

**DIPLOMA AND ASSOCIATE DIPLOMA REGULATIONS****PART I – PRELIMINARY****1. Short Title**

These Regulations may be cited as the Diploma Regulations.

**2. Diplomas, Associate Diplomas And Their Abbreviations**

These Regulations control undergraduate courses leading to:

## (a) the Diplomas in

Teaching	Dip Teach
Nursing	Dip Nursing

## (b) the Associate Diplomas in

Administration	Assoc Dip Admin
Computer Applications	AssocDipCompAppl

**3. Commencement**

These Regulations came into operation on 1st January 1985

**4. Parts**

These Regulations are divided into parts as follows:

PART I	— Preliminary	(Regulations 1-5)
PART II	— General	(Regulations 6-15)
PART III	— Diplomas	(Regulation 16)
PART IV	— Associate Diplomas	(Regulations 17-20)
PART V	— Miscellaneous	(Regulations 21-23)

**5. Interpretation**

- (1) In the interpretation and implementation of these Regulations the Council will normally act on the recommendation of the appropriate bodies of the University.
- (2) In these Regulations, unless the contrary intention appears:
  - (a) 'candidate' is a person registered for a diploma or an associate diploma;
  - (b) 'course' is the combination of subjects which a candidate takes for a diploma or associate diploma;
  - (c) 'programme' is the combination of subjects in which a candidate is enrolled in any one session or year;
  - (d) 'session' is one of the three periods (summer session, session 1, session 2) within which subjects are offered each year;
  - (e) 'subject' is a self-contained section of study identified by a unique number in the Schedules in the Attachment C following these Regulations;
  - (f) 'credit point' is a value attached to a subject as a component of a diploma or an associate diploma, and for each credit point the implied work-load is, on average, five hours each week for a summer session subject, two hours each week for a sessional subject or one hour each week for an annual subject;
  - (g) 'summer session subject' is a subject offered during the summer session;
  - (h) 'sessional subject' is a subject offered during session 1 or session 2;
  - (i) 'annual subject' is a subject offered across session 1 and session 2 of one year;
  - (j) '100 level subject' is a subject at first year level,  
'200 level subject' is a subject at second year level,  
'300 level subject' is a subject at third year level;
  - (k) 'pre-requisite subject' is one which must be satisfactorily completed before the subject for which it is prescribed may be taken;
  - (l) 'co-requisite subject' is one which must be satisfactorily completed before, taken concurrently with or, at the discretion of the Head of School, attempted before, the subject for which it is prescribed;
  - (m) 'Head of School' means the Head of the relevant School, Heads of the relevant Schools, the Dean of the relevant Faculty or Deans of the relevant Faculties;
  - (n) 'approved' or 'approval' means approval by the Council;
  - (o) 'Academic Adviser' is a person appointed to advise candidates on programmes and courses of study;
  - (p) 'advanced standing' is the standing of a candidate as a consequence of the granting of credit or exemption;

- (q) 'credit' is the number of credit points granted towards a diploma or associate diploma for work satisfactorily completed outside that diploma or associate diploma;
- (r) 'specified credit' is credit for a specific subject or subjects listed in one of the Schedules and is granted on the basis of satisfactory completion of a substantially corresponding subject or subjects at an approved university or other tertiary institution;
- (s) 'unspecified credit' is credit granted on the basis of satisfactory completion at an approved university or other tertiary institution of a subject or subjects not substantially corresponding to subjects listed in the appropriate Schedule;
- (t) 'exemption' is the waiving of the requirement that a subject prescribed for a diploma or an associate diploma be satisfactorily completed and is granted on the basis of the satisfactory completion of an appropriate subject, subjects or other work at an approved university, other tertiary institution or other establishment; and
- (u) 'leave of absence' is a period of leave from the University for which prior approval has been obtained.
- (v) 'weeks of Session' are those weeks being counted from the beginning of each Session, and will not include the weeks included in any timetabled University recess.

## PART II – GENERAL

### 6. Admission And Registration

- (1) To qualify for admission to a course leading to a diploma or an associate diploma a person shall comply with requirements of the Regulations for Matriculation and Admission.
  - (a) to qualify for admission to the conversion course leading to the Diploma in Nursing a person shall have obtained an approved hospital based certificate or equivalent qualification and satisfactorily completed any practical requirement imposed by the Council;
- (2) A person qualified for admission to a course leading to a diploma or an associate diploma may apply for admission as a candidate for that diploma or associate diploma.
- (3) A person admitted as a candidate shall register for the particular diploma or associate diploma referred to in Regulation 6(2).
- (4) Except with approval, no candidate shall be registered concurrently for more than one degree, certificate, diploma or associate diploma in this University or other tertiary institution.
- (5) Except with approval, a person who, in the opinion of the Council, has an unsatisfactory academic record in any university or tertiary institution, shall not be permitted to register for any diploma or associate diploma.

### 7. Enrolment

- (1) During prescribed periods in each year a candidate shall enrol in a programme of study in accordance with the requirements of the regulations and pay any required charges. A student registering in a course for the first time must consult with a designated Academic Adviser prior to enrolment.
- (2) A candidate may enrol in a subject provided that:
  - (a) the conditions for enrolment specified in the appropriate Schedule are satisfied, save that a pre-requisite or co-requisite requirement may be waived by the Head of School, and
  - (b) the candidate is not excluded by any restriction that may be imposed on the number of candidates to be enrolled in that subject.
- (3) Except with approval, a candidate for a diploma or associate diploma may not enrol in a subject more than twice.
- (4) Except with approval, a candidate for a diploma or associate diploma shall not be enrolled in any year in a programme with a value of less than 12 credit points.
- (5) Regulation 7(4) shall not apply to a candidate who, in order to complete the diploma or associate diploma, needs less than 12 credit points. Such a candidate must enrol for all subjects needed to complete the diploma or associate diploma.
- (6) Except with approval, a candidate for a diploma or associate diploma shall not enrol in any year in a programme with a value of more than 52 credit points in session 1 and session 2 combined, more than 30 credit points in either session 1 or session 2, or more than 14 credit points in summer session.
- (7) For the purposes of Regulation 7(6) half the value of an annual subject shall be deemed to be taken in each of session 1 and session 2.
- (8) A candidate enrolled in a subject in contravention to the conditions for enrolment specified in the appropriate Schedule shall be withdrawn from that subject unless permitted by the Head of School to remain enrolled.

- (9) A candidate for a diploma or associate diploma who, in a particular year, is not permitted to enrol in any subject pursuant to these Regulations may apply to the Council for permission to enrol in a subsequent year.
- (10) A candidate for a diploma or associate diploma which may normally be completed in two full-time years may be enrolled for subjects for six years excluding approved leave of absence; thereafter re-enrolment may be approved only in exceptional circumstances.
- (11) A candidate for a diploma or associate diploma which may normally be completed in three full-time years may be enrolled for subjects for nine years excluding approved leave of absence; thereafter re-enrolment may be approved only in exceptional circumstances.
- (12) A candidate for a diploma or associate diploma which is not identified in Regulation 7(10) or 7(11) may be enrolled in subjects for a maximum period of three times the minimum candidature excluding approved leave of absence; thereafter re-enrolment may be approved only in exceptional circumstances.
- (13) A candidate not permitted to enrol because of failure to satisfy Regulations 7(10), 7(11) and 7(12), will not be permitted to register in subsequent years, subject to one of the restrictions stipulated in Attachment D.

#### **8. Schedule Of Subjects**

- (1) The subjects approved for courses leading to the diplomas and associate diplomas identified in Regulation 2 are listed in the Schedules in the Attachment C following these Regulations.
- (2) The Schedules for diplomas are:
  - Education Schedule
  - Nursing
- (3) The Schedules for associate diplomas are:
  - Administration Schedule
  - Computer Applications Schedule

#### **9. Variation Of Registration**

- (1) After consultation with an Academic Adviser a candidate may apply to the University Secretary for permission to change registration from one diploma or associate diploma to another.
- (2) Permission for a candidate to change registration is contingent upon any limitation that may be imposed on the number of candidates to be registered for particular diplomas or associate diplomas.
- (3) Variation of enrolment associated with change of registration is contingent upon restrictions imposed by Regulations 7(2) and 10.

#### **10. Variation Of Enrolment**

- (1) After consultation with an Academic Adviser a candidate may withdraw from a subject in a programme by notifying the University Secretary.
- (2) Where a variation referred to in Regulation 10(1) is the withdrawal from a summer session subject before the end of the third week of the summer session, a sessional subject before the end of the eighth week of the session of offer, or from an annual subject before the end of the first week of session 2 the candidate shall be deemed to have not enrolled in that subject.
- (3) Where a variation referred to in Regulation 10(1) is the withdrawal from a summer session subject after the end of the third week of the summer session, a sessional subject after the end of the eighth week of the session of offer, or from an annual subject after the end of the first week of session 2 the candidate shall be deemed to have failed that subject unless withdrawal is for medical, compassionate or other reason acceptable to the Council. In this latter case the candidate will be deemed to have discontinued the subject without penalty for the purposes of Regulations 7(4) and 12(3).
- (4) After consultation with an Academic Adviser a candidate may apply to the University Secretary for permission to enrol in an additional subject for a programme.
- (5) Permission for a candidate to enrol in an additional subject for a programme is contingent upon restrictions imposed by Regulations 7(2) and 10(6).
- (6) Except with the approval of the Head of School, a candidate may not enrol in a summer session subject after the expiration of the first week of the Summer Session, in a sessional subject after the expiration of the first two weeks in the session of offer or in an annual subject after the expiration of the first two weeks of session 1.

#### **11. Assessment**

- (1) Methods of assessment in a subject shall be determined by the Head of School.

- (2) Any materials presented by a candidate for assessment must be the work of the candidate and not submitted elsewhere, unless otherwise permitted by the Head of School.
- (3) Standards required for the approved grades of performance in a subject shall be determined by the Head of School.
- (4) An approved grade of performance, as set out in Attachment A following these Regulations, shall be determined and declared for each subject in which a candidate is enrolled.
- (5) Subjects completed at Pass Conceded or Pass Terminating grade may comprise no more than:
  - (a) 36 credit points of the minimum requirement for a diploma, or
  - (b) 24 credit points of the minimum requirement for an associate diploma.
- (6) Where performance in a subject is affected by illness or other cause beyond the control of a candidate, the circumstances should be reported in writing, supported by evidence, to the University Secretary normally no later than seven days following the illness or the other cause. The circumstances shall be referred to the Head of School and may be taken into account when assessment of the candidate in that subject is made.
- (7) A candidate for a diploma or associate diploma who satisfactorily completes a subject listed in the appropriate Schedule shall count only once the number of credit points attached to the subject in that Schedule towards the diploma or associate diploma.
- (8) A candidate who satisfactorily completes a subject shall not count that subject, nor the credit points attached to that subject, towards a diploma or associate diploma unless that subject is listed in the appropriate Schedule.

