

Faculty of Business

**Accountancy
Communication
Management**

Queensland University of Technology

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Business

Dean of Faculty

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The Faculty of Business offers a wide range of courses at the professional level of business and government, together with support courses.

Post Graduate Courses

Master of Business Degree

A Master of Business degree is offered to graduates in Business at QIT, or such other qualifications as approved by the Graduate Studies Committee, normally with at least two years of appropriate work experience in one of three areas of study; Accountancy, Communication or Management. The course involves two years of full-time study or four years of part-time study.

Master of Business Administration/Graduate Diploma in Business Administration

A Master of Business Administration (MBA) is offered to graduates with at least two years of appropriate work experience who wish to complement their present qualification with study in business administration. The course involves four semesters of full-time study or eight semesters of part-time study. Following the successful completion of eight Master of Business Administration subjects, students may elect either to discontinue their enrolment and graduate with a Graduate Diploma in Business Administration or to pursue eight further subjects in order to complete the Master of Business Administration.

Graduate Diploma in Advanced Accounting

A Graduate Diploma in Advanced Accounting is offered to graduates with an accounting major and professionals in accounting, to enable them to continue their education at an advanced level. The course involves two years of part-time study or one year of full-time study. The course is integrated with the Professional Year Program for the Institute of Chartered Accountants.

Graduate Diploma in Communication Practice

A Graduate Diploma in Communication Practice is offered by the Faculty of Business to graduates, diplomates and communication professionals who wish to develop or extend their knowledge and skills in the communication area. The course is offered over four semesters of part-time study.

Graduate Diploma in Quality

A Graduate Diploma in Quality is offered by the Faculty of Business, in conjunction with the Faculty of Engineering and of

Science, which provides an opportunity for graduates to gain managerial and technical expertise in administering organisational quality systems.

It embraces all sectors of Commerce, Government and Industry in both Services and Manufacturing. It is delivered over two years of part-time study.

Degree Courses

Courses leading to the degree of Bachelor of Business are provided in Accountancy, Communication, Health Administration, Management and Public Administration. In addition a combined Bachelor of Business (Accountancy)/LLB is offered in conjunction with the Faculty of Law.

Accountancy

The Accountancy course is designed to provide education appropriate to the needs of the accountancy profession and business computing profession having regard to the requirements of the Institute of Chartered Accountants in Australia, the Australian Society of Accountants, the Public Accountants Registration Board of Queensland, and the Australian Computer Society.

The course includes studies based on accounting, law, economics, computing and statistics. Modern accountants are confronted with the problems of complex manufacturing processes, advances in the techniques of processing information, and the increasing size of businesses and their financial transactions. They may specialise in auditing, financial analysis, systems investigations and installations, electronic data processing, taxation services, management services, office management or financial administration.

Provided appropriate subjects have been selected the course is recognised by:

- (a) the Public Accountant's Registration Board of Queensland as satisfying the academic requirements for registration;
- (b) the Institute of Chartered Accountants in Australia, as a pre-requisite for the 'Professional Year';
- (c) the Australian Society of Accountants as satisfying the academic requirements for admission as an Associate Member;
- (d) the Australian Computer Society as satisfying the academic requirements for admission to the grade of member;
- (e) the Institute of Chartered Secretaries and Administrators as satisfying academic requirements for admission as associate except for the non-exemptable subjects required by that Institute, an additional economics unit and one subject in personnel administration;
- (f) the Banker's Institute of Australasia, as satisfying the requirements for Senior Associate Membership, upon completion of two additional subjects required by the Banker's Institute.

Communication

The Communication course is designed to provide a broad education for those who wish to work at executive level in

business, government, or industry, with particular regard to the requirements of Advertising, Public Relations and Journalism. Additionally, students may develop viable programs in Audio-Visual Communication, Communication Research, and Professional Communication to enable them to function as specialists throughout a broad spectrum of communication activities.

The Communication course is based on a thorough understanding of communication theory and the communication process, and on the effective application of the tenets of oral and written communication.

Basic units in Sociology and Media Study, as well as Literary and Cultural Studies are also required. Beyond the required units students select a sequence of professional subjects related directly to future employment.

Graduates of the course who specialise in Advertising are recognised by the Australian Institute of Advertising, those in Public Relations by the Public Relations Institute of Australia.

Health Administration

The Health Administration course is designed to provide education for those employed in the health services industry. The course has two strands: the Health Administration strand and the Medical Record Administration strand. The Health Administration strand is offered on a part-time, internal basis and on an external studies basis. The Medical Record Administration strand is offered internally both full-time and part-time.

Students in the Health Administration degree are eligible for membership of the Australian College of Health Service Administrators. Those who complete the Medical Record Administration strand are accepted as full members of the Medical Record Association of Australia.

Health Administration in Australia is rapidly undergoing a great deal of change. Not only are hospitals re-assessing their role and activity in the community, but medical practitioners are also evaluating their place in a national health care system. The Health Administration strand is designed for the health services administrator, embracing personnel who are known variously as health administrator, hospital manager, chief executive officer, hospital superintendent, medical administrator and by a variety of general management titles. The Medical Record Administration strand is designed for the medical record administrator whose expertise in systems which collect, analyse, store and retrieve health information for patient care, prevention programs, research, administration, planning and evaluation in health services. There are sufficient subjects common to both strands to provide the MRA with a solid foundation in general administration. Thus the MRA may subsequently desire to complete the Health Administration strand by studying some additional subjects to help establish a career path into general health administration.

In addition, however, the course has been designed specifically to meet the needs of:

- (a) Health service and medical record administrators at all levels in Federal and State Government Health Departments and authorities, hospitals, community health centres, health planning and financing agencies and voluntary health organisations.
- (b) Medical practitioners whose practices are developing and growing into multi-disciplinary community health centres where administrative and managerial expertise becomes vital to the smooth functioning of the practice.
- (c) All other professions related to the health service industry including nursing and allied health professionals.

In the final analysis, health service delivery can be properly integrated with other welfare systems in Australia only through administrative mechanisms and skills in areas such as planning, policy development, leadership, organisation, management, communication and human relations. This course has been designed specifically to produce graduates who have these talents.

Management

The Management course is designed to provide education appropriate to the needs of the management profession, having regard to the requirements of professional bodies.

The course prepares students to accept responsibilities at the mid-level of the structure of the organisation and depending upon their own abilities, to proceed to the upper levels of managerial responsibility. A grounding in the theory and practice of management, human relations, economics, and the use of statistics is the basis of this course. From the second year, students elect to emphasise one of three major strands within the course, viz. Management Economics, Marketing, Human Resource Management.

These strands enable detailed attention to special subject areas including operations management, business economics, international economics, transportation economics, personnel management/psychology, applied psychology, counselling, organisational development, industrial relations, marketing research and professional marketing practice. In addition to choice of strands, students also have the opportunity to choose additional strand electives, and three general electives from other subjects offered within the School and/or outside the School in subjects of value to the student. The skills in management which this well balanced course provides should serve as the cornerstone for achievement in the ranks of professional managers. Students graduating from this course will be able to apply their acquired knowledge and skills very quickly in industry and commerce.

Where certain specified elective subjects have been included in the degree, the holder of the BBus qualification in Management is recognised as having completed the academic requirements for corporate membership of the following professional institutions:

Australian Institute of Export
Australian Institute of Management

Australian Institute of Training and Development
Institute of Personnel Management, Australia
Queensland Counsellors Association
The Chartered Institute of Transport

Public Administration

The Public Administration course is designed to provide education compatible with a career in the public sector and in private sector organisations.

Offering a wide array of challenging opportunities, the public sector requires virtually every type of skill, specialised academic knowledge, and practical expertise, to fulfil its ever growing range of activities. A fundamental need exists for administrators with logical, analytical reasoning powers, an appreciation of their political environment, a thorough knowledge and understanding of the governmental administrative machinery and processes, personnel management skills, a basic grounding in economics, the ability to communicate concisely and effectively, and the capacity for sustained application. The course prepares students in these ways with particular emphasis on the machinery of government at national, state and local levels. As well the students are introduced to the fields of Accountancy, Information Systems, Law and Statistics. The course program includes six elective subjects selected by the students so as to provide them with advanced level study in one of the abovementioned disciplines appropriate to their career.

Close links are maintained with the Australian Institute of Public Administration (Queensland Regional Group) which welcomes students to its membership ranks. The holder of the BBus qualification in Public Administration will find employment in the Commonwealth Public Service, the Queensland Public Service, Local Government, Statutory Authorities, and other state public services and private sector organisations.

Accountancy and Bachelor of Laws (combined degree)

The Accountancy and Laws combined degree is designed to produce graduates who may practice both as Accountants and Lawyers and therefore equipped for employment as either Accountants or Solicitors specialising in corporate, commercial or taxation matters within either Government or Private Enterprise.

On completion of the five years of full-time study this degree will be appropriate to the needs of various Accountancy bodies within Australia in addition to the requirements of the Barristers and Solicitors' Boards.

For the first three years of the course, students will be under the administrative control of the Faculty of Business Studies, the final two years of the course will be administered through the Faculty of Law.

Bachelor of Engineering and Bachelor of Business (combined degree)

The Engineering and Management combined degree is designed to produce graduates who require an understanding of engineering science and technology with a particular emphasis on manu-

facturing systems and the management of a manufacturing enterprise.

It is anticipated that graduates of the course, which involves five years of full-time study, will be eligible to apply for membership to the Institute of Engineers, Australia and the Australian Institute of Export.

General

Subjects for other Faculties of the Institute are conducted by staff from each of the major sections of the Faculty of Business.

A continuing education program allows students who have completed a course to enrol in additional subjects at that level as an 'Unregistered' student, or to enrol in another course leading to a further qualification.

All courses within the Faculty of Business are in line with the educational philosophy of the Queensland Institute of Technology which is to provide students with practical training as well as an understanding of the concepts and principles underlying subjects and disciplines. In all courses the Faculty aims at developing a professional attitude to study and work by encouraging individual thought and initiative, experience in group situations and emphasis upon wide reading and research.

The Faculty of Business seeks to give its students an awareness of the Business environment and endeavours to equip them with analytical decision-making skills and an understanding of human behaviour, organisation and management that will assist them to attain their highest potential in the profession of their choice.

Students proposing to join a professional body after graduation should ensure that the course program they select is appropriate to particular membership requirements.

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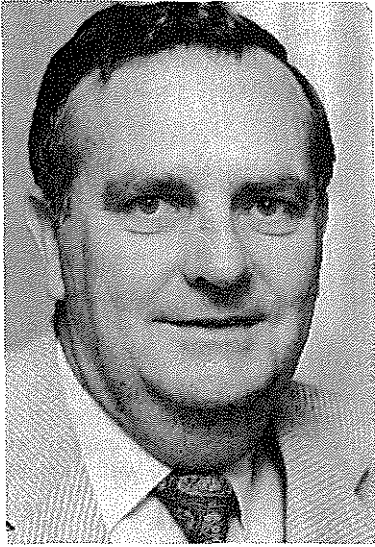
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Preface





**Message from
the Registrar
on the
establishment of
Queensland University
of Technology**

At the time of printing this handbook QIT is preparing for re-constitution as a new institution, the Queensland University of Technology.

The Premier of Queensland has announced the Government's intention to introduce legislation to the Queensland Parliament in the 1988 Spring session, probably in November 1988, to establish an institution to be named the Queensland University of Technology. Subject to the will of Parliament the new institution will come into being on 1 January, 1989.

Transition from QIT to QUT

By-Laws and Rules

The information published in this handbook has been prepared on the understanding that the Queensland University of Technology Act will provide that all By-Laws and Rules of the Queensland Institute of Technology will continue in force and apply to the new institution until new Statutes and Rules have been approved.

As soon as practical after the establishment of the QUT, the Council of the University will submit new Statutes for Executive Approval in substitution for the existing By-Laws and will approve new rules to be framed under the provision of those Statutes. Care will be taken to ensure that students' enrolment and course progression are not adversely affected in this transition.

Transfer of Courses and Students

Subject to the existing By-Laws and Rules (e.g. unsatisfactory academic performance rules), students of the QIT shall become students of the QUT with full transfer of their previous academic records. All courses offered by the QIT shall become courses of the QUT.

Debts and Obligations

Any debts or obligations owing to the QIT (e.g. fines or loans) shall be debts or obligations owing to the QUT. Equally, debts or obligations of the QIT (e.g. refund of laboratory deposits) shall be the responsibility of the QUT.

Publication of QUT Calendar

As early as possible in 1989 the University will publish its first Calendar (or institutional handbook). This publication will contain the Statutes and Rules of the Queensland University of Technology and other information on the new institution as approved by the University Council. Particularly in the first year of the university's operation all students should purchase a copy of the Calendar when it becomes available.

Conclusion

By the time this Faculty handbook is released for publication it is expected that the Act establishing the Queensland University of Technology will be law. I therefore take the opportunity to welcome all staff and students to the new institution.

B S Waters
Registrar

Rules Relating to Student Matters



RULES RELATING TO STUDENT MATTERS

Admission to Courses

The Council may -

1. prescribe the conditions for normal entry to each course offered.
2. limit the number of students who shall be permitted to enrol or continue in any course.
3. appoint an Admissions Committee and approve of rules providing for -
 - (a) its membership including the appointment of a Chairman;
 - (b) its method of operation;
 - (c) the admission of students who do not comply with normal entry;
 - (d) the selection of students to be admitted where quotas or restrictions have been imposed upon admissions and enrolments;
 - (e) a quorum.

Academic Structure and Content of Courses

The Council may -

4. prescribe the academic structure and content of any courses and amend these at any time provided the reasonable rights of students already enrolled in the course are not prejudiced or are sufficiently safeguarded;
5. prescribe rules for student progression within a course;
6. delegate any or all of its powers under this section.

Assessment of Students

The Council may -

7. approve rules relating to the examination and assessment of students and the award of grades of passes;
8. delegate any or all of its powers under this section.

Exclusion of Students

The Council may -

9. prescribe rules relating to gross failure;
10. exclude any student who is classified as having achieved gross failure in subjects or courses;
11. delegate any or all of its powers under this section provided that any student shall have a right of appeal to Council against any decision on exclusion.

Appeals

Council shall establish an Appeals Committee to hear student appeals to the Council against exclusion and approve rules not inconsistent with By-law No. 5 or rules thereof in respect of the duties powers membership and management of the business of such Committee.

RULES FOR ADMISSION

1. Meaning of certain words. Unless the context otherwise indicates or requires -
 - 'Admission Committee' means a committee appointed by Council to consider applications for admission to University courses.
 - 'Dean of Faculty' means a member of the academic staff appointed by Council and so designated.
 - 'Head of School' means a member of the academic staff appointed by Council and so designated as the senior academic member of staff in a particular School. Reference to 'Head of Department' in these Rules is deemed to include reference to 'Head of School'.
 - 'Head of Counselling' means the officer in charge of the University's Counselling Centre.
 - 'Academic Staff Association' means the Academic Staff Association of the University.
 - 'Ordered Course' means a course in which a student is required, to gain credit in a number of subjects in a particular sequence to acquire an award.
 - 'Head of Department' means a member of the academic staff appointed by Council and so designated as the senior academic member of staff in a particular Department. Reference to 'Head of Department' in these Rules is deemed to include reference to 'Head of School'.
 - 'Sub-tertiary course' means a course of study leading to the award of a Certificate.
 - 'Tertiary Course' means a course of study leading to the award of a Degree Diploma or an Associate Diploma.
 - 'Assistant Registrar' means the Assistant Registrar of the University.
 - A 'Registered Student' is a student in an ordered course whose first enrolment in that course has been accepted and approved by the Registrar. A student shall remain a registered student until he:
 - (a) completes the course, or
 - (b) withdraws from the course, or
 - (c) is excluded from the course, or
 - (d) fails to enrol in the course.
2. The membership of the Admissions Committee shall be -
 - Registrar (who shall act as Chairman)
 - Deans of Faculties

Head of Counselling

One representative appointed by the Academic Staff Association.

A member of Committee may be permitted to appoint another person who is not a member to attend and vote on his behalf.

3. The Admissions Committee shall -

- (a) advise the Director and the Academic Assembly on all matters relating to the admission of students including -
 - (i) the standards of entry to all courses after consideration of recommendation prepared by the Academic Boards;
 - (ii) the assessment of prospective future enrolments following periodic reviews of statistical trends;
 - (iii) the recommendation or policies for determining those who should be given priorities for admission or enrolment where quotas or restrictions on admissions or enrolments are in the opinion of the Council necessary.
- (b) determine eligibility for admission in those cases where the applicant does not possess normal entry standards.

4. A person desirous of entering a course shall make application to the Registrar for admission on a form provided for this purpose, and shall lodge such form fully and correctly completed not later than the closing date prescribed by the Council.

With such application, the person shall produce to the Registrar for verification, sufficient documentary evidence of passes in pre-requisite examinations.

The documentary evidence produced for verification shall be -

- (a) the original documents or facsimile copies thereof;
- (b) such other evidence as the Admissions Committee may require.

5. A person who does not have the normal entry qualifications may make application for special consideration for entry on a form provided by the Registrar.

6. Concurrently with an application for special consideration for entry a person shall lodge with the Registrar an application for enrolment on the form provided for the purpose, and shall lodge such form fully and correctly completed not later than the closing date prescribed.

7. The Registrar shall notify all applicants for admission of the acceptance or rejection of their applications.

8. An application for enrolment may be amended by the Head of Department because of -

- (a) timetable incompatibility;
- (b) non-compliance with the rules applicable to the course of study;
- (c) selection by the applicant of subjects which in the opinion of the Head of Department are more than his capacity or

circumstances allow him to study adequately.

An applicant whose application for enrolment has been amended shall have a right of appeal to the Dean of Faculty. Such an appeal shall be lodged with the Registrar within fourteen (14) days from date of notification of such amended enrolment. The Registrar shall notify the applicant of the result of the appeal as soon as is reasonably possible.

9. Late enrolments may be accepted only if a vacancy exists in classes established on the basis of closing date enrolments, and with the approval of the Dean of Faculty.
10. A Dean of Faculty may cancel any class in any subject where the number of enrolments in that class is considered to be insufficient.
Class groups shall be determined on enrolments at a closing date prescribed by Council. In the event of the cancellation of any class the enrolment of a student shall be deemed to be cancelled in respect of such subject provided that such cancellation shall be without prejudice to the right of the student to again apply for admission for enrolment in such subject, subject to the conditions prescribed for entry to such subject at the time of his application.

RULES RELATING TO UNREGISTERED STUDENTS

1. Unregistered Students are defined as those students who undertake individual subjects from accredited University courses (award courses) and receive normal instruction, assessment and examination results in such subjects but who are not registered to undertake a complete award course.
2. There shall be two categories of Unregistered Students:
 - (a) Miscellaneous Students who pay no tuition fees and who are enrolled under special approval arrangements, for example, to undertake an approved bridging program prior to entering a specific award course, to satisfy provisional enrolment requirements, to complete a second or subsequent strand of a University course or to complete a course offered by another institution;
 - (b) Visiting Students who pay a tuition fee as determined by the University's Continuing Education Committee, who undertake as continuing education students individual subjects from award courses for means of professional or personal development, but who do not come within the definition of Miscellaneous Students.
3. Enrolment as an Unregistered Student shall be subject to the applicant's completion of application procedures as determined by the Registrar and to the approval of the application by the Head of Department or Head of School responsible for teaching the subject.

4. Unregistered Students shall be required to pay the appropriate Union Fee and shall be subject to the rules of the University, with the exception of Rules 41 to 46 of the General Examination Rules (Unsatisfactory Academic Performance).
 5. Miscellaneous Students shall not be permitted to accumulate credits for more than 20% of the total course hours within a course. Visiting Students shall not receive credit towards a University course for any subject undertaken as a Visiting Student.
 6. Where quotas or other restrictions apply to a subject, a student registered for a University course will have precedence over a Miscellaneous Student and a Miscellaneous Student shall have precedence over a Visiting Student.
 7. Where a registered student is also undertaking a subject or subjects offered in a course other than that for which the student is registered, the application of the Rules on Unsatisfactory Academic Performance in the course for which the student is registered will not be affected in any way by the results obtained in the subject or subjects undertaken in the unregistered mode.
 8. When a registered student is excluded from a course due to unsatisfactory academic performance, the student shall not be eligible subsequently for enrolment as an unregistered student in any subject of that course except at the discretion of the Dean of the Faculty responsible for the conduct of the course.
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RULES RELATING TO EXEMPTIONS

1. Subject to the provisions of Rules 2 and 3 hereof, a student who has completed a program considered by the Head of School or Head of Department responsible for the course as being an adequate and relevant substitute for a subject or subjects prescribed in the relevant course rules may be granted exemption from the whole or part of that subject or those subjects.
2. Exemptions may be granted for any number of subjects provided that -
 - (a) in the case of a course which exceeds two semesters full-time or four semesters part-time, exemptions may be granted up to a limit such that in order to qualify for the award the student must have completed satisfactorily within the University the equivalent of at least two semesters of full-time study or where the course is not offered for full-time study four semesters of part-time study in subjects nominated by the Head of School or Head of Department responsible for the course, irrespective of the course in which the student was registered while undertaking the nominated subjects;
 - (b) in the case of a course which does not exceed two semesters

full-time or four semesters part-time, exemptions may be granted up to a limit such that in order to qualify for the award the student must complete satisfactorily within the University subjects nominated by the Head of School or Head of Department responsible for the course, the contact hours of which aggregate to 75 percent or more of the prescribed minimum contact hours of the course, irrespective of the course in which the student was registered while undertaking the nominated subjects;

- (c) where a student gains an award in one University course, in order to qualify for a second or subsequent University award the provisions of 2(a) or 2(b) above must be satisfied subsequent to registering for the second or subsequent course.
3. Exemptions will not be granted in connection with or for the Graduate Diploma in Legal Practice course.
 4. Except as specifically provided in individual Course Rules and save in exceptional circumstances as determined by the Registrar all applications for exemption must be made and determined at the time of a student's first Enrolment in the course to which the exemptions refer.
 5. Whenever exemptions granted constitute 50% or more of the full course program, the Head of School or Head of Department responsible for the course shall provide the Registrar with full details of the study program which the student has to complete at the University to qualify for the award. The Registrar shall advise the student of such requirements in writing.
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RULES RELATING TO STUDENTS WHO SEEK RE-REGISTRATION

1. Subject to the provisions of clauses 2 and 3 below, a student whose registration in a course has lapsed because of withdrawal from the course or failure to re-enrol in the course and who wishes to re-register in that course.
 - (a) must apply for registration in the course by submitting a Re-enrolment Form;
 - (b) shall be subject to the Course Rules in operation at the time of resumption; and
 - (c) must re-enrol as directed.
2. The provisions of clause 1 of this Rule do not apply to students, who, at the time of resumption, have not satisfactorily completed all the subjects listed in the Course Rules for the first and second semesters, full-time, part-time, or external, as the case may be, of the course in which re-registration is sought. Such students are not eligible to re-enrol and must apply for admission to the course

in the manner prescribed for new students.

3. Upon withdrawal from a course, or upon failure to re-enrol in a course a student who has not satisfactorily completed all subjects listed in the Course Rules for the first and second semesters, full-time, part-time or external, as the case may be, of that course, may be granted leave of absence upon production to the Registrar of documentary evidence acceptable to the Registrar in the case of medical or other compassionate grounds and acceptable to the relevant Academic Board responsible for the course in any other case. Such leave of absence shall be for a specific period at the expiration of which the student may re-enrol without loss of credit for results awarded prior to the date of withdrawal. A student to whom leave of absence has been granted shall be deemed for the period of leave of absence to be no longer proceeding to an academic award and must, on termination of the leave of absence, re-enrol or apply for an extension of the leave of absence. If a student fails to re-enrol or obtain an extension his registration will lapse.
 4. A student whose registration in a course has lapsed as a consequence of exclusion from the course and who wishes to re-register in the course must apply for readmission in accordance with Rule 46 of the General Examination Rules.
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GENERAL EXAMINATION RULES

Part I. DEFINITIONS

- 'Academic Board' means a Board constituted by Council to exercise certain academic functions in relation to a particular Faculty.
- 'Committee of the Academic Board' means a group of members of the Academic Board constituted by the Academic Board to exercise those particular academic functions prescribed by the Academic Board.
- 'Award' means a Degree, Graduate Diploma, Diploma, Associate Diploma or Certificate conferred upon a student by the Council.
- 'Chief Examiner' means an officer appointed and so designated by a Head of Department in relation to an examination in a particular subject for a particular period.
- 'Examiner' means an officer appointed by the Head of Department to set and mark examination papers in a particular subject for a particular period.
- 'Supervisor' means an officer appointed by the Registrar or nominated by a Head of Department to supervise the conduct of a particular examination.
- 'Central Examination' means any examination administered by the office of the Registrar.
- 'Departmental Examination' means any examination administered by a Department.
- 'Supplementary Examination' means a further examination given to a student who has failed to pass a subject.
- 'Deferred Examination' means an examination given to a student in cases where the student has failed to sit for and complete an examination and the reasons for such failure have been accepted by the Dean of Faculty.
- 'Course' means a group of subjects specified by the rules which must be successfully completed in order to qualify for a specified award.
- 'Subject' means the basic educational unit for which results are awarded within the University.
- 'Result' means the formal indicator of a student's achievement in a subject.
- 'Assessment Provisions' means the systems of assessment approved for a subject and may include Central Examinations, Departmental Examinations, Assignments, Field Work, Practical Work, Reports, Seminar Participation or other work which a student is required to do and which will be assessed in determining a student's result in the subject.
- 'Dean of Faculty' means a member of the academic staff appointed by Council and so designated.
- 'Head of School' means a member of the academic staff appointed by Council and so designated. Reference to 'Head of Department' in these Rules is deemed to include reference to 'Head of School'.
- 'Head of Department' means a member of the academic staff appointed by Council and so designated as the senior academic member of

staff in a particular Department except that where there is no Department responsible for subjects the Dean of Faculty shall be regarded as the Head of Department. Reference to 'Head of Department' in these Rules is deemed to include reference to 'Head of School'.

'Registrar' means the Registrar of the University.

'Vice-Chancellor' means the Vice-Chancellor of the University.

Part II. DETERMINATION AND NOTIFICATION OF ASSESSMENT PROVISIONS

1. Authority to Prescribe Assessment Provisions

- (a) The Assessment Provisions for each subject shall be prescribed by the Department responsible for the subject and shall be approved by the Academic Board of the Faculty to which the Department is attached.
- (b) An Academic Board shall have the power to delegate its responsibility under this rule to a Committee of the Academic Board subject to any conditions the Academic Board may impose. The Academic Board shall resolve any disputes.

2. Notification of Assessment Provisions in Subjects

Within a reasonable period of the commencement of a subject students shall be provided with written advice of the Assessment Provisions in the subject, together with information on the weight and timing of each item of assessment. If a passing grade is required in any or each item of assessment in order to obtain a passing grade in the subject this information must also be included in the advice to students.

Part III. ORGANISATION OF EXAMINATIONS

3. Periods for Examinations

- (a) The periods within the academic year to be set aside for Central Examinations, Supplementary Examinations and Deferred Examinations will be determined by Council and published in the University Calendar.
- (b) The timing of Departmental Examinations shall be as determined by the Department concerned after agreement with other Departments which might be affected by any determination and, where appropriate, by agreement with the Registrar.
- (c) Except in exceptional circumstances and with the specific approval of the Registrar no Central Examination or Departmental Examination, other than Deferred or Supplementary Examinations may be held during a period shown on the University Calendar as reserved for Examination preparation or for Recess periods.

4. *Accommodation*

The Registrar shall have first call on Lecture Rooms, Seminar Rooms, Drawing Offices, and other examination accommodation during periods approved for Central Examinations.

5. *Appointment of Examiners*

- (a) The relevant Head of Department shall appoint examiners and, where appropriate, chief examiners each semester for each subject in that semester.
- (b) The names of all examiners shall be forwarded by the Head of Department to the Registrar by a date to be prescribed by the Registrar.

6. *Submission of Central Examination Papers*

The Registrar may prescribe the date upon which all Central Examination papers required to be set by examiners are to be forwarded to the Examinations Section within the Registrar's Office and the form in which such papers will be received.

7. *Timetables*

- (a) The Registrar shall be responsible for the preparation of a timetable for all Central Examinations and for the publication of this timetable as required by these rules.
- (b) Each Head of Department shall be responsible for the preparation of a timetable for Departmental Examinations conducted by the Department and shall place such timetable on appropriate Departmental Noticeboards.
- (c) A timetable for Central Examinations shall be posted on the main University Noticeboards and to external students not less than three weeks prior to the commencement of the relevant semester examination period.
- (d) Should any timetable show a clash between subjects for which the student is enrolled, it is the responsibility of the student to notify either the Registrar or the Head of Department as the case may be by the date prescribed for such notification.
- (e) No amendment to a timetable for Central Examinations will be accepted following distribution of student examination forms referred to in Rule 8(a).

8. *Student Examination Form*

- (a) The Registrar shall forward to each student at least two weeks prior to the commencement of the Central Examination period an examination form showing all the subjects in which the student is enrolled in the current semester, a statement of whether the subject has a Central Examination scheduled and the date and time of the examination in those subjects which are to be centrally examined.
- (b) The student shall take this form to all examinations and shall produce the form on request as provided for in Rule 18.

Part IV. ELIGIBILITY TO UNDERTAKE ASSESSMENT PROVISIONS

9. *Eligibility to Undertake Assessment*

Subject to the provisions of Rule 10, a student who holds a current enrolment approval in a subject shall be eligible to undertake the assessment provisions for that subject.

10. *Eligibility to Sit for Examinations*

- (a) A student may be declared ineligible by the Head of the Department responsible for the course to sit for an examination as a consequence of having failed to fulfil all the conditions as set out in the rules pertaining to the course for which the student has enrolled.
- (b) The Registrar may prescribe the date by which Heads of Department must advise the Registrar of the names of students who are declared to be ineligible under this rule and upon receipt of advice from the relevant departments will so advise the students in writing of their ineligibility inviting them to show cause by a prescribed date why ineligibility should not be confirmed.
- (c) Where students show cause why they should not be declared ineligible their cases shall be referred to the Dean of Faculty for review and determination.
- (d) A student declared by the Dean of Faculty to be so ineligible shall have the right of appeal to the Director.

11. *Voluntary Withdrawal from Enrolment in Subjects*

- (a) A student who cancels enrolment in a subject on or before the final date for cancellation of subjects without penalty shown in the University Calendar shall not receive any result for the subject.
- (b) Subject to sub-rule 11(c), a student who cancels enrolment in a subject after the final date for cancellation of subjects without penalty shown in the University Calendar *and before the date shown in the Calendar for the end of the relevant semester*, shall be regarded as having presented for assessment and shall receive the result 'Fail - Late Cancellation'.
- (c) If the Registrar, on the advice of the Faculty, is satisfied that medical, compassionate, or other exceptional circumstances necessitate a student cancelling a subject, such cancellation may be granted without penalty even though the date of cancellation was after the final date for cancellation without penalty specified in the University Calendar.

Part V. DEFERRED EXAMINATIONS AND SPECIAL CONSIDERATION

12. *Failure to Attend for Examination at the Prescribed Date and Time*

Subject to the provisions of Rule 13, a student who fails to attend an examination which is shown on the examination form referred to in Rule 8 will be deemed to have sat for and failed the examination.

13. *Deferred Examination*

- (a) A student who for medical or compassionate reasons or other circumstances beyond the student's control, was, or will be, unable to sit for an examination may apply for a Deferred Examination. An Application for Deferred Examination must be lodged with the Registrar as soon as practicable, and in any case not later than the date prescribed in the University Calendar, and must be supported by suitable medical or other evidence in the form specified in Rule 15.
- (b) Should the medical or other evidence submitted in support of an Application for Deferred Examination be acceptable to the relevant Dean of Faculty, the student shall be granted a Deferred Examination.

14. *Special Consideration of Factors Affecting Examination Performance*

- (a) Candidates who consider that their performance in an examination has been adversely affected by illness, disability, bereavement or other exceptional circumstances may apply for special consideration. Such applications must be lodged with the Registrar as soon as practicable, and in any case by the closing dates specified in the current University Calendar. Such applications must be supported by medical or other evidence in the form specified in Rule 15.
- (b) The Registrar shall forward applications for special consideration to the relevant Dean of Faculty for determination. The Dean of Faculty may refer the application to the relevant chief examiner who, in consultation with the appropriate examiner or examiners, shall take such account of the information contained therein as is considered appropriate in deciding the result to be recommended for the candidate in the subject in question.
- (c) Notwithstanding Section (b) of this rule, Academic Boards may prescribe additional procedures to facilitate consideration of special consideration applications.

15. *Evidence in Support of Applications for Deferred Examinations and Special Consideration*

- (a) Medical Evidence: A candidate who applies for a Deferred Examination or for special consideration on medical grounds must submit a medical certificate from a registered medical or dental practitioner stating:
 - (i) the date on which the student was examined;
 - (ii) the nature, severity and duration of the complaint;
 - (iii) the practitioner's opinion of the effect on the student's ability to take, or to perform satisfactorily in, the examination.

A statement that the student was not fit for duty, or was suffering from 'a medical condition' will not be accepted.

- (b) Evidence other than medical evidence: A candidate who applies for a Deferred Examination or for Special Consideration on other than medical grounds must submit with the application a Statutory Declaration stating the disability or exceptional circumstances, which precluded the candidate from taking the examination in the appointed place and/or at the appointed time or which the candidate considers affected performance in the examination. The candidate should also furnish any corroborative evidence in support of the application.
- (c) A Deferred Examination may not be granted if in the opinion of the relevant Dean of Faculty more timely notice of difficulties would have permitted arrangements to have been made for the original examination to be taken close to the original time set down for the examination.
- (d) A Deferred Examination will not normally be granted to candidates who misread the Examination timetable.

Part VI. CONDUCT OF EXAMINATIONS

16. *Responsibility for Conduct of Examinations*

- (a) The Registrar shall be responsible for the conduct of all Central Examinations in accordance with the rules contained in this Part VI.
- (b) The relevant Head of Department shall be responsible to the Registrar for the conduct of Departmental Examinations in accordance with the rules contained in this Part VI.

17. *Entry to Examination Rooms*

- (a) All persons entering an examination room must provide proof of identity to the supervisor.
- (b) A person other than the candidate, supervisor, chief examiner or chief examiner's nominee, Head of Department, Registrar or Registrar's nominee, may not except with the permission of the supervisor enter an examination room during an examination session.
- (c) Except with the permission of a supervisor no person other than a supervisor, the Registrar or the Registrar's nominee may enter an examination room during the period of forty-five minutes immediately preceding an examination session set down for that room.
- (d) A person whether a candidate or not, who is given permission to enter or leave an examination room shall comply with all conditions on which the permission is given.

18. *Identification*

A candidate shall bring to the examination room the student

examination form and student card provided to each student and shall produce or keep displayed such information in accordance with any direction given by notice displayed in the examination room, by direction on an examination book, by a supervisor or otherwise.

19. *Places*

A candidate for an examination shall upon entering an examination room proceed without delay to such place as the candidate is or has been directed to occupy for that examination by a supervisor or by notice, or other means, and shall not leave that place except with the permission or by the direction of a supervisor. A supervisor may at any time direct a candidate to leave any such place and to occupy another place specified by the supervisor, and a candidate shall without delay comply with any such direction.

20. *Time for Departure*

- (a) A candidate may not leave an examination room before the end of the examination session without the permission of a supervisor.
- (b) Except in exceptional circumstances permission to leave an examination room will not be granted before the expiration of half the working duration of the examination.

21. *Candidates Not to Remove Papers*

A candidate shall not remove from the examination room any worked script or other paper provided for use during the course of the examination (other than the question paper supplied where this is authorised by the supervisor on advice from the examiner) or other material the property of the University.

22. *Cheating*

- (a) A candidate shall not cheat or attempt to cheat in any examination.
- (b) A person whether a candidate or not shall not do anything intended to assist any other person sitting for an examination to cheat or otherwise defeat the purposes of the examination.

23. *Candidate not to Communicate with Others*

A candidate shall not during an examination session communicate by word or otherwise with any other person except a supervisor, examiner or examiner's nominee, or assist any other person to communicate with another person, or willingly receive a communication from any person other than a supervisor, examiner or examiner's nominee.

24. *Unauthorised Material not to be brought into the Examination Room*

A candidate shall not bring into an examination room anything whatsoever which conveys or is capable of conveying information concerning or otherwise has reference to any subject or is such that it may reasonably give rise to suspicion that it is capable of

conveying information concerning or of having reference to any subject or that it was intended by the candidate to do so. It is immaterial that the subject is not a subject to which the examination relates.

It shall be sufficient answer to any alleged breach of this rule if the candidate establishes that anything brought by the candidate into an examination room was -

- (a) declared as permissible by the examiner and is so indicated on the examination paper, or
- (b) brought in with the permission of the supervisor, or
- (c) deposited by the candidate within the room forthwith after entering it at a place designated by the supervisor as a place where such thing may be deposited.

25. *Candidate to Comply with Directions*

- (a) A candidate shall comply with all directions to candidates set forth on the examination book or such other examination material supplied or set out on any notice displayed in the examination room and shall without delay comply with any reasonable direction given by the supervisor.
- (b) A candidate's behaviour shall not be such as to disturb or distract or adversely affect any other candidate.
- (c) In the event of breach or default by a candidate under or in respect of 25(a) or 25(b) the supervisor may require the offending candidate to leave the examination room and failure by the candidate to do so shall be deemed to be a breach of discipline and the student may be dealt with under By-law 9(2).
- (d) All such exclusions shall be reported immediately to the Registrar or in his absence the Deputy Registrar or officer designated by the Registrar to conduct the examination and the Registrar, Deputy Registrar or other officer after hearing the supervisor the candidate and any relevant evidence may either confirm or rescind the exclusion.

26. *Supervisors Powers of Inspection and Enquiry*

- (a) A supervisor may require a candidate to show by such means as the supervisor may specify and as the supervisor considers appropriate to the circumstances that the candidate does not possess or in any way have available any such thing as is specified under Rule 24 or that the candidate is not committing or has not committed a breach of Rules 22 or 23 and the candidate shall comply without delay with such requirement.
- (b) If a supervisor considers that unauthorised material has been brought into the examination room, the supervisor may confiscate such material together with worked scripts completed to that time. The supervisor shall submit any material so confiscated to the Registrar or the Registrar's nominee for investigation.

Part VII. PLAGIARISM

Plagiarism is the act of taking and using another's work as one's own. Where plagiarism occurs in items of assessment contributing to the result in a subject it shall be regarded as, and treated in the same manner as, cheating in an examination. For the purpose of these rules any of the following acts constitute plagiarism unless the work is acknowledged:

- (a) copying the work of another student;
- (b) directly copying any part of another's work;
- (c) summarising the work of another;
- (d) using or developing an idea or thesis derived from another person's work;
- (e) using experimental results obtained by another.

27. *Plagiarism*

A student shall not plagiarise in any assessment exercise.

Part VIII. PENALTY FOR BREACH OF RULES

28. *Penalties*

- (a) If a candidate commits a breach of any rule contained in Parts VI and VII of these rules, the candidate may be dealt with under By-law 9(2) or 9(3).
- (b) A candidate who commits a breach of a rule contained in Parts VI and VII of these rules shall be liable in addition to any other penalty to incur the following penalties.

For a first breach -

- (i) the award of a low fail result in the subject concerned, or
- (ii) the award of low fail results in all subjects in which the student would have received final results in the same academic semester.

For a further breach -

- (i) exclusion from the University for a period, or
- (ii) permanent exclusion from the University.

A candidate incurring either of these last mentioned penalties resulting in exclusion from the University shall have a right of appeal to the Council.

- (c) Any complaint that a student allegedly breached a rule contained in Parts VI or VII of these rules shall be referred to the Registrar, or an officer delegated by the Registrar to deal with examination matters, to determine whether the complaint should be investigated. The Registrar, or other officer, shall notify the Vice-Chancellor of any alleged breach which it has been resolved should be investigated. The Vice-Chancellor may in writing require the student to show cause within not less than seven days from the date of such

requirement why penalty should not be imposed under this rule. In the event of the student failing to show cause, acceptable to the Vice-Chancellor, the Vice-Chancellor may impose a penalty as provided for in this rule 28.

- (d) Any penalty imposed under this rule shall be communicated to the relevant Dean of Faculty for information.

Part IX. ASSESSMENT OF RESULTS

29. *List of Candidates*

The Registrar shall supply to each examiner or Head of Department/School a list of candidates for whom a result is required in each subject. Such list shall be referred to as the Examiner's Return.

30. *Duties of Examiners*

The Examiners shall furnish to the Head of Department/School offering the subject through the Chief Examiner where such is appointed -

- (a) The Examiner's Return amended to show -

- (i) such details of each candidate's performance as may be required by the Head of Department/School or Chief Examiner;
- (ii) a statement of those from whom no script was received;
- (iii) the name of any candidate who submitted a script and whose name was not included in the list supplied by the Registrar.

- (b) the examiner's recommended grade lines.

31. *Powers and Duties of Head of Department/School offering subjects*

Prior to the consideration of results by Academic Boards, the Head of Department/School may approve or vary the percentage or result recommended for each candidate, provided always that, before making such a variation, the Head of Department/School shall advise the examiner concerned of the variation proposed and consider any representation that the examiner may wish to make.

32. *Provision of Information to Academic Boards*

On the basis of the results furnished by the Head of Department/School offering subjects, the Registrar shall provide to each Academic Board -

- (a) For each subject offered by a Department or School within the Faculty and which is being assessed in the current examination period, a list showing the result recommended for each candidate, and an analysis of the recommendations showing the numbers of each grade of pass or failure recommended; and
- (b) For each course administered by the Faculty, a list of the students enrolled showing the recommended result for each subject in which the student is enrolled.

33. *Powers and Duties of an Academic Board in relation to subjects offered by the Faculty*
- (a) The Academic Board shall review the recommended grade lines for each subject offered by the Faculty and the recommended result for each candidate and shall determine the final result in terms of the grade of result set out in Part IX of these rules to be recommended to each Academic Board which administers a course or courses having candidates enrolled in those subjects.
 - (b) *Application of Academic Board Policy*
Where an Academic Board has prescribed a policy which requires an adjustment of results the Dean of Faculty, before submitting results recommended for each candidate to the Academic Board, shall adjust the recommended grades in any subject in accordance with that policy, and shall report any adjustment so made to the Academic Board.
34. *Powers and Duties of an Academic Board in relation to students undertaking courses administered by the Faculty*
- (a) The Academic Board shall review the results recommended for each student in the course and, in terms of the approved course rules and such policy as has been set down by the Academic Board, shall determine -
 - (i) whether action should be taken to amend a recommended result in terms of Rule 34(b)(iii);
 - (ii) whether the candidate shall be granted conceded passes in subjects in which passes have not been granted;
 - (iii) whether the candidate shall be granted supplementary examinations or shall be required to submit for such other additional means of assessment as the Academic Board shall determine.
 - (b) In reviewing the results for each student undertaking one of its courses an Academic Board may only determine a result different from that recommended by the Academic Board offering the subject in one of the following ways -
 - (i) in accordance with Rule 34(a)(ii);
 - (ii) in accordance with Rule 34(a)(iii);
 - (iii) after advice to the Head of Department/School offering the subject, or the Chief Examiner, of the intended variation to the candidates result and only after consideration of any matters which that Head of Department/School or Chief Examiner may wish to place before the Academic Board.
 - (c) Where an Academic Board administering a course has determined a policy in relation to the assessment of examination results it may delegate to a Committee of the Board the authority to exercise its powers under these rules. All such

authority exercised on behalf of the Board must be consistent with the policy laid down by the Board and all decisions made by the Committee must be reported at the next meeting of the Board.

35. *Powers of Alteration*

A result determined by the Academic Board administering a course, and a decision concerning the granting of supplementary examination to a candidate may be altered by the Dean of Faculty administering the course with the concurrence of the Head of Department/School or Chief Examiner concerned -

- (a) to correct a patent error, or
- (b) to make the result or decision accord with the result or decision which the Dean of Faculty and the Head of Department/School, Chief Examiner and where possible the examiner, are satisfied would have been confirmed or made by the Academic Board if it had considered relevant circumstances which were not considered by the Board.

Any such alteration and the reasons therefore shall be reported to the Academic Board at its next meeting, and shall be reported to the Registrar for the purpose of amending the student's academic record.

36. *Grading of Results*

- (a) A pass in each subject may be designated as a High Distinction (HD), Distinction (D), Credit (C) or Pass (P).
- (b) Where the Academic Board administering the course so determines in accordance with Rule 33 a Pass Conceded (Q) may be awarded in a subject.
- (c) Where the Academic Board administering the course so determines, all candidates gaining a pass in a subject may be awarded with a result of Pass - Non Graded (R).
- (d) Where the Academic Board administering the course so determines, all candidates in a subject may be assessed as having Satisfactorily Completed (G), or Not Satisfactorily Completed (Z) the subject.
- (e) Where students have been granted supplementary examinations in subjects, they may not subsequently be awarded with a grade higher than Pass - Supplementary (T) in those subjects.
- (f) Where students have been granted deferred examinations they may be awarded passes in terms of High Distinction (HD), Distinction (D), Credit (C), Pass (P), Non-Graded Pass (R), Satisfactorily Completed (G) or Pass Conceded (Q).
- (g) A fail in each subject will be designated as a Fail (N) or Low Fail (L) except that where candidates have no assessment in subjects they will be awarded Fail - No Assessment Undertaken (X) or where students notify of their withdrawal from

subjects after the official cancellation date and they are not granted cancellation without penalty they will be awarded Fail - Late Cancellation (K) or where students are not successful at a supplementary examination they will be awarded Fail - Supplementary (M).

37. *Unfinalised Results*

(a) *Withheld Results*

Where candidates have failed to comply with the Rules pertaining to a particular subject or course, irrespective of whether they have been permitted to sit for the relevant examinations or not, or where the Academic Board administering the course decides that further assessment is desirable before release of candidates final results, such results in either a particular subject or all of the subjects may be withheld at the discretion of the Academic Board until the candidates have fulfilled all requirements to the satisfaction of the Academic Board.

In such cases, the Registrar shall advise the student in writing to contact the Head of Department/School offering the subject to ascertain exact requirements to enable the final result to be issued. Except in the case of the Academic Board administering the course having decided that further assessment is desirable before release of a final result, the student shall be given the opportunity to show cause to the Registrar why the result should not be withheld.

(b) *Finalisation of Results*

Where a deferred examination or a supplementary examination is conducted as a Central Examination the Academic Board administering the course in which the student is enrolled must notify the Registrar of the final result within seven days of the date of the Central Examination.

In the case of all other unfinalised results, the Academic Board administering the course in which the student is enrolled must notify the Registrar of a final result, in the case of a result pertaining to the Spring semester, no later than the last Friday in January of the succeeding year, and in the case of a result pertaining to the Autumn semester, no later than two weeks after the commencement of the following Spring semester.

In exceptional circumstances and with the approval of the Academic Board, a result may remain unfinalised until the end of the sixth week of the succeeding semester. In such a case the Academic Board must inform the Registrar in writing of the reason for the delay in the finalisation of the result.

38. *Approval of Release of Results*

- (a) The Dean of Faculty shall certify to the Registrar the final results in respect of each candidate in the Faculty after all authorities have carried out their functions and exercised any powers given them under these Rules.

- (b) Following certification of results by the Dean of Faculty these will be released at the direction of the Registrar.

Part X. REVIEW OF RESULTS

It is University policy that students may seek a Review of Results in final examinations. Final examinations include Central Examinations, Supplementary Examinations, Deferred Examinations and end of semester/end of year Departmental Examinations.

The University's minimum requirements to be applied in any such review are that marks originally given for each part of each question are consistent with the answer (as opposed to the Lecturer making a new judgement in isolation), that all sections have been marked, and that the aggregate marks for the paper were accurately compiled.

39. *Application for Review of Results in Central Examinations and End of Semester/End of Year Departmental Examinations*

The papers submitted by a candidate in any Central Examination, Supplementary Examination, Deferred Examination, end of semester/end of year Departmental Examination shall be reviewed on request lodged by the candidate with the Registrar not later than the date prescribed in the Calendar in the case of end of semester/end of year examinations, or within seven days of posting results in the case of Deferred or Supplementary Examinations, and on payment of a fee prescribed by the Council.

40. If, on review, a higher grade of pass or a pass in place of a failing grade is awarded to the candidate, the fee so paid shall be refunded.

Part XI. UNSATISFACTORY ACADEMIC PERFORMANCE

The following Rules 41 to 46 apply only to students who are registered in an approved course of study. Unregistered Students must apply for enrolment each year and their applications may be accepted or rejected by the Registrar on the recommendation of the relevant Head of Department.

41. *Probationary Enrolment*

A student shall be placed on probationary enrolment if either -

- (a) the student has in the most recent semester failed a subject which has been failed previously;
or
- (b) the student is on probationary enrolment and during that period of probationary enrolment has failed a subject which has been failed previously;
or
- (c) the student has a weighted grade average of less than 3.0 in the course in which he or she is enrolled, provided that the weighted grade average in the most recent semester was at least 1.00;

or

- (d) the student has during an academic year undertaken as part of the QUT course two or more subjects from an external institution and has failed more than half of such external subjects.

For the purpose of Rule 41(a) and 41(b) a subject is uniquely identified by the subject code. Where a subject code has been changed to indicate a change in the Faculty or department responsible for the subject, the subject will be deemed to be the same subject for the purpose of Rule 41(a) and (b).

The Registrar shall notify all students who have been placed on probationary enrolment.

42. *Terms of Probationary Enrolment*

- (a) A student placed on probationary enrolment at the end of Autumn semester shall remain on probationary enrolment for the duration of the following Spring semester. A student placed on probationary enrolment at the end of Spring semester shall remain on probationary enrolment for the duration of the following Autumn and Spring Semesters.
- (b) If a student cancels or lapses enrolment while on probationary enrolment, any subsequent enrolment in that course shall be a probationary enrolment. For the purposes of Rule 43 the terms of probationary enrolment before and after the period of lapsed enrolment shall be counted as one period of probationary enrolment.
- (c) A student on probationary enrolment is required to enrol as the Head of Department directs.
- (d) The Registrar shall advise all students on probationary enrolment that they should discuss their progress with the Head of Department or his nominee.

43. *Exclusion*

- (a) At the end of each academic year, the Academic Board responsible for the course shall review the academic performance of each student enrolled in the course.
- (b) The Academic Board may exclude a student from further enrolment in the course if the student is eligible for a second or subsequent period of probation in the course.
- (c) The Academic Board may exclude a student from further enrolment in all courses or a specified group of courses offered by the Faculty if the student is eligible for probationary enrolment and either has had at least two periods of probationary enrolment in courses offered by the University or has been excluded from another course offered by the University.
- (d) On the recommendation of the Academic Board the Academic Assembly may exclude a student from further enrolment in all courses offered by the University if the student is eligible

for exclusion from a course under Rule 43(b) and also has been excluded previously from a course in another Faculty.

- (e) The Registrar shall notify all students who have been excluded under Rule 43(b), (c) or (d) by registered mail.

44. *Right of Appeal*

- (a) A student who is excluded under Rule 43 shall have the right of appeal to Council. All appeals against exclusion shall be lodged in writing with the Secretary of Council. Each letter of appeal must state the grounds and reasons for appeal and must be delivered or posted so as to reach the Secretary of Council within fourteen calendar days of the date appearing on the Registrar's letter advising the student of the exclusion.
- (b) Each appeal is forwarded in the first instance to the Academic Board which recommends to Council whether the appeal should be upheld or dismissed. Where the Academic Board recommends that the appeal be dismissed the appeal shall be considered by the Appeals Committee of Council, which shall recommend to Council whether the appeal should be upheld or dismissed.
- (c) When an appeal against exclusion is upheld, the student shall be placed on probationary enrolment for the remainder of the academic year under the terms set out in Rule 42.

45. *Readmission After Exclusion*

- (a) A student excluded under these Rules may apply for and be considered for readmission. Such readmission shall not take place until at least four semesters have elapsed since exclusion.
- (b) An application for readmission after exclusion shall be made in writing to the Registrar no later than two months prior to the commencement of the semester in which readmission is sought.
- (c) Applications for readmission shall be considered by the Academic Board responsible for the course from which the student was excluded. In considering applications the Academic Board may take into account changed circumstances, for example, academic and/or vocational performance since exclusion, maturity and motivation.
- (d) A student readmitted under these rules shall be placed on probationary enrolment for the remainder of the academic year under the terms set out in Rule 42.
- (e) At the end of the academic year, the Academic Board shall review the academic performance of each student readmitted to the course during that year. If a student has obtained a Weighted Grade Average since readmission of less than 3.50, the student may be excluded under Rule 43.
- (f) If the student is permitted under Rule 43(e) to proceed with the course, in subsequent years the student is subject to Rule

41. For the purposes of Rule 41, subjects failed prior to the period of exclusion and the Weighted Grade Average prior to the period of exclusion shall be taken into account.

46. Maximum Time in Which to Complete an Award

- (a) In order to obtain an award, the student must successfully complete the requirements for the award as specified in the rules for the course within a maximum number of calendar years as set out below:

Course - (Maximum Time)

Bachelor degree level courses (excluding combined degrees)
- (10 years)

Combined bachelor degree level courses - (11 years)

Diploma level courses (excluding post-basic nursing courses)
- (10 years)

Post-basic Nursing diploma courses - (4 years)

Associate Diploma level courses - (7 years)

Post-graduate Diploma level courses with normal duration of one year full-time, or two years part-time - (4 years)

Post-graduate Diploma level courses with normal duration of three years part-time - (5 years)

Master degree level courses (course work) - (6 years)

Master degree level courses (by research and thesis) as prescribed in relevant course rules

For the purposes of Rule 46, the length of time over which the student has acquired credit in the course is taken as the elapsed time in calendar years from the first day of the semester in which the student completed a valid semester of enrolment to the most recent subject attempted in the course, exclusive of exemptions granted, irrespective of periods of exclusion or periods of absence whether approved or not.

- (b) If the time over which the student has acquired credit in the course equals the maximum time specified in Rule 46(a), and the student has not completed the requirements for the award, the student shall be excluded from further enrolment in the course.
- (c) The Registrar shall notify all students excluded under Rule 46(b) by registered mail.
- (d) A student who is excluded under Rule 46(b) shall have the right of Appeal to Council. All appeals against exclusion shall be lodged in writing to the Secretary of Council. Each letter of appeal must state the grounds and reasons for appeal and must be delivered or posted so as to reach the Secretary of Council within 14 calendar days of the date appearing on the Registrar's letter advising the student of exclusion.

- (e) Each appeal is forwarded in the first instance to the Academic Board which recommends to Council whether the appeal should be dismissed or whether the student should be permitted to continue enrolment in the course for a specified period provided that the student undertakes such subjects, special examinations or other requirements as the Academic Board may determine to be appropriate in order for the student to complete the requirements of the award. Where the Academic Board recommends that the appeal be dismissed, the appeal shall be considered by the Appeals Committee of Council. If the Appeals Committee recommends that the appeal be upheld, the appeal shall be referred back to the Academic Board to determine the conditions under which the student may complete the course requirements. The recommendation of the Academic Board and/or the Appeals Committee shall be forwarded to Council for approval.
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RULES RELATING TO THE APPEALS COMMITTEE

1. General

- (a) The Appeals Committee of Council will comprise -
 - Deputy Director (Chairman)
 - Three members of Council, one of whom shall be a student
 - Two academic staff from different Faculties appointed by the Academic Assembly
 - One student nominated by the QUT Union
 - Head of Counselling
- (b) The Committee will consider all appeals against the imposition of penalties under the provision of Rule 28(b), Rule 43 and Rule 46 of the University's General Examination Rules and will communicate its findings and recommendations in writing to Council for approval.
- (c) All appeals against the imposition of penalties under Rule 28(b), Rule 43 and Rule 46 of the University's General Examination Rules shall be lodged in writing with the Secretary of Council. Each letter of appeal must state the grounds and reasons for appeal and be delivered or posted so as to reach the Secretary of Council within fourteen (14) calendar days of the date appearing on the letter advising the students of the penalties imposed.

2. Appeals Under Rule 28

- (a) In reaching its findings and recommendations, the Committee shall have regard only to the following matters -
 - (i) whether the original decision to exclude the candidate from the University was correct in terms of the provisions of General Examination Rule 28;

- (ii) whether the procedures set out in General Examination Rule 28 were properly carried out;
 - (iii) the severity or otherwise of the penalty imposed.
2. *Appeals Under Rule 43 and Rule 46*
- (a) An academic staff member on the Committee shall stand down from the Committee during the hearing of an appeal made by a student from the Faculty on which the staff member serves.
 - (b) In reaching its findings and recommendations, the Committee shall have regard only to the following matters -
 - (i) whether the penalty imposed under General Examination Rule 43 or Rule 46 complies with the provisions of that Rule and the policy of the relevant Academic Board in relation to that Rule;
 - (ii) whether the procedures set out in General Examination Rule 42 were properly carried out;
 - (iii) the severity or otherwise of the penalty imposed.
 - (iv) mitigating circumstances advanced by or on behalf of the student in the appeal.

RULES RELATING TO NON-RELEASE OF EXAMINATION RESULTS

1. Subject to the following Rules, the Registrar, acting on the recommendation of a Dean of Faculty, the Chief Librarian, the Computer Manager, the Bursar or other officer authorised by Council, may approve that a student's examination results for a specified semester or year not be published or released to the student. The student shall be advised in writing of the Registrar's decision.
2. A Dean of Faculty, the Chief Librarian, the Computer Manager, the Bursar or other authorised officer may recommend that a student's examination results not be published or released if, by the last day of a semester's examination period as prescribed in the University Calendar -
 - (a) the student fails to return to the University equipment which the student has borrowed from the University and which is overdue for return; or
 - (b) the student fails to meet a debt or obligation to the University where such class of debt or obligation has been deemed by the Council to warrant the non-release of examination results.
3. In these Rules the term 'equipment' means all physical stock including computer hardware and software, library books and other library materials.

4. The Registrar shall, upon receipt of advice from the Dean of Faculty, Chief Librarian, the Computer Manager, the Bursar, or other authorised officer that a student has returned all overdue items of equipment, made adequate restitution in lieu of the return of overdue equipment or met a debt or obligation to the University as defined in Rule 2(b) above, cause the student's examination results to be released as soon as is practicable.
 5. A student whose examination results have not been released, pursuant to a decision of the Registrar under these Rules, may appeal to the Vice—Chancellor against the decision of the Registrar. The appeal, setting out the grounds and reasons therefore, must be made in writing and be lodged with the Vice-Chancellor not more than fourteen days after the date appearing on the letter advising the student of the Registrar's decision.
 6. The Vice-Chancellor shall consider the appeal, making such enquiries as he or she deems necessary, and shall advise the student in writing of the results of the appeal.
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**QUEENSLAND UNIVERSITY OF TECHNOLOGY
LIBRARY RULES**

1. Authority of Chief Librarian
2. Library Usage
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QUT MAIN LIBRARY RULES

1. *Authority of the Chief Librarian*

The Library shall be administered by the Chief Librarian. Subject to the overall control of the Vice-Chancellor and the University Council, the Chief Librarian shall -

- (a) Prescribe the procedures to be followed by Library users;
- (b) Exercise disciplinary authority with respect to the behaviour of users of the Library;
- (c) Exercise disciplinary authority with respect to the preservation, consultation and loan of library materials.

2. *Library Usage*

(a) *Entitled Users*

- (i) Subject as below, the Chief Librarian may permit any person to use any facility of the Library and determine the conditions under which such use is permitted. Failure to comply with any such conditions shall be a breach of these Rules.
- (ii) The following are entitled to use the Library for study and research -
 - Students of the University;
 - Staff of the University;
 - Members of the University Council;
 - Special users who are -
 - reciprocal users (as defined in written agreements with QUT);
 - any other person or group approved by the Chief Librarian.
- (iii) The Chief Librarian may make a charge to any user or users for library materials, services or other facilities, in accordance with the Schedule of Charges attached to these Rules. Any amendment to the Schedule of Charges is to be approved by the Vice-Chancellor and the University Council.
- (iv) Any person entitled or given approval to use any facility of the Library may be required to complete and sign a registration card undertaking to comply with the Rules.
- (v) Any person entitled or given approval to use any facility of the Library, and wishing to do so, must obtain a QUT Library Membership Card or a QUT Identity Card, whichever is appropriate.

