z. prize

The Firm and its Environment/Managerial
Economic Analysis
The Economic Society of Australia and N.Z. prize

Advanced Financial Management
The Hungerford Spooner and Kirkhope prize

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

Texts marked with an asterisk (*) are recommended for purchase.

GS001
Diploma

ENGLISH EXPRESSION

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.

No prerequisites.

BS021
Diploma

DATA PROCESSING FUNDAMENTALS

For an outline of this syllabus see BS121 Computing Methods A (D.P.).

GS021
Diploma

HISTORY OF WESTERN CIVILISATION

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.

References

Milton Viorst, The Great Documents of Western Civilisation (New York, Batam Books).

No prerequisites.

MAE1
Diploma

COMPUTING METHODS AND STATISTICS I/MATHEMATICS

No formal prerequisite is specified but a pass in at least one branch of Leaving Mathematics (other than General Mathematics) is highly desirable.

The course is designed to provide:
(a) the basic mathematical tools which are necessary for a continuation of mathematical and statistical studies;

(cont.)
(b) the techniques which will enable a diplomate to deal with real-life situations wherein an element of quantitative thinking is required and to recognize when the situation demands the work of a specialist. The syllabus includes work on graphs, linear programming in two dimensions, indices and logarithms, compound interest, the elements of differential calculus and its use in optimization, and matrices.

Preliminary reading

References

MA022 COMPUTING METHODS AND STATISTICS I/STATISTICS

Diploma

No formal prerequisite is specified but a pass in at least one branch of Leaving Mathematics (other than General Mathematics) is highly desirable. The course introduces statistics and attempts to provide

(a) a basis for the continued study of the subject,
(b) a sufficient body of knowledge to enable the diplomate to handle the elementary problems normally encountered in a business situation.

The syllabus includes work on statistical terms, sample data and their graphical representation, sample statistics, probability, the Normal distribution, Student's "t" distribution, tests of significance with small and large samples, simple linear regression, correlation and sampling techniques.

Preliminary reading

References

GS031 INTRODUCTION TO MODERN GOVERNMENT

Diploma

Explains some of the basic concepts, terminology and methodology used by social scientists and at the same time relates them to the student's immediate background by using as a focus and framework the contemporary Australian political, governmental, social and economic myths, practices
and institutions. Throughout the course special attention is given to the role of the individual in Australian society; the analysis of problems is made in terms of the rights and obligations of individuals and groups and their participation in an effective contribution to the development of Australia.

References

Assessment
Two short papers and one long assignment, a mid-year test and a final examination.

No prerequisites.

BS091  
PERSONAL TYPING
Diploma
This is a basic course in practical typewriting. There are no prerequisites, and students are accepted without prior knowledge of the use of a typewriter.

It provides a skill which is valuable for students, particularly male and non-secretarial students who will not be concerned with secretarial work but who need to produce legible and well set-out printed material in study notes, exercises and reports.

BS101  
ACCOUNTING I
Diploma
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
BUSINESS LAW I

The course is designed to give students an understanding of law relevant to the business community, and to form a basis for further studies. Sources of law, and its interpretation within the structure of the Australian legal system are considered, with particular reference to the law of contract (and its application to contemporary business dealings), agency, legal entities (where the accent is on corporations) and commercial negligence.

Preliminary reading


References

*R.J. Collinge, Tutorials in Contract (The Law Book Company Limited)
"Partnership Act, 1958
*Goods Act, 1958
BS111  
Diploma  

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. Throughout, the emphasis will be on the Australian situation, with the theory being used as a basis for analysing government performance in both the domestic and external sectors.  

Preliminary reading  
References  

MA121  
Diploma  

COMPUTING METHODS A/STATISTICS  

No formal prerequisite is specified but a pass in at least one branch of Leaving Mathematics (other than General Mathematics) is highly desirable. The course introduces statistics and attempts to provide  
(a) a basis for the continued study of the subject  
(b) a sufficient body of knowledge to enable the diplomate to handle the elementary problems normally encountered in a business situation.  
The syllabus includes work on statistical terms, sample data and their graphical representation, sample statistics, probability, the Normal distribution, Student's t-distribution tests of significance with small and large samples, simple linear regression, correlation and sampling techniques.  
References  
L.L. Chao, Statistics, Methods and Analyses (McGraw-Hill)  
J.E. Freund and F.J. Williams, Modern Business Statistics (Prentice Hall)  
M. Hamburg, Statistical Analysis for Decision Making (Harcourt, Bruce and World)  
M. Spiegel, Theory and Problems of Statistics (McGraw-Hill)  
T.H. Wunnacott and R.J. Wonnacott, Introductory Statistics for Business and Economics (Wiley)  
T. Yamane, Statistics: An Introductory Analysis (Harper and Row)
COMPUTING METHODS A/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
G.B. Davis, Introduction to Digital Computer Concepts (Prentice-Hall)

ADMINISTRATIVE STUDIES I/INTRODUCTION TO ADMINISTRATIVE 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 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.

Preliminary reading

W.J. Byrt, The Idea of Management (Sun 1968).

References

Luthans: Organisational Behaviour (McGraw-Hill)

A comprehensive reading guide is distributed early in the semester.
MA131  STATISTICS I

Syllabus
Statistics including: elementary ideas in probability, frequency distributions, measures of central tendency, measures of dispersions, sampling methods, normal distribution and correlation, significance tests, \( x^2 \) distribution, "T" distribution.

Time allotment
4 hours per week for one semester.

Assessment
Progressive tests and end of semester examination.

References
Langley, Elements of Statistical Methods for Students of Psychology.

Prerequisites
A knowledge of mathematics to Form 2 level is assumed.

GS180  INTRODUCTION TO BEHAVIOURAL STUDIES

Diploma
This course examines two particular areas of behavioural study: psychology and sociology.
Topics covered under each of these headings are:

Text:

(b) Sociology: Groups, culture and the emergence of the self followed by major studies in social and cultural change, social stratification and urbanization.

Text:
De Fleur, D'Antonio, De Fleur Sociology: Man in Society
PRIVATE SECRETARIAL PRACTICE A & B

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 (Butterworths)

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

References

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.

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 will 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 will be studied initially. Following this (and the strongest emphasis within the course), corporate expansion will be thoroughly explored. A full study will be made of amalgamations, mergers, take-overs, pooling of interests, group accounts and equity accounting. 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 capital reconstructions and liquidation of the corporation.

Preliminary reading

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

References

*T.R. Johnston, M.O. Jager and R.B. Taylor, Company Accounting* (Butterworths)

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


V.C. Companies Act and Regulations (C.C.H.)

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

Guide Book to Australian Company Law (C.C.H.)