## 12. Minimum Rate Of Progress

- (1) A candidate may enrol in a programme in accordance with the provisions of Regulation 7 provided that the rate of progress of the candidate is at least the minimum specified in Regulation 12(2) or 12(3).
- (2) The required minimum rate of progress by a candidate for a diploma or associate diploma is the accrual of credit points as follows:
  - (a) at the end of the first year of registration, at least one half of the credit points attached to the subjects in the programme for that year, and
  - (b) at the end of each subsequent year of registration, at least two thirds of the credit points attached to the subjects in the programme for the year.
- (3) Except with approval, pursuant to one of the restrictions stipulated in Attachment D, a candidate whose rate of progress is less than the specified minimum may not enrol in a programme nor register in subsequent years.
- (4) Approval referred to in Regulation 12(3) may be granted provided that application is made to the University Secretary after consultation with an Academic Adviser to determine a suitable programme.

## 13. Advanced Standing

- (1) A candidate who has completed, at an approved university, other tertiary institution or other establishment, one or more subjects or other work approved for the purpose of this Regulation may be granted such advanced standing as is determined by the Council.
- (2) The advanced standing allowable is listed in the Attachment B following these Regulations.
- (3) Except with approval, a candidate shall not be granted advanced standing for subjects completed more than 10 years previously.
- (4) With prior approval, a candidate may be permitted to enrol for subjects at another university or tertiary institution and, on satisfactory completion of those subjects, have them counted towards a diploma or an associate diploma of this University.
- (5) Except with approval, a candidate who has been granted specified credit for a subject or subjects completed at this University or elsewhere shall not be permitted to count substantially corresponding subjects for a particular diploma or associate diploma.
- (6) Except when advanced standing is granted under this Regulation, a candidate shall not be eligible to obtain standing towards a diploma or associate diploma by satisfactory completion, at this University, of subjects which substantially correspond with subjects satisfactorily completed previously and counted towards a qualification at an approved university or other tertiary institution.

## 14. Leave Of Absence

A candidate for a diploma or associate diploma:

- (a) becomes eligible to apply for leave of absence after completion of one year of registration, and

- (b) may be granted leave of absence for one calendar year provided that an application is made in writing to the University Secretary before the end of the fourth week of session 1 of that year.

#### 15. Conferring Of Diplomas And Associate Diplomas

- (1) A diploma or an associate diploma may be conferred by the Council upon a candidate who has complied with these Regulations provided that the candidate has:
  - (a) completed at least one year of registration for the course leading to the diploma or associate diploma, and
  - (b) satisfactorily completed subjects with a value of at least 24 credit points while so registered.
- (2) A candidate who has qualified more than once at this University for the award of the same diploma or associate diploma shall receive only a statement of the additional qualification setting out the subjects completed and the grades attained.
- (3) The Diploma in Teaching may be conferred with distinction upon a candidate who has attained an approved standard of achievement in the course.
- (4) An Associate Diploma in Administration, the Arts, Computer Applications or Industrial Studies may be conferred with distinction upon a candidate who has attained an approved standard of achievement in the course.

### PART III – DIPLOMAS

#### 16. Diploma In Teaching

To qualify for the award of the Diploma in Teaching a candidate shall satisfactorily complete the subjects prescribed in one of the courses listed in the Education Schedule.

#### 17. Diploma In Nursing

To qualify for the award of the Diploma in Nursing a candidate shall satisfactorily complete the subjects prescribed in one of the courses listed in the Nursing Schedule.

### PART IV – ASSOCIATE DIPLOMAS

#### 18. Associate Diploma In Administration

To qualify for the award of the Associate Diploma in Administration a candidate shall satisfactorily complete the subjects prescribed in one of the courses listed in the Administration Schedule.

#### 19. Associate Diploma In Computer Applications

To qualify for the award of the Associate Diploma in Computer Applications a candidate shall satisfactorily complete the subjects prescribed in one of the courses listed in the Computer Applications Schedule.

### PART V – MISCELLANEOUS

#### 22. General Saving Clause

Notwithstanding anything to the contrary herein contained the Council may dispense with or suspend any requirement of, or prescription by, these Regulations.

#### 23. Application Of Amending Regulations

If an amendment relating to courses that may be taken for the diplomas or associate diplomas is made to these Regulations after their implementation, the amendment shall not apply to a candidate who, before the making of the amendment, satisfactorily completed 12 credit points, unless

- (a) the candidate accepts the application of the amendment and submits to the Council proposed course alterations that are deemed by the Council to be in accordance with the Regulations; or
- (b) the Council determines otherwise.

#### 24. Appeal

- (1) A candidate may appeal against any decision made under these Regulations to the Council which shall determine the matter as it sees fit.
- (2) Any appeal should be lodged within 14 days of notification of the decision referred to in Regulation 24(1).
- (3) Any appeal submitted by a candidate should be subject to the guidelines stipulated in Attachment E.

### ATTACHMENTS

#### A. GRADES OF PERFORMANCE

The approved grades of performance and associated ranges of marks are:

Satisfactory Completion:	High Distinction	85%-100%
	Distinction	75%-84%
	Credit	65%-74%
	Pass	50%-64%
	Pass Terminating	45%-49%
	Pass Conceded	45%-49%
Unsatisfactory Completion:	Fail	0%-44%

For marks in the range 45-49% either a Pass Terminating or a Pass Conceded shall be declared. A Pass Terminating grade in a subject precludes a candidate progressing to another subject for which that first subject is a pre-requisite.

#### B. Advanced Standing

- Subject to restrictions imposed by Parts III and IV of the Diploma Regulations; specified credit may be granted by Council on the recommendation of the Head of School.
- Unspecified credit may be converted to specified credit at any level on the recommendation of the Head of School.
- Qualifications completed more than ten years previously can attract up to the maximum advanced standing available as follows:
  - specified credit or exemption – on the recommendation of the Head of the appropriate school,
  - unspecified credit – determined on the basis of the activities of the applicant subsequent to obtaining the qualification.
- Advanced standing allowable for qualifications not herein covered will be determined on the merit of each individual application.

#### C. Schedules

All subjects approved for inclusion in a course leading to one of the diplomas or associate diplomas are listed in one or more of the Schedules of subjects.

Students are strongly urged to read the details of each subject in which they are interested. In particular, when selecting a programme they should ensure that they comply with any special requirements for subjects they may wish to take subsequently.

Information in the columns headed 'pre-requisites' and 'co-requisites' specifies the minimum requirements to be satisfied for enrolment in the various subjects. Students who believe that they have grounds for requesting waiver of a pre-requisite or a co-requisite requirement because of appropriate subjects satisfactorily completed should present their case to the Head of School.

In the column headed 'Session Offered' the following code is used:

- S – Subject offered in summer session
- 1 – Subject offered in session 1
- 2 – Subject offered in session 2
- A – Annual subject

The offering of subjects listed in the Schedules is contingent upon availability of staff and sufficient enrolments and the University reserves the right to withdraw any subject at any time without notice.

#### D. Refusal of Registration

- A candidate who is not permitted to register in any year may be either
  - suspended from the University for a period to be determined by the UGSC; or
  - excluded from the University for a period to be determined by the UGSC; or
  - expelled from the University.
- A candidate who is
  - suspended from the University may be re-admitted to the University at the conclusion of the period of suspension;
  - excluded from the University may apply for admission to the University through UCAC at the conclusion of the period of exclusion;
  - expelled from the University will never be re-admitted.
- In relation to a suspension, the period of time is to be in multiples of Academic Sessions, and, in addition, will include the remainder of the current Academic Session.
- In relation to an exclusion, the period of time is to be in multiples of Academic Years, and, in addition, will include the remainder of the current Academic Year.
- Any record of performance issued by the University in respect of that candidate shall record any suspension, exclusion or expulsion.

**E. Procedure For Application For Review Of/Appeal Against Decisions Made In Relation To The Preceding Regulations.**

1. Under certain conditions (listed below), a candidate may either apply for a review of a decision of the UGSC, or appeal against a decision of the UGSC. Applications in writing must be received by the University within 14 days of the relevant decision having been despatched by Certified Mail by the University.
2. When a candidate has new evidence that was not previously available to UGSC, the candidate may apply to the University for the UGSC to re-open the case and review the previous decision in the light of the new evidence. The application must state clearly and in detail the new evidence that constitutes the grounds for the review, and explain why it was not previously available.
3. Challenges against procedures employed may provide grounds for an appeal against a decision of the UGSC. In such cases, a candidate must lodge an appeal with the University Secretary in writing, setting out clearly and comprehensively the precise nature of the grounds on which the appeal is based.

## DIPLOMA IN NURSING

The Diploma in Nursing is designed to prepare course graduates for professional nursing practice. The course offers a wide range of clinical experience to prepare graduates to take up positions as beginning registered nurses in a variety of settings, such as community health care, acute hospital wards, nursing homes and mental health facilities.

Registered nurses from hospital based courses will be offered the opportunity to gain the Diploma in Nursing by part-time study. For registered nurses who have obtained a registrable qualification subsequent to 1972, the course will be of 4 sessions duration. For registered nurses with registration qualifications prior to 1972, the duration of the course will be determined by Council, based upon consideration of qualifications and experience.

### COURSE STRUCTURE

The course is based on the credit point system, which allocates a specific number of credit points for each area of study. A total of not less than 144 credit points is required for the award of the Diploma. With full-time study, it will normally take three years to complete the course. A part-time option may be available in subsequent years.

#### Course Units

##### 1. Foundation Studies

###### First Year

Health Sciences	8 credit points
Biological Science	16 credit points
Behavioural Science	8 credit points

###### Second Year

Behavioural Science	8 credit points
---------------------	-----------------

###### Third Year

Political Studies	4 credit points
<b>Total</b>	<b>44 credit points</b>

##### 2. Nursing Studies:

###### First Year

Introduction to Nursing	)	
Care	)	
Maternal and Infant	)	8 credit points
Care	)	
Gerontological Nursing	)	

###### Second Year

Medical/Surgical and Paediatric Nursing		14 credit points
--	--	------------------

###### Third Year

Mental Health Care		10 credit points
Advanced Nursing Studies		12 credit points
<b>Total</b>		<b>44 credit points</b>

##### 3. Clinical Nursing Studies:

This unit provides clinical experience in each of the areas listed for nursing studies. Students spend one day per week in a clinical area. In addition, each of the six sessions includes one or two three week clinical placements. Clinical studies likewise total 44 credit points.