(b) *Hours of Opening*

The hours during which the Library shall be open shall be prescribed by shall be open shall be prescribed by the Chief Librarian, subject to the approval of the Vice-Chancellor,

and posted at the entrance to the Library. Prior notice through normal University channels will be given of any change in the hours of opening.

(c) *Rules for General Conduct*

- (i) No person shall in the Library behave in a manner which, in the reasonable opinion of any Librarian on duty, is not a proper manner and a proper use of the Library, or which interferes with the comfort or convenience of, or the use of the Library by other persons.
- (ii) No person may eat or drink in the Library except in such areas as are specifically set aside by the Chief Librarian for any of these purposes. No animals may be brought into the Library.
- (iii) Bags, cases or other material may be brought into the Library, but must be offered for inspection on leaving the Library if requested by a member of the Library staff.
- (iv) No person may reserve a seat in a general reading area, except in Closed Carrels. Articles left unattended in the Library for more than 30 minutes may be removed by Library staff. The University, Chief Librarian and Library staff shall have no responsibility for personal belongings left in the Library.
- (v) An atmosphere of quiet must be maintained in the Library so that it is at all times a place conducive to independent study and quiet reading. Silence must be kept in the main reading areas and conversation restricted to the Seminar rooms and other specified areas.

(d) *Borrowing Responsibilities*

- (i) A current Identity Card is necessary for borrowing Library materials and should be carried at all times.
- (ii) A borrower is responsible for safe-keeping and return of the materials borrowed by him or her from the Library.
- (iii) All borrowers must complete the appropriate procedures for each item borrowed.
- (iv) All items on loan must be returned on or before the last date stamped on the date due slip or where appropriate, before the expiration of a recall notice.
- (v) Names of borrowers will not be revealed without the borrower's consent.
- (vi) Borrowers are responsible for notifying the Library of any change of address.

(e) *Loans*

- (i) Restrictions may be placed on the number of items

which a user may have on loan at any one time.

(ii) *Books*

The usual loan period for books is four (4) weeks, normally renewable once. From time to time, certain items may be placed in the Limited Access Collection (i.e. for use only in the Library) or on Short Term Loan (i.e. for a one (1) week non renewable loan period).

In addition, loan periods for certain items may be adjusted in accordance with patterns of use in an effort to ensure equitable distribution.

(iii) *Extended Book Loans*

With the approval of the Chief Librarian, full-time academic staff may borrow, for one extended period only, books required in the planning of courses or subjects. Requests for extended loans must be submitted in writing. Extended loans will not be renewed. Extended loans normally will be from 1st December to 31st July of the following year, or from 1st June to 30th November of the same year.

(iv) *Periodicals*

Unbound issues of periodicals (other than current issues or issues on display) may be borrowed by staff for one week. Loans of periodicals are not renewable. Monographic Series (e.g. *Advances in . . .*) may be borrowed by staff and students for one week. Loans of Monographic Series are not renewable.

(v) *Audio-Visual*

Most types of audio-visual materials, with the exception of films and video, may be borrowed for two (2) weeks by staff and students.

Films and video may be borrowed by staff only for a period of one (1) week.

Audio-visual loans are not normally renewable.

(f) *Limited Access Collection*

(i) Only QUT students and staff and other persons approved by the Chief Librarian may use the Limited Access Collection.

(ii) No items borrowed from the Limited Access Collection may be removed from the Library, except as specified in Clause 2(f)(iv) below.

(iii) The Normal loan period is two (2) hours which is renewable if demand permits. Overnight loans are permitted from half an hour before closing time until half an hour after opening time the next day.

(iv) Students and staff must leave their QUT Identity Card as a deposit before being permitted to remove any item from the Limited Access Collection.

(g) *Non-Loanable Materials*

Non-loanable materials are as follows -

- (i) Reference works;
- (ii) Maps and Charts;
- (iii) Theses;
- (iv) Bound volumes of periodicals;
- (v) Newspapers;
- (vi) Other designated special collections.

3. *Penalties etc.*

(a) *General*

- (i) A charge under these Rules shall be a debt to the University.
- (ii) Subject as below, penalties ie. reprimand, fines, withdrawal of borrowing privileges, exclusion from the library or other specified sanction, for breaches of these Rules may be imposed by the Chief Librarian on any user.
- (iii) Penalties (as specified in 3(a)(ii) above) may be waived by the Chief Librarian in special circumstances.
- (iv) The Registrar, acting on the recommendation of the Chief Librarian, may refuse to publish or release a student's examination results for a specified semester or year when the student fails to return a borrowed item which is overdue or fails to meet a debt to the University.

(b) *Reprimand*

Failure to observe these Rules may incur a reprimand from the Chief Librarian or the Senior Librarian on duty, together with a warning against repetition of the offence.

(c) *Fines for Late Returns*

- (i) *All loans other than Limited Access or Short Term Loans*
 - When a item is overdue, an overdue notice will be sent to the borrower;
 - If an item is returned late, a fine will be imposed at the rate of 25c. for each day that the item is overdue from the date due, up to a maximum of \$25.00.
- (ii) *Limited Access Collection Loans*

A fine of 50c. per hour will be imposed for each hour or part thereof that an item is late, up to a maximum of \$25.00.
- (iii) *Short Term Loans*

A fine of 50c. per day, per item, will be imposed for each day the item is late, up to a maximum of \$25.00.

(d) *Loss of Borrowing Rights*

A user's borrowing rights may be withdrawn if one item or more is overdue. Once borrowing rights have been removed they will not be restored until the overdue item/items are returned and the accrued fines are paid.

(e) *Library Material Lost or Damaged in the Care of the Borrower*

(i) *Lost Material*

If an item appears to be lost, the loss must be reported to the Lending Services Desk Clerk or the Lending Services Librarian. If an item is not returned within 5 weeks of the date stamped on the due date slip, the item is presumed lost. If after a reasonable search by both Librarian and borrower the item cannot be found and proof of return cannot be shown, the borrower shall be responsible for the replacement cost plus a processing charge of \$10.00 per item, up to a maximum of \$100 per item, to be paid within 14 days of date of notification.

(ii) *Damaged Material*

If an item is returned from loan damaged, the borrower shall be responsible for its replacement cost, whether of the whole or part of the item, together with a processing charge of \$10.00 up to a maximum of \$100.00 per item, to be paid within 14 days of notification.

(f) *Exclusion*

- (i) Any person who fails to observe these Rules or who disfigures or damages any document or other Library facility may be excluded from the Library for up to one semester and shall be responsible for any damage caused.

4. *Appeals*

- (a) Any person upon whom a penalty (as defined in 3(a)(ii) hereof) has been imposed may, within fourteen (14) days of the imposition, challenge the imposition of the penalty and/or appeal against the imposition of the penalty, and any action which may be taken under Section 3 will be suspended pending determination of the challenge or appeal.

(i) Any challenge or appeal should in the first instance be made in writing to the Registrar.

(ii) An appeal against a decision of the Registrar must be made in writing within seven (7) days to the Vice-Chancellor.

(iii) On appeal, the Registrar or the Vice-Chancellor, as the case may be, if there are extenuating or exceptional circumstances, may allow the appeal or reduce or waive the penalty.

5. *Library Copying and Copyright*

(a) *Permissible Copying*

Unless otherwise permitted by the Copyright Act 1968, unauthorized copying of a work in which copyright subsists may infringe the copyright in that work. A copyright owner is entitled to take legal action against a person who infringes his or her copyright.

Under Section 40 of the Copyright Act 1968, it is a fair dealing to make a single copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion.

Certain University copying facilities are designated as 'multiple copying facilities'. These 'multiple copying facilities' are situated within the University Library, the Printing Centre and the Faculty of Law only and specifically identified on an adjacent notice.

(b) *Non-Copyright Material*

There is no restriction on the copying of non-copyright material. Aside from personal papers, readers may be required to establish that the copies they have made are non-copyright matter. In some cases a statement is made on a publication permitting copying. Otherwise readers should assure themselves BEFORE making copies that they have the necessary authority OR are acting within the meaning of the Copyright Act 1968.

6. *Notices*

Any notices to be given to a person under these Rules shall be deemed to be sufficiently given if sent to him or her by mail at his or her address registered with the Library and shall be deemed to have been received by the person to whom it is addressed in the ordinary course of the post.

7. Schedule of Service Charges

Service	User Category	Conditions
1. Literature (Citation) Searching on online systems	QUT Staff	No charge, subject to the search being for QUT teaching or QUT supported research.
	(a) Comprehensive QUT Postgraduates	No charge, provided searches approved by the Head of Department as being an essential part of a program of study.
	QUT Undergraduates	If engaged in major project as for postgraduates. Otherwise, as for non QUT
	Non-QUT	<i>Overseas databases</i> - \$7.00 per minute of keyboard time plus print costs. <i>Australian databases</i> - \$5.00 per minute of keyboard time, plus print costs.
(b) Limited	QUT Staff and students	\$15.00 per search (minisearch) \$30 per search (basic search)
2. Numeric data searching on online systems	QUT staff and students (as in 1(a))	No charge, subject to the search being for QUT teaching or QUT supported research
	Non QUT	\$35.00 base charge plus \$7 per minute keyboard time and offline plot costs
3. Manually prepared Bibliographies	QUT staff and students	No charge, subject to the search being for QUT teaching or QUT supported research
	Non QUT	By negotiation (based on preparation time)
4. (a) Loans (other than films) from QUT	QUT staff and students	No charge
	QUT Graduates	\$15.00 per year
	Non QUT individuals	\$20.00 per year
	Companies (up to 3 borrowing)	\$50.00 per year
(b) Loans (film)	QUT staff - teaching purposes	No charge
	QUT staff - Continuing Education & Consultancy	\$25

	Other specified tertiary institutions	Reciprocal Arrangements
	Other organisations	\$25
	QUT students	Not available
	Non QUT individuals	Not available
(c) Obtaining materials held by QUT Library	QUT staff	Services provided in special circumstances
	QUT students	Cost subject to negotiation
	Non QUT	\$6 per item
(d) Obtaining materials not held by QUT Library	QUT staff	No charge, subject to loan being for QUT teaching or QUT supported research
	QUT students	No charge. (Request must be supported by supervising academic staff member)
	Non QUT	\$10.00 plus costs for first request, \$5.00 plus costs for each subsequent
(e) Loans (film) from other collections	QUT staff - teaching purposes	No charge
	QUT staff - Continuing education & Consultancy	\$25 plus costs
	QUT students	Not available
	Non QUT	Not available
5. Online access to QUT Library data base	QUT staff and students	No charge subject to access being for QUT teaching or QUT supported research
	Non QUT	\$20 per hour connect time
6. Other services		
(a) Workspace facilities	QUT staff and students	No charge, provided room is wanted for QUT teaching or QUT supported research
	Non QUT	Charge per half day at discretion of Chief Librarian
(b) Displays	QUT staff and students	No charge for displays time to QUT teaching or QUT supported research
	Non QUT	By negotiation

FACULTY OF LAW LIBRARY RULES

1. *Definition*

In these rules the word 'Library' means the Law Faculty Library.

2. *Administration*

The Library shall be administered in accordance with these Rules by the Law Faculty Librarian under the direction of the Dean of the Faculty of Law.

3. *Reference Library*

The Library shall be a reference Library and, except in the case of material required for use in a Law Faculty Moot, or in any case approved by the Dean of the Faculty of Law, Library material or equipment shall not be removed from the Library.

4. *Hours of Opening*

The hours during which the Library shall be open shall, after consultation with the Chief Librarian, be prescribed by the Dean of the Faculty of Law, subject to the approval of the Vice-Chancellor, and shall be posted at the entrance to the Library. Prior notice shall be given of any change in the hours of opening.

5. *Library Users*

(a) The following persons shall be entitled to use the Library for study and research -

- (i) students of the University;
- (ii) staff of the University;
- (iii) members of the Council of the University;
- (iv) any other person approved in advance by the Dean of the Faculty of Law.

(b) Any person seeking approval to use the Library under Rule 5(a)(iv) must apply in writing to the Dean of the Faculty of Law.

(c) Any person wishing to use the Library must possess a QUT identity card or the written approval of the Dean of the Faculty of Law, whichever is appropriate, and must produce such card or approval upon request by the person on duty at the Reader Assistance desk.

6. *Conduct of Library Users*

(a) Briefcases and bags must not be taken into the Library. On leaving the Library, all material shall be offered for inspection at the request of the person on duty at the Reader Assistance desk.

(b) No person shall reserve a seat in the Library except in the discussion rooms. Articles left unattended in the Library for more than one hour may be removed by any member of the staff on duty in the Library.

(c) No person shall use more than five items of Library material at any carrel or table at a time.

- (d) Neither the Council of the University nor any of its employees shall be responsible for the safekeeping of personal belongings of Library Users.
- (e) No person shall smoke, eat or drink in the Library.
- (f) No person shall in the Library conduct himself in a manner which, in the opinion of the Law Faculty Librarian, the Assistant Librarian or the person on duty at the Reader Assistance desk, is not a proper manner and a proper use of the Library, or which interferes with the comfort or convenience of, or the use of the Library by, other persons.
- (g) No person shall mark, deface or otherwise damage or destroy any Library material, equipment, furniture or other property, or any part of the Library.

7. *Limited Access Collection*

Subject to Rule 3, a person entitled to use the Library may, upon application to the person on duty at the Reader Assistance desk and upon surrendering his QUT identity card or the written approval referred to in Rule 5(c), whichever is appropriate, as a deposit, use not more than two items from the Limited Access Collection for up to two hours at a time.

8. *Moots*

In the case of a Law Faculty Moot, authorised by the Dean of the Faculty of Law, the Law Faculty Librarian or the Assistant Librarian may allow material to be removed from the Library for use in such Moot.

9. *Copying and Copyright*

No person shall use any photocopier in the Library for a purpose which infringes copyright under the Copyright Act, 1968 (Cth). (The relevant sections of such Act are posted near each photocopier and a copy of the Act may be obtained on application at the Reader Assistance desk).

10. *Penalties*

- (a) Any person who commits a breach of any of Rules 3, 5, and 6 may be reprimanded and warned against repetition of the breach, and/or excluded from the Library for a specified period not exceeding seven days, by the Law Faculty Librarian, the Assistant Librarian or the person on duty at the Reader Assistance desk.
- (b) Any person who commits a breach of Rule 7 may be reprimanded and warned against repetition of the breach, and/or his privilege of using items from the Limited Access Collection may be withdrawn for a specified period not exceeding seven days, by the Law Faculty Librarian, the Assistant Librarian or the person on duty at the Reader Assistance desk.
- (c) Any person who marks, defaces or otherwise damages, or

destroys, any Library material, equipment, furniture or other property, or any part of the Library shall be liable for the cost of making good the damage or replacing the property, such cost to be determined by the Law Faculty Librarian.

- (d) Any person who imposes any penalty under Rule 10(a), (b) or (c) must, as soon as practicable thereafter, notify the Dean of the Faculty of Law in writing.

11. *Appeals*

- (a) Any person who is excluded from the Library or whose privilege of using items in the Limited Access Collection is withdrawn or who is liable for the cost of making good damage or replacing property under Rule 10 may, within seven days thereafter, appeal to the Dean of the Faculty of Law against the penalty, whereupon the penalty shall be suspended pending the determination of the appeal.
- (b) On such an appeal as is provided for by Rule 11(a) the Dean of the Faculty of Law may allow the appeal or dismiss the appeal or reduce or waive the penalty.
- (c) Any person who is excluded from the Library or whose privilege of using items in the Limited Access Collection is withdrawn or who is liable for the cost of making good damage or replacing property under Rule 10 who appeals to the Dean of the Faculty of Law and is dissatisfied with the decision of the Dean of Faculty may, within seven days thereafter, appeal to the Vice-Chancellor against such decision, whereupon the penalty shall be suspended pending the determination of the appeal.
- (d) On such further appeal as is provided for by Rule 11(c) the Vice-Chancellor may allow the appeal or dismiss the appeal or reduce or waive the penalty.

STUDENT GUILD FEE RULES

1. *Interpretation*

In these Rules unless the context otherwise indicates or requires:

'Full-time Student' means a student, including a member of staff of the University, who is enrolled at the University as a full-time student or such other person or persons as the council may from time to time determine.

'Part-time Student' means a student, including a member of staff of the University, who is enrolled at the University as a part-time student or such other person or persons as the council may from time to time determine.

'Sandwich Student' means a student, including a member of staff of the University, who in a particular academic year is enrolled at the University on the basis of attendance on a full-time basis for

one of two semesters, and is required to undertake specified practical training, with or without, part-time study for the remaining semester.

'*Guild Fees*' means such fees as may be prescribed by the Council for membership of the Queensland University of Technology Student Guild.

'*Enrolment*' means application for registration as a student of the University, and includes both New Enrolments and Re-enrolments.

2. *Fees to be Paid*

Unless the Council otherwise directs, Guild Fees shall be paid at the time of submitting an enrolment or re-enrolment, on or before the following dates:

- (a) in the case of a student applying for re-enrolment or of a student applying for enrolment for the first time in a post-graduate course by the date indicated in the University Calendar.
- (b) in the case of a student applying for enrolment for the first time in a bachelor degree, diploma, or associate diploma course -by the date specified on the Acceptance of Offer Form forwarded to the student.

3. *Consequences of Non-payment*

- (a) If Guild Fees payable by a student have not been paid at the time of lodging an enrolment, the Registrar may refuse to accept such enrolment.
- (b) Any student whose enrolment is not accepted under the provisions of Sub-Rule (a) of this Rule may re-apply for enrolment, up to and including the final date for submission of late enrolments as specified in the University Calendar, subject to the conditions specified in Sub-Rule (a) of this Rule.
- (c) Without limiting the effect of Sub-rule (a) of this Rule, a student who has not paid all Guild Fees due and payable by him and who satisfies the Registrar that he is unable to make payment by the date specified for fees to be paid, may be granted an extension of time in which to pay such fees, and may have his enrolment accepted, subject to his agreeing to pay all fees not later than the extended date indicated by the Registrar.
- (d) Where a student has lodged an enrolment with the Enrolments Section of the University and Guild Fees due and payable by the student have only been paid in part, the Registrar may refuse to accept or process such enrolment, unless the balance of fees, notified to the student on a Fee Payment Form, have been paid by a date determined by the Registrar and notified to the student.
- (e) Without limiting the effect of any of the preceding Sub-Rules of this Rule, if Guild Fees payable by a student remain unpaid within five weeks of the commencement of the first

semester of the academic year in respect of which they are payable, the Registrar may cancel such student's enrolment at any time thereafter.

4. *Refund of Fees on Voluntary Cancellation of Enrolment*

A student who not later than six weeks after the first day of a semester gives proper written notice to the Registrar of withdrawal of his enrolment shall be entitled to a refund of the Guild Fees. Such refund shall be made by the University on behalf of the QUT Student Guild upon the surrender of any current QUT Student Card.

SCHEDULE OF CHARGES AFFECTING STUDENTS

1. *Guild Fees*

Full-time students	\$100.00 p.a.
Part-time internal students	\$50.00 p.a.
Part-time external students	\$7.00 p.a.
Sandwich course students	\$50.00 p.a.
All other members	\$50.00 p.a.

An unregistered student shall be required to pay the appropriate full-time or part-time fee corresponding to his attendance status.

A student undertaking a thesis only shall be required to pay the appropriate full-time or part-time fee corresponding to his attendance status.

2. *Admission, Enrolment and Examination: Council has approved the following Schedule of Charges -*

Late lodgement of Enrolment Application - for applications received after the closing date set out in the University Calendar	\$30.00
Charge for adding a subject to study program or substituting one subject for another in study program after the final date for additions and substitutions set out in the University Calendar	\$20
Refundable Deposit for review of Special Consideration decision	\$20.00
Review of Examination Results	\$6.00 per paper with a maximum of \$12 per subject

Statement of Academic Record

Each student shall be entitled to receive an official statement of Academic Record free of charge at the time of graduation.

Statements supplied at any other time	\$5.00 per copy
Re-Issue of Identity Card	\$3.00

Charge for obtaining a student identity card (other than a reissue) after March 30	\$10
(this charge will be waived for students who do not enrol until Spring Semester)	
Re-Issue of Award Certificate	\$15.00
Re-Issue of Receipt for fees paid	\$2.00

3. *Deposit System for Use of Laboratory Facilities*

- (a) A student enrolled in any subject included in the 'Schedule of Subjects relating to Laboratory Deposits' which the Registrar may vary from time to time, shall deposit \$50 for the use of laboratory facilities.
 - (b) A student shall be required to pay only one deposit irrespective of the number of such subjects included in an enrolment.
 - (c) At the end of the year the deposit shall be refunded to the student less the cost of any breakages which have not been made good.
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PARKING REGULATIONS

Council has approved regulations relating to the parking of motor vehicles on campus.

- (a) A member of staff or a student shall not be permitted to park a vehicle within the grounds of the University unless such person has previously made application for a parking permit and this permit has been granted.
 - (b) The privilege of parking within the grounds shall be subject to such conditions as may be imposed at the time the permit is issued to the applicant.
 - (c) An application for permission to park a vehicle within the grounds of the University shall be made on a form prescribed and available at the University Security Office.
 - (d) For a breach in the parking of a vehicle the Vice-Chancellor may revoke the permit for a specified period or for the remainder of the academic year.
 - (e) For a breach by a person not possessing a parking permit in the parking of a vehicle, the Vice-Chancellor may arrange for the vehicle to be removed from the grounds of the University and the person shall be required to pay the cost of such removal.
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Articulation between QUT and Queensland TAFE Courses

3

ARTICULATION BETWEEN QUT AND QUEENSLAND TAFE COURSES

The growth of the tertiary sector in Queensland is dependent upon the continuance of the education of people who can contribute to the needs of society. Associate Diploma students from TAFE and other tertiary institutions, as well as certain TAFE Certificate students, are encouraged to continue their studies at degree and diploma level at QUT. To ensure that prior studies are given adequate recognition, QUT has reviewed its policies on both the admission of and exemptions given to TAFE applicants. The review process is dynamic and both Queensland TAFE and QUT will continue to monitor the progress of students admitted to QUT courses and the credit given to such students based on previous TAFE studies.

1. *Entry to QUT*

All applicants must apply through the Queensland Tertiary Admission Centre by the closing date. Entry to all QUT courses is on the basis of competition and quota restriction applies equally to Grade 12 students, Certificate and Associate Diploma holders. QUT publishes Tables in its Admissions Procedures Book which indicates the Selection or Notional Tertiary Entrance Score that will be given to applicants with Certificate and Associate Diploma studies. These tables are based on performance. The better the grades achieved the better the chance applicants have of negotiating QUT quotas.

Entry is also dependent upon applicants having appropriate pre-requisite subjects within their background. This means that an applicant for a degree in engineering at QUT usually would have appropriate pre-requisites if the previous course of study was in the field of engineering but would not necessarily meet the pre-requisites by holding an Associate Diploma in Business. The engineering Associate Diploma holder would usually be eligible for a degree in business at QUT, as would usually the holder of an Associate Diploma in Business. In any case, placement in the QUT course would still be dependent upon negotiating the quota. The quota cut-off level of the previous year's intake is published in the QUT's 'Admission Procedures' Book.

2. *Credit for Previous TAFE Associate Diploma*

Once a student has gained a place in the quota through QTAC, credit is given to the student based on previous study undertakings. QUT Faculty Boards have looked at TAFE Associate Diploma syllabi and have determined appropriate levels of credit from QUT courses based on the content of the TAFE subjects. Initially, credit will only apply to applicants who have completed all of the TAFE course. QUT Faculties have adopted varying attitudes towards the amount of credit that will be given for previous courses and as indicated above the level of credit will be reviewed over time.

3. Specific Credit Given at QUT for Completed TAFE Courses

TAFE Course**QUT Course Equivalent****Built Environment Area**

CNJ74 Associate Diploma of Applied
Science - Architectural Technician

ARJ192 Bachelor of Architecture
Block exemption Semesters 1 and 2
BTJ227 Bachelor of Applied Science
- Built Environment
Block exemption Semester 1

CNJ45 Associate Diploma of Applied
Science - Building

BGJ201 Bachelor of Applied Science
- Building
Exemption from subjects:
BGB151, 152, 251, 141, 241, 242, 243,
BGB340, 345, 405,
MAB297, CMB134, SVB101

Business Studies Area

Associate Diploma of Business:

CNJ13 General
CND71 Accountancy
CND25 Computing
CND74 Management
CND93 Marketing
CND97 Purchase and Supply
CND99 Transport Administration
CNC54 Operations Management
CNL04 Aboriginal and Torres Strait
Islander Administration

Bachelor of Business:

ACJ151 Accountancy
CMJ153 Communication
MNJ152 Management
MNJ154 Public Administration
MNJ179 Health Administration

The Faculty of Business must accredit individual programs before granting credits. However, the faculty may give exemptions to the extent of one year of full-time study drawn from either core, specialist or elective subjects. Credit may not be claimed for more than half of any specialist/strand area. The granting of any exemption will be conditional upon the meeting of any pre-requisite material contained in other subjects.

Computing/Information Management Area

CND25 Associate Diploma of Business
- Computing including subjects:
TSM128, 892, 893, 856, 503

ISJ210 Bachelor of Business
- Computing
CSJ128 Bachelor of Applied Science
- Computing
Block exemption from all subjects of
the common first year.

Engineering Area

Associate Diploma of Engineering

CN548 Coal Mining
CN420 Electrical and Electronics
CNG61 Electrical Systems
CN759 Mechanical

Bachelor of Engineering

CEJ156 Civil Engineering
EEJ157 Electrical Engineering
MEJ158 Mechanical Engineering

Application will have to be made for credit from individual subjects but in general exemptions will be given for up to one full-time year of study.

Engineering Area (cont.)

Preparatory Courses

CN649 Engineering Bridging Course
(completion of bridging course guarantees entry to engineering associate diploma at QUT)

Associate Diploma Courses

CEL187 Associate Diploma in Civil
Exemption from subjects MET120, 141,
CET135, EET790, SVT306
plus 1 elective
EEL188 Associate Diploma in Electrical
Exemption from subjects MET101, 600,
MET601, 201, CST390, EET111, 211
MEL189 Associate Diploma in
Mechanical
Exemption from subjects MET120, 220,
MET140, 250, 210, 310

Science Area

Associate Diploma of Applied Science

CN440 Geology
CN654 Primary Metallurgy
CN758 Sugar Technology
CNK82 Hydrology

Bachelor of Applied Science

ASJ226 Bachelor of Applied Science
with majors in biology, chemistry,
biochemistry, microbiology, geology,
mathematics, physics

Credit may be given to the equivalent of one year of full-time study. Exemption will be on a subject by subject basis.

**Academic Board
Advisory Committees**



ACADEMIC BOARD AND ADVISORY COMMITTEES

BUSINESS ACADEMIC BOARD

Chairman:	Dr B C Wolff
Members:	Mr P Carroll, Dr P Coaldrake, Dr P Crowe, Ms D Davis, Mr B Delahaye, Mr L Edwards, Mr V Henderson, Mr K Leo, Dr B Molloy, Mr R Miller, Dr G Palmer, Mr J Polichronis, Mr N Sorby-Adams, Mr T Stevenson, Mr A Williams, Representatives: Miss J Parker
Ex-Officio:	Deputy Director Dean, Faculty of Science Dean, Faculty of the Built Environment Dean, Faculty of Information Technology Dean, Faculty of Engineering Dean, Faculty of Health Science Dean, Faculty of Law

ADVISORY COMMITTEE - ACCOUNTANCY

Mr L Edwards (Chairman)	Head, School of Accountancy, QUT.
Mr A Anderson	Partner, Ernst & Whinney (Institute of Chartered Accountants).
Mr G Cohen	Senior Consultant, Consultancy Services Division, State Public Service Board.
Mr P Cummings	Public Accountant, Peter A Cummings and Associates. (Industry and Commerce).
Mr R Frost	Director, ORD Minnett Ltd., (Securities University of Australia).
Mr P Heaslop	Internal Auditor, Dalgety Australia Holdings Limited.
Mr L Hogg	Partner, Coopers & Lybrand (Public Accountants Registration Board and ASA).

Mr K Leo	Principal Lecturer, School of Accountancy, QUT.
Mr P Little	Senior Lecturer, School of Accountancy, QUT.
Mr J Lyon	Senior Lecturer, School of Accountancy, QUT.
Mr K McLaren	Chief Executive Officer, Committee for Retirement Living, Uniting Church. (Industry and Commerce).
Mr B Mathews	Company Secretary, Kern Corporation Ltd. (Institute of Chartered Secretaries and Administrators).
Mr J Polichronis	Senior Lecturer, School of Accountancy, QUT.
Mr B Renew	Accounting Manager, MIM Holdings Ltd. (Industry and Commerce).
Mr P N Rubie	Administration Manager, Whitco Group (Australian Society of Accountants).
Mr J Sweeting	Senior Lecturer, School of Accountancy, QUT.
Mr R R Savage	Partner, Coopers & Lybrand. (Institute of Chartered Accountants).
Mr A Underwood	Principal Lecturer, Faculty of Information Technology, QUT.
Mr J M Whitta	Senior Lecturer, School of Accountancy, QUT.
Mr A Williams	Senior Lecturer, School of Accountancy, QUT.
Mr I W Yeung	Senior Lecturer, School of Accountancy, QUT.

ADVISORY COMMITTEE - COMMUNICATION

Dr B Molloy (Chairman)	Head, School of Communication, QUT.
Mr C Chapman	Managing Director, Brisbane Television Ltd.

54 Academic Board and Advisory Committees

Mr S Fitzpatrick	Lecturer in Advertising, School of Communication, QUT. (Advertising University of Australia representative).
Mr J M Garnsey	Managing Director, Garnsey-Clemenger Pty Ltd.
Mrs M Gates	Public Relations Manager, Department of Employment, Education and Training.
Mr B Green	Secretary, Australian Journalists' Association, (Queensland Branch).
Dr L A Granato	Senior Lecturer in Journalism, School of Communication, QUT.
Dr F N Karmatz	Senior Lecturer in Public Relations, School of Communication, QUT.
Mr P Crooke	President, Society of Business Communicators.
Mr K Murdoch	
Mr J N Penglis	State President, The Advertising University of Australia.
Mr T Quinn	Day Editor, The Courier Mail.
Mr D Russell	President, Public Relations University of Australia.
Mr H A Stevenson	Principal Lecturer in Mass Communication, School of Communication, QUT.
Mr B Watt	Public Affairs Officer, Metropolitan Permanent Building Society.
Dr G Turner	Senior Lecturer in Humanities, School of Communication, QUT.
Mr R Williams	Senior Lecturer in Audio Visual Communication, School of Communication, QUT. Manager, QUT Educational Television Facility.

Staff — Faculty of Business



STAFF - FACULTY OF BUSINESS

Dean of Faculty: B C Wolff, BCom(Q1d), PhD(Arkansas),
AAUQ, FASA, FAIM, CPA

Faculty
Administration
Officer: A V Lewis, BA(CCAE), AIMM

Secretary: J Lewis

Admin Assistants: N Groundwater
D Martin

TECHNICAL SERVICES SECTION

Co-ordinator: L Deakin

Technicians: M Swan
D Eather

Supervisor: J Diplock

SCHOOL OF ACCOUNTANCY

Head of School: L Edwards, BCom(Hons) MBA(Q1d), AAUQ,
CT, FASA, CPA, ACA, FAIM

Principal Lecturers: K J Leo, BCom(Hons), MBA, AAUQ, AASA,
CPA (External Reporting)
(Vacancy)

Senior Lecturers: P Best, B Com(Hons)(Q1d), MEngSc
(Newcastle), AASA, CPA, MACS
P Little, LLB LLM(Q1d),
Barrister-at-Law
J Polichronis, BCom(Hons) MFM(Q1d),
FASA, CPA, ASIA
J W Sweeting, BEc (Monash), MEc(NE),
AASA, CPA
J M Whitta, BCom(NZ), LLB(Cant),
DipEducAdmin(Vic), ACA, CMA
I W Yeung, BEc(Tas), MBA(Q1d), AASA,
CPA

Lecturers: D L Gadenne, BBus, DipEd(Vic),
MFM(Q1d), AASA, CPA
P J Hanley, LLB(Q1d)
R W Humphreys, BCom(Q1d), AAUQ, AASA,
CPA
A R Hunter, BBus GradDipCm1Cmptg, MACS
J Johnstone, BCom(Q1d), DipAdvAcc, CPA

Lecturers (cont'd):	S Kassülke, BBus, ACA, GradDipTeach(BCAE) N Katter, LLB LLM(Q1d) Barrister-at-Law C Lambert, BBus(DDIAE), DipFinMgt(NE) AASA, CPA G J Linnegar, MBA(UNSW), FASA, FCIS A Lynch, BCom(Hons)(Q1d) M McGregor-Lowndes, BA, LLB(Q1d) L Munro (Half Time), BBus, PASA I C Nott, BCom MBA(Q1d), AAUQ, AASA(Senior), AAIB M Percy, BEcon BCom(Q1d) R Radich, BBus, MFM(Q1d), ACA N A Sorby-Adams, BBus(DDIT), MBA(Q1d) AASA, CPA, FTIA P J Whelan, BCom(Hons)(Q1d) S M Taylor, BBus, AASA, AIMM Vacancy Vacancy
Tutors:	S Marsden, BBus D Morrison, BCom(Q1d)
School Administration Officer:	C Jamieson, BA
Secretary:	K Gratwick
Admin Assistants:	W Jones L Roberts

SCHOOL OF COMMUNICATION

Head of School:	B M Molloy, DipEd MA(Q1d), MLitt(NE), PhD(Griff)
Principal Lecturer:	H A Stevenson, MA(Hawaii), FPRIA, APR
Senior Lecturers:	P H Crowe, BS(Syracuse), MA(Iowa), PhD(SUNY-A) L A Granato, BA(Central Miss State), MA PhD(Sth Ill) F N Karmatz, MA(Chic), PhD(Missouri), MPRIA, SBC G Turner, BA(Hons)(Syd), MA(Queens), PhD(EAnglia) R L Williams, BEd(Q1d), MA(Loyola), SMPTE, PDGA P J Wrigley, BA BEd(Q1d), MLitt(NE), MACE

Lecturers: L Bowman, BA(Q1d)
 P D Byde, BA(NZ), BEd(Hons)(Camb),
 MEdSt(Q1d)
 J A Davies, BA MLitt(NE),
 GradDipEd(Tert)(DDIAE)
 S J Fitzpatrick, BBus, FAIA(Dip)
 V Henderson, FAIA
 P M McCarthy, BA(Q1d), LSDA(Board),
 FTCL
 P L McLean, BA DipEd MLitSt(Q1d)
 R G Miller, BA(Hons) MA(Q1d), AIMM
 B J Murchison, BBus
 P M Neilsen, MA PhD(Q1d), ASA
 R Petelin, BA(Q1d), ASDA
 J S Pinter, MA(Edin)

Senior Technician: P Andersen

Audio-Visual
 Demonstrator/
 Technician: G Krauser

Phototypesetter &
 Demonstrator: R Prentice

Laboratory Assistant: D Hugman

School Administration
 Officer: L Cencig

Secretary: M V Orozco

Admin Assistants: D Hunter
 K Carr

SCHOOL OF MANAGEMENT

Head of School: O P Coaldrake, BA(Hons)(JamesCook),
 PhD(Griff)

Principal Lecturer: G P Palmer, BSc(Birm), MSc(Lond),
 PhD(City,UK)

Senior Lecturers: D J Blackmur, BEcon(Hons) MLitSt
 PhD(Q1d), MACE
 J L Forrest, BEcon MPubAdmin(Q1d)
 E R Hardman, BSc(BYU), MBA(Utah)
 R E Hicks, BA(NE), MA DLittetPhil(SA),
 PGCE(Ed)(Lond), ThC(IVF Aust), FAPsS,
 FBPsS, FAIM, MQCA
 P R Hindson, BEc(Syd), MPH(Berkeley),
 MACS, MASHE, AHA
 L C Little, BEcon DipPsych PhD(Q1d),
 FIPMA

Senior Lecturers

cont'd:

C R Perry, BA LittB MEc(NE), MEc(ANU),
PhD(ANU), MASOR, AFAIM
A W Williams, MEcon(Syd), BComm
DipEd(NSW), MCIT

Lecturers:

J R G Butler, BEcon MPolEcon PhD(Qld)
P G H Carroll, BA(Hons), MSc
D K Conroy, BA MPubAdmin(Qld)
L A Deakin, BEcon(Qld)
B L Delahaye, BBus, MBA(Qld), AAIM,
MIPMA, MAITD
K J Donohue, BEcon MEconSt(Qld),
MA(UK)
E J Duhs, BSc BA AEd MEcon(Qld)
W A Edwards, BCom(Hons)(Qld)
T L Euler, MBA(Qld), AssocDipMechEng,
AAIEx
P J Flynn, BA BEcon(Hons) MEconSt(Qld)
G N Hearn, BSc(Hons) PhD(Qld)
P T Mansour-Nahra, BA PhD(Newcastle)
J J Mitchell, BA DipEd(Macq)
AssocDipMedRecAdmin(Cumberland)
T J C Robinson, BEcon(Hons) PhD(Qld)
B J Smith, MEcon(Qld), AITD
W M Swan, BA(Hons)(Qld)
B Thompson, BA(Hons)(Adel), PhD(Qld),
MAPsS
S M Wong, BCom&Admin(Vic), MBA(Qld),
AAIM, ANZIM

School Administration

Officer:

C E Chalk, BA(Griff)

Secretary:

C Allen

Admin Assistants:

N Woelz
J Drury
S D Henson

RURAL MANAGEMENT DEVELOPMENT CENTRE

Executive Officer: P Huthwaite

Administrative
Officer: R de Vere

Secretary: H Scott

Courses Offered

COURSES OFFERED BY EACH SCHOOL

SCHOOL OF ACCOUNTANCY

BSN218	Master of Business - Accountancy
ACM174	Graduate Diploma in Advanced Accounting
ACJ151	Bachelor of Business - Accountancy
IFJ223	Bachelor of Business - Accountancy/ Bachelor of Laws

SCHOOL OF COMMUNICATION

BSN218	Master of Business - Communication
CMM244	Graduate Diploma in Communication Practice
CMJ153	Bachelor of Business - Communication

SCHOOL OF MANAGEMENT

BSN218	Master of Business - Management
MNN246	Master of Business Administration
MNM155	Graduate Diploma in Business Administration
IFM242	Graduate Diploma in Quality
MNJ179	Bachelor of Business - Health Administration
MNJ152	Bachelor of Business - Management
MNJ154	Bachelor of Business - Public Administration
IFJ237	Bachelor of Engineering/Bachelor of Business (Manufacturing Systems and Management)

Course Structures and Rules



MASTER OF BUSINESS
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Mr H A Stevenson	Principal Lecturer, School of Communication, Queensland University of Technology.
Dr G W Beck	Dean, School of Business Studies, Darling Downs University of Advanced Education.
Ms P A Deasy	Self Employed.
Mr G Edmonds	Partner, Graham Edmonds & Co., Chartered Accountants.
Mr L R Free	Executive Vice-President, Research and Development, Consolidated Press Holdings.
Ms P Karmel	Assistant Commissioner, Commonwealth Schools Commission.
Dr G Palmer	Principal Lecturer, School of Management, Queensland University of Technology.
Professor J A Rickard	Professor of Business Administration, Graduate School of Management, University of Melbourne.
Mr T P Tolhurst	Deputy Under-Secretary, Queensland Department of Health.
Associate Professor J C Tulloch	Department of Mass Communication, Macquarie University.

The following rules relate to the Master of Business and are made by resolution of the University Council.

BSN218 MASTER OF BUSINESS

1. Normal Entry

Applicants for admission to candidature for a degree of Master:-

- (a) (i) shall hold a Bachelor of Business at QUT and shall have achieved a level of attainment in an appropriate discipline or disciplines considered by the Academic Board of the Faculty of Business to be acceptable for the purpose of proceeding to a degree of Master; OR
- (ii) shall hold, from another tertiary institution or from QUT, qualifications approved by the Graduate Studies Committee, on the recommendation of the Head of School responsible for the specialisation which the applicant seeks to study, as equivalent to the requirements set out in paragraph (i)*; AND
- (b) shall normally have had at least two years of appropriate work experience.

2. Provisional Entry

In exceptional cases, applicants may be registered provisionally in the course if they submit other evidence of academic and professional attainments and candidature is recommended by the appropriate Head of School and approved by the Graduate Studies Committee.

A provisional registrant may be required to undertake a qualifying program and/or such other work as the Graduate Studies Committee may determine before admission to candidature is confirmed. Provisional registration in the course may apply for a maximum period of twelve months.

3. Registered students may enrol either as full-time or part-time students. Full-time students normally attend classes during the day. However they may elect or be required to attend some evening classes.

Part-time students are usually in employment and normally attend classes during the evening. However, they may elect or be required to attend some day classes.

* in the case of the Master of Business (Communication) only, an applicant who does not hold an undergraduate degree may be accepted on the basis of considerable professional teaching experience, subject to the approval of the Graduate Studies Committee.

4. A student enrolled in the Master of Business course will normally progress in the sequence indicated in the normal course program. Timetables are arranged on the basis of the normal progression.
5. To be credited with a semester subject, a student must obtain a pass in the assessment program and satisfy such assignment requirements as are approved by the Academic Board of the Faculty of Business.
6. Except in exceptional circumstances and with the approval of the Dean of the Faculty, a student who is a full-time student in the Master of Business Course may not enrol for more than four subjects comprising not more than thirteen formal hours per week in any one semester and a student who is a part-time student may not enrol for more than two subjects comprising not more than seven formal hours per week in any one semester.

Students in the communication specialisation may, with approval of the Graduate Studies Coordinator, enrol in up to the equivalent of three research subjects from Group E for part-time students or up to the equivalent of five subjects for full-time students.

7. Students retain credit for all subjects passed in the semester in which they are enrolled.
8. A student who fails one or more course work subjects in a semester may re-enrol and repeat the subjects failed, and may enrol for other subjects of the program, subject to course rules, provided the timetable permits enrolment in the subjects desired.
9. Except with the approval of the Dean of Faculty, students may not enrol for any subject in their course of study unless they have obtained credit for all subjects prescribed as pre-requisite subjects in the Schedule attached to these Rules.
10. A student may claim exemptions from specified subjects for study completed at QUT or elsewhere. The student must have completed a program considered by the Head of School responsible for the course as being an adequate and relevant substitute for a subject or subjects prescribed in the relevant course rules.

Exemptions may be granted up to a limit such that the student must complete satisfactorily the equivalent of at least two semesters of full-time study, or the equivalent part-time.

Note:- Subject to the approval of the external institution concerned and their QUT Faculty of Business course director, students may choose to undertake some electives from the various Masters degrees offered in the Business area at the University of Queensland, Griffith University, DDIAE, BCAE or CIAE.

11. For a registered student who is enrolled in the full-time or part-time Master of Business (Accountancy) course the subjects and other work of the two years full-time study and four years part-time study are as follows:-

BSN218 MASTER OF BUSINESS - ACCOUNTANCY

To satisfy requirements for the award of Master of Business (Accountancy), students must complete fourteen subjects of course work and a Thesis. The fourteen subjects of course work shall include five subjects from one of List I or List II or List III of specialised subjects, seven optional electives, and two general electives.

Optional Electives

Seven optional electives must be selected from postgraduate subjects offered within the School of Accountancy - including those in the lists of specialised subjects. The subject ACN114 Accounting Research, which is required as a pre-requisite to the thesis, must be undertaken as one of the optional electives.

General Electives

General electives may be selected from postgraduate subjects offered within the University, or elsewhere, subject to approval of the Head, School of Accountancy.

Thesis

Students must submit a thesis resulting from primary research involving the application of theory to a problem in Public Accounting, Managerial Accounting and Finance or Commercial Law. Primary research involves the collection and evaluation of relevant data, in contrast to secondary research, which involves analysis of library materials. The thesis is supervised by a member of staff selected by the student subject to the approval of the Graduate Studies Committee, and will normally be defended before a committee comprising the supervisor, a second member of staff, and an external examiner.

Students must complete ACN114 Accounting Research as a pre-requisite to enrolment for the thesis.

Program

Approximate formal hours in all subjects of course work will be three hours per week (EFTSU Credit = 12). The thesis will be regarded as the equivalent of six formal course hours per week (EFTSU Credit = 24). Students should consult the School of Accountancy for details on subjects being offered in the current year. All programs of study must be approved by the Head, School of Accountancy.

LIST I

PUBLIC ACCOUNTING

ACN110	Professional Year Module - Accounts (equivalent to 2 subjects)
ACN111	Financial Accounting Theory
ACN112	Advanced Company Accounting
ACN113	Current Financial Accounting Practice
ACN118	International Accounting
ACN119	Company Secretarial Practice
ACN120	Professional Year Module - Audit & EDP (equivalent to 2 subjects)
ACN121	Advanced Computer Auditing
ACN122	Advanced Auditing
ACN125	Professional Year Module - Professional Practice
ACN174	Company Liquidations and Receiverships
ACN999	Special Topic - Public Accounting

LIST II

MANAGERIAL ACCOUNTING AND FINANCE

ACN151	Advanced Financial Management
ACN152	Advanced Capital Budgeting
ACN153	International Finance
ACN154	Financial Market Regulation
ACN155	Financial Modelling
ISN156	Management Information Systems
ACN231	Advanced Managerial Accounting
ACN232	Managerial Accounting Issues A
ACN233	Managerial Accounting Issues B
ACN998	Special Topic - Managerial Accounting/Finance

LIST III

COMMERCIAL LAW

ACN170	Professional Year Module - Taxation (equivalent to 2 subjects)
ACN171	Advanced Taxation
ACN172	International Tax
ACN173	Trust Law & Accounting
ACN174	Liquidations and Receiverships
ACN175	Current Corporate Legal Issues
ACN176	Indirect Taxation
ACN154	Financial Market Regulation
ACN997	Special Topic - Commercial Law

THESIS

ACN950	Thesis Pre-requisite: ACN114 Accounting Research
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12. For a registered student who is enrolled in the full-time or part-time Master of Business (Communication) course the subjects and other work of the two years full-time study and four years part-time study are as follows:-

BSN218 MASTER OF BUSINESS - COMMUNICATION

A student in the Master of Business (Communication) specialisation must complete: four core subjects from Group A; four elective subjects, approved by the Graduate Studies Coordinator in the School of Communication, from Groups B, C, and D, and a research component (Group E).

In fulfilling the requirements for the Master of Business (Communication) degree, a student must choose either the thesis/project option or the dissertations option.

A full-time student normally may enrol for no more than four subjects per week, and a part-time student for no more than two subjects per week. When enrolling in research subjects from Group E, both full-time and part-time students may enrol in an extra subject, with the permission of the Communication Graduate Board of Studies or its nominee.

A student, whether full or part-time, must complete a total of 12 subjects plus a thesis/project or two dissertations.

Research Options

A student may select a thesis or a project, either of which is regarded as the equivalent of four subjects or 12 formal semester hours per week, or two dissertations equivalent to two subjects or six formal semester hours per week.

A project is an approved program of substantive work leading to a report, communication program, printed or audio visual production, disk, or some other product in which theories of communication have been applied to some problem or issue. It will be graded satisfactory/unsatisfactory.

A thesis is a scholarly work which gives the student an opportunity to combine an appropriate theory or perspective, and appropriate, specific research methodology to examine a significant communication problem or issue. It will not exceed 20,000 words of main text. It will be graded satisfactory/unsatisfactory.

A dissertation will normally be taken in conjunction with, or subsequent to, a subject in the CMN800-899 series. It will use secondary research to investigate a communication concept appropriate to the relevant subject. It will not normally exceed 10,000 words.

Procedures

When a student has progressed far enough into his or her program, usually on completion of one year of the full-time program, or two years of the part-time program, the student advises the Co-ordinator of Graduate Studies whether he or she wishes to proceed with a project, a thesis or two subject-related dissertations.

Project or Thesis

If the student chooses the project or thesis option, he or she should select an area of study and find a staff member of the Communication Graduate Board of Studies who is willing to be the principal supervisor of a project or thesis in that area.

The student, in consultation with the staff member, should develop a formal project or thesis proposal. The staff member will present the proposal to the Communication Graduate Board of Studies in the semester before the student enrolls in Group E subjects. The Board will consider the appropriateness of the proposal and the proposed principal supervisor. Once approved, the proposal will be registered.

After the Communication Graduate Board of Studies has approved the proposal, the student may proceed with the study, working closely with the principal supervisor, who is expected to oversee all aspects of the work. The project or thesis normally will be defended before a committee comprising the principal supervisor, and two others approved by the Communication Graduate Board of Studies.

The Communication Graduate Board of Studies may appoint an associate supervisor with expertise in a methodology or specific knowledge of the project or thesis topic. Any staff member or a person external to the University may be appointed as an associate supervisor, with approval of the Communication Graduate Board of Studies.

Students should normally expect to spend an average of one hour per week in collaboration with the principal and/or associate supervisors.

Dissertations

If a student chooses the dissertations option, he or she nominates two topics from subjects in the CMN800-CMN899 range and enrolls in CMN910 and CMN911 either concurrent with, or subsequent to, studying the relevant subject. The work is supervised by the lecturer normally in charge of the relevant subject from which the dissertation topic arises. Normally students may write only one dissertation per semester.

No dissertation may be attempted until after a student has successfully completed Mass Communication A and B, and Communication Measurement.

<u>Subject</u>	EFTSU Credit	Approx Credit	Hrs/wk
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Requirement: All four subjects in Group A, four from Groups B, C and D.

Group A: Core Subjects

CMN710	Mass Communication A	12	3
CMN711	Mass Communication B	12	3
CMN720	Communication Evaluation	12	3
CMN824	Communication Policy & Planning	12	3

Group B: Postgraduate Electives in Communication

CMN709	Concepts in Communication		
CMN810	Communication & Society	12	3
CMN811	Communication and Culture	12	3
CMN813	Communication Strategies	12	3
CMN814	Modern Communication Technologies	12	3
CMN821	Advanced Organisational Communication	12	3
CMN823	Current Issues in Communication	12	3
CMN825	Australian Communication Contexts		

Group C: Other Postgraduate Electives

Subjects may be taken, on approval of the Graduate Studies Co-ordinator, from those normally available to students enrolled in postgraduate level courses offered outside the School of Communication in any tertiary institution.

Group D: Undergraduate Electives in Communication

These are not available for exemption:

CMB542	Advertising Management	12	3
CMB641	Advertising Campaigns	12	3
CMB671	Public Affairs Reporting	12	3
CMB673	Journalism Ethics and Issues	12	3
CMB651	Advanced Public Relations	12	3

(Note:- These are examples. Others may be available with approval.)

Group E: Thesis/project/dissertation

CMN723	Seminar in Communication Research	12	3
CMN830	Seminar in Communication Readings	12	3
CMN831	Individual Research	12	3
CMN899	Special Topic in Communication	12	3
AND			
CMN950	Thesis/Project	48	12
OR			
CMN910	Dissertation	24	6
AND			
CMN911	Dissertation	24	6

72 Master of Business - Management

13. For a registered student who is enrolled in the full-time or part-time Master of Business (Management) course the subjects and other work of the two years full-time or four years part-time study are as follows:-

BSN218 MASTER OF BUSINESS - MANAGEMENT

To satisfy the requirements for the award of Master of Business (Management), students must complete 15 subjects as follows:-

(alternatively, must complete 5 core course work subjects, 4 project subjects, 4 major subjects and two elective or special topic subjects).

<u>Core coursework subjects</u>		EFTSU Credit
to be taken by all students		
MNN805	Current Issues in Australian Management A	12
MNN806	Current Issues in Australian Management B	12
MNN807	Research Design and Data Analysis	12
MNN808	Management, Technology and Social Change	12
MNN815	Case Study Program	12

Core Project subjects

to be taken by all students (refer Note 1)

MNN816	Initial Project in Management	12
MNN820	Applied Research and Design	12
MNN830	Project and Seminars A	12
MNN831	Project and Seminars B	24

Major subjects

normally taken by all students (refer Note 2) 12

MNN811	Policy Analysis	12
MNN814	Organisational Economics	12
MNN812	Organisational Psychology	12
MNN813	Advanced Marketing Management	12

Electives

two subjects required (refer Note 3)

MNN899	Special Topic	12
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Postgraduate subjects at QUT or other tertiary institutions

Notes

1. Students are required to write an original project on an area of interest in the management field. During the first year of the full-time program, or second year of the part-time program, the student should finalise the choice of area. The Management Graduate Studies Board will nominate a supervisor for the research.

The culmination of the project, MNN831 Project and Seminar B, is the equivalent of 2 three hour per week subjects and is undertaken in the final semester of the course.

2. In special circumstances and only with the prior agreement of the course director and the Management Graduate Studies Board, one of the major subjects may be substituted by a Masters Level subject offered elsewhere in QUT or at another tertiary institution.
3. Students may do two electives or an elective and a special topic. The electives may be chosen from subjects offered in other postgraduate programs at QUT or at another tertiary institution.

The special topic elective may be offered by the School of Management from time to time to take advantage of special expertise which may be available for a short period from a visiting lecturer, or to trial a new subject before modifying the normal program.

MNN246 MASTER OF BUSINESS ADMINISTRATION*

1. Entry Requirements

A candidate for entry into the MBA program should normally possess:-

- (a) an undergraduate degree qualification from a recognised Australian or overseas institution;
- (b) at least two years appropriate full-time work experience; AND
- (c) an appropriate level of tertiary-level achievement in quantitative methods/statistics. A candidate who has not successfully completed at least one such approved degree-level subject will be required to do so (e.g. as a miscellaneous student) before being admitted to the MBA program.

2. Course Structure

For a registered student who is a full-time student in the Master of Business Administration course, the subjects and other work of four semesters of study are as follows:-

		EFTSU Approx	
		Credit	Credit
		Hrs/wk	
<u>Semester 1 - Autumn</u>			
MNN100	Introduction to Management	12	3
ACN113	Accounting Principles	12	3
MNN106	Managerial Economics	12	3
MNN204	Marketing Methods and Practices	12	3
<u>Semester 2 - Spring</u>			
MNN201	Labour-Management Relations	12	3
MNN202	Decision Support Systems	12	3
MNN203	Government Business Relations	12	3
ACN234	Business Law and Business Ethics	12	4
<u>Semester 3 - Autumn</u>			
ACN235	Financial Management	12	3
MNN302	People in Organisations	12	3
	Elective	12	3
	Elective	12	3

* The introduction of this course in 1989 is subject to the relevant approval processes. The information provided was correct at the time of its submission for inclusion in the Handbook but may be subject to modification as a result of subsequent approval procedures.

<u>Semester 4 - Spring</u>		EFTSU	Approx
		Credit	Credit
		Hrs/wk	
MNN403	Managerial Strategy	12	3
MNN404	Applied Research Project	12	3
	Elective	12	3
	Elective	12	3

For a registered student who is a part-time student in the Master of Business Administration course, the subjects and other work of the eight semesters of study are as follows:-

<u>Semester 1 - Autumn</u>		EFTSU	Approx
		Credit	Credit
		Hrs/wk	
MNN100	Introduction to Management	12	3
ACN113	Accounting Principles	12	3

<u>Semester 2 - Spring</u>			
MNN201	Labour-Management Relations	12	3
MNN202	Decision Support Systems	12	3

<u>Semester 3 - Autumn</u>			
MNN106	Managerial Economics	12	3
MNN204	Marketing Methods and Practices	12	3

<u>Semester 4 - Spring</u>			
MNN203	Government Business Relations	12	3
ACN234	Business Law and Business Ethics	12	4

<u>Semester 5 - Autumn</u>			
ACN235	Financial Management	12	3
MNN302	People in Organisations	12	3

<u>Semester 6 - Spring</u>			
	Elective	12	3
	Elective	12	3

<u>Semester 7 - Autumn</u>			
	Elective	12	3
	Elective	12	3

<u>Semester 8 - Spring</u>			
MNN404	Applied Research Project	12	3
MNN403	Managerial Strategy	12	3

Pre-requisite Requirements

MNN100	Introduction to Management	Nil
ACN113	Accounting Principles	Nil
MNN106	Managerial Economics	Nil
MNN204	Marketing Methods and Practices	Nil
MNN201	Labour-Management Relations	Nil
MNN202	Decision Support Systems	Nil
MNN203	Government Business Relations	Nil
ACN234	Business Law and Business Ethics	Nil
ACN235	Financial Management	Accounting Principles
MNN302	People in Organisations	Introduction to Management
MNN403	Managerial Strategy	8 units in MBA
MNN404	Applied Research Project	10 units in MBA

4. Electives

The program structure also provides that an MBA candidate undertake four (4) electives. These may be undertaken across a number of areas, provided that pre-requisite requirements are met; alternatively, the availability of electives does provide the opportunity to pursue more specialised study in an area of particular interest.

Some electives may be offered exclusively to MBA students, subject to appropriate levels of demand for these subjects. These include, amongst others, MNN303 Advanced Strategic Marketing, MNN304 International Macroeconomics, MNN102 Managerial Psychology, MNN205 Human Resource Management, MNN305 International Marketing and MNN306 Organisational Economics. Other MBA-specific subjects may be offered in the areas of public sector management and health administration, again on the basis of demand.

MBA candidates will also be permitted to undertake electives from a limited number of advanced undergraduate subjects offered by the Schools of Management, Accountancy and Communication. A small number of Master of Business subjects may also be available as MBA electives.

5. Exemptions/Substitutions

- (i) A student who has completed QUT's GDBA will be eligible to apply for MBA exemptions of up to eight (8) subjects. Such exemptions will not be awarded en bloc; rather, they will be granted on a subject by subject basis on the basis of successful previous study.

- (ii) An MBA student who has been accorded exemptions will not be permitted to graduate with a Graduate Diploma in Business Administration (GDBA) unless that person actually completes six (6) GDBA/MBA subjects offered by this University.
 - (iii) An MBA applicant who possesses a Bachelor of Business or other approved undergraduate degree may apply for up to four (4) exemptions and four (4) substitutions provided that the result obtained in the similar undergraduate subjects are at least at the level of credit (or 5.0 on a 1.0 - 7.0 scale) in each case.
 - (iv) All exemptions will be dealt with in terms of QUT policies.
6. Transition Enrolment Arrangements for the Graduate Diploma in Business Administration and the Master of Business Administration
- As from 1989, all new candidates will enrol in the MBA. Following the successful completion of eight MBA subjects (including at least six of the twelve compulsory subjects), students may elect either to discontinue their enrolment and to graduate with a GDBA or to pursue eight further subjects in order to complete the MBA.
7. The Applied Research Project allows the student to demonstrate an ability to plan and execute a significant piece of applied research, or to conduct an independent study of an applied area, with a minimum of supervision.
8. Further details are available from the Course Co-ordinator or the School of Management.

GRADUATE DIPLOMA IN ADVANCED ACCOUNTING
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Mr L Edwards	Head, School of Accountancy, Queensland University of Technology.
Mr J Heim	Information, Systems and Services Manager, SEQEB.
Mr L Leo	Chairperson, Graduate Studies Committee.
Mr S J Maitland	Manager, Lending Division, Macquarie Bank.
Professor C A Martin	Professor of Accounting, Macquarie University, Head, School of Economic and Financial Studies.
Mr P N Rubie	Administration Manager, Whitco Ltd.
Mr R R Savage	Audit Partner, Coopers & Lybrand.

The following rules relate to the Graduate Diploma in Advanced Accounting and are made by resolution of the University Council.