BS202

**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

*C.T. Horngren, Cost Accounting, A Managerial Emphasis* 3rd edition, 1972 (Prentice-Hall)

G. Shillinglaw, *Cost Accounting, Analysis and Control* 1967 (Richard D. Irwin)

W.L. Burke and E.B. Smyth, *Accounting for Management* (Law Book Company)


D. Solomons, *Studies in Cost Analysis* (Sweet & Maxwell)

N.A.A. Research Reports:

**No.11-15.** How Standard Costs are Being Used Currently.

**No.16-17-18.** The Analysis of Cost-Volume-Profit relationships.

**No. 22.** The Analysis of Manufacturing Cost Variances.

**No. 39.** Accounting for Costs of Capacity.
BS203 MANAGEMENT ACCOUNTING

BS202 Cost Accounting for Control should normally be passed before this unit is attempted. 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 impact of costing information on pricing decisions; the establishment of short and long term performance goals and their formalisation in the comprehensive budget; internal performance reporting and evaluation, at corporate and divisional level, with emphasis on cost relevancy.

Preliminary reading

References
G.J. Benston (ed.), *Contemporary Cost Accounting and Control* (Dickenson).
W.L. Burke and B.S. Smyth, *Accounting for Management* (Law Book Co.).
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).
BS205  ADVANCED CORPORATION LAW
Degree
The law relating to business corporations. 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.
Preliminary reading
Major references
L. Gower, *Company Law* (Law Book Co.)
J. Charlesworth, *Company Law* (Law Book Co.)
A.I.P.S., *Big Business in Australia*
*A. Afterman & R. Baxt, Cases and Materials on Corporations and Associations* (Butterworths)
*Victorian Companies Act and Regulations*
*Guide Book to Australian Company Law* (C.C.H.)
P.R. Adams, *Company Directors in Australia* (Butterworths).

BS211  MANAGERIAL ECONOMIC ANALYSIS
Degree
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 introductory discussion of the decision making role of management and of the value of economic analysis in this regard, the unit deals with the following topics:
- demand analysis (the general determinants of demand, methods that can be used to determine demand relationships, demand manipulation and demand forecasting);
- cost analysis (the role of opportunity cost in decision making, the derivation of cost curves from production theory and their modification according to technological variations between firms);
- profit and the goals of firms;
- product and pricing policies;
- selling policies and the marketing mix

References
W.W. Haynes, *Managerial Economics - Analysis and Cases* (Irwin Dorsey)
K. Lancaster, *Introduction to Modern Microeconomics* (Rand McNally)
THE FIRM AND ITS ENVIRONMENT

A pass in BS211 Managerial Economics Analysis is a prerequisite. Students will not normally be permitted to proceed with other economics degree units unless this unit has been passed. This particular unit analyses the environment within which firms make decisions, and considers the interplay between the environment and the conduct and performance of firms. Topics dealt with are the market framework (incorporating analyses of the competitive capitalist model and the contemporary capitalist system in Australia); allocative planning; the labour market (including manpower planning); and government economic policies with respect to inflation, restrictive trade practices, expenditure, taxation, subsidies, trade, tariffs, and the environment.

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

References
Commissioner of Trade Practices Annual Reports (Government Printer, Canberra).
Tariff Board Annual Reports (1965/66 onwards), (Government Printer, Canberra).

COBOL PROGRAMMING

Prerequisite
BS121 Computer Methods A/Data Processing, or BS021 Fundamentals of Data Processing

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.

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 (Puentice-Hall)
Leeds and Weinberg, Computer Programming Fundamentals (McGraw-Hill)
Feingold, Fundamentals of COBOL Programming (Brown)
Flores, Computer Organisation (Prentice-Hall).

**MA221**

Diploma

**COMPUTING METHODS AND STATISTICS II/STATISTICS**

Passes in MA021 and MA022 or a pass in MA121 are required before this unit is attempted. A pass in MA222 is desirable. The aim of the course is to provide an integrated treatment of the parametric statistics of the frequently occurring distributions. It is a complete unit in itself, but it also lays the foundation for the more advanced work in **MA321**. The course gives a basic outline of distribution theory. It deals with those distributions (Hypergeometric, Binomial, Poisson, and Normal) most likely to be encountered in a business situation, and provides the tools by which their properties can be investigated. Tests of hypothesis about population mean and confidence limits for a population mean are investigated and extended to tests about the difference between two means and two proportions.

References

L.L. Chac, Statistics, Methods and Analyses (McGraw-Hill)
T.H. Wonnacott and R.J. Wonnacott, Introductory Statistics for Business and Economics (John Wiley)
J.E. Freund, Mathematical Statistics (Prentice Hall).
Passes in MA021 and MA022 or a pass in MA121 are required before this unit is attempted.

The course aims at

(a) presenting sufficient calculus to cover a diplomate's needs in most general business situations and to make the further study of data processing techniques;

(b) presenting, in some depth, one Operations Research technique.

The syllabus provides an introduction to differential and integral calculus for algebraic functions of one variable, together with elementary applications. The algebra and calculus of the exponential and logarithmic functions are introduced. The elementary differential calculus for algebraic functions of more than one variable, together with applications, is studied with particular reference to least squares curve fitting. Linear programming problems in more than two dimensions are solved using the Simplex Algorithm, and the rationale of the method explained in terms of linear algebra. Transportation problems and the principle of duality are also examined.

Detailed references will be prescribed during the semester.

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.

Code design, systems standards and systems performance criteria along with fact-finding methods, systems documentation techniques and the methods of capturing, validating and controlling data, are areas of study which are covered in depth. Planning techniques and documentation aids are also studied with particular regard to feedback and control. 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
Daniels & Yeats, Basic Training in Systems Analysis
Chandor, Practical Systems Analysis
Lazzaro, Systems and Procedures
Clifton, Systems Analysis for Business Data Processing
Neuschel, Management by System
Kanter, Management Guide to Computer System Selection and Use
MA223 APPLIED STATISTICS

A pass in MA 121 is required before this unit is attempted. A pass in MA224 is highly desirable. For the aims of the course see details of MA224, to which this unit is complementary. The syllabus covers the use of chi-square tests and the analysis of variance for the completely randomized design and the randomized blocks designs. A study will be made of the properties of least-squares estimators of parameters in linear models, and least-squares methods will be applied to both the two variable and multi-variate linear models. The role of Aitken estimators in obtaining consistent estimates of parameters of a single equation under non-classical conditions will also be treated.

References
D. Aigner, Basic Econometrics (Prentice Hall, 1971)
L. Chao, Statistics: Methods and Analysis (McGraw Hill) 1969
J. Kmenta, Elements of Econometrics (Macmillan Co.) 1971

MA224 STATISTICAL DECISION THEORY

A pass in MA121 or passes in MA021 and MA022 are required before this unit is attempted. The course aims at giving a mathematical and statistical background to graduates who intend specializing in economics, marketing, or data processing, sufficient for them to make meaningful decisions as a result of tests they have designed on available data. To this end MA224 and MA223 are seen as complementary units. The syllabus covers the mathematics necessary for an examination of the more common distributions. The binomial, Poisson, and the normal distributions are studied together with tests of significance about the means of such populations. Student's t-distribution and associated estimation from small samples and errors in hypothesis tests are also studied. A further section on sampling techniques will include simple random sampling, stratified sampling and cluster sampling, together
with topics on acceptance sampling and quality control.