##### 4. Liberal Studies

In the second year of the course only, students should select at least 12 credit points not directly related to nursing. They may select from the subjects offered in the Arts Schedule, provided they meet any necessary pre-requisites and timetabling does not conflict with the core subject commitments.

**NURSING SCHEDULE**

The following subjects are available for students undertaking the Diploma of Applied Science (Nursing) on a three year full-time basis:

<b>Number</b>	<b>Subject</b>	<b>Credit Points</b>	<b>Session Offered</b>	<b>Pre-Requisite</b>	<b>Co-requisite</b>
HSNS102	Health Studies IA	4	1	—	—
HSNS103	Health Studies IB	4	2	—	—
HSNS112	Biological Science IA	8	1	—	—
HSNS113	Biological Science IB	8	2	—	—
HSNS124	Behavioural Science IA	4	1	—	—
HSNS125	Behavioural Science IB	4	2	—	—
HSNS127	Behavioural Science II	8	A	—	—
HSNS126	Ethical and Political Studies	4	1,2	—	—
HSNS132	Nursing Studies IA	4	1	—	HSNS112 HSNS124 HSNS152
HSNS133	Nursing Studies IB	4	2	HSNS152	HSNS113 HSNS125 HSNS153
HSNS232	Nursing Studies IIA	6	1	HSNS153	HSNS127 HSNS252
HSNS233	Nursing Studies IIB	8	2	HSNS252	HSNS253
HSNS332	Nursing Studies IIIA	10	1,2	HSNS252	HSNS352
HSNS333	Nursing Studies IIIB	12	1,2	HSNS252	HSNS353
HSNS152	Clinical Nursing Studies IA	4	1	First Aid Cert.	HSNS132
HSNS153	Clinical Nursing Studies IB	4	2	HSNS152	HSNS133
HSNS252	Clinical Nursing Studies IIA	8	1	HSNS153	HSNS232
HSNS253	Clinical Nursing Studies IIB	6	2	HSNS252	HSNS233
HSNS352	Clinical Nursing Studies IIIA	10	1,2	HSNS253	HSNS332
HSNS353	Clinical Nursing Studies IIIB	12	1,2	HSNS253	HSNS333
HSNS390	Comparative Nursing	6	Summer	HSNS231 or 232 and HSNS251 or 252	

The following subjects are available for hospital trained nurses undertaking the conversion course leading to the Diploma in Nursing:

<b>Number</b>	<b>Subject</b>	<b>Credit Points</b>	<b>Session Offered</b>	<b>Pre-Requisite</b>	<b>Co-requisite</b>
HSNS160	Biological Science A	6	1		
HSNS161	Biological Science B	6	2		
HSNS170	Behavioural Science A	6	1		
HSNS171	Behavioural Science B	6	2		
HSNS180	Nursing Studies A	4	1		
HSNS181	Nursing Studies B	4	2		
HSNS373	Nursing Studies C: Medical/Surgical Nursing	4	1		
HSNS374	Nursing Studies D: Maternal & Child Care	4	1		
HSNS375	Nursing Studies E: Developmental Disability Nursing	4	1		
HSNS376	Nursing Studies F: Psychiatric Nursing	4	2		

HSNS377	Nursing Studies G: Gerontological Nursing	4	2
HSNS378	Nursing Studies H: Community Health Nursing	4	2

## 100-LEVEL

**HSNS102 Health Studies IA**

*First session; (3 hrs per week) 4 credit points*

Pre-requisite: Nil

This subject, the first of two in foundation studies in health, will emphasise the need that nurses, as health care professionals, should also have a responsibility both to evaluate their own health problems and adopt a positive approach to preventive health. The modern concept of health will be examined and the important risk factors that relate to the major causes of morbidity and mortality, will be identified. The physical, social and mental dimensions of health will be described and students will develop insight into their own personal health. Positive and negative aspects of consumer health will be analysed and the subject will develop the student's awareness of the consumers ability to use a variety of health products, services and information, wisely.

**TEXTBOOKS**

CRM Random House (1981) *Essentials of Life and Health*. New York: Delmar Publishing Co.  
 Hetzel, B. (1981) *Health and Australian Society*. Melbourne: Penguin Books.

**HSNS103 Health Studies IB**

*Second session; (3 hrs per week) 4 credit points*

This subject further examines health as a foundation study for nurses. Going beyond basic epidemiological aspects of health, students will define the characteristics and functions of a community and identify problem areas in community health promotion. Safe living and environmental quality are concepts of health that will be expanded as students study the action and reactions of individuals in their environment. Health education from an ecological perspective may include closer examination of drug abuse, nutrition, healthy lifestyle, fitness, and human sexuality as they relate to community health services and health promotion.

**TEXTBOOKS** To be advised.

**HSNS112 Biological Science IA**

*First session: 8 credit points (4 hours lectures, 3 hours practical/tutorial per week)*

*Assessment:* 1 mid-session quiz, 1 final examination, practical reports.

This subject provides an introduction to normal body structure and function, and to the principles of chemistry that underlie biological processes.

**TEXTBOOKS**

Bloomfield, M. M. *Chemistry and the Living System*, 4th ed. John Wiley, New York, 1987.  
 Solomon, E. & Davis, P. W. *Human Anatomy and Physiology*. Saunders, Philadelphia, 1983.  
 Physics text to be advised.

**HSNS113 Biological Science IB**

*Second session; 8 credit points (4 hours lectures, 3 hours practical/tutorial per week)*

*Assessment:* 1 mid-session quiz, 1 final examination, practical reports.

The systematic study of body structure and function is continued in this subject. Also included are concepts from the fields of chemistry and physics that support understanding of human anatomy and physiology.

**TEXTBOOKS** As for Biological Science IA.

**HSNS124 Behavioural Science IA**

*First session; 4 credit points (4 hours per week)*

This subject, taught by the Department of Psychology, parallels the content of PSYCIII. There is an overview of the discipline of psychology, but with less emphasis on research methodology than is the case in PSYCIII.

**TEXTBOOKS** To be advised.

**HSNS125 Behavioural Science IB**

*Second session; 4 credit points (4 hours per week)*

This subject continues the overview of psychology begun in Behavioural Science I, and parallels the subject PSYC112 offered by the Department of Psychology.

**TEXTBOOKS** To be advised.

**HSNS126 Ethical and Political Studies**

*First or second session; 4 credit points (2 hours of lectures and 2 hours of tutorials per week)*

*Assessment:* One 1500 word essay; tutorial participation including one tutorial presentation.

This subject deals with moral and political aspects of nursing. It explores the main moral issues which arise in nursing and the moral philosophies by means of which such issues can be resolved. It also describes the responsibilities of government for health services and the means government has for funding them. It describes the health care policies of the major Australian political parties and relevant pressure groups and identifies and critically examines their philosophical bases. The subject aims to give students an understanding of the political context of health care and to expand their skills in analysing and reasoning about moral and political aspects of complex health care issues.

**TEXTBOOK** To be advised

**HSNS127 Behavioural Science II**

*Double session; 8 credit points (4 hours per week)*

There is increasing recognition that social factors play an important role in the health of a community. This subject, taken in the second year of the course, examines the role of social institutions such as the family, social class, education and the media in determining health care practices within a community.

**TEXTBOOKS** To be advised.

### HSNS132 Nursing Studies IA

*First session; 4 credit points (3 hours per week)*

**Assessment:** Formal examination; written assignments.

This course unit introduces students to normal patterns of growth, development and ageing, and to basic human needs throughout the life-cycle. There is an examination of the nursing process, and of significant historical and contemporary issues that have shaped the development of the profession.

#### TEXTBOOKS

McDonald, T. (Ed.) *Ageing in Perspective*. Proceedings of 1988 Conference, University of Wollongong.

### HSNS133 Nursing Studies IB

*Second session; 4 credit points (3 hours per week)*

**Assessment:** Formal examination, written assignments.

The study of growth, development and ageing is continued, emphasising the nurse's role in the care of those with needs arising from their position in the life cycle, rather than from illness. There is an introduction to the legal bases of nursing practice.

**TEXTBOOKS** As for Nursing Studies IA, plus

Staunton, P. *Nursing and the Law*. Saunders, Sydney, 1985.

### HSNS152 Clinical Nursing Studies IA

*First session; 4 credit points (5 hours per week and 3 week practicums)*

**Pre-requisite:** FIRST AID CERTIFICATE

**Assessment:** Written assignments; tutorial presentations; mastery of clinical skills; satisfactory grading in Clinical Competence; attendance at all required clinical sessions.

This unit is designed to introduce the student to the application of nursing knowledge and processes to clinical practice. Students are allocated to study either maternal and infant care or gerontological nursing. There is a beginning study of the use of communication within a professional relationship.

**TEXTBOOKS** As for Nursing Studies IA, plus

Davis, A. J. *Listening and Responding*. Mosby, St. Louis, 1984.

Rice, V. *Community Nursing Practice*. Williams & Wilkins, Sydney, 1985.

### HSNS153 Clinical Nursing Studies IB

*Second session; 4 credit points (5 hours per week and 3 weeks practicums)*

**Pre-requisite:** HSNS150 or HSNS152

**Assessment:** As for HSNS152.

The student will continue to develop communication and observational skills, and apply the nursing process in maternal and infant care or

gerontological settings. Students are allocated to the alternate area of clinical practice to that in which they worked in Clinical Nursing Studies I.

**TEXTBOOKS** As for Clinical Nursing Studies IA.

#### 200-LEVEL

### HSNS232 Nursing Studies IIA

*First session; 6 credit points (5 hours per week)*

**Pre-requisite:** HSNS153

**Assessment:** Formal examinations.

This unit begins the examination of pathophysiological process, and the resultant changes in homeostasis and psychosocial needs. General concepts of surgical intervention and the special problems associated with neoplasia are introduced.

#### TEXTBOOKS

Phipps, W., Long, B. & Woods, N. *Medical Surgical Nursing*. Mosby, St. Louis, 1987.

Society of Hospital Pharmacists of Australia. *Pharmacology and Drug Information for Nurses*. Saunders, Sydney, 1985.

