

**2009**  
JANUARY–JUNE  
SHORT COURSE GUIDE



**ENHANCE SKILLS  
AND KNOWLEDGE**

# SHORT COURSES

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# SHORT COURSES AT RMIT

RMIT Short Courses are a great way to enhance your skills and knowledge. From design, languages or photography to telecommunications, fashion, multimedia, folio preparation and plenty more, there is sure to be a short course for wherever you're headed.

Whether you are honing a skill or talent, keeping up with industry knowledge or wanting to try a new area of interest, short courses are just like you—individual. Short courses vary in length and are offered at a variety of times and dates: weekdays, weeknights and weekends; on campus, off campus, and online!

Short courses offer the opportunity to explore a new career path and the chance for a new beginning. Most short courses are non-accredited. Some short courses offer the opportunity to be assessed and credited towards further studies.

Short course enrolments are open all year round. Contact the Continuing Education Centre, Monday to Friday, from 9 am to 5 pm on 03 9925 8111 or visit **[www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)** for a comprehensive listing of short courses. Please use this web site to search for detailed short course information, view course flyers and enrol online at any time. The information you see on the web site is current.

# Architecture, Building and Planning

## AutoCAD for Designers—Level 1

### Course code S320001

This course is a comprehensive introduction to using AutoCAD to produce 2D drawings. The course is delivered in a variety of modes, including theory, demonstrations and practical exercises. Participants gain hands-on experience of AutoCAD through a series of practical exercises.

City campus, Brunswick campus

Cost: \$620

Start date	Time	Sessions and duration
27-01-2009	9am–5pm	4 sessions x 8 hours
4-02-2009	9am–5pm	4 sessions x 8 hours
17-02-2009	6pm–9pm	9 sessions x 3 hours
7-03-2009	9am–5pm	4 sessions x 8 hours
16-03-2009	9am–5pm	4 sessions x 8 hours
1-04-2009	6pm–9pm	9 sessions x 3 hours
23-04-2009	6pm–9pm	9 sessions x 3 hours
13-05-2009	9am–5pm	4 sessions x 8 hours
26-05-2009	6pm–9pm	9 sessions x 3 hours
10-06-2009	6pm–9pm	9 sessions x 3 hours
22-06-2009	9am–5pm	4 sessions x 8 hours

## AutoCAD for Designers—Level 2

### Course code S320002

Developed for practitioners with existing basic AutoCAD skills, the course is aimed at refining and further developing drawing technique. Delivery is through a combination of demonstration and practical exercises.

City campus

Cost: \$620

Start date	Time	Sessions and duration
9-02-2009	9am–5pm	4 sessions x 8 hours
30-03-2009	6pm–9pm	8 sessions x 3 hours
18-05-2009	9am–5pm	4 sessions x 8 hours

## AutoCAD Quickstart

### Course code S320101

This course is a condensed introduction to AutoCAD to produce 2D drawings. The course is delivered through demonstrations and practical exercises. Participants gain hands-on experience of AutoCAD through a series of short practical exercises.

City campus

Cost: \$310

Start date	Time	Sessions and duration
7-02-2009	9am–5pm	2 sessions x 8 hours
23-05-2009	9am–5pm	2 sessions x 8 hours

## AutoCAD for Designers—3D Modelling

### Course code S320004

This course was developed for practitioners with basic 2D AutoCAD skills to developing 3D drawing techniques using AutoCAD. The course is based on exercises and projects to show participants the potential of 3D using this software. Participants work with AutoCAD 2008 or higher and are supplied with course notes.

City campus

Cost: \$620

Start date	Time	Sessions and duration
9-02-2009	6pm–9pm	8 sessions x 3 hours
20-04-2009	6pm–9pm	8 sessions x 3 hours

## AutoCAD 3D Modelling—Level 2

### Course code S320143

This supplementary CAD modelling course entails higher end 3D commands for the greater refinement of models and animation. Its intent is to equip the end user with a greater skill-set in relation to 3D modelling. Students are expected to work on their own project out of hours as re-enforcement for the course.