ACM174 GRADUATE DIPLOMA IN ADVANCED ACCOUNTING

1. Normal Entry

Applicants may enrol full-time or part-time in the course leading to the Graduate Diploma in Advanced Accounting if:-

they hold a degree of a recognised university, OR a degree (UG1 award) or a diploma (UG2 award) which is registered in the National Register of Awards for Australian Colleges of Advanced Education, with an appropriate major in Accounting, provided that in the case of a diploma, additional work may be required.

2. Special Entry

An applicant who does not meet the requirements for normal entry may present documentary evidence of qualifications, experience, and other relevant information for special consideration by the Admissions Committee.

Such applications will be considered by the Admissions Committee in terms of overall academic achievement, work experience and the requirements of the course.

Students may be required to take one or more undergraduate subjects in order to make good any deficiency in their qualifications to enter the postgraduate course.

3. A student enrolled in the Graduate Diploma in Advanced Accounting will normally complete eight semester subjects in accordance with the program set out in Rule 5.
4. To be credited with a semester subject, a student must obtain a pass in the assessment program and satisfy such assignment requirements as are approved by the Academic Board of the Faculty of Business.
5. For a registered student who is enrolled full-time or part-time in the Graduate Diploma in Advanced Accounting course, the subjects and other work of the one year of study full-time and two years of study part-time are as follows:-

To gain an award, a student must satisfactorily complete 8 semester subjects from those set out in the Schedule of Subjects which forms part of this rule, of which a minimum of 6 subjects must be selected from Group A and/or B.

SCHEDULE OF SUBJECTS

<u>Group A</u>		EFTSU Credit
ACP112	Advanced Financial Accounting	12
ACP113	Advanced Managerial Accounting	12
ACP212	Contemporary Financial Reporting Standards and Policies	12
ACP262	Advanced Business Finance	12
ACP311	Rural Information Systems	12
ACP313	Contemporary Managerial Accounting Issues	12
ACP331	Contemporary Professional Practice	12
ACP473	Advanced Taxation	12
ACP999	Special Topic - Advanced Accounting	12
<u>Group B</u>		
ACN110	Professional Year Module - Accounts (equivalent to 2 subjects)	24
ACN112	Advanced Company Accounting	12
ACN113	Current Financial Accounting Practice	12
ACN114	Accounting Research	12
ACN115	Development of Accounting Thought	12
ACN116	Legal Environment of Business	12
ACN117	Technological Environment of Business	12
ACN118	International Accounting	12
ACN119	Company Secretarial Practice	12
ACN120	Professional Year Module - Audit & EDP (equivalent to 2 subjects)	24
ACN122	Advanced Auditing	12
ACN123	Internal Auditing	12
ACN152	Advanced Capital Budgeting	12
ACN153	International Finance	12
ACN154	Financial Market Regulation	12
ACN155	Financial Modelling	12
ACN232	Managerial Accounting Issues A	12
ACN233	Managerial Accounting Issues B	12
ACN170	Professional Year Module - Taxation (equivalent to 2 subjects)	24
ACN172	International Tax	12
ACN173	Trust Law & Accounting	12
ACN174	Liquidations and Receiverships	12
ACN175	Current Corporate Legal Issues	12
ACN176	Indirect Taxation	12
ACN177	Taxation Policy	12
ACN997	Special Topic - Commercial Law	12
ACN998	Special Topic - Managerial Accounting/ Finance	12
ACN999	Special Topic - Public Accounting	12
<u>Group C</u>		
ACP511	Australian Capital Markets	12
ACP512	External Reporting Issues B	12
ACP612	External Reporting Issues A	12
ACP632	Computer Auditing	12
ACP653	Security Analysis	12
ACP673	Taxation and Professional Practice	12

<u>Group D</u>		EFTSU Credit
MNP421	Environment of Business	12
MNB523	Personnel Functions	12
MNP204	Marketing Methods and Practices	12
MNP403	Managerial Strategy	12

Program

The Graduate Diploma is a one year full-time or two year part-time course. The maximum time period allowed to complete the course is four years.

Approximate formal hours in all subjects will be three hours per week. Students should consult the School of Accountancy for details on subjects being offered in the current year. All programs of study must be approved by the Head, School of Accountancy, or the chairperson, Graduate Studies Committee.

Transition Arrangements

Students entering the course from 1985 onwards will be required to complete the course under these rules. Students previously enrolled (i.e. entering the course before 1985) will be required to complete the course under these rules unless disadvantaged by them. Students considering themselves to be so disadvantaged should consult the Head, School of Accountancy or the chairperson, Graduate Studies Committee.

GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Dr O P Coaldrake	Head, School of Management, Queensland University of Technology.
Mr W L Anderson	General Manager & Director, Queensland Cement Pty Ltd.
Mr W H Blair	General Manager & Director, QUF Industries Ltd.
Mr P L Ellis	Director, Department of Industry Development, Queensland.
Mr M F Lynch	Secretary, Australian Bank Employees Union, (Qld. Branch).
Professor J A Rickard	Professor of Business Administration, Graduate School of Management, University of Melbourne.
Miss J Taylor	Commissioner for Consumer Affairs, Consumer Affairs Bureau, Qld.
Mr T P Tolhurst	Deputy Under-Secretary, Queensland Department of Health.
Mr A J Willis	Treasurer and Past President, Queensland Confederation of Industry.

The following rules relate to the Graduate Diploma in Business Administration and are made by resolution of the University Council.

**MNM155 GRADUATE DIPLOMA IN BUSINESS*
ADMINISTRATION**

1. Normal Entry

Applicants for the part-time course leading to the Graduate Diploma in Business Administration must:-

- (a) hold a degree of a recognised university; OR a degree (UG1 award) or a diploma (UG2 award) which is registered in the National Register of Awards for Australian Colleges of Advanced Education, provided that in the case of a diploma, additional work may be required by the Head, School of Management; AND
 - (b) have one years appropriate experience in commerce, industry or government. For the Product Entrepreneurship strand preference may be given to applicants with technological and/or design experience.
2. An applicant who does not meet the requirements for normal entry may present documentary evidence of qualifications, experience, and other relevant information for special consideration by the Admissions Committee.
 3. A student enrolled in the Graduate Diploma in Business Administration course will normally progress in the sequence indicated in the normal course program. Timetables are arranged on the basis of the normal progression.
 4. To be credited with a semester subject, a student must obtain a pass in the assessment program and satisfy such assignment requirements as are approved by the Academic Board of the Faculty of Business.
 5. Except in exceptional circumstances, and with the approval of the Dean of Faculty, a full-time student may not enrol for more than four subjects in any one semester; a part-time student may not enrol for more than three subjects in any one semester.

* The 1989 intake for the Graduate Diploma in Business Administration will be contingent upon the approval of the Master of Business Administration degree.

6. A student retains credit for all subjects passed in the semester in which she/he is enrolled.
7. A student who fails one or more subjects in a semester may re-enrol and repeat the subjects failed, and may enrol for other subjects of the program, subject to course rules, provided the timetable permits enrolment in the subjects desired.
8. Except with the approval of the Dean of Faculty, students may not enrol for any subject in their course of study unless they have obtained credit for all subjects prescribed as pre-requisite subjects in the Schedule attached to these Rules.
9. On the basis of previous postgraduate or equivalent study exemptions may be granted in core, or core option subjects as provided for under "Rules Relating to Student Matters" (see Section 3) up to a limit of 25% of the prescribed minimum contact hours of the course, which in the case of the Graduate Diploma in Business Administration is two subjects. If, on the basis of the previous study, a student is eligible for exemption in more than two core subjects, the Head of School shall, except in exceptional circumstances, require the student to substitute an elective or core option subject for each such core subject in excess of two.
10. For a registered student who is enrolled in the Graduate Diploma course in Business Administration, the subjects and other work of the one year full-time or two years of part-time study are as follows:-

GENERAL STRAND

To gain an award a student must satisfactorily complete 8 semester subjects, including the 4 core subjects, and 1 or more subjects from the 10 core options.

<u>Core</u>		EFTSU Credit
MNP102	Managerial Psychology	12
MNP106	Managerial Economics	12
ACP111	Accounting Principles I	12
MNP202	Managerial Functions	12

Core Options

MNP204	Marketing Methods and Practices	12
MNP403	Managerial Strategy	12
CMP125	Organisational Communication	12
ISP100	The Computer System	12
MNP508	Australian Policy Studies	12
MNP309	Technological Innovation	12
ACP872	Legal Aspects of Entrepreneurship	12

<u>Core Options cont'd</u>		EFTSU Credit
ACP851	Venture Finance	12
MNP310	Venture Management and Development	12
MNP303	* Statistical Methods	12
MNP333	Graduate Project	12

The following subjects may be taken as electives in the Graduate Diploma in Business Administration but will be conducted with advanced undergraduate classes as timetabled.

Electives Accounting/Law/Finance Pre-requisite

Autumn

ACB151	Australian Capital Markets	MNP106
ACB211	Accountancy for Managers II	ACP111
ACB514	Government Accounting	ACP111
ACB614	Government Finance	ACB514

Spring

ACB474	Law and Communication	ACP111
ACB653	Security Analysis	ACB551
ACB654	Financial Institutions - Lending and Practice	ACP111
ACB679	Law for Administrators	ACP111
ACB852	International Accounting	ACP111

Autumn and Spring

ACB371	Business Law I	ACP111
ACB372	Business Law II	ACB371
ACB373	Intro. Legal Studies (incompatible with ACB371 & ACB471)	ACP111
ACB471	Company Law I	ACP111
ACB472	Company Law II	ACB471
ACB513	Managerial Accounting I	ACP111
ACB551	Financial Management I	ACP111 & MNP303
ACB613	Managerial Accounting II	ACB513
ACB651	Financial Management II	ACB551

Electives Communication

Autumn

CMB422	Professional Speech Writing	CMP125
CMB105	Business Communication	Nil

* Students must demonstrate a satisfactory level of knowledge of statistics or include this subject as a core option.

<u>Spring</u>		<u>Pre-requisite</u>
CMB452	Introduction to Public Relations	CMP125
<u>Autumn and Spring</u>		
CMB411	Business and Society	CMP125
CMB423	Mass Communication and Society	CMP125
CMB542	Advertising Management	CMP125 & an advertising or marketing subject.

Electives Data Processing

ISB102	Representation of Information	ISP100
ISB201	Information Systems Analysis and Design I	ISB102
ISB303	Office Information Systems	ISP100
ISB314	Information Systems Management	ISP100 & either ISB102, 201 or 303

Electives Management/Public Administration/Health Administration +Autumn

MNB501	Operations Management	MNP102
MNB530	Cost Benefit Analysis	MNP106
MNB531	Transport Economics	MNP106
MNB520	Industrial Relations 1A	MNP102
MNB511	International Marketing	MNP204
MNB616	Retailing Management I	MNP204
MNB521	Personnel Management	MNP102
MNB622	Personnel Training & Development	MNP102
MNB383	Public Sector Industrial Relations	MNP102
MNB586	Comparative Politics	MNP508
MNB505	Health Management I	MNP202
MNB331	Health Care Economics I	MNP106
MNB321	Public Sector Microeconomics	MNP106
MNB514	Innovation and Marketing Management	MNP204
MNB309	Export Management	Nil
MNB506	Applied Group Dynamics	MNP102

<u>Spring</u>		<u>Pre-requisite</u>
MNB632	International Economics	MNP202
MNB642	Business Forecasting	MNP303
MNB620	Industrial Relations IB	MNP102
MNB634	Distribution Management	MNP204
MNB637	Retailing Management II	MNP204
MNB621	Organisational Development	MNP102
MNB623	Advanced Training Techniques	MNB622
MNB507	Counselling and Guidance	MNP102
MNB407	Employment and Survey Interviewing	MNP102
MNB409	Corporate Manpower Planning	MNP102
MNB582	Financial Administration	MNP508
MNB686	Government & Business	MNP508
		& MNP106
MNB533	International Health Care Systems	MNP106
MNB618	Health Computer Systems	ISP100
MNB402	Conflict Work and People	MNP102
MNB610	Strategic Marketing	MNB514

Autumn and Spring

MNB405	Management Science A	MNP303
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Transition Arrangements - Master of Business (Management)

A student may apply for entry to the Master of Business (Management) course after having passed the four core subjects from the general strand. Acceptance for the Master of Business (Management) will depend on satisfactory performance as judged by the Graduate Studies Board. Should such a student subsequently seek re-enrolment in the Graduate Diploma in Business Administration course without completing the Master of Business (Management) up to four Master of Business (Management) subjects may be counted as electives for purposes of completing the Graduate Diploma in Business Administration.

The subjects offered in any semester will depend on a sufficient minimum enrolment in the subject and the availability of staff.

GENERAL STRAND

FULL TIME

Semester 1

MNP102	Managerial Psychology
MNP202	Managerial Functions
MNP106	Managerial Economics
ACP111	Accounting Principles 1

Semester 2

1 Core Option

and

3 Other Subjects chosen from Core Option or Elective Subjects

GENERAL STRAND

PART TIME

Subjects in the part-time general strand may be taken in any order provided that:-

- (a) the required subjects comprising Graduate Diploma in Business Administration are completed;
- (b) necessary pre-requisites are completed before enrolling in any advanced subject;
- (c) subjects are available in the timetable.

CORE SUBJECTS

Pre-requisite

MNP102	Managerial Psychology	-
MNP202	Managerial Functions	-
ACP111	Accounting Principles 1	-
MNP106	Managerial Economics	-

CORE OPTIONS

Autumn Semester

ISP100	The Computer System	-
MNP508	Australian Policy Studies	-
MNP303	Statistical Methods	-
MNP309	Technological Innovation	-
ACP872	Legal Aspects of Entrepreneurship	-
MNP333	Graduate Project	-

Spring Semester

MNP403	Managerial Strategy	MNP102
CMP125	Organisational Communication	-
ACP851	Venture Finance	ACP111
MNP310	Venture Management and Development	Six other subjects except ACP851
MNP204	Marketing Methods and Practices	-

+ Human Resource Management Concentration:

In order to satisfy academic requirements for Professional Membership of the University of Personnel Management Australia Inc, three of the following elective subjects must be included in the course or completed subsequently:-

MNB521	Personnel Management
MNB621	Organisation Development
MNB409	Corporate Manpower Planning
MNB520	Industrial Relations 1A
MNB620	Industrial Relations 1B
MNB622	Personnel Training & Development
MNB623	Advanced Training Techniques
MNB507	Counselling & Guidance
MNB407	Employment & Survey Interviewing

PRODUCT ENTREPRENEURSHIP STRAND

To gain an award, a student must satisfactorily complete 8 semester subjects made up as follows:-

<u>CORE</u>	<u>Pre-requisite</u>
MNP102 Managerial Psychology	Nil
MNP106 Managerial Economics	Nil
ACP111 Accounting Principles I	Nil

STRAND CORE

MNP309	Technological Innovation	Nil
ACP872	Legal Aspects of Entrepreneurship	Nil
ACP851	Venture Finance	ACP111
MNP310	Venture Management and Development	Six other subjects except ACP851
MNP204	Marketing Methods & Practices	Nil

Normal Subject Timetable - Product Entrepreneurship Strand -

<u>FULL TIME</u>		<u>EFTSU</u>
<u>Semester 1</u>		<u>Credit</u>
MNP102	Managerial Psychology	12
MNP309	Technological Innovation	12
MNP106	Managerial Economics	12
ACP111	Accounting Principles I	12
 <u>Semester 2</u>		
ACP872	Legal Aspects of Entrepreneurship	12
ACP851	Venture Finance	12
MNP301	Venture Management and Development	12
MNP204	Marketing Methods and Practices	12

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Normal Subject Timetable - Product Entrepreneurship Strand -

<u>PART TIME</u>		<u>EFTSU</u>
<u>Semester 1</u>		<u>Credit</u>
MNP106	Managerial Economics	12
MNP309	Technological Innovation	12
<u>Semester 2</u>		
ACP872	Legal Aspects of Entrepreneurship	12
MNP204	Marketing Methods and Practices	12
<u>Semester 3</u>		
MNP102	Managerial Psychology	12
ACP111	Accounting Principles 1	12
<u>Semester 4</u>		
ACP851	Venture Finance	12
MNP310	Venture Management and Development	12

The following rules relate to the Graduate Diploma in Communication Practice and are made by resolution of the University Council.

**CMM244 GRADUATE DIPLOMA IN
COMMUNICATION PRACTICE**

1. Normal Entry

Applicants may enrol in the part-time or full-time course leading to the Graduate Diploma in Communication Practice if:-

- (a) they hold a degree or diploma from a recognised university or college of advanced education (or the equivalent), with the provision that diploma graduates may be required to undertake additional work at the discretion of Head of School of Communication or his/her nominee; AND
- (b) for students specialising in journalism, placement in a relevant occupation as approved by Head of School of Communication or his/her nominee.

2. Special Entry

A limited number of places will be available to practitioners in the relevant professions who, while possessing no formal degree, can demonstrate and document significant experiential grasp of their professions. These candidates will be senior members of their profession. Communication practitioners without formal qualifications will be subject to the mature age entry scheme.

3. QUT Communication graduates, if they enrol in the graduate diploma course, must select an area different from their major strand as undergraduates.

An applicant who does not meet the requirements for normal entry may present documentary evidence of qualifications, experience, and other relevant information for special consideration by the Admissions Committee.

4. A student enrolled in the Graduate Diploma in Communication Practice course will normally progress in the sequence indicated in the normal course program. Timetables are arranged on the basis of the normal progression.
5. To be credited with a semester subject, a student must obtain a pass in the assessment program and satisfy such assignment requirements as are approved by the Academic Board of the Faculty of Business.

6. Except in exceptional circumstances, and with the approval of the Dean of Faculty, a part-time student may not enrol for more than three subjects in any one semester.
7. A student retains credit for all subjects passed in the semester in which she/he is enrolled.
8. A student who fails one or more subjects in a semester may re-enrol and repeat the subjects failed, and may enrol for other subjects of the program, subject to course rules, provided the timetable permits enrolment in the subjects desired.
9. Pre-requisites will be waived for all subjects with CMB code numbers for students in the Graduate Diploma in Communication Practice..
10. For a registered student who is enrolled in the Graduate Diploma in Communication Practice, the subjects and other work of the one year full-time or two years of part-time study are as follows:-

<u>CORE SUBJECTS</u>	EFTSU Credit
CMP007 Communication Concepts PLUS Group A subjects OR Group B subjects	12

GROUP A (FOR COMMUNICATION GRADUATES)

CMN710 Mass Communication A	12
CMN711 Mass Communication B	12

GROUP B (FOR NON-COMMUNICATION GRADUATES)

CMP421 National Media Institutions	12
CMP562 Advanced Text Analysis	12

5 SUBJECTS - PROFESSIONAL STRAND

Select from ONE of the following groups (subject to sequencing requirements):-

Advertising

CMB241 Introduction to Advertising	12
CMB363 Advertising Copywriting (Print)	12
CMB364 Advertising Copywriting (Electronic)	12
CMB541 Media Strategy	12
CMB542 Advertising Management	12
CMB544 Direct Response Advertising	12
CMB441 Retail Advertising	12
CMB641 Advertising Campaigns	12

<u>Audio-Visual Communication</u>		EFTSU Credit
CMB163	Introduction to Audio-Visual Communication	12
CMB464	Video Production Techniques	12
CMB592	Film and Video Tape Editing	12
CMB561	Film and Television Scriptwriting	12
CMB662	Audio-Visual Seminar	12
<u>Journalism</u>		
CMB361	Reporting Principles	12
CMB462	Magazine and Feature Writing	12
CMB673	Journalism Ethics and Issues <u>PLUS</u>	12
CMB371	Subediting and Layout	12
CMB671	Public Affairs Reporting <u>OR</u>	12
CMB571	Radio/TV Journalism I	12
CMB672	Radio/TV Journalism II	12
<u>Public Relations</u>		
CMB452	Introduction to Public Relations	12
CMB552	Publicity and Promotion (Print)	12
CMB553	Publicity and Promotion (Electronic) <u>PLUS</u>	12
CMB451	Industrial Press	12
CMB351	Community Relations <u>OR</u>	12
CMB651	Advanced Public Relations	12
CMB666	Public Relations Consulting and Management	12
CMB422	Professional Speech Writing	12
<u>Organisational Communication</u>		
CMB163	Introduction to Audio-Visual Communication	12
CMB013	Written Communication	12
CMB012	Speech Communication	12
CMB321	Communication in Small Groups	12
CMP125	Organisational Communication	12
CMB307	Advanced Professional Writing	12

GRADUATE DIPLOMA IN QUALITY
COURSE ASSESSMENT COMMITTEE

Dr R B Gardiner	Dean, Faculty of Science, Queensland University of Technology.
Mr J D Armitt	Manager, Laboratories, Castlemaine Perkins Ltd, Brisbane.
Mr K C Crellin	Associate Director, Cameron McNamara Pty Ltd, Brisbane.
Mr N Frost	Queensland Manager, Gilbert Lodge & Co Pty Ltd, Brisbane.
Dr P Mansour	Lecturer, School of Management, Queensland University of Technology.
Mr A B Marshall	Manager & Principal Consultant, Q A Consultancy Services, Brisbane.
Mr I F Ogle	Lecturer, Department of Mathematics, Queensland University of Technology.
Mr R S Richards	National Quality Manager, Australian United Foods, Brisbane.
Mr G Srikanthan	Senior Lecturer, Department of Mechanical & Production Engineering, RMIT.
Mr J A Wernham	State Director, Department of Industry, Technology & Commerce, Brisbane.
Dr W C K Wong	Head, School of Mechanical & Manufacturing Engineering, Queensland University of Technology.

IFM242 GRADUATE DIPLOMA IN QUALITY

The course is administered by the Academic Boards of the Faculties of Business, Engineering and Science via a three person Executive Committee, one member of which shall be referred to as Course Coordinator.

1. Entry Requirements

To be eligible for enrolment in the Graduate Diploma in Quality an applicant shall have completed a course at degree level or possess an equivalent qualification in Science, Engineering, Management, Commerce, Education or another field deemed to be appropriate.

Where an equivalent course of study or examination cannot be readily established, an applicant may, at the discretion of the Executive Committee, be permitted to undertake a qualifying examination, satisfactory completion of which will entitle the applicant to the status of Graduate for the purpose of admission.

2. Course Rules

- (a) The program is offered as a part-time internal course of study.
- (b) Registered students enrolled in the program are classified as part-time students. Such students normally attend evening classes associated with the course.
- (c) The method of assessment to be used in the case of each coursework unit may comprise one or more of:-
 - written and/or oral tests;
 - practical work;
 - general assignments;
 - laboratory exercises;
 - reports;
 - final examination.

Successful completion of the project unit will involve preparation of a report involving documentation to accepted industry standards and will include an explanation of the problem under investigation, a description of the techniques used together with an evaluation of the results obtained.

- (d) A student who submits work for assessment after the appropriately authorised due date may be penalised by having the work not accepted for assessment unless, prior to the due date, the student applies in writing to the examiner responsible for the unit for an extension of time in which to submit the work, and is granted such an extension in writing.
- (e) Registered students in the course are expected to enrol for the full semester program as shown in Rule 3 below.
- (f) No formal supplementary examinations will be offered following examinations. However, if an examiner considers such action justified, a student may be recalled for further informal assessment before the release of the examination results. This may take the form of oral questioning or a short written test, and may cover only the areas of the topic previously shown to be below standard. On the basis of this additional testing, a pass may be granted.

3. Normal Course Program

		EFTSU	Approx
		Credit	Formal
		Hrs/wk	
<u>Semester 1 - Autumn</u>			
MEP173	Quality Planning & Control	6	1.5
MNP112	Quality System Management	6	1.5
MAP111	Statistical Methods in Quality	6	1.5
MNP113	Managing Communications for Quality	6	1.5
<u>Semester 2 - Spring</u>			
MEP273	Quality Measurement & Testing	6	1.5
MAP121	Statistical Process Control	6	1.5
ACP213	Quality Cost Analysis	6	1.5
MNP123	Human Factors in Quality		
<u>Semester 3 - Autumn</u>			
MAP211	Sampling Procedures	6	1.5
MNP218	Economic Analysis	6	1.5
MEP371	Reliability and Maintainability	6	1.5
ISP380	Quality Information Systems	6	1.5
<u>Semester 4 - Spring</u>			
MEP473	Quality Systems & Assessment	8	2
MAP221	Quality Problem Solving Techniques	8	2
IFP222	Project	8	2

For subject details, please contact the Course Co-ordinator.

RULES COMMON TO ALL BUSINESS DEGREE COURSES

The following rules relate to the degree of Bachelor of Business and are made by resolution of the University Council.

1. Registered students may, subject to the modes of offering of their course, enrol as full-time, part-time or external students. Full-time students normally attend classes during the day while part-time students normally attend during the evening. However, students may elect or be required to attend some classes at times other than the normal time for their enrolment type.

External students must, except with the approval of the Dean of Faculty, reside outside the Brisbane Statistical Area so that they are precluded from attendance as full-time or part-time students.

2. Entrance Requirements - refer to the QUT Admissions Procedures Booklet.
3. Except in exceptional circumstances, and with the approval of the Dean of Faculty, a student in a degree course who is a full-time student may enrol only in subjects selected from those contained in the normal course program for Semesters 1 and 2 in their first year of study. Similarly, a student who is a part-time student may select subjects only from those listed for Semesters 1, 2, 3 and 4 in their first two years of study.

Timetables are arranged on the basis of the normal program for each course.

4. To be credited with a semester subject, a student must obtain a pass in the assessment program and satisfy such assignment requirements as are approved by the Academic Board of the Faculty of Business.
5. Except in exceptional circumstances and with the approval of the Dean of Faculty, a student who is a full-time student in the degree course may not enrol for more than five subjects comprising not more than twenty formal hours per week in any one semester. Similarly, a student who is a part-time or external student may not enrol for more than three subjects comprising not more than eleven formal hours per week in any one semester.
6. Students retain credit for all subjects passed in the semester in which they are enrolled.

7. A student who fails one or more subjects in a semester may re-enrol and repeat the subjects failed, and may enrol for other subjects of the program, subject to course rules, provided the timetable permits enrolment in the subjects desired.
8. Except with the approval of the Dean of Faculty, students may not enrol for any subject in their course of study unless they have obtained credit for all subjects prescribed as pre-requisite subjects in the Schedule attached to these rules.
9. Exemptions - refer to Section 2 of this publication.
10. Some essential teaching activities conducted off campus involve field trips. The Academic Board is required to approve compulsory field trips in each semester and students are expected to attend all such field trips. Except with the approval of the Head of School, failure to attend these field trips will adversely affect assessment in the relevant subjects.

BACHELOR OF BUSINESS - ACCOUNTANCY
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Mr L Edwards	Head, School of Accountancy, Queensland University of Technology.
Mr J Heim	Information, Systems and Services Manager, SEQEB.
Mr S J Maitland	Manager, Lending Division, Macquarie Bank.
Professor C A Martin	Professor of Accounting, Macquarie University, Head, School of Economic and Financial Studies.
Mr P N Rubie	Administration Manager, Whitco Ltd.
Mr R R Savage	Audit Partner, Coopers & Lybrand.

ACJ151 BACHELOR OF BUSINESS - ACCOUNTANCY

For a registered student who is a full-time student in the Accountancy course, the program for the three years of study is as follows:-

<u>Semester 1 - Autumn</u>		Approx EFTSU Formal Credit Hrs/wk	
ACB371	Business Law I	12	3
CMB132	Business and Professional Writing	12	3
ACB111	Introductory Accounting I	12	6
MNB132	Microeconomic Analysis	12	3
MAB171	Quantitative Methods IA <u>OR</u>	12	3
MAB172	Quantitative Methods IB	12	3

From Semester 2 students should choose their subjects so that they complete the requirements for either the Accounting Strand or Business Computing Strand.

ACCOUNTING STRAND (Strand Code ACC)
Semester 2 - Spring

ACB372	Business Law II	12	3
MNB103 ++	Management I	12	3
ACB210	Introductory Accounting IIA	12	6
MAB171	Quantitative Methods IA <u>OR</u>	12	3
MAB172	Quantitative Methods IB	12	3
ISB392	Computer Systems and Programming	12	4

Semester 3 - Autumn

MNB305	Business Statistics	12	3
MNB203 ++	Management II	12	3
ACB513	Managerial Accounting I	12	6
ACB471	Company Law I	12	3
ISB492	Business Systems Design I	12	4

Semester 4 - Spring

MNB405	Management Science A	12	3
ACB572	Taxation Law and Practice I	12	3
ACB551	Financial Management I	12	3
ACB412	Company Accounting	12	6
MNB232	Macroeconomic Analysis	12	3

++ Refer to page 111

		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 5 - Autumn</u>			
ACB651	Financial Management II	12	3
ACB312	Financial Accounting	12	6
ACB531	Auditing and Professional Practice I	12	3
	Strand Elective	12	3
	General Elective	12	3
<u>Semester 6 - Spring</u>			
ACB613	Managerial Accounting II	12	6
	Strand Elective	12	3
	Strand Elective	12	3
	General Elective	12	3
	General Elective	12	3
BUSINESS COMPUTING STRAND (Strand Code EDP)			
<u>Semester 2 - Spring</u>			
ISB392	Computer Systems and Programming	12	4
ISB492	Business Systems Design I	12	4
MNB103	++ Management I	12	3
ACB210	Introductory Accounting IIA	12	6
MAB171	Quantitative Methods IA <u>OR</u>	12	3
MAB172	Quantitative Methods IB	12	3
<u>Semester 3 - Autumn</u>			
MNB305	Business Statistics	12	3
MNB203	++ Management II	12	3
ACB513	Managerial Accounting I	12	6
ISB592	Business Systems Design II	12	4
ISB493	Business Computer Programming	12	4
<u>Semester 4 - Spring</u>			
ACB551	Financial Management I	12	3
MNB232	Macroeconomic Analysis	12	3
ISB694	Input/Output Subsystems	12	4
ACB412	Company Accounting	12	6
ISB494	Telecommunications and Online Systems	12	4
<u>Semester 5 - Autumn</u>			
ACB651	Financial Management II	12	3
ACB312	Financial Accounting	12	6
ISB593	Computer Systems Management	12	4
MNB405	Management Science A	12	3
	General Elective	12	3

++ Refer to page 111

		EFTSU	Approx Formal
<u>Semester 6 - Spring</u>		Credit	Hrs/wk
ACB613	Managerial Accounting II	12	6
ISB691	Data Base and Business Systems	12	4
	Strand Elective	12	3
	General Elective	12	3
	General Elective	12	3

BANKING & FINANCE STRAND (Strand Code BKF)

Semester 1 - Autumn

ACB111	Introductory Accounting I	12	6
ACB371	Business Law I	12	3
CMB132	Business and Professional Writing	12	3
MAB172	Quantitative Methods IB	12	3
MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic Analysis	12	3

Semester 2 - Spring

ACB210	Introductory Accounting IIA	12	6
ACB372	Business Law II	12	3
ISB392	Computer Systems and Programming	12	4
MNB103	Management I	12	3
MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic analysis	12	3

Semester 3 - Autumn

ACB151	Australian Capital Markets	12	3
ACB471	Company Law I	12	3
ACB513	Managerial Accounting I	12	6
ISB492	Business Systems Design I	12	4
MNB305	Business Statistics	12	3

Semester 4 - Spring

ACB412	Company Accounting	12	6
ACB551	Financial Management I	12	3
ACB572	Taxation Law and Practice I	12	3
ACB656	Financial Institutions - Law	12	3
MNB432	Business Strategy	12	3

Semester 5 - Autumn

ACB312	Financial Accounting	12	6
ACB651	Financial Management II	12	3
ACB853	International Finance	12	3
	Banking/Finance Strand Elective	12	3
	General Elective	12	3

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		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 6 - Spring</u>			
ACB653	Security Analysis	12	3
ACB655	Financial Institutions - Planning & Control	12	6
	Banking/Finance Strand Elective	12	3
*	Accounting Strand Elective	12	3
	General Elective	12	3

For a registered student who is a part-time student in the Accountancy course, the program for the six years of study is as follows:-

Semester 1 - Autumn

ACB111	Introductory Accounting I	12	6
MNB103	++ Management I	12	3

Semester 2 - Spring

ACB210	Introductory Accounting IIA	12	6
CMB132	Business and Professional Writing	12	3

Semester 3 - Autumn

MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic Analysis	12	3
MAB171	Quantitative Methods 1A <u>OR</u>	12	3
MAB172	Quantitative Methods 1B	12	3
MNB203	++ Management II	12	3

Semester 4 - Spring

ISB392	Computer Systems and Programming	12	4
MAB171	Quantitative Methods 1A <u>OR</u>	12	3
MAB172	Quantitative Methods 1B	12	3
MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic Analysis	12	3

From Semester 5, students should choose their subjects so that they complete the requirements for either the Accounting Strand or Business Computing Strand.

ACCOUNTING STRAND

Semester 5 - Autumn

MNB305	Business Statistics	12	3
ACB371	Business Law I	12	3
ISB492	Business Systems Design I	12	4

* Accounting Strand electives include all Banking/Finance Strand electives which have an ACB code.

++ Refer to page 111

		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 6 - Spring</u>			
ACB372	Business Law II	12	3
MNB405	Management Science A	12	3
ACB551	Financial Management I	12	3
<u>Semester 7 - Autumn</u>			
ACB471	Company Law I	12	3
ACB651	Financial Management II	12	3
	General Elective	12	3
<u>Semester 8 - Spring</u>			
ACB412	Company Accounting	12	6
	Strand Elective	12	3
<u>Semester 9 - Autumn</u>			
ACB513	Managerial Accounting I	12	6
ACB531	Auditing and Professional Practice I	12	3
<u>Semester 10 - Spring</u>			
ACB613	Managerial Accounting II	12	6
	Strand Elective	12	3
<u>Semester 11 - Autumn</u>			
ACB572	Taxation Law and Practice I	12	3
ACB312	Financial Accounting	12	6
<u>Semester 12 - Spring</u>			
	Strand Elective	12	3
	General Elective	12	3
	General Elective	12	3
BUSINESS COMPUTING STRAND			
<u>Semester 5 - Autumn</u>			
MNB305	Business Statistics	12	3
ACB371	Business Law I	12	3
ISB492	Business Systems Design I	12	4
<u>Semester 6 - Spring</u>			
MNB405	Management Science A	12	3
ISB493	Business Computer Programming	12	4
ISB592	Business Systems Design II	12	4
<u>Semester 7 - Autumn</u>			
ACB513	Managerial Accounting I	12	6
ISB694	Input/Output Subsystems	12	4
<u>Semester 8 - Spring</u>			
ACB412	Company Accounting	12	6
ISB494	Telecommunications and Online Systems	12	4

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		EFTSU	Approx
		Credit	Formal
			Hrs/wk
<u>Semester 9 - Autumn</u>			
ACB312	Financial Accounting	12	6
	General Elective	12	3
<u>Semester 10 - Spring</u>			
ISB593	Computer Systems Management	12	4
ACB551	Financial Management I	12	3
	General Elective	12	3
<u>Semester 11 - Autumn</u>			
ISB691	Data Base and Business Systems	12	4
ACB651	Financial Management II	12	3
	General Elective	12	3
<u>Semester 12 - Spring</u>			
	Strand Elective	12	3
ACB613	Managerial Accounting II	12	6
BANKING AND FINANCE STRAND			
<u>Semester 1 - Autumn</u>			
ACB111	Introductory Accounting I	12	6
MNB103	Management I	12	3
<u>Semester 2 - Spring</u>			
ACB210	Introductory Accounting IIA	12	6
CMB132	+ Communication IIA	12	3
<u>Semester 3 - Autumn</u>			
ACB371	Business Law I	12	3
MAB172	Quantitative Methods IB	12	3
MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic Analysis	12	3
<u>Semester 4 - Spring</u>			
ACB372	Business Law II	12	3
ISB392	Computer Systems and Programming	12	4
MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic Analysis	12	3
<u>Semester 5 - Autumn</u>			
ACB151	Australian Capital Markets	12	3
ISB492	Business Systems Design I	12	4
MNB305	Business Statistics	12	3
<u>Semester 6 - Spring</u>			
ACB551	Financial Management I	12	3
ACB572	Taxation Law and Practice I	12	3
MNB432	Business Strategy	12	3

+ Refer to page 111

		EFTSU	Approx Formal
		Credit	Hrs/wk
<u>Semester 7 - Autumn</u>			
ACB513	Managerial Accounting I	12	6
ACB651	Financial Management II	12	3
<u>Semester 8 - Spring</u>			
ACB412	Company Accounting	12	6
ACB653	Security Analysis	12	3
<u>Semester 9 - Autumn</u>			
ACB312	Financial Accounting	12	6
ACB471	Company Law I	12	3
<u>Semester 10 - Spring</u>			
ACB655	Financial Institutions - Planning and Control	12	6
	General Elective	12	3
<u>Semester 11 - Autumn</u>			
ACB853	International Finance	12	3
ACB656	Financial Institutions - Law Banking/Finance Strand Elective	12	3
		12	3
<u>Semester 12 - Spring</u>			
	Banking/Finance Strand Elective	12	3
	* Accounting Strand Elective	12	3
	General Elective	12	3

ELECTIVES

Electives may be chosen from degree courses as outlined below, subject to pre-requisite requirements, availability of the subject in the timetable and approval of the Head of School. The subjects offered in any semester will depend on a sufficient minimum enrolment in the subject, and the availability of staff. When selecting electives, students should consider the academic requirements of the respective Professional Bodies.

Accounting Strand - Students must select three strand electives from the subjects indicated below and three general electives from degree level courses within the University or elsewhere.

Strand Electives:

- (i) Any ACB coded subject except those listed in Rule 16 as being unavailable for credit.

* Accounting Strand electives include all Banking and Finance Strand electives which have an ACB code.

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- (ii) Any of the following subjects offered by the Faculty of Information Technology
- | | |
|--------|---------------------------------------|
| ISB592 | Business Systems Design II |
| ISB493 | Business Computer Programming |
| ISB694 | Input/Output Subsystems |
| ISB494 | Telecommunications and Online Systems |
| ISB691 | Data Base and Business Systems |
| ISB593 | Computer Systems Management |
| ISB594 | Computer Equipment and Evaluation |

Business Computing Strand - Students must select one strand elective from the business computing subjects listed above or ACB695 Computer Security and Audit and three general electives from degree level courses within the University or elsewhere.

Banking and Finance Strand - Students must select two subjects from the Banking and Finance strand electives, listed below, and one elective from Banking and Finance strand or Accounting strand, and two general electives from degree level courses within the institute or elsewhere.

Strand Electives:

ACB654	Financial Institutions - Lending and Practice
ACB657	Risk Management
ACB999	Special Topic (Accounting) - Internal Accounting
ACB658	Comparative Financial Systems
ACB659	Finance Statement Analysis Modelling
MNB309	Export Management
MNB406	Introductory Marketing
MNB632	International Economics

ELECTIVES ON OFFER - 1989

The following electives will be offered by the School of Accountancy and/or Faculty of Information Technology in 1989, and will run subject to adequate enrolments and availability of staff.

Autumn Semester

ACB151	Australian Capital Markets
ACB472	Company Law II
ACB514	Government Accounting
ACB612	External Reporting Issues A
ACB631	Auditing and Professional Practice II
ACB654	Financial Institutions Lending & Practice
ACB656	Financial Institutions Law
ACB672	Taxation Law & Practice II
ACB852	International Accounting
ACB853	International Finance
ISB594	Computing Equipment & Evaluation

Spring Semester

ACB472	Company Law II
ACB474	Law and Communication
ACB512	External Reporting Issues B
ACB614	Government Finance
ACB631	Auditing & Professional Practice II
ACB653	Security Analysis
ACB655	Financial Institutions - Planning & Control
ACB672	Taxation Law & Practice II
ACB673	Taxation & Professional Practice
ACB695	Computer Security & Audit

In addition ACB531 Auditing and Professional Practice I may be taken as an accountancy strand elective in the Banking & Finance strand.

Incompatible Subjects

The following subjects offered by Schools of the Faculty of Business are subjects which will not be accepted for credit towards completing requirements of the Bachelor of Business (Accountancy) course.

ACB112	Accounting Decisions IA
ACB113	Introductory Accounting
ACB114	Introductory Accounting IB
ACB161	Accountancy for Administrators
ACB181	Accounting Information Systems I
ACB182	Accounting Information Systems II
ACB184	Accounting for Surveyors
ACB211	Introductory Accounting IIB
ACB373	Introductory Legal Studies
ACB455	Personal & Corporate Finance
ACB552	Business Finance I
ACB553	Business Finance
ACB554	Health Administration Finance
ACB581	Building Financial Management I
ACB652	Business Finance II
ACB679	Public Administrative Law
CMB105	Communication in Business
MNB133	General Economics

Banking/Finance Strand

ACB613 Managerial Accounting II is incompatible with
ACB655 Financial Institutions - Planning & Control as well
 as the subjects listed.

RECOGNITION BY OUTSIDE BODIES

Students completing the Bachelor of Business (Accountancy) degree satisfy the academic requirements for membership of various professional associations and statutory bodies.

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The degree is recognised for membership purposes by the following associations and boards:-

- 1) Australian Society of Accountants (provisional membership is available immediately on completion of the degree) (ASA)
- 2) University of Chartered Accountants in Australia. (ICA)
- 3) Public Accountants Registration Board and Companies Auditors Board. (PARB and CAB)
- 4) Tax Agents Registration Board. (TARB)
- 5) University of Chartered Secretaries and Administrators. (ICS & A)
- 6) Australian University of Bankers. (AIB)
- 7) Australian Computer Society. (ACS)

Recognition by the above bodies is conditional upon completion of the specific additional subjects outlined in the table below.

	<u>Accounting Strand</u>	<u>Business Computing Strand</u>
	must include as electives:-	must include as electives or additional subjects:-
ASA	ACB672 Taxation Law & Practice II	ACB372 Business Law II
ICA		ACB471 Company Law I
PARB	ACB631 Auditing & Professional Practice II	ACB472 Company Law II
CAB	ACB472 Company Law II	ACB572 Taxation Law & Practice I
		ACB672 Taxation Law & Practice II
		ACB531 Auditing & Professional Practice I
		ACB631 Auditing & Professional Practice II

Banking and Finance Strand

must include as electives or additional subjects to meet the requirements for ASA, ICA, PARB and CAB:-

ACB531	Auditing & Professional Practice I
ACB631	Auditing & Professional Practice II
ACB672	Taxation Law & Practice II
ACB472	Company Law II

ICS&A ditto see (a) below	ditto see (a) below
AIB Nil see (b) below	Nil see (b) below
<u>Accounting Strand</u>	<u>Business Computing</u>
<u>Banking/Finance Strand</u>	<u>Strand</u>
TARB must include ACB672 Taxation Law & Practice II in electives	must include ACB571 and ACB671 Taxation Law & Practice I and II in electives
ACS must include as electives or additional subjects:- ISB493 Business Computer Programming ISB494 Telecommunications & Online Systems ISB592 Business Systems Design II ISB593 Computer Systems Management ISB594 Computer Equipment & Evaluation ISB691 Data Base & Business Systems ISB694 Input/Output Subsystems ACB695 Computer Security and Audit	Nil

- (a) In addition include as electives or additional subjects the two non-exemptable subjects offered at the Brisbane College of Advanced Education.
- (b) Higher levels of membership require further additional subjects. Further advice can be obtained from School office.

+ Students must sit for the examination in this subject during their first year of study.

++ Students enrolled in the course prior to 1981, may satisfy requirements of the course by completing MNB101 Applied Psychology and MNB201 Introduction to Human Resource Management OR MNB103 Management I and MNB203 Management II.

BACHELOR OF BUSINESS - COMMUNICATION
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Dr B M Molloy	Head, School of Communication, Queensland University of Technology.
Mr J Clancy	Head, Department of Humanities, Royal Melbourne University of Technology.
Mr C W Dawson	Assistant General Manager, Metropolitan Permanent Building Society.
Mr J M Garnsey	Managing Director, Garnsey Clemenger Pty Ltd.
Mr K H McDonald	Chief Executive, Queensland Newspapers Pty Ltd.

CMJ153 BACHELOR OF BUSINESS - COMMUNICATION

The Bachelor of Business (Communication) consists of 14 core subjects, 9 strand subjects and 4 electives. For a registered student who is a full-time student in the Communication course, the subjects and other work of the three years of study are as follows:-

<u>Semester 1 - Autumn</u>		EFTSU	Approx Formal Credit Hrs/wk
CMB011	* Introduction to Communication Theory	12	3
CMB012	* Speech Communication	12	3
CMB013	* Written Communication	12	3
CMB111	Sociology	12	3
CMB359	Newsriting	12	3

All students are expected to type efficiently, and Journalism Majors to learn Pitman Shorthand.

From Semester 2, students should choose their subjects so that they complete the requirements for one of the three strands offered within the course, viz., Advertising, Journalism, Public Relations. School electives for 1989 are listed on page 201.

ADVERTISING STRAND + (Strand Code ADV)
Semester 2 - Spring

CMB211	Communication Research	12	3
CMB163	Introduction to Audio-Visual Communication	12	3
MNB101	Applied Psychology	12	3
MNB406	Introductory Marketing	12	3
CMB241	Introduction to Advertising	12	3

Semester 3 - Autumn

CMB423	Australian Media Institutions	12	3
CMB161	Literature and Communication	12	3
CMB363	Advertising Copywriting - Print	12	3
CMB541	Media Strategy	12	3
CMB464	Video Production Techniques	12	3

+ Refer to page 120

* Refer to page 120

		EFTSU	Approx
		Credit	Formal
			Hrs/wk
<u>Semester 4 - Spring</u>			
CMB562	Media Text Analysis	12	3
CMB321	Communication in Small Groups	12	3
CMB364	Advertising Copywriting - Electronic	12	3
	Elective 1	12	3
<u>Semester 5 - Autumn</u>			
CMB521	Communication and Public Opinion	12	3
CMB542	Advertising Management	12	3
	Elective 2	12	3
	Elective 3	12	3
<u>Semester 6 - Spring</u>			
CMB212	Australian Studies	12	3
CMB544	Direct Response Advertising	12	3
CMB641	Advertising Campaigns	12	3
	Elective 4	12	3
JOURNALISM STRAND (Strand Code JNL)			
<u>Semester 2 - Spring</u>			
CMB211	Communication Research	12	3
CMB321	Communication in Small Groups	12	3
CMB163	Intro to Audio-Visual Communication	12	3
CMB360	Reporting Principles	12	3
CMB311	Contemporary Social Issues	12	3
<u>Semester 3 - Autumn</u>			
CMB423	Australian Media Institutions	12	3
CMB161	Literature and Communication	12	3
CMB464	Video Production Techniques	12	3
CMB462	Magazine and Feature Writing	12	3
	Elective 1	12	3
<u>Semester 4 - Spring</u>			
CMB562	Media Text Analysis	12	3
CMB212	Australian Studies	12	3
MNB181	Australian National Government B	12	3
CMB571	Radio/Television Journalism I	12	3
<u>Semester 5 - Autumn</u>			
CMB521	Communication and Public Opinion	12	3
CMB672	Radio/Television Journalism II	12	3
CMB371	Sub-editing and Layout	12	3
	Elective 2	12	3
<u>Semester 6 - Spring</u>			
CMB671	Public Affairs Reporting	12	3
CMB673	Journalism Ethics and Issues	12	3
	Elective 3	12	3
	Elective 4	12	3

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PUBLIC RELATIONS STRAND (Strand Code PR)

Semester 2 - Spring

		EFTSU Credit	Approx Formal Hrs/wk
CMB211	Communication Research	12	3
CMB321	Communication in Small Groups	12	3
CMB163	Intro to Audio-Visual Communication	12	3
CMB452	Introduction to Public Relations	12	3
**	Approved Business Subject	12	3

Semester 3 - Autumn

CMB423	Australian Media Institutions	12	3
CMB161	Literature and Communication	12	3
CMB464	Video Production Techniques	12	3
CMB451	Industrial Press	12	3
CMB552	Publicity and Promotion - Print	12	3

Semester 4 - Spring

CMB562	Media Text Analysis	12	3
CMB212	Australian Studies	12	3
CMB553	Publicity and Promotion - Electronic	12	3
CMB422	Professional Speechwriting	12	3

Semester 5 - Autumn

CMB521	Communication and Public Opinion	12	3
CMB651	Advanced Public Relations	12	3
	Elective 1	12	3
	Elective 2	12	3

Semester 6 - Spring

CMB666	PR Consulting and Management	12	3
CMB351	Community Relations	12	3
	Elective 3	12	3
	Elective 4	12	3

For a registered student who is a part-time student in the Communication course, the subjects and other work of the six years of study are as follows:-

Semester 1 - Autumn

CMB011	Introduction to Communication Theory	12	3
CMB013	* Written Communication	12	3

Semester 2 - Spring

CMB012	* Speech Communication	12	3
CMB111	Sociology	12	3
CMB359	Newswriting	12	3

** See Strand Co-ordinator regarding selection of approved Business subject.

* Refer to page 120.

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All students are expected to type efficiently, and Journalism Majors to learn Teeline Shorthand.

From Semester 3, students should choose their subjects so that they complete the requirements for one of the three strands offered within the course, viz. Advertising, Journalism, Public Relations.

ADVERTISING STRAND +(Strand Code ADV)

		Approx	
		EFTSU	Formal
		Credit	Hrs/wk
<u>Semester 3 - Autumn</u>			
MNB101	Applied Psychology	12	3
CMB211	Communication Research	12	3
MNB406	Introductory Marketing	12	3
<u>Semester 4 - Spring</u>			
CMB423	Australian Media Institutions	12	3
CMB161	Literature and Communication	12	3
<u>Semester 5 - Autumn</u>			
CMB163	Intro to Audio-Visual Communication	12	3
CMB241	Introduction to Advertising	12	3
<u>Semester 6 - Spring</u>			
CMB363	Advertising Copywriting - Print	12	3
CMB464	Video Production Techniques	12	3
<u>Semester 7 - Autumn</u>			
CMB562	Media Text Analysis	12	3
CMB364	Advertising Copywriting - Electronic	12	3
	Elective 1	12	3
<u>Semester 8 - Spring</u>			
CMB541	Media Strategy	12	3
	Elective 2	12	3
<u>Semester 9 - Autumn</u>			
CMB212	Australian Studies	12	3
CMB544	Direct Response Advertising	12	3
<u>Semester 10 - Spring</u>			
CMB542	Advertising Management	12	3
	Elective 3	12	3
<u>Semester 11 - Autumn</u>			
CMB321	Communication in Small Groups	12	3
CMB641	Advertising Campaigns	12	3

+ Refer to page 120.

		EFTSU	Approx
		Credit	Formal
			Hrs/wk
<u>Semester 12 - Spring</u>			
CMB521	Communication and Public Opinion Elective 4	12	3
JOURNALISM STRAND (Strand Code JNL)			
<u>Semester 3 - Autumn</u>			
CMB321	Communication in Small Groups	12	3
CMB211	Communication Research	12	3
CMB360	Reporting Principles	12	3
<u>Semester 4 - Spring</u>			
CMB462	Magazine and Feature Writing	12	3
CMB161	Literature and Communication	12	3
<u>Semester 5 - Spring</u>			
CMB163	Intro to Audio-Visual Communication	12	3
CMB311	Contemporary Social Issues	12	3
<u>Semester 6 - Spring</u>			
CMB464	Video Production Techniques	12	3
CMB423	Australian Media Institutions	12	3
<u>Semester 7 - Autumn</u>			
CMB562	Media Text Analysis	12	3
CMB571	Radio/Television Journalism I	12	3
<u>Semester 8 - Spring</u>			
CMB521	Communication and Public Opinion	12	3
CMB672	Radio/Television Journalism II	12	3
<u>Semester 9 - Autumn</u>			
CMB673	Journalism Ethics and Issues	12	3
CMB212	Australian Studies	12	3
	Elective 1	12	3
<u>Semester 10 - Spring</u>			
MNB181	Australian National Government B	12	3
	Elective 2	12	3
<u>Semester 11 - Autumn</u>			
CMB671	Public Affairs Reporting	12	3
	Elective 3	12	3
<u>Semester 12 - Spring</u>			
CMB371	Sub-editing and Layout	12	3
	Elective 4	12	3

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PUBLIC RELATIONS STRAND (Strand Code PR)		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 3 - Autumn</u>			
CMB321	Communication in Small Groups	12	3
CMB211	Communication Research	12	3
CMB452	Introduction to Public Relations	12	3
<u>Semester 4 - Spring</u>			
CMB161	Literature and Communication	12	3
CMB552	Publicity and Promotion - Print	12	3
<u>Semester 5 - Autumn</u>			
CMB163	Intro to Audio-Visual Communication	12	3
	** Approved Business Subject	12	3
<u>Semester 6 - Spring</u>			
CMB423	Australian Media Institutions	12	3
CMB464	Video Production Techniques	12	3
<u>Semester 7 - Autumn</u>			
CMB562	Media Text Analysis	12	3
CMB553	Publicity and Promotion - Electronic	12	3
<u>Semester 8 - Spring</u>			
CMB521	Communication and Public Opinion	12	3
CMB451	Industrial Press	12	3
<u>Semester 9 - Autumn</u>			
CMB212	Australian Studies	12	3
CMB351	Community Relations	12	3
<u>Semester 10 - Spring</u>			
CMB651	Advanced Public Relations	12	3
CMB422	Professional Speechwriting	12	3
	Elective 1	12	3
<u>Semester 11 - Autumn</u>			
CMB666	PR Consulting and Management	12	3
	Elective 2	12	3
<u>Semester 12 - Spring</u>			
	Elective 3	12	3
	Elective 4	12	3

** See Strand Co-ordinator regarding selection of Approved Business subject.

ELECTIVES:

Choice of electives is subject to the approval of the Head of School or the student's Strand coordinator.

The following school electives will run in 1989, subject to adequate enrolments. Subjects from this list which do not have sufficient enrolments to run will be listed on school notice boards to enable those students who have enrolled in them to change their programs.

Autumn Semester

CMB543	Advanced Advertising
CMB291	Australian Literature and Film
CMB592	Film and Video Tape Editing
CMB191	Fundamentals of Photography
CMB463	Modern Literature and Film in Society
CMB622	Professional Communication Practice
CMB422	Professional Speechwriting
CMB220	Speech and Drama

Spring Semester

CMB662	Audio-Visual Seminar
CMB461	Creative Writing
CMB191	Fundamentals of Photography
CMB465	Literature, Language and Society
CMB622	Professional Communication Practice
CMB441	Retail Advertising
CMB561	Film and Television Writing
CMP125	Organisational Communication

A student will be granted credit towards the Bachelor of Business (Communication) for only one subject in each of the following groups:-

- (i) CMB131 Business and Professional Speaking
CMB105 Business Communication
CMB012 Speech Communication
CMB104 Professional Communication.
- (ii) CMB132 Business and Professional Writing
CMB105 Business Communication
CMB013 Written Communication
CMB104 Professional Communication.
- (iii) ACB112 Accounting Decisions IA
ACB161 Accountancy for Administrators.
- (iv) *** MNB133 General Economics
MNB132 Microeconomic Analysis.
- (v) *** MNB133 General Economics
MNB232 Macroeconomic Analysis.
- (vi) CMB211 Communication Research
MNB382 Administration Research I.

*** Refer to page 120.

Incompatible Subjects

The following subjects offered by the School of Communication are incompatible:-

- (i) CMB111 Sociology
CMB119 Sociology for Professionals
CMB300 Sociology for Health Professionals.
- (ii) CMB421 Australian Media Institutions
CMB421 National Media Institutions.
- (iii) CMB562 Media Text Analysis
CMB562 Advanced Text Analysis.

LEGEND

- + Students wishing to specialise in Marketing within the Advertising Strand should enrol in the following subjects as electives in their course:-
 - MNB512 Promotional Strategy
 - MNB616 Retailing Management I
 - MNB611 Marketing Research Projects
 - MNB610 Strategic Marketing.

Students should contact the Advertising Strand Co-ordinator for details of the recommended course program.

- * Students must sit for this subject during their first year of study.
- ** See Strand Co-ordinator regarding selection of Approved Business subject.
- *** Students who wish to study further economics as electives should choose Microeconomic Analysis. Credit toward the degree will not be granted for both General Economics and Microeconomic Analysis.

BACHELOR OF BUSINESS - HEALTH ADMINISTRATION
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Mr P R Hindson	Senior Lecturer, School of Management, Queensland University of Technology.
Mr A Bansemer	First Assistant Secretary, Health Services Finance, Commonwealth Department of Community Services and Health.
Dr J S Deeble	Chairman, Health Research and Development Grants Committee, Commonwealth Department of Community Services and Health.
Dr D Kelly	Principal Medical Officer, Queensland Department of Health.
Mr P Maguire	Administrator, Mater Public Hospital.
Mr D Martindale	General Secretary, Professional Officers' Association (Qld).
Mr W Richmond	Assistant Director, School of External Studies and Continuing Education, University of Queensland.
Mr T P Tolhurst	Deputy Under-Secretary, Queensland Department of Health.
Ms P J Watson	Head, School of Medical Records, Cumberland College of Health Sciences, New South Wales.

MNJ179 BACHELOR OF BUSINESS - HEALTH ADMINISTRATION

For a registered student who is a part-time or external student in the Health Administration course, the subjects and other work of the six years of study are as follows:-

HEALTH ADMINISTRATION STRAND (Strand Code HA)		Approx	
		EFTSU	Formal
Semester 1 - Autumn		Credit	Hrs/wk
MNB330	Australian Health Industry OR	12	3
MNB533	International Health Care Systems - (for overseas students only)	12	3
MNB101	Applied Psychology	12	3
Semester 2 - Spring			
MNB201	Intro to Human Resource Management	12	3
ISB392	Computer Systems and Programming	12	4
Semester 3 - Autumn			
MNB232	Macroeconomic Analysis	12	3
ACB371	Business Law I	12	3
Semester 4 - Spring			
MNB132	Microeconomic Analysis	12	3
MNB618	Health Computer Systems	12	4
Semester 5 - Autumn			
MNB233	Information, Education and Communication for Health	12	3
MNB331	Health Care Economics I	12	3
Semester 6 - Spring			
MNB321	Public Sector Microeconomics	12	3
MNB620	Industrial Relations IB	12	3
Semester 7 - Autumn			
MNB382	Administration Research I	12	3
ACB161	Accountancy for Administrators OR	12	3
ACB111	Introductory Accounting I	12	6
Semester 8 - Spring			
ACB554	Health Administration Finance	12	3
MNB430	Applied Health Care Analysis	12	3
Semester 9 - Autumn			
MNB543	Health Services Planning	12	3
LWS001	Medicine and the Law	12	3

		EFTSU	Approx Formal
		Credit	Hrs/wk
<u>Semester 10 - Spring</u>			
MNB231	Government Economic Policy	12	3
MNB534	Health Services Evaluation	12	3
<u>Semester 11 - Autumn</u>			
MNB505	Health Management I	12	3
	* Elective	12	3
<u>Semester 12 - Spring</u>			
MNB605	Health Management II	12	3
	* Elective	12	3
For a registered student who is a full-time student in the Health Administration course, the subjects and other work of the three years of study is as follows:-			
MEDICAL RECORD ADMINISTRATION STRAND (Strand Code MRA)			
<u>Semester 1 - Autumn</u>			
MNB330	Australian Health Industry	12	3
PNB261	Anatomy and Physiology I	12	4
MNB101	Applied Psychology	12	3
ISB392	Computer Systems and Programming	12	4
<u>Semester 2 - Spring</u>			
MNB319	Medical Record Administration I	12	3
PNB262	Anatomy and Physiology II	12	4
MNB320	Medical Terminology	12	3
MNB201	Intro to Human Resource Management	12	3
<u>Semester 3 - Autumn</u>			
LWS001	Medicine and the Law	12	3
MNB382	Administration Research I	12	3
MSB761	Fundamentals of Medicine I	12	3
MNB419	Medical Record Administration II	12	3
<u>Semester 4 - Spring</u>			
MNB430	Applied Health Care Analysis	12	3
MNB132	Microeconomic Analysis <u>OR</u>	12	3
	* Elective		
MSB762	Fundamentals of Medicine II	12	3
MNB519	Medical Record Administration III	12	3
<u>Semester 5 - Autumn</u>			
MNB543	Health Services Planning	12	3
MNB331	Health Care Economics I <u>OR</u>	12	3
ACB161	Accountancy for Administrators <u>OR</u>	12	3
MNB233	Information, Education and Communication for Health	12	3
	* Elective	12	3

* Refer to page 125.