References
L. L. Chao, *Statistics, Methods and Analyses* (McGraw-Hill),
M. J. Slonin, *Guide to Sampling* (Pan Piper)
A. Stuart, *Basic Ideas of Scientific Sampling* (Griffin)

**BS231**

**CONSUMER BEHAVIOUR**

Completion of Marketing (BS232) before attempting this unit is preferable but not essential. This unit is concerned with the motivational aspects of the behaviour of people in the market place. Marketing activity is largely directed toward structuring or altering consumer behaviour via the firm's communication process. Hence the objectives of the course are to describe and analyze in some detail the learning process and fundamental concepts involved in communications, in order that marketers may have a better insight into and understanding of these processes.

Students are introduced to:
1. Foundations of Consumer Behaviour
2. Consumer Research techniques
4. Consumer Decision-making
5. The importance of product attributes.
6. Promotion and the consumer.

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

References
T. S. Robertson, *Consumer Behaviour* (Scott Foresman & Co.)
MA231 STATISTICS II

Syllabus
First semester (theory).
Second semester (practical work).
Use of machine calculators. Application of theory to data typical of sociological and/or psychological problems. Processing of data taken from surveys. Survey of utility of computers in processing data.
Time allotment
4 hours per week
Assessment
Progressive tests, assignments.
References
McCullough and Van Atta, Statistical Concepts.
Prerequisite
A pass in MA131
BS232  MARKETING

This unit deals with the fundamentals of marketing and is designed to meet the needs of students commencing formal studies in this area. The course provides for a broad and necessary understanding of marketing problems and a knowledge of modern marketing practices. Emphasis is placed on the formulation of marketing strategy.

Students are introduced to:
1. The marketing mix and market segmentation concepts.
2. The decision making process relating to product policy, pricing, distribution, promotion and the selection of target markets.
3. The role of marketing management in the total operations of the firm.
4. The interaction between the firm and its environment.

Minor and major case studies are introduced to apply the theoretical concepts to a more practical situation.

Preliminary reading
B.M. Enis and K.K. Cox, Marketing Classics (Allyn & Bacon).

References
E.J. McCarthy, Basic Marketing, 4th edition (Irwin)
J. Seibert and G. Wills, Marketing Research (Penguin)

BS251  ACCOUNTING IIA

Accounting IIA is an advanced financial subject dealing with the formation, growth and termination of partnerships and companies.

The course of study embraces Accounting and legal aspects of -
1. Partnerships;
2. Company formation;
3. Creation and disposal of surpluses available for distribution;
4. Reconstruction of share capital;
5. Business combinations;
6. Group accounting;
7. Company liquidations;
8. Presentation of company reports.

Preliminary reading
Johnston, Jager and Taylor, Company Accounting (Butterworths) Chapters 1 to 3 inclusive.

References
*Johnson, Dyall and Hulls, Graded Exercises (Law Book Co.)
Mason and O’Hair, Australian Company Law (McGraw-Hill).
C.C.H., Guide to Australian Company Law (C.C.H.)
Johnston, Jager and Taylor, Company Accounting (Butterworths)

Note: Due to the 1971 amendments to the uniform Companies Act some company accounting and law texts are outdated. Students are advised to see their tutors before purchasing any text except "Graded Exercises".

**BS252 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. Costing problems associated with job and process manufacturing situations. The use of standard costing techniques for product costing and cost control with emphasis placed on the principle of management by exception. Data processing applications to standard costing systems. Theories of motivation and their relevance for the effective operation of management information systems. 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.R. Brown, *Costs and Prices* (Law Book Co.)


**BS261 ECONOMICS II**

A pass in BS111 Economics 1 is a prerequisite for this subject which examines the environment within which firms (and, to a lesser extent, households) make their decisions, and which seeks to show how economic analysis can be used to assist in the formulation of these decisions. Attention is given to the impact of these decisions upon society's welfare, with the emphasis throughout on the Australian economy.

Topics analysed include: the market framework; demand analysis, especially from the firm's point of view; cost and profit analysis; the conduct
and performance of firms from society's viewpoint (including ecological factors); product, pricing and selling policies of firms; government economic policies with respect to labour markets, restrictive trade practices, trade and tariffs; allocative planning.

Preliminary reading

References

**BS271**
**COMPUTER PROGRAMMING I**

**Prerequisite**

*BS021 Fundamentals of Data Processing*, or *BS121 Computing Methods A/Data Processing*.

**Course outline**

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 1. 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**

*Appropriate manuals from computer manufacturer.
Feingold, *Fundamentals of COBOL Programming* (Brown)
Flores, *Computer Organisation* (Prentice-Hall)
Flores, *Data Structure and Management* (Prentice-Hall).
BS272 COMPUTER PROGRAMMING II

Diploma

Prerequisite
BS271 Computer Programming 1
(BS271 and BS272 may be taken concurrently.)

Course outline
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, consolidation 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. updates, balance and edit updates, report programs).

References

BS273 SYSTEMS ANALYSIS DESIGN I

Diploma

Prerequisites
BS101 Accounting 1

Course outline
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)
BS281  ADMINISTRATIVE STUDIES II/HUMAN BEHAVIOUR IN ORGANISATIONS

Prerequisite
Administrative Studies 1

This unit is concerned with administrative problems related to or arising from human behaviour in various forms of business organisation. An experimental emphasis is given to the mastery of concepts by the use of 'games', case-studies and discussion. This is complemented by assignments, excursions and the presentation of papers.

Main topics include:
1. The psychological contract and organisational socialization.
2. Motivation and organisational climate.
3. The technological system and its impact on the psycho-social system.
4. Interpersonal perception.
5. Interaction theory and group dynamics.
6. Value systems and their implications for management.
7. Communication systems.
8. Managerial style.
10. Problems and techniques of organisational change.

References
E.H. Schein, Organisational Psychology (Prentice-Hall).
D.A. Kolb et al, Organisational Psychology, an Experiential Approach
S.G. Huneryager, Human Relations in Management (South Western).
Case Studies from W.F. Whyte, Men at Work (S.C.P.)

BS282  ADMINISTRATIVE STUDIES II/SECRETARIAL ADMINISTRATION

The syllabus is designed to provide potential private secretaries, and personal assistants to senior management with an understanding of the operational activities and problems involved in the work undertaken by general managers, production managers, marketing managers, personnel managers and chief accountants.

The instruction will cover the establishment and administration of business policies, conduct of meetings, and the co-ordination of the major activities carried out in attaining the basic objectives of various business organizational types under the following headings:
1 Administration and ownership patterns of business enterprises.
2. Legality and conduct of meetings.
3 Functional operations - personnel, finance, marketing, production, and supporting services,
4 Techniques of managerial control,
5 External influences on businesses,
6 Specialized business types, such as manufacturers, retailers, property developers, insurers, bankers, permanent building societies, public administrators, live theatre companies.