Kozier, B. & Erb, G. *Fundamentals of Nursing*. Addison Wesley, Menlo Park, 1983.

Kozier, B. & Erb, G. *Procedures Supplement for Fundamentals of Nursing*. Addison Wesley, Menlo Park, 1984.

### HSNS233 Nursing Studies IIB

*Second session; 8 credit points (5 hours per week)*

**Pre-requisite:** HSNS252

**Assessment:** Formal examinations.

Pathophysiological changes within the body modify the individual's ability to satisfy basic needs. This unit continues the examination of the altered need states that arise through disease processes.

**TEXTBOOKS** As for HSNS232.

### HSNS252 Clinical Nursing Studies IIA

*First session; 8 credit points (5 hours per week, and 3 week practicum)*

**Pre-requisite:** HSNS153

**Assessment:** Written assignments, tutorial presentations, mastery of Clinical Skills, satisfactory grading in Clinical Competence, attendance at all required clinical sessions.

**TEXTBOOKS** As for HSNS232.

### HSNS253 Clinical Nursing Studies IIB

*Second session; 6 credit points (5 hours per week, and 3 week practicum)*

**Pre-requisite:** HSNS252

**Assessment:** As for HSNS252

The clinical skills needed to provide nursing care for those with physiological dysfunction are further expanded in this unit.

**TEXTBOOKS** As for HSNS232.

## 300-LEVEL

**HSNS332 Nursing Studies IIIA**

*First and second session; 10 credit points (6 hours per week)*

*Pre-requisite:* HSNS253

*Assessment:* Formal examination; written assignment.

This unit provides an examination of nursing needs that arise because of psycho-social dysfunction. The unit is made up of two major strands: The role of the nurse in (i) the care of the psychiatrically ill and (ii) the developmentally disabled. The major aim of the unit is to provide a conceptual framework of nursing as it relates to the care of individuals whose social functioning is impaired either by psychiatric illness or developmental disability. Study centres around causation, assessment and treatment modalities, as well as the social, ethical and legal issues that arise in mental health care.

**TEXTBOOKS**

Hase, S. & Douglas, A. J. *Human Dynamics & Nursing*. Churchill Livingstone, Melbourne, 1986.

Drew, C., Logan, D. & Hardman, M. *Mental Retardation: A Life Cycle Approach*. Mosby, St. Louis, 1986.

**HSNS333 Nursing Studies IIIB**

*First and second session; 12 credit points (8 hours per week)*

*Pre-requisite:* HSNS253

*Assessment:* Formal examinations, written assignment.

The knowledge of previous course units will be integrated and expanded to bring an understanding of the nurses' role in caring for high dependency patients and in coping with medical and psychosocial crises. Specialised nursing roles in the care of the critically ill, trauma management, civil emergencies and occupational health care will be explored. Students will be introduced to the educative and administrative aspects of the nurses' role in non-critical health care settings and will extend their skills in the critical analysis of nursing research.

**TEXTBOOKS** To be advised.

**HSNS352 Clinical Nursing Studies IIIA**

*First and second session; 10 credit points (5 hours per week and 2 x 3 week practicums)*

*Pre-requisite:* HSNS253

*Assessment:* Written assignments, tutorial presentations, mastery of Clinical Skills, satisfactory grading in Clinical Competence, attendance at all required clinical sessions.

This unit provides clinical experience in the nurse's role in mental health care. Students will observe and participate (under supervision) in the care and treatment of both mentally ill and developmentally disabled clients. The experi-

ence includes both community and institutional based care.

**TEXTBOOKS** As for HSNS332

**HSNS353 Clinical Nursing Studies IIIB**

*First and second session; 12 credit points (5 hours per week and 2 x 3 week practicums)*

*Pre-requisite:* HSNS253

*Assessment:* Written assignments, tutorial presentations, mastery of Clinical Skills, satisfactory grading in Clinical Competence, attendance at all required clinical sessions.

In this unit, students will gain clinical experience to support their studies in Nursing Studies VI. There will be opportunities to observe and participate in the nursing care delivered in the special care units of acute hospitals and in accident and emergency departments. In the general wards, students will give application to their understandings of patient education techniques and will be introduced to the practicalities of the management aspects of the nurses' role. Visits will be arranged to allow observation and discussion of occupational health services.

**TEXTBOOKS** To be advised.

**HSNS390 Comparative Nursing Practice**

*Summer session; 6 credit points*

*Assessment:* Written assignment based on major theoretical issues in transcultural nursing; community health profile of Fijian village; satisfactory clinical competence as demonstrated during placement in Fiji.

This course is intended as an elective in either the Diploma of Applied Science (Nursing) course or the Bachelor of Nursing course. Students will complete an 8 week placement in a Fijian village, working with local health care providers. Areas of study will include Fijian village lifestyle and its implications for health; health care services in Fiji; nursing practice in Fiji; predominant health threats in rural Fiji; health teaching and health promotion.

**TEXTBOOKS**

Nil. Students will be referred to current serials and monographs.

**CONVERSION COURSE FOR HOSPITAL TRAINED NURSES:****HSNS160 Biological Science A**

*First session; 6 credit points (3 hours lectures, 1 hour tutorial)*

*Assessment:* Mid-session written examination 10%; end of session written examination 40%; tutorial presentation 25%; written assignment 25%. A detailed written description of assessment procedures will be distributed to each student at the beginning of the session.

This subject is intended for registered nurses with hospital certificate qualifications. It is designed to provide an introduction to the principles of chemistry and physics as they apply to physiological processes, and to begin the study

of cellular biology. Content areas include energy, matter, molecular movements, acid-base balance, cells and tissues.

#### TEXTBOOKS

- Bloomfield, M. *Chemistry and The Living System*. New York: Wiley, 1987.  
Solomon, E. and Davis, P. *Human Anatomy and Physiology*. Philadelphia: Saunders, 1983.

### HSNS161 Biological Science B

*Second session; 6 credit points (3 hours lectures, 1 hour tutorial)*

**Assessment:** Mid session written examination 10%; end of session written examination 40%; tutorial presentation 25%; written assignment 25%. A detailed written description of assessment procedures will be distributed to each student at the beginning of the session.

This subject is designed to follow HSNS161 Biological Science A. It applies the principles covered in that subject to a detailed study of the systems of the body, and their role in maintaining homeostasis.

#### TEXTBOOKS

- Bloomfield, M. *Chemistry and the Living System*. New York: Wiley, 1987.  
Solomon, E. and Davis, P. *Human Anatomy and Physiology*. Philadelphia: Saunders, 1983.

### HSNS170 Behavioural Science A

*First session; 6 credit points (3 hours lectures; 1 hour tutorial)*

**Assessment:** End of session written examination 50%; essay 30%; tutorial presentation 20%. A detailed written description of assessment procedures will be distributed to each student at the beginning of session.

This subject introduces registered nurses with hospital certificate qualifications to the study of behavioural science at a tertiary level. The concept of holistic nursing care demands that nurses review and extend their knowledge of the relevant behavioural disciplines. Content areas include developmental psychology, personality, learning, motivation, attitude formation and change, grief and loss.

#### TEXTBOOKS

- Santrock, J. and Bartlett, J. *Developmental Psychology: A Life Cycle Perspective*. Iowa: Wm. Brown, 1986.

### HSNS171 Behavioural Science B

*Second session; 6 credit points (3 hours lectures; 1 hour tutorial)*

**Assessment:** End of session written examination 50%; essay 30%; tutorial presentation 20%. A detailed written description of assessment procedures will be distributed to each student at the beginning of session.

This subject is designed to follow HSNS170 Behavioural Science A. It will help the student to identify social factors that influence his/her behaviour, and that of the patients with whom

he/she is relating. The subject includes the study of socialization and social roles, the self, family, power, deviance.

#### TEXTBOOKS

- Najman, J. and Western, J. *A Sociology of Australian Society*. St. Lucia: University of Queensland, 1988.  
Santrock, J. and Bartlett, J. *Developmental Psychology: A Life Cycle Perspective*. Iowa: Wm. Brown, 1986.

### HSNS180 Nursing Studies A

*First session; 4 credit points (2 hours seminar)*

**Assessment:** Two essays, each 35%; one nursing care plan 30%. A detailed written description of assessment procedures will be distributed to each student at the beginning of session.

This subject is intended for registered nurses with hospital certificate qualifications. It introduces the health related focus of the nurse's role and consolidates and develops knowledge of contemporary trends in nursing. Content includes lifestyle and health, health education, nursing diagnoses, nursing care plans, evaluation of nursing care, legal aspects of nursing.

#### TEXTBOOKS

Nil. Students will be referred to current serials and monographs.

### HSNS 181 Nursing Studies B

*Second session; 6 credit points (2 hours seminar)*

**Assessment:** Two essays, each of 35%; one survey of research literature 30%. A detailed written description of assessment procedures will be distributed to each student at the beginning of session.

This subject is intended for registered nurses with hospital certificate qualifications, and follows HSNS180 Nursing Studies A. It extends the students' knowledge of recent trends in nursing by introducing concepts of nursing research. The evaluation of the role of the professional nurse is traced from its historical origins to current conceptual models of nursing.

#### TEXTBOOKS

Nil. Students will be referred to current serials and monographs.

### HSNS373 Nursing Studies C: Medical/Surgical Nursing

*First session; 4 credit points (2 hours seminar each alternate week)*

**Assessment:** 2 written assignments, 2 case studies, dealing with major theoretical concepts and issues in medical/surgical nursing.

This subject is intended for registered nurses with hospital certificate qualifications who lack approved experience in medical/surgical nursing. It introduces the nurse to theoretical aspects of medical/surgical nursing. The content will focus on pathophysiological processes and

the nursing interventions and medical treatments that are appropriate to those processes.

#### TEXTBOOK

Long, B. and Phipps, W. *Essentials of Medical-Surgical Nursing*. St. Louis: Mosby, 1985.

### HSNS374 Nursing Studies D: Maternal and Child Care Nursing

*First session; 4 credit points (2 hours seminar each alternate week)*

*Assessment:* 2 written assignments, 2 case studies which will deal with significant theoretical issues and concepts in maternal and child care nursing. A detailed written description of assessment procedures will be distributed to each student at the beginning of the session.

This subject is intended for registered nurses with hospital certificate qualifications who have not had approved experience in maternal and child care nursing. The subject includes study of physiological and psychological changes in pregnancy, preparation for parenthood, special needs of the pregnant woman, maternal/child bonding, sociocultural factors in child care, health care services in pregnancy, early childhood and childhood.