		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 6 - Spring</u>			
ACB554	Health Administration Finance <u>OR</u>	12	3
	* Elective	12	3
MNB619	Medical Record Administration IV	12	3
MNB618	Health Computer Systems	12	4
MNB534	Health Services Evaluation	12	3

For a registered student who is a part-time student in the Health Administration course the subjects and other work of the six years of study is as follows:-

MEDICAL RECORD ADMINISTRATION STRAND (Strand Code MRA)

Semester 1 - Autumn

MNB330	Australian Health Industry	12	3
MNB101	Applied Psychology	12	3

Semester 2 - Spring

MNB319	Medical Record Administration I	12	3
MNB201	Intro to Human Resource Management	12	3

Semester 3 - Autumn

PNB261	Anatomy and Physiology I	12	4
ISB392	Computer Systems and Programming	12	4

Semester 4 - Spring

PNB262	Anatomy and Physiology II	12	4
MNB320	Medical Terminology	12	3

Semester 5 - Autumn

MNB382	Administration Research I	12	3
MSB761	Fundamentals of Medicine I	12	3

Semester 6 - Spring

MNB430	Applied Health Care Analysis	12	3
MSB762	Fundamentals of Medicine II	12	3

Semester 7 - Autumn

MNB543	Health Services Planning	12	3
MNB419	Medical Record Administration II	12	3

Semester 8 - Spring

MNB519	Medical Record Administration III	12	3
MNB534	Health Services Evaluation	12	3

		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 9 - Autumn</u>			
ACB161	Accounting for Administrators <u>OR</u>	12	3
	* Elective		
MNB233	Information, Education and Communication for Health	12	3
<u>Semester 10 - Spring</u>			
MNB132	Microeconomic Analysis <u>OR</u>	12	3
ACB554	Health Administration Finance	12	3
	* Elective	12	3
<u>Semester 11 - Autumn</u>			
MNB331	Health Care Economics I <u>OR</u>	12	3
	* Elective		
LWS001	Medicine and the Law	12	3
<u>Semester 12 - Spring</u>			
MNB619	Medical Record Administration IV	12	3
MNB618	Health Computer Systems	12	4

Note: Students in the Medical Record Administration Strand are required to study:-

MNB132 Microeconomic Analysis AND
MNB331 Health Care Economics I

OR

ACB161 Accounting for Administrators AND
ACB554 Health Administration Finance

Medical Record Administration students who wish to gain expertise in general health administration are strongly advised to complete all four subjects, undertaking the alternative pair as electives.

* Health Administration and Medical Record Administration Electives

Electives may be chosen from any degree courses subject to pre-requisite requirements, availability of the subject in the timetable and approval of the Head of School. However students are advised to select pairs of elective subjects from a particular field of study. A list of recommended elective subjects is available from the school office.

Subject to sufficient student numbers, the following are offered as Health Administration electives:-

MNB533 International Health Care Systems (Aut)
MNB431 Health Care Economics II (Spr)
MNB518 Health Administration Project (Aut/Spr)

INFORMATION FOR EXTERNAL STUDENTS

Enrolment

In the Bachelor of Business - Health Administration external course, preference will be given to applicants who reside outside the Brisbane Statistical Region, or overseas.

A student who is offered a place in the QUT external Health Administration quota normally studies the specialist Health Administration subjects by means of an external (correspondence) course from the QUT. The student will undertake equivalents of most business management subjects from another tertiary institution, usually the Darling Downs University of Advanced Education. (The QUT does not offer most of the business management subjects externally).

Students will receive with their offer of a place in the QUT Health Administration quota, enrolment forms for relevant subjects at either Darling Downs University of Advanced Education and/or QUT.

QUT external students may enrol for most of the business management subjects as an internal or external student at any other tertiary institution. However, they should ensure that the subjects in which they intend to enrol are acceptable equivalents to subjects in the Health Administration degree. Details of subjects which are equivalent to Health Administration degree subjects and the institutions at which they are offered are available from QUT.

QUT Health Administration Subjects

In the case of the Health Administration specialist subjects, external students are normally taught and assessed by the same lecturers and tutors as internal students and follow a subject program which is comparable to that of internal students.

External students receive appropriate exercises, assignments and dates by which completed exercises and assignments must reach the lecturer. They also receive an external student's Study Guide in each subject. This summarises the subject and indicates the order in which the prescribed material is to be studied and the pages of the prescribed textbook which should be read and noted. Video tapes or audio tapes may be issued on some important and difficult areas of the subject. The Study Guide will contain references to such tapes. Where the lecturer in charge of the subject wishes external students to study material to which they cannot otherwise be expected to have access, that material is normally included in or sent with the Study Guide.

External students who live within a reasonable distance of a centre such as Toowoomba, Rockhampton or Townsville, may attend regular sessions at an institution such as the Darling Downs University of Advanced Education or the Capricornia University of Advanced Education, or a tertiary institution in Townsville, at which tapes may be played and discussions held. These tapes, specially prepared for external students, concern important and difficult areas of each subject. If a student lives too far away from such a centre to be able to attend the sessions, audio cassette tapes of the same lectures may be borrowed for use on any normal cassette player.

Formal examinations will be held in country centres and overseas.

Pre-requisites

Where a student is enrolled externally in a QUT subject which has a QUT pre-requisite, the student will be required to have either the QUT pre-requisite, the equivalent DDIAE subject to the QUT pre-requisite or an approved pre-requisite from another institution.

Other Subjects

For non-QUT subjects, external students are required to comply with the course work and assessment requirements of the particular institution where they are enrolled.

With prior approval from the Head of School of Management at QUT external students may take elective subjects in other tertiary institutions. QUT subject code numbers MNB980, MNB981 and MNB982 have been allocated to Health Administration Electives - EXTERNAL.

Compulsory Residential Sessions

External students are required to attend at least one residential session per year either at Darling Downs University of Advanced Education (Toowoomba) or at QUT, or at some other venue approved in advance by the Head of School of Management.

Students must have attended at least six residential sessions during the course of their studies in order to qualify for the degree.

Students who began study before the residential sessions were introduced are required to satisfy this requirement on a pro-rata basis. In other words if a student had completed two years of external study before the residential sessions were introduced that student would be required to attend four residential sessions.

Similarly students who change enrolment from part-time to external are required to attend one compulsory residential session for each year of external study.

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The Head of School of Management may grant an exemption from attendance at a compulsory residential school if satisfied that a student is unable to attend at the time and place specified in a particular year; or if satisfied that a student has attended sessions equivalent to a residential school in that year; or if the residential school is not held for any reason. Such exemption will be recorded on the student's academic record.

This attendance will reinforce lecturer-student contact and will allow students to participate in inter-personal contact in groups, an essential requirement for students who will be studying alone for most of the course. Students' progress and problems will be discussed in detail by staff members.

Each day will involve an intensive reinforcement of previously presented material, through lectures, discussions, case studies and seminars. The students will also be able to spend time researching library material which will be available, not only at QUT but also in the major hospitals in Brisbane.

Subject to the availability of finance it is proposed to hold compulsory residential sessions in each semester, usually week 10.

Attendance is compulsory for all students enrolled externally in the Bachelor of Business (Health Administration) degree.

Accommodation in Brisbane can be arranged by the University.

Travel arrangements are the responsibility of the student.

The student is responsible for all expenses relating to travel, accommodation and sustenance incurred while attending Residential Sessions.

The format of Residential Sessions will include:-

- . lectures
- . seminars
- . case studies
- . discussions
- . library work
- . meeting QUT staff
- . meeting health industry senior personnel
- . assignments for credit
- . meeting part-time students

Details of each Residential Session will be forwarded to external students well in advance.

Library Facilities

The External Studies Collection has been established to meet the study needs of external studies students undertaking courses at QUT. It contains books which may be borrowed for up to 35 days. Other QUT library books may be borrowed for up to 28 days. As well as books, the library will supply photocopies of articles.

How to Select Library Material:

The study guides and reading lists prepared by your lecturers will provide the basic guide to what books and articles will be useful for your subject. Students may also request information for assignments and projects by writing or telephoning the library.

Requests for materials may be made on forms which the Library supplies to all external studies students, or by telephone to Lending Services (07) 223 2214.

Back-up services, in the form of providing alternative loans when original request is not available and of providing photocopies from other sources when none of the other items requested are available, will be provided. The External Studies Librarian will work in close co-operation with Lecturers and will refer any problems concerning your requests to them when necessary.

Requests for material from the External Studies Collection and returns of material are to be addressed to:-

External Studies
QUT Library
GPO Box 2434
Brisbane Qld 4001
Telephone: 223 2493

Administrative Enquiries

All administration enquiries should be addressed to the Registrar at QUT, whether such enquiries relate to QUT, DDIAE or other institutions.

Academic Enquiries

Enquiries relating to academic matters, lecture content, assignments, etc., should be directed to the lecturer in charge of the subject at the appropriate institution.

NORMAL COURSE PROGRESSION (EXTERNAL)

Semester	Code DDIAE	Code QUT	Subject
1	-	MNB330	Australian Health Industry (OR International Health Care Systems - for overseas students only)
	-	MNB533	
	51009	EXL009	People, Communication and Organisation
2	51007	EXL027	Business Statistics Introduction to Human Resource Management
	51379	EXL046	
3	51001	EXL023	Business Computer Systems Business Economics
	51008	EXL008	
4	-	MNB618	Health Computer Systems Markets and Management
	51331	EXL052	
5	51372	EXL050	Industrial Relations Health Care Economics I
	-	MNB331	
6	-	MNB321	Public Sector Microeconomics Introduction to Law
	51005	EXL025	
7	-	MNB233	Information, Education and Communication for Health Introduction to Accounting
	51002	EXL020	
8	-	MNB430	Applied Health Care Analysis Health Administration Finance
	-	ACB554	
9	-	MNB543	Health Services Planning Medicine and the Law
	-	LWS001	
10	-	MNB231	Government Economic Policy Health Services Evaluation
	-	MNB534	
11	-	MNB505	Health Management I Elective
12	-	MNB605	Health Management II Elective

SUBJECT SEQUENCE WITHIN DISCIPLINE
Medical Record Administration Strand

Discipline	Code	Subject
Medicine	PNB161	Anatomy and Physiology I
	PNB162	Anatomy and Physiology II
	MNB320	Medical Terminology
	MSB761	Fundamentals of Medicine I
	MSB762	Fundamentals of Medicine II

Medical Record Administration	MNB319	Medical Record Administration I
	MNB419	Medical Record Administration II
	MNB519	Medical Record Administration III
	MNB619	Medical Record Administration IV
	LWS001	Medicine and the Law

Health Administration	MNB330	Australian Health Industry (OR
	MNB533	International Health Care Systems - for overseas students only)
	MNB233	Information, Education and Communication for Health
	MNB382	Administration Research I
	MNB430	Applied Health Care Analysis
	MNB543	Health Services Planning
	MNB534	Health Services Evaluation

Other Subjects	ISB392	Computer Systems and Programming
	MNB618	Health Computer Systems
	MNB101	Applied Psychology
	MNB201	Introduction to Human Resource Management
	MNB132	Microeconomic Analysis AND
	MNB331	Health Care Economics I OR
	ACB161	Accountancy for Administrators AND
	ACB554	Health Administration Finance

Electives		Elective Elective

SUBJECT SEQUENCE WITHIN DISCIPLINE
Health Administration Strand

Discipline	Code	Subject
Management	MNB101	Applied Psychology
	MNB201	Introduction to Human Resource Management
	MNB620	Industrial Relations 1B
	MNB505	Health Management I
	MNB605	Health Management II
Economics	MNB232	Macroeconomic Analysis
	MNB132	Microeconomic Analysis
	MNB331	Health Care Economics I
	MNB321	Public Sector Microeconomics
	MNB231	Government Economic Policy
Health Administration	MNB330	Australian Health Industry (OR
	MNB533	International Health Care Systems - for overseas students only)
	MNB233	Information, Education and Communication for Health
	MNB382	Administration Research I
	MNB430	Applied Health Care Analysis
	MNB543	Health Services Planning
	MNB534	Health Services Evaluation
Other Subjects	ISB392	Computer Systems and Programming
	MNB618	Health Computer Systems
	ACB371	Business Law I
	LWS001	Medicine and the Law
	ACB161	Accountancy for Administrators OR
	ACB111	Introductory Accounting
ACB554	Health Administration Finance	
Electives		Elective
		Elective

BACHELOR OF BUSINESS - MANAGEMENT
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Dr O P Coaldrake	Head, School of Management, Queensland University of Technology.
Mr J L Anderson	General Manager and Director, Queensland Cement Pty Ltd.
Mr W H Blair	General Manager and Director, QUF Industries Ltd.
Mr P L Ellis	Director, Department of Industry Development, Queensland.
Mr M F Lynch	Secretary, Australian Bank Employees Union (Qld. Branch).
Professor J A Rickard	Professor of Business Administration, Graduate School of Management, University of Melbourne.
Miss J Taylor	Assistant Commissioner for Consumer Affairs, Consumer Affairs Bureau, Queensland.
Mr T P Tolhurst	Deputy Under-Secretary, Queensland Department of Health.
Mr A J Willis	Treasurer and Past President, Queensland Confederation of Industry.

MNJ152 BACHELOR OF BUSINESS - MANAGEMENT

For a registered student who is a full-time student in the Management course, the subjects and other work of the three years of study are as follows:-

<u>Semester 1 - Autumn</u>		EFTSU	Approx Formal Credit Hrs/wk
MNB101	Applied Psychology	12	3
CMB105	* Business Communication	12	3
ACB114	++ Accounting for Managers I	12	6
MNB232	Macroeconomic Analysis	12	3
MAB172	Quantitative Methods IB	12	3

Semester 2 - Spring

MNB201	Intro to Human Resource Management	12	3
MNB406	Introductory Marketing	12	3
ACB211	Accounting for Managers II	12	6
MNB132	Microeconomic Analysis	12	3
MNB305	Business Statistics	12	3

From Semester 3, students should choose their subjects so that they complete requirements for one of the three strands offered within the course: that is, Management Economics, Marketing or Human Resource Management. (Required strand subjects are in heavy type).

MANAGEMENT ECONOMICS STRAND (Strand Code EC)Semester 3 - Autumn

ISB392	Computer Systems and Programming	12	4
MNB306	Management Functions and Processes	12	3
MNB315	Research Design and Evaluation	12	3
MNB332	Business Analysis	12	3
	** General Elective	12	3

Semester 4 - Spring

MNB402	Conflict, Work and People	12	3
MNB181	Australian National Government B	12	3
MNB405	Management Science A	12	3
MNB432	Business Strategy	12	3
	Management Economics Elective	12	3

++ Refer to page 139

* Refer to page 139

** Refer to page 138

		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 5 - Autumn</u>			
MNB506	Applied Group Dynamics	12	3
ACB553	Business Finance	12	3
MNB501	Operations Management	12	3
	Management Economics Elective	12	3
	** General Elective		
<u>Semester 6 - Spring</u>			
ACB373	Introductory Legal Studies	12	3
MNB601	Corporate Strategy and Policy	12	3
	Management Economics Elective	12	3
	Management Economics Elective	12	3
	** General Elective	12	3

Management Economics Electives

(all electives are approximately 3 Hrs/wk, EFTSU Credit =12) #

<u>Subject</u>	<u>Pre-requisite</u>
MNB530 Cost Benefit Analysis	MNB332 or MNB321
MNB531 Transport Economics	MNB332
MNB632 International Economics	MNB132 or MNB232 or MNB133
MNB642 Business Forecasting	MNB305
MNB520 Industrial Relations IA	8 subjects BBus program
MNB620 Industrial Relations IB	8 subjects BBus program
MNB634 Distribution Management	MNB406 or MNB132
MNB611 Marketing Research Projects	MNB315 or CMB211
MNB231 Government Economic Policy	MNB132 or MNB321
MNB321 Public Sector	MNB331 or MNB332
Microeconomics	
MNB331 Health Economics I	MNB132
MNB309 Export Management	Nil

Students desiring membership of the Chartered University of Transport should consult the School of Management to determine which electives should be included in their course programs.

** Refer to page 138

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MARKETING STRAND (Strand Code MKG)		Approx	
		EFTSU Credit	Formal Hrs/wk
<u>Semester 3 - Autumn</u>			
ISB392	Computer Systems and Programming	12	4
MNB306	Management Functions and Processes	12	3
MNB315	Research Design and Evaluation	12	3
MNB514	Innovation and Marketing Management	12	3
**	General Elective	12	3
<u>Semester 4 - Spring</u>			
MNB402	Conflict, Work and People	12	3
MNB181	Australian National Government B	12	3
MNB405	Management Science A	12	3
MNB616	Retailing Management I	12	3
	Marketing Elective	12	3
<u>Semester 5 - Autumn</u>			
MNB506	Applied Group Dynamics	12	3
ACB553	Business Finance	12	3
MNB501	Operations Management	12	3
MNB611	Marketing Research Projects	12	3
**	General Elective	12	3
<u>Semester 6 - Spring</u>			
ACB373	Introductory Legal Studies	12	3
MNB601	Corporate Strategy and Policy	12	3
MNB610	Strategic Marketing	12	3
	Marketing Elective	12	3
**	General Elective	12	3

Marketing Electives

(all electives are approximately 3 Hrs/wk, EFTSU Credit =12) #

<u>Subject</u>	<u>Pre-requisite</u>
MNB511 International Marketing	MNB406
MNB637 Retailing Management II	MNB406
MNB615 Prof. Marketing Practice	MNB514
MNB513 Consumer Behaviour	MNB406
CMB241 Intro. to Advertising	MNB406 (or co-requisite)
CMB452 Intro. to Public Relations	8 subjects BBus program
MNB634 Distribution Management	MNB406 or MNB132
CMB542 Advertising Management	CMB241 or (CMP125) plus an advertising or marketing subject
MNB309 Export Management	Nil
MNB426 Sales Management	MNB406

Students desiring a major emphasis in Retailing should complete the subjects MNB616 Retailing Management I, MNB637 Retailing Management II, and CMB441 Retail Advertising as recommended by the Retailing Association of Queensland.

** Refer to page 138

HUMAN RESOURCE MANAGEMENT STRAND (Strand Code HRM) Approx

EFTSU Formal
Credit Hrs/wkSemester 3 - Autumn

ISB392	Computer Systems & Programming	12	4
MNB306	Management Functions and Processes	12	3
MNB315	Research Design and Evaluation	12	3
MNB401	Personnel Recruitment & Selection	12	3
**	General Elective	12	3

Semester 4 - Spring

MNB402	Conflict, Work and People	12	3
MNB181	Australian National Government B	12	3
MNB405	Management Science A	12	3
MNB301	Organisational Behaviour	12	3
	Human Resource Management Elective	12	3

Semester 5 - Autumn

MNB506	Applied Group Dynamics	12	3
ACB553	Business Finance	12	3
MNB501	Operations Management	12	3
MNB521	Personnel Management	12	3
**	General Elective	12	3

Semester 6 - Spring

ACB373	Introductory Legal Studies	12	3
MNB601	Corporate Strategy and Policy	12	3
	Human Resource Management Elective	12	3
	Human Resource Management Elective	12	3
**	General Elective	12	3

Human Resource Management Electives

(all electives approximately 3 Hrs/wk, EFTSU Credit = 12) + #

<u>Subject</u>	<u>Pre-requisite</u>
MNB307 Social Psychology	MNB101 or MNB203
MNB308 Youth and Work	MNB101 or MNB203
MNB418 Applied Cognitive Psych.	MNB201 or MNB307
MNB407 Employment & Survey Interviewing	MNB201 or MNB307 or MNB203
MNB520 Industrial Relations IA	8 subjects BBus program
MNB620 Industrial Relations IB	8 subjects BBus program
MNB621 Organisation Development	16 subjects BBus program including MNB201 or MNB203
MNB622 Personnel Training & Devel.	MNB201 or MNB203 or MNB307
MNB607 Psychology of Assessment	MNB401 or MNB507
MNB507 Counselling & Guidance	12 BBus subjects including MNB201 or MNB203 or MNB307
MNB623 Advanced Training Techs.	MNB622
MNB409 Corporate Manpower Planning	MNB306 or MNB203
MNB628 Human Resource Management Practicum	24 subjects BBus program including MNB521
MNB309 Export Management	Nil

** Refer to page 138

+ # Refer to page 138

+ Membership of Professional Bodies

University of Personnel Management of Australia:-

To satisfy academic requirements of the University of Personnel Management of Australia five of these electives must be included in the course or be completed subsequently.

Australian University of Training and Development:-

Students seeking membership of the Australian University of Training and Development are advised to include the subjects Personnel Training and Development and Organisation Development in their course.

Queensland Counsellors Association:-

Students seeking membership of the Queensland Counsellors Association are advised to include the following subjects among their HRM strand electives: MNB308, MNB507 and MNB607.

Australian University of Export:-

Students seeking to complete a Diploma in Exporting which is awarded by the Australian University of Export must include the following subjects or their equivalent in their program:-

ACB114 Accounting for Managers I
MNB101 Applied Psychology
MNB201 Introduction to Human Resource Management
MNB132 Microeconomic Analysis
MNB406 Introductory Marketing
MNB511 International Marketing
ACB373 Introductory Legal Studies
ACB853 International Finance
MNB632 International Economics
MNB309 Export Management

+ # Students seeking to complete a Psychology major in conjunction with their HRM strand must include the following subjects: MNB307, MNB308 or MNB250, MNB418, MNB450, and at least two of MNB507, 607, 621 and 628.

** Choice of general electives is subject to approval by the Head of School. General electives can be any degree level subjects within the School and/or outside the School of value to the student, including the strand electives additional to those required.

Students electing to study Business Japanese must enrol in the following subjects as General Electives

MNB120 Elementary Japanese (4 hours)
MNB121 Colloquial Japanese (4 hours)

- * Students must sit for examination in this subject during their first year of study.
- ++ Students wishing to do more Accounting and Finance subjects than the three Core Subjects, may instead of ACB114, ACB211 and ACB553, substitute ACB111 Introductory Accounting I, ACB210 Introductory Accounting IIA, and ACB513 Management Accounting I, and also pursue the two Finance units ACB551 Financial Management I, and ACB651 Financial Management II. The latter option would obtain credit for three Core units and two General Electives.

For a registered student who is a part-time student in the Management course, the subjects and other work of the six years of study are as follows:-

		Approx	
		EFTSU	Formal
<u>Semester 1 - Autumn</u>		Credit	Hrs/wk
MNB101	Applied Psychology	12	3
CMB105	* Business Communication	12	3
MAB172	Quantitative Methods IB	12	3
 <u>Semester 2 - Spring</u>			
MNB201	Intro to Human Resource Management	12	3
MNB406	Introductory Marketing	12	3
MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic Analysis	12	3
 <u>Semester 3 - Autumn</u>			
ACB114	++ Accounting for Managers I	12	6
MNB132	Microeconomic Analysis <u>OR</u>	12	3
MNB232	Macroeconomic Analysis	12	3
 <u>Semester 4 - Spring</u>			
ACB211	Accounting for Managers II	12	6
MNB305	Business Statistics	12	3
 <u>Semester 5 - Autumn</u>			
MNB315	Research Design and Evaluation	12	3
ISB392	Computer Systems and Programming	12	4
MNB306	Management Functions and Processes	12	3

From Semester 6, students should choose their subjects so that they complete the requirements for one of the three strands offered within the course, viz., Management Economics, Marketing, Human Resource Management. (Required strand subjects are in heavy type).

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MANAGEMENT ECONOMICS STRAND (Strand Code EC)

Approx
EFTSU Formal
Credit Hrs/wk

Semester 6 - Spring

MNB402	Conflict, Work and People	12	3
MNB181	Australian National Government B Management Economics Elective	12 12	3 3

Semester 7 - Autumn

MNB506	Applied Group Dynamics	12	3
MNB332	Business Analysis	12	3

Semester 8 - Spring

MNB432	Business Strategy	12	3
	Management Economics Elective	12	3

Semester 9 - Autumn

ACB553	Business Finance	12	3
MNB501	Operations Management	12	3

Semester 10 - Spring

MNB405	Management Science A	12	3
MNB601	Corporate Strategy and Policy	12	3

Semester 11 - Autumn

ACB373	Introductory Legal Studies	12	3
	Management Economics Elective	12	3
**	General Elective	12	3

Semester 12 - Spring

	Management Economics Elective	12	3
**	General Elective	12	3
**	General Elective	12	3

Management Economics Electives - See page 226 for details.

MARKETING STRAND

Semester 6 - Spring

MNB402	Conflict, Work and People	12	3
MNB181	Australian National Government B Marketing Elective	12 12	3 3

Semester 7 - Autumn

MNB506	Applied Group Dynamics	12	3
MNB514	Innovation and Marketing Management	12	3

Semester 8 - Spring

MNB616	Retailing Management I	12	3
	Marketing Elective	12	3

** Refer to page 138

		EFTSU	Approx
		Credit	Formal Hrs/wk
<u>Semester 9 - Autumn</u>			
ACB553	Business Finance	12	3
MNB501	Operations Management	12	3
<u>Semester 10 - Spring</u>			
MNB405	Management Science A	12	3
MNB601	Corporate Strategy and Policy	12	3
<u>Semester 11 - Autumn</u>			
ACB373.	Introductory Legal Studies	12	3
MNB611	Marketing Research Projects	12	3
	** General Elective	12	3
<u>Semester 12 - Spring</u>			
MNB610	Strategic Marketing	12	3
	** General Elective	12	3
	** General Elective	12	3
Marketing Electives - See page 227 for details.			
HUMAN RESOURCE MANAGEMENT STRAND (Strand Code HRM)			
<u>Semester 6 - Spring</u>			
MNB402	Conflict, Work and People	12	3
MNB181	Australian National Government B	12	3
	Human Resource Management Elective	12	3
<u>Semester 7 - Autumn</u>			
MNB506	Applied Group Dynamics	12	3
MNB401	Personnel Recruitment & Selection	12	3
<u>Semester 8 - Spring</u>			
MNB301	Organisational Behaviour	12	3
	Human Resource Management Elective	12	3
<u>Semester 9 - Autumn</u>			
ACB553 ***	Business Finance	12	3
MNB501	Operations Management	12	3
<u>Semester 10 - Spring</u>			
MNB405	Management Science A	12	3
MNB601	Corporate Strategy and Policy	12	3
<u>Semester 11 - Autumn</u>			
ACB373	Introductory Legal Studies	12	3
MNB521	Personnel Management	12	3
	** General Elective	12	3

** Refer to page 138

Semester 12 - Spring	Approx	
	EFTSU Credit	Formal Hrs/wk
Human Resource Management Elective	12	3
** General Elective	12	3
** General Elective	12	3

Human Resource Management Electives - See page 228 for details and note on membership of professional bodies.

A student will be granted credit toward the Bachelor of Business (Management) for one unit only in each of the following groups of subjects:-

- (i) Macroeconomic Analysis
General Economics
- (ii) Microeconomic Analysis
General Economics
- (iii) Australian National Government A
Australian National Government B
- (iv) Business Communication
Communication IA
- (v) Accountancy for Administrators
Introductory Accounting I
Accounting Decisions IA
Accounting for Managers I

BACHELOR OF BUSINESS - PUBLIC ADMINISTRATION
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Dr O P Coaldrake	Head, School of Management, Queensland University of Technology.
Mr J L Anderson	General Manager and Director, Queensland Cement Pty Ltd.
Mr W H Blair	General Manager and Director, Q.U.F. Industries Ltd.
Mr P L Ellis	Director, Department of Industry Development, Queensland.
Mr M F Lynch	Secretary, Australian Bank Employees Union (Qld. Branch).
Mr K J Mead	Director of Local Government, Queensland.
Ms C Ockenfels	Senior Assistant Director, Commonwealth Department of Community Services and Health.
Professor J A Rickard	Professor of Business Administration Graduate School of Management, University of Melbourne.
Miss J Taylor	Commissioner for Consumer Affairs, Consumer Affairs Bureau, Queensland.
Mr T P Tolhurst	Deputy Under-Secretary, Queensland Department of Health.
Dr R Wettenhall	College Fellow, Canberra College of Advanced Education.
Mr A J Willis	Treasurer and Past President, Queensland Confederation of Industry.

MNJ154 BACHELOR OF BUSINESS - PUBLIC ADMINISTRATION

For a registered student who is a full-time student in the Public Administration course, the subjects and other work of the three years of study are as follows:-

		EFTSU	Formal
		Credit	Hrs/wk
<u>Semester 1 - Autumn</u>			
MNB183	Australian National Government A	12	4
MNB184	Introduction to Administrative & Political Analysis	12	3
MNB232	Macroeconomic Analysis	12	3
ACB161	# Accountancy for Administrators <u>OR</u>	12	3
ACB111	Introductory Accounting I	12	6
<u>Semester 2 - Spring</u>			
MNB385	Administrative Theory	12	4
MNB282	State Government	12	3
CMB119	Sociology for Professionals	12	3
MNB132	Microeconomic Analysis	12	3
<u>Semester 3 - Autumn</u>			
MNB382	Administration Research I	12	3
MNB516	Organisational Sociology	12	3
MNB482	Local Government	12	4
	Elective	12	3
<u>Semester 4 - Spring</u>			
MNB484	Public Personnel Management	12	4
ISB156	Management Information Systems	12	3
MNB483	Administration Analysis	12	3
	Elective	12	3
<u>Semester 5- Autumn</u>			
MNB588	Public Policy Process I	12	4
ACB679	Public Administrative Law	12	3
	Elective	12	3
	Elective	12	3

Students wishing to progress with economics and computing subjects can interchange compulsory units in these areas with the accounting subject.

		EFTSU	Approx Formal
<u>Semester 6 - Spring</u>		Credit	Hrs/wk
MNB687	Public Policy Process II	12	4
MNB582	Financial Administration	12	3
	Elective	12	3
	Elective	12	3

For a registered student who is a part-time student in the Public Administration course, the subjects and other work of the six years of study are as follows:-

Semester 1 - Autumn

MNB183	Australian National Government A	12	4
MNB184	Introduction to Administrative & Political Analysis	12	3

Semester 2 - Spring

MNB282	State Government	12	3
MNB232	Macroeconomic Analysis	12	3

Semester 3 - Autumn

MNB482	Local Government	12	4
MNB382	Administration Research I	12	3

Semester 4 - Spring

CMB119	Sociology for Professionals	12	3
MNB483	Administration Analysis	12	3

Semester 5 - Autumn

MNB132	Microeconomic Analysis	12	3
ACB161	# Accountancy for Administrators <u>OR</u>	12	3
ACB111	Introductory Accounting I	12	6

Semester 6 - Spring

MNB385	Administrative Theory	12	4
ISB156	Management Information Systems	12	3

Semester 7 - Autumn

MNB516	Organisational Sociology	12	3
	Elective	12	3

Semester 8 - Spring

MNB484	Public Personnel Management	12	4
	Elective	12	3

Students wishing to progress with computing and economics subjects can interchange compulsory units in these areas with the accounting subject.

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		Approx	
		EFTSU Credit	Formal Hrs/wk
<u>Semester 9 - Autumn</u>			
MNB588	Public Policy Process I	12	4
	Elective	12	3
<u>Semester 10 - Spring</u>			
MNB582	Financial Administration	12	3
	Elective	12	3
<u>Semester 11 - Autumn</u>			
ACB679	Public Administrative Law	12	3
	Elective	12	3
<u>Semester 12 - Spring</u>			
MNB687	Public Policy Process II	12	4
	Elective	12	3

6 GENERAL ELECTIVES

Students should select subjects to form sub-majors. Examples of sub-majors available are:-

- Personnel/Psychology
- Personnel Management
- Public Administration
- Economics
- Industrial Relations
- Accountancy
- Computing
- Advertising
- Journalism
- Public Relations
- Local Government Administration

Those students wishing to meet the requirements for the Queensland Local Government Clerk's Certificate must take the following subjects:-

- MNB584 Local Government Administrative Practice I
- MNB684 Local Government Administrative Practice II
- ACB210 Introductory Accounting IIA
- ACB514 Government Accounting
- ACB371 Business Law I
- ACB372 Business Law II

Public Administration Electives will include:-

MNB686	Government and Business
MNB485	Public Enterprise
MNB584	Local Government Administrative Practice I
MNB684	Local Government Administrative Practice II
MNB281	Political Behaviour
MNB998	Special Topic in Public Policy eg. Agriculture, Manufacturing, Social Welfare, Education, External Affairs
MNB586	Comparative Politics
MNB683	Comparative Administration

Choice of subjects should conform to an approved sub-major comprising at least 4 elective subjects from one area of study, with 3 of those 4 subjects being at advanced level.

The approval of the Course Co-ordinator must be gained for each student's elective sub-major.

The following subjects are not eligible for credit toward the Bachelor of Business (Public Administration) course:-

ACB112	Accounting Decisions 1A
MNB133	General Economics
CMB131	Business and Professional Speaking
CMB132	Business and Professional Writing
CMB105	Business Communication
CMB211	Introduction to Social Enquiry

BACHELOR OF BUSINESS - ACCOUNTANCY/
BACHELOR OF LAWS
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Mr L Edwards	Head, School of Accountancy, Queensland University of Technology.
Mr J Heim	Information Systems and Services Manager, SEQEB.
Mr S J Maitland	Manager, Lending Division, Macquarie Bank.
Professor C A Martin	Professor of Accounting, Macquarie University, Head, School of Economic and Financial Studies.
Mr P N Rubie	Administration Manager, Whitco Ltd.
Mr R Savage	Audit Partner, Coopers & Lybrand.

The Course Assessment Committee for the Bachelor of Laws component of the course is contained in the Faculty of Law handbook.

**IFJ223 BACHELOR OF BUSINESS -
ACCOUNTANCY/BACHELOR OF LAWS**

For a registered full-time student in the Accountancy/Laws course, the subjects and other works of the 5 years of study are as follows:-

		EFTSU	Approx
		Credit	Formal
			Hrs/wk
<u>Semester 1 - Autumn</u>			
ACB111	Introductory Accounting I (P)	12	6
ISB392	Computer Systems & Programming (P)	12	4
MAB172	Quantitative Methods IB	12	3
MNB132	Microeconomic Analysis	12	3
LWB101	Introduction to Law (P)	12	3
<u>Semester 2 - Spring</u>			
MNB103	Management I	12	3
ACB210	Introductory Accounting IIA (P)	12	6
ISB492	Business Systems Design I (P)	12	4
MNB305	Business Statistics (P)	12	3
LWB101	Introduction to Law (P)	12	3
<u>Semester 3 - Autumn</u>			
MNB232	Macroeconomic Analysis	12	3
MNB203	Management II	12	3
ACB513	Managerial Accounting I (P)	12	6
LWB102	Law of Contract (P)	12	3
LWB103	Torts (P)	12	3
<u>Semester 4 - Spring</u>			
ACB551	Financial Management I (P)	12	3
ACB412	Company Accounting (P)	12	6
MNB405	Management Science A	12	3
LWB102	Law of Contract (P)	12	3
LWB103	Torts (P)	12	3
<u>Semester 5 - Autumn</u>			
ACB651	Financial Management II (P)	12	3
ACB531	Auditing & Professional Practice I (P)	12	3
ACB312	Financial Accounting I (P)	12	6
LWB202	Criminal Law & Procedure (P)	12	3
LWB201	Land Law (P)	12	3

(P) Professional Subject

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		EFTSU	Approx
		Credit	Formal
			Hrs/wk
<u>Semester 6 - Spring</u>			
ACB631	Auditing & Professional Practice II (P)	12	3
ACB613	Managerial Accounting II (P)	12	6
LWB202	Criminal Law & Procedure (P)	12	3
LWB201	Land Law (P)	12	3

Semester 7 - Autumn

LWB203	Constitutional Law (P)	12	3
LWB301	Equity (P)	12	3
LWB303	Commercial Law (P)	12	3
	One Law Elective Subject		
LWB304	Conveyancing & Drafting <u>OR</u>	8	2
LWB305	Jurisprudence	12	3

Semester 8 - Spring

LWB203	Constitutional Law (P)	12	3
LWB301	Equity (P)	12	3
LWB303	Commercial Law (P)	12	3
LWB304	Conveyancing & Drafting <u>OR</u>	8	2
LWB310	Administrative Law	12	3
LWB408	Securities (P)	6	2
LWB409	Professional Conduct (P)	2	2

Semester 9 - Autumn

LWB401	Company Law & Partnership (P)	12	3
LWB403	Taxation Law (P)	12	3
LWB404	Practice (P)	8	2
LWB309	Succession (P)	12	2
LWB405	Solicitors' Trust Accounts <u>OR</u>	8	2
LWB407	Conflict of Laws	12	3

Semester 10 - Spring

LWB401	Company Law & Partnership (P)	12	3
LWB403	Taxation Law (P)	12	3
LWB404	Practice (P)	8	2
LWB402	Evidence (P)	12	3

Bachelor of Business (Accountancy)/Bachelor of Laws students must complete a special course of 6 hours of classes in Law of Bankruptcy conducted by the Faculty of Law during Semester 10.

Professional Bodies

Graduates from the combined degree will have met all the academic requirements for entry to the Australian Society of Accountants, The University of Chartered Accountants in Australia, The University of Chartered Secretaries and Administrators, the Solicitors' Board of Queensland and the Barristers Board of Queensland. Graduates will also have met academic requirements for registration with the Public Accountants Registration Board of Queensland and the Tax Agents Registration Board.

(P) Professional Subject

Law Elective Subjects

		Approx	
		EFTSU	Formal
		Credit	Hrs/wk
LWB302	Family Law	12	3
LWB306	Local Government Law	8	2
LWB307	Law of Bankruptcy	8	2
LWB308	Industrial Law	8	2
LWB305	Jurisprudence (if not studied as an alternative to Conveyancing and Drafting)	12	3
LWB407	Conflict of Laws (if not studied as an alternative to Solicitors' Trust Accounts)	12	3
LWB310	Administrative Law (if not studied as an alternative to Conveyancing and Drafting)	12	3
LWB406	Public International Law	12	3
LWB410	Trade Practices Law	12	3

Special Law Elective Subject

LWB412	Research and Writing Project	12
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The Law Elective Subjects will be offered as follows:-

	Day Classes	Evening Classes
Autumn Semester	Family Law Local Government Law Law of Bankruptcy Industrial Law Jurisprudence Conflict of Laws	Administrative Law Public International Law Trade Practices Law Special Law Elective Subject - Research and Writing Project
Spring Semester	Administrative Law Public International Law Trade Practices Law Special Law Elective Subject - Research and Writing Project	Family Law Local Government Law Law of Bankruptcy Industrial Law Jurisprudence Conflict of Laws

The Special Law Elective Subject referred to above is a one semester Law subject offered internally whenever, in the opinion of the Dean of the Faculty, sufficient academic staff with the requisite expertise in an appropriate subject other than one of those specified above are available in the Faculty, and a sufficient number of students is enrolled in the subject.

BACHELOR OF ENGINEERING/BACHELOR OF BUSINESS
(Manufacturing Systems and Management)
COURSE ASSESSMENT COMMITTEE

Dr B C Wolff	Dean, Faculty of Business, Queensland University of Technology.
Dr J Corderoy	Dean, Faculty of Engineering, Queensland University of Technology.
Dr W C K Wong	Head, School of Mechanical and Manufacturing Engineering.
Dr O P Coaldrake	Head, School of Management, Queensland University of Technology.
Mr W H Blair	General Manager and Director, QUF Industries Limited.
Mr I J Clark	Production Manager, Pioneer Industries Pty Ltd.
Mr J L Fullagar	Senior Lecturer, Industrial Engineering/Management, University of Sydney.
Mr G Nunn	Managing Director, Nulec Pty Ltd.
Mr J Randell	Export Manager, Palmer Tube Mills Limited.
Mr D Schoen	General Manager, Tubemakers of Australia.
Mr A Spalding	General Manager, Manufacturing Industry Division, PA Consulting Group.

**IFJ237 BACHELOR OF ENGINEERING/
BACHELOR OF BUSINESS
(Manufacturing Systems and Management)**

Transfer from Bachelor of Engineering or Bachelor of Business

Students who are enrolled in either the Bachelor of Engineering or the Bachelor of Business courses either from within the QUT or other tertiary institutions, may be permitted to transfer to this double degree course, subject to quota, and be granted exemptions for those subjects which can be considered equivalent to this course, or for which they have already gained credit, subject to the rules regarding exemptions in the general rules relating to student matters.

		Approx	
		EFTSU	Formal
<u>Semester 1 - Autumn</u>		Credit	Hrs/wk
MAB193	* Engineering Mathematics I	6	3
PHB131	* Engineering Physics I	6	3
CEB184	Engineering Mechanics I	6	3
CSB190	* Computing	4	3
CMB105	Business Communication	12	3
MEB171	Introduction to Manufacturing	3	1.5
ACB114	Accounting for Managers I	12	6
<u>Semester 2 - Spring</u>			
MAB193	* Engineering Mathematics I	6	3
PHB131	* Engineering Physics I	6	3
MEB111	Dynamics	6	3
CSB190	* Computing	4	1.5
MEB133	Materials I	6	3
ACB211	Accounting for Managers II	12	6
MNB101	Applied Psychology	12	3
MEB270	Industrial Experience I	0	5 wks
<u>Semester 3 - Autumn</u>			
MAB493	* Engineering Mathematics II	6	3
MEB121	Engineering Graphics	6	3
MEB230	Materials II	6	3
MEB250	Thermodynamics I	6	3
MEB313	Mechanics I	6	3
MNB132	Microeconomic Analysis	12	3
MNB201	Intro to Human Resource Management	12	3

* full year subject

		EFTSU Credit	Approx Formal Hrs/wk
<u>Semester 4 - Spring</u>			
MEB493	* Engineering Mathematics II	6	3
MEB101	Design I (Mechanical)	6	3
MEB231	Materials III	6	3
MEB251	Thermodynamics II	6	3
MNB232	Macroeconomics	12	3
MEB471	Manufacturing Engineering I	6	3
MNB406	Introductory Marketing	12	3
MEB470	Industrial Experience II	6	3
<u>Semester 5 - Autumn</u>			
EEB101	Circuits and Measurement	6	3
MEB361	Fluids I	6	3
MEB381	Design II (Mechanical)	6	3
MEB510	Noise & Vibrations	6	3
MEB571	Manufacturing Engineering II	6	3
MNB514	Innovation & Marketing Management	12	3
MNB306	Management Functions & Processes	12	3
<u>Semester 6 - Spring</u>			
EEB202	Electromagnetics	6	3
MEB462	Fluids II	6	3
ACB373	Introductory Legal Studies	12	3
MEB670	Industrial Engineering I	6	3
MEB483	Design III (Mechanical)	6	3
MEB673	Manufacturing Engineering III	6	3
MNB402	Conflict, Work & People	12	3
MEB600	Industrial Experience III	0	5 wks
<u>Semester 7 - Autumn</u>			
INB270	Data Communications	6	3
EEB372	Digital Electronics I	6	3
MEB771	Industrial Engineering II	6	3
MEB463	Tribology	6	3
MEB773	Design for Manufacturing I	6	3
ACB553	Business Finance	12	3
MNB511	International Marketing	12	3
<u>Semester 8 - Spring</u>			
EEB472	Digital Electronics II	6	3
EEB520	Control Engineering I	6	3
MEB660	Fluid Power	6	3
MEB974	Design for Manufacturing II	6	3
MEB976	Computer Integrated Manufacturing	6	3
ACB853	International Finance	12	3
MNB632	International Economics	12	3

* full year subject

		Approx	
		EFTSU	Formal
<u>Semester 9 - Autumn</u>		Credit	Hrs/wk
CSB324	Artificial Intelligence	6	3
MEB977	Computer Control of Manufacturing Systems	6	3
EEB572	Digital Electronics III	6	3
MEB900	* Manufacturing Project <u>OR</u>	12	3
MNB611	* Marketing Project	12	3
MNB309	Export Management	12	3
MNB107	Small Business Management	12	3
<u>Semester 10 - Spring</u>			
MEB978	Manufacturing Systems Engineering	6	3
MNB601	Corporate Strategy & Policy	12	3
CSB325	Expert Systems	6	3
MEB900	* Manufacturing Project <u>OR</u>	12	3
MNB611	* Marketing Project	12	3
MNB610	Strategic Marketing	12	3
MEB975	Design Manufacturing Systems	6	3

* full year subject

Pre- and Co-requisites

SCHEDULE OF SUBJECTS AND PRE-REQUISITES

A pre-requisite subject-unit is one which must be passed before proceeding with a further subject-unit for which it is a pre-requisite.

Except with the approval of the Dean of Faculty, a student may not enrol for any subject listed in Column 1 until he has obtained a grade of Pass or higher for the subject/s listed opposite it in Column 2 as pre-requisite.

Subjects are listed alphabetically by level of course.

These subjects may be taken concurrently with the subject for which they are a pre-requisite.

* These subjects have no pre-requisite requirement for undergraduate programmes.

BACHELORS DEGREE

(Pre-requisites for subjects when taken in a Graduate Programme are shown in (brackets))

<u>Column 1</u>	<u>Column 2</u>
ACB211 Accounting for Managers II	ACB114 Accounting for Managers I (ACP111 Accounting Principles I)
ACB615 Accounting Project	4 semesters of accounting
MNB483 Administration Analysis	MNB382 Administration Research I
MNB384 Administration Research II	MNB382 Administration Research I OR CMB211 Introduction to Social Enquiry OR MNB201 Introduction to Human Resource Management
MNB385 Administrative Theory	CMB111 Sociology AND MNB184 Introduction to Administrative & Political Analysis
CMB543 Advanced Advertising	CMB362 Advertising Copywriting OR CMB541 Media Strategy
CMB651 Advanced Public Relations	CMB451 Industrial Press
MNB623 Advanced Training Techniques	MNB622 Personnel Training and Development

<u>Column 1</u>	<u>Column 2</u>
CMB641 Advertising Campaigns	CMB542 Advertising Management
CMB362 Advertising Copywriting	CMB241 Introduction to Advertising
CMB542 Advertising Management	CMB241 Introduction to Advertising OR (CMP125 Organisational Communication AND an advertising OR marketing subject)
PNB262 Anatomy and Physiology II	PNB261 Anatomy and Physiology I
MNB418 Applied Cognitive Psychology	MNB201 Introduction to Human Resource Management OR MNB307 Social Psychology
MNB506 Applied Group Dynamics	15 subjects including MNB201 Introduction to Human Resource Management OR MNB307 Social Psychology OR MNB203 Management II
MNB430 Applied Health Care Analysis	MNB382 Administration Research I
CMB464 Audio-Visual Production Techniques	CMB163 Introduction to Audio-Visual Communication
CMB662 Audio-Visual Seminar	CMB464 Audio-Visual Production Techniques
ACB531 Auditing and Professional Practice I	ACB412 Company Accounting
ACB631 Auditing and Professional Practice II	ACB531 Auditing and Professional Practice I AND ACB513 Managerial Accounting I
ACB151 Australian Capital Markets	MNB232 Macroeconomic Analysis OR MNB133 General Economics (MNP106 Managerial Economics)
CMB291 Australian Literature and Film	CMB212 Australian Studies
CMB423 Australian Media Institutions	CMB011 Introduction to Communication Theory
CMB212 Australian Studies	CMB111 Sociology OR 5 subjects BBus programme

160 Schedule of Subjects and Pre-requisites

<u>Column 1</u>	<u>Column 2</u>
MNB332 Business Analysis	MNB132 Microeconomic Analysis
ISB493 Business Computer Programming	ISB392 Computer Systems and Programming
ACB553 Business Finance	ACB211 Accounting for Managers II MNB305 Business Statistics
MNB642 Business Forecasting	MNB305 Business Statistics (MNP303 Statistical Methods)
ACB372 Business Law II	ACB371 Business Law I
MNB305 Business Statistics	MAB172 Quantitative Methods IB
MNB432 Business Strategy	MNB232 Macroeconomic Analysis
ISB492 Business Systems Design I	ISB392 Computer Systems and Programming #
ISB592 Business Systems Design II	ISB492 Business Systems Design I AND ACB210 Introductory Accounting IIA OR ACB211 Accounting for Managers II
MNB121 Colloquial Japanese	MNB120 Elementary Japanese
CMB521 Communication and Public Opinion	CMB211 Communication Research
CMB321 Communication in Small Groups	3 Communication degree subjects including CMB012 Speech Communication
CMB211 Communication Research	CMB011 Introduction to Communication Theory AND CMB111 (or equivalent)
CMB351 Community Relations	CMB651 Advanced Public Relations
ACB412 Company Accounting	ACB210 Introductory Accounting IIA
ACB471 Company Law I	ACB371 Business Law I (ACP111 Accounting Principles I)
ACB472 Company Law II	ACB471 Company Law I

<u>Column 1</u>	<u>Column 2</u>
MNB683 Comparative Administration MNB586	MNB484 Public Personnel Administration Management AND Comparative Politics
CMB572 Comparative Journalism	18 Bachelor of B.Bus. subjects
MNB586 Comparative Politics	MNB181 Australian National Government B OR MNB183 Australian National Government A OR (MNP508 Australian Policy Studies)
ACB632 Computer Auditing	ACB531 Auditing and Professional Practice I
ACB695 Computer Security and Audit	ACB531 Auditing and Professional Practice I
ISB593 Computer Systems Management	ISB392 Computer Systems and Programming
ISB594 Computing Equipment and Evaluation	ISB392 Computer Systems and Programming
MNB402 Conflict Work and People	MNB306 Management Functions and Processes OR MNB385 Administrative Theory (MNP102 Managerial Psychology)
MNB513 Consumer Behaviour	MNB406 Introductory Marketing
CMB311 Contemporary Social Issues	CMB111 Sociology
MNB409 Corporate Manpower Planning	MNB306 Management Functions and Processes OR MNB203 Management II (MNP102 Managerial Psychology)
MNB601 Corporate Strategy and Policy	MNB501 Operations Management
MNB530 Cost Benefit Analysis	MNB332 Business Analysis OR MNB321 Public Sector Microeconomics (MNP106 Managerial Economics)
MNB507 Counselling and Guidance	12 B.Bus. subjects including MNB201 Introduction to Human Resource Management or MNB307 Social Psychology or MNB203 Management II (MNP102 Managerial Psychology)

162 Schedule of Subjects and Pre-requisites

<u>Column 1</u>	<u>Column 2</u>
CMB461 Creative Writing	CMB161 Literature and Communication
ISB691 Data Base and Business Systems	ISB392 Computer Systems and Programming AND ISB492 Business Systems Design I
MNB250 Developmental Psychology	MNB101 Applied Psychology OR 15 hours of Health Science study
MNB634 Distribution Management	MNB406 Introductory Marketing OR MNB132 Microeconomic Analysis (MNP204 Marketing Methods and Practice)
MNB407 Employment and Survey Interviewing	The completion of the equivalent of the first year of the course in which they are enrolled <u>OR</u> MNB201 Introduction to Human Resource Management OR (MNP102 Managerial Psychology)
ACB612 External Reporting Issues A	ACB412 Company Accounting AND co-requisite ACB312 Financial Accounting
ACB512 External Reporting Issues B	ACB312 Financial Accounting
CMB561 Film and Television Writing	12 subjects in a degree program
CMB592 Film and Video Tape Editing	CMB464 Video Production Techniques OR Audio-Visual Production Techniques
ACB312 Financial Accounting	ACB412 Company Accounting
MNB582 Financial Administration	MNB181 Australian National Government B OR MNB183 Australian National Government A OR (MNP508 Australian Policy Studies)
ACB654 Financial Institutions - Lending & Practice	ACB111 Introductory Accounting I (ACP111 Accounting Principles I)
ACB655 Financial Institutions - Planning & Control	ACB111 Introductory Accounting I AND MNB232 Macroeconomic Analysis

Column 1	Column 2
ACB551 Financial Management I	ACB210 Introductory Accounting IIA (or equivalent) AND MNB305 Business Statistics (ACP111 Accounting Principles I and MNP303 Statistical Methods)
ACB651 Financial Management II	ACB551 Financial Management I
MSB761 Fundamentals of Medicine I	PNB162 Anatomy and Physiology II
MSB762 Fundamentals of Medicine II	MSB761 Fundamentals of Medicine I
ACB514 Government Accounting	ACB111 Introductory Accounting I OR ACB161 Accountancy for Administrators (ACP111 Accounting Principles I)
MNB686 Government and Business	MNB132 Microeconomic Analysis AND MNB583 Public Policy Process I
MNB231 Government Economic Policy	MNB132 Microeconomic Analysis
ACB614 Government Finance	ACB514 Government Accounting AND MNB232 Macroeconomic Analysis (ACB514 Government Accounting only)
ACB554 Health Administration Finance	ACB161 Accountancy for Administrators OR ACB111 Introductory Accounting I
MNB331 Health Care Economics I	MNB132 Microeconomic Analysis (MNP106 Managerial Economics)
MNB431 Health Care Economics II	MNB331 Health Care Economics I
MNB618 Health Computer Systems	ISB392 Computer Systems and Programming
MNB505 Health Management I	16 subjects in Health Administration degree
MNB605 Health Management II	MNB505 Health Management I
MNB543 Health Services Planning	MNB430 Applied Health Care Analysis AND MNB330 Australian Health Industry OR MNB533 International Health Care Systems

164 Schedule of Subjects and Pre-requisites

<u>Column 1</u>	<u>Column 2</u>
MNB534 Health Systems Evaluation	MNB543 Health Services Planning
MNB628 Human Resource Management Practicum	24 subjects BBus programme including MNB521 Personnel Management
MNB587 Human Resource Policies	MNB484 Public Personnel Management
CMB451 Industrial Press	CMB552 Publicity and Promotion - Print
MNB520 Industrial Relations IA	8 subjects BBus programme (MNP202 Managerial Functions)
MNB620 Industrial Relations IB	8 subjects BBus programme (MNP202 Managerial Functions)
MNN816 Initial Project in Management	MNN807 Research, Design and Data Analysis
MNB512 Innovation and Marketing Management	MNB406 Introductory Marketing
ISB694 Input/Output Subsystems	ISB592 Business Systems Design II #
ACB852 International Accounting	4 semesters of Accounting (ACP111 Accounting Principles I)
MNB632 International Economics	MNB132 Microeconomic Analysis OR MNB232 Macroeconomic Analysis OR MNB133 General Economics (MNP202 Managerial Functions)
ACB853 International Finance	ACB551 Financial Management I OR Successful completion of ACB553 Business Finance (Management Students)
MNB511 International Marketing	MNB406 Introductory Marketing (MNP204 Marketing Methods and Practice)
CMB241 Introduction to Advertising	MNB406 Introductory Marketing #
CMB011 Introduction to Communication Theory	CMB013 Written Communication #
MNB201 Introduction to Human Resource Management	MNB101 Applied Psychology
ACB210 Introductory Accounting IIA	ACB111 Introductory Accounting I

<u>Column 1</u>	<u>Column 2</u>
MNB408 Job Design	MNB201 Introduction to Human Resource Management OR MNB203 Management II
CMB673 Journalism Ethics and Issues	Completion of 18 BBus.subjects OR permission of lecturer
ACB474 Law and Communication	8 subjects BBus programme
CMB161 Literature and Communication	CMB133 Introduction to Communication Theory #
CMB465 Literature, Language and Society	CMB161 Literature and Composition
MNB482 Local Government	MNB181 Australian National Government B OR MNB183 Australian National Government A
MNB584 Local Government Administrative Practice I	MNB482 Local Government
MNB684 Local Government Administrative Practice II	MNB584 Local Government Administrative Practice I
CMB462 Magazine and Feature Writing	CMB361 Reporting Principles AND 60 words per minute Shorthand
MNB203 Management II	MNB103 Management I
MNB306 Management Functions and Processes	MNB201 Introduction to Human Resource Management
MNB405 Management Science A	MNB305 Business Statistics (MNP303 Statistical Methods)
ACB513 Managerial Accounting I	ACB111 Introductory Accounting I (ACP111 Accounting Principles I)
ACB613 Managerial Accounting II	ACB513 Managerial Accounting I AND ACB551 Financial Management I AND MNB405 Management Science A (ACB513 Managerial Accounting I)
MNB611 Marketing Research Projects	MNB315 Research Design and Evaluation OR CMB211 Introduction to Social Enquiry

<u>Column 1</u>	<u>Column 2</u>
CMB541 Media Strategy	CMB241 Introduction to Advertising OR MNB406 Introductory Marketing
CMB562 Media Text Analysis	CMB423 Australian Media Institutions MNB419 Medical Record MNB319
Medical Record Administration II	Administration I AND MNB320 Medical Terminology
MNB519 Medical Record Administration III	MNB419 Medical Record Administration II
MNB619 Medical Record Administration IV	MNB519 Medical Record Administration III
CMB513 Medical Sociology	CMB111 Sociology
CMB463 Modern Literature and Film in Society	CMB161 Literature and Communication
MNB501 Operations Management	MNB306 Management Functions and Processes OR MNB103 Management I (MNP202 Managerial Functions)
MNB621 Organisation Development	16 subjects BBus degree programme including: MNB201 Introduction to Human Resource Management OR MNB203 Management II (MNP102 Managerial Psychology)
MNB301 Organisational Behaviour	MNB201 Introduction to Human Resource Management
MNB516 Organisational Sociology	MNB385 Administrative Theory plus 7 subjects in the Faculty of Business (for students enrolled in MNJ154) For students enrolled in MNJ152, CMJ153 or MNJ179 then 8 subjects in the B.Bus degrees.
MNB521 Personnel Management	MNB401 Personnel Recruitment and Selection (MNP202 Managerial Functions)
MNB401 Personnel Recruitment and Selection	MNB201 Introduction to Human Resource Management

Column 1

Column 2

MNB622 Personnel Training and Development

The completion of the equivalent of the first year of the course in which they are enrolled, OR
 MNB201 Introduction to Human Resource Management OR
 (MNP102 Managerial Psychology)

MNB450 Physiological Psychology

MNB101 Applied Psychology or 8 Science or Health Science subjects

MNB281 Political Behaviour

MNB181 Australian National Government B OR
 MNB183 Australian National Government A

CMB622 Professional Communication Practice

Either:
 CMB362 Advertising Copywriting AND
 CMB542 Advertising Management AND
 CMB541 Media Strategy
 Or:
 CMB371 Editing and Layout OR
 CMB672 Current Affairs Broadcasting
 Or:
 CMB451 Industrial Press AND
 CMB553 Publicity and Promotion (Electronic)

MNB615 Professional Marketing Practice

MNB514 Innovation and Marketing Management

CMB422 Professional Speechwriting

CMB552 Publicity and Promotion - Print

MNN830 Project and Seminars A

MNN816 Initial Project in Management AND
 MNN820 Applied Research and Design

MNN831 Project and Seminars B

MNN816 Initial Project in Management AND
 MNN820 Applied Research and Design

MNB607 Psychology of Assessment

MNB401 Personnel Recruitment and Selection OR
 MNB308 Youth and Work

MNB491 Psychology and the Law

MNB101 Applied Psychology and be in at least second year of degree course.