Preliminary reading
C.R. Terry, Principles of Management (Irwin)
J.J. Lerner, Introduction to Business (Prentice-Hall)

References
V.A. Musselman & E.H. Hughes, Introduction to Modern Business (Prentice-Hall)
A. Donnelly, Financial Management (Butterworth)
A. Donnelly, Aust, Sec. Prac. (Butterworth)
V. Lazarro, Systems & Procedures (Prentice-Hall)
A. R. Weinstein, Marketing (West)
K. G. Lockyer, Factory Management (Pitman)
E.B. Flippo, Principles of Personnel Management (McGraw-Hill)

BS291 PRIVATE SECRETARIAL PRACTICE B
Diploma See under BS191

BS301 FINANCIAL MANAGEMENT
Degree
The integration of various budgets dealing particularly with the usefulness of projected funds statements and cast budgets. Working capital management - inventory, cash and receivable policies.
An analysis of short and long term financing.
Discounted cash flow methods compared with other standard capital budgeting methods of evaluation.
Dividend policy.
Interpretation of analytical data to assess a firm's long term financial strength, profitability and intrinsic value of its ordinary shares.
A study of take-overs: legal requirements, financial analysis and a case study.

References
J.A. Brittain, Corporate Dividend Policy (Washington Brookings Institution)
W. Serraino, S.S. Singhvi & R.M. Soldofsky, Frontiers of Financial Management (South Western Pub.).
ADVANCED FINANCIAL 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.

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.

Resource allocation within the firm is considered and the abandonment issue discussed.

Linear programming applications to such problems as capital rationing are also covered.

Debt policy and leasing are considered in relation to the acquisition of long-term assets and the cost of capital.

References

J.C. Van Horne, Financial Management and Policy (Prentice-Hall)
R.F. Vancil, Leasing of Industrial Equipment (McGraw-Hill)

Harvard Business Review, Finance Series

Harvard Business Review, Capital Investment Series

E. Solomon, The Theory of Financial Management (Columbia Uni.)


W.J. Serraino et al, Frontiers of Financial Management (South-Western)

ADVANCED ACCOUNTING THEORY

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
J.L. Livingstone and T.J. Burns (eds.) Income Theory and Rate of Return (Ohio State University)
E.S. Hendriksen, Accounting Theory (Irwin)
S. Davidson et al, An Income Approach to Accounting Theory (Prentice-Hall)
L.E. Morrissey, Contemporary Accounting Problems (Prentice-Hall)
N.M. Bedford, Income Determination Theory (Addison-Wesley)
R.H. Parker and G.C. Harcourt, Readings in the Concept and Measurement of Income (Cambridge)

AUDITING

A study of the theory and practice of auditing. The course will examine the postulates and concepts of auditing with emphasis on audit independence and evidence, including statistical sampling. An examination will be made of internal control procedures and the evaluation of a computer based accounting system; the legal liability of auditors; the usefulness of the audit report; the general techniques used by auditors, and the recommendations on accounting practice issued by Australian Accounting Organisations.
References


J.J. Willingham and D.R. Carmichael, Audit Concepts and Methods (McGraw-Hill)


R.A. Irish, Auditing (The Law Book Company Limited)

D.R. Carmichael and J.J. Willingham, Perspectives in Auditing: Readings and Analysis Situations (McGraw-Hill)

Statements on Accounting Practice. Institute of Chartered Accountants in Australia.

BS306 TAXATION LAW

Degree

This unit involves a study of Australian Income Tax law with particular attention given to its significance in business decision making. Topics to be covered will be the nature of assessable income; allowable deductions; and provisions relating to companies; partnerships; trusts; primary producers and international taxation agreements.

Preliminary reading


References

F.C. Bock & E.F. Mannix, Australian Income Tax Law & Practice (Butterworths)

Australian Federal Tax Reporter (CCH Australia Limited)

4 Australian Income Tax Assessment Act 1936-1973 (CCH Australia Limited)

1973 Australian Master Tax Guide (CCH Australia Limited)


E. Mannix, Australian Income Tax Leading Cases (Butterworths)

I.C.F. Spry, Arrangements for the Avoidance of Taxation (The Law Book Company Limited)

BS311 PUBLIC FINANCE

Degree

This unit seeks to analyse government economic policy, predominantly budgetary policy, as it affects the level of economic activity, the allocation of resources and the distribution of income. It will include analyses of the following topics: the justification for government intervention in a market economy and the efficiency of such intervention (dealing with multiple objectives, cost benefit analysis and program budgeting, rules and discretionary policies, first and second best policies, allocative planning,
the provision and pricing of public utilities); the efficiency and equity of the existing taxation system, and reform proposals.

References
C.M. Allan, The Theory of Taxation (Penguin)
J. Dixon (ed.), The Public Sector (Pelican)
J.F. Due and A.F. Friedlander, Government Finance: Economics of the Public Sector (Irwin)
R.W. Houghton, Public Finance (Penguin)
R.N. McKean, Public Spending (McGraw-Hill)

BS312
Degree

BS312 Economic Research

Prerequisite
BS211 Managerial Economic Analysis

The aims of this unit are to widen students' familiarity with the nature of research work carried out by economists, and to increase students' ability to analyse and carry out economic research of a qualitative and quantitative nature. The latter will be developed on the assumption that students have a grasp of the fundamental statistical techniques covered in MA121.

Topics to be covered include:
1. Economics and scientific methodology.
2. Macroeconomic models and forecasting (consumption and investment functions; multi-sector models; forecasting changes in aggregate output, employment and prices; predicting effects of changes in government policies).
3. Microeconomic analysis (demand analysis and forecasting; the nature of production and cost functions; cost minimization, profit maximization and other goals of firms; pricing policies).
4. Cost benefit analysis—investment decisions, public and private.

Major References
M.J. Brennan, Preface to Econometrics (South Western)
W.W. Haynes, Managerial Economics—Analysis and Cases (Irwin—Dorsey)
W.W. Haynes, T.J. Coyne and D.K. Osborne, Readings in Managerial Economics (Irwin—Dorsey)
N.D. Ruggles, Economics (Prentice—Hall)
A.A. Walters, An Introduction to Econometrics (Macmillan)
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

References
J.O.N. Perkins, Australia in the World Economy (Sun Books, 1968)

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. The relationship between the system of dispute settlement and government economic policy objectives will be considered.

The Capital Market
This section consists of an examination of finance market policy in the Australian context. The topics include: monetary policy: major theories; implications of theories for policy; monetary policy and internal/external balance.

(cont.)
Financial development policy: the criteria for assessing the functioning of a financial system; recent developments in Australian finance markets with particular emphasis on equity and efficiency.