City campus

Cost: \$620

Start date	Time	Sessions and duration
29-06-2009	6pm–9pm	7 sessions x 3 hours

## Building Thermal Performance Assessment (FirstRate 5)

### Course code S130205

This course provides knowledge and skills to enable the participant to become an accredited thermal performance assessor with Sustainability Victoria.

Prerequisites: Participants must be able to read and interpret plans and specifications, be able to use advanced computer software and to have a thorough knowledge of buildings and their methods of constructions including materials used.

City campus

Cost: \$1200

Start date	Time	Sessions and duration
5-02-2009	8am–5pm	4 sessions x 8 hours
19-03-2009	8am–5pm	4 sessions x 8 hours
7-05-2009	8am–5pm	4 sessions x 8 hours
11-06-2009	8am–5pm	4 sessions x 8 hours

## Building Thermal Performance Assessment Theory Only

### Course code S130209

This course provides knowledge and skills to enable the participants to become an accredited thermal performance assessor with Sustainability Victoria.

City campus

Cost: \$600

Start date	Time	Sessions and duration
19-02-2009	8am–5pm	2 sessions x 8 hours
12-03-2009	8am–5pm	2 sessions x 8 hours
16-04-2009	8am–5pm	2 sessions x 8 hours

## Career Discovery—Building Design and Drawing

### Course code S320011

This course is designed to give participants an overview of the building design profession by introducing some of the main activities a building designer could potentially encounter. The course will include a taster of the various types of drawing systems used by the designer, including design and development drawings, presentation drawings, and an introduction to reading and interpreting building plans. It also includes a model-building component.

City campus

Cost: \$390

Start date	Time	Sessions and duration
29-06-2009	9.30am–4.30pm	4 sessions x 7 hours

## Home Sustainability Assessment

### Course code S130211

This new course, developed in consultation with Sustainability Victoria, is an accredited program designed to provide students with the ability to undertake assessments of residential properties and to make recommendations to improve domestic sustainability. The course consists of energy consumption, recycling and waste, water usage, garden and environments, customer service and workplace safety.

City campus

Cost: \$1350

Start date	Time	Sessions and duration
9-02-2009	5.30pm–9.30pm	14 sessions x 5 hours
6-04-2009	5.30pm–9.30pm	14 sessions x 5 hours

## Introduction to Architectural Drawing Techniques

### Course code S320078

The program provides participants with a solid introduction to standard residential building design and drafting procedures, conventions and documentation practices. Participants engage in drawing studio activities to develop an understanding of associated drawings and graphic techniques. The program incorporates lectures, discussions, demonstrations and practical working application of techniques.

City campus

Cost: \$480

Start date	Time	Sessions and duration
17-02-2009	6pm–9pm	8 sessions x 3 hours

## REVIT—Level 1

### Course code S320005

This course introduces AutoDesk REVIT, a powerful building modeller, for architectural design and documentation in 3D and 2D. The course is delivered through theory, demonstrations and practical work on REVIT 9.1 or higher. Participants gain hands-on experience creating a small commercial project. The course material is written locally for Australian conditions.

City campus, Brunswick campus

Cost: \$820

Start date	Time	Sessions and duration
12-03-2009	6pm–9pm	9 sessions x 3 hours
7-05-2009	9am–5pm	4 sessions x 8 hours
25-06-2009	6pm–9pm	9 sessions x 3 hours

## SolidWorks—Level 1

### Course code S320118

SolidWorks is highly regarded 3D mechanical design software with powerful 3D design capabilities. Students in this course will be introduced to basic 3D modelling, sketching exercises and assemblies using SolidWorks. They will explore the tools for detail drawing, 3D model construction and manipulation of computer generated models.

City campus, Brunswick campus

Cost: \$820

Start date	Time	Sessions and duration
4-03-2009	6pm–9pm	8 sessions x 3 hours
27-04-2009	6pm–9pm	8 sessions x 3 hours
24-06-2009	6.30pm–9.30pm	8 sessions x 3 hours

# Art and Design

## 3D Studio Max for Architects and Interior Designers

### Course code S345139

The aim of this course is to learn the use of 3D Studio Max as a rapid modelling and visualisation tool for architects and interior designers. Students will learn how to use 3D Studio Max as a rendering tool; as a tool used in the design process; create presentations of unparalleled quality and realism; and be able to modify volumes and spaces through all the design phases. No Auto CAD experience is required. Due to demand, more courses may be offered throughout the year. Please register your interest with RMIT Training.