168 Schedule of Subjects and Pre-requisites

Column 1	Column 2
ACB679 Public Administrative Law	MNB181 Australian National Government B OR MNB183 Australian National Government A
CMB671 Public Affairs Reporting	CMB462 Magazine and Feature Writing AND 60 words per minute Shorthand
MNB485 Public Enterprise	8 subjects in the Faculty of Business including MNB183 OR MNB181 Australian National Government A/B AND either MNB132 Microeconomic Analysis OR MNB232 Macroeconomic Analysis
MNB484 Public Personnel Management	MNB385 Administrative Theory
MNB588 Public Policy Process I	MNB385 Administrative Theory
MNB687 Public Policy Process II	MNB588 Public Policy Process I
MNB383 Public Sector Industrial Relations	MNB201 Introduction to Human Resource Management (MNP102 Managerial Psychology)
MNB321 Public Sector Microeconomics	MNB331 Health Care Economics I OR MNB332 Business Analysis (MNP106 Managerial Economics)
CMB553 Publicity and Promotion - Electronic	CMB464 Video Production Techniques
CMB552 Publicity and Promotion - Print	CMB359 Newswriting AND 5 subjects
CMB571 Radio/Television Journalism I	CMB462 Magazine and Feature Writing
CMB672 Radio/Television Journalism II	CMB571 Radio/Television Journalism I
CMB361 Reporting Principles	CMB359 Newswriting and 40 w.p.m. Shorthand
MNB315 Research Design and Evaluation	MNB305 Business Statistics OR MNB483 Administration Analysis
CMB441 Retail Advertising	CMB363 Advertising Copywriting - Print OR MNB616 Retailing Management I

<u>Column 1</u>	<u>Column 2</u>
MNB616 Retailing Management I	MNB406 Introductory Marketing (MNP204 Marketing Methods and Practices)
MNB637 Retailing Management II	MNB406 Introductory Marketing (MNP204 Marketing Methods and Practices)
ACB657 Risk Management	ACB111 Introductory Accounting I
MNB426 Sales Management	MNB406 Introductory Marketing
ACB653 Security Analysis	ACB551 Financial Management I
MNB307 Social Psychology	MNB101 Applied Psychology OR MNB203 Management II
ACB999 Special Topic - Accountancy	See School Announcement
CMB999 Special Topic - Communication	See School Announcement
MNB997 Special Topic - Health Administration	See School Announcement
MNB999 Special Topic - Management	See School Announcement
MNB998 Special Topic - Public Administration	See School Announcement
CMB220 Speech and Drama	CMB102 Speech Communication OR CMB131 Speech Communication for Professionals
MNB282 State Government	MNB181 Australian National Government B OR MNB183 Australian National Government A
MNB610 Strategic Marketing	MNB514 Innovation and Marketing Management
CMB371 Sub-Editing and Layout	CMB361 Reporting Principles
ACB673 Taxation and Professional Practice	ACB672 Taxation Law and Practice II
ACB572 Taxation Law and Practice I	ACB371 Business Law I AND ACB210 Introductory Accounting IIA
ACB672 Taxation Law and Practice II	ACB572 Taxation Law and Practice I

170 Schedule of Subjects and Pre-requisites

<u>Column 1</u>	<u>Column 2</u>
ISB494 Telecommunication and Online Systems	ISB392 Computer Systems and Programming
MNB531 Transport Economics	MNB332 Business Analysis (MNP106 Managerial Economics)
CMB464 Video Production Techniques	CMB163 Introduction to Audio-Visual Communication
CMB013 Written Communication	CMB011 Introduction to Communication Theory #
MNB308 Youth and Work	MNB101 Applied Psychology OR MNB203 Management II

POST GRADUATE DIPLOMA

ACP211 Accounting Principles II	ACP111 Accounting Principles I
ACP515 Government Accounting	ACP111 Accounting Principles I
ACP615 Government Finance	ACP515 Government Accounting AND MNP106 Managerial Economics
MNP202 Managerial Functions	MNP102 Managerial Psychology
MNP403 Managerial Strategy	MNP102 Managerial Psychology
MNP107 Small Business Management	ACP111 Accounting Principles I
ACP999 Special Topic - Advanced Accounting	See School Announcement
ACP851 Venture Finance	ACP111 Accounting Principles I
MNP310 Venture Management and Development	All other subjects in Product Entrepreneurship strand except ACP851 Venture Finance

MASTER'S DEGREE

ACN122 Advanced Auditing	ACN121 Computer Auditing
ACN152 Advanced Financial Budgeting	ACN151 Advanced Financial Management
MNN813 Advanced Marketing Management	MNN805 Current Issues in Australian Management A AND MNN806 Current Issues in Australian Management B
MNN820 Applied Research and Design	MNN807 Research Design

<u>Column 1</u>	<u>Column 2</u>
MNN815 Case Study Program	MNN807 Research Design and Data Analysis AND MNN806 Current Issues in Australian Management B AND MNN808 Management, Technology and Social Change
ACN155 Financial Modelling	ACN151 Advanced Financial Management
MNN816 Initial Project in Management	MNN808 Management, Technology and Social Change AND MNN820 Case Study Programme
MNN808 Management, Technology and Social Change	MNN805 Current Issues in Australian Management A AND MNN806 Current Issues in Australian Management B
ACN232 Managerial Accounting Issues	ACN231 Advanced Managerial Accounting
MNN814 Organisational Economics	MNN806 Current Issues in Australian Management A AND Current Issues in Australian Management B
MNN812 Organisational Psychology	MNN805 Current Issues in Australian Management A AND MNN806 Current Issues in Australian Management B
MNN811 Policy Analysis	MNN805 Current Issues in Australian Management A AND MNN806 Current Issues in Australian Management B
MNN830 Project and Seminars and A and B MNN831	MNN816 Initial Project in Management AND MNN820 Applied Research and Design
CMB671 Public Affairs Reporting	CMB462 Magazine and Feature Writing AND 80 words per minute shorthand
CMB666 Public Relations Consulting and Management	CMB351 Community Relations OR CMB651 Advanced Public Relations
MNN807 Research Design and Data Analysis	MNN805 Current Issues in Australian Management A AND MNN806 Current Issues in Australian Management B

SCHEDULE OF SUBJECTS OFFERED WITHIN THE FACULTY OF BUSINESS

Coding System

The subject code is in the form XXX999. The first two characters indicate the School administering the subject:

AC	Accountancy
CM	Communication
MN	Management
IS	Serviced by the Faculty of Information Technology
LW	Serviced by the Faculty of Law
MA	Serviced by the Faculty of Science
PN	Serviced by the Faculty of Health Science

The third character indicates the level of the course in which the subject is taught:

A	Associate Diploma
B	Bachelor's Degree
P	Post Graduate Diploma
N	Master's Degree

The remaining characters identify the subjects within a course.

Associate Diploma Subjects

ISA191	Business Data Processing
ISA192	Business Information Systems
ISA292	Systems Analysis and Design
ISA391	Computer Programming
MAA173	Quantitative Business Analysis A
MAA174	Quantitative Business Analysis B

Bachelor of Business Subjects

ACB111	Introductory Accounting I
ACB112	Accounting Decisions IA
ACB113	Introductory Accounting (Law)
ACB114	Accounting for Managers I
ACB151	Australian Capital Markets
ACB161	Accountancy for Administrators
ACB181	Accounting Information Systems I
ACB184	Accounting for Surveyors
ACB210	Introductory Accounting IIA
ACB211	Accounting for Managers II
ACB281	Accounting Information Systems II
ACB312	Financial Accounting
ACB371	Business Law I
ACB372	Business Law II
ACB373	Introductory Legal Studies
ACB412	Company Accounting
ACB455	Personal and Corporate Finance
ACB471	Company Law I
ACB472	Company Law II
ACB474	Law and Communication
ACB512	External Reporting Issues B
ACB513	Managerial Accounting I
ACB514	Government Accounting
ACB531	Auditing and Professional Practice I
ACB551	Financial Management I
ACB553	Business Finance
ACB554	Health Administration Finance
ACB572	Taxation Law and Practice I
ACB581	Building Finance Management I
ACB612	External Reporting Issues A
ACB613	Managerial Accounting II
ACB614	Government Finance
ACB615	Accounting Project
ACB631	Auditing and Professional Practice II
ACB651	Financial Management II
ACB653	Security Analysis
ACB654	Financial Institutions - Lending and Practice
ACB655	Financial Institutions - Planning and Control
ACB656	Financial Institutions Law
ACB657	Risk Management
ACB658	Comparative Financial Systems
ACB659	Financial Statement Analysis & Modelling
ACB672	Taxation Law and Practice II
ACB673	Taxation and Professional Practice
ACB679	Public Administrative Law
ACB695	Computer Security and Audit
ACB852	International Accounting
ACB853	International Finance
ACB913	Costing for Engineers
ACB951	Financial Management for Engineers
ACB999	Special Topic - Accountancy

CMB011	Introduction to Communication Theory
CMB012	Speech Communication
CMB013	Written Communication
CMB105	Business Communication
CMB111	Sociology
CMB119	Sociology for Professionals
CMB131	Business and Professional Speaking
CMB132	Business and Professional Writing
CMB161	Literature and Communication
CMB163	Introduction to Audio-Visual Communication
CMB191	Fundamentals of Photography
CMB211	Communication Research
CMB212	Australian Studies
CMB220	Speech and Drama
CMB241	Introduction to Advertising
CMB291	Australian Literature and Film
CMB311	Contemporary Social Issues
CMB321	Communication in Small Groups
CMB351	Community Relations
CMB359	Newswriting
CMB360	Reporting Principles
CMB363	Advertising Copywriting - Print
CMB364	Advertising Copywriting - Electronic
CMB371	Sub-Editing and Layout
CMB422	Professional Speechwriting
CMB423	Australian Media Institutions
CMB441	Retail Advertising
CMB451	Industrial Press
CMB452	Introduction to Public Relations
CMB461	Creative Writing
CMB462	Magazine and Feature Writing
CMB463	Modern Literature and Film in Society
CMB464	Video Production Techniques
CMB465	Literature Language and Society
CMB513	Medical Sociology
CMB521	Communication and Public Opinion
CMB541	Media Strategy
CMB542	Advertising Management
CMB543	Advanced Advertising
CMB544	Direct Response Advertising
CMB552	Publicity and Promotion - Print
CMB553	Publicity and Promotion - Electronic
CMB561	Film and Television Writing
CMB562	Media Text Analysis
CMB571	Radio/Television Journalism I
CMB572	Comparative Journalism
CMB592	Film and Video Tape Editing
CMB622	Professional Communication Practice
CMB641	Advertising Campaigns
CMB651	Advanced Public Relations
CMB662	Audio-Visual Seminar
CMB666	Public Relations Consulting and Management
CMB671	Public Affairs Reporting
CMB672	Radio/Television Journalism II
CMB673	Journalism Ethics and Issues
CMB999	Special Topic - Communication

176 Schedule of Subjects Offered

ISB156	Management Information Systems
ISB392	Computer Systems and Programming
ISB492	Business Systems Design I
ISB493	Business Computer Programming
ISB494	Telecommunications and Online Systems
ISB592	Business Systems Design II
ISB593	Computer Systems Management
ISB594	Computing Equipment and Evaluation
ISB691	Data Base and Business Systems
ISB694	Input/Output Subsystems
LWB101	Introduction to Law
LWB102	Law of Contract
LWB103	Torts
LWB201	Land Law
LWB202	Criminal Law and Procedure
LWB203	Constitutional Law
LWS001	Medicine and the Law
MAB171	Quantitative Methods IA
MAB172	Quantitative Methods IB
MNB101	Applied Psychology
MNB103	Management I
MNB120	Elementary Japanese
MNB121	Colloquial Japanese
MNB132	Microeconomic Analysis
MNB133	General Economics
MNB181	Australian National Government B
MNB183	Australian National Government A
MNB184	Introduction to Administrative & Political Analysis
MNB201	Introduction to Human Resource Management
MNB203	Management II
MNB231	Government Economic Policy
MNB232	Macroeconomic Analysis
MNB233	Information, Education and Communication for Health
MNB250	Developmental Psychology
MNB281	Political Behaviour
MNB282	State Government
MNB301	Organisational Behaviour
MNB305	Business Statistics
MNB306	Management Functions and Processes
MNB307	Social Psychology
MNB308	Youth and Work
MNB309	Export Management
MNB315	Research Design and Evaluation
MNB319	Medical Record Administration I
MNB320	Medical Terminology
MNB321	Public Sector Microeconomics
MNB330	Australian Health Industry
MNB331	Health Care Economics I
MNB332	Business Analysis
MNB382	Administration Research I
MNB383	Public Sector Industrial Relations
MNB384	Administration Research II
MNB385	Administrative Theory

MNB401	Personnel Recruitment and Selection
MNB402	Conflict Work and People
MNB405	Management Science A
MNB406	Introductory Marketing
MNB407	Employment and Survey Interviewing
MNB408	Job Design
MNB409	Corporate Manpower Planning
MNB418	Applied Cognitive Psychology
MNB419	Medical Record Administration II
MNB426	Sales Management
MNB430	Applied Health Care Analysis
MNB431	Health Care Economics II
MNB432	Business Strategy
MNB450	Physiological Psychology
MNB482	Local Government
MNB483	Administration Analysis
MNB484	Public Personnel Management
MNB485	Public Enterprise
MNB491	Psychology and the Law
MNB501	Operations Management
MNB505	Health Management I
MNB506	Applied Group Dynamics
MNB507	Counselling and Guidance
MNB511	International Marketing
MNB513	Consumer Behaviour
MNB514	Innovation and Marketing Management
MNB516	Organisational Sociology
MNB518	Health Administration Project
MNB519	Medical Record Administration III
MNB520	Industrial Relations IA
MNB521	Personnel Management
MNB530	Cost Benefit Analysis
MNB531	Transport Economics
MNB533	International Health Care Systems
MNB534	Health Services Evaluation
MNB543	Health Services Planning
MNB582	Financial Administration
MNB584	Local Government Administrative Practice I
MNB586	Comparative Politics
MNB587	Human Resource Policies
MNB588	Public Policy Process I
MNB601	Corporate Strategy and Policy
MNB605	Health Management II
MNB607	Psychology of Assessment
MNB610	Strategic Marketing
MNB611	Marketing Research Projects
MNB615	Professional Marketing Practice
MNB616	Retailing Management I
MNB618	Health Computer Systems
MNB619	Medical Record Administration IV
MNB620	Industrial Relations IB
MNB621	Organisation Development
MNB622	Personnel Training and Development
MNB623	Advanced Training Techniques
MNB628	Human Resource Management Practicum
MNB632	International Economics
MNB634	Distribution Management

MNB637	Retailing Management II
MNB642	Business Forecasting
MNB683	Comparative Administration
MNB684	Local Government Administrative Practice II
MNB686	Government and Business
MNB687	Public Policy Process II
MNB980	Health Administration Elective - External
MNB981	Health Administration Elective - External
MNB982	Health Administration Elective - External
MNB997	Special Topic - Health Administration
MNB998	Special Topic - Public Administration
MNB999	Special Topic - Management
MSB761	Fundamentals of Medicine I
MSB762	Fundamentals of Medicine II
PNB261	Anatomy and Physiology I
PNB262	Anatomy and Physiology II

Post Graduate Diploma Subjects

ACP111	Accounting Principles I
ACP112	Advanced Financial Accounting
ACP113	Advanced Managerial Accounting
ACP151	Australian Capital Markets
ACP211	Accounting Principles II
ACP212	Contemporary Financial Reporting Standards and Policies
ACP262	Advanced Business Finance
ACP313	Contemporary Managerial Accounting Issues
ACP331	Contemporary Professional Practice
ACP354	Finance A
ACP473	Advanced Taxation
ACP512	External Reporting Issues B
ACP514	Government Accounting
ACP612	External Reporting Issues A
ACP615	Government Finance
ACP632	Computer Auditing
ACP653	Security Analysis
ACP673	Taxation and Professional Practice
ACP851	Venture Finance
ACP872	Legal Aspects of Entrepreneurship
ACP999	Special Topic - Advanced Accounting
CMP125	Organisational Communication

MNP102	Managerial Psychology
MNP106	Managerial Economics
MNP107	Small Business Management
MNP202	Managerial Functions
MNP204	Marketing Methods and Practices
MNP303	Statistical Methods
MNP309	Technological Innovation
MNP310	Venture Management and Development
MNP333	Graduate Project
MNP403	Managerial Strategy
MNP421	Environment of Business
MNP508	Australian Policy Studies
MNP523	Personnel Functions

Master of Business Subjects

ACN111	Financial Accounting Theory
ACN112	Advanced Company Accounting
ACN114	Accounting Research
ACN115	Development of Accounting Thought
ACN116	Legal Environment of Business
ACN117	Technological Environment of Accountancy
ACN118	International Accounting
ACN119	Company Secretarial Practice
ACN121	Advanced Computer Auditing
ACN122	Advanced Auditing
ACN151	Advanced Financial Management
ACN152	Advanced Capital Budgeting
ACN153	International Finance
ACN154	Financial Market Regulation
ACN155	Financial Modelling
ACN171	Advanced Taxation
ACN172	International Tax
ACN174	Liquidations and Receiverships
ACN175	Current Corporate Legal Issues
ACN231	Advanced Managerial Accounting
ACN232	Managerial Accounting Issues A
ACN233	Managerial Accounting Issues B
ACN950	Thesis
ACN997	Special Topic - Commercial Law
ACN998	Special Topic - Managerial Accounting and Finance
ACN999	Special Topic - Public Accounting
CMN709	Concepts of Communication
CMN710	Mass Communication A
CMN711	Mass Communication B
CMN720	Communication Evaluation
CMN723	Seminar in Communication Research
CMN810	Communication and Society
CMN811	Communication and Culture
CMN813	Communication Strategies
CMN814	Modern Communication Technologies
CMN821	Advanced Organisational Communication
CMN822	Australian Commercial TV Development
CMN823	Current Issues in Communication
CMN824	Communication Policy and Planning
CMN825	Australian Communication Contexts

180 Schedule of Subjects Offered

CMN830	Seminar in Communication Readings
CMN831	Individual Research
CMN910	Dissertation
CMN911	Dissertation
CMN950	Thesis/Project
ISN156	Management Information Systems
MNN805	Current Issues in Australian Management A
MNN806	Current Issues in Australian Management B
MNN807	Research Design and Data Analysis
MNN808	Management, Technology and Social Change
MNN811	Policy Analysis
MNN812	Organisational Psychology
MNN813	Advanced Marketing Management
MNN814	Organisational Economics
MNN815	Case Study Program
MNN816	Initial Project in Management
MNN820	Applied Research and Design
MNN830	Project and Seminar A
MNN831	Project and Seminar B

Changes in Subject Titles



CHANGES IN SUBJECT TITLES

<u>1988</u>	<u>1989</u>
ACB679 Law for Administrators	ACB679 Public Administrative Law
ACB695 Computer Security and Control	ACB695 Computer Security Audit
ACP515 Government Accounting	ACP514 Government Accounting
ACN121 Computer Auditing	ACN121 Advanced Computer Auditing
ACN231 Managerial Accounting	ACN231 Advanced Managerial Accounting
CMB105 Communication in Business	CMB105 Business Communication
CMB131 Communication 1A	CMB131 Business and Professional Speaking
CMB132 Communication IIA	CMB132 Business and Professional Writing
MNB543 Health Care Facilities	MNB543 Health Services Planning
MNB618 Principles of Health and Medical Systems Design	MNB618 Health Computer Systems

Timetables



TIMETABLES

1. Timetables in the Handbook are for approximate planning purposes, e.g. tutorials may be at times different to those shown. Moreover, each class depends on the availability of staff and students. Each Department will display the finalised timetable and room allocations for its own subjects in the week before the start of each semester.
2. "TBA" means "to be advised" by the Department offering the subject.
3. Some classes have been nominated for particular groups of students (e.g. Management students for Microeconomic Analysis on F 9-12 Spring Semester). An individual student who is not able to follow the normal course programme may attend a class not intended for his particular group however, this should be the only reason for this exceptional occurrence.

FACULTY OF BUSINESS

TENTATIVE 1989 TIMETABLE

(Students enrolled in the Master of Business (Accountancy), the Graduate Diploma in Advanced Accounting or who wish to enrol in ACP coded subjects should consult the School of Accountancy).

L = Lecture, P = Practical Session, T = Tutorial.

Subject Code	Subject and Contact Hours	AUTUMN		SPRING	
		Day	Evening	Day	Evening
ACB161	Accountancy for Administrators (3)	M 1-4(L&T)	M 6-9(L&T)	-	-
ACB114	Accounting for Managers I (6)	M 3-6 (L) and Th 9-12(T)	M 6-9 and Th 6-9	-	-
ACB211	Accounting for Managers II (6)	-	-	M 3-6(L) and Th 1-4(T)	M 6-9 and Th 6-9
ACP111	Accounting Principles I (3)	M 1-4(L&T)	M 6-9(L&T)	-	-
ACB615	Accounting Project (3)	-	-	-	Tu 4-7
MNB483	Administration Analysis (3)	-	-	Th 9-12	W 6-9
MNB382	Administration Research I (3)	Tu 1-4	W 6-9	-	-
MNB385	Administrative Theory (4)	-	-	Th 9-1	W 5-9

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
ACA311	Advanced Accounting Procedures	(4)	- -	- -	Tu 9-12** Th 9-12**	Tu 6-9 Th 6-9
CMB543	Advanced Advertising	(3)	Th 9-12	-	-	-
MNN813	Advanced Marketing Management	(3)	-	-	-	W 6-9
CMN821	Advanced Organisational Communication	(3)	-	-	-	Th 6-9
MNB550	Advanced Psychology A	(3)	M 10-1	F 5-8	-	-
CMB651	Advanced Public Relations	(3)	Tu 1-4	-	-	F 6-9
MNB623	Advanced Training Techniques	(3)	-	-	-	M 6-9
CMB641	Advertising Campaigns	(3)	-	W 6-9	W 9-2	-
CMB364	Advertising Copywriting - Electronic	(3)	-	Th 6-9	Tu 9-12	-
CMB363	Advertising Copywriting - Print	(3)	- W 9-12	-	-	- F 6-9
CMB542	Advertising Management	(3)	Th 1-4	-	-	Th 6-9

** Subject will only be offered at this time if sufficient numbers are enrolled.

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
PNB161	Anatomy and Physiology I	(4)	-	W 6-8(L) W 8-10(P)	-	-
PNB162	Anatomy and Physiology II	(4)	-	-	-	W 6-8(L) W 8-10(P)
MNB418	Applied Cognitive Psychology	(3)	-	-	F 1-4	-
MNB506	Applied Group Dynamics	(3)	F 9-10(L) F10-12(T)	Th 6-9	-	-
MNB430	Applied Health Care Analysis	(3)	-	-	-	F 6-9
MNB101	Applied Psychology	(3)	M 8-11 or Th 8-11+	W 6-9# or Tu 6-9	W 2-5+	Tu 6-9+
	+ Communication					
	++ Management, Public Administration					
	* Public/Health Administration					
	# Management					
CMB662	Audio-Visual Seminar	(3)	-	-	T.B.A.	-
ACB531	Auditing and Professional Practice I	(3)	W 11-1(L) W 9-10(T) W 10-11(T)	M 6-9(L&T)	Tu 3-4(T) Tu 4-5(T)	Tu 6-9(L)

Subject Code	Subject and Contact Hours	()	AUTUMN		SPRING	
			Day	Evening	Day	Evening
ACB631	Auditing and Professional Practice II	(3)	-	F 6-9(L&T)	M 4-5(T) M 5-6(T) F 9-10(T) F 10-11(T) F 11-12(T) F 1-3(L)	M 6-9(L&T)
ACB151	Australian Capital Markets	(3)	W 1-3(L) W 3-4(T)	W 6-9(L&T)	-	-
CMN825	Australian Communication Contexts	(3)	-	-	-	-
MNB330	Australian Health Industry	(3)	M 1-4	Tu 6-9	-	-
CMB291	Australian Literature and Film	(3)	-	Tu 1-4	-	-
CMB423	Australian Media Institutions	(3)	Tu 9-12	-	-	M 6-9
MNB183	Australian National Government A	(4)	M 2-4(L) or Tu 9-11(L) and Tu 11-1(T)	Tu 5-9	-	-

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNB181	Australian National Government B	(3)	M 2-4(L) or Tu 9-11(L) and M 1-2(T) or M 4-5(T) Tu 1-2(T)	Tu 6-9	Tu 11-12(L) M 11-12(T) M 1-2 (T) M 12-1 (T) Tu 10-11(T)	Th 6-8(L) Th 5-6(T) Th 8-9(T)
MNP508	Australian Policy Studies	(3)	-	F 6-9	-	-
CMB212	Australian Studies	(3)	-	W 6-9	M 1-4	-
MNB332	Business Analysis	(3)	M 1-4	W 6-9	-	-
CMB131	Business and Professional Speaking	(3)	M 1-4	Tu 6-9	M 1-4	Tu 6-9
CMB132	Business and Professional Writing	(3)	Tu 1-4	Th 6-9	F 9-12	Tu 6-9
CMB105	Business Communication	(3)	Tu 9-12 and F 9-12	W 6-9 and F 6-9	M 9-12	M 6-9
ISB493	Business Computer Programming	(4)	Th 1-3(L) Th 3-5(T)	-	-	W 5.30 to 9.30 (L&T)
ISA191	Business Data Processing	(3)	-	M 6-9	-	-
ACB553	Business Finance	(3)	M 10-1	Th 6-9	-	-

Subject Code	Subject and Contact Hours	AUTUMN		SPRING	
		Day	Evening	Day	Evening
MNB642	Business Forecasting (3)	-	-	-	Th 6-9
ISA192	Business Information Systems (3)	W 9-12**	W 6-9	-	-
ACB371	Business Law I (3)	W 11-1(L) W 9-10(T) W 10-11(T) W 2-3(T) W 3-4(T)	M 6-9(L&T)	-	Th 6-9(L&T)
ACB372	Business Law II (3)	-	W 6-9	W 1-3(L) W 3-4(T)	W 6-9(L&T)
MNB305	Business Statistics (3)	Th 8-11(L&T)	M 6-9(L&T)	Th 8-10(L) Th 10-11(T) Th 11-12(T)	W 7-9(L) W 6-7(T) W 5-6(T)
MNB432	Business Strategy (3)	-	-	M 1-4	F 6-9
ISB492	Business Systems Design I (4)	F 1-5(L&T)	F 5.30 to 9.30 (L&T)	F 1-5(L&T)	F 5.30 to 9.30 (L&T)
ISB592	Business Systems Design II (4)	F 1-5(L&T)	M 5.30 to 9.30 (L&T)	F 1-5(L&T)	Tu 5.30 to 9.30 (L&T)
MNN815	Case Study Program (4)	-	Th 5-9	-	-

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Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNB121	Colloquial Japanese	(4)	-	-	-	W 6-8 and Th 7-9
CMN811	Communication and Culture	(3)	-	-	-	Tu 6-9
CMB521	Communication and Public Opinion	(3)	M 9-12	-	-	M 6-9
CMN720	Communication Evaluation	(3)	-	Tu 6-9	-	-
CMN810	Communication and Society	(3)	-	-	-	-
CMB321	Communication in Small Groups	(3)	-	M 6-9	Th 9-12	-
CMN720	Communication Measurement	(3)	-	Tu 6-9	-	-
CMN824	Communication Policy and Planning	(3)	-	M 6-9	-	-
CMB211	Communication Research	(3)	-	Th 6-9	W 9-12	-
CMN813	Communication Strategies	(3)	-	-	-	M 6-9
CMB351	Community Relations	(3)	-	Th 6-9	Tu 1-4	-
ACB412	Company Accounting	(6)	-	M 6-9(L) and W 6-9(T)	Tu 10-1(L) W 3-5(T) Th 2-5(T) F 11-12(T) F 1-3(T) F 8-11(T)	Tu 6-9(L) and F 6-9(T)

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
ACB471	Company Law I	(3)	M 9-10(T) M 10-11(T) M 11-1(L) M 2-3(T)	M 6-9(L&T)	-	M 6-9(L&T)
ACB472	Company Law II	(3)	-	M 6-9(L&T)	M 1-3(L) M 3-4(T)	Th 6-9(L&T)
MNB683	Comparative Administration	(3)	-	-	-	Tu 6-9
MNB586	Comparative Politics	(3)	Offered in 1990.			
ACB632 ACB695	Computer Auditing/ Computer Security & Control	(3)	-	Tu 6-9(L&T)	Tu 3-4(T) Tu 4-5(T)	Tu 6-8(L)
ISA391	Computer Programming	(3)	-	-	Th 2-5**	Th 6-9
ISB392	Computer Systems and Programming	(4)	W 9-11(L) and F 1-3(T)	Th 5.30 to 9.30 (L&T)	M 11-1(L) Th 11-1(T) F 1-3(T)	F 5.30 to 9.30 (L&T)
ISB593	Computer Systems Management	(4)	F 9-1(L&T)	Th 5.30 to 9.30	-	-
ISP594	Computers and Data Processing I	(3)	-	Tu 6-9	-	-
ISP694	Computers and Data Processing II	(3)	-	-	-	Tu 6-9

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Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
ISB594	Computing Equipment and Evaluation	(3)	W 9-12	W 6-9	-	-
CMN709	Concepts in Communication	(3)	-	Th 6-9	-	-
MNB402	Conflict Work and People	(3)	-	-	Th 1-4(L&T)	Tu 6-9
LWB203	Constitutional Law	Consult the Faculty of Law Timetable				
MNB513	Consumer Behaviour	(3)	Th 1-4	Th 6-9	-	-
CMB311	Contemporary Social Issues	(3)	-	F 6-9	Tu 1-4	-
MNB409	Corporate Manpower Planning	(3)	-	-	F 9-12(L&T)	Tu 6-9
MNB601	Corporate Strategy and Policy	(3)	-	-	M 9-11(L) M 11-12(T)	M 6-9
MNB530	Cost Benefit Analysis	(3)	-	-	Th 9-12	-
MNB507	Counselling and Guidance	(3)	-	-	Th 1-4	-
CMB461	Creative Writing	(3)	-	-	W 1-4	-
LWB202	Criminal Law and Procedure	(3)	Tu 11-12(L) Th 11-12(L) Th 4-5(T)	-	Tu 11-12(L) Th 11-12(L) Tu 2-3(T)	-

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNN805	Current Issues in Australian Management A	(3)	-	F 6-9	-	-
MNN806	Current Issues in Australian Management B	(3)	-	Th 6-9	-	-
CMN823	Current Issues in Communication	(3)	-	W 6-9	-	-
ISB691	Data Base and Business Systems	(3)	-	-	Th 1-5 (L&T)	W 5.30 to 9.30
MNB250	Developmental Psychology	(3)	-	M 4-7	-	-
CMB544	Direct Response Advertising	(3)	-	F 6-9	M 9-12	-
CMN910	Dissertation		To be negotiated with Coordinator of Graduate Studies			
CMN911	Dissertation		To be negotiated with Coordinator of Graduate Studies			
MNB634	Distribution Management	(3)	Not offered in 1989.			
MNP218	Economic Analysis (Weeks 1-7)	(3)	-	Th 6-9	-	-
MNB120	Elementary Japanese	(4)	-	W 6-8(L) and Th 7-9(P)	-	-

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNB407	Employment and Survey Interviewing	(3)	-	-	Tu 1-4	M 6-9
MNP421	Environment of Business	(3)	-	-	-	F 6-9
MNB309	Export Management	(3)	-	-	-	M 6-9
ACB612	External Reporting Issues A	(3)	M 2-5(L&T)	M 6-9(L&T)	-	-
ACB512	External Reporting Issues B	(3)	-	-	Tu 2-5(L&T)	Tu 6-9(L&T)
CMB561	Film and Television Scrip Writing	(3)	-	-	W 6-9	-
CMB592	Film and Video Tape Editing	(3)	M 3-6	-	-	-
ACB312	Financial Accounting	(6)	Tu 3-6(L) W 2-5(T) Th 9-12(T) F 9-12(T)	Tu 6-9(L) and F 6-9(T)	Th 2-5(T)	M 6-9(L) and Th 6-9(T)
MNB582	Financial Administration	(3)	-	-	F 9-12**	F 6-9
ACB656	Financial Institutions Law	(3)	-	-	Th 1-4(L&T)	F 6-9(L&T)
ACB654	Financial Institutions Lending & Practice	(3)	F 1-4(L&T)	F 6-9(L&T)	-	-
ACB655	Financial Institutions - Planning and Control	(3)	-	-	M 9-12(L) W 9-12(T)	M 6-9(L) W 6-9(T)

** Subject will only be offered at this time if sufficient numbers are enrolled.

Subject Code	Subject and Contact Hours	(3)	AUTUMN		SPRING	
			Day	Evening	Day	Evening
ACB551	Financial Management I	(3)	-	W 6-9(L&T)	Th 11-1(L) Th 9-11(T) Th 1-3(T)	F 6-9(L&T)
ACB651	Financial Management II	(3)	Th 1-3(L) Th 11-12(T) Th 3-4(T) Th 4-5(T)	Tu 6-9(L&T)	-	W 6-9(L&T)
MSB761	Fundamentals of Medicine I	(3)	W 1-3(L) W 3-5(P)	-	-	-
MSB762	Fundamentals of Medicine II	(3)	-	-	F 1-4	-
CMB191	Fundamentals of Photography	(3)	-	T 6-9	F 2-5	-
ACB514	Government Accounting	(3)	-	F 6-9(L&T)	-	-
MNB686	Government and Business	(3)	-	Th 6-9	-	-
MNB231	Government Economic Policy	(3)	-	-	-	F 6-9
ACB614	Government Finance	(3)	-	-	-	F 6-9(L&T)
ACB554	Health Administration Finance	(3)	-	-	-	W 6-9
MNB331	Health Care Economics I	(3)	-	M 6-9	-	-
MNB431	Health Care Economics II	(3)	-	-	-	T.B.A.

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNB618	Health Computer Systems	(4)	-	-	-	Tu 5-30 to 9.30
MNB534	Health Services Evaluation	(3)	-	-	-	M 6-9
MNB543	Health Services Planning	(3)	-	W 6-9	-	-
MNB505	Health Management I	(3)	-	Th 6-9	-	-
MNB605	Health Management II	(3)	-	-	-	Th 6-9
MNP123	Human Factors in Quality (Weeks 8-14)	(3)	-	-	-	M 6-9
MNB628	Human Resource Management Practicum	(3)	To be negotiated with Supervisor			
CMN831	Individual Research		To be negotiated with Coordinator of Graduate Studies			
CMB451	Industrial Press	(3)	Th 1-4	-	-	W 6-9
MNB520	Industrial Relations IA	(3)	-	Tu 6-9	-	-
MNB620	Industrial Relations IB	(3)	-	-	Tu 1-4	-
MNB233	Information, Education and Communication for Health	(3)	-	Tu 6-9	-	-
MNB514	Innovation and Marketing Management	(3)	M 1-4	W 6-9	-	-

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
ISB694	Input/Output Subsystems	(4)	-	-	M 1-5(L&T)	Th 5.30 to 9.30
ACB852	International Accounting	(3)	-	-	M 2-5(L&T)	-
MNB632	International Economics	(3)	-	-	Tu 9-12	-
ACB853	International Finance	(3)	M 2-5	M 6-9(L&T)	Tu 1-3(L) Tu 3-4(T)	Tu6-9(L&T)
MNB533	International Health Care Systems	(3)	-	F 6-9	-	-
MNB511	International Marketing	(3)	M 6-9	F 9-12	-	-
MNB184	Introduction to Administrative & Political Analysis	(3)	Th 1-4	W 6-9	-	-
CMB241	Introduction to Advertising	(3)	-	Th 6-9	F 9-12	-
CMB163	Introduction to Audio-Visual Communication	(3)	-	M 6-9	M 1-4	-
CMB011	Introduction to Communication Theory	(3)	Tu 5-8	Tu 6-9	-	-
MNB201	Introduction to Human Resource Management	(3)	-	Tu 6-9(L&T)	Tu9-12(L&T) or W 9-12(L&T)	M 6-9(L&T) or Th6-9(L&T)

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
LWB101	Introduction to Law	(3)	Tu 10-11(L) Tu 11-12(T) Th 10-11(L)	-	M 9-10(L) W 9-10(L) W 11-12(T)	-
CMB452	Introduction to Public Relations	(3)	-	Tu 6-9	W 1-4	-
ACB111	Introductory Accounting I	(6)	M 8-11(L) Th 8-11(T) F 1-4(T)	M 6-9(L) Th 6-9(T) Th 6-9(T)	-	Tu 6-9(L) F 6-9(T) F 1-4(T)
ACB210	Introductory Accounting IIA	(6)	-	Tu 6-9(L) F 6-9(T)	M 2-5(L) Th 8-11(T) Th 11-12(T) & 1-3(T) F 9-12(T)	M 6-9(L) Th 6-9(T)
ACB373	Introductory Legal Studies	(3)	-	F 6-9	W 1-3(L) W 3-4(T)	-
MNB406	Introductory Marketing	(3)	F 1-3(L) F 3-4(T)	Tu 6-9	Tu 2-5	Th 6-9
CMB673	Journalism Ethics and Issues	(3)	-	M 6-9	W 1-4	-
LWB201	Land Law	(3)	Tu 10-11(L) Tu 12-1(T) Th 10-11(L)	-	Tu 10-11(L) Tu 12-1(T) Th 10-11(L)	-

Subject Code	Subject and Contact Hours	(3)	AUTUMN		SPRING	
			Day	Evening	Day	Evening
ACB474	Law and Communication	(3)	-	-	-	Tu6-9(L&T)
LWB102	Law of Contract	(3)	Tu 9-10(L) Tu 4-5(T) Th 9-10(L)	-	Tu 9-10(L) Th 9-10(L) T 3-4(T)	-
CMB161	Literature and Communication	(3)	F 9-12	-	-	Th 6-9
CMB465	Literature, Language and Society	(3)	-	-	W 1-4	-
MNB482	Local Government	(3)	W 9-1	M 5-9	-	-
MNB584	Local Government Administrative Practice I	(3)	-	M 6-9	-	-
MNB684	Local Government Administrative Practice II	(3)	-	-	-	W 6-9
MNB232	Macroeconomic Analysis + Accountancy # Management/Public Administration	(3)	F 3-5(L) F 1-2(T) F 2-3(T)	F 6-8(L) F 8-9(T) F 5-6(T)	F 2-4#(L) F 12-1(T) F 1-2(T) F 4-5(T)	F 6-8#(L) F 5-6(T) F 8-9(T)
CMB462	Magazine and Feature Writing	(3)	Tu 1-4	-	-	W 6-9
MNB103	Management I	(3)	-	W 6-9(L&T)	Tu 1-2(L) Tu 2-4(T)	Tu6-9(L&T)
MNB203	Management II	(3)	Tu 1-2(L) Tu 2-4(T)	M 6-9(L&T)	-	W 6-9(L&T)

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNB306	Management Functions and Processes	(3)	Tu 9-12	Th 6-9	-	F 6-9
ISB156	Management Information Systems	(3)	-	-	M 9-12	Th 6-9
MNB405	Management Science A	(3)	W 8-10(L) W 10-11(T)	Tu 6-9(L&T)	W 11-1(L) W 1-2(T) W 9-10(T) W 10-11(T) W 8-9(T)	F 6-9(L&T)
MNN808	Management Technology and Social Change	(3)	-	-	-	Th 6-9
ACB513	Managerial Accounting I	(6)	M 3-6(L) W 1-4(T) Th 1-4(T) F 9-12(T)	W 6-9(L) Th 6-9(T) F 6-9(T)	-	M 6-9(L) Th 6-9(T)
ACB613	Managerial Accounting II	(6)	-	Tu 6-9(L) Th 6-9(T)	W 3-6 F 3-6(T)	W 6-9(L) F 6-9(T)
MNP106	Managerial Economics	(3)	-	F 1-4	-	Tu 6-9
MNP202	Managerial Functions	(3)	Th 1-4	-	-	Th 6-9
MNP102	Managerial Psychology	(3)	W 3-6	Th 6-9	-	-
MNP403	Managerial Strategy	(3)	-	-	-	F 6-9(L&T)

Subject Code	Subject and Contact Hours	(3)	AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNP113	Managing Communications for Quality (Weeks 8-14)	(3)	-	M 6-9	-	-
MNP204	Marketing Methods and Practices	(3)	-	-	-	W 6-9
MNB611	Marketing Research Projects	(3)	Tu 9-12	W 6-9	-	-
CMN710	Mass Communication A	(3)	-	-	-	Tu 6-9
CMN711	Mass Communication B	(3)	-	-	-	W 6-9
CMB541	Media Strategy	(3)	M 9-12	-	-	W 6-9
CMB562	Media Text Analysis	(3)	-	M 6-9	W 9-12	-
MNB319	Medical Record Administration I	(3)	-	-	M 1-4	-
MNB419	Medical Record Administration II	(3)	Th 9-12	-	-	-
MNB519	Medical Record Administration III	(3)	-	-	Tu 1-4	-
MNB619	Medical Record Administration IV	(3)	-	-	Th 1-4	-

Subject Code	Subject and Contact Hours	AUTUMN		SPRING	
		Day	Evening	Day	Evening
MNB320	Medical Terminology (2)	-	-	-	W 1-4
LWS001	Medicine and the Law (3)	-	Tu 6-9	-	-
MNB132	Microeconomic Analysis + Accountancy # Management/Public Administration/ Health Administration (3)	F 9-12+ or Tu 2-5	Tu 6-9 or W 6-9	F9-12(L&T)# or Tu1-4(L&T)#	Tu6-9(L&T) or W 6-9(L&T)
CMN814	Modern Communication Technologies (3)	-	-	-	-
CMB463	Modern Literature and Film in Society (3)	-	Th 6-9	-	-
CMB359	Newswriting (3)	M 1-4	-	-	M 6-9
MNB501	Operations Management (3)	W 9-12	M 6-9	-	-
MNB621	Organisation Development (3)	-	-	Th 9-12	Th 6-9
MNB301	Organisational Behaviour (3)	-	-	M 1-4	Tu 6-9
CMP125	Organisational Communication (3)	-	-	-	Th 6-9
MNN814	Organisational Economics (3)	-	Tu 6-9	-	-

Subject Code	Subject and Contact Hours	AUTUMN		SPRING	
		Day	Evening	Day	Evening
MNN812	Organisational Psychology (3)	-	-	-	M 6-9
MNB516	Organisational Sociology (3)	-	Tu 6-9	-	-
MNB521	Personnel Management (3)	Tu 1-4	Tu 6-9	-	-
MNB401	Personnel Recruitment and Selection (3)	M 1-4	W 6-9	-	-
MNB622	Personnel Training and Development (3)	Th 1-4	M 6-9	-	-
MNB450	Physiological Psychology (3)	-	-	W 2-5	M 6-9
MNN811	Policy Analysis (3)	-	F 6-9	-	-
MNB281	Political Behaviour (3)	-	-	M 1-4	Th 6-9(L) Th 5-6(T)
CMB622	Professional Communication Practice	By individual arrangement			
MNB615	Professional Marketing Practice (3)	-	-	-	Tu 10-1
CMB422	Professional Speechwriting (3)	W 9-12	-	-	Tu 6-9
MNB491	Psychology and the Law (3)	T.B.A.	T.B.A.	T.B.A.	T.B.A.
MNB607	Psychology of Assessment (3)	Th 1-4	M 6-9	-	-

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
ACB679	Public Administration Law	(3)	Th 8-11	F 6-9	-	-
CMB671	Public Affairs Reporting	(3)	-	F 6-9	M 1-4	-
MNB485	Public Enterprise	(3)	-	-	-	M 6-9
MNB484	Public Personnel Management	(4)	-	-	Tu 9-1	Tu 5-9
MNB588	Public Policy Process I	(4)	W 9-1	Tu 5-9	-	-
MNB687	Public Policy Process II	(4)	-	-	M 9-1	Th 5-9
CMB666	Public Relations Consulting and Management	(3)	-	W 6-9	M 1-4	-
MNB321	Public Sector Microeconomics	(3)	-	-	-	W 6-9
CMB553	Publicity and Promotion - (Electronic)	(3)	-	F 6-9	Th 1-4	-
CMB552	Publicity and Promotion - (Print)	(3)	W 1-4	-	-	M 6-9
MNP112	Quality System Management	(3)	-	Th 6-9	-	-
MAA173	Quantitative Business Analysis A	(3)	-	Tu 6-9	-	-
MAA174	Quantitative Business Analysis B	(3)	-	-	-	Tu 6-9

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MAB171	Quantitative Methods IA	(3)	W 8-11(L&T)	W 6-9(L&T)	Th 3-6(L&T)	W 6-9(L&T)
MAB172	Quantitative Methods IB	(3)	Th 3-6(L&T)	Th 6-9(L&T)	W 8-11(L&T)	Tu6-9(L&T)
CMB571	Radio/TV Journalism I	(3)	-	W 6-9	F 9-12	-
CMB672	Radio/TV Journalism II	(3)	-	Tu 1-4	-	Th 6-9
CMB361	Reporting Principles	(3)	-	Tu 6-9	Th 2-5	-
MNN807	Research Design and Data Analysis	(3)	-	-	-	M 6-9
MNB315	Research Design and Evaluation	(3)	M 9-12	M 6-9	-	-
CMB441	Retail Advertising	(3)	-	W 6-9	Th 1-4	-
MNB616	Retailing Management I	(3)	-	-	Tu 1-3(L) Tu 3-4(T) Tu 4-5(T)	W 6-9
MNB637	Retailing Management II	(3)	Tu 1-4	-	-	-
MNB426	Sales Management	(3)	-	-	-	M 6-9
ACB653	Security Analysis	(3)	-	-	Tu9-12(L&T)	Tu6-9(L&T)
CMN830	Seminar in Communication Readings	(3)	-	F 6-9	-	F 6-9 (5.30-7.30)

Subject Code	Subject and Contact Hours	(3)	AUTUMN		SPRING	
			Day	Evening	Day	Evening
CMN723	Seminar in Communication Research	(3)	-	F 6-9	-	F 6-9 (5.30-7.30)
MNB307	Social Psychology	(3)	W 2-5	-	W 1-4	Tu 6-9
CMB111	Sociology (Business Studies only)	(3)	Th 9-12	-	-	W 6-9
CMB300	Sociology for Health Professionals	(3)	Tu 9-12	-	-	-
CMB400	Sociology of Health and Illness	(3)	-	-	Th 9-12	-
CMB119	Sociology for Professionals	(3)	-	-	-	Th 6-9
ACB999	Special Topic - Accountancy	(3)	Th 6-9(L&T)	-	Th 6-9(L&T)	-
CMB999	Special Topic - Communication	(3)	Th 1-4	Th 6-9	Th 9-12	-
MNB997	Special Topic - Health Administration	(3)	T.B.A.	T.B.A.	T.B.A.	T.B.A.
MNB999	Special Topic - Management	(3)	T.B.A.	T.B.A.	T.B.A.	T.B.A.
MNP999	Special Topic - Business Administration	(3)	T.B.A.	T.B.A.	T.B.A.	T.B.A.
MNB998	Special Topic - Public Administration	(3)	T.B.A.	T.B.A.	T.B.A.	T.B.A.

Subject Code	Subject and Contact Hours	(3)	AUTUMN		SPRING	
			Day	Evening	Day	Evening
CMB220	Speech and Drama	(3)	M 1-4	-	-	-
CMB012	Speech Communication	(3)	W 9-12	-	-	Tu 6-9
MNB282	State Government	(3)	-	-	M 9-11(L) M 11-12(T)	W 6-8(L) W 5-6(T) W 8-9(T)
MNP303	Statistical Methods	(3)	-	-	-	M 6-9
MNB610	Strategic Marketing	(3)	-	-	F 9-12	Tu 6-9
CMB371	Sub-editing and Layout	(3)	-	W 1-4	-	F 6-9
ISA292	Systems Analysis & Design	(3)	-	-	-	W 6-9
ACB673	Taxation and Professional Practice	(3)	-	-	-	W 6-9(L&T)
ACB572	Taxation Law and Practice I	(3)	-	W 6-9(L&T)	Tu 8-10(L) Tu 1-2(T) Tu 2-3(T)	F 6-9(L&T)
ACB672	Taxation Law and Practice II	(3)	F 3-5(L) F 1-2(T) F 2-3(T)	Tu 6-9(L&T)	-	M 6-9(L&T)
ACA471	Taxation Procedures	(3)	-	-	-	W 6-9(L&T)

Subject Code	Subject and Contact Hours		AUTUMN		SPRING	
			Day	Evening	Day	Evening
MNP309	Technological Innovation	(3)	-	W 6-9	-	-
ISB494	Telecommunications and Online Systems	(4)	-	-	-	Th 6-9 (L&T)
ISP100	The Computer System	(4)	-	M 5.30-9.30	-	-
CMN950	Thesis/Project		To be negotiated with Coordinator of Graduate Studies			
LWB103	Torts	(3)	Tu 11-12(L) W 2-3(T) Th 11-12(L)	-	M 10-11(L) W 10-11(L) W 3-4(T)	-
MNB531	Transport Economics	(3)	W 1-4	-	-	-
ACP851	Venture Finance					
MNP310	Venture Management and Development	(3)	-	-	-	Tu 6-9
CMB464	Video Production Techniques	(3)	Th 9-12	-	-	Th 6-9
CMB013	Written Communication	(3)	W 5-8	W 6-9		
MNB308	Youth and Work	(3)	W 1-4	F 6-9	-	-

Prizes and Awards



PRIZES AND AWARDS

Advertising Institute of Australia Prize

Awarded to the student who graduates with the Bachelor of Business Degree, and having completed the six-subject advertising sequence, achieves the highest aggregate marks in the last ten semester units studied.

The AMP Society Award

Awarded to the student who produces the best submission in the subject 'Community Relations', including the production of a community service videotaped announcement for the client organisation, describing how a community relations program was carried out over the duration of the subject.

ANZ Bank Award for Excellence

Awarded to a degree student in the Banking and Finance Strand of the Bachelor of Business (Accountancy) who, in the opinion of QIT, has displayed the highest level of academic excellence for the year.

Arthur Andersen & Company Medal

Awarded on the basis of academic achievement, to a student entering the last year of studies within the Business Faculty. The student will have completed at least twenty subjects. Selection criteria will include an interview based on motivation, communication skills, initiative and career orientation.

Arthur Andersen & Company Prize

Awarded to the student who gains the highest aggregate marks over a calendar year in the subjects 'Auditing and Professional Practice I' and 'Auditing and Professional Practice II', of the Bachelor of Business (Accountancy) course.

Association of Brisbane Commercial Radio Stations Prize

Awarded to a graduating student enrolled in the Bachelor of Business (Communication) degree course with the best overall results in radio broadcasting subjects.

Australian Association of National Advertisers Prize

Awarded to a student enrolled in the Advertising Strand of the Communication course leading to the Bachelor of Business degree, who attains the most meritorious overall result in the first ten semester units studied.

Australian Institute of Export Prize

Awarded annually to the student who, taking the subject 'International Marketing' for the first time, obtains the highest results in that subject.

**Australian Institute of Management
- Medallion, Bursary and Prizes**

The Malcolm Moore Medallion - Awarded to the outstanding student who has performed at a consistently high standard while enrolled in the Bachelor of Business (Management) course. Presented by the AIM Queensland Division in honour of a founder member of the Institute.

Bursary - Awarded to either a full-time or part-time student for consistently high achievement on completion of the subjects which comprise the second year full-time of the Bachelor of Business (Management) course.

Prizes - Two prizes awarded to either full-time or part-time students for high achievement on completion of the subjects which comprise the first year full-time of the Bachelor of Business (Management) course.

Australian Institute of Training and Development Prize

Awarded to the students who obtain the best results in each of the subjects 'Personnel Training and Development', 'Advanced Training Techniques', and 'Organisational Development'.

Australian Society of Accountants Prize

Awarded to the full-time graduating student in any calendar year who obtains the best overall grades in the compulsory accounting and law subjects in the Accounting strand of the course leading to the Bachelor of Business (Accountancy) and who is academically eligible for admission to the Australian Society of Accountants as a provisional member.

Berkeley Services Prize

Awarded to the student with the best overall academic record in the Bachelor of Business (Health Administration) course.

**The Brisbane Business and Professional Women's Club
- Margaret Cameron Memorial Prize**

Donated by Mr John Cameron, through the Brisbane Business and Professional Women's Club, in memory of his mother, Mrs Margaret Cameron. The prize is awarded to the woman student, either full-time or part-time, enrolled in the Bachelor of Business (Management) degree who takes the subject 'Management Functions and Processes' at the first attempt, and obtains the highest commendable mark among the women students of the current academic calendar year.

BTQ Channel 7 - Scholarship

Awarded annually to a Bachelor of Business (Communication) student who has completed second year full-time studies undertaking the strand in Journalism, Public Relations or Advertising. During the final year of the degree program the successful applicant will undertake an internship program at BTQ 7 studios.

Burson-Marsteller Award

Awarded to the student for the best oral presentation in the subject 'Community Relations'.

CIG Medishield Prize

Awarded to the student enrolled in the Bachelor of Business (Health Administration) course, who obtains the highest mark in the subject 'Medical Terminology' at the first attempt.

Colorama Photographers Prize

Awarded to the student who obtains the best results for the subject 'Fundamentals of Photography'.

College Credit Union Post-Graduate Scholarship

Awarded annually to a full-time post graduate student studying within any School of the QIT Faculty of Business.

Commonwealth Banking Award

Awarded to the student enrolled in a Bachelor of Business degree course, who takes the subject 'Macroeconomic Analysis' for the first time, and obtains the highest pass in that subject.

Conrad and Gargett Pty Limited Prize

Awarded to the student enrolled in the Bachelor of Business (Health Administration) course who at the first attempt achieves the best overall result in the subject 'Health Care Facilities'.

Coopers & Lybrand Prize

Awarded annually to the best student sitting for the first time for the subject 'Company Accounting' while enrolled in the Bachelor of Business (Accountancy) course.

Country Press Award

Donated by the Queensland Country Press Association, and awarded to the best 'Magazine and Feature Writing' student.

Dalgety Winchcombe Prize

Awarded to the students enrolled in the Bachelor of Business (Communication) course, who produce the best piece of Print or Electronic Journalism on a subject of interest to the rural community.

Dean's Award for Excellence

Awarded to the top graduand in each of the undergraduate courses in the Faculty of Business.

DMR Datec Prizes

(i) - Awarded annually to the student who gains the highest mark for the subject 'Business Computer Programming' of the Bachelor of Business (Accountancy) course.

(ii) - Awarded annually to the student who gains the second highest mark for the subject 'Business Computer Programming' of the Bachelor of Business (Accountancy) course.

Duesburys Chartered Accountants Prizes

(i) - Awarded to the Bachelor of Business (Accounting) student enrolled in the Accounting Strand, who takes the subject 'Company Law I' for the first time and gains the highest result at the semester examinations.

(ii) - Awarded to the Bachelor of Business (Accountancy) student, enrolled in the Accounting Strand, who takes the subject 'Company Law II' for the first time and gains the highest result in that subject.

Douglas Heck Award

Awarded to the graduating student in each calendar year who takes the subjects 'Managerial Accounting I and II' for the first time, and obtains the highest pass in those subjects.

FM104 Scholarship

Awarded annually to a Bachelor of Business (Communication) student who has completed second year full-time studies undertaking the strand in Journalism, Public Relations or Advertising. During the final year of the degree program the successful applicant will undertake an internship program at FM104.

Merv Hoskins Memorial Prize

Awarded to the student who obtains the highest marks at the first attempt in the subjects 'Introductory Accounting I and IIA'. The subjects are to be completed in one calendar year.

Karen Howitt Memorial Prize

Awarded to the most motivated final year full-time or part-time student of the Public Relations strand of the Bachelor of Business degree.

Human Resource Management Group Prize

Awarded to the student enrolled in the subject 'Personnel Recruitment and Selection', who obtains the highest mark in that subject at the first attempt.

ICI Australia Limited Prize

Awarded to the best final year student majoring in Marketing, who is enrolled in the Bachelor of Business (Management) course.

Institute of Chartered Accountants, Australia Prize

Awarded to the student enrolled in the Bachelor of Business (Accountancy) or Bachelor of Business (Accountancy/Laws) course who takes the subjects 'Financial Accounting', 'Auditing and Professional Practice I' and 'Taxation Law and Practice I' for the first time and obtains the highest aggregate pass in all three subjects.

Institute of Personnel Management Australia Prize

Awarded to the student enrolled in the Bachelor of Business (Management) degree, who takes the subject 'Personnel Management' for the first time, and obtains the highest pass in that subject.

McDonnell & East Limited Prize

Awarded to the student enrolled in the Bachelor of Business (Management) course, who takes the subject 'Retailing Management I' for the first time, and obtains the highest pass in that subject.

Wendy Millar Memorial Scholarship

Awarded annually to a student enrolled full-time in a postgraduate course. The student would normally hold a Bachelor of Business degree from QIT.

Mobil Oil Marketing Prize

Awarded to the student enrolled in a Bachelor of Business course, who takes the subject 'Innovation and Marketing Management' for the first time and obtains the highest pass in that subject.

MIM Holdings Limited Prizes

Communication - Awarded to the graduating student in the Bachelor of Business (Communication) course who obtains the best overall results in this course.

Communication - Awarded to the student in the Bachelor of Business (Communication) course who produces the best half hour public affairs radio program for the subject 'Current Affairs Broadcasting'.

Management - Awarded to the student in the Bachelor of Business (Management) course, who in the previous year full-time or previous two years part-time, gains the highest aggregate marks at the first attempt in the subjects 'Management Functions and Processes', 'Conflict, Work and People', 'Business Analysis', 'Business Strategy' and 'Computer Systems and Programming'.

NCR Australia Pty Limited Prize

Awarded to the student enrolled in a course leading to the degree Bachelor of Business, who takes the subject 'Input/Output Subsystems' for the first time, and obtains the highest pass in that subject.

The Duncan Palmer Memorial Prize

Donated jointly by the Australian College of Health Services Administrators and the Minister for Health, and awarded to the student who gains the highest aggregate marks over an academic year in the subjects 'Health Management I' and 'Health Management II' of the Bachelor of Business (Health Administration) course.

Peat Marwick Hungerfords Prizes

(i) Awarded to the student enrolled in the Bachelor of Business (Accountancy) course, who takes the final year subjects 'Taxation Law and Practice II' and 'Auditing and Professional Practice II', and obtains the highest marks in those subjects at the first attempt.

(ii) Awarded to the student in the Bachelor of Business (Accountancy) with the highest aggregate marks at the first attempt for the subject 'Introductory Accounting IIA'.

The Phillips Public Relations Award

Awarded to the student who is judged to have prepared the best financial communications report on an organisation in the subject 'Advanced Public Relations'.

Public Relations Institute of Australia (Queensland) Prize

Awarded to the student who completes the Bachelor of Business (Communication) degree course, and obtains academic distinction in the six-subject Public Relations major sequence, and epitomizes the highest professional characteristics represented by membership of the public relations profession.

QIT - City Heart Public Relations Prize

Awarded to a final year Public Relations student who demonstrates his/her initiative in extra-curricular activities, and has a sound academic record.

QIT - City Heart Public Relations Scholarship

Awarded annually to a Bachelor of Business (Communication) student for their final year. The scholarship consists of a four week internship at City Heart to be taken in the mid-semester recess as part of the subject 'Professional Communication Practice'.

QIT Marketing Trust Fund Prize

Awarded to the student group enrolled in a course leading to the Bachelor of Business degree, which produces the Marketing Research Report with the highest marks in the subject 'Marketing Research Projects'.

QIT Medal

Awarded to students from an undergraduate degree course in the School, who show outstanding academic performance in their course, with particular reference to the final year's results, or its part-time equivalent. The recipients must complete their degree course without failure, normally in minimum time, and have passes of a high standard.

Queensland Newspapers Prize for Journalism

Awarded to the student enrolled in the Bachelor of Business (Communication) course, who takes the Journalism strand, and completes the course with the best overall results.

Queensland Tourist and Travel Corporation Prize

Awarded to the student enrolled in the subject 'Introduction to Public Relations' who submits the best design plan and program for promoting tourism in Queensland.

Royal Australian College of Medical Administrators Prize

Awarded to the student who obtains the highest pass at the first attempt for the subject 'Medicine and the Law' of the Bachelor of Business (Health Administration) course.

**Royal Australian Institute of Public Administration
(Queensland Division) Prizes**

Introductory Level Prize - Awarded to the student enrolled in the Bachelor of Business (Public Administration) course, who takes the subjects 'Australian National Government A' and 'Introduction to Administrative and Political Analysis' for the first time, and obtains the highest aggregate pass in those subjects.