References

BS321 SYSTEMS DESIGN

Degree

Prerequisite
BS221 Cobol Programming

Course outline
A broad study of computer input/output techniques is undertaken as an introduction to this course. Systems design techniques are studied by means of exhaustive case study material, in areas which include:

- file design and conversion
- run and program structure
- input/output content and format
- information retrieval

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 are considered such as:

- systems timing
- systems cost/benefit analysis
- systems simulation
- user acceptance measurement

Major references
Daniels and Yeats, *Basic Training in Systems Analysis* (Pitman)
Rosove, *Developing Computer-based Information Systems* (Wiley)
Clifton, *Systems Analysis for Business Data Processing* (Business Books)

Plus the texts referenced in BS222.
MA321
Diploma
COMPUTING METHODS AND STATISTICS III/STATISTICS

Ma221 should normally be passed before this unit is attempted. This course aims to relate statistical techniques and their applications to the use of inferential statistics in business. The syllabus will consist of a selection of the following:
Tests of significance and confidence intervals.
Errors in these tests;
Tests and confidence intervals concerning variances.
Contingency tables. Goodness-of-fit test;
Comparison of variances. Use in the Analysis of Variance of completely randomized designs; randomized block designs, without and with interaction. Latin Squares. Tests of significance and confidence intervals for above designs.
Linear regression - simple and multiple.
Analysis of Variance of both types of regression.
Correlation coefficients - Spearman's and Kendall's;
An introduction to non-parametric statistics including such topics as: the sign test, the rank sum test, the Mann-Whitney U test, the Wilcoxon Rank Sum test, the Runs test,

References
W. Mendenhall, Introduction to Probability and Statistics 1971 (Duxbury Press)
J. Fruend, Mathematical Statistics 1971 (Prentice-Hall)

MA322
Diploma
COMPUTING METHODS AND STATISTICS III/OPERATIONS RESEARCH

MA222 should normally be passed before this unit is attempted. MA221 would be useful in the study of Queues.
The aim of the course is to provide the students with a background to operations research techniques which will be useful in their chosen profession. A rigorous mathematical approach is not envisaged since it is aimed to provide the students with sufficient information to enable them to design the experiment, if necessary, and to obtain the solution. A selection of the following topics will be covered:
Its application to logic and the computer;
Poisson Arrivals; Exponential service times with one or more service gates; Erlang service times. Monte Carlo method of sampling as applied to queues;
Techniques to find the best strategy to beat competitors using pure strategies, dominance, graphs and simplex method;
Gomory all-integer solution procedure, the Branch-and-Bound technique.
Techniques required to make a sequence of interrelated decisions.
The minimization of inventory costs.

References

BS322
ADVANCED SYSTEMS DESIGN TECHNIQUES

Prerequisites
BS221 Cobol Programming

Course outline
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.

Major references
Martin, The Design of Real-time Computer Systems (Prentice-Hall)
Schroderbek, Management Systems (Wiley)
Tocher, The Art of Simulation (Van Nestrand)
Peterson, Statistical Analysis and Optimisation of Systems (Wiley)
Greenlaw, Terron and Rowdon, Business Simulation (Prentice-Hall).
Appropriate manuals from computer manufacturer.

BS323
ASSEMBLY PROGRAMMING

Prerequisites
BS221 COBOL Programming

Course outline
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.
Topics covered include:
The basic instruction set,
Logical and physical input/output routines,
Subroutines and subprograms,
Disc programming techniques,
The PLAN compilation, consolidation and loading functions,
File creation and maintenance.
Each student will be expected to complete a number of programs ranging from the very simple to practical disc file manipulating programs.
Reference

BS324 MANAGEMENT INFORMATION SYSTEMS
Degree
Prerequisite
BS222 Systems Investigation and Analysis
Course outline
The course covers in depth the theory of Management Information Systems examining the information that management requires, and present and possible future methods of supplying this information. Popular misconceptions of what M.I.S. is, are also discussed.
Topics covered include:
. the concept of Management Information,
. the use of computers for Management Information
. the effect that M.I.S. has had and should have on management and the process of management,
. the involvement of user management and E.D.P. personnel in developing M.I.S.
. technical developments applicable to M.I.S.
Each section of the course is backed by practical case study material.
References
A reading guide will be supplied by the lecturer.

BS331 ORGANISATIONAL BEHAVIOUR
Degree
This unit is concerned with a systems approach to organisation theory. It is aimed towards providing a sound appreciation of the importance of the human resource in relation to the achievement of organisational goals together with a recognition of the organisation as an open-ended dynamic social system.
Preliminary reading
Kolb, Rubin & McIntyre, Organisational Psychology, Readings (Prentice-Hall)
References
BS332  BUSINESS CASES
Degree

This unit is concerned with the formulation and implementation of business strategies. There is strong emphasis on case work through syndicates leading to the achievement of three objectives:

- To give students an opportunity to interrelate the various disciplines in which they will have acquired some expertise by this stage of their studies.
- To give students an overview of the business entity.
- To give students the opportunity to develop and practise their analytical and communications skills with particular reference to the business environment.

Preliminary reading
H. Igor Ansoff, *Corporate Strategy* (Pelican)

References
*Learned, Christensen, Andrews & Guth, Business Policy, Text & Cases (Irwin).*

BS341  INTRODUCTION TO QUANTITATIVE METHODS
Degree

MA121 Computing Methods A/Statistics should normally be passed before this unit is attempted. The 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 utilizing the following areas of study: linear programming including a study of duality and post optimal analysis; extensions of linear programming - transportation, assignment and sequencing; inventory planning and control; critical path method and programme evaluation and review techniques.

Preliminary reading

References
H.F. Evarts, *Introduction to PERT* (Allyn & Bacon)
GMF. di Roccaferrera, *Operations Research Models for Business and Industry* (South-Western)
BS342  APPLIED QUANTITATIVE METHODS

This course is normally only available to students who have passed BS341. The course will include a consideration of the following: Markov chains, queuing theory and linear programming including the theorems of duality and their applications; the revised simplex technique; the dual simplex algorithm; post-optimality analysis and model building using refinery and trim-loss problems; limitation of linear assumptions in practice. Practical situations will be considered and computerized linear programming techniques will be applied. Students who have no prior knowledge of FORTRAN are required to attend a special FORTRAN programming course which will be arranged each year.

References

C. van de Panne, Linear Programming and Related Techniques (North Holland, 1971)
G.M.F. di Roccaferre, Operations Research Models for Business and Industry (South Western, 1964)
C. McMillan Jnr., Mathematical Programming (Wiley Series in Management and Administration)
D.M. Simmons, Linear Programming for Operations Research (Holden-Day)
S. Vajda, Mathematical Programming (Addison-Wesley).

BS351  ACCOUNTING IIIA/CONTEMPORARY ACCOUNTING PROBLEMS

This unit will attempt to examine the problems associated with measuring the performance of business organisations. Topics to be covered include a study of the objectives of accounting; alternative concepts of income, including an examination of the problems of measuring income under conditions of changing money values; inventory valuation; depreciation concepts; accounting for long term leases; income tax allocation; human asset accounting, and recent recommendations by Australian accounting bodies on accounting practices.

The theoretical issues will be studied with the aid of case studies together with a wide range of reading.
Preliminary reading
E. Stamp and C. Marley, *Accounting Principles and the City Code* (Butterworths) (Part II)

References
E. Hendriksen, *Accounting Theory* (Irwin)
L.E. Morrissey, *Contemporary Accounting Problems* (Prentice-Hall)

BS352
ACCOUNTING IIIA/ANALYSIS AND INTERPRETATION

Diploma Projected Funds Statements
Sources and Uses of Working Capital
The adequacy of working capital
Inventory, cash and receivable policies
Short and long-term financing
Analytical Methods and Techniques used in Analysing Financial Statements.
A large part of the course is concerned with logical interpretation of analytical data for assessing a firm's long-term financial strength, profit-ability and intrinsic value of its ordinary shares.
A critical appraisal of Balance Sheets and Revenue Statements as source data for constructive analysis and interpretation. Case study - mergers and takeovers.