#### TEXTBOOK

Ladewig, P., London, M. and Olds, S. *Essentials of Maternal-Newborn Nursing*. Menlo Park: Addison Wesley 1986.

### HSNS375 Nursing Studies E: Developmental Disability Nursing

*First session; 4 credit points (2 hours seminar each alternate week)*

*Assessment:* 2 written assignments, 2 case studies which will deal with significant theoretical issues and concepts in developmental disability nursing. A detailed written description of assessment procedures will be distributed to each student at the beginning of the session.

This subject is intended for registered nurses with hospital certificate qualifications who have not had approved experience in developmental disability nursing. The subject includes study of the morbidity, epidemiology and demography of developmental disability; health care services for the developmentally disabled; normalisation as a philosophy and as a policy; major treatment modalities.

#### TEXTBOOK

Drew, C., Logan, D. and Hardman, M. *Mental Retardation: A Life Cycle Approach*. Mosby, St. Louis 1986.

### HSNS376 Nursing Studies F: Psychiatric Nursing

*Second session; 4 credit points (2 hours seminar each alternate week)*

*Assessment:* 2 written assignments, 2 case studies which will deal with significant theoretical issues and concepts in psychiatric nursing. A detailed written description of assessment pro-

cedures will be distributed to each student at the beginning of the session.

This subject is intended for registered nurses with hospital certificate qualifications who have not had approved experience in psychiatric nursing. The subject includes study of psychiatric terminology, defence mechanisms, classification of mental illness, models of mental illness, nursing process in psychiatric care, mental health care services.

#### TEXTBOOK

Hase, S. and Douglas, A. *Human Dynamics and Nursing*. Melbourne: Churchill-Livingstone, 1986.

### HSNS377 Nursing Studies G: Gerontological Nursing

*Second session; 4 credit points (2 hours seminar each alternate week)*

*Assessment:* 2 written assignments, 2 case studies which will deal with significant theoretical issues and concepts in gerontological nursing. A detailed written description of assessment procedures will be distributed to each student at the beginning of the session.

This subject is intended for registered nurses with hospital certificate qualifications who have not had approved experience in gerontological nursing. The subject includes study of the ageing process; social factors in ageing; special needs of the aged; sociocultural aspects of ageing; organisation of aged health care.

#### TEXTBOOK

Brown, P. (Ed.) *Health Care and the Aged: A Nursing Perspective*. Sydney: Williams & Wilkins, 1988.

### HSNS378 Nursing Studies H: Community Health Nursing

*Second session; 4 credit points (2 hours seminar each alternate week)*

*Assessment:* 2 written assignments, 2 case studies which will deal with significant theoretical issues and concepts in community health nursing. A detailed written description of assessment procedures will be distributed to each student at the beginning of the session.

This subject is intended for registered nurses with hospital certificate qualifications who have not had approved experience in community health nursing. The subject includes study of goals and philosophy of community health; epidemiologic and demographic factors affecting health care; structure of community health services.

#### TEXTBOOK

Rice, V. *Community Nursing Practice*. Sydney: Williams & Wilkins, 1985.

## DIPLOMA IN TEACHING (PRIMARY)

The Diploma in Teaching (Primary) is awarded after the successful completion of the first three years of the Diploma in Teaching (Primary)/Bachelor of Education (Primary) course. To satisfy requirements for the Bachelor of Education (Primary) award students can either: (i) complete an appropriate period of practical teaching followed by a further year of study (taken externally over two years); or, (ii) continue as a full-time student and normally complete the final year of the course in one academic year.

The Diploma in Teaching and Bachelor of Education programmes are structured for the total professional development of the teacher. The course structure has been developed around specific guiding principles which are organised into four fundamental themes: the development of independence, responsibility and adaptability to change; the development of defensible values

and attitudes; the acquisition of knowledge and intellectual skills; and the development of professional skills.

Students enrolled in the Diploma in Teaching (Primary)/Bachelor of Education (Primary) are required to undertake practice teaching during inter-session periods. The precise details pertaining to practice teaching requirements are noted in the appropriate subject outlines. In general, practice teaching sessions prior to the final session will be graded on a pass/fail dichotomy. In the final practice teaching session, however, the full range of grades will be available. The average attendance record over all prescribed practice sessions has been set at 90%. Students who do not achieve this level of attendances will be expected to undertake additional practice.

For the Schedule of subjects listed for the Diploma in Teaching (Primary)/Bachelor of Education (Primary) refer to the **Education Schedule**.

## ASSOCIATE DIPLOMA IN ADMINISTRATION

This is a vocationally oriented course which aims to develop greater expertise in people who occupy or aspire to occupy lower levels of management in industrial, business or public organisations, e.g. supervisor or department coordinator. The subjects stress a multidisciplinary understanding of the problems of running organisations, and are based on a core sequence which enables study on both societal and organisational issues, and on the skills of working with people. Subsequent electives allow study of areas of specialisation.

The course takes four years part time to complete and preference will be given to those with current industrial, business or organisational experience. The course would be particularly suitable for persons who are already supervisors in a work environment.

The current three areas of specialisation are:

**INDUSTRIAL,  
COMPUTER APPLICATIONS,  
SMALL BUSINESS MANAGEMENT.**

The specific core and specialised subject requirements for each specialisation are detailed in the sections which follow.

### CORE SUBJECTS

The following table indicates the subjects included in the core of subjects. These subjects are offered each year subject to sufficient demand.

AISB105	Small Business Computing
AIIS101	Communications
AIIS102	Person and the Organisation
AIIS103	General Economics
AIIS104	Industrial Relations 1
AIIS201	The Australian Labour Market
AIIS202	Psychology of Interpersonal Relations
AIIS204	Occupational Health and Recreation 1
AIIS205	Role of the State in Industrial Welfare
AIIS206	Resource Management and Environmental Planning 1
AIIS207	Computers and Society
AIIS208	Decision Making in Organisations
AIIS209	Implementing Change in Organisations
AIIW203	Staff Development Programs
AIIS306	Resource Management and Environmental Planning II
AIIS212	Basic Accounting

Students should note that the grade of pass conceded will not be awarded in any of the subjects in this Associate Diploma.

### REQUIREMENTS FOR SPECIALISATIONS

#### Industrial Specialisation

The pattern of study leading to the award of this specialisation is a minimum of twelve of the core subjects plus four subjects studied from:

AIIS210	History and Function of Trade Unions
AIIS302	Industrial Relations II
AIIS304	Occupational Health and Recreation II
AIIS307	Special Topic in Administration

OR

any further core subject(s) approved by the Head of School.

#### Computer Applications Specialisation

The pattern of study leading to the award with this specialisation is any ten subjects from the core and any six of the subjects

AICA101	Introductory Programming
AICA102	Computer Systems 1
AICA103	Quantitative Methods in Computing
AICA104	Business Applications
AICA105	Structured Programming for Business
AICA106	Business Management Applications
AICA107	Systems Analysis and Design
AICA108	Data Base Applications

Descriptions for these six subjects are included in the subject descriptions for the Associate Diploma in Computer Applications.

#### Small Business Management Specialisation

The pattern of study leading to the award with this specialisation is ten subjects from the core including AIIS212 Basic Accounting and the six subjects:

AISB102	Financial Management
AISB103	Small Business: Organisation and Taxation Practice
AISB104	Marketing for Small Business
AISB105	Small Business Computing
AISB106	Case Studies in Small Business

The core subjects strongly recommended to those undertaking this specialisation are: AIIS101, 102, 103, 104, 202, 203, 204, 208, 209.

#### AIIS101 Communications

*First session; 6 credit points (3 hr seminar per week)*

*Assessment:* Assignments and examination

In this subject students will: develop an understanding of a theoretical model of the communication process; relate that model to a series of practical situations; develop an understanding of the ways of facilitating communication; become aware of the stages at which communication may break down, and ways of avoiding this; develop an appreciation of the factors, both personal and technical, involved in shaping, directing and receiving a piece of oral or written communication; develop their awareness of non-verbal factors involved in communication.

#### PRELIMINARY READING

James, J. & Hooper, J. *Writing and Communicating in Business*. Sydney, Cassell (4th ed.), 1981.

**AIIS102 Person and the Organisation**

*First session; 6 credit points (3 hrs per week)*

*Assessment:* By means of assignments

The subject examines a range of issues related to people working in organisations such as: the nature of organisations, human motivation, leadership behaviour, minimising human problems in organisations, and contingency approaches to organisational problems such as leadership.

**PRELIMINARY READING**

Beach, D. *Personnel: The Management of People at Work*. New York, Macmillan (4th ed.), 1980.

**AIIS103 General Economics**

*Second session; 6 credit points (3 hr seminar per week)*

*Assessment:* Assignments, examinations

This subject is designed to equip students with enough grounding in economic theory to facilitate better informed discussions of contemporary economic issues. Areas of investigation include: economic scarcity, the nature of economic systems, consumer choice and demand, producer behaviour and supply, role of the government and foreign sectors in the Australian economy.

**TEXTBOOKS**

Gibson, G. et al. *The Australian Economy: An Overview*. Pitman.

Dolan, E. G. *Basic Economics*. Dryden.

**AIIS104 Industrial Relations I**

*Second session; 6 credit points (3 hr seminar per week)*

*Assessment:* Assignments, case work, examination

This subject examines the theoretical frameworks available for a study of industrial relations issues such as: the nature and incidence of industrial conflict in Australia, the role of the main parties in industrial relations (employers, unions, the state), the wage determination system, and current issues such as overseas comparisons with Australian practices.

**PRELIMINARY READING**

Plowman, D., Dury, S. & Fisher, C. *Australian Industrial Relations*. Sydney, McGraw-Hill, 1980.

**AIIS201 The Australian Labour Market**

*First session; 6 credit points (3 hr seminar per week)*

*Assessment:* Assignments and examinations

This subject aims to demonstrate an understanding of the way in which wages are determined in the Australian Labour Market; describe the economic role of the trade unions, employers' associations, governments and the arbitration commissions; foster an understanding of terms such as earnings drift, real wages, real wage overhang and wage indexation; discuss

the relationship between education and earnings, and also the effects of technological change on unemployment. Specific content items that will be drawn from: price determination; labour demand theories; labour supply; the arbitration system; impact of technological change; case studies of the steel industry.

**PRELIMINARY READING**

Horn, R. V. *Australian Labour Market Economics*. Melbourne, Cheshire, 1975.