Advanced Level Prize - Awarded to the student enrolled in the Bachelor of Business (Public Administration) course, who takes the subjects 'Public Policy Process I' and 'Public Policy Process II' for the first time, and obtains the highest aggregate pass in those subjects.

School of Communication Award for Investigative Journalism

Awarded to the student who achieves the highest grade for a piece of investigatory reporting for either electronic or print media.

Society of Business Communicators (Queensland) Prize

Awarded to the student, enrolled in the Bachelor of Business (Communication) degree, who shows the most outstanding overall performance in 'Communication and Public Opinion', 'Introduction to Communication Theory', 'Communication in Small Groups' and 'Communication Research'.

J F Storr Prize

Awarded at two yearly intervals to the student who, being a member of the Australian Society of Accountants, being resident in Queensland, and not being a full-time student obtains at the first attempt the highest aggregate marks in the subject 'Advanced Managerial Accounting' in the Graduate Diploma in Advanced Accounting course or Master of Business Accounting course.

Taxation Institute of Australia Prize

Awarded to the student enrolled in the Bachelor of Business (Accountancy) course, who takes the subjects 'Taxation Law and Practice I and II' for the first time, in the one calendar year, and obtains the highest pass in those subjects.

Sidney Webb Memorial Prize

Awarded to the student enrolled in the Bachelor of Business degree, who takes the subject 'Conflict, Work and People' for the first time, and obtains the highest pass in that subject.

Synopses

SYNOPSES

Approximate formal hours allowed for each subject are indicated in brackets after the subject titles.

Although specific references may be made to textbook editions in the following synopses, students should as a general rule, ensure they have the latest available edition.

Some subjects offered by the Faculty involve field trips; these subjects are identified as follows:

** Field trips are a compulsory component of this subject.

* Field trips are a recommended part of this subject.

Some subjects are only offered to those students enrolled in the combined degree ALY223/ALY224 Bachelor of Business – Accounting, Bachelor of Laws; these subjects are identified by ***

Synopses are listed in alphabetical order of subject title.

ACB161 Accountancy for Administrators (3)

The purpose of this course is to introduce relevant basic accounting concepts and procedures to students of government, public and health administration. The course covers the nature of financial and managerial accounting, introductory work on the accounting cycle, planning, control and decision making. Control of assets, cash versus accrual accounting, introduction to fund accounting and accounting for public sector organisations, accounting information for management of the economy. Cost behaviour and concepts. Standard costs, overheads, budgets.

Textbook: To be advised.

ACB112 Accounting Decisions IA (3)

An introduction to the accounting and finance and decision-making functions of business organisations. The subject is designed specifically for communication students and covers the role of accounting in society, an introduction to financial statements, and assumptions underlying the accounting model. There is further introductory work on company financial reports and their interpretation, the role of legislation, professional bodies and stock exchanges in financial reporting, the management process, planning, control, decision-making, budgets and performance evaluation, control over cash. Alternative forms of business organisation. The Australian Capital Market. Sources and methods of raising finance.

Textbooks: To be advised.

ACB114 Accounting for Managers I

This subject affords the students the opportunity to develop an understanding of the accounting information system as an aid to management. Topics include the business environment, the role of financial statements, the balance sheet and the accounting equation, the determination of profits, the accounting cycle, balance day adjustments, internal control over cash and inventory, accounting for fixed assets, analysis of financial statements, accounting for companies and statements of sources and applications of funds.

Textbook:

Hoggett, J.R. and Edwards, L. (1986) *Accounting in Australia*, John Wiley and Sons, Brisbane.

ACB211 Accounting for Managers II (6)*Pre-requisite:*

Accounting for Managers I OR
Accounting Principles I

Basic managerial accounting and business finance for students doing the B.Bus. - Management course, with emphasis on management concepts. The subject is broken down into two major areas. The Managerial Accounting area which covers the role of managerial accounting, internal management report analysis and use; cost accumulation systems-job and process costing; standard costing and variance analysis; cost behaviour; budgeting; cost-volume-profit analysis and application. The Business Finance area looks at the role of financial management; financial planning and sources of finance; the time value of money; interest rates. Three small case studies will re-inforce the lecture material.

Textbooks:

Hoggett, J.R. and Edwards, L. (1986) *Accounting in Australia*, John Wiley and Sons, Brisbane.
Pearson, G., Bird R., and Brown R. *Business Finance*, 4th Ed, McGraw-Hill.

ACP111 Accounting Principles I (3)

Nature and function of accounting, basic financial accounting - the accounting process. Understanding annual reports -balance sheet, income statements. Analysis of reports - use of ratios. Budgeting - the basis for planning and control. The nature of costs. Cost/volume/profit analysis. Variations of cost behaviour patterns. Flexible budgeting - standards for control. Overhead application. Accounting information for short term decision making. Introduction to current cost accounting.

Textbooks: To be advised.

ACP211 Accounting Principles II (3)*Pre-requisite:*

Accounting Principles I

A review of concepts and methods of accounting. Limitations of conventional accounting reports. Cash and Fund flows - Fund statements. Accounting for company formation. Elementary consolidated statements. Income taxes and their impact on management planning. Responsibility accounting and cost allocation; overhead application and special cost decisions.

Textbooks: To be advised.

ACB615 Accounting Project (3)*Pre-requisite:*

4 semesters of accounting

A one semester subject which enlarges on aspects covered in earlier accounting subjects. Emphasis will be placed on real world situations which incorporate the use of quantitative techniques, computer applications and packages and accounting and finance theory and practice. A trouble-shooting and problem-solving approach is envisaged. The major element of the subject will be a real-world project undertaken for a firm or institution as agreed upon by the lecturer. The intent of this real life situation is to give students an opportunity to apply learned concepts and to have an effective learning experience.

Textbooks: No particular text is specified.

ACN114 Accounting Research (3)

Overviews the research methodology used in the field of accounting, and considers at a pragmatic level the use of certain research techniques in order to assist students in their research thesis and preparation of research papers. The subject aims to develop a capacity to analyse and evaluate the literature in accounting research publications, and skills in research methodologies for undertaking individual research in accounting.

Textbook:

Courtis, J.K., (ed.) (1980) *Research and methodology in accounting and financial management*, Financial Management Research Centre, University of New England, (1982).

Clover, V.T., and Balsley, H.L. (1984) *Business research methods*, 3rd ed. John Wiley and Sons, New York.

MNB483 Administration Analysis (3) ***Pre-requisite:*

Administration Research I

This subject introduces students in public sector administration to the interpretation and use of statistical information. The subject covers the most commonly used techniques of handling data, with an emphasis on the purpose of each technique rather than on its mechanics. As well as being proficient for general administration, students who pass this subject will be trained for junior and middle-level research positions. An important part of this subject is the research project each student will do in a field he is interested in (for example, health administration, economics, local government) using the techniques taught. Among the topics covered are: hypothesis testing, regression and correlation, multiple regression, forecasting, time series index numbers, and an application of statistical techniques to survey analysis. Students will use the HP-3000 Computer and the DEC-10 system with particular emphasis on S.P.S.S.

Textbook:

Basic Business Statistics by Berenson and Levine, Prentice Hall, 3rd edn 1987.

MNB382 Administration Research I (3) **

This subject introduces the student who will work in the public sector to methods used to collect, process and analyse information. The emphasis is on practicable procedures rather than mathematical derivation, although an intuitive understanding of basic statistical principles is presented. Among the topics covered are: sources of Australian statistical information, how to conduct surveys, the use of statistics to analyze survey results, computer use in survey work, scaling methods, probability theory, time series, confidence intervals, demographic and financial processes. Emphasis will be on S.P.S.S. Computer work on the DEC-10 as well as on certain packages on the HP-3000.

Textbooks:

Basic Business Statistics by Berenson and Levine, Prentice Hall 1987, 3rd edn.

MNB385 Administrative Theory (3)*Pre- and Co-requisites:*

CMB111 Introduction to Sociology

MNB184 Introduction to Administrative and Political Analysis

Synopsis:

Public Administration is eclectic, drawing upon a wide range of theory and related concepts. The aim of this subject is to ensure the students gain a critical understanding of such theory, utilising the analytical frameworks developed in 'Introduction to Administrative and Political Analysis'. The understanding

developed will be applied in the examination of administrative systems and their problems in a range of subjects, notably 'Public Policy Process I and II'.

Textbook:

A reading list is supplied.

CMB543 Advanced Advertising

Pre-requisite:

Advertising Copywriting or
Media Strategy

This subject will build upon the knowledge and skills gained by students in either Advertising Copywriting or Media Strategy and build them to be fully operative at copywriter or media planner level. While theoretical perspectives will be expanded, there will be a heavy emphasis on practical work.

Textbooks:

To be advised.

ACN122 Advanced Auditing

Pre-requisite:

ACB631 Auditing and Professional Practice II

This subject examines basic statistical sampling methods proposed for and employed in the performance of audits. Discussion will centre on relevant statistical concepts rather than on unique computational issues. Topics covered include the Audit sampling process, auditor decisions and risk of error, attribute, variable and probability proportional-to-size sampling.

Textbooks:

Bailey, Andrew D., *Statistical Auditing Review Concepts and Problems*, Harcourt Brace Jovanovich, Incl, 1981.

Australian Accounting Research Foundation, *Audit Sampling-Audit Guide No. 1*, AARF, 1983.

ACP262 Advanced Business Finance (3)

An advanced coverage of the theory of financial management; the application of capital budgeting analysis techniques. Capital structure policies and cost of capital, dividend policy; examination of empirical studies on the financial theories. Security analysis and portfolio construction under conditions of uncertainty, with special attention to the risk and rate of return aspects of individual securities, portfolios and total wealth.

Textbooks: To be advised.

ACN152 Advanced Capital Budgeting

Pre-requisite:

ACN151 Advanced Financial Management

Develops an in depth understanding of the theory and techniques underlying the firm's capital budgeting decisions; teaches students how to apply these techniques to practical investment problems using a series of cases; gives students hands-on experience requiring them to analyse a major real life investment problem as a project.

Textbooks: To be advised.

ACN112 Advanced Company Accounting (3)

This subject is primarily concerned with the accounting for intercompany investments. It involves an analysis of relevant Australian and overseas accounting standards - in particular, standards involving goodwill, business combinations,

investments, consolidation, equity accounting and accounting for joint ventures. Furthermore, the consolidation method will be discussed in detail with particular reference to topics such as change in ownership of shares, mutual shareholdings, foreign subsidiaries and different classes of shares.

Textbooks: To be advised.

ACP112 Advanced Financial Accounting (3)

The study and application of alternative accounting models, together with a comparative critique of financial reporting approaches, and a case problem approach to selected areas in accounting. Empirical research, methodology for development and evaluation of alternative approaches to accounting theory are considered.

Textbooks:

This course depends mainly on references to current accounting journals.

ACN151 Advanced Financial Management

An advanced coverage of the theory of financial management, building on work done in the undergraduate course with reference to empirical evidence where available. Topics covered include capital markets, consumption and investment, investment decisions, market equilibrium, the capital asset pricing model, arbitrage pricing theory, capital structure (theory and evidence), dividend policy (theory and evidence), efficient capital markets (theory and evidence). The subject provides a theoretical basis allowing for evaluating policy problems in the area of financial management, a necessary pre-requisite for further specialisation in this area.

Textbook: To be advised.

ACP113 Advanced Managerial Accounting (3)

An advanced conceptual approach to managerial accounting. The course will consider theoretical issues as well as practical problems and will consist of formal seminars and case studies. Topics include cost behaviour and cost estimation techniques, cost determination using linear programming, cost control and statistical techniques, linear and non-linear cost-price-volume problems, incremental cost analysis, advanced variance analysis, cost allocation issues.

Textbook:

Kaplan, R.S., (1982) *Advanced management accounting*, Prentice-Hall.

MNN813 Advanced Marketing Management

Pre-requisite:

MNN805 and MNN806

An advanced study of marketing, marketing systems and marketing management decision processes within the contemporary structure of social, cultural, political, economic, business and organisational environments.

The subject will cover advanced marketing theory from both strategic and tactical perspectives with emphasis on the relationship between marketing and corporate policy as well as both the internal and external social and behavioural and motivational factors that facilitate marketing exchange opportunities. The subject will address those marketing issues associated with both profit and non-profit organisations and the relevance of marketing theory to these institutions, and will include the developing area of international marketing.

Textbook:

Kotler, P., (1988) *Marketing Management*, Prentice-Hall, 6th edition

CMN821 Advanced Organisational Communication

A seminar with a focus on how people relate to each other in modern organisational settings, from small businesses to multi-national organisations in the public and private sector. It addresses communication up, down and across the organisation, among divisions and work units, among different professional and vocational specialties and within work teams. It has a problem-solving, interdisciplinary approach with reference to, at least, social psychology, sociology, culture theory, systems thinking and network analysis.

Recommended textbook:

Thayer, Lee (1986), *Organization/Communication: Emerging Perspectives*, Ablex.

CMB651 Advanced Public Relations (6) *

Pre-requisite or Co-requisite:

Industrial Press

An advanced approach to public relations submissions by means of the case study method. The subject provides practical experience in problem solving, strategic planning, analysis, and implementation of public relations programs. Guest practitioners present problems they deal with in government and financial relations, from which students derive underlying principles and devise model plans that offer solutions to these societal problems.

ACN171 Advanced Taxation

This subject provides an in-depth treatment of the Australian income tax system dealing in the main with concepts and issues rather than detailed technical law. Firstly, income deductions and tax accounting are examined in the light of the Income Tax Assessment Act and case law; secondly, the forms of taxable entities are analysed and compared (i.e. partnerships, trusts and companies); thirdly, international aspects are considered; and lastly, problems associated with tax avoidance, administration and practice are critically examined.

Textbooks:

Baxt and Ors, (1984) *Cases and Materials on Taxation*, 2nd ed and 1986 Supplement, Butterworths.

1988 Income Tax Legislation, CCH or Butterworths.

ACP473 Advanced Taxation (3)

This subject provides an in-depth treatment of the Australian income tax system dealing in the main with concepts and issues rather than detailed technical law. Firstly, income deductions and tax accounting are examined in the light of the Income Tax Assessment Act and case law; secondly, the forms of taxable entities are analysed and compared (i.e. partnerships, trusts and companies); thirdly, international aspects are considered; and lastly, problems associated with tax avoidance, administration and practice are critically examined.

Textbooks:

Baxt and Ors, (1984) *Cases and Materials on Taxation*, 2nd ed and 1986 Supplement, Butterworths.

1988 Income Tax Legislation, CCH or Butterworths.

CMP562 Advanced Text Analysis

This unit focuses on the products of the media, particularly film and television. The aim of the course is to enable students to better understand the nature of film and television as forms of communication. It uses the general range of cultural studies approaches: semiotics, structuralism, psychoanalytic theory, linguistics, film theory, and narrative theory. It examines media productions as 'texts', subjecting them to close analysis in order to read from them possible meanings

for their audiences. The aim is for this methodology to complement more empirical approaches undertaken elsewhere in the course. Audiences, in particular, become key concepts for analysis. Unlike other approaches to the audience, this subject infers audiences from text analysis as well as talking about audiences as products of the particular medium of communication under analysis.

Textbooks:

Fiske and Hartley, *Reading Television*, Methuen, London, 1977.
Bordwell and Thompson, *Film Art*, Addison-Wesley, New York, 1986.

MNB623 Advanced Training Techniques

Pre-requisite:

Personnel Training and Development

Planning and programming management and supervisory development. Developing a complete training program. Advanced training techniques - case study, role play, laboratory training, simulations, games, programmed instruction, computer assisted instruction, individualised learning, video and learning. Managing the training and development function - planning, organizing, staffing, directing, controlling. The competencies of a trainer. Experiential and project activities.

Textbook: To be advised.

CMB641 Advertising Campaigns (3) **

Pre-requisite:

Advertising Management

Students will be briefed to prepare and document three advertising campaigns. The subjects of these campaigns will be drawn from supermarket products, community services and service industries.

Textbooks: To be advised.

CMB363 Advertising Copywriting - Print (3) *

Pre-requisites:

Introduction to Advertising

Synopsis:

This subject is an important base for further study in advertising. Students are introduced to the principles, theory and practice relating to the creation of advertisements. The role of the copywriter in the advertising process is examined as is the relationship between copy and art. Practical work involves the writing, setting and presentation of copy for print advertising for manufacturers, service industries and the retail sector. Case briefs for assignments are presented to students by advertisers or advertising agency executives. Finished presentations are then made to these specialists.

Textbooks: To be advised.

CMB364 Advertising Copywriting - Electronic (3)

Pre-requisites:

Advertising Copywriting - Print

Synopsis:

Students continue their studies of the principles and practice of copywriting. Practical work concentrates on the electronic media. This includes the writing and production of commercials for both radio and television. Executives from advertising organisations or agencies brief and receive presentations. The final project involves the creation of a campaign for all of the major media, working in conjunction with students from the Queensland College of Art.

Textbook: To be advised.

CMB542 Advertising Management (3) **Pre-requisite:*

Introduction to Advertising OR
Organisational Communication AND
an advertising or marketing subject

Objective:

The purpose of the subject is to provide the students with an understanding of the managerial side of the advertising profession, and to equip them with the tools they need to make executive decisions in advertising.

Synopsis:

Students will examine the process of setting appropriate advertising objectives, designing a program of advertising research, the social environment and regulation of advertising, managerial participation in the creative and media planning process, account management in an advertising agency, client-company management and the advertising process, competing theoretical concepts of 'how advertising works'.

Textbooks:

Aaker, D.A. and Myers, J.G., (1982) *Advertising management*, Prentice-Hall, 2nd edition.

PNB261 Anatomy and Physiology I

This subject will introduce students to an integrated study of anatomy and physiology at the degree level. Emphasis will be placed on gaining an appreciation of the relationship between structure and function at the levels of cells, tissues, organs and organ systems. Initially the morphology and physiology of cells and tissues will be examined. Metabolism, nutrition and temperature regulation will be reviewed and then the skeletal, muscular, nervous and integumentary systems will be studied.

Textbook:

Spence, A.P. and Mason, E.B. *Human Anatomy and Physiology*, Benjamin/Cummings, California, 3rd edition, 1983.

PNB262 Anatomy and Physiology II

The broad objectives outlined in PNB261 will be continued. Emphasis in this subject will be focused on structure-function relationships at the level of organs and systems. The cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems will be studied. The defence mechanisms of the body will be examined. A review of the actions of drugs on cells, tissues, organs and systems will be given at the end of the subject.

Textbook:

Spence, A.P. and Mason, E.B. *Human Anatomy and Physiology*, Benjamin/Cummings, California, 3rd edition, 1983.

MNB418 Applied Cognitive Psychology (3)*Pre-requisite:*

Introduction to Human Resource Management OR
Social Psychology

This subject aims to give students an understanding of the theoretical framework basic to these perceiving and thinking processes. As well as exploring these areas, the development and use of language and specific areas such as signal detection are also given attention. In addition to the theoretical bases, areas of application are also considered in this subject. In particular, attention is given to the areas of *artificial intelligence* (i.e. computerised development and uses of 'expert systems' or packages), and of *ergonomics and job design* ('man-machine'

fit; technological change motivation, perception and behaviour in the work group). These areas are considered within the problem-solving and decision-making framework which underlies much of current cognitive psychology.

MNB506 Applied Group Dynamics (3)

Pre-requisite:

15 BBus subjects including Introduction to Human Resource Management, or Social Psychology, or Management II.

The quality of work life depends largely on the effectiveness of the work groups to which we belong. This effectiveness is determined in part by our own personal group skills and knowledge of group processes. This course aims to develop students in these two areas through attention to group theory and to developing awareness of self and of self-in-groups. Emphasis is given also to practical skills involved in effective group performance including leader or chairperson skills and member skills, e.g. on committee or team work and in interactions at work.

Textbook:

Dick, R. and Hearn, G., *Enjoying Effective Teamwork: QIT*.

MNB430 Applied Health Care Analysis (3) *

Pre-requisite:

Administration Research I

Synopsis:

This subject is an introduction to epidemiology and biostatistics. Descriptive and analytical epidemiological methods used in the study of acute and chronic disease and in health services planning are studied. The statistical techniques appropriate to public health problems are included at an introductory level.

Textbooks:

Mausner, J.S. and Bahn, A.K., (1985) *Epidemiology: an introductory text*, W.B. Saunders, (2nd ed.).

Benenson, A.S., (1975) *Control of communicable diseases in man*, American Public Health Association, 12th edition.

MNB101 Applied Psychology (3) *

An introduction to selected areas of psychology to give a behavioural base to subsequent studies in the management and organisational science area, and to provide limited skills training in some areas for personal development. A learning unit investigates conditioning, imitation, and higher order learning. A second unit on individuals and groups examines the development and assessment of individuals within groups. Other units examine perception human development, and social skills including assertiveness and stress management.

Textbook:

Avery, G. and Baker, E. (1984) *Psychology at Work*, Prentice-Hall, Sydney.

MNN820 Applied Research & Design

Pre-requisite:

MNN807 Research Design

This subject aims to give the student an opportunity to test out some practical applications of research theory and analysis. Students will be required to develop a research proposal of interest to them, and related to the student's proposed research project (MNN830). The student will be required to conduct a preliminary or pilot study on a limited number of cases or areas of interest in their proposed research field, and to complete a research report justifying and assessing their chosen research methodology, and demonstrating the research techniques that will be used in the full study. Annotated comments on the report must also show

awareness of different designs and statistical techniques etc. that might have been used; demonstrating a good grasp of elements covered in MNN810 Research Design and the earlier analyses of case study material in this course.

Textbooks: To be advised.

CMB662 Audio-Visual Seminar (3) **

Pre-requisite:

Video Production Techniques

Analysis of the process and effects of mediated communication; budgeting and production management; effective presentation methods; innovation and special media events; advanced production techniques. Students will be required to work in crews to produce a significant film or television production or a multi-screen 'spectacular'. Students are required to discuss script preparation in consultation with the lecturer prior to the commencement of the semester.

Textbooks: To be advised.

ACB531 Auditing and Professional Practice I (3)

Pre-requisite:

Company Accounting

The Audit Environment. General Technology of Auditing - Evidence Program Planning and Documentation, Internal Control Theory and Review Techniques. Audit Program application - Audit of Revenue, Receivables, Cash Receipts and Cash Balances. Audit Reporting. Computer Auditing -Control Considerations and Audit Techniques. Auditing Standards. Auditors Legal Liability. Professional Ethics. Independence.

Textbooks:

Arens, A.A., Loebbecke, J.K., Best, P.J., and Shailer, G.E.J. *Auditing in Australia: An Integrated Approach*, Prentice-Hall 1987, 1st edition.

Recommendations of the Institute of Chartered Accountants in Australia or The Australian Society of Accountants.

ACB631 Auditing and Professional Practice II (3)

Pre-requisite:

Auditing and Professional Practice I AND

Managerial Accounting I

Attest Function of Auditing. Evaluation of Internal Control. The Audit Program. Audit work papers. Flowcharting and Systems Analysis. Verification of the Balance Sheet and Profit and Loss Statement. Recommendations of Professional Bodies, Audit Sampling Theory, Techniques and Applications. Other issues of current professional interest.

Textbooks:

Arens, A.A., Loebbecke, J.K., Best, P.S., Shailer, G.E.J. *Auditing in Australia: An Integrated Approach*, 1987 1st edition (Prentics-Hall).

Recommendations of the Institute of Chartered Accountants in Australia or The Australian Society of Accountants.

ACB151 Australian Capital Markets (3)

Pre-requisite:

Macroeconomic Analysis OR

General Economics

(Managerial Economics)

The objective of this subject is to foster an understanding of the Australian Capital Market; its institutions and its behaviour. Topics covered include the nature and

role of financial institutions, the management of financial institutions, the securities market, the money market, term structure of interest rates, options market, futures market, stock brokers, merchant banks, banks and other financial intermediaries, evaluation of financial market performance.

Textbooks:

Bruce, R., McKern, B., and Pollard, I., (1985) *Handbook of Australian corporate finance*, Butterworth, 2nd ed.

Carew, F. (1985) *Fast Money 2*, Geo Allen & Unwin.

ACP151 Australian Capital Markets

(Incompatible with ACB151 Australian Capital Markets)

The objective of this subject is to foster an understanding of the Australian Capital market; its institutions and its behaviour. Topics covered include the nature and role of financial institutions, the management of financial institutions, the securities market, the money market, term structure of interest rates, options market, futures market, stock brokers, merchant banks, banks and other financial intermediaries, evaluation of financial market performance.

Textbooks: To be advised.

CMN822 Australian Commercial Television Development

Explores the establishment and development of commercial television in Australia. It studies programming and audience theories and trends; and examines future alternatives. The subject provides a background and theoretical base for the study of processes and effects of commercial television communication in Australian society.

Textbooks: To be advised.

MNB330 Australian Health Industry (3) *

A broad overview of the systems of health care in Australia and their methods of operation. The public and private health and medical care sectors are discussed. The political environment, health care institutions, community health, public health, and the problems of co-ordination and integration of health services are also studied. Students are introduced to the role of the Health Services Administrator.

Textbooks:

Hicks, R., (1981) *Rum, regulation and riches*, The Australian Hospital Association.

Sax, S (1985) *A Strife of Interests*, George Allen and Unwin, Sydney.

CMB291 Australian Literature and Film (3) *

Pre-requisite:

Australian Studies

A survey of the development of Australian literature and film with an emphasis on modern works. The relationship between literary and cinematic treatment of particular themes and situations will be examined, with special attention to translation of works from literature to film.

Textbooks: To be advised.

CMB423 Australian Media Institutions (3)

Pre-requisite:

Introduction to Communication Theory

Synopsis:

The aim of the course is to introduce students to the major media institutions within Australia. This will involve examination of industry development and

structure, and industry practices in the press, television, advertising and radio. Outside specialists will be used to augment the expertise of Communications staff.

Textbooks:

Windshuttle, *The Media*, Penguin

Bonney and Wilson, *Australian Commercial Media*, Macmillan

MNB183 Australian National Government A (4) *

(Offered to Public Administration Degree students only)

This subject provides an introduction to the Australian political system at the national level. It aims to foster an understanding of the major participants in the system and to evaluate their interaction with Australian society. The Australian Constitution, the Commonwealth Parliament, the Cabinet, Ministry and Public Service, the High Court, the electoral system, political parties and interest groups are examined and related to basic political theory and current political issues.

Note: One hour per week is set aside for Communication Department input.

Textbook:

Lucy, R., *The Australian form of government*, MacMillan, 1985.

MNB181 Australian National Government B (3)

(Not available for Public Administration Degree students)

This subject provides an introduction to the Australian political system at the national level. It aims to foster an understanding of the major participants in the system and to evaluate their interaction with Australian society. The Australian Constitution, the Commonwealth Parliament, the Cabinet, Ministry and Public Service, the High Court, the electoral system, political parties, and interest groups are examined and related to basic political theory and current political issues. The role of the State Governments is also considered.

Textbook:

Lucy, R., *The Australian form of government*, MacMillan 1985.

MNP508 Australian Policy Studies (3)

The subject has two central themes. One, the critical analysis of public policy content, using a series of case studies. Two, the development and analysis of explanatory models of the Australian policy process. The role of key institutions and groups in the policy process will be examined in relation to the case studies selected and the explanatory models.

Textbooks:

Ham, Christopher, and Hill, Michael, (1984) *The policy process in the modern capitalist state*, Wheatsheaf.

Woodward, D., Parkin, A., Summers, J., (eds) (1985) *Government, Politics and Power in Australia*, 3rd ed., Longman, Cheshire.

CMB212 Australian Studies (3) *

Pre-requisite:

Sociology OR

5 subjects B.Bus degree program

This subject provides the student with a greater awareness of the Australian social context. It examines the interaction of such cultural factors as literature and the arts, history, politics, philosophy, and the law, and their influence on the Australian social fabric.

Textbooks: To be advised.

MNB332 Business Analysis (3) **Pre-requisite:*

Microeconomic Analysis

This subject deals with applied managerial economics - that is, pragmatic economic concepts applied in decision making within a firm or organisation. Topics covered include demand analysis and forecasting; pricing and advertising decisions; expenditures, costs and production decisions; and the estimation of cost and demand. The approach taken is practical, and assessment is through both case studies and examination.

Textbooks:

Pappas, J.L. and Hirschey, J.L., (1987) *Managerial Economics*, 5th Edition, Dryden.

CMB131 Business and Professional Speaking *

The major aim of the course is to develop in the student an ability to successfully communicate in speaking in contemporary business and professional situations.

The specific objectives are:

To develop an understanding of the concepts and skills required for effective participation in

- small group decision making
- argumentative speaking and meeting procedure
- oral reporting, and
- persuasive speaking.

Supportive bases for these methods of communication will include:

- language and non-verbal aspects
- listening and interpersonal skills
- delivery and the use of visual aids
- leadership and participation.

The course content moves from dyads to groups and to public types of communication to allow students to gain confidence in interpersonal skills before attempting public speaking.

CMB132 Business and Professional Writing *

An introduction to the principles of written communication in formal environments. Contemporary theories of communication and of rhetoric are applied to the writing of research papers, reports, correspondence and other written media. The course focuses on standard English prose and on the organisation of ideas into logical, forceful sequences.

Textbook:

Wrigley, J. and McLean, P., *Australian Business Communication*, Longman.

ISB493 Business Computer Programming (4)*Pre-requisite:*

Computer Systems and Programming

Objective:

- (a) Develop a high level of competence in modern programming techniques.
- (b) Develop competence in the COBOL and RPG programming languages.

Synopsis:

Structured Design, modular programming, testing, maintenance, modification; vocabulary and style, algorithms for business applications and common problems, complex logic; user and management software aids, optimization and packaging; the project environment, project control, libraries, transferability and portability; extensions to COBOL, RPG Syntax.

Textbooks: To be advised.

BCA191 Business Data Processing (3)*Objectives:*

To give students an introduction to data processing as well as giving them experience in writing programs using the BASIC Language.

Synopsis:

Computer Systems Overview: hardware, software and people. Input/output devices, storage devices and file processing. The computer program, algorithms and methods of representing them. Overview of systems analysis and design. Programming in BASIC.

Textbooks: To be advised.

ACB553 Business Finance (3)*Pre-requisite:*

Accounting for Managers II and
Business Statistics

Incompatible:

Financial Management I

Introductory course in finance. Topics covered are, the firm's investment decisions, investment evaluation techniques, net present value versus internal rate of return, capital budgeting, replacement and retirement decisions, capital rationing, the investment decision under uncertainty, working capital management (cash, inventories, receivables and payables), the financing decision, the dividend decision, lease or levy decision, risk return relationships, portfolio theory and capital asset pricing.

Textbook: To be advised.

MNB642 Business Forecasting (3) **Pre-requisite:*

Business Statistics
(Statistical Methods)

A wide range of companies and government organisations use forecasting in such areas as sales, planning, marketing research, pricing, production planning and scheduling, financial planning etc. This course has been designed to meet the need for more and better forecasting in an organisation, so that students with limited training in mathematics and statistics can use forecasting techniques much more effectively. A system of programs called SIBYL/RUNNER will be used by the students. This system can be used equally well by both the novice and the forecasting expert. The authors of this system have maintained simplicity for the management user. Finally a number of case examples that provide exposure to the practical considerations involved in management forecasting problems will be presented.

Textbook: To be advised.

BCA192 Business Information Systems (3)*Pre-requisite:*

Knowledge of Business Data Processing and
Systems Analysis and Design

Objectives:

To introduce students to problem solving and decision making information systems. To introduce current techniques and systems contributing to automation of the modern office.

Synopsis:

Managerial and business approach to computer system integration. Planning,

controlling and problem solving with MIS Data base management systems. Systems concept of management science. Networks, data and facsimile transmission. Automated office and electronic mail.

Textbook:

Murdick, R.G., (1980) *MIS concepts and design*, Prentice Hall.

ACB371 Business Law I (3)

Introduction to the law, its nature, sources, developments and the institutions of the law and the interpretation of statutes. Introduction to the law of torts and contract law. Introduction to industrial law including contracts of employment. The legal liability for negligent advice of accountant/auditor.

Textbooks:

Vermeesch and Lindgren, *Business Law of Australia, 5th Edition, Butterworth 1986*.

ACB372 Business Law II (3)

Pre-requisite:

Business Law I

Special applications of the law of contracts including sale of goods, hire purchase, credit transactions, chattel mortgage, principal and agent, cheques and other instruments. The principles of insurance, guarantees and indemnities. Bankruptcy and its legal consequences. Restrictive trade practices and consumer affairs. The basic principles of arbitration. Trusts, Trustees, Executors and Bankruptcy.

Textbooks:

The Sale of Goods Act of 1896 (Qld.), Government Printer.

The Hire Purchase Act of 1959 (Qld.), Government Printer.

The Bills of Exchange Act of 1909. (Aust.), Australian Govt. Public Service.

The Bankruptcy Act of 1966, Australian Govt. Public Service.

The Trade Practices Act of 1974-80, Australian Govt. Public Service.

Insurance Contracts Act (1984), Australian Govt. Public Service.

Arbitration Act 1973

Trusts Act (Qld) 1973

Vermeesch and Lindgren, *Business Law of Australia*, fifth edition, Butterworths, 1986 OR

Latimer - *Australian Business Law*, CCH 1988

MNB305 Business Statistics (3) *

Pre-requisite:

Quantitative Methods IB

This subject develops the basic statistical principles covered in the pre-requisite subject. A major feature of the course is the discussion on the use of computer packages such as SPSS and/or mini tab. The output derived from the use of such a package is illustrated throughout the course. As well, the use of a computer as a tool for assisting in the decision-making process is interwoven in the various topics covered. A data set, based upon the results of an actual survey is included, which serves as a means of integrating the various topics, permitting a cohesive study of probability, descriptive statistics, statistical inference and regression. This goal is to aid the student in conducting basic research in future courses, theses, or occupational situations.

Textbooks:

Berenson, M.L. and Levine, D.M., (1986) *Basic business statistics*, Prentice-Hall, 3rd edition.

MNB432 Business Strategy (3) **Pre-requisite:*

Macroeconomic Analysis

Managers make decisions within a macroeconomic environment. The major objective of this subject is to provide students with sufficient knowledge of the current state of economic theory and policy to enable them to understand macroeconomic arguments as they are presented in the wider economic environment and in the media. The subject gives particular emphasis to competing views about the nature of the contemporary economy and about the causes of, and practical solutions for, its current problems.

Textbook: To be advised.

ISB492 Business Systems Design I (4) **Pre-requisite:*

Computer Systems and Programming, (or concurrently)

Objective:

The major aim of this subject is to introduce students to the tools and techniques of systems analysis as a pre-requisite to the design of viable commercial systems.

Synopsis:

What is analysis? Project life cycle, data flow diagrams, levelling, balancing, data dictionary, decision table, decision tree, logical data structures, specification writing, system models, packaging the specification, transition into design. Prototyping, database packages, query languages.

Textbook: To be advised.

ISB592 Business Systems Design II (3) **Pre-requisite:*

Business Systems Design I AND
Introductory Accounting IIA OR IIB

Objective:

This subject consolidates the systems analysis and design knowledge gained in prior subjects, in the context of common business applications and information systems.

Synopsis:

Structured techniques of system design, testing, packaging and optimization; design of computer files, system implementation; introduction to advanced systems and data base systems; system security and control; business applications, information systems; the management of system development.

Textbooks:

Page-Jones, M., (1980) *The practical guide to structured systems design*, Yourdon Press.

MNN815 Case Study Program*Pre-requisites:*

MNN807 Research Design and Data Analysis
MNN806 Current Issues in Australian Management
MNN808 Management, Technology and Social Change

The purpose of this subject is: to both study and develop case studies in management. Australian Case Studies (for example from the Melbourne University Data Base) will be included in the program, which is intended to develop the students ability to analyse interdisciplinary problems, explore research problems and learn techniques of team-management and problem-solving.

Textbooks: To be advised.

MNB121 Colloquial Japanese (4)

Emphasizes spoken and aural comprehension based on situational conversation related to Australian businessmen, including study of *hiragana/katakana* (Japanese syllables reading and writing) and an introductory lesson of *Kanji* (Chinese characters).

Textbooks:

Ackroyd, J.I., and Chamberlain, F., *Japanese situational conversation*, Department of Japanese Language and Literature, University of Queensland.

CMN811 Communication and Culture

Deals primarily with written forms of discourse in mass culture. Topics include: the concept of mass culture and cultural formations; the growth of written mass culture/popular literature; the relationship between language and reality (reality formed by language, rather than vice versa); the modern debate about mass culture versus 'high' culture literary journalism; mass culture and ideology (fictional and non-fictional prose, scripts). Theory will be related to textual analysis. This subject follows on from Mass Communication B.

Textbooks:

Berger, J., (1970) *Ways of seeing*, Penguin, Ringwood.

Eagleton, T., (1983) *Literary theory*, Blackwell.

Swingewood, A., (1977) *The myth of mass culture*, Macmillan.

CMB521 Communication and Public Opinion (3) **Pre-requisite:*

Communication Research

Objective:

To analyse the operation of face-to-face and mass communication in the formation, maintenance and modification of public opinion in contemporary society.

Synopsis:

The processes of public opinion are studied from the perspective of sociological theory. Within this framework, the operation of the media will be examined in some detail. Specific topics to be considered include: opinion polling in Australia; the association between demographic characteristics and opinions; the role of the media in the 'social construction of reality'; the conceptual and operational relationships between attitudes and opinions; cognitive dissonance and communication strategies for opinion change; the role of uninstitutionalised forms of community agitation in influencing public opinion and public policy; social stability and social change. Students analyse opinion poll data from a number of sources using statistical software on a main-frame computer.

Textbook: To be advised.

CMB211 Communication Research (3)*Co-requisite:*

Sociology or equivalent AND
Introduction to Communication Theory

Objective:

To provide students with an understanding of qualitative and quantitative research methods used in the communication professions.

Synopsis:

The course will examine the basic assumptions and strategies of social research. Topics will include: the use of census data; focus group interviews; questionnaire construction and sample surveys.

Textbooks: To be advised.

CMN810 Communication and Society

On completing this subject the student should have an appreciation of the social trends and issues which influence the operation of mass communication. Students will study a diversity of social environments which are the setting for communication technology and policy. Students will be assisted in investigating specific fields of interest. Suggested topics may include: social impact of communication technology (home computer, video, access radio, cable television, Aussat); patterns of personal communication in networks and neighbourhoods; cross-cultural communication, multiculturalism and the media; social change in industrial and developing countries; media presentation and the social construction of reality; audience research in mass media and live, performing arts; and communication in urban and rural setting.

Textbook: To be advised.

CMB105 Business Communication (3) **Objective:*

To achieve standards of preparation and presentation in formal communication which are acceptable in contemporary organisations.

Synopsis:

An introduction to the techniques and objectives of communication in formal contexts. The processes of oral and written communication and their application within organisational settings to interviewing, presentational speaking, research papers, reports and correspondence.

Textbook:

Wrigley, J. and McLean, P., *Australian business communication*, Longman.

CMB321 Communication in Small Groups (3) **Pre-requisite:*

Three communication degree subjects including Speech Communication for Professionals OR Speech Communication

The application of communication theory and the refinement of practical speech communication skills. Business and media interviewing, role-playing, and simulated group problem-solving will be practised and analysed. Topics relating to Public Relations, Advertising and Journalism will form a base for these projects. Student's perception, especially auditory awareness and visual perspicacity will be extended by the use of video recording of their work.

Textbooks:

Cragan, J., and Wright, D., (1986) *Communication in small group discussions*, New York: West Publishing Co.

Bolton, Robert. *People Skills*. Australia: Simon and Schuster, 1987.

CMN720 Communication Evaluation

Introduces students to the conceptual skills of communication evaluation at an advanced level. It provides the knowledge and skills in both quantitative and qualitative methods. It is intended to prepare people who will commission, supervise and use search and research, not as an end in itself but as a means to solving communication problems.

Textbook:

Kerlinger, Fred N. (1986) *Foundations of behavioural research*. (Rinhart & Winston).

CMN824 Communication Policy and Planning

Introduces students to the principles and processes of policy development and planning for communication delivery systems, such as a telecommunications

system, national satellite broadcasting service or a television network, and for planning and regulating authorities. Students become familiar with the complex range of social environments, stakeholders, issues and options, and makes compare industrial and developing countries. It critically examines case studies of communication policy and planning.

Recommended Reading:

Jussawalla, Mehero, et al (1986), *The passing of remoteness*, Institute of South east Asian Studies.

Ackoff, Russell L., et al, *Guide to controlling your corporation's future*, Wiley.

Middleton, John (1980), *Approaches to communication planning*, UNESCO.

CMN813 Communication Strategies

A study of putting communication theory into practice. Students may take policy and plans formed either in the subject communication Policy and Planning, or elsewhere, and consider how to produce the appropriate change. The ethics of persuasion and the problems of cooperation are explored. Students must take into account the social implications of producing change, the role of the change agent and ways to monitor the effects in Australian as well as developing societies. Alternative perspectives for strategic thinking will be compared for application in the environments of marketing, advertising, editorial journalism, public relations, public affairs, public information.

Textbooks:

Rogers, Everett M. *Diffusion of innovations*, 3rd edn., Free Press, New York, 1983.

CMB351 Community Relations (3)

Pre-requisite or Co-requisite:

Advanced Public Relations

Specialist public relations subject which examines: strategies used to relate an institution or individual to communities through community relations programs; fund raising and special events; and the setting up of community groups. The subject is designed to increase intellectual depth of understanding as well as practical knowledge of a significant and growing area of public relations. Practical work will be undertaken in planning community relations programs, fund raising campaigns and special events. Presentations of their programs are made by student groups.

ACB412 Company Accounting (6)

Pre-requisite:

Introductory Accounting IIA

This subject is a basic core unit in accounting for companies in Australia. Topics covered include company formation and share issues; reserves, dividends and taxation, including tax-effect accounting; company liquidation and receivership; amalgamations and mergers; consolidated statements; equity accounting; and disclosure requirements including legal and professional standards where applicable.

Textbooks:

Leo, K.J. and Hoggett, J.R., (1984) *Company accounting in Australia*, John Wiley.

Leo, K.J. and Hoggett, J.R. (1985) *Company accounting in Australia student workbook*, John Wiley.

ACB471 Company Law I (3)

Pre-requisite:

Business Law I

(Accounting Principles I)

The law of partnership, business names and unincorporated associations. The nature and origin of the company; the process and effect of incorporation; and the constituent documents. Floating and funding. The responsibilities of directors and other officers in the management of the company. A company's dealings with outsiders.

Textbooks:

- (i) *Australian National Companies and Securities Legislation*, 7th ed. CCH Australia Limited, 1989 OR *Companies and Securities Codes* 1989 edition, Butterworths Limited.
- (ii) *Principles of Company Law*, H.A.J. Ford, 4th ed. 1986, Butterworths Limited OR *Understanding Company Law*, Lipton and Herzberg, 3rd ed. 1986, Law Book Co. Limited.

Note: It is recommended that students do not acquire any of the above materials until after the first lecture.

ACB472 Company Law II (3)

Pre-requisite:

Company Law I

Accounting, auditing and dividend requirements. Meetings Law and Procedure; Protection of minority interests afforded by the Code and case law. Company reorganisations. Receivership; official management and winding up. The securities industry - regulation and control; takeovers.

Textbooks:

- (i) *Australian National Companies and Securities Legislation*, 7th edn, CCH Australia Limited 1989 OR Butterworths equivalent.
- (ii) *Principles of Company Law*, H.A.J. Ford, 4th ed. 1986, Butterworths Limited.

Note: It is recommended that students do not acquire any of the above materials until after the first lecture.

ACN174 Company Liquidations and Receiverships

Examines the accounting and legal requirements of company liquidations and receivership at an advanced level of theory and practice. It identifies the major legal and accounting problems and examines contemporary attitudes of the professions, the courts and governmental authorities towards them. This subject recognizes the high incidence of liquidation and receivership in Australia and aims to inform students of the practical and documentary steps associated with both.

Textbooks: To be advised.

ACN119 Company Secretarial Practice (3)

To provide an advanced level of knowledge of statutory provisions and stock exchange listing requirements, including the administrative procedures involved in the company secretarial areas. To develop informed and practical understanding of the laws and procedures of company meetings. To develop an advanced level of specialisation in the area of company secretarial practice.

Textbooks:

Yorston, Sir K., Fortesque, E.E., and Brown, S.R., (1983) *Australian secretarial practice*, Law Book Company.

Taggart, W.J., (1983) *Horsley's meetings - procedure, law and practice*, Butterworths.

Australian national companies and securities legislation. (latest edition). CCH Duties and responsibilities of directors. CCH, 1983.

MNB683 Comparative Administration (3) (not offered in 1989)

Pre- and Co-requisites:

MNB484 Public Personnel Management AND

MNB586 Comparative Politics

This subject widens the student's perspectives by examining administrative structures and their functioning in a variety of systems. Students should realise that we in Australia do not have a monopoly on administrative wisdom, and that other systems may be just as effective in their particular environments. Liberal-democratic and totalitarian regimes will be examined with countries chosen to represent unitary systems, federal systems and developing and third world systems. For each country included in the final selection its bureaucratic structure and functions will be examined together with personnel practices, major reforms and committees of inquiry.

Textbook: Nil

MNB586 Comparative Politics (not offered in 1989)

Pre- and Co-requisites:

MNB183 Australian National Government A OR

MNB181 Australian National Government B

To widen student's knowledge and perspectives of political systems. A variety of liberal democratic, socialist and other types of states will be examined. The emphasis is upon comparative study, rather than a country by country examination of separate political systems.

Textbook: Nil

ACN121 Advanced Computer Auditing

Pre-requisite:

ACB631 Auditing and Professional Practice II

This subject introduces students to the fundamental principles of the practice of computer auditing. Topics covered include the auditor and the computer, the study and evaluation of internal control in a computerised application, an understanding of the general and application controls applicable to an accounting application, the audit trail in computer data processing and applicable computer audit tools and techniques. In discussing these topics consideration will be given to both mini and micro computer systems.

Textbooks: To be advised.

ACP632 Computer Auditing

Pre-requisite:

ACB631 Auditing and Professional Practice II

The objective of the subject is two-fold. First students are introduced to the controls necessary to ensure the integrity and accuracy of data in a computer based accounting system. Secondly, students will be introduced to some computer auditing techniques.

Textbooks:

Ron Weber, *EDP Auditing: Conceptual Foundations and Practice*, New York, McGraw-Hill Book Company, 1982.

BCA391 Computer Programming

Pre-requisite:

Business Data Processing AND
Systems Analysis and Design

Objectives:

The subject seeks to develop:

- (a) Basic competence in algorithm development.
- (b) An appreciation of commercial structured programming.
- (c) Programming techniques.
- (d) Basic competence in the COBOL language.

Synopsis:

Structure charts. Logic charts. The structure of COBOL. Documentation. Table handling, sorting, report writing, file processing and program testing.

Textbook: To be advised.

ACB695 Computer Security and Audit (3)**Pre-requisite or Concurrent:**

Auditing and Professional Practice I

Objectives:

This subject looks at the security, auditing and control of computer systems.

Synopsis:

Computers - crime and fire; security measures - computer vulnerability; physical security - control of access; security of computer personnel; surveillance of people and property. Computer security and risk management, role of the Accountant. Controlling computerised applications; organisations considerations, data entry, standards. Auditing computerised applications; internal control, use of computers as audit tool. Improving EDP effectiveness; controlling application selection and development, controlling computer performance and costs. Practical computer operation.

Textbook: To be advised.

ISB392 Computer Systems and Programming (4)**Objectives:**

The subject seeks to achieve three broad objectives:

- (a) A broad understanding of commercial computing, its terminology, hardware components and software components.
- (b) Familiarity with specific electronic data processing (EDP) applications, an ability to design a simple business system, and an ability to describe manipulation of existing magnetic data files to produce a desired result.
- (c) Competence in programming in the BASIC language, algorithm development and the application of spreadsheet packages.

Synopsis:

Computer fundamentals - input processing output. Introduction to computer hardware, components. Introduction to computer software - application and operating systems. The computer program, algorithms and methods of representing them. Programming in BASIC. The elements of simple batch and online systems. Design of simple databases, computer controls. Automated office and 4th generation languages (e.g. EQL).

Textbooks:

Capron, H.L., (1987) *Tools for an information age*, Benjamin/Cummings.
Willie, S., (ed) (1987), *Computer systems and programming: workbook and supplementary readings*, 2nd edition.

ISB593 Computer Systems Management (4)**Pre-requisite:**

Computer Systems and Programming

Objective:

To look at the application of management techniques within the Commercial Data

Processing area. To study the language FORTRAN with a view to applying it within a controlled management environment.

Synopsis:

Data processing management process, functions performed in data processing; personnel selection criteria, selection and hiring, training and development; centralisation versus decentralisation, location of data processing within the organisation; management functions and responsibilities; documentation standards. Management of structured programming and design techniques. The FORTRAN language.

Textbook: To be advised.

ISB594 Computing Equipment and Evaluation (3) *

Pre-requisite:

Computer Systems and Programming

Objectives:

Students attention will be drawn to trends in development of software and of peripherals for computer systems and the consequences of these trends for business data processing.

Special Objectives:

- To give students an understanding of some important hardware and software features
- To make students aware of some likely future developments in computer hardware and software
- To give students competence in the evaluation and acquisition of a computer system
- To provide students with an understanding of the range of computing systems offered by a range of suppliers.

Synopsis:

Techniques will be discussed for selection of computers to perform in given application areas. Cost-benefit analysis techniques for evaluating computer systems will be studied. The economics of small business applications will be examined. The use of the stand-alone mini-computers and micro computers will be compared with their association with larger processors and with their use in a network. Important trends in hardware and software will be examined and ranges of computing systems currently marketed and foreshadowed, will be discussed.

Textbooks: To be advised.

CMN709 Concepts of Communication

Prepares students in the foundation theories and perspectives of human communication, and in the application to modern professional practice, in order to proceed to advanced theoretical study.

Recommended readings:

Berman, Morris, *The reenchantment of the world*, Cornell University Press, Ithaca, 1981, Chapter 8, pp 237-264.

Carey, James W., 'Mass communication research and cultural studies': an American view', in J Curran, M Gurevitch and J Woolacott, *Mass communication and society*, Arnold, London, 1982, pp 409-425.

De Fleur, M.L. and Bail-Rokeach, S., *Theories of mass communication*, 4th edn, Longman, 1982, chapters 1, 5-12.

Fiske, J., *Introduction to communication studies*, 1982.

Fiske, J., *British cultural studies* in R Allen (ed), *Channels of Discourse*, 1987.

Penman, Robyn, 'Communication studies: The way forward', *Australian Journal of Communication*, 9 and 10, January -December, 1986, pp 62-81.

Rogers, Everett M., 'The empirical and the critical schools of communication research', *Communication Yearbook 5*, Transaction Books, New Brunswick, 1982, pp 126-144.

MNB402 Conflict, Work and People (3)*Pre-requisite:*Management Functions and Processes OR
Administrative Theory
(Managerial Psychology)

Theories of work in relation to conflict models; explanations of conflict - human relations, leadership, structural and socio-technical; responses to conflict - collective, organisational, legal and governmental; models of industrial conflict.

Textbooks: To be advised.

MNB513 Consumer Behaviour (3) **Pre-requisite:*

Introductory Marketing

The course will examine the current background and theories of consumer behaviour with the object of improving the effectiveness of organisational strategy with respect to product, price, distribution, promotion, public relations, personal selling and merchandising.

Textbook:

Engel, J.F., Blackwell, R.D., and Miniard, P., (1986), *Consumer Behaviour*, 5th edition, Dryden Press.

LWB203 Constitutional Law (3) * * *

The course aims to provide a general background to the Australian Legal System as it relates to legislative, executive and judicial institutions and functions, not only in Australia, but also in relation to principles and conventions derived from British Law.

Australian Constitutional Law is too wide a field for its entirety to be covered in any great detail in a two-semester course. The course provides an overview of the field through detailed consideration of particular aspects. The aim is to reveal basic principles rather than all the rules.

In our federal system there is a two-fold distribution of power between the complementary units in the federation - the Commonwealth and the States. An examination of the interplay and interrelation of these is a primary concern and is described broadly in the Commonwealth of Australia Constitution Act enacted over 75 years ago and largely unchanged in its letter since 1900. Some of the topics to be considered are the Commonwealth and State Constitutions and conventions; specific legislative powers and prohibitions; the institutional structures of the complementary units in the Federation; delegated legislation; liability of the Crown; public authorities and certain specialised tribunals.

Important constitutional issues including Commonwealth-State relations; territorial limits and particular legislative powers of the Commonwealth and States have been the subject of very recent litigation, thus affording students the opportunity of considering the development of constitutional principles from a contemporary rather than a purely historical perspective.

The role of the Court and particularly the High Court in determining the operation and ambit of the Constitutions and in reviewing legislative and executive acts has provided an opportunity for active participation in constitutional law-making by the Justices and provides a topic for special consideration.

While it may be difficult to divorce some constitutional issues from their political context, especially when many important issues are of recent significance (including the so-called 'Constitutional crisis' of 1975 and its implications), it is essential that the principles governing the operation of our federal system with its internal stresses and strains be analysed without becoming too immersed in

political considerations. Yet at the same time, these very principles must be understood and studied not just as a lawyer's exercise but as something of very great practical contemporary significance.

Recommended Preliminary Reading:

C Howard, 'Australia's Constitution', revised edn, (Penguin, 1985).

Prescribed Material:

Commonwealth of Australia Constitution Act, 1900 (Cth).

Constitution Act of 1867 (Qld).

J I Fajgenbaum and P J Hanks, 'Australian Constitutional Law', 2nd edn, (Butterworths, 1980).

P H Lane, 'The Australian Federal System', 2nd edn, (Law Book Co., 1979).

P H Lane, 'A Manual of Australian Constitutional Law', 3rd edn, (Law Book Co., 1984).

Cases and Material prescribed by the Law School.

Recommended Reference Books:

L Zines and G J Lindell, 'Sawer's Australian Constitutional Cases', 4th edn, (Law Book Co., 1982).

P H Lane, 'A Digest of Australian Constitutional Cases', 2nd ed., (Law Book Co., 1982).

C Howard, 'Australian Federal Constitutional Law', 3rd edn, (Law Book Co., 1985).

R D Lumb and K W Ryan, 'The Constitution of the Commonwealth of Australia', 3rd edn, (Butterworths, 1981).

R D Lumb, 'The Constitutions of the Australian States', 5th edn, (University of Queensland Press, 1981).

C Howard and C Saunders, 'Cases and Materials on Constitutional Law', (Law Book Co., 1979).

W A Wynes, 'Legislative, Executive and Judicial Powers in Australia', 5th edn, (Law Book Co., 1976).

J Quick and R R Garran, 'The Annotated Constitution of the Australian Commonwealth', (Angus and Robertson, 1901; Legal Books Reprint, 1976).

H Renfree, 'The Federal Judicial System of Australia', Legal Books, 1984).

L Zines, (ed), 'Commentaries on the Australian Constitution', (Butterworths, 1977).

L Zines, 'The High Court and the Constitution', (Butterworths, 1981).

G Winterton, 'Parliament, The Executive and the Governor-General', (Melbourne University Press, 1983).

J McMillan, G Evans and H Storey, 'Australia's Constitution: Time for change?', (George Allen & Unwin, 1983).

M Coper, 'Freedom of Interstate Trade', (Butterworths, 1983).

O Hood Phillips and P Jackson, 'O Hood Phillips' Constitutional and Administrative Law', 6th ed., (Sweet & Maxwell, 1978).

ACP212 Contemporary Financial Reporting Standards and Policies (3)

The course involves the study of accounting policy and its effects on the formation of financial reporting standards. The initial analysis in this subject is of the conceptual reporting framework as being developed in Australia and as has been developed overseas, particularly in USA and UK. The objectives, concepts of assets, liabilities, revenues, expenses, capital and income are analysed using research papers from the Australian Accounting Research Foundation as well as from the Financial Accounting Standards Board, and the Accounting Standards Committee of the UK. Using this framework as a basis, the disclosure requirements of current accounting standards, exposure drafts and company legislation are discussed. Also, aspects of disclosure likely to affect future reporting requirements such as value-added statements, social reporting and employee reporting are presented.

Textbooks:

This course depends mainly on references to current accounting journals, and discussion papers issued by the Australian Accounting Research Foundation and overseas accounting bodies.

ACP313 Contemporary Managerial Accounting Issues (3)

A subject applying analytical reasoning and the use of models in designing and evaluating management accounting systems with emphasis on contemporary problems. The focus of the course will be on the firm's planning and control decisions that require a more sophisticated approach than the rule of thumb procedures advocated for traditional managerial accounting problems. Topics include decision making and performance measurement in large organizations; executive incentive and compensation schemes; strategic management, forecasting, modeling and behavioural factors in budgeting; zero base budgeting; project management; management accounting under inflation; disclosure. The principal-agent paradigm is utilised as is the contingency framework of management accounting.

Textbooks:

Kaplan, R.S., (1982) *Advanced Management Accounting*, Prentice-Hall.

ACP331 Contemporary Professional Practice (3)*Pre-requisite:*

ACB631 Auditing and Professional Practice II

A study of contemporary research issues in auditing and their implications for practice; use of statistical sampling techniques in the audit process and consideration of current issues in the computer audit field.

Textbook: To be advised.

CMB311 Contemporary Social Issues (3) **Pre-requisite:*

Sociology

A study of social trends and contemporary issues in Australian society from a sociological perspective. Media treatment and presentation of issues, in the form of news, current affairs and documentaries, is examined and discussed and individual, community and governmental responses analysed. Topics vary according to social events, but include such subjects as family crises, environmental issues, deviance, minority groups, health and welfare concerns, leisure and entertainment.

Textbooks: To be advised.

MNB409 Corporate Manpower Planning (3) **Pre-requisite:*

Management Functions and Processes OR
Management II
(Managerial Psychology)

An appreciation of the role of manpower planning within the corporate planning process. Techniques for identifying future staffing requirements, developing skill inventories, manpower audits and succession planning. The interface between manpower planning and other functions of personnel management. The subject will emphasise the use of computer applications in Human Resource Information Systems.

Textbook: To be advised.

MNB601 Corporate Strategy and Policy (3) *

Pre-requisite:

Operations Management

The basic objective of the semester's work is to help the student to develop a personally useful and explicit way of thinking about the business enterprise as a total system in a total environment; to help identify the crucial elements and relationships in a situation; analyse systematically and rigorously, the basic opportunities, constraints and issues and trace out the impact of an action in any one part upon the other parts and upon the totality. It is the capstone subject in the BBus(Mgt) degree, and aims to integrate students' previous studies.

Textbook: To be advised.

MNB530 Cost Benefit Analysis (3) *

Pre-requisite:

Business Analysis OR

Public Sector Microeconomics
(Managerial Economics)

The objective of the subject is to provide decision makers with a methodology for efficient project selection based on economic criteria. The use of cost benefit analysis studies will be investigated. The development of such techniques will involve consideration of objectives, benefits, costs, prices, discount rates and investment rules. The application and limitations of such principles will be demonstrated by the use of case studies. Planned programmed budgeting will be examined as a macro application of cost-benefit techniques in the public sector.

Textbooks:

Gramlich, E. (1985) *Benefit Cost Analysis of Government Programs*, Prentice-Hall.

MNB507 Counselling and Guidance (3) *

Pre-requisites:

12 BBus subjects including Introduction to Human Resource Management or Social Psychology or Management II
(Managerial Psychology)

This subject builds theoretical background and practical skills of value to both the industrial personnel officer with a counselling role and counselling and guidance staff in government and education areas concerned directly with personal and career guidance. An overview is given of theories of helping including client-centred, behavioural, gestalt, rational-emotive and transactional analysis. An emphasis will be placed on understanding and practising the human skills required to facilitate the development of others either in individual interaction or group interaction. Role plays, modelling, case-studies, peer and lecturer assessment and guidance may be used towards developing practical skills.