City campus

Cost: \$1010

Start date	Time	Sessions and duration
19-01-2009	10am–4pm	6 sessions x 6 hours
18-02-2009	6pm–9pm	12 sessions x 3 hours
6-06-2009	10am–4pm	6 sessions x 6 hours

## Adobe After Effects—Motion Graphics

### Course code S345138

This course is designed for professionals aiming to acquire basic and intermediate skills in the creation and development of motion graphics and digital imaging using Adobe After Effects, Illustrator and Photoshop.

City campus

Cost: \$600

Start date	Time	Sessions and duration
3-03-2009	6pm–9pm	8 sessions x 3 hours
2-06-2009	6pm–9pm	8 sessions x 3 hours

## Adobe Illustrator and Photoshop for Fashion and Textile Industry—Introduction

### Course code S350210

The aim of this course is to introduce new techniques and skills in the use of both these programs to develop artwork relevant to fashion and textile design. This course is designed as a follow on to the Basic Photoshop and Basic Illustrator courses. The course content will give participants an introduction to those techniques which are predominantly used in the fashion and textiles industry. You will create imagery for textile artwork, garment illustrations and graphic presentations.

Brunswick campus

Cost: \$895

Start date	Time	Sessions and duration
10-03-2009	6pm–9pm	12 sessions x 3 hours
12-03-2009	6pm–9pm	12 sessions x 3 hours

## An Introduction to DJing

### Course code S345252

An introduction to the basic techniques of DJing on CDJ's. Learn the fundamentals of beat matching, creative mixing, tonal set development and 'trade secrets' to developing the ultimate DJ set.

City campus

Cost: \$245

Start date	Time	Sessions and duration
15-01-2009	9.30am–4.30pm	2 sessions x 7 hours

## Animation—Introduction

### Course code S345202

A practical, introductory course that covers the traditional and digital techniques involved in producing 2D animations. Over three sessions you will explore core concepts such as storytelling; story-boarding; basic character, environmental and motion design; keyframed and straight ahead animation; motion tweening; simple compositing; and importing and exporting animated media. Throughout the workshop you will put these skills into practice and produce your own short animated film.

City campus

Cost: \$350

Start date	Time	Sessions and duration
7-01-2009	9.30am–4.30pm	3 sessions x 7 hours
2-05-2009	9.30am–4.30pm	3 sessions x 7 hours



## Audio Production—Music Industry

**Course code** S345193

An introductory course designed to give you an insight into the world of Audio Production in the music industry with an emphasis on experiential learning. It gives an overview of both the theory and the practice of audio capturing techniques. This includes pre-production, use of microphones, multi-track techniques and post production. At the end of the course you will record a musical performance, mix it and master it to CD-PA. This course is an ideal introduction for those considering further studies in audio production, or musicians wishing to record their own music.

**City campus**

**Cost:** \$560

Start date	Time	Sessions and duration
5-01-2009	9am–5pm	5 sessions x 7 hours
2-05-2009	9am–5pm	5 sessions x 7 hours

## Bag Making—Gusseted Handbag

**Course code** S350271

This course will teach you to design and create a gusseted handbag, with strap and internal zip pocket.

**Brunswick campus**

**Cost:** \$450

Start date	Time	Sessions and duration
25-02-2009	6pm–9pm	6 sessions x 3 hours

## Bag Making—Introduction, Clutch Bag

**Course code** S350264

This course will teach you to design and create a clutch bag, as well as the introductory knowledge associated with bag making.

**Brunswick campus**

**Cost:** \$450

Start date	Time	Sessions and duration
16-02-2009	6pm–9pm	6 sessions x 3 hours
29-04-2009	6pm–9pm	6 sessions x 3 hours

## Bag Making—Tote Bag

**Course code** S350273

This course will teach you to design and create a tote bag.