**AIIS202 Psychology of Interpersonal Relationships**

*First session; 6 credit points (3 hr seminar per week)*

*Assessment:* Progressive assessment of student involvement

The subject aims: to identify the interpersonal needs of individuals and discuss ways of meeting these; to recognise the importance of self awareness and self acceptance in fostering effective interpersonal relations; to describe the process of socialisation and the acquisition of values, attitude and behaviour; to demonstrate a knowledge of group dynamics; to analyse conflict situations and propose resolutions.

Content areas covered will include: socialisation and personality development; towards better interpersonal relations; working in groups; conflict resolution and problem solving.

**PRELIMINARY READING**

Johnson, D. & Johnson, F. *Joining Together: Group Theory and Group Skills*. New Jersey, Prentice-Hall (2nd ed.), 1982.

**AIIS204 Occupational Health and Recreation I**

*Second session; 6 credit points (3 hr seminar per week)*

*Assessment:* Assignments, examination

This subject aims to: determine the factors that influence health; clarify the major causes of morbidity and mortality and identify the risk factors associated with the leading causes of death; understand the concept of mental health and its relationship and total well being; define stress and analyse problems created by poor health practices on aspects of industrial activity; review positive ways to improve the health of individuals and groups in an industrial and societal setting; clarify those factors associated with accident causation and be able to apply an epidemiological analysis; discuss the basic elements of an industrial safety program and critically evaluate a nominated program.

Content areas covered will be: modern concepts of health; factors affecting health; mental health; fitness and recreation; occupational safety.

**PRELIMINARY READING**

Gardner, J. *Safety Training For the Supervisor*. N.Y.: Addison-Wesley, 1979.

**AIIS205 Role Of The State in Industrial Welfare**

*First session; 6 credit points (3 hrs lecture/seminar per week)*

*Assessment:* Assignments, examination

This subject introduces a study of the role of the State as the principal locus of institutional and political power. Issues covered include: the extent and ramifications of State power, common characteristics of the State in technological societies; role of State in formulating social policy; competition and conflict between State and other interest groups. Selected case studies from the Australian environment will be used.

**TEXTBOOKS**

No single text, as students will need to read widely from a range of reference material.

**AIIS206 Resource Management and Environmental Planning I**

*First session; 6 credit points (3 hrs per week seminar)*

*Assessment:* Seminars, written reports, examination

This subject introduces the basic concepts of ecology, assesses the strategies open for the management of renewable resources and examines case studies of resource use in Australia. The concepts of ecology, environmental quality and the measurement and management of renewable resources will be studied and discussed.

*TEXTBOOK* To be advised.

**AIIS207 Computers and Society**

*Second session; 6 credit points (3 hrs/week lectures and seminars)*

*Assessment:* Assignments, case studies and projects

This subject enables students to study the history and development of computers, their working characteristics and potential, their range of applications and the societal impact of using computer technology. Issues covered include: how computers work; selected computer applications e.g. management, security, law, privacy, automated transfer of funds; social implications of these applications; future developments in computing and perceived implications.

**TEXTBOOKS**

Australian Academy of Science. *Impact of Micro-computers on Industry, Education and Society*. A.A.S., 1980.

**AIIS208 Decision Making in Organisations**

*Second session; 6 credit points (3 hrs/week lectures and tutorials)*

*Assessment:* Assignments, case studies

This subject introduces students to the techniques of decision making, both quantitative and non quantitative, used in organisational settings.

The subject examines the limitations of both types of approaches, as well as studying particular techniques in some detail.

*TEXTBOOK* To be advised.

**AIIS209 Implementing Change in Organisations**

*First session; 6 credit points (3 hr seminar/week)*

*Assessment:* Assignments, examination

This subject will enable further study of the problems of implementing long term effective change in organisations. In many ways it provides a culminating course in which many of the more theoretical and discrete concepts and ideas of the earlier subjects, can be focused through a study of the process of change. This subject attempts to identify the barriers to effective change, and to explore ways in which the process of change can be made more effective in an organisational setting.

*PRELIMINARY READING* To be advised.

**AIIS210 History And Function of Trade Unions**

*Second session; 6 credit points*

*Assessment:* Assignments, examination

This subject will not only enable further study of important subject areas treated elsewhere, but will also allow a degree of specialisation according to interest. The subject examines the history and structure of Australian trade unions within the framework of the labour movement as a whole. Discussion of the role of unions within Australian society has generated more heat than light and the nature of union power and influence is poorly understood within the community. Media coverage of union affairs usually serves to exacerbate this situation. The challenge for any subject on unionism must therefore be to provide reliable information about an area of constant controversy as well as to promote the realisation that labour organisations are an integral and necessary feature of Australian society. This course is ultimately concerned with fitting the trade union movement into a general appreciation of industrial relations.

*PRELIMINARY READING* To be advised.

**AIIS212 Basic Accounting**

*Second session; 6 credit points (3 hours/week)*

This subject addresses the very basic accounting involved in the management of a small business. Emphasis will be given to the day to day book-keeping tasks such as preparation of invoices/statements and payrolls as well as the preparation and maintenance of long term records such as those necessary for taxation purposes. Other issues to be dealt with include available financial documentation; filing systems; availability of financial advice and income and capital transactions.

**TEXTBOOKS**

- Kisner, L. and Taebzsch, L. *Practical Accounting for Small Business*. N. Y. Reinhold, 1983.  
 Hribar, Z. *Accounting Practice Management for Small Business*. Sydney C. C. H., 1985.

**AIIS213 Equality in the Workforce**

*Second session; 6 credit points (3 hours lecture/tutorials per week)*

*Assessment:* assignments during the session, examination

The subject examines the composition of the Australian workforce in terms of differences based on class, ethnicity, disabilities and gender. Topics include: social and occupational problems faced by special interest minority groups; the role of language; cultural value systems; equality of employment opportunity; and developing effective communication and understanding between groups.

**AIIS302 Industrial Relations II**

*First session; 6 credit points (3 hour seminar/week)*

*Assessment:* Assignments, examination

*Pre-requisite:* AIIS104

This elective subject enables the issues raised in the course unit, Industrial Relations I, to be explored in further depth. It will focus in particular on the problems of achieving industrial harmony, through a series of case studies involving industrial relations problems in a range of industrial settings.

*PRELIMINARY READING:* To be advised.

**AIIS304 Occupational Health and Recreation II**

*Second session; 6 credit points (3 hour seminar/week)*

*Assessment:* Assignments, examination

*Pre-requisite:* AIIS204

The commercial and industrial hierarchy are becoming increasingly aware of the contribution that an individual's quality of health has to offer work productivity and efficiency. Employers need to recognise that they have a responsibility to promote, monitor and maintain the health and well-being of their employees. This responsibility is most effectively realised through the planning and implementation of specific health and recreation programs as well as providing suitable facilities and adequate financial support.

The knowledge and skills necessary to negotiate, plan, implement, maintain and evaluate such programs demands deliberate attention. The course unit will enable the concerned student to examine the process of programming in a health and recreational support system with a view toward developing a personal program designed to meet the needs of a particular employee group in the work environment.

*PRELIMINARY READING:* To be advised.

**AIIS306 Resource Management and Environmental Planning II**

*Second session; 6 credit points (3 hour seminar per week)*

*Assessment:* Assignments, examination

*Pre-requisite:* AIIS206

This subject provides an opportunity for students to extend their interest in issues raised by the core subject in this area. It will continue to develop the theme that it is essential for management personnel to be well informed on the impact of technological and industrial activities upon the environment.

This subject will enable students to probe more deeply the resource management and environmental planning issues of the Illawarra region.

*PRELIMINARY READING:* To be advised.

**AIIS307 Special Topic in Administration**

*First or second session; 6 credit points*

*Pre-requisite:* Completion of at least 48 credit points of Associate Diploma in Administration subjects.

This subject enables a student to undertake an approved existing subject related to the area of administration. This selection requires the approval of the Head of School as well as the Head of the unit offering the subject.

**AIISW203 Staff Development Programs**

*Second session; 6 credit points (3 hr seminar/week)*

*Assessment:* Assignments and examination

This subject addresses staff development programs in light of the growing body of knowledge related to adult learning theory. The emphasis is on developing knowledge and understandings to the point where students can propose effective staff development programs designed to communicate aspects of industrial waste problems to employees in industrial and community settings. Considerations include: training programs which reflect the need to account for externally imposed procedures and constraints; need and attitude based programs which take account of the individual needs and attitudes of people in the community and the workplace.

*PRELIMINARY READING*

Miller, H. G., Verduin, J. R., *The Adult Educator — A Handbook for Staff Development*. Gulf Publishing Co, Houston, 1979.

**AIISB101 Small Business and the Law**

*First session; 6 credit points (3 hours per week)*

This subject introduces the student to the Australian legal system, the sources, classification and main principles of the law, and the vocabulary with which the small business person will need to be familiar. Topics to be covered will include an overview of historical aspects of law; areas specific to business (e.g. judiciary, licensing and statutory bodies); choice of legal structure open to small business (sole trader, part-

nership, company etc), law of contract with specific reference to small businesses. Wherever possible relevant case studies will be discussed.

#### TEXTBOOKS

Chisholm, R. and Nettheim, G. *Understanding Law: An Introduction to Australia's Legal System*. Sydney: Butterworths, 1984.

Latimer, P. *Australian Business Law*. Sydney: CCH, latest edition.

#### AISB102 Financial Management

*Second session; 6 credit points (3 hours per week)*

This subject addresses the basic issues of financial management particularly with reference to small business. Topics include cost/volume/profit analysis, R.O.I. models; cash budgeting techniques; cash management (e.g. cash flow versus profitability); profit planning and budgeting; planning for present and future growth; valuation of a business including such components as liquidity, assets, profits, goodwill etc.

#### TEXTBOOK

Meredith, G.G. *Small Business Management in Australia*. Sydney, McGraw-Hill, 1977.

#### AISB103 Small Business: Organisation and Taxation Practice

*First session; 6 credit points (3 hours per week)*

This subject seeks to address issues of organisation and taxation areas relevant to the small business person based on the assumption that the person will have professional help in these areas. Topics will include an overview of legal aspects of business formations and failures (partnerships, companies, trusts etc); types of taxation (payroll, sales, land and stamp); income assessment act (returns, assessment, objections and appeals); specific types of records that need to be kept; different business structures and taxation implications; areas of possible help and advice.

#### TEXTBOOKS

Latimer, P. *Australian Business Law*. Sydney, CCH, latest edition.

*Australian Master Tax Guide*. Sydney, CCH, latest edition.