References
C.L. Prather & J.E. West, *Financing Business Firms* (Irwin)
P. Hunt, C.M. Williams, & G. Donaldson, *Basic Business Finance* (Irwin)
BS353  ACCOUNTING IIIB/CAPITAL  BUDGETING

Diploma

Different types of capital investment proposals are analysed and the necessity for a program to administer and review capital expenditures is 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 uncertainty. The importance of qualitative factors in investment decisions is stressed throughout.

Preliminary reading
K.A. Middleton, *The Economics of Capital Expenditure* (Australian Society of Accountants)

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

BS354  ACCOUNTING IIIB/ADVANCED COST ACCOUNTING

Diploma

Accounting IIIB (BS252) should normally be passed before this unit is attempted. 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 profit planning and analysis; 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; a study of their application and difficulties of implementation.
Preliminary reading
G. Shillinglaw, Cost Accounting, Analysis and Control, Parts V and VI (Irwin)

References
H.R. Anton and P.A. Firmin (eds.) Contemporary Issues in Cost Accounting (Houghton Miflin)
H. Bierman, Topics in Cost Accounting and Decision (McGraw-Hill)
G.J. Benston (ed.) Contemporary Cost Accounting and Control (Dickenson)
N.A.A., Research Reports and Research Studies
A. Rappaport (ed.) Information for Decision Making Quantitative and Behavioural Dimensions (Prentice-Hall)
D. Solomons, Divisional Performance Measurement and Control (Irwin)
D. Solomons (ed.) Studies in Cost Analysis (Sweet and Maxwell)
W.E. Thomas (ed.) Readings in Cost Accounting Budgeting and Control (South-Western)
R.S. Stockton, Basic Inventory Systems: Concepts and Analysis (Longmans).

BS355 ACCOUNTING IIIC/AUDITING
Diploma

Prerequisite - Accounting II A
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 statutory company audit and the application of these techniques to practical cases. Topics to be studied will include: a study of the professional conduct rules of the accountancy bodies in Australia; an analysis of several leading court cases on legal liability; the audit report; auditing methods and techniques including the use of statistical sampling; internal control and; audit considerations when computer based equipment is used by a client.

References
R.A. Irish, Auditing (Law Book Company Limited)
H.F. Stettler, Auditing Principles (Prentice-Hall)
E.F. Mannix, Professional Negligence (Butterworths)
Institute of Chartered Accountants - Statements on Accounting Practice. Victorian Companies Act.
BS356
Diploma

ACCOUNTING IIIC/TAXATION LAW

This unit consists of an analysis of income tax law in Australia. Topics to be studied include assessable income; taxable income and allowable deductions; and the special provisions relating to companies, partnerships, and primary producers.

References


*E.F. Mannix, Australian Income Tax Leading Cases* (Butterworths)


BS357
Diploma

ACCOUNTING IID/BUSINESS 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 are also covered from the systems user's point of view.

References


Schodebek, *Management Systems* (Wiley)


BS358
Diploma

ACCOUNTING IID/INTRODUCTION TO OPERATIONS RESEARCH

MA121 Computing Methods A/Statistics and BS101 Accounting I should normally be passed before this unit is attempted. The aim of the course is to provide an introduction to some of the more common operations research techniques with which the modern accountant is likely to be concerned. Emphasis will be placed on the recognition of situations to which the techniques could be applied in solving business problems and interpretation of solutions. Topic coverage will include: linear programming with extensions into

Preliminary reading

References
M. Sasieni, A. Yaspang and L. Friedman, *Operations Research, Methods and Problems* (John Wiley and Sons)

BS364 ACCOUNTING IIID/ECONOMIC POLICY

Diploma

Prerequisite BS261 Economics 11

The course is designed to provide a framework for the analysis and assessment of government economic policies in Australia. Students will be expected to appraise various Australian government policies in terms of the criteria presented. This approach has the broader aim of assisting students to develop an approach to economic problem-solving which should be useful beyond the present course.

Topics to be covered will include
- Welfare economics and public policy;
- Public policy and the business sector;
- Macro-economic policy, including monetary, fiscal and prices/incomes policies etc.
- External economic policies;
- How rational economic decisions are made;

The syllabus is flexible and will be modified where necessary to include new developments.

Preliminary reading

References
No textbook is prescribed. Students will be expected to consult a wide range of newspapers, periodicals and journals.
**BS371**  COMPUTER PROGRAMMING III/OPERATING SYSTEMS

Diploma

**Prerequisite**
BS272 Computer Programming 11.

**Course outline**
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 1, 11 and 111 and the IBM
operating systems DOS and OS.

**References**
Cuttle and Robinson, *Executive Programs and
Operating Systems*
IBM *System/360, Operating System, Concepts and
Facilities.*
IBM *System/360 DOS, Concepts and Facilities*
IBM *System/360 DOS, Data Management Concepts.*

**BS372**  COMPUTER PROGRAMMING III/PROGRAMMING LANGUAGE

Diploma

**Prerequisites**
BS272 Computer Programming 11.

**Course outline**
This unit investigates the programming and
operations functions associated with a Visible
Record Computer. The objective is to familiarize
the student with the types of processing, applicns.
and capacities of a typical machine in this area
of computers. The course will include programming
instructions and operating procedures, with
application programs being written and operated
by the student.

**References**
Litton, *Automated Business Systems 1200 Series
Programming Manual.*

**BS375**  SYSTEMS ANALYSIS AND DESIGN II/CASE STUDY

Diploma

**Prerequisite**
BS273 Systems Analysis and Design 1.

**Course outline**
This unit aims to integrate the student's know-
ledge of systems implementation.
The course is based on a substantial case study
and direct reading.

**References**
*Appropriate manuals from computer manufacturer.
Appropriate industry journals.
Tomlin, *Managing the Introduction of Computer
Systems* (McGraw-Hill)
BS376
SYSTEMS ANALYSIS AND DESIGN II/REAL TIME SYSTEMS

Diploma

Prerequisite
BS273 Systems Analysis and Design 1.

Course outline
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.

References
Martin, The Design of Real Time Computer Systems
(Prentice-Hall)
Martin, Programming Real Time Computer Systems
(Prentice-Hall)
Schoderbek, Management Systems
(Wiley)
Johnson et al., The Theory and Management of Systems
(McGraw-Hill)
Optner, Systems Analysis for Business Management
(Prentice-Hall)

BS377
QUANTITATIVE MANAGEMENT TECHNIQUES

Diploma

This course examines major operations research techniques in a theoretical and practical manner. Among the topics covered are:
- Queuing theory
- Markov chains
- C.P.M. PERT and C.P.M./cost
- Simulation
- Inventory theory and practice
- Linear programming

The computer packages for some of the above topics will be discussed and assignments and exercises will be set which will need solutions using the computer.