Textbook:

Corey, G., (1986), *Theory and Practice of Counselling and Psychotherapy*, Brookes/Cole, 3rd edition.

CMB461 Creative Writing (3) *

Pre-requisite:

Literature and Communication

Creative writing is a highly individual form of communication, involving the communication of ideas, values and feelings, within a wider social framework. Students will examine the creative writing process from first draft to final product, with particular emphasis on the short story form. The problems of audience selection and of marketing will be considered.

Textbooks: To be advised.

LWB202 Criminal Law and Procedure (3) * * *

The course deals mainly with the criminal law in force in Queensland. Students study (inter alia) the jurisdiction of the criminal courts, some rules of procedure and evidence in criminal cases, criminal responsibility, parties to offences and major indictable offences. This material covers thirty-eight hours of lectures.

For eighteen hours of lectures, the wider context of the operation of the criminal law will be considered. This part of the course will introduce students to penal principles and the justifications for imposing punishment by the State, to aspects of the disposition of offenders in the sentencing part of a criminal trial and to a consideration of imprisonment and release procedures.

Recommended Preliminary Reading:

- Brett, P., (1963) *An enquiry into criminal guilt*, Law Book Co.
 Morris, N., and Hawkins, G., (1970) *The honest politician's guide to crime control*, Chicago Press.

Prescribed Material:

- Edwards, E. and Harding, B., (1984) *Cases on the criminal code*, 3rd ed., Law Book Co.
 Herlihy, J.M. and Kenny, R.G., (1978), *An introduction to the criminal law of Queensland and Western Australia*, Butterworths.
 Cases and material prescribed by the Faculty of Law.

Recommended Reference Books:

- Bishop, J., (1983) *Criminal procedure*, Butterworths.
 Grupp, S.E. (ed), (1972) *Theories of punishment*, Indiana U. Press.
 Newton, J., (1979) *Sentencing in Queensland*, AIC.
 Ashworth, A., (1983) *Sentencing and penal policy*, Weidenfeld and Nicolson.
 O'Regan, R., (1979) *Essays on the Australian criminal codes*, Law Book Co.
 Carter, R., (1982) *Criminal law of Queensland*, 6th edn, Buterworths.
 Howard, C., (1982) *Australian criminal law*, 4th edn, Law Book Co.
 Smith, J.C. and Hogan, B., (1978) *Criminal law*, 4th edn, Butterworths.
 Roulston, R.P., et al, (1980) *Introduction to criminal law in NSW*, 2nd edn, Butterworths.
 Bates, A.P., Buddin, T.L., and Meure, D.J., (1979) *The system of criminal law*, Butterworths.
 Demack, A., (1971) *Allen's police offences of Queensland*, 3rd edn, Law Book Co.
 Hart, H.L.A., (1968) *Punishment and responsibility*, Oxford U. Press.
 Williams, G.L., (1961) *Criminal law: The general part*, 2nd edn.
 Hood, R. and Sparks, R., (1970) *Key issues in criminology*, Weidenfeld and Nicolson.
 Taylor, I., Walton, P. and Young, J., (1973) *The new criminology*, Routledge and Kegan Paul.
 Zimring, F. and Hawkins, G., (1973) *Deterrence: The legal threat in crime control*, U. Chicago Press.
 Halleck, S., (1967) *Psychiatry and the dilemmas of crime*, U. California Press.
 Sutherland, E. and Cressey, D., (1978) *Criminology*, Lippincott.

ACN175 Current Corporate Legal Issues

This subject examines in depth current commercial and corporate legal problems and their effects upon business. In particular, it examines advanced practical applications of the law as it operates in the business community, selecting current issues which have a special impact upon management, marketing and finance. Within this context it will also examine substantial amendments to the law, proposals for reform, new interpretations of the law and areas of conflict within the law. The principal areas of law which will be considered are company law, business or commercial law, and trade practices law. Selected topics such as takeovers will be examined thoroughly.

Textbook:

Australian national companies and securities legislation, (1986) CCH Australia Limited, North Ryde, NSW OR Butterworths equivalent.

Other materials to be advised depending on the course content at the time the subject is offered.

**MNN805 Current Issues in Australian Management A:
Managing in a Changing Environment**

This subject runs concurrently with MNN806 to provide a review of the substantive disciplines within management and to highlight key issues in the current theory and practice of management. MNN805 covers an analysis of critical environmental changes. It focuses on changes in the economy, and in the social and political environment, including industrial relations and technological change, outlining the key issues that are current in these areas.

Textbook:

Palmer, G. (ed.) (1985), *Australian Personnel Management: A Reader*, McMillan, Sydney.

**MNN806 Current Issues in Australian Management B:
Practical Management, Changing Concepts and Techniques**

This subject runs concurrently with MNN805 to provide a review of the substantive disciplines within management and to highlight key issues in the current theory and practice of management. MNN806 will focus on current issues within strategic management, with particular emphasis on financial management, strategy and planning, and the management of human resources.

Textbooks:

Palmer, G. (ed.) (1985), *Australian Personnel Management: A Reader*, McMillan, Sydney.

Bowden, P., (1985), *Organisation and Strategy*, McGraw-Hill.

CMN823 Current Issues in Communication

Allows students, after an exposure to the diverse field of study in human communication, to review aspects of this field in depth. It investigates current issues in the theory and practice of human communication. Student and lecturing staff use the various perspectives, theories and applications explored in the program.

ISB691 Data Base and Business Systems (4)

Pre-requisite:

Computer Systems and Programming AND
Business Systems Design I

Objective:

To provide students with a sound knowledge of Data Base and Data Base Management System architectures. To develop competence in the practical application of a variety of Data Processing skills to business systems.

Synopsis:

Data Base concepts, Data Base Management Systems, Design considerations for DBMS's, data dictionaries, use of a DBMS. Practical project outside QIT in analysis and design of a computer based Business System.

Textbooks: To be advised.

MNB250 Developmental Psychology*Pre-requisite:*

MNB101 Applied Psychology OR
15 hours of Health Science study

This subject provides students with a basis for the study of the promotion of psychological health of individuals at differing developmental stages. The content includes psychological adjustment, developmental theories, developmental aspects of childhood, adolescences, middle and old age and specific areas such as sexual development and death and dying.

Textbook:

Peterson, C.C., (1984), *Looking Forward Through the Life Span: Developmental Psychology*. Sydney, Prentice Hall

ACN115 Development of Accounting Thought

The historical development of accounting thought and resulting theories. Factors in the environment of accounting which have influenced its development: the growth and organisation of business, growth of professional accounting associations, government regulation, and academic contributions. Major literary contributions to the development of accounting thought.

Textbooks: To be advised.

CMB544 Direct Response Advertising*Pre-requisite:*

Advertising Copywriting - Electronic

This subject will cover the underlying principles and practice of direct response advertising in its various forms. Ethical considerations will be considered against a background of Australian societal norms. Skills in the appropriate areas will be taught and practised. Practitioners will lecture on current procedures and brief students on assignments, which will be presented to them. There will be a considerable emphasis on practical work.

Textbook: To be advised

CMN910 Dissertation**CMN911 Dissertation***Pre-requisites:*

Mass Communication A
Mass Communication B
Communication Evaluation

Taken in conjunction with, or subsequent to, a subject in the CMN800-899 series; normally a 10,000 word investigation of a communication concept using secondary research relevant to that subject.

MNB634 Distribution Management (3) **Pre-requisite:*

Introductory Marketing OR
Microeconomic Analysis
(Marketing Methods and Practices)

Distribution Management deals with the application of the basic principles underlying the distribution of an organisation's products from their production or receipt to final delivery to a customer. Using a systems approach, the subject deals with such practical topics as warehouse location and management and choice of transportation modes. The subject is intended for students working in the marketing and transport/distribution fields but will also be valuable for those in other areas, e.g. business research, retailing, accounting.

Textbook:

Gilmour P. (1989), *Management of Distribution*, 2nd edition, Longman Cheshire.

MNP218 Economic Analysis

Australia's international trading performance relative to other industrialised nations. The potential economic impact of quality control systems on primary, secondary and tertiary sectors of Australian industry. Economics of the firm and the quality factor, quality as a determinant of demand, demand elasticity, goods attribute theory. Tools for incorporating quality into investment decisions: opportunity and marginal costs; obsolescence and economic life; repair and major overhaul; criteria for comparing economic alternatives.

CMB371 Editing and Layout (6) *

Pre-requisite:

Newswriting and Reporting

The role of the newspaper editor in the organisation and in society. Editing news, proof-reading and correcting copy. Writing headlines. Use of video display terminals, typography, typesetting and printing processes. News photographs and captions. Newspaper and magazine layout. Students will participate in the production of publications. (Students are expected to be able to type efficiently).

Textbooks: To be advised.

MNB120 Elementary Japanese (4)

Introduction to a basic knowledge of the spoken Japanese language through models of dialogues based on situational conversation essential to business and travel. Additionally, it includes special lectures on cultural background studies which are related to business practices in Japan.

Textbooks:

Ackroyd, J.I. and Chamberlain, F., *Japanese situational conversation*, Department of Japanese Language and Literature, University of Queensland.

MNB407 Employment and Survey Interviewing (3) *

Pre-requisite:

The completion of the equivalent of the first year of the course in which they are enrolled, OR

Introduction to Human Resource Management
(Managerial Psychology)

The unit aims to develop practical skills in aspects of employment and survey interviewing through an introduction to the theory and principles of interviewing and through supervised experience. Role plays, self and peer evaluation techniques will be used to develop interviewing skills. Attention will be given to the characteristics of the interview situation, the interviewer, the interviewee and their inter-relationships. Interview areas covered will include the survey questionnaire interview, the personal interview (information seeking) and the employee-personnel interviews (recruitment, appraisal, disciplinary and exit). Personality theory, guidance and counselling theory and techniques will be introduced where these impinge on interviewing techniques.

Textbook:

Stewart, C.J. and Cash, W.B., (1982) *Interviewing: principles and practice*, Wm. C. Brown, 2nd edition.

MNP421 Environment of Business (3) *

Seminars and case problems analysing the ability of business organisations to adapt to shifts in internal and external elements. Major emphasis on (1) the

business firm, as a part of a complex socio-economic system, (2) the effects of political, social, economic and technological factors on strategic decision making, (3) environmental factors conducive to organisational change, (4) organisational growth and assessment of strengths and weaknesses, (5) the concept of social responsibility of business and the expanding role of the corporation. To sum up, this course provides a study of basic ideas, concepts, attitudes, rules and institutions in society that characterize the legal, political and social framework within which the business system operates.

Textbook:

Johnson, G., and Scholes, K., (1984), *Exploring Corporate Strategy*, Prentice-Hall.

MNB309' Export Management (3)

The objective of this subject is to introduce students to the requirements of professional management in exporting. The following topics are included:

The role of Government, including need to export, and export incentives; methods of exporting, including agents and merchants, consultants and overseas organisations; bases for export sales, including terminology and exporter's responsibilities; export documentation; finance of export trade, including methods of payment, finance for export transactions and foreign exchange transactions; export finance insurance corporation; modes of international transport; marine insurance; quoting for export, including pricing policies, export costs, marketing and packaging and quotations. A major case study is included as part of the study program.

Textbooks: Nil

ACB612 External Reporting Issues A (3)

Pre-requisite:

Company Accounting

Co-requisite:

Financial Accounting

This advanced undergraduate subject covers various practical accounting and reporting issues most of which are covered by existing accounting standards or exposure drafts. The topics covered include accounting for extractive industries, long-term construction contracts, land development companies, superannuation funds, segmental reports, foreign currency translation, and life insurance companies. Case studies will be used where applicable to highlight the accounting issues.

Textbooks:

Appropriate Discussion Papers of the Australian Accounting Research Foundation.

ACP612 External Reporting Issues A (3)

This subject covers various practical accounting and reporting issues most of which are covered by existing accounting standards or exposure drafts. The topics covered include accounting for extractive industries, long-term construction contracts, land development companies, superannuation funds, segmental reports, foreign currency translation, and life insurance companies. Case studies will be used where applicable to highlight the accounting issues.

Textbooks:

Appropriate Discussion Papers of the Australian Accounting Research Foundation, and of overseas accounting bodies.

ACB512 External Reporting Issues B (3)

Pre-requisite:

Financial Accounting

This subject is an advanced undergraduate subject concerned with the application

of accounting standards to issues faced by the practising accountant. A case study approach is followed and includes practical discussion of inventory, non-current asset and depreciation, intangibles, tax-effect accounting and profit determination.

Textbooks:

Cowan, T.K. and Kenley W.J. (1976) *Case studies in financial accounting*, Butterworths, Sydney.

ACP512 External Reporting Issues B (3)

This subject is concerned with the application of accounting theory to issues faced by the practicing accountant in the application of current financial accounting standards. A case study approach is followed and is aimed at encouraging students to relate conceptual considerations covered in undergraduate subjects to practical every day problems.

Areas covered in case study discussions include inventory, fixed assets - revaluation and depreciation, intangibles, tax-effect accounting, profit determination, research and development expenditure, disclosure, liabilities and capital.

Textbooks:

Cowan, T.K. and Kenley, W.J. (1976) *Case studies in financial accounting*, Butterworths, Sydney.

CMB561 Film and Television Script Writing (3)

Pre-requisite:

12 subjects in a degree program

Wide scope and approach to writing through analysis of such forms as features, documentaries, and drama; depth approach to writing through analysis of audiences and the industry; the writer's commitment to social responsibility; use of film in television and in public relations; analysis of scripts and script requirements in contemporary markets. Students will be required to write a major script or script treatment.

Textbook: To be advised.

CMB592 Film and Video Tape Editing (3) **

Pre-requisite:

Video Production Techniques or Audio-Visual Production Techniques

Orientation to film and television editing; the place of editing in the production; the role of the editor; affective aspects; the scope and limits of creative editing; correlation of image, sound, music, pace, and tone in the total design; editing in workshops throughout the semester of materials provided on 16mm film and video tape.

Textbooks: To be advised.

ACB312 Financial Accounting (6)

Pre-requisite:

ACB412 Company Accounting

The course involves an analysis of what is presently being done by accountants in the name of 'application of generally accepted accounting principles'. Alternative definitions and applications of the basic concepts of accounting - assets, liabilities, profit and capital are presented and appraised. The accounting theory is analysed and applied to particular accounting standards eg. extractive industries, foreign currency and leases.

Overall, the objective of the course is to enable students to have a knowledge of, and to be able to make an informed decision in the choice of alternative

accounting techniques, rather than being merely able to apply a given set of generally accepted accounting principles.

Textbook:

Whittred, Greg. and Zimmer, Ian (1988) *Financial Accounting*, Holt, Rinehart and Winston, 1st edition.

ACN111 Financial Accounting Theory

This subject expands the student's knowledge in the theoretical aspects of model developments. Philosophy and methodology for model development and model evaluation is considered in depth, and applied to alternative current value accounting models. Empirical research into the effectiveness of these models is discussed. Normative, descriptive and positive theory methodology are introduced and evaluated. Security price based research, risk assessment and accounting standards, agency theory, optimality of accounting standards and model validation.

Textbooks:

Readings in academic accounting journals.

MNB582 Financial Administration (3)

Pre- and Co-requisites:

MNB181 Australian National Government B OR

MNB183 Australian National Government A

This subject aims at ensuring the student has an understanding of the nature of the systems of public financial administration in Australia, the major institutions and procedures involved, the incidence of public expenditure and its significance. Particular attention is paid to intergovernmental financial relations.

Textbook:

Groenwegen, P., *Public Finance in Australia*, (second edition) Prentice Hall, 1984.

ACB654 Financial Institutions - Lending and Practice (3)

Pre-requisite:

ACB111 Introductory Accounting I

This elective subject will provide students with a basic understanding of the following:

The organisation of banks and other financial institutions in Australia. The nature of legal relationships between financial institutions and customers. A basic coverage of procedures for handling overseas transactions and the nature of lending, legal securities and valuation.

Textbook: To be advised.

ACB656 Financial Institutions - Law

Pre-requisites:

Business Law I

The objective of introducing this subject is to provide students within the Faculty, interested in employment in the Finance Industry, with an elective subject covering further legal topics specifically relating to that Industry. The subject is also drawn up to meet the educational requirements of the Australian Institute of Bankers.

Textbooks: To be advised.

ACB655 Financial Institutions - Planning and Control

Pre-requisites:

Financial Management I

Managerial Accounting I

It is recommended that students do the subject ACB151 Australian Capital

Markets before this subject, if possible.

Incompatible Subject:

Managerial Accounting II

This subject is a capstone subject for students in the Bachelor of Business, Banking and Finance strand. The overall objective of the subject is to introduce students to the main decision areas in the management of a financial institution. The subject covers the issues involved in managing a Financial Institution and thus draws on the disciplines of financial management, managerial accounting. The following topics will be covered - Strategic planning and budgeting, responsibility accounting and motivation, performance measurement of financial institutions and subunits, costing of services and customer profitability, control of costs, management of the funding decision, management of loan portfolio and liquidity, interest rate decisions, differential cost analysis and transfer pricing.

Textbooks:

To be advised.

ACB551 Financial Management I (3)

Pre-requisite:

Introductory Accounting IIA (or its equivalent)

MNB305 Business Statistics

Objective: To introduce students to the problems and issues involved in business finance.

Synopsis: The goals and functions of finance. Australian capital markets - short and long term sources of funds. Implications of the efficient market hypothesis. The time value of money, basic valuation principles, interest rates and the cost of capital. The one period investment model, the firm investment decision and techniques of analysis, capital budgeting. Introduction to the concept of risk. Capital investment decisions under conditions of uncertainty. Portfolio theory and the capital asset pricing model.

Textbooks: To be advised.

ACB651 Financial Management II (3)

Pre-requisite:

Financial Management I

An examination of the financing and dividend decisions of the firm. Cost of capital. The concept of liquidity management; cash management and cash budgeting. The management of accounts receivable. Financial statement analysis. An introduction to security analysis. Lease versus borrow and buy. Mergers and takeovers. International finance. Hedging exchange risk. Selected case studies.

Textbook: To be advised.

ACN154 Financial Market Regulation (3)

Broadly speaking financial markets in Australia are regulated in two ways, self-regulation by a particular industry (for example, Stock Market Listing Requirements) and by government. The aim of this subject is to familiarise students with the working of our financial markets and our financial institutions. Topics covered include the theory of regulation, self-regulation versus government intervention, the costs and benefits of competition, the Campbell Report, the Martin Report, the National Companies and Securities Commission, Securities Industry Legislation, Foreign Takeover Act, Companies Act as it affects the financial markets, the stock exchange listing requirements, Reserve Bank regulations.

Textbook: To be advised.

ACN155 Financial Modelling (3)*Pre-requisite:*

ACN151 Advanced Financial Management

To develop an appreciation of and competence in using modelling packages to solve financial problems. The subject will cover the techniques of financial modelling (forecasting, risk analysis, optimisation); model specification, model structure and programming the model; the use of the computer in cash management, financing and investment planning; sensitivity analysis and simulation. Particular emphasis will be placed on solving practical problems using computers and electronic spreadsheets.

Textbooks: To be advised.

ACB659 Financial Statement Analysis and Modelling (3)*Pre-requisite:*

Financial Management I

Objective:

To develop financial investigative skills which can be applied to assess the risk of default of potential clients of financial institutions.

Synopsis:

(Banking and finance strand elective) The course covers the supply and demand for financial statement information, introductory analytical techniques, empirical issues and evidence, cross-sectional and time series evaluation, debt ratings and financial information, distress analysis, loan decisions and financial analysis, and financial analysis models (including financial forecasting, cash budget spreadsheet, debenture refunding, comparison of alternative methods of financing).

Textbooks:

Foster, G, *Financial statement analysis*, 2nd ed, Prentice-Hall, 1986.

Cretian, P.D., Ball, S.E. and Brigham, E.F. *Financial management with Lotus 1-2-3*, Dryden, 1987.

MSB761 Fundamentals of Medicine I (4)*Pre-requisite:*

Anatomy and Physiology II

This subject provides medical record administration students with the theoretical basis for an understanding of the process of medical care. MRAs must understand the nature of disease processes and the clinician's response to them in order to:

- design appropriate and efficient health information services for all types of health care facilities
- communicate effectively with other health professionals involved in the care of patients
- assist in research and quality assurance programs in the health services

A review of the important and frequently encountered diseases and includes disorders of the major body systems.

Reference:

Piper, D.W., (1980) *Medicine for students and nurses*, McGraw-Hill.

MSB762 Fundamentals of Medicine II (4)*Pre-requisite:* Fundamentals of Medicine I

This subject continues the study of the process of medical care begun in Fundamentals of Medicine I. In addition it includes the study of the roles and functions of allied health professions, and of technological services in the diagnosis and treatment of disease.

Reference:

Piper, D.W., (1980) *Medicine for students and nurses*, McGraw-Hill.

CMB191 Fundamentals of Photography (3) *

Historical development of the photographic arts, role of the photographer in society, the principles of visual perception and design, photography as both art and craft; display photography, news photography, photo layout and design; the still camera, developing, printing and enlarging; creative use of camera and darkroom. Weekly photographic assignments.

Textbooks: To be advised.

ACB514 Government Accounting (3)

Pre-requisite:

Introductory Accounting I OR
Accountancy for Administrators
(Accounting Principles I)

Scope and approach; institutional framework, objectives, concepts and principles of government accounting, accountability, management control, budgeting; revenue and expenditure accounting; illustration of government accounting systems at all levels of government, comparative government accounting systems; accounting information systems.

Textbooks:

Hercok, A.V.V., and Maloy, N.G., *Fund accounting*, Butterworths.
Levy, V.M., (1981) *Public financial administration*, Law Book Co.

ACPS15 Government Accounting (3)

Pre-requisite:

Accounting Principles I OR equivalent

Scope and approach; institutional framework, objectives, concepts and principles of government accounting, accountability, management control, budgeting; revenue and expenditure accounting; illustration of government accounting systems at all levels of government, comparative government accounting systems; accounting information systems.

Textbooks:

Hercok, A.V.V., and Maloy, N.G., *Fund accounting*, Butterworths.
Levy, V.M., (1981) *Public financial administration*, Law Book Co.

MNB686 Government and Business (3) *

Pre-requisite:

MNB132 Microeconomic Analysis AND
MNB583 Public Policy Process I

The subject examines the relationship between government and business in Australia. It focuses upon the historical development and contemporary situation, using the concept of policy as an analytical tool. A range of specific case studies drawn from primary industry, manufacturing and the service sector, will be presented.

Textbooks:

Butlin, N.G., Barnard, A., Pincus, J.J., (1982) *Government and Capitalism*, Allen and Unwin.

MNB231 Government Economic Policy (3) *

Pre-requisite:

Microeconomic Analysis OR
Public Sector Microeconomics

This subject is designed to examine some of the problems in the economics of social policy. The general approach is to use economic tools to determine social

policy options based on criteria of equity and efficiency. The economic approach is about choices -in this case mainly in allocation, investment and distribution problems as they apply to health care and other policy areas. The material covered includes taxation and expenditure policy and the economic implications thereof, and fiscal federalism. Methods to help administrators make better decisions are also considered.

Textbooks:

Groenewegen, P., (1984) *Public finance in Australia*, Prentice Hall, (2nd ed).
Brown, C.V., and Jackson, P.M. (1986) *Public sector economics*, Martin Robertson, 3rd edition.

ACB614 Government Finance (3)

Pre-requisite:

Government Accounting AND
Macroeconomic Analysis
(Government Accounting only)

An introduction to government finance; sources of public income, public expenditures, investment and debt. Taxation objectives principles and Australian practices. Instrumentalities of economic accountability, intergovernmental financial relations, government finance and economic policy; new financial legislation and institutions.

Textbooks: As for Government Accounting.

ACP615 Government Finance (3)

Pre-requisite:

Government Accounting AND
Managerial Economics

An introduction to government finance; sources of public income, public expenditures, investment and debt. Taxation objectives principles and Australian practices. Instrumentalities of economic accountability, intergovernmental financial relations, government finance and economic policy; new financial legislation and institutions.

Textbooks: As for Government Accounting.

MNP333 Graduate Project

This subject aims to give the graduate student an opportunity to undertake an applied project as part of the Graduate Diploma in Business Administration. The graduate project may be in any of the major areas within the School of Management subject to approval of the Graduate Studies Board. Students wishing to undertake the graduate project should seek the agreement of a staff member to act as supervisor. Students will have completed such subjects in the GDBA course or in previous study which in the opinion of the supervisor and the Graduate Studies Board will stand as appropriate pre-requisites for the project.

ACB554 Health Administration Finance (3)

Pre-requisite:

Accountancy for Administrators OR
Introductory Accounting I

The use of accounting information for the purposes of financial decision making in health administration. Financial forecasting and analysis. Development of a framework for financing and investment decisions. Budgets: revenue, expense, capital, cash. Sources of finance, including evaluation of lease proposals.

Textbooks: To be advised.

MNB518 Health Administration Project (3)

Pre-requisite: - see below

This subject enables students to do follow-up work of a practical nature in an area of interest to them. Before being admitted to this subject, students will have completed all the required course work in the discipline area of the proposed project. Projects may be undertaken in any of the discipline areas covered by the degree e.g., health economics, law, medical sociology, health finance, medical record administration, health management, statistics, epidemiology and architecture. Projects may be undertaken by students individually or in small groups. Projects must have prior approval and will be closely supervised. Being of a practical nature, projects will be undertaken in a health or medical care delivery setting e.g. hospital medical records department; group practice; local authority health department; state health department.

Textbook: Nil

MNB331 Health Care Economics I (3) *

Pre-requisite:

Microeconomic Analysis
(Managerial Economics)

This subject applies economic analysis to the health care industry. It includes an examination of the demand for health care, the supply of health care, and the market for health care.

Textbooks:

McGuire, A., Henderson, J. and Mooney, G., (1988) *The Economics of Health Care: An Introductory Text*, Routledge and Keegan Paul, London.

MNB431 Health Care Economics II

Pre-requisite:

Health Care Economics I

The objective of this course is to follow up and continue the study of economics as applied to health care. Advanced level studies in health economics are critically examined.

Textbooks:

To be advised.

MNB618 Health Computer Systems (4)

Pre-requisite:

Computer Systems and Programming
(Computers and Data Processing I)

Principles and applications of electronic data processing in health care settings. Computerised health information systems are analysed from a variety of viewpoints including: the objectives of the system, specific methods employed to meet user needs, structure in an overall information system, the technology which makes it operative, the data base, and the various ways information is transferred and used in health facilities.

Textbooks: To be advised.

MNB534 Health Services Evaluation (3)

Pre-requisite:

Health Services Planning

This subject is a study of evaluation research with applications to the health fields. It is designed for health professionals in both the administration and practice areas. Theory, practice, the utilization of evaluation results and the administration

of evaluation studies are emphasised in this course. Specific problems such as criteria auditing, risk management, utilization review and accreditation are addressed.

Textbooks: A reading list will be supplied.

MNB543 Health Services Planning (3)

Pre-requisite:

Applied Health Care Analysis AND
Australian Health Industry OR
International Health Care Systems

This subject deals with the administrator's role in the planning and development of health care facilities and health services. It includes an examination of the reasons for planning, the concepts and principles of planning and the types and categories of planning applied to the health industry.

Textbooks:

Spiegel, A.D. and Hyman, H.H., (1978) *Basic Health Planning Methods*, Aspen.

MNB505 Health Management I

Pre-requisite:

16 subjects in the BBus - Health Administration degree

A problem-solving approach which relates the science of management to decision making and control in health services administration. Management science (operations research) techniques are learned and applied in weekly case studies.

Textbook:

A reading list will be supplied.

Reference:

Eppen, Gould and Schmidt, (1986) *Introductory Management Science*, 2nd edition, Prentice-Hall.

MNB605 Health Management II

Pre-requisite:

Health Management I

Managing the hospital as a system; managerial information processing; the process of influence in the management of hospitals; managerial styles and the co-ordination and correlation of managerial expectations; hospital management in comparison with other managerial systems e.g. commerce, government. This subject continues the problem solving approach of Health Management I. It departs from the management of hospitals to include considerations of community health, mental health, and group practice management.

Textbook: A reading list will be supplied.

MNP123 Human Factors in Quality

Human behaviour concepts and their application to quality management. Interpersonal skills and organisational culture, intrapersonal factors. Concepts in motivation, perception, learning, attitudes etc. Ergonomics and work place design, aspects of the work environment which can affect performance.

Reference:

Pall, G., (1987) *Quality Process Management*, Prentice-Hall.

A reading list will be provided.

CMN831 Individual Research

Permits students to conduct independent research in an area not covered by a substantive subject in their program. It is an opportunity to study an area of personal interest or use it as a pilot study for a thesis or project.

CMB451 Industrial Press (6) *

Pre-requisite:

Publicity and Promotion - Print

An examination of the requirements for communication with employees, shareholders, customers and other specific publics through specialist publications. Analysis of requirements for house magazines, newspapers and newsletters, customer brochures, pamphlets and newsletters, and financial reports to shareholders and staff. Examination of desk-top publishing technology, including Viatel, Computerphone and Telememo.

Textbooks:

Darrow, R.C., (1974) *House journal editing*, Interstate.

Nelson, R.P., (1983) *Publication design*, 3rd edition, Wm. C. Brown.

MNB520 Industrial Relations IA (3) *

Pre-requisite:

Eight subjects School of Business Studies Degree program
(Managerial Functions)

The structure and development of the industrial relations system in Australia. Trade unions, history, structure and role of federal and state trade unions, the ACTU, Federal and State conciliation and arbitration systems, principles of wage determination in Australia, employer organisations. Awards and agreements, working conditions generally.

The aim of the subject is to equip students with a detailed knowledge of Australian system of arbitration and industrial relations generally. The subject attempts to develop this understanding *largely by means of individual student research into relevant topics*.

Whilst considerable assistance is given by the lecturer in the way of seminars, advice on research methods, and printed material, this subject should appeal particularly to students who appreciate conducting their own individual research.

Textbooks:

Deery, S. and Plowman, D., (1985) *Australian Industrial Relations*, McGraw-Hill.

MNB620 Industrial Relations IB (3) *

Pre-requisite:

Eight subjects School of Business Studies Degree program
(Managerial Functions)

The aim of this subject is to equip students with a detailed knowledge of changes in the Australian community which will have an impact on industrial relationships over the next ten years. The subject aims to develop this understanding *largely by means of individual student research into relevant topics*.

Whilst considerable assistance is given by the lecturer in the way of seminars, advice on research methods, and printed material, this subject should appeal particularly to students who appreciate conducting their own individual research. The subject treats issues such as technological change, the nature of trade unionism, the media and industrial relations, discrimination in employment, and the role of government in industrial relations.

Textbooks:

Deery, D. and Plowman, D. (1985) *Australian Industrial Relations*, McGraw-Hill.

MNB233 Information, Education and Communication for Health (3)

This subject is a study of the processes of communication in the health fields. It covers person to person communication as for example, patient-professional communication; communication in small groups; public education for health; diffusion and adoption of new health related behaviours; the role of information; the use of mass media; and communication within health organizations.

Textbooks:

Johnson, D.W., (1986) *Reaching Out*, 3rd edition, Prentice-Hall.

Johnson, D.W. (1986) *Joining Together*, Prentice-Hall.

MNN816 Initial Project in Management*Pre-requisites:*

MNN807 Research Design and Data Analysis

An investigation by individuals or small groups of students into a managerially significant issue or problem. Students will be expected to choose an area of investigation that will be connected with their final project (MNN830 and MNN831). For example, this may take the form of a review of a section of their proposed area of project work, or be part of an initial or pilot study.

MNB514 Innovation and Marketing Management*Pre-requisite:*

Introductory Marketing

This subject is concerned with the tactical decisions required at the product or middle management level. Particular emphasis will be placed upon new product and services innovations with an introduction to the development of strategy in terms of defining marketing opportunities, developing and implementing of marketing plans.

There will be a specific focus on market segmentation, positioning, measuring market opportunity, marketing communications, the promotional mix, distribution, price determination together with retail/wholesale, service marketing and not for profit marketing as applied in the strategy developing process.

Textbook:

Assael, Henry, *Marketing management strategy and action*. Wadsworth Inc., 1985, Belmont, California.

ISB694 Input/Output Subsystems (4)**Pre-requisite:*

Business Systems Design II or concurrently

Objective:

To study the user interface with computer systems, namely input and output.

Synopsis:

Review of input subsystems including design, specific hardware, security and cost considerations. Data entry and validating functions. Graphics. Integrated software.

Textbook: To be advised.

ACB852 International Accounting (3)*Pre-requisite:*

4 semesters of accounting subjects.

(Accounting Principles I)

Examination of practical accounting and auditing functions in the context of multinational corporations. Coverage of foreign currency translation, multinational transfer pricing and performance evaluation. Accountancy for inflation

worldwide. Development of information systems at the multinational level. Role and impact of international accounting standards of the IASC and EEC and auditing guidelines from IFAC and relationship to Australian accounting and auditing standards.

Textbook:

Choi, F.D.S. and Mueller, G.G. (1984) *International accounting*, Prentice-Hall.

ACN118 International Accounting (3)

Examination of accounting and auditing functions in the context of multinational corporations. Discussion of foreign currency translation, multinational transfer pricing and performance evaluation. Development of information systems at the multinational level. Role and impact of international accounting standards of the IASC and EEC and auditing guidelines from IFAC and relationship to Australian accounting standards. The subject develops further aspects of specialisation for those in the public accounting sphere who are involved with handling accounting and auditing aspects at a multinational level.

Textbooks:

Choi, F.D.S. and Mueller, G.G. (1984) *International accounting*, Prentice-Hall.

MNB632 International Economics (3) *

Pre-requisite:

Microeconomic Analysis OR

Macroeconomic Analysis OR

General Economics

(Managerial Functions)

The subject will concentrate on Australia's experience in international economics. Australia's reason for trade and direction of trade will be considered. Restriction on trade will be examined and debate will cover the Industries Assistance Commission and protection of Australian domestic producers. Appreciation, depreciation and external and internal balance in Australia will be discussed. Special attention will be paid to floating exchange rates and foreign management under floating exchange rates; Keynesian and Monetarist theories of the balance of payments; the national debt; ASEAN.

Textbook: To be advised.

ACB853 International Finance (3)

Pre-requisite:

ACB551 Financial Management I OR

ACB553 Business Finance

This subject will cover the theory and practice of international finance including financing international trade, the structure of international capital markets, exchange rate determination, management of exchange rate risks, international investment, financial management in a multinational firm, and transfer pricing in a multinational firm.

Textbook: To be advised.

ACN153 International Finance (3)

Examines the finance function in the context of multinational corporations. Problems of foreign currency translation covering both reporting and decision making aspects, multinational transfer pricing and performance evaluation; an introduction to international financial markets. Finance of export trade. Host country legislation as it relates to multinational companies.

Textbook: To be advised.

MNB533 International Health Care Systems (3)

The objective of this course is to make students aware of how different countries have organised their health delivery systems. The comparisons will be historical and economic. An analysis will be made of the growth of 'the welfare state' in a number of countries: e.g. United Kingdom, USA, Sweden, Canada, with particular reference to the organisation and delivery of health services. International organizations working in health will be studied. Students will be introduced to the distribution of diseases in both the West and the Third World; the distribution of health and material resources; international agencies, aid programs, and their roles, functions, effectiveness and co-ordination problems.

Textbooks:

Raffel, M.W., ed., *Comparative health systems*, Penn State Univ. Press, University Park, 1984.

MNB511 International Marketing (3) **Pre-requisite:*

Introductory Marketing
(Marketing Methods and Practices)

Nature of international marketing. Promotion by government. Legal aspects of international marketing. Pricing and quotations, international banking facilities. Credit extensions. Foreign collections. Exchange and control. Administering the international marketing effort. Structure of foreign operations.

Textbook:

Terpstra, V., (1983) *International Marketing*, The Dryden Press, 2nd edition.

ACN172 International Tax

This subject will examine the foreign tax credit system in Australia and overseas equivalents; transfer pricing between Australian subsidiaries and overseas holding companies; international tax and corporate planning; use of tax havens; visitors' taxation requirements; taxes for regulation of international trade; export incentives and regulation and investment review board in international tax planning. The subject will provide an insight into the principal aspects to be considered by the accountant when required to carry out tax planning exercises for major clients.

Textbooks: To be advised.

CMB241 Introduction to Advertising (3) **Pre-requisite or Co-requisite:*

Introductory Marketing

This subject serves as an introduction to later subjects in the Communication course and is a pre-requisite for further advertising subjects. It is also a useful elective subject for management and accounting students. Introduction to Advertising presents students with an overview of the advertising industry. It traverses the inter-relationship of the institutions of advertising - the advertisers, the advertising agencies and the media. It details methods of determining advertising budgets, establishing target audiences, interpreting audience ratings and circulation figures and enables students to gain a preliminary understanding of the creative functions of the advertising industry. It also shows the ethical and legal side of advertising and its important role in today's society.

Textbooks:

Kaufman, L., (1980) *Essentials of advertising*, Harcourt, Brace, Jovanovich.

MNB184 Introduction to Administrative and Political Analysis (3)

The aim of the subject is to ensure the student develops a basic understanding of the aims and methods of the social sciences. It is also intended to help the student develop an understanding of what constitutes a valid explanation of social phenomena that can be utilised in other subjects. It will help develop habits of thought that can be applied to a wide variety of problems and decisions.

Textbook:

A reading list is supplied.

CMB163 Introduction to Audio-Visual Communication (3) *

Introduction to the theory and practice of audio-visual communication: media consciousness, definition of operational objectives, analysis of audience characteristics; development of concept, selection of appropriate mediated form, basic scriptwriting; equipment, quality, and cost effectiveness; selection and operation of appropriate equipment; familiarity with still camera, audio and video equipment; techniques for slide-tape and video production. Production of a sound synchronised slide-tape program.

Textbooks: To be advised.

CMB011 Introduction to Communication Theory

Co-requisite:

Written Communication

Contemporary communication theories will then be examined in detail, and the different assumptions, focuses, and applications will be identified and compared. To provide an organising framework, theories will be classified and considered under four broad headings: process, cultural studies, rhetorical and participative/interactive. Emphasis will be placed on the applications of communication theory to professional practice.

Textbooks: To be advised.

NB: As assessment in this subject is tied to assessment in 'CMB013 Written Communication', it is essential for students to enrol in both subjects in the same semester.

MNB201 Introduction to Human Resource Management (3) *

Pre-requisite:

Applied Psychology

The aim of the subject is to introduce the basic concepts of organisational behaviour to explain why employees feel and act the way they do, and therefore to show how human resources in organisations can be most effectively utilized. Theories and research data relating to employee motivation and productivity, and satisfaction, labour turnover and absenteeism will be presented, followed by the processes and techniques used to optimize these. The latter will include consideration of job design techniques, leadership style, group processes and the personnel role, including the selection process and training techniques. In this way two processes will be considered to increase productivity and satisfaction: fitting the person to the job and fitting the job to the person.

Textbook:

McCarthy, T.E. and Stone, R.J. (1986) *Personnel Management in Australia*, John Wiley and Sons.

LWB101 Introduction to Law (3) * * *

The purpose of the Introduction to Law Course is to introduce students to the Institutions of the Law - the Courts, Parliament, the Judiciary, the Legal Profession, the working of those Institutions, and doctrines and methodology of the Law.

What is Law? How did our law develop? Who makes our law? How does the Parliament make law? These are but some questions which will be discussed. The processes involved in getting the legal system into operation will also be dealt with. Finally, how the Courts work, the procedure they adopt, the role of the jury and the legal profession will be discussed.

Topics covered will be:

- (a) General Introduction
- (b) The development of the Queensland and Australian Legal and Governmental Systems, including
 - Aspects of Commonwealth and State Constitutions
 - Parliament as a Source of Law
- (c) History of the Courts and the Development of the Law of Equity
- (d) Modern Court Structure in England
- (e) Modern Court Structure in Australia and Queensland
- (f) Courts as a Source of Law - The Doctrine of Precedent
- (g) Statutory Interpretation
- (h) Civil Procedure including an examination of the Small Claims Tribunal
- (i) The Role of the Jury in our Legal System
- (j) The Legal Profession
- (k) The Judiciary

Recommended Preliminary Reading:

G Morris, C Cook, R Creyke, R Geddes and J Seymour, *Laying Down the Law*, Butterworths.

Williams, G.L., (1982) *Learning the law*, 11th edn, Stevens, with (1982) 'Notes for Australian readers', by Waller, L., Law Book Co.

Prescribed Material:

Maher, F.K.H., Waller, P.L., and Derham, D.P., (1984) *Cases and materials on the legal process*, 4th edn, by Pose, K.S. and Smith, M.D.H., Law Book Co.

MacAdam, A.I. and Smith, T.M., (1984) *Construction of Statutes - Rules and Examples*, Butterworths, 1985.

Morison, W.L., (1979) *The system of law and courts governing New South Wales*, 2nd edn, (Butterworths, 1984).

Cairns, B.C., (1981) *Australian civil procedure*, 2nd edn. (Law Book Co., 1985)

Walker & Walker, *The English Legal System*, 6th edn, by R.J. Walker, (Butterworths, 1985)

A legal dictionary:

EITHER

Mozley and Whiteley's law dictionary, 10th edn, by J.B. Saunders, (Butterworths, 1985).

OR

Osborn's concise law dictionary, 7th edn, by R Bird, Sweet & Maxwell, 1983.

Rules of the Supreme Court of Queensland

Acts Interpretation Act 1954 - 1977 (Qld)

Jury Act 1929 - 1982 (Qld)

Small Claims Tribunals Act 1973 - 1985 (Qld)

Acts Interpretation Act 1901 (Cth)

Commonwealth of Australia Constitution Act 1900 (Imp.)

Cases and Material prescribed by the Faculty of Law.

Recommended Reference Books:

Pearce, D.C., (1981) *Statutory interpretation in Australia*, 2nd edn, Butterworths.

Cross, R., (1977) *Precedent in English law*, 3rd edn, Clarendon Press.

Herlihy, J.M., and Kenny, R.G., (1978) *An introduction to criminal law in Queensland and Western Australia*, 2nd edn, (Butterworths, 1984).

Taylor, G.D.S. and Brenner, P.J., (1975) *An introduction to the Australian legal process*, Butterworths.

CMB452 Introduction to Public Relations (3) *

An introduction to the concept and practice of public relations. The subject surveys the history, theories, models, and management of public relations activities and processes. Modes of communication are analysed in relationship to reaching different levels of society. A number of guest practitioners discuss their programs and areas of specialisation, such as community, internal, media, and government relations.

Textbook:

Grunig, J.E., and Hunt, T., (1983) *Managing public relations*, Holt, Rinehart and Winston, 1st Edition.

CMB111 Introduction to Sociology (3) *

To acquaint students with sociological concepts and theories for the analysis of Australian society and to develop sensitivity to the circumstances and issues of human interaction in their professional and personal lives.

Textbook:

Reading list is provided.

ACB111 Introductory Accounting I (6)

An introduction to accounting information systems.

The aims are:

- (a) to develop students knowledge and skills in the procedures of recording, classifying and reporting business transactions.
- (b) to develop students understanding of the Historical Cost model and profit determination under that model.
- (c) to develop students understanding of revenue and expense recognition and the nature of profit.
- (d) to develop students understanding of the nature of internal control procedures through the use of alternative recording systems such as the voucher system, subsidiary ledgers.
- (e) to develop students understanding of the cash basis of accounting as compared to the accrual basis of accounting.
- (f) to develop a basic understanding of cash control procedures and bank reconciliation statements.
- (g) to introduce basic accounting for accounts receivable, and bills receivable and payable.
- (h) to introduce basic accounting procedures for inventory, fixed assets, intangibles including goodwill, depreciation, and revaluation of non-current assets.

Textbook:

Hoggett, J.R. and Edwards, L. *Financial accounting in Australia*, (1986). John Wiley and Sons, Brisbane.

Practice set to be advised.

ACB210 Introductory Accounting IIA (6)

Pre-requisite:

Introductory Accounting I

Introductory financial accounting for students doing the BBus -Accountancy course. Topics covered are partnership formation and appropriations of profit; admission and retirement of partners, partnership dissolution; company formation and issue of shares; dividends, reserves and taxation; introduction to tax-effect accounting; preparation of financial statements in accordance with AAS1 and AAS15; Issue and redemption of debentures; alteration of share capital; introduction to branch accounting; review of the historical cost system and its

assumptions; revenue recognition and realisation; preparation of the statement of sources and applications of funds in accordance with AAS12; analysis and interpretation of financial statements.

Textbook:

Hoggett, J.R. and Edwards, L. (1986) *Financial accounting in Australia*, John Wiley and Sons, Brisbane.

ACB373 Introductory Legal Studies (3)

Introduction to law, its nature, sources, development and institutions. The law of contract and its impact on business. Various areas of specialist contracts, e.g. sale of goods, agency and employment. Corporations. Restrictive trade practices and consumer affairs.

Textbooks:

Vermeesch, R.J., and Lindgren, K.E., *Business law of Australia*, 5th edition, Butterworths, 1986

MNB406 Introductory Marketing (3) *

Nature and scope of marketing. Introduction of the marketing concept. Understanding consumer behaviour and preferences. Marketing systems. Overview of marketing research. The various components of the marketing research. The various components of the marketing mix, viz. product planning, pricing, distribution, promotion, presented independently and on an integrated basis. Formulating the marketing plan. Effect of marketing policies and practices.

Textbook: To be advised.

MNB408 Job Design

Pre-requisite:

Introduction to Human Resource Management OR Management II

This subject aims to provide the student with an explicit set of job design techniques. These techniques are supported by appropriate theoretical underpinnings and practical exercises in task analysis, job structuring and work group design. The requirements of different technologies are analysed with the emphasis on socio-technical theory and the problem of joint-optimisation. The impact of various job design solutions on workplace practices is highlighted. The effects of technology on the design of jobs and the resultant stress caused by some methods of job design are covered in the subject.

Textbooks: To be advised.

CMB673 Journalism Ethics and Issues

Pre-requisite:

Completion of 18 BBus subjects or Permission of Lecturer

This is a seminar subject in which lectures serve as starting points for discussion and panels. Students are challenged on journalistic practices and are asked to make decisions. Experts and professionals are invited to take part in seminars and panel discussions. There is also a practical component.

Textbooks: To be advised.

LWB201 Land Law (3) * * *

This course will deal with the principles relating to the law of Real Property in Queensland. The rights, interests and obligations which can exist in relation to land and the methods of creating, enforcing, assigning and extinguishing such rights, interests and obligations will be discussed.

In particular, there will be a detailed examination of the following topics -

- (a) The concept of real property
- (b) The doctrine of tenure
- (c) The doctrine of estates
- (d) Equitable interests
- (e) The Torrens system
- (f) Easements
- (g) Mortgages
- (h) Leasehold interests
- (i) Covenants affecting land
- (j) Co-ownership
- (k) Future interests and Perpetuities.

The following matters (including the relevant legislation) will also be dealt with, but in less detail -

- (l) Building units title and group title
- (m) Time-sharing
- (n) Crown leasehold

Recommended Preliminary Reading:

Butt, P., (1980) *Introduction to land law*, Law Book Co.

Prescribed Material:

Sackville, R., and Neave, M.A., (1981) *Property law cases and materials*, 3rd edn, Butterworths.

Whalan, D.J., (1982) *The Torrens system in Australia*, Law Book Co.

Property Law Act (Qld)

The Real Property Acts (Qld)

Retail Shop Leases Act (Qld)

Residential Tenancies Act (Qld)

Building Units and Group Titles Act (Qld)

Cases and Material prescribed by the Faculty of Law.

Recommended Reference Books:

Megarry, R.E., and Wade, H.W.R., (1975) *The law of real property*, 5th edn, (Stevens, 1984).

Burn, E.H., (1976) *Cheshire's modern law of real property*, 13th edn, by EH Burn, (Butterworths).

Baalman, (1974) *The Torrens system in NSW*, 2nd edn, by Woodman, R.A. and Grimes, P. J., Law Book Co.

Francis, E.A., (1972) *The law and practice relating to Torrens title in Australia*, Vols 1 & 2, Butterworths.

Hinde, G. W., (ed.), (1971) *The New Zealand Torrens system centennial essays*, Butterworths.

Woodman, R.A., (1980) *The law of real property in NSW*, Vol. 1, Law Book Co.

W D Duncan and R J Vann, *Property law and practice in Queensland*, (Law Book Co., 1982)

Hinde, G.W., McMorland, D.W. and Sim, P.B.A., (1979) *Land law*, Butterworths.

Bradbrook, A.J., and Neave, M.A., (1981) *Easements & restrictive covenants in Australia*, Butterworths.

Sykes, E.I., (1978) *The law of securities*, 4th edn, (Law Book Co., 1986)

Blundell, L.A., and Wellings, V.G., (1978) *Woodfall's law of landlord and tenant*, 28th edn, Law Book Co.

Maudsley, R.H., (1979) *The modern law of perpetuities*, Butterworths.

C.M. Sappideen & P.J. Butt, *The Perpetuities Act 1984*, (Law Book Co., 1986).

ACB474 Law and Communication (3)

Pre-requisite:

8 subjects B.Bus. program

Institutions of the law; ordering the law - public and private; the fashioning of law - cases, precedent, legislation, delegated legislation interpretation; facts and the

law; legal reasoning; the law library; limits on freedom of expression - torts and crimes - defamation; obscenity; laws and regulations affecting advertising - broadcasting, television and the press; contempt of court.

Textbooks:

Armstrong, M. and others, (1983) *Media law in Australia*, Oxford U.P.

ACB679 Law for Administrators (3)

Pre-requisite:

Australian National Government A or B
(Accounting Principles I)

The basic concepts of law, types of law, elementary contract law, constitutional concepts, statutory interpretation, delegated legislation, the legal position of the crown, review of administrative actions, and reform of administrative law. Also the law and practice of Administrative tribunals is examined.

Textbooks:

Vermeesch, R.J., and Lindgren, K.E., (1986) *Business law in Australia*, Butterworths, 5th edition.

Doogan, C.M., *Commonwealth administrative law - an administrative guide*, Australian Government Publishing Service, 1984.

Students should not purchase any textbooks until after the first lecture.

LWB102 Law of Contract (3)

In this course, detailed consideration is given to the rights and obligations of the parties to a contract. As well as explaining the substantive rules of contract, assistance is given to students to help them develop basic legal techniques. The preliminary lectures and seminars are devoted to explaining the role of case law and teaching students an appropriate method of case-reading - how to understand cases and take a case note. At suitable times throughout the year, students are also advised on study methods, problem solving, assignment-writing and examination techniques.

The substantive principles of contract law, as taught, are set out below.

Introduction - definition of the Law of Contract; outline of remedies in the Law of Contract; unenforceable, voidable, void and illegal contracts in outline.

Formation of Contract - agreement; intention to create legal relations; consideration.

Contents of a Contract - express terms; implied terms.

Factors Vitiating Contracts - misrepresentation; mistake; duress; undue influence; contracts void by statute (wagering contracts); contracts illegal by statute; contracts illegal at common law; contracts void at common law.

Capacity to Contract - minors; corporations; mentally disordered persons and drunkards; married women.

Form of Contract - contracts under seal; unenforceable contracts.

* Privity of Contracts - the Doctrine of Privity; attempts to benefit strangers to a contract; attempts to impose liabilities on strangers to a contract.

Discharge of Contract - by performance; by later agreement; by frustration; as a result of breach.

Remedies for Breach of Contract - damages; specific performance and injunction; limitation of actions.

Quasi-contract - definition; basis of liability; genuine quasi-contracts; doubtful quasi-contracts.

* Note: The assignment of contractual rights and duties, and agency are excluded.

Recommended Preliminary Reading:

Atiyah, P.S., (1975) *An introduction to the law of contract*, 3rd edn, (Clarendon Press, Oxford, 1981).

Treitel, G.H., (1975) *An outline of the law of contract*, 3rd edn, (Butterworths, 1984).

Prescribed Material:

K.E. Lindgren, J.W. Charter and D.J. Harland, *Contract Law in Australia*, (Butterworths, 1986).

Hockey, P.J., Dufty, A and Heffey, P.G., *Cases and materials on contract*, 5th edn, (Law Book Co., 1985).

Cases and Material prescribed by the Faculty of Law.

Recommended Reference Books:

** *Anson's law of contract*, 26th edn by A.G. Guest (Clarendon Press, Oxford, 1984).

Cheshire, G.C. and Fifoot, C.H.S., (1981) *The law of contract*, 10th edn by Furmston, M.P., Butterworths.

Trietel, G.H., (1983) *The law of contract*, 6th edn, Stevens.

Lawson, F.H., (1980) *Remedies of english law*, 2nd edn., Butterworths.

Guest, A.G. (1983) *Chitty on contracts*, Vols 1 and 2, 25th edn., Sweet & Maxwell.

Cheshire, G.C. and Fifoot, C.H.S. (1981) *The law of contract*, 4th Australian edn by Starke, J.G., Higgins, P.F.P. and Seddon, N.C. Butterworths.

** *Note: This book will be found particularly helpful on a number of topics, and six copies are kept in the Law School Library.*

ACP872 Legal Aspects of Entrepreneurship

Pre-requisite: Nil

This subject aims at providing the student with an awareness of legal aspects impinging on new venture formation and business activities in general. In particular, there is a focus on the legal aspects of bringing an invention, product, or process from conception to commercialization. Finally, there will be an emphasis on using the law to best advantage in establishing a business, protecting one's proprietary rights, and ensuring that business activities run as smoothly as possible. Where relevant, legal aspects will be related to the business plan.

Textbook: To be advised.

ACN116 Legal Environment of Business

A study of the legal environment of business which monitors the changing nature of corporate structures and business systems, the public policy process, corporate power and managerial autonomy, and organisational reactions to legal environment changes. A comparison of the various business entities will be conducted with a view to ascertaining the most appropriate structure for particular transactions having regard to taxation, liability and commercial laws.

Textbook: To be advised.

ACP271 Legal Environment of Business (3)

A study of the legal environment of business and its relationship to institutional action including the changing nature of the corporate structures and business systems, the public policy process, corporate power and managerial autonomy, and organisational reactions to legal environment changes. A comparison of the various business entities will be conducted with a view to ascertaining the most appropriate structure for particular transactions having regard to taxation, liability and commercial laws.

Textbook: to be advised.

CMB161 Literature and Composition (6) *

Pre-requisite:

Introduction to Communication Theory or concurrently

This course develops skills in writing and oral communication, and also develops

critical and analytical skills in dealing with a variety of communicative and textual forms. Students will acquire an understanding of various forms of written and visual communication, specifically, literary forms such as fiction and poetry, visual forms such as film, and performative, such as drama. This will entail understanding the theory behind such forms; students will therefore be introduced to literary theory as well as language and communication theory. The subject provides a theoretical background for students wishing to take electives in the Humanities area in later semesters.

Textbooks: To be advised.

CMB465 Literature, Language and Society (3)

Pre-requisite:

Literature and Communication

The course contains both a language and a literature component. The former will examine language in its social context, by means of an introduction to socio-linguistics and an analysis of newspaper headlines. In the major component, dealing with literature, students will read, analyse and discuss significant modern and contemporary novels and also briefly consider the nature of popular fiction.

The methodology of the course will be two-fold.

- (a) A socio-historical approach: students will examine the way in which novels often provide social documentation, that is an historical record of the nature and complexity of the society in which the novel was written. Novels will be considered as both influenced by, and influencing the society in which they are produced. Students will be shown that literature can provide a detailed and complex record of society in a way that traditional methods of history and social science cannot.
- (b) As with the pre-requisite subject *Literature and Composition*, emphasis will be placed on writing and analytical skills by close textual analysis, in both argumentative and researched essays.

Textbooks: To be advised.

MNB482 Local Government (3) *

Pre-requisite:

Australian National Government A or B

This subject examines the vital role of local government as the third sphere of government in Australia. Its nature and constitution, functions, finance and the role of professional employees are some of the topics examined in the context of questioning local governments' capacity to effectively and efficiently provide services, and to develop as a participative grass root democratic system. The emphasis is on Local Government in Queensland, but interstate and overseas examples are included with particular emphasis on the U.K. since the Redcliffe Maud and Bains Reports and recent reforms.

NB: For students enrolled in the Public Administration degree only, this subject includes a one hour per week communication component (4 hour subject).

Textbooks:

Chapman, R.J.K. and Wood, M., (1984) *Australian local government*, George Allen.

MNB584 Local Government Administrative Practice I (3) *

Pre-requisite:

Local Government

This subject prepares the student for a career as a Local Government clerk in Queensland. It covers the topics of the powers of central government, the constitution of the Local Authority, its committees and its officials, by-laws, the

conduct of elections, budgetary administration, the administration of Land Subdivision, Environmental Legislation and Health Acts, the provision of water and sewerage and building controls.

Textbooks:

Local government bulletin series, Queensland Department of Local Government, 1973 onward.

Queensland Local Government Act.

MNB684 Local Government Administrative Practice II (3) *

Pre-requisite:

Local Government Administrative Practice I

This subject continues the student's preparation for a career as a Local Government clerk in Queensland. It covers the topics of: the constitution and administrative arrangements of the Brisbane City Council, the miscellaneous powers and duties of the Local Authority, natural justice in Local Government, land acquisition, flood mitigation, Local Government Court decisions, sources of funds and the Grants Commission, relationships among Local Authorities and with other levels of Government, and the Local Government Association.

Textbooks:

Local government bulletin series, Queensland Department of Local Government, 1973 onward.

Queensland Local Government Act.

City of Brisbane Act.

City of Brisbane Town Planning Act.

MNB232 Macroeconomic Analysis (3) *

Macroeconomic Analysis is concerned with the economic problems that occur at the national level. The aim of the subject is to ensure that students understand the economic problems at this level and appreciate the effects on the business community and on individuals of the Federal Government's attempts to manage these problems in Australia. Specific topics covered in the subject include: economic systems, management techniques associated with a capitalist economy, unemployment, inflation - its causes and effects, and international trade.

Textbooks: To be advised.

CMB462 Magazine and Feature Writing (3) *

Pre-requisite:

Reporting Principles and 60 w.p.m. shorthand

Analysis of content and style of periodicals. Study of specialised writing for magazines and newspaper feature articles and columns. Writing and markets for publication. Practical writing assignments.

Textbooks: To be advised.

MNB103 Management I (3) *

The aim of this subject is to introduce accountancy and data processing students to basic management concepts and practices as well as human factors (individual and group) and their effects on managing. Key topics covered include: The effects of people's perceptions in organisations, building productive work groups, effective group decision making, managing conflict, establishing an organisational mission and objectives, types of plans and the system of organisation, authority, responsibility, and accountability, effective use of line and staff.

Textbook:

Stoner, J.A.F., Yetton, B.W. and Collins, R.R., (1984) *Management in Australia*, Prentice Hall.

MNB203 Management II (3) *

Pre-requisite:

Management I

An extension of Management I (MNB103) this subject covers: effective delegation, organisational centralisation and decentralisation, the informal organisation, using committees effectively, practical guidelines to motivation and job design, effective leadership, managing change, building effective management control systems, techniques in controlling, human reactions to controlling, wasteful organisational practices and management audits.

Textbook:

Stoner, J.A.F., Yetton, B.W. and Collins, R.R. (1984) *Management in Australia*, Prentice-Hall.

MNB306 Management Functions and Processes (3)*

Pre-requisite:

MNB201 Introduction to Human Resource Management

Aim:

The aim of this course is to explore the managerial processes and sub-processes which can be applied to all sorts of enterprises - small and large, profit seeking and not-for-profit. The focus is on understanding how the functions of planning, organising, controlling, directing and decision making can be integrated and applied so as to convert resources of knowledge, information and people, machines and money into an effective organisation.

On completion of the course, the student should be able to understand and evaluate the management process he/she is exposed to in an enterprise and should also have acquired a basis for discriminating among the principles he/she would apply in managing effectively.

Textbook:

Stoner, A.F., Collins, R.R., Yetton, P.W., (1985) *Management in Australia*, Prentice Hall.

References:

Proctor, C., (1977) *Management of personnel in Australia*, McGraw-Hill.