#### AISB104 Marketing for Small Business

*Second session; 6 credit points (3 hours per week)*

This subject introduces all the basic principles of Marketing with particular reference to the field of small business. Relevant case studies will be used wherever possible. Topics will include factors that influence buying and consumption behaviour, free enterprise, the market place, marketing system and the role of competition; overview of the general principles governing the Australian market place; positioning, mix and pricing strategies; product distribution; advertising, merchandising etc.

#### AISB105 Small Business Computing

*First session; 6 credit points (3 hours per week)*

This subject consists of three main areas: purchasing a computer; choosing relevant software and gaining some expertise in a variety of commercial packages. Topics will include computer hardware; feasibility studies; tenders and proposals; site preparation; staff training; management (e.g. security); survey of commercial packages; use of database, spreadsheet and integrated packages.

#### AISB106 Case Studies in Small Business

*Second session; 6 credit points (3 hours per week)*

This subject integrates the various areas of small business management studied throughout the course by a critical examination of relevant case studies and the student's completion of a study of a small business. In addition students will participate in a small business management computer simulation. Emphasis on this subject is heavily placed on practical applications and techniques.

**ASSOCIATE DIPLOMA IN THE ARTS  
(PERFORMING AND VISUAL)**

There will be no intake of first year students in 1989. Students enrolled prior to 1989 should consult the 1988 calendar.

## ASSOCIATE DIPLOMA IN COMPUTER APPLICATIONS

This is a 2 year full time or 4 year part time course which aims to produce a computer para-professional who utilises, manages and/or advises on the use of computers in a range of business, industrial and societal settings. It should be of particular relevance to people who work in computer related fields who wish to gain expertise in the user applications of computer technology.

The course stresses an applied approach to the study of computing, and subjects are structured into two strands: a fundamentals of computing strand which provides a broad base understanding of programming in a range of user languages, together with knowledge of hardware, data processing and systems analysis; and an application and control of computers strand which emphasises the use of computers in a range of business, industrial and societal settings.

This course should be particularly suitable for people who are employed or seek employment in areas such as: employee/adviser on the use of computers in small business settings, as computer systems sales personnel, or as a computer application person in a large firm.

Mature age applicants are encouraged to apply for this course, and preference will be given to applicants who have experience in computer usage related fields.

The course comprises 16 subjects; 14 are compulsory and 2 are elective. When undertaken on a full time basis, 4 subjects are studied each session; on a part time basis 2 subjects are

taken each session. The subjects are listed below, together with normal progression pattern for full and part time study.

Students should note that the grade of Pass Conceded will not be awarded for subjects in this Associate Diploma.

### The compulsory subjects are:

AICA104	Introduction to Business Systems
AICA107	System Analysis and Design I
AICA200	System Analysis and Design II
AICA106	Business Management Systems
AICA101	Introductory Programming
AICA105	Structured Programming for Business
AICA215	Structured Business Programming II
AICA108	Data Base
AICA102	Computer Systems I
AICA203	Computer Systems II
AIIS101	Communication
AICA103	Quantitative Methods in Computing
AICA208	Computer Systems Management
AICA207	Case Studies

### The two elective subjects are to be chosen from:

AICA201	Programming for Scientific Applications
AICA202	Scientific Applications of Computers
AICA213	Computer in Training
AIIS102	Persons and Organisation
AIIS202	Psychology of Interpersonal Relationships
AIIS212	Basic Accounting
AICA205	Computers in Society

## FULL-TIME COURSE NORMAL PROGRESSION PATTERN

Number	Subject	Credit points	Hours per week
<b>YEAR 1 – First Session</b>			
AICA101	Introductory Programming	6	3
AICA103	Quantitative Methods in Computing		
AICA104	Introduction to Business Systems		
AIIS101	Communication		
<b>Second Session</b>			
AICA102	Computer Systems I	6	3
AICA107	Systems Analysis and Design I	6	3
AICA108	Data Base	6	3
(one elective subject)			
<b>YEAR 2 – First Session</b>			
AICA105	Structured Programming for Business	6	3
AICA200	Systems Analysis and Design II	6	3
AICA203	Computer Systems II	6	3
(one elective subject)			
<b>Second Session</b>			
AICA106	Business Management Systems	6	3
AICA207	Case Studies	6	3
AICA208	Computer Systems Management	6	3
AICA215	Structured Business Programming II	6	3

**PART-TIME COURSE      NORMAL PROGRESSION PATTERN**

<b>Number</b>	<b>Subject</b>	<b>Credit points</b>	<b>Hours per week</b>
<b>YEAR 1 – First Session</b>			
AICA101	Introductory Programming	6	3
AICA104	Introduction to Business Systems	6	3
<b>Second Session</b>			
AICA102	Computer Systems I	6	3
AICA207	Systems Analysis and Design I	6	3
<b>YEAR 2 – First Session</b>			
AICA103	Quantitative Methods in Computing	6	3
AIS101	Communication	6	3
<b>Second Session</b>			
AICA108 (one elective subject)	Data Base	6	3
<b>YEAR 3 – First Session</b>			
AICA105	Structured Programming for Business	6	3
AICA200	Systems Analysis and Design II	6	3
<b>Second Session</b>			
AICA106	Business Management Systems	6	3
AICA215	Structured Business Programming II	6	3
<b>YEAR 4 – First Session</b>			
AICA203 (one elective subject)	Computer Systems II	6	3
<b>Second Session</b>			
AICA207	Case Studies	6	3
AICA208	Computer Systems Management	6	3

## ASSOCIATE DIPLOMA IN COMPUTER APPLICATIONS

### AICA101 Introductory Programming

*First session: 6 credit points; (3 hrs/week)*

*Assessment: Assignments, examination*

*Pre-requisite: Nil*

This subject aims to provide the students with an introduction to the principles and methodologies of modern computer programming and related problem-solving skills. To provide a simple structured programming environment for program development, a special 'structured' version of the BASIC language is used.

#### TEXTBOOK

Kittner, M. and Northcutt, B. *BASIC: A Structured Approach*, Benjamin Cummings, 1985.

### AICA102 Computer Systems 1

*First Session: 6 credit points (3 hrs/week)*

*Assessment: Assignments, examination*

*Pre-requisite: Nil*

As an introduction to the fundamentals of computers, this unit studies the principle of operation and the functional components of a modern computer system. It provides a framework to examine the interrelation between hardware and systems and application software, and the current trends in computer technology.

#### TEXTBOOK

Capson, H. L. & Williams, B. K. *Computers and Data Processing*, 2/e, Benjamin Cummings, 1984.

### AICA103 Quantitative Methods in Computing

*First session: 6 credit points (3 hrs/week)*

*Assessment: Assignments, examination*

*Pre-requisite: Nil*

The purpose of this subject is to introduce the student to a range of quantitative techniques used in business as an aid to decision making. The material taught will include: review of elementary algebra, linear algebra, introductory logic, mathematics of finance, descriptive and inferential statistics.

#### TEXTBOOK

Budnick, F.S. *Applied Mathematics for Business, Economics and The Social Sciences*, McGraw-Hill, 1979.

### AICA104 Introduction to Business Systems

*Second session; 6 credit points (3 hrs/week)*

*Assessment: Assignments, examination*

*Pre-requisite: Nil*

The major purpose of this subject is to provide an understanding of the business environment, to develop an awareness of the main business systems which enable firms to function efficiently, to examine management's need for rapid,

clear, and accurate information, and to provide opportunities for the use of computer software tools (e.g. spreadsheet, word processor) to perform the major business functions.

*TEXTBOOK* To be advised.

### AICA105 Structured Programming For Business

*Second session; 6 credit points (3 hrs/week)*

*Assessment: Assignments, examination*

*Pre-requisite: AICA101*

This subject deals with general structured programming in COBOL, together with an introduction to data structures and file processing. The emphasis is on the elementary language concepts and programming principles of the COBOL language. Problem-solving processes and program development techniques will also be examined.

#### TEXTBOOK

Stern, N. & Stern, R. A. *Structured Cobol Programs*, 4/e, Wiley, 1984.

### AICA106 Business Management Applications

*First session; 6 credit points (3 hrs/week)*

*Assessment: Assignments, examination*

*Pre-requisite: AICA107*

The purpose of this subject is to provide the student with an understanding of computer-based management information systems (MIS). The technical requirements and the computer resources needed to support a MIS will be examined together with a consideration of the impact of MIS on the organization. An introduction to Decision Support Systems (DSS) will also be studied within the MIS environment.

#### TEXTBOOK

McLeod, R. Jnr. *Management Information Systems*. (2nd ed.), SRA, 1983.

### AICA107 Systems Analysis And Design I

*First session; 6 credit points (3 hrs/week)*

*Assessment: Assignments, examination*

*Pre-requisite: Nil*

The purpose of this subject is to provide the student with an understanding of the environment and tasks of system analysis. The need for systems research, data and process analysis and logical modelling will be examined together with a consideration on implementation alternatives. The students will be introduced to methods of generating specifications for the functional and data components of a computer-based information system and the generation of user documentation.

#### TEXTBOOK

Clarke, R. T. and Prins C. A. *Contemporary Systems Analysis and Design*, Wadsworth Pub. Co., 1986.

**AICA108 Data Base**

*First session; 6 credit points (3 hrs per week)*

*Assessment:* Assignments, examination

*Pre-requisites:* AICA101

In this subject the student will be introduced to data base management concepts and to the development of data base management systems. The material taught will cover: concepts of data management and analysis; data structures; data base hardware and software facilities; organisational contexts; potential benefits and difficulties associated with the introduction of data base application. The technical concepts will be illustrated by reference to both traditional mainframe approaches, and to emerging micro-computer level systems.

**TEXTBOOK**

Ingelsbe L., *Database II for the IBM PC.*, Merrill Pub., 1986.

Kroenke, D. *Database Processing* (2nd Ed), S.R.A., 1983.

**AICA200 Systems Analysis and Design II**

*First session; 6 credit points*

*Assessment:* Seminars, assignments, examinations

*Pre-requisite:* AICA107

This is the second subject in Systems Analysis and Design which builds on the concepts acquired in the earlier subject AICA 107. It explores state-of-the-art systems design and specification techniques and methodological issues with particular emphasis on the physical design stage. The student is expected to produce from user requirements a complete system specification for a situation or problem chosen from the business environment, using a suitable methodology. Further consideration is given to systems implementation and testing and their integration.

**TEXTBOOK**

Teague, L. C. and Pidgeon, C. W. *Structured Analysis Methods for Computer Information Systems*, SRA, Chicago, 1985.