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

References
W.J. Fabrycky and P.E. Torgenson, Operations Economy
(Prentice-Hall)
G. Hadley, Linear Programming
(Addison-Wesley)
M. Sasieni, A. Yaspan and L. Friedman, Operations Research, Methods and Problems
(New York, J. Wiley and Sons)
Di Roccaferrea, Operations Research Models for Business and Industry
(South-Western 1964)
H.F. Evarts, Introduction to PERT
(Allyn and Bacon)
CURRENT ISSUES IN ACCOUNTING

The course will cover current issues relevant to the accountant involving a study of exposure drafts, suggested reforms and theories, changes in government regulations and practices, developments in international and domestic public and private enterprise.

References
Detailed each year by the lecturer in charge.

PROFIT PLANNING AND CONTROL

Profit planning both short term and long term. Stages of evaluation, strategy, operations, reporting.

Controllership function and responsibilities - control of assets, liabilities, income, expenses.

Control techniques.

Management information systems.

References
W.T. Jerome, *Executive Control - The Catalyst* (Wiley)
N.A.A. Research Report 42 - *Long Range Profit Planning*
P.H. Irwin, *Business Planning - Key to Profit Growth* (S.I.A. Canada)
G.A. Steiner, *Top Management Planning* (Macmillan)
R.L. Lewis, *Planning and Control for Profit* (Harper and Row)

AUDITING AND E.D.P.

Prerequisite
Accounting 111C/Auditing and C.M.A. (D.P.) in Diploma of Business Studies, or equivalent subjects in other approved courses.

The course will examine in detail the relationship between auditing and the computer. It is intended that the student will develop the ability to evaluate E.D.P. controls and to be familiar with the techniques of using the computer to assist in the auditing function. Although students may have had some contact with E.D.P., a brief revision of the basic concepts of E.D.P. will be included.

Numerous case studies have been built into the course to provide a practical approach. The following areas will be covered in detail:

Degree of E.D.P. knowledge required by an Auditor.
Auditor's role in Systems Design.
Processing and Programming Controls.
Audit Trails.
Audit Techniques.
Appraisal of controls in a Service Bureau Operation.
Auditing Advanced Systems.
Concept of Auditing through and around the Computer.
Development of Internal Control Questionnaire for E.D.P.

Preliminary reading
N. Berkowitz and R. Munro, Automatic Data Processing and Management
E. Awad, Business Data Processing
C.B. Davis, Introduction to Digital Computer Concepts

References
G.B. Davis, Auditing and E.D.P.
F. Kaufmann, Electronic Data Processing and Auditing
G. Wohl, The Computer in Auditing
H. Brown, E.D.P. for Auditors
H. Washbrook, Management Control, Auditing and the Computer

CONTEMPORARY AUDITING

The aim of this unit is to examine, in a series of seminars, some of the current issues in auditing. Topics to be discussed may include: the nature of evidence and statistical sampling; the audit report and its relevance to the information needs of users; reservations and qualifications in audit reports; the auditor and company failures, the internal audit; management audits; and auditing problems in special areas including mergers, takeovers and company groups.

References
W.S. Boutell, Contemporary Auditing (Dickenson Publishing Co. Inc.)
J.T. Johnson and J.H. Brasseaw, Readings in Auditing (South Western Publishing Co.)
CORPORATE TAX PLANNING

This unit involves a study of those aspects of income tax law that affect corporations and their shareholders. Topics to be studied will include depreciation; provision of fringe benefits to employees, including superannuation funds; sale of fixed assets; tax loss companies; export market expenditure; the distinction between private and public companies; dividends; and international aspects of Australian income tax including double tax agreements.

References

*Australian Income Tax Assessment Act 1936–1973 (CCH Australia Limited)
F.C. Bock and E.F. Mannix, Australian Income Tax Law and Practice (Butterworths)
Australian Federal Tax Reporter (CCH Australia Limited)
Taxation of Corporations and their Shareholders (CCH Australia Limited).

ESTATE PLANNING

This unit includes a study of the formation and operation of legal entities in such a way as to minimize the taxation liabilities of individuals. Because of the many variables involved in planning a client’s estate a course of this nature can only indicate in general terms the various approaches to estate planning. Topics to be studied are the use and operation of partnerships; private companies; life assurance and a detailed examination of trusts.

References

Australian Estate and Gift Duty Reporter (CCH Australia Limited)
Australian Federal Tax Reporter (CCH Australia Limited)
*Australian Income Tax Assessment Act 1936–1973
A.V. Janover, Estate Planning (Law Institute of Victoria)
J.D. Davies and M. Walsh, A Commentary on the Victorian Gift Duty Act (Law Institute of Victoria)
I.F.C. Spry, Arrangements for the Avoidance of Taxation (The Law Book Company Limited)
*Probate Duty Act 1962 (Victorian Government Printer)
*Stamps Act 1958 (Victorian Government Printer)
*Gift Duty Act 1971 (Victorian Government Printer)
BS471
Graduate Diploma

MANAGEMENT SYSTEMS

It is recommended that BS472 Systems Analysis be completed before commencing this unit.

Course outline
The course covers in depth the theory of Management Information Systems examining the information that management requires, and present and possible future methods of supplying this information. Popular misconceptions of what M.I.S. is, are also discussed.

Topics covered include:
- The concept of Management Information
- The use of Computers for Management Information
- The effect that M.I.S. has had and should have on management and the process of management.
- The involvement of user management and E.D.P. personnel in developing M.I.S.
- Technical developments applicable to M.I.S.

Each section of the course is backed by practical case study material.

References
A reading guide will be supplied by the lecturer.

BS472
Graduate Diploma

SYSTEMS ANALYSIS

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.

Code design, systems standards and systems performance criteria along with fact-finding methods, systems documentation techniques and the methods of capturing, validating and controlling data are areas of study which are covered in depth.

Planning techniques and documentation aids are also studied with particular regard to feedback and control. 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
Daniels & Yeats, Basic Training in Systems Analysis
Chandor, Practical Systems Analysis
Lazzaro, Systems and Procedures
Clifton, Systems Analysis for Business Data Processing
Neuschel, Management by System
Kanter, Management Guide to Computer System Selection and Use
Hart, Dynamic Systems Design
Rothery, The Practice of Systems Analysis.
BS551
Graduate Diploma
RESEARCH PAPER
Candidates are required to submit a research paper on an approved topic related to their course. The topic will generally be of an applied nature and the candidate's progress will be supervised by staff members of the School of Business Studies. Normally the paper will be completed within 12 months of the initial submission of the topic and the length will be approximately 7,000 words.