Ainsworth, W.M. and Willis, Q.F., (eds.) (1981) *Australian organisational behaviour: readings*, McMillan.

Bailey, J.E., Schermerhorn Jr, J.T., Hunt, J.G., and Osborne, N., (1986) *Managing Organisational Behaviour in Australia*, Wiley & Sons, Brisbane.

Byrt, W.J. and Masters, P.R. (1982) *The Australian manager*. McMillan.

Hall, D.T., Bowen, D.D., Lewicki, R.J. and Hall, S.F., (1982) *Experiences in management and organisational behaviour*, John Wiley, 2nd edition.

Betts, K., and Seitz, A., (1986) *Writing Essays in the Social Sciences*, Nelson Wadsworth, Melbourne.

BCN156 Management Information Systems

This subject examines the principles and technologies involved in the collection, analysis and presentation of information to aid management decision making. Topics covered include the information system life cycle, methodologies and techniques for the development of management information systems, data base principles, data base query languages, principles of data transmission, local and extended data networks, the automated office, distributed systems, distributed data based, Decision Support Systems, the concepts of Expert Systems. This subject provides insight into current principles and technology appropriate to effective practice in the areas of Managerial Accounting and Finance.

Textbook:

Ahituv, N. and Neumann, S., (1982) *Principles of information systems for management*, Wm. C. Brown, Dubuque, Iowa.

ISB156 Management Information Systems (3)

The focus of this subject is to help students develop and provide practical solutions to a number of key questions facing managers in their day to day activities. Such questions and issues include the relationship between information and any type of system; why information should be treated as a major resource; the relationship between management levels and operational, tactical and strategic information; the characteristics of effective management information systems and hindrances to their development. The last five weeks of this course is devoted to a case study which exemplifies the decisions to be made and the processes to be followed.

Textbooks:

Thierauf, R.J. *Effective Management information systems*, Merrill, 1984.

Students will be required to read current articles, associated with weekly topics, selected from publications such as MIS Quarterly, Harvard Business Review, Journal of Systems Management and Datamation.

MNB405 Management Science A (3) **Pre-requisite:*

Business Statistics

(Statistical Methods)

Modern management uses many quantitative decision tools. This subject introduces some of the most widely used of these, with the emphasis on application rather than derivation. Numerous practical examples in the accounting, marketing, economics and management areas are covered. A user-friendly IBM PC software-called Quantitative Systems for Business - which contains the most popular problem-solving algorithms used by practitioners allows the students to learn the subject in a more interesting and less intimidating way. The topics include Linear Programming, PERT, CPM, Inventory Theory, Decision Theory and Forecasting.

Textbooks:

Eppen, Gould and Schmidt, (1986) *Introductory Management Science*, 2nd edition, Prentice-Hall.

MNN808 Management, Technology and Social Change

Pre-requisites: MNN805 and MNN806

This subject provides a critical and cross-cultural review of the development of management theory and it provides an analysis of management within complex organisations. The course focuses on managers as participants in an organisational dynamic that is both influenced by, and influences, such factors as the current state of technology, labour markets, world markets and government and community pressures.

Reference:

Palmer, G., *Human Resource Management and Organisation Analysis*, Human Resource Management Australia, Vol. 25, No. 2, July 1987, p 5-17.

ACN231 Advanced Managerial Accounting

An advanced conceptual approach to managerial accounting. The course will consider theoretical issues as well as practical problems and will consist of formal seminars and case studies. Topics covered will include cost accounting systems, cost behaviour and cost estimation techniques, cost determination using linear programming, cost control and statistical techniques, linear and non-linear cost-price-volume problems; incremental cost analysis, advanced variance analysis, cost allocation issues.

Textbook:

Kaplan, R.S., (1982) *Advanced management accounting*, Prentice-Hall.

ACB513 Managerial Accounting I (6)

Pre-requisite:

Introductory Accounting I
(Accounting Principles I)

The nature of managerial accounting and the role of the managerial accountant. Cost concepts, terminology, the cost accounting cycle -predominant emphasis on manufacturing firms. Budgeting and profit planning. Materials, other inventory labour and factory overheads planning, costing and control. Cost accumulation via historic/standard job and process costing for the manufacture of single and multiple products. Comparison of absorption with direct costing. Introduction to manufacturing costs variance analysis under standard costing.

Textbooks: To be advised.

ACB613 Managerial Accounting II (6)

Pre-requisites:

Managerial Accounting I AND
Financial Management I AND
Management Science A
(Managerial Accounting I only)

Managerial accounting information systems, responsibility accounting and motivation. Budgeting techniques applied to the master budget and the corporate plan. Relevant costs, differential cost analysis and the use of O/R and statistical methods for decision-making in accounting. Cost/volume/profit analysis and the pricing decision. Job order and process costing under C.C.A. Individual segment performance analysis and transfer pricing: Control of non-manufacturing costs and assessment of total organisation effectiveness.

Textbooks:

Horngren, C.T., *Cost accounting*, Prentice-Hall, 5th edition.

Anthony, R.N., Dearden, J., and Bedford, N.M., *Management control systems*, Richard D. Irwin, 5th Edition.

ACN232 Managerial Accounting Issues A

Pre-requisite:

ACN231 Advanced Managerial Accounting

A subject applying analytical reasoning and the use of models in designing and evaluating management accounting systems with emphasis on contemporary problems. The focus of the course will be on the firm's planning and control decisions that require a more sophisticated approach than the rule of thumb procedures advocated for traditional managerial accounting problems. Topics include decision making and performance measurement in large organisations; executive incentive and compensation schemes; strategic management; forecasting, modeling and behavioural factors in budgeting; zero base budgeting; project management; management accounting under inflation; disclosure. The principal-agent paradigm is utilised as is the contingency framework of management accounting.

Textbook:

Kaplan, R.S. (1982) *Advanced Management Accounting*, Prentice-Hall.

ACN223 Managerial Accounting Issues B

Pre-requisite: Nil

A subject that examines issues associated with the design, operation and evaluation of management accounting systems. In particular, the course will focus on the firm's planning and control decisions that require a more sophisticated approach than the rule of thumb procedures advocated for traditional

managerial accounting problems. The approach adopted will be to blend both theory and evidence with application so as to develop students' analytical abilities and their familiarity with the use of design frameworks and models. Topics include strategic management; forecasting and modeling; behavioural factors in budgeting; zero base budgeting and program budgeting; operational budgeting; project planning. The principal-agent paradigm is utilised as is the contingency framework of managerial accounting.

Textbooks:

There are no prescribed textbooks for this subject. Reading will be drawn from textbooks, casebooks and journal articles.

MNP106 Managerial Economics (3)

Managerial Economics is concerned with the application of basic principles of economic theory in areas of concern to managers in the Australian economy. Particular emphasis will be given to economic decision making in business organisations. Topics include: demand forecasting, costing, investment analysis and the interface between business and the wider economic environment of business, including the Federal Budget.

Textbook:

Pappas, J.L. and Hirschey, M., (1987) *Managerial Economics*, 5th edition, Dryden.

MNP202 Managerial Functions (3) *

Pre-requisite:

Managerial Psychology

This subject gives an integrated picture of what a manager must do to be effective. It ties together the various management disciplines (accountancy, economics, behavioural sciences, quantitative techniques, etc.) showing how they can contribute to successful management. This is achieved within an operational framework of planning, organising, staffing, directing and controlling.

The approach is basically practical, including in-depth project work, but students will also gain a conceptual understanding of the manager's job. Typical topics are: establishing an organisational mission and objectives, developing detailed plans, effective delegation, effective organisational structures, controlling money, manpower and materials, introduction to staffing.

Textbook: To be advised.

MNP102 Managerial Psychology (3) *

The subject is an introduction to the theories and research evidence of organisational behaviour. It aims to provide conceptual skills and, where possible, practical applications in two major areas; (a) employee motivation and job satisfaction, and (b) managerial intra- and interpersonal skills. The topics covered are motivation, job satisfaction, job design, leadership, personality, learning, perception, group processes and interpersonal skills.

Textbook: To be advised.

MNP403 Managerial Strategy (3) *

Pre-requisite:

Managerial Psychology

General management functions and point of view. Corporate strategy and policy. Strategic planning, resource development and deployment, functional policy areas. Industry analysis.

Textbook:

Johnson, G. and Scholes, K. *Exploring Corporate Strategy*, (1984) Prentice-Hall.

MNP113 Managing Communications for Quality

Communication as part of a quality process: management, employees, customers and suppliers in the communication network. Communicating the quality plan: commitment; policy; objectives. Employee participation: consultation and feedback to improve quality; quality circles and Australian organisations. Management communication on quality; what information should be reported; how to present it; interpersonal and negotiation skills; written communications. Introduction to market research. Communicating with the market and with the business environment. Quality as a customer determination; the Deming cycle and its implications.

MNP204 Marketing Methods and Practices (3) *

The marketing audit. Planning and forecasting. Management of the distribution function. Branding, packaging and promotion. Procedures in developing new products and the management of this effort. Nature and scope of marketing. Scientific method and problem solving. Systems approach in marketing. Factors influencing the market place. Organising for new product development.

Textbook: To be advised.

MNB611 Marketing Research Projects (3) **

Pre-requisite:

Research Design and Evaluation OR
Introduction to Social Enquiry

The highlight of the course will be an on-stream research project undertaken for a firm or institution as agreed upon by the instructor. Utilizing the principles and concepts learnt in 'Marketing Research Principles' the students will be organised into groups and will be required to liaise with the 'client' and produce a major report within a fixed time period. The intent of this real life situation is to give the student an opportunity to apply the concepts discussed and have an effective learning experience.

Textbook: Nil

CMN710 Mass Communication A

An advanced exploration of the theories of mass communication, as a process, and its impact in society. It studies the role of mass media, and their relationships one to another, to major institutions and to individuals and groups. It gives a theoretical basis for research in mass communication, including the structure, process and effects of mass media.

Required Textbooks:

Tan, A.S., (1981) *Mass communication theories and research*, Grid.

Lowery, S. and De Fleur, M. (1983) *Milestones in mass communication research*, Longman.us

Recommended Textbooks:

DeFleur, M.L. and Ball-Rokeach, S., (1982) *Theories of mass communication*, Longman, 4th edition.

McQuail, D., (1983) *Mass communication theory: An introduction*, Sage.

McQuail, D. and Windahl, S., (1981) *Communication models for the study of mass communication*, Longman.

CMB423 Mass Communication & Society

Pre-requisite:

Thirteen subjects in the B.Bus. Degree program
(Organisational Communication)

This subject studies and compares the alternative theoretical perspectives of mass communication; investigates and discusses the role of mass media in

today's society; identifies the social, economic and political issues arising from the use of mass media; studies the relationship between the mass media and other social institutions, including business, government, policies, community groups, the neighbourhood, family and self; and considers and compares methods for studying the above.

Textbook:

Windschuttle, K., (1984) *The media*, Ringwood, Penguin.

CMN711 Mass Communication B

Examines further the relationship between mass media and society through analysis of the practices, conventions and forms of mass communication, especially film and television. It relates the impact of mass media upon society to cultural formations such as ideology and politics. This subject provides additional theoretical bases for analysis of mass communication messages and reception, through the application of discourse analysis involving semiotic, structural and signification theories.

Textbooks:

Bennett, T. et al., (1981) *Popular television and film*, (BFI)

Gurevitch, M., et al., (1982) *Culture, society and the Media*, Methuen.

O'Sullivan, T., et al. (1983) *Key Concepts in Communication*, Methuen.

CMB541 Media Strategy (3) *

Pre-requisite:

Introduction to Advertising OR

Introductory Marketing

Topics of study include the following: costing and scheduling media, qualitative and quantitative factors affecting media selection and use, market targeting, researching the media plan, planning media strategy, co-ordinating media, media options, concepts of media decision making, media exposure, media comparisons, media trends, media and the computer.

Textbook: To be advised.

CMB562 Media Text Analysis (3)

Pre-requisite:

Australian Media Institutions

This unit focusses on film and television production. The aim of the course is to enable students to better understand the nature of film and television as forms of communication. It uses the general range of cultural studies approaches: structuralism, psychoanalysis, linguistics, film theory and narrative theory. It examines media productions as 'texts', subjecting them to close analysis in order to read from them possible meanings for their audiences.

Textbooks:

Fiske and Hartley (1977) *Reading television*, Methuen

Bordwell and Thompson (1985) *Film art: an introduction*, Addison Wesley.

MNB319 Medical Record Administration I (3) *

An introduction to the principles of record management and their application in medical record departments. The subject will present an overview of the inter-relationships between the various processes of the medical record department and functionally related areas in health care facilities. Topics include the structure, format and uses of medical records, the function of medical record departments, quantitative analysis of medical records, and health information collection and retrieval systems -both manual and computerised.

Textbooks:

Huffman, E.K. (1985) *Medical record management*, 8th edn, Physicians Publishing Co

MNB419 Medical Record Administration II (3) **Pre-requisite:*

Medical Record Administration I AND
Medical Terminology

This subject is designed to provide the student with an understanding of specialised medical and health record systems and techniques, particularly data capture techniques and models. The students will study clinical classification principles and systems used in the retrieval of health information for research, evaluation, planning and statistical collection in the health services.

Textbooks:

World Health Organisation (1977) *International classification of diseases*, 9th Revision, Vol. I and II.
World Health Organisation (1978) *International classification of procedures in medicine*, Vol. I and II.

MNB519 Medical Record Administration III (3) **Pre-requisite:*

Medical Record Administration II

This subject is designed to enable the students to recognise, and use effectively all types of classification systems used for the retrieval of medical information. It builds on to student's experience from MNB419 Medical Record Administration II by refining and enhancing their practical coding skills. It explores the use of coded data in case mix, particularly diagnosis related groups. The examination of specialised types of health records within hospitals, special purpose health record systems outside hospitals and systems for the registration and notification of disease is linked with the specialised classification systems developed to aid the retrieval of information from these various health information systems.

Textbooks: To be advised.

MNB619 Medical Record Administration IV (3) **Pre-requisite:*

Medical Record Administration III

This subject explores the role and functions of the medical record administrator in the management of health care services. Topics include the legal and ethical implications of health record management; extended care facilities and their special needs; occupational health and health records for industry; health records for community/primary care units; the potential of modern technology in the effective running of medical record services. The clinical classification component will concentrate on nosologic problem solving, collection strategies for disease and operation indexes and the practical application of classifications in health care settings.

Textbooks: To be advised.

CMB513 Medical Sociology (3) **Pre-requisite:*

Sociology

This subject will deal with the effect of the social environment on conditions of health and illness in the community. Specific topics to be addressed will include the following: primary and professional socialisation; patient and professional roles; subcultural variations in health care; self-help groups and community health care; social deviance and the medical model; health education; health and social problems; bureaucratisation and health care delivery; social change and 'alternative' health care.

Textbooks: To be advised.

MNB320 Medical Terminology

This subject is designed to enable the student to understand, define, spell and pronounce terms related to the diseases and systems of the body, the activities of health professionals and medical technology. A thorough knowledge of medical terminology is necessary for medical record administrators and health administrators to communicate effectively with other health care professionals and contribute to health care planning, evaluation and research studies.

Textbooks:

May, Margaret L (1988) *Medical Terminology*, Minneapolis: Burgess Publishing Company

Miller, B.F. and Keane, C.B. (1986) *Encyclopaedia and Dictionary of Medicine, Nursing and Allied Health*, 4th ed, Philadelphia: W B Saunders

LWS001 Medicine and the Law (3) **Pre-requisite:*

Law for Administrators

Objective:

To enable students to appreciate the impact of some important fields of law upon the medical profession and upon hospital staff, patients and visitors.

Synopsis:

Introduction to law and the legal system. The Federal and State systems. General principles of the law of tort. Principles of negligence. Trespass. Liability of hospitals. Industrial law and Industrial relations. Worker's compensation. Legal aspects of medical practice. Medico-legal investigations. Medical ethics. A consideration of emerging legal issues surrounding surrogate motherhood and test-tube babies. Relevant Commonwealth and Queensland legislation and regulations will be introduced and court decisions will be studied.

Textbooks:

O'Sullivan, J., *Law for nurses and allied health professions in Australia*, 3rd edn, (Law Book Co., 1983).

MNB132 Microeconomic Analysis (3) *

This subject will examine how managers make decisions in firms in the Australian economy. The role of consumers and firms in various markets will be studied. Production and market strategies for managers in different types of firms will be examined. Lastly, constraints on manager's decisions and other contemporary issues in Australian micro economics will be examined.

Textbook: To be advised.

CMN814 Modern Communication Technologies

Give students who are non-engineers a working understanding of modern and emerging communication technologies and their use by individuals and social institutions, with regard for their social consequences. Particularly, it aims to investigate the access to these technologies by citizens and to give students basic technological literacy. It overviews the state of the art and studies current and future applications, basic models and theories, the common technical terms, the economics and the fundamental electronics behind the research and practice of telecommunications, other hardware delivery systems and information technology.

Recommended Reading:

Forester, Tom (1987) *High-tech Society*, Blackwell.

Rogers, Everett M (1986) *Communication Technology*, Free Press.

CMB463 Modern Literature and Film in Society (3) **Pre-requisite:*

Literature and Communication

This course will offer an integrated study of contemporary literature and film and show how both media provide an insight into topical issues of the day. Various critical approaches to literary and filmic texts will be analysed and the concepts of genre, authorship and structure will be considered.

Textbooks: To be advised.

CMP421 National Media Institutions

The aim of this course is to introduce students to the major media institutions within Australia. The organisation of the subject matter falls into two main categories.

Industry development and structure. This would include ownership of radio, television, newspapers, and advertising agencies; networking; government control and regulation; intra-industry organisations such as FACTS and the unions, technological developments, future changes in technology.

Industry practices. These are highly specialised, and some use would be made of media professionals. Topics covered could include the presentation of news, the difference between radio and television advertising, TV programming schedules, radio's response to FM and TV, the impact of satellites. Also important here are the roles played by the interaction between an industry and its audiences, audience research and ratings.

Textbooks:

Windshuttle, *The Media*, Penguin, Melbourne, 1984

Barr, *The Electronic Estate*, Penguin, Melbourne, 1985

Bonney and Wilson, *Australia's Commercial Media*, Macmillan, Sydney, 1983

CMB359 Newswriting (3) **Co-requisite:*

Introduction to Communication Theory

Students, through lectures and workshops, learn how to evaluate and select information to write news stories. Students are thus exposed to journalistic style, grammar, spelling, punctuation and syntax.

Textbooks: To be advised.

MNB501 Operations Management (3) **Pre-requisite:*

Management Functions and Processes OR

Management I

(Managerial Functions)

An advanced treatment of the management and theory of organisations as operating systems. The subject examines the dynamics of the producing processes within both service and manufacturing organisations. Topics include various operations management techniques in areas such as forecasting and aggregate planning, work study and work scheduling, materials management, capacity planning and technology. Specific emphasis is placed on the control of cost, quality, system performance and productivity.

This subject is highly practical and visits to local organisations form an integral part of the learning process.

Textbook: To be advised.

MNB621 Organisation Development (3) **Pre-requisites:*

16 subjects minimum including Introduction to Human Resource Management or Management II
(Managerial Psychology)

This subject has two major objectives. The first is to develop conceptual and theoretical models and skills in relation to (i) the general process of recognising the need for and, where necessary, introducing change into organisations; and (ii) the specific techniques/interventions which are most often used in organisation development. The second is to assess the alternative avenues for the initiation of change and to develop practical skills wherever possible in relation to the introduction of change; in particular, skills necessary for the change agent generally, skills related to the specific interventions/techniques used in organisational development, and diagnostic and analytical skills useful for organisation development.

Textbook:

Dunphy, D.C. (1981) *Organisational change by choice*, McGraw-Hill.

MNB301 Organisational Behaviour (3) **Pre-requisite:*

Introduction to Human Resource Management

An in-depth study of organisational behaviour. Major organisational aspects (the individual, groups, technology, formal organisation structure) are considered and integrated into a comprehensive analysis of the factors affecting behaviour in the organisation, with the emphasis on practical application. Particular attention is given to methods of research into motivation, leadership and structure in the organisational context.

Textbook: Nil

CMP125 Organisational Communication (3)

Provides students with: (a) an understanding of how people communicate in social settings, particularly in business, government and community organisations; (b) the skills to analyse and facilitate communication among people in organisations; and (c) individual ability to assert themselves in such settings to achieve self-acceptance and participate effectively in social networks. It has a problem-solving, interdisciplinary approach to the processes of how people relate to each other in modern organisational settings, from small businesses to multi-national organisations in the public and private sector. It addresses communication up, down and across the organisation, among divisions and work units, among different professional and vocational specialties and within work teams.

Recommended Readings: To be advised.

MNN814 Organisational Economics*Pre-requisite:*

Current Issues in Australian Management B

This subject examines the internal structure, operation and growth of organisations with special reference to commercial institutions. A wide range of analytical tools are used to address major issues which include the determinants of the internal structure of organisations; the relative effectiveness of the institutions of *market* and *hierarchy* in reaching decisions; the determinants of vertical integration; the determinants of the growth and functioning of internal labour markets; and the reasons for the development of firms as economic institutions.

Textbooks: To be advised.

MNN812 Organisational Psychology

Pre-requisite: MNN805 and MNN806

The course looks at the nature of organisations and the way in which individuals, groups and leaders function within organisations. Theories of organisational structures, and the determinants of organisational structure are explored, leading to an examination of climate and culture within organisations. The place of the individual within the organisations and the assumptions underlying the psychological theories which guide our treatment of employees are investigated. The nature and structure of groups and their place in the organisation is examined. Traditional and recent developments in leadership theory are examined. The course ends with a consideration of the future of organisations and changes which will occur.

Textbooks: To be advised.

MNB516 Organisational Sociology (3)

Pre- and Co-requisites:

Eight subjects in the Bachelor of Business Degree including MNB385 Administrative Theory

The aim of this subject is to ensure that the student gains an understanding of organisations in the public sector. It builds upon the 'Introduction to Sociology' and 'Theory and Administration' subjects, to provide a detailed understanding of organisation theory.

Textbooks: A reading list is supplied.

MNP523 Personnel Functions (3) *

Deals with the relations of personnel administration to operating departments and the scope of business and industrial personnel services. Appraisal of policies and practices in such areas of personnel administration, selection and training, incentives, employee services, community relations, performance appraisal, discipline, personnel budgeting, promotion and transfer, adjusting for change in technology.

Textbook: To be advised.

MNB521 Personnel Management (3) *

Pre-requisite:

Personnel Recruitment and Selection
(Managerial Functions)

The personnel manager in the management system. Management of the personnel functions, manpower planning, job organisation and analysis, recruitment, selection, transfers, promotion, job evaluation, wage and salary administration, health, welfare and safety, record systems, personnel research, methods and design. A survey of current personnel practice forms a major part of the assessment for this subject.

Textbook:

McCarthy, T.E. and Stone, R.J. (1986), *Personnel Management in Australia*, John Wiley and Sons.

Additional texts to be advised.

MNB401 Personnel Recruitment and Selection (3) *

Pre-requisite:

The completion of the equivalent of the first year of the course in which they are enrolled, OR

Introduction to Human Resource Management

This is a practical subject with strong conceptual foundations. It deals in depth with job analysis, recruitment, and selection. Major topics include: the development of job descriptions and job specifications; use of advertising, private agencies, the Commonwealth Employment Services and other approaches in recruiting; the use of aptitude and ability tests for selection; screening devices (for example, the weighted application blank); practical selection interviewing; other issues in recruitment and selection. Where appropriate considerable attention is given to underlying statistical methods (for example, in the estimation of reliability and validity).

Textbooks:

Schneider, B. and Schmitt, N., (1988) *Staffing Organisations*, 2nd edition, Scott Foresman

MNB622 Personnel Training and Development (3) *

Pre-requisite:

The completion of the equivalent of the first year of the course in which they are enrolled OR

Introduction to Human Resource Management
(Managerial Psychology)

Training in Australia. Instructional models and theories of learning. Training needs analysis, job analysis process. Basic training techniques - the information giving model, the skill development model, the discussion model. Training aids - audio visuals, algorithms. Administering a training course. Evaluating learning - writing and scoring test items. Follow-up of training.

Textbook: To be advised.

MNB450 Physiological Psychology

Pre-requisite:

MNB101 Applied Psychology OR
8 Science or Health Science subjects

This subject examines the physiological and cognitive bases to human behaviour. In particular, it gives attention to such areas as the nervous and endocrine systems of the body, the brain and its functioning; learning, information processing, memory and problem solving; consciousness and altered states of consciousness; hormones and drugs and their effects on emotional expression; the development of intelligence; and overall the relation of physiological and cognitive factors to motivation and behaviour.

Textbook:

Robinson, D.N. and Uttal, W.R., (1983) *Foundations of Psychobiology*, Macmillan, New York

MNN811 Policy Analysis

Government - business relationships are complex and dynamic. The formulation and implementation of policy in both government and business organisations is particularly sensitive to these relationships. This subject focuses upon the policy process in both public and private sector organisations with an emphasis on the relationship between these sectors as an important determining variable. Models of the policy process will be used as the major explanatory device, and government policies toward business as the context within which their relationships are examined.

Textbooks: To be advised.

MNB281 Political Behaviour (3)*Pre- and Co-requisites:*

MNB183 Australian National Government A OR

MNB181 Australian National Government B

The aim of this course is to provide students with an understanding of the causes and significance of political behaviour in Australia. The course is structured around two related perspectives, that of political behaviour at the individual level, and political behaviour as a feature of collective political activity. The course examines the major perspectives used to explain political behaviour in Australia, relating these both singly and together to specific examples of political activity. Finally, the implication of these explanations for patterns of political power is examined.

Textbook: A reading list is supplied.**CMB622 Professional Communication Practice (3) ****Pre-requisite:*

EITHER:

- (a) Advertising Copywriting AND Advertising Management AND Media Strategy

OR

- (b) Sub-Editing and Layout OR Radio/Television II

OR

- (c) Industrial Press and Publicity and Promotion (electronic)

The aim of this elective subject will be to provide the communication student with an opportunity to observe, and gain insight into, the applications of communication theory to communication practice. The student will be placed with an approved employer. The lecturer in charge of the subject will obtain reports from the student at regular intervals. The student will be required to complete a progressive assessment program. The student's result will be determined on the basis of reports, continuous assessment and the employer's report.

MNB615 Professional Marketing Practice (3) ***Pre-requisite:*

Innovation and Marketing Management

With the approval of the lecturer involved the students will undertake a preferred study program within the marketing framework, e.g. some particular area of the marketing mix. In co-operation with this program the students will be required to enter an 'internship' with a suitable company, where they will actively work on a part-time basis. The internship program will be aligned as closely as possible to the preferred area of study. Students will also be required to submit a number of reports reflecting the theoretical concepts learnt and the application to their job experience.

Textbooks: No set texts.**CMB422 Professional Speechwriting (3)***Pre-requisite:*

Publicity and Promotion - Print

Objectives:

To develop, at an advanced level, skills in the analysis and use of language to write social, political, marketing and corporate publicity speeches. To familiarise students with different modes of propaganda, polemic, indirect and overt persuasion through the writing of speeches.

Synopsis:

The context for speeches - environmental, relational and linguistic; issues for targeting speeches; rhetorical principles for developing personal language style; methods of interpreting and evaluating speeches; study of exemplars and writing of various types of speeches - occasional addresses; informative speeches; persuasive speeches; modern campaign speeches; using speeches for advance release and promotional purposes; reports on speech writing projects.

Textbooks:

Rodney G Miller and Jebby Phillips, (1985) *Australian speak; a new anthology of public speeches*, Brisbane, Department of Communication.

MNN830 Project and Seminars A**MNN831 Project and Seminars B****Pre-requisites:**

MNN816 Initial Project in Management

MNN820 Applied Research and Design

Students are required to write an original project on an area of interest in the management field. During the first year of a full-time program, (2nd of part-time) the student should finalise his/her choice of area. The Management Graduate Studies Board will then nominate a supervisor for the research. Once the area of interest is chosen, the student will be expected to relate to that specialism in other courses, for example in the Case Study program, in Initial Project in Management and in Applied Research Design. A seminar program will be designed to enable students to give presentations on the course of their research and learn from the research experience of their colleagues. The project itself must demonstrate the student's ability to combine analytic and theoretical ability with an understanding of practical realities.

MNB491 Psychology and the Law**Pre-requisite:**

Applied Psychology and be in at least second year of degree course.

Psychology and the Law offers students an insight into the human side of the Criminal Justice System. This is achieved in two distinct areas. The first being a study of the defendant before, during, and after contact with the adult court and prison systems. The second area is that of the contribution of psychologists to the judiciary and penal organisations. All the above areas of study are based on appropriate psychological theory and its applicability to the social and human context of the Law.

Textbook: To be advised.

MNB607 Psychology of Assessment (3) ***Pre-requisite:**

Personnel Recruitment and Selection OR

Youth and Work

The theory and practice of psychological testing and assessment, test development procedures and techniques, reliability and validation. Theories and background on individual differences, abilities, skills and personality, and measurement in these areas. Testing in industrial and commercial situations for assessment, selection and counselling. Effects of moderator groups on test development and interpretations. This unit would be useful in the personnel management function where development of appropriate tests for new situations is involved or in a related counselling and guidance function, where understanding and use of existing assessment techniques, tests and related reports and manuals are required.

Textbooks: No set text

ACB679 Public Administrative Law (3)*Pre-requisite:*

MNB181 Australian National Government B OR

MNB183 Australian National Government A

The aim of this subject is to ensure the student gains an understanding of the range of controls exercisable by common or statute law over governmental decision making processes, where the validity of such processes is not dependent on special constitutional considerations and where it does not involve a question of mere liability under the existing categories of tort or contract law.

*Textbooks:*Doogan, C.M., *Commonwealth Administrative Law - An Administrator's Guide*, AGPS, 1984Whitmore, H., *Principles of Administrative Law*, Law Book Co.**CMB671 Public Affairs Reporting (3) ****Pre-requisite:*

Magazine and Feature Writing and 80 w.p.m. shorthand

Researching and reporting the facts behind news developments and current financial, social, political, economic and scientific issues. In-depth reporting and interviewing, objectivity, fairness and balance. Students will undertake practical assignments in this subject and participate in publications.

Textbooks: To be advised.**MNB485 Public Enterprise (3)***Pre- and Co-requisites:*

8 subjects in the Faculty of Business Studies, including MNB183 or MNB181, Australian National Government A or B AND either MNB132 Microeconomic Analysis OR MNB232 Macroeconomic Analysis

Public Enterprise constitutes a major and important sector of both Commonwealth and State Government. The aim is to provide a thorough analysis of these sectors and their political, administrative and general economic importance. Concepts and theories of administration will be related to the particular workings of the enterprises.

Textbook: A reading list is supplied.**MNB484 Public Personnel Management (3)***Pre- and Co-requisites:*

MNB385 Administrative Theory

To provide the student with an understanding of the principles and practices which surround personnel management in the public sector. The focus on 'public sector' personnel management is important since there exists a body of law, rules and regulations at each level of government which affects the performance of each personnel activity -human resource planning, job analysis, recruitment, selection, performance evaluation, promotion and training. This subject addresses three factors basic to the field of personnel management (i) the importance of the law; (ii) the perspective of the individual employee; and (iii) the function of public personnel activities in defining public policy.

Textbook: A reading list is supplied.

MNB588 Public Policy Process I (3)

Pre- and Co-requisite:

Theory and Administration

The aim of this subject is to help the student achieve an understanding of the policy process approach to government, with a focus upon the issue identification to policy legitimisation phases. It also aims to help the student achieve an understanding of techniques and approaches useful to the public servant at each phase of the process, and how they are, or might be used. It draws upon several disciplines in the attempt to help the student develop a holistic approach to policy and the policy process.

Textbooks:

Ham and Hill, *The state in capitalist society*, 1984.

Spann, R. *Government administration in Australia*, 1979.

A reading list is supplied.

MNB687 Public Policy Process II (3)

Pre- and Co-requisite:

Public Policy Process I

The aim of this subject is to continue the development of the student's understanding of the policy process and related techniques initiated in Public Policy Process I, with a focus upon the implementation to evaluation phases. It also aims at developing the student's capacity to analyse policy content, drawing upon approaches and methods developed in other subjects, and within the subject itself.

Textbook:

A reading list is supplied.

MNB321 Public Sector Microeconomics

Pre-requisite:

Health Care Economics I or Business Analysis
(Managerial Economics)

This subject deals with the application of economic analysis to the study of the behaviour of individuals, organisations and governments, where 'profit' is not a consideration. Theories in use in public sector decision-making are critically examined. A solid theoretical foundation for areas of applied microeconomics which involve the public sector is provided. The subject is based on the literature of Welfare Economics.

Textbook:

Mishan, (1983) *Introduction to normative economics*, Oxford Univ. Press, Melbourne.

CMB553 Publicity and Promotion (Electronic) (3)

Pre-requisite:

Publicity and Promotion (Print) AND
Video Production Techniques

Concentrates on development of production skills in video as they apply to public relations in organisations. Students will produce a complex video news magazine for a client organisation. This includes scripting, presenting, studio management, special effects, graphics, field operation of video equipment and video editing. Techniques for producing community service announcements are also taught along with skills to produce radio features.

Textbook: No set text.

CMB552 Publicity and Promotion (Print) (3) *

Co- or Pre-requisites:

Introduction to Public Relations

Newsriting

Focus is on communication with media. The skills and knowledge necessary to deal with, write and produce materials for print media are developed. Guest speakers in mass media present techniques for working with and in newspapers, and magazines. Practitioners provide information on special events, community relations, political campaigns, and promotions, which students can apply to field assignments.

Textbooks:

Seitel, F.P., *The practice of public relations*, Merrill-Bell and Howell, 2nd edition.

CMB666 Public Relations Consulting and Management

Pre-requisite:

Community Relations OR Advanced Public Relations

Covers operation of a consultancy and the management of a public relations department in various types of organisations. Guest speakers in specialised areas provide cases on budgeting, staff development, client relations, computer utilisation, management liaison, and group campaigns.

Textbooks: To be advised.

ACP213 Quality Cost Analysis

An overview of accounts for reporting purposes. The manufacturing account. Cost objectives, direct material, conversion cost, appraisal cost and cost behaviour. Indirect costs; the investment nature of prevention costs; overhead distribution. Operating costing; job, batch, and process costing; costing for recovery of internal failure costs. Corporate plans and budgets, the nature of working capital, budgeting for external failure costs, C/V/P analysis to include levels of failure costs. The variance analysis framework, including quality cost elements and the discovery of profit recovery alternatives in terms of input cost controls. Case study.

MNP112 Quality System Management

Introduction to the role of quality in a modern company. Quality as a measure of both organisational performance, and of products and services. Quality as a total management philosophy. Comparative management practices in quality: Japan, Europe and North America; application to Australia. Organising for quality; organisational structure; the quality plan; the manual of procedures. Managing for quality; use of statistics; continuous improvement implementing company-wide quality control.

Reference:

Pall, G., (1987) *Quality Process Management*, Prentice-Hall
A reading list will be provided.

MAA173 Quantitative Business Analysis A (3)

Programming techniques using BASIC language with particular applications to problems in business mathematics including simple and compound interest, annuities, sinking funds, depreciation. Introductory set theory and logic. Graphic techniques. Linear regression and correlation. Index numbers.

Textbook:

Ayres, F., *Mathematics of finance*, Schaum.

MAA174 Quantitative Business Analysis B (3)

Presentation and analysis of statistical data. Basic probability theory. Discrete probability distributions. Normal distribution. Introduction to: sampling theory and tests of hypotheses; statistical quality control; non-parametric tests; analysis of variance.

Textbooks:

Netter, J., Wasserman, W., and Whitmore, G.A., *Fundamental statistics for business and economics*, Allyn and Bacon, abridged 4th edition.

OR

Hamburg, M., *Statistical analysis for decision making*, Harcourt, Brace, Jovanovich.

Murdoch, J., and Barnes, J., *Statistical tables for science, engineering, management and business studies*, Macmillan.

MAB171 Quantitative Methods IA (3)

The aim is to introduce students to mathematics and model building in business, economic and commercial situations. From a review of basic algebra, the subject deals with matrix algebra, practical linear programming, discounted cash flows, inventory analysis, and forecasting using regression. Students use the Hewlett-Packard computer to solve typical business problems.

Textbook:

Piascik, C., *College mathematics with applications to management, economics and the social and natural sciences*, Merrill.

MAB172 Quantitative Methods IB (3)

The aim is to introduce students to the statistics used in the handling of the uncertainty underlying the decisions which managers and accountants must make. Among the topics covered are: the presentation and description of data, probability and sampling methods.

Textbook:

Berensen, M.L., and Levine, D.M., *Basic business statistics, concepts and applications*, Prentice-Hall.

CMB571 Radio/Television Journalism I*Pre-requisite:*

Magazine and Feature Writing

The purpose of this subject is to train students to explore theoretical problems related to radio and television news and to provide them with practical experience in writing/production/reading broadcast news. Students will study the theoretical aspects of broadcast news writing and production. They will man the 4EB news throughout the semester and the following between-semester months. Students will prepare television reports and present them in class for criticism. Students will be required to develop an understanding of the workings of the radio broadcast equipment. They will assist in the production of current affairs programs for 4EB.

Textbooks: To be advised.

CMB672 Radio/Television Journalism II*Pre-requisite:*

Radio/Television Journalism I

In this subject students will explore the theory underlying Current Affairs and TV News Broadcasting. They will consider all aspects of current affairs and TV news production, and at the same time produce current affairs programs for radio throughout the semester and on roster between semesters. The radio programs

will be aired on 4EB. Students will also read news and do more advanced interviewing segments of the news on 4EB during the semester and on roster between semesters.

Textbooks: To be advised.

CMB360 Reporting Principles (3)

Pre-requisite:

Newswriting and 40 wpm shorthand

Students report and write stories they develop themselves from covering rounds and from general assignments. Individual conferences between student and tutor are held to evaluate each story submitted, and students will rewrite deficient stories to bring them up to publishable standard.

Textbooks: To be advised.

MNN807 Research Design and Data Analysis

Pre-requisite: MNN805 and MNN806

This subject aims to update and develop student's knowledge of research theory and research procedures in the social sciences with special reference to practical applications in management areas such as economics, marketing and human resource management. This subject also introduces students to problems of logical inference, observation techniques and to advanced data analysis techniques and the advantages and disadvantages of their use in different contexts.

Textbook:

Davis, D. and Cosenza, R., *Business Research for Decision Making*, Kent Wadsworth, Boston, 1985.

MNB315 Research Design and Evaluation

Pre-requisites:

Business Statistics or Administration Analysis

This subject is designed to introduce students to research methods and practices in the social sciences so that they will be able to conduct applied research projects in more advanced subjects. The emphasis is on practical procedures rather than the mathematical derivation of techniques introduced. Familiarisation and utilization of the SPSS computer package is an integral part of the subject. Among the topics covered are: research design, survey design and application, data sources and data collection, attitude scale construction and the analysis and interpretation of data using a variety of statistical packages.

Textbooks:

Davis, D. and Corenza, R., (1985) *Business Research for Decision Making*, Nelson-Wadsworth, Boston.

CMB441 Retail Advertising (3)

Pre-requisite:

Advertising Copywriting OR
Retailing Management I

Topics of study include the examination and study of the advertising objectives, requirements, strategies and practices of the different segments of the retail industry. These are compared and contrasted with the same aspects of national advertising. Workshop sessions and assignments accent practical work on retail advertising.

Textbook:

Edwards, C.M., and Lebowitz, C.F., (1981) *Retail advertising and sales promotion*, Prentice-Hall, 4th edition.

MNB616 Retailing Management I (3) **Pre-requisite:*Introductory Marketing
(Marketing Methods and Practices)

This subject provides a comprehensive introduction to the techniques, concepts and analytical issues that are involved in retailing management. The dynamics of the retail system are examined from a strategic marketing viewpoint and include a basic appreciation of retail customer behaviour and retail information needs. The analysis of store location and the evaluation of retail trade areas and store siting determinants are given detailed attention along with store layout and design. Elements of merchandising, franchising and promotion are also examined. The learning process is further extended by way of visits to local retail stores and shopping centres, and by project work covering the investigation of new retail business opportunities.

Textbook: To be advised.**MNB637 Retailing Management II (3) ****Pre-requisite:*

Introductory Marketing

This course is designed to allow students considering a career in the retail industry to obtain further specialised managerial knowledge to compliment those areas of retailing covered in the introductory subject Retailing Management I. The basic objective of the subject is to provide students with both a strong conceptual and practical grounding in those retailing activities that comprise the merchandising function of the different types of retail stores including the distributors of durable consumer goods. This area of management attention and control is a basic and vital one for every retail institution from the large supermarket or department store to the smallest corner store. The course covers those topics associated with the merchandising of retail products; forecasting customer demand, planning, what, how and when to buy, pricing, store display and promotions, as well as the managerial control of buying and stocking merchandise.

Textbook: To be advised.**ACB657 Risk Management (3)***Pre-requisite:*

Introductory Accounting I

The objective of this subject is to introduce students to the concept of risk management which can be defined as the management of specified risks facing the business enterprise. In this subject business risks will be identified, measured and analysed. Risk reduction schemes and the methods of financing risk will be evaluated. The nature of business insurance policies will be examined.

Textbooks: To be advised.**MNB426 Sales Management***Pre-requisite:*

Introductory Marketing

This course endeavours to introduce students to various functions of Sales Management. The course will deal with several issues in designing and managing an effective sales force. The course will also deal with three major issues in the effective conduct of personal selling, namely, professional salesmanship, negotiation and relationship building.

*Textbook:*Stanton, W.J., Buskirk, R.H., (1987) *Management of the Sales Force*, 7th edition, Irwin

ACB653 Security Analysis (3)*Pre-requisite:*

Financial Management I

This subject is designed as a complete unit in itself. Emphasis will be placed on how security prices are determined and on market behaviour. Institutional detail and the valuation methods used in practice will also be discussed. Finally students will be introduced to applied research into share price behaviour. Topics covered include the efficient market hypothesis; portfolio theory; the capital asset pricing model; the valuation of fixed interest securities; the valuation of common shares; the valuation of options, warrants and convertible securities; the behaviour of share prices with respect to dividends, bonus issues, rights issues and earnings announcements; portfolio selection; portfolio management and portfolio performance measurements.

Textbook: To be advised.

ACP653 Security Analysis (3)

(incompatible with ACB653 Security Analysis)

Pre-requisite:

Financial Management I

This subject is designed as a complete unit in itself. Emphasis will be placed on how security prices are determined and on market behaviour. Institutional detail and the valuation methods used in practice will also be discussed. Finally students will be introduced to applied research into share price behaviour. Topics covered include the efficient market hypothesis; portfolio theory; the capital asset pricing model; the valuation of fixed interest securities; the valuation of common shares; the valuation of options, warrants and convertible securities; the behaviour of share prices with respect to dividends, bonus issues, rights issues and earnings announcements; portfolio selection; portfolio management and portfolio performance measurements.

Textbook: To be advised.

MNP107 Small Business Management*Pre-requisite:*

Accounting Principles I

This subject has three complementary aims:

- (a) to understand the role and operation in Australia of small enterprises such as small professions and small business.
- (b) to provide training for consultants and counsellors to small enterprises;
- (c) to develop the knowledge and competence of those who wish to set up and run a small enterprise.

As more than 90% of firms in Australia are small enterprises and employ about half the workforce, this subject fills an important need.

The course may include lectures, discussions of cases, films, small business men guest lecturers, written analyses of cases, a written commentary on literature and/or practice of some aspect of small business, a small business simulation game, and a project with more than two students involving the detailed planning of a real small business venture. Topics include planning, accounting/finance, marketing, entrepreneurship and consulting.

Textbook: To be advised.

CMN830 Seminar in Communication Readings

A series of seminars comprising postgraduate students, teaching staff, and variously, visiting scholars and practitioners, for the purpose of sharing knowledge

of human communication across the range of perspectives, theories, research and applications. It allows students to pursue, review and compare their own personal interests and readings.

CMN723 Seminar in Communication Research

Allows advanced students to undertake research in order to develop special expertise in a selected methodology, including specific methods and techniques, appropriate to each student's own research interests. It is designed for advanced study in the methods of interpretive or empirical research, quantitative or qualitative. Students may undertake one or more research projects under the direction of their supervisor. They progressively present their work in a seminar of advanced students for review. It can be used to advance a thesis or project.

MNB307 Social Psychology (3) *

This topic has a base of both traditional research findings and more recent developments in contemporary Social Psychology. It applies these to the areas of business, the law, and the community among others. This gives a basis for the students to apply their knowledge to one or more areas of their public, private or work life.

Textbooks:

- Baron, R.A. and Byrne, D. (1987) *Social psychology: understanding human interaction* (5th edn), Sydney, Allyn and Bacon, Inc.
Allen, B.P. and Smith, G. (1987) *Study guide to accompany social psychology: understanding human interaction* (5th edn) Baron, R.A. and Byrne, D. (1987) Sydney, Allyn and Bacon Inc.

References:

- Sherrod, D., (1982) *Social Psychology*, Random House.
Gardner, G., Innes, J., Forgas, J., O'Driscoll, M., Pearce, P., and Newton, J., (1981) *Social psychology*, Prentice-Hall.
Middlebrook, P.M., (1980) *Social psychology and modern life*, Alfred A. Knopf, 2nd edition.
Raven, B.H., and Rubin, J.Z., (1983) *Social psychology*, John Wiley and Sons, Brisbane, 2nd ed.

CMB111 Sociology (3)

Objectives:

To develop an awareness of the impact of the social environment of human behaviour and to provide a contextual understanding of society for practice in the communication professions.

Synopsis:

Students will be introduced to some of the main theories which have been developed to gain insight into the operation of society, and to the basic concepts employed in those theories. Some of the topics to be addressed include such topics as culture and sub-cultures; the family; stratification; groups and communities; formal organisations; social deviance; social change.

Textbook:

- Haralambos, M. *Sociology: themes and perspectives* (2nd ed.) Bell and Hyman, London, 1985.

CMB119 Sociology for Professionals (3)

Objectives:

To develop an awareness of the impact of the social environment of human behaviour and to provide a contextual understanding of society for practice in professional fields.

Synopsis:

Students will be introduced to some of the main theories which have been developed to gain insight into the operation of society, and to the basic concepts employed in those theories. Some of the topics to be addressed include: culture and sub-cultures; the family; stratification; groups and communities; formal organisations; social deviance; social change.

Textbook:

Haralambos, M. *Sociology: themes and perspectives* (2nd ed.) Bell and Hyman, London, 1985.

MNB998 Special Topic in Public Policy (3)

Pre-requisite/Co-requisite:

Public Policy Process I and Macroeconomic Analysis

The aim of this subject is to help the student apply in detail the modes of analysis developed in the core subjects to specific policy areas. In this way their immediate relevance can be demonstrated and a thorough understanding of a policy area gained.

Textbook:

A reading list is supplied.

ACN997	Special Topic - Commercial Law
ACN998	Special Topic - Managerial Accounting I Finance
ACN999	Special Topic - Public Accounting
ACB999	Special Topic -Accountancy (3) *
ACP999	Special Topic - Advanced Accounting (3) *
CMB999	Special Topic - Communication (3) *
MNB997	Special Topic - Health Administration (3) *
LBP417	Special Topic - Library Science (3) *
LBP427	Special Topic - Library Science (3) *
MNB999	Special Topic - Management (3) *
MNP999	Special Topic - Business Administration

Pre-requisites:

See Departmental Announcements

Selected topics and study areas will be offered as required and when the necessary expertise is available. See Departmental announcements for full details of Special Topics being offered.

CMB012 Speech Communication

The major aim of the course is to develop in the student the ability and confidence to successfully communicate in speaking in contemporary business and professional situations. The specific objectives are:

1. To develop an understanding of the concepts and skills required for effective participation in performance situations, such as:
 - Radio and television broadcasting
 - Creative presentations to clients
 - Creative presentations to the public
 - Persuasive presentations to an audience.
2. Supportive bases for these methods of communication will include:
 - Language and non-verbal aspects
 - Listening and delivery
 - Staging and use of visual aids.

Textbooks: To be advised.

CMB220 Speech and Drama (3) **Pre-requisites:*

Speech Communication OR

Speech Communication for Professionals

Students will be given a course of relaxation, vocal and expression exercises to increase their control of body language and vocal presentation. They will study the communication of an age by looking at the manners, values and attitudes of the culture reflected in its drama. Particular attention will be paid to twentieth century drama and its reflection of the communication of our society. Students' perception, especially auditory awareness and visual perspicacity will be extended by the use of video recording of their work. This subject has an equal balance of theoretical and practical components.

Textbooks: To be advised.**MNB282 State Government (3) ****Pre-requisite:*

Australian National Government A or B

This subject analyses State Government in Australia with particular attention focused on Queensland. It identifies the outstanding demographic, economic, social and political features of the States, and the dominant themes of political life therein. The powers of the States, the workings of their parliaments, cabinets, and political parties will be investigated. Attention will also be directed to inter-governmental relations and to government administrations.

*Textbooks:*Galligan, B., (1986) *Australian state politics*, Longman Cheshire.Hughes, C., (1979) *The government of Queensland*, University of Queensland Press.**MNP303 Statistical Methods (3) ***

Statistics is the study of the procedures for collecting, analysing and interpreting the quantitative data required for effective decision making. The aim of this subject is to develop an understanding of the basic concepts and techniques of statistical analysis, with particular reference to their application in management. The campus computer may be used. Among the topics covered are: graphs and charts, descriptive statistics, probability, sampling methods, analysis of sample results and regression and correlation.

Textbook: To be advised.**MNB610 Strategic Marketing (3) ****Pre-requisite:*

Innovation and Marketing Management

The course is designed to develop a specific understanding of marketing strategy with indepth consideration of selected areas of decision making. The course will introduce the use of operation research and quantitative methods in marketing decision making, especially in areas such as forecasting, product planning, distribution and promotion planning. Instruction will consist of lectures on the theory, study of cases and applications, and use of the computer in problem-solving.

*Textbook:*Kotler, P., (1984) *Marketing Management*, 6th edition, Prentice-Hall

CMB371 Sub-editing and Layout (3)*Pre-requisite:*

Reporting Principles

An examination of the principal functions of editors and sub-editors in the print media. An introduction to sub-editing. An examination of the theories of newspaper and magazine design and of current and likely future practices. Practice in basic sub-editing of Australian Associated Press stories, design and layout. The class produces Communicate and magazines.

Textbooks: To be advised.

BCA292 Systems Analysis and Design (3)*Objectives:*

This subject aims to provide an understanding of the tools and techniques used to analyse and design simple data processing systems to help solve typical business problems that arise in organisations.

Synopsis:

In this subject, students will learn about systems development, systems application, fact finding techniques, systems tools, problem definitions, feasibility study, forms design, file organisations and design documentation, systems testing and conversion, systems management, project planning and control.

Textbook:

Davis, W.S., (1983) *Systems analysis and design, a structured approach*, Addison-Wesley.

ACB673 Taxation and Professional Practice*Pre-requisite or Co-requisite:*

Taxation Law & Practice II

This subject is designed for those contemplating a career in a professional accounting practice or already engaged in same. Firstly, business taxes other than income tax are considered (sales tax, stamp duty, payroll tax and land tax); secondly, all taxes are considered in the context of the planning function; and lastly client relationships with respect to tax avoidance and administrative dealings with the authorities are reviewed.

Textbooks: To be advised.

ACP673 Taxation and Professional Practice

This subject is designed for those contemplating a career in a professional accounting practice or already engaged in same. Firstly, business taxes other than income tax are considered (sales tax, stamp duty, payroll tax and land tax); secondly, all taxes are considered in the context of the planning function; and lastly client relationships with respect to tax avoidance and administrative dealings with the authorities are reviewed.

Textbooks: To be advised.

ACB572 Taxation Law and Practice I (3)*Pre-requisite:*

Business Law I AND

Introductory Accounting IIA

Principles of income tax law. The basis of assessable income and the division into income from personal exertion and income from property. The treatment of trading stock. Categories of exempt income. The general tests determining allowable deductions. Specific allowable deductions. Calculation of tax payable by individuals. Fringe benefits Tax. Capital Gains Tax.

Textbooks: To be advised.

ACB672 Taxation Law and Practice II (3)

Pre-requisite:

Taxation Law and Practice I

Depreciation and other allowable deductions for capital expenditures. Taxation of partnerships, companies, trusts, superannuation funds. Procedural arrangements as to returns, assessments, objections and appeals. An introduction to international taxation and anti-avoidance provisions.

Textbooks: To be advised.

MNP309 Technological Innovation

Pre-requisite: Nil

Technological Innovation focuses primarily on the nature and management of Research and Development and Technical aspects of innovative products and processes. In this regard, attention is given to such issues as product design and development and the assurance of quality and reliability. Furthermore, the subject aims at acquainting students with the multi-faceted nature of product feasibility. Where applicable students will be provided with techniques and strategies relating to the above areas.

Textbook: To be advised.

ISB494 Telecommunications and On-line Systems (4) *

Pre-requisite:

Computer Systems and Programming

Objective:

The subject seeks to develop competence in the design of on-line and telecommunications systems and to provide an understanding of distributed networks.

Synopsis:

Data communication, terminals, channel capacity, modes of transmission and line errors, multiplexing, network structures, terminal considerations, data flow and design techniques. Satellite communications. Characteristics of on-line systems; hardware requirements, design calculations, development of application programs. On-line files, simultaneous access, security, retention, recovery.

Textbooks: To be advised.

CMN950 Thesis/Project

Students may complete a thesis or a project.

A *thesis* is a scholarly work which provides an opportunity to combine an appropriate theory or perspective, and appropriate research methodology to examine a significant communication problem or issue. Main text will not normally exceed 20,000 words.

A *project* is an approved program of substantive work leading to a report, communication program, printed or audio-visual production, disk or some other product in which theories of communication are applied to some problem or issue.

Textbook:

Turabian, K.L. (1973) *A manual for writers of term papers, theses and dissertations*, 4th edn, University of Chicago Press.

LWB103 Torts (84 hours)

A tort is a civil wrong arising from breach of an obligation which is not exclusively one of contract or trust or other merely fiduciary duty and for which a remedy is a common law action for unliquidated damages. This description may mean little to

students at the commencement of the course but at its most general level this branch of the law is concerned with the question of compensation to be given by a person causing a loss to a person suffering a loss. The practical significance of the subject will be apparent from the following examples of areas of everyday conflict which may be resolved by principles of tort liability: damage sustained as a result of a motor-vehicle collision; injuries sustained by employees; injuries suffered by entrants to property owned or occupied by another; trespass by one person against the person, goods or land of another; and injury to a person's reputation as a result of the publication of defamatory material.

It is hoped that students will derive not only an understanding of the rules but also of the underlying concepts together with an appreciation that the rules themselves are simply a means of arriving at acceptable criteria for allocation of losses incident to man's activities in modern society. The rules themselves will be examined to ascertain whether they satisfy the critical test of functional adequacy in terms of contemporary values.

The following broad topics will be dealt with -

Autumn Semester

- (a) Introduction (general features; classification, impact of insurance)
- (b) Trespass and Case
- (c) Trespass to person, chattels and land; defences
- (d) Negligence (duty; breach; damage; matters of proof; limitation of action; assessment of damages)

Spring Semester

- (e) Liability for negligence of particular persons (employers; occupiers; and advisers)
- (f) Deceit and defamation
- (g) Interference to business and family relations
- (h) Strict liability (general principles; *Rylands v. Fletcher*; animals; breach of statutory duty)
- (i) Miscellaneous matters (joint and several tortfeasors; vicarious liability; compensation to relatives; survival of causes of action)

Recommended Preliminary Reading:

J G Fleming, 'Introduction to the Law of Torts', 2nd edn, (Oxford University Press, 1985)

OR

G Williams & B A Hepple, 'Foundations of the Law of Tort', (Butterworths, 1976);

P H Atiyah, 'Accidents, Compensation and the Law', 3rd edn, (Weidenfeld & Nicolson, 1980)

Prescribed Material:

W L Morison, R L Sharwood and C Sappideen, 'Cases on Torts', 6th edn, (Law Book Co., 1985)

Cases and Material prescribed by the Faculty of Law

Recommended Reference Books:

F Trindade and P Cane, 'The Law of Torts in Australia', (Oxford University Press, 1985)

J G Fleming, 'Law of Torts', 6th edn, (Law Book Co., 1983)

H Luntz, D Hambly and R Hayes, 'Torts: Cases and Commentary', 2nd edn, (Butterworths, 1985)

J Salmond, 'Law of Torts', 18th edn by R F Heuston and R S Chambers, (Sweet & Maxwell Limited, 1981)

P H Winfield and J A Jolowicz, 'Winfield & Jolowicz on Tort', 12th edn by W V H Rogers, (Sweet & Maxwell, 1984)

MNB531 Transport Economics (3) **Pre-requisite:*

Business Analysis
(Managerial Economics)

A study of the economics of the management of private and public transport operations. These operations will relate to passenger movement and general freight movement. Each operation will be examined in terms of consumer demands, costs, market structure, pricing and non-pricing strategy, regulation, handling and storage techniques.

Textbook:

Button, K.J., (1982) *Transport Economics*, Gower

ACN173 Trust Law and Accounting

Examines the law of trusts with particular emphasis on express trusts, discretionary trusts and unit trusts; relates the law to the practical aspects of formation, operation and use of trusts and in accounting for trusts and other financial aspects including income tax. Gives legal and accounting background for the application of trusts in the business and commercial community.

Textbooks:

Meagher, R.P. and Gummow, W.M.C., (1986) *Jacobs' law of trusts in Australia*, Butterworths, 5th edition.

Trusts Act 1973 (Queensland)
Companies (Queensland) Code

ACP851 Venture Finance*Pre-requisite:*

Accounting Principles I

This subject aims to build on the introductory financial and managerial accounting material in ACP111 Accounting Principles I, through a brief review and the addition of material on cash and fund flows and working capital management. Having laid down these basic aspects of financial management, the bulk of this subject then proceeds to consider the nature and techniques of capital budgeting, sources and methods of financing new ventures, and taxation and other implications thereof. Particular emphasis will be given to equity capital. Students will be acquainted with practical techniques in the above areas.

Textbook: To be advised.

MNP310 Venture Management and Development*Pre-requisite:*

All other subjects in Product Entrepreneurship Strand (B) except ACP851 Venture Finance

The subject will introduce students to concepts and techniques in general management, the management of self and the management of innovation and change. This will include fundamentals of business planning, organising, controlling and staffing. The subject will also require students to formulate a comprehensive business plan for an actual invention by working closely with inventors/entrepreneurs.

Textbook: To be advised.

CMB464 Video Production Techniques*Pre-requisite:*

Introduction to Audio-Visual Communication

Analysis of audio-visual media in terms of markets served and cost effectiveness;

the technology of video. Principles of production-conversion of script to finished product; introduction to budgeting and production management, hiring and casting. Principles and practice of: directing and editing; pictorial composition, lighting, colour, camera; sound and sound recording; animation and graphics. Production of a colour video program.

Textbooks: To be advised.

CMB013 Written Communication

Co-requisite:

Introduction to Communication Theory

This introductory writing subject deals with the theory and practice of academic and business writing. Using a problem-solving approach, it covers the interrelated concepts of technical and rhetorical purpose, audience and style. This subject acknowledges the intrinsic as well as the practical value of writing. It recognises that working at writing fosters independent thinking and generally develops a wide range of sophisticated intellectual powers.

Textbooks: To be advised

NB: As assessment in this subject is tied to assessment in CMB011 Introduction to Communication Theory, it is essential for students to enrol in both subjects in the same semester.

MNB308 Youth and Work (3) *

Pre-requisite:

Applied Psychology OR Management II

This unit investigates the late adolescent in relation to his personal and vocational roles, including the development of his social and occupational interests, values and aspirations; it analyses the work world and employer and supervisor expectations of the younger recruit and examines ways of improving employer-employee perceptions. Attention is given to personality development, vocational choice theories and problems, vocational guidance and vocational success and satisfaction.

Textbooks: To be advised.