**AICA201 Programming For Scientific Applications**

*First session; 6 credit points (3 hrs/week)*

*Assessment:* Assignments, examination

*Pre-requisite:* AICA101

As an introduction to FORTRAN programming with special emphasis on the structured approach to program development, this subject examines the techniques and methodologies appropriate to the design, modularisation, and construction of computer programs for scientific and technical applications. Besides the study of basic language syntax, it also aims to develop good coding style.

**TEXTBOOK**

Etter, D. M. *Problem Solving with Structured FORTRAN 77*, Benjamin Cummings, 1984.

**AICA202 Scientific Applications**

*First session; 6 credit points (3 hrs per week)*

*Assessment:* Assignments, examination

*Pre-requisite:* AICA102

In this subject the student will be introduced to a variety of scientific applications of the computer, with an emphasis upon those applications such as robotics, process control, data acquisition directly relevant to industry.

**TEXTBOOK**

No text, the subject will use a selection of readings and journal articles.

**AICA203 Computer Systems 2**

*Second session; 6 credit points (3 hrs per week)*

*Assessment:* Assignments, examination

*Pre-requisite:* AICA102

This subject pursues the topics introduced in Computer Systems 1 at a greater level of detail and with particular emphasis on computer networks and data communication systems.

**TEXTBOOK**

No text, the subject will use a selection of readings and journal articles.

**AICA205 Computers In Society**

*Second session; 6 credit points (3 hrs/week)*

*Assessment:* Tutorial presentation and 1 long essay

*Pre-requisite:* Nil

This course examines the development, role and implications of computers in contemporary and future society. Issues to be examined include the history of computing, the development of computers through mechanical, valve, transistor and integrated circuit technology; defence and space programs as catalysts for development; applications of computers in corporate decision making, government planning, education and health care; automation, robotics, information processing, databanks; implications for privacy and surveillance; the nature of work, employment, social management and control; the power of the State; machine intelligence and human identity.

**TEXTBOOK** To be advised

**AICA207 Case Studies**

*Second session; 6 credit points*

*Assessment:* Presentation of a major report

*Pre-requisite:* AICA 101, 102, 107

In this subject, the student will undertake a "real-life" project relating to some aspect of information systems, such as developing programs, designing systems, evaluating computer hardware and/or software. The project will be under the supervision of a member of staff. The students will work in teams and each team will

be expected to present a written as well as an oral report on the completed project.

**TEXTBOOK**

No set texts. Reading lists will be prepared by the member of academic staff responsible for the supervision of each student.

**AICA208 Computer Systems Management**

*Second session; 6 credit points (3 hrs/week)*

*Assessment:* Assignments, examination

*Pre-requisites:* AICA 101, 102

Students will be introduced to the issues involved in the successful management of a medium sized computer installation in an organisation. Topics covered will include the role of strategic information systems planning; hardware/software specification; tendering procedures; system evaluation and selection; benchmarking; project management (including the management of people); operational management; quality control; system performance monitoring and testing and systems maintenance.

**TEXTBOOK**

Borovits I. *Management of Computer Operations*, Prentice-Hall, 1986.

## ASSOCIATE DIPLOMA IN SPORTS SCIENCE

**NOTE: No new enrolments will be accepted in this course.**

This course is specifically designed for those who have aspirations in the fields of coaching and training of sport or recreational activities. The course aims at developing a sound knowledge base of scientific principles underlying sport and the expertise to apply this knowledge to the coaching or training of sporting or recreational groups.

Students undertake a course of study in sports science with a common core of 12 subjects, a selection of 4 from 5 electives. The course consists of two years full time or four years part time study. An aggregation of 96 credit points is required with 48 credit points normally undertaken in each year of full time study.

### The Course

The course is organised into a common core of 12 subjects, with an opportunity to concentrate studies towards development of interests in coaching or training.

### Study Strands

12 Common core subjects  
4 from 5 electives

All subjects are 6 credit point rating, and of 4 contact hours per week.

### Core Studies

The following subjects constitute the core subjects:

Anatomy and Physiology I  
Anatomy and Physiology II  
Analysis of Movement  
Growth and Development  
Sports Medicine I  
Training and Fitness I  
Training and Fitness II  
Applied Sports Science  
Practicum in Coaching and Training I  
Practicum in Coaching and Training II  
Practicum in Coaching and Training III  
Psychology of Sport

### The Elective Subjects

Four subjects of elective interest have been included in the Diploma. These will allow students to pursue areas of individual interest. Student demand and the availability of additional staff resources may in future allow for extension of this pool of subjects.

Sports Medicine II  
Sport and Physical Activity in Society  
Administration and Management for Sport  
Rehabilitation, Sport and Exercise for Special Populations  
Nutrition and Drugs in Sport

### Proposed Course Timetabling

#### Session 1

Anatomy and Physiology I  
Analysis of Movement  
Psychology of Sport  
Growth and Development

#### Session 2

Anatomy and Physiology II  
Sports Medicine I  
Training and Fitness I  
Practicum in Training and Coaching I

#### Session 3

Training and Fitness II  
Practicum in Training and Coaching II  
Two electives selected from:  
Sports Medicine II  
Sport and Physical Activity in Society  
Nutrition & Drugs in Sport

#### Session 4

Applied Sports Science  
Practicum in Training and Coaching III  
Two electives selected from:  
Administration and Management for Sport  
Rehabilitation, Sport & Exercise for Special Populations  
Nutrition and Drugs in Sport

## ASSOCIATE DIPLOMA IN SPORTS SCIENCE SCHEDULE

Subject Number	Subject Name	Session Offered	Hrs/Wk	Credit Points	Full Time-Part Time
<b>CORE SUBJECTS</b>					
<i>100-LEVEL</i>					
HSSS141	Anatomy and Physiology I	1	4	6	Both
HSSS142	Analysis of Movement	1	4	6	Both
HSSS143	Training and Fitness I	2	4	6	Both
HSSS144	Sports Medicine I	2	4	6	Both
HSSS145	Psychology of Sport	1	4	6	Both
HSSS164	Anatomy/Physiology II	2	4	6	Both
HSSS181	Growth and Development	1	4	6	Both
HSSS182	Practicum in Coaching and Training 1	2	4	6	Both
<i>200-LEVEL</i>					
HSSS243	Training and Fitness II	1	4	6	Both
HSSS246	Applied Sports Science	2	4	6	Both
HSSS281	Practicum in Coaching and Training II	1	4	6	Both
HSSS282	Practicum in Coaching and Training III	2	4	6	Both
<b>ELECTIVES</b>					
HSSS265	Sports Medicine II	1	4	6	Both
HSSS266	Rehabilitation, Sport and Exercise for Special Populations	2	4	6	Both
HSSS271	Sport and Physical Activity in Society	1	4	6	Both
HSSS272	Nutrition and Drugs in Sport	1 or 2	4	6	Both
HSSS283	Administration and Management for Sport	2	4	6	Both

## ASSOCIATE DIPLOMA IN SPORTS SCIENCE

### HSSS141 Anatomy And Physiology I

*First session; 6 credit points (4 hrs per week)*

*Pre-requisite:* Nil

*Assessment:* Laboratory quizzes, assignment, final examination

A understanding of the structure and function of the human body is essential as a foundation for the study of human performance. This subject examines:

The integumentary system

The skeletal system including anthropology

The muscular system

The nervous system

Emphasis will be directed towards understanding the functions of various structures within the above systems as well as being able to locate and identify these structures.

*TEXTBOOK* To be advised.

### HSSS142 Analysis of Movement

*First session; 6 credit points (4 hrs per week)*

*Pre-requisite:* Nil

*Assessment:* Laboratory quizzes, mid-term exam and final examination.

A foundation of biomechanical principles and techniques for movement analysis are essential for an understanding of human motion. This subject will examine:

basic principles underlying the biomechanical analysis of movement;

use of technical equipment involved in human movement assessment; and

critical analysis of skill performance, error identification and correction of inefficient performance.

The students will participate in lectures, laboratory sessions and tutorials to extend their knowledge in the above areas.

*TEXTBOOK*

Kreigbaum, E. & Bartheis, K. *Biomechanics*. (2nd ed.) Minneapolis. Burgess Publishing Co., 1985.

### HSSS143 Training And Fitness I

*Second session; 6 credit points (4 hours per week)*

*Pre-requisite:* HSSS141

*Assessment:* One assignment of approximately 500 words; one assignment of approximately 1000 words; Laboratory reports and final examination

This is the first of two subjects related to training and fitness. It explains the scientific basis of training and fitness in respect of human physical performance; energy systems; fitness parameters; circulo-respiratory fitness; environmental considerations; warming up and warming down. Study will be through lectures, laboratory

sessions, practical involvement and group discussions.

*TEXTBOOK*

Fox, E. L. & Mathews, D. K. *The Physiological Basis of Physical Education and Athletics*. Philadelphia Saunders College Publishing Co. (3rd edition), 1981.

### HSSS144 Sports Medicine I

*Second session; 6 credit points (4 hours per week)*

*Assessment:* Assignments, topic assignments and tests, laboratory reports and examination

The subject increases student awareness about the nature and mechanism of sports injuries. This information is then applied to sporting techniques so that the incidence of sports injuries may be reduced. Methods of on-field assessment and crisis procedures are explained, and various therapeutic and preventive modalities introduced.

*TEXTBOOK*

Muckle, D. S. *Sports Injuries*. (2nd edition) Stockfield: Oriel Press, 1977.

### HSSS145 Psychology Of Sport

*First session; 6 credit points*

*Assessment:* Assignments, essay(s), report(s), examination(s)

The current high standards of performance place new demands on the coach and sports trainer. Along with a thorough understanding of the biological bases of performance, a sound knowledge of human psychology, techniques of management and motivation have become essential. This subject is designed to familiarise students with the latest developments in applied sport psychology. Emphasis will be placed on the design and implementation of safe and effective programs tailor-made to the needs of individual athletes. The subject will explore such areas as: motivation, self control, mental imagery, competition strategies, sports medicine and ethics.

*TEXTBOOK*

Syer, J. & Connolly, C. *Sporting body; sporting mind*. Sydney. Cambridge University Press, 1984.

### HSSS164 Anatomy And Physiology II

*Second session; 6 credit points (4 hours per week)*

*Pre-requisite:* HSSS141

*Assessment:* Laboratory reports and quizzes, final examination

This subject is a continuation of anatomical systems, with an emphasis on cardio-vascular, respiratory and urogenital systems and metabolism.

*TEXTBOOK* To be advised.