BS581
Graduate Diploma
ADMINISTRATION OF ORGANISATIONAL SYSTEMS
The Systems concept of organisations forms the framework of this course which covers the following topics:
1. Organisational socialization and the psychological contract.
2. Power, achievement and affiliation motivation and organisational climate.
3. Machiavelli and the evolution of management ethics.
4. Value systems and their implications for supervision and job enrichment.
5. Evolution of organisation and management theory.
7. Technological systems and worker satisfaction.
References include
F. Kast and J. Rosenzweig, Organisation and Management (McGraw-Hill)
N. Machiavelli, The Prince (Penguin)
F. Luthans, Organisational Behaviour (McGraw-Hill)
E. Schein, Organisational Psychology (Prentice-Hall)
J.D. Thompson, Organisations in Action.
D. Katz and R. Kahn, The Social Psychology of Organisations (Willy)
L. Sayles and G. Strauss, Human Behaviour in Organisations (Prentice-Hall)
D. Kolb et al, Organisational Psychology, an Experimental Approach (Prentice Hall)
Case Studies from W.F. Whyte, Men at Work (SCF)
A. Collins, The Dynamics of Organisation (Sun).

BS582
Graduate Diploma
ADMINISTRATION OF HUMAN RESOURCES
Prerequisite
BS581 Administration of Organisational Systems
This course concentrates on the Structural, Psycho-Social and Managerial Sub-systems of organisations.
Topics include:
1. Formal and informal structure and communication systems.
2 Motivation
3 Managerial style and influence systems
4 Group dynamics and interaction theory
5 T Groups and interpersonal perception
6 Decision making
7 Organisational change
8 Accounting for human resources

References include:
E. Schein, *Organisational Psychology* (Prentice-Hall)
D. Kolb et al, *Organisational Psychology an Experimental Approach* (Prentice-Hall)
D. Kolb et al, *Organisational Psychology Readings* (Prentice-Hall)
W. Bruns and D. DeCosta, *Accounting and its Behavioural Implications* (McGraw-Hill)
F. Herzberg, *One More Time* (Reserve Desk in Swinburne Library)
S. Huneryager, *Human Relations in Management* (South Western)
BS584
Graduate Diploma

MARKETING ADMINISTRATION II

Students undertaking this unit should have completed either a marketing unit at undergraduate level or Marketing Administration I. This unit is concerned with marketing management and is organized around six basic topics:

1. The scope of marketing management
2. Setting marketing objectives
3. Developing the marketing plan
4. Putting the marketing plan into action
5. Organizing the marketing function
6. Controlling and reappraising the marketing program.

Particular emphasis will be placed on case study analysis relating to marketing research, sales forecasting, demand concepts, consumer psychology and marketing strategy.

Preliminary reading
J.H. McNeal, An Introduction to Consumer Behaviour (John Wiley and Sons)
J. Seibert & G. Wills, Marketing Research (Penguin)
N. Anthony, Statistics for Businessmen (Sun Books)

References
P. Kotler, Marketing Management, 2nd edition (Prentice Hall)

BS585
Graduate Diploma

SECRETARIAL PRACTICE AND PROCEDURE

The course is provided to help equip potential company secretaries for their role.

Topic coverage includes:

- Meetings and conferences: duties of chairman, organisation, standing orders, terms and expressions, etc.
- Board meetings: preparation, agenda and minutes, quorum, voting rights, powers of members' motions.
- Meetings (General): privilege and defamation, libel and slander, admission of press.
- The Board and the Stock Market: Functions and procedures, listing requirements and terminology, voluntary and statutory controls, etc.
PERSONNEL AND GENERAL ADMINISTRATION

Graduate Diploma

Every executive at some stage of his career requires a working knowledge of personnel concepts and sources of personnel specialist advice.

Administering the human resource is a key management function. The subject covers the three major aspects of:

- Labour laws and their application
- Personnel management
- Office and secretarial administration.

Quantitative Methods

As from February, 1974 this subject has been replaced by the following units:

- **BS591** Operations Research Fundamentals
- **BS592** Applied Linear Programming
- **BS593** Applied Quantitative Analysis

Students with no prior knowledge of operations research techniques will normally take **BS591** prior to attempting **BS592** or **BS593**. Students who have passed **BS358** Introduction to Operations Research, or an equivalent subject, will not be permitted to take **BS591** but may take either or both **BS592** and **BS593**.

OPERATIONS RESEARCH FUNDAMENTALS

Graduate Diploma

This unit aims at providing students with an introduction to some of the more common operations research techniques with particular attention being given to basic linear programming methods. Throughout the unit emphasis will be placed on the recognition of application areas and interpretation of solutions. Topic coverage will include linear programming - graphical and simplex methods; introduction to duality and its economic significance; special purpose algorithms for the solution of transportation and assignment problems; game theory with particular reference to L.P. solution; critical path method and programme evaluation and review techniques.

References

H.F. Evarts, *Introduction to PERT* (Allyn & Bacon)
G.M.F. di Roccaferreira, *Operations Research Models for Business and Industry* (South-Western)
M. Sasieni, A. Yaspan and L. Friedman, *Operations Research, Methods and Problems* (John Wiley and Sons)


**BS592**

**APPLIED LINEAR PROGRAMMING**

Graduate Diploma

Students are assumed to have a knowledge of basic linear programming techniques prior to commencing this unit. BS591, BS358 or equivalent are appropriate prerequisites.

The unit aims at extending students' knowledge of linear programming such that it may be applied to realistic problems of industry. Topic coverage will include the following: the fundamental theorems of duality; model formulation with reference to large scale models; post-optimality and parametric analysis; the revised simplex technique, use of L.P. packages; limitations of linear assumptions and an introduction to mixed integer, integer and zero–one programming.

**References**


C. van de Panne, *Linear Programming and Related Techniques* (North Holland, 1971)

G.M.F. di Roccaferrera, *Operations Research Models for Business and Industry* (South Western 1964)

C. McMillan Jnr., *Mathematical Programming* (Wiley Series in Management and Administration)


**BS593**

**APPLIED QUANTITATIVE ANALYSIS**

Graduate Diploma

Students are assumed to have a knowledge of the basic principles of mathematical model building prior to commencing this unit. BS591, BS358 or equivalent are desirable prerequisites. Topic coverage in this unit will be selected from the following, taking into account student interests and background: markov chain analysis; queuing theory; inventory management; simulation with reference to inventory and queuing situations; decision theory; estimation of business functions; analysis of variance; expected value analysis.
References
These will be dependent on topics selected.
Detailed lists of texts and journal articles will be made available during the course.

SUBJECTS TAUGHT BY OTHER DEPARTMENTS

Information about the following subjects taught by other departments is included in numerical order with the "Subject Details" section of this handbook.

Applied Science
MA021 Computing Methods & Statistics 1/Mathematics
MA022 Computing Methods & Statistics 1/Statistics
MA121 Computing Methods & Statistics 2/Statistics
MA131 Statistics 1
MA221 Computing Methods & Statistics 2/Statistics
MA222 Computing Methods & Statistics 2/Mathematics
MA223 Applied Statistics
MA24 Statistical Decision Theory
MA231 Statistics 2

General Studies
GS001 English Expression
GS021 History of Western Civilisation
GS031 Introduction to Modern Government
GS180 Introduction to Behavioural Studies