**Brunswick campus**

**Cost:** \$450

Start date	Time	Sessions and duration
27-04-2009	6pm–9pm	6 sessions x 3 hours

## Basic Adobe Illustrator for Fashion and Textile Industry

**Course code** S350209

The aim of this course is to introduce the use of basic program tools and functions to enable the participant to begin developing fashion and textile related artwork in Adobe Illustrator.

**Brunswick campus**

**Cost:** \$80

Start date	Time	Sessions and duration
26-02-2009	6pm–9pm	1 session x 3 hours
1-04-2009	6pm–9pm	1 session x 3 hours

## Basic Adobe Photoshop for Fashion and Textile Industry

**Course code** S350208

The aim of this course is to introduce the use of basic program tools and functions to enable the participant to begin developing fashion and textile related artwork in Adobe Photoshop.

**Brunswick campus**

**Cost:** \$160

Start date	Time	Sessions and duration
17-02-2009	6pm–9pm	2 sessions x 3 hours
23-06-2009	6pm–9pm	2 sessions x 3 hours

## Basic Block Construction and Grading (Patternmaking)—Introduction

**Course code** S350274

This course is intended to show how to develop basic blocks from body measurements, and as an overview to understanding the basic principles of grading. From base size 12 master patterns, through a range of sizes from 8 to 16. Students will be given the opportunity to acquire the procedures required for constructing base size 12 basic blocks (on card) and for understanding the basic principles of grading by manually developing master grades (on paper). Knowledge learnt is also applicable to computer aided methods. At the end of the course participants will have a set of card patterns for size 12. They will also have sheets of graded masters, with an option to transfer to card. This is for the skirt, bodice, sleeve and pant basic blocks, through a size range of 8 to 16.

**Brunswick campus**

**Cost:** \$615

Start date	Time	Sessions and duration
12-02-2009	6pm–9pm	12 sessions x 3 hours
28-05-2009	6pm–9pm	12 sessions x 3 hours

## Black and Night—Master Class Workshop

**Course code** S340077

The 5 day workshop will be an opportunity to work closely with renowned artist Bettina Speckner on developing an understanding of concept and idea derived from 'black' and 'night' as a subject matter for creating a piece of jewellery that has personal reference.

**City campus**

**Cost:** \$595

Start date	Time	Sessions and duration
12-01-2009	9.30am–4.30pm	5 sessions x 6 hours

## Introduction to Bookbinding

**Course code** S355119

In this introductory course participants undertake practical exercises in bookbinding and finishing. This course is designed for people interested in the introductory aspects of bookbinding, book restoration and gold blocking. Participants will undertake practical exercises in bookbinding and finishing in a fully equipped bindery with experienced staff. Students complete progressive projects of increasing difficulty from stationery up to leather-bound books and raised band styles. Students complete a minimum of three hand-bound books during the course. A kit of tools is included in the cost.

**Brunswick campus**

**Cost:** \$570

Start date	Time	Sessions and duration
25-02-2009	5.30pm–8.30pm	15 sessions x 3 hours

## Bookbinding and Restoration

**Course code** S355070

In this course participants will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level depending on ability. It is recommended but not necessary for students to have experience similar to that gained in Introduction to Bookbinding or similar. Students work on their own projects under supervision and direction of experienced staff. Tools and equipment in the bindery is available to use as needed for projects.

**Brunswick campus**

**Cost:** \$510

Start date	Time	Sessions and duration
26-02-2009	5.30pm–8.30pm	15 sessions x 3 hours

## Certificate of Calligraphy

Discover the art of western-style calligraphy. Learn how to create beautiful work with the traditional tools of lettering in a small, friendly group. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give you the techniques and support necessary to practice your art. All units cover major lettering styles. The importance of quality lettering is always paramount but related book arts, lettering art and art techniques are also included to complement and enhance the traditional lettering styles. The primary tool is the broad-edged pen but pointed pen, ruling pen, brush and alternative tool techniques will also be covered. Background wash techniques, bookbinding and commercial uses of calligraphy are introduced in earlier units, while traditional arts such as illumination, preparation and the use of vellum, gilding with 23 carat gold leaf and preparation of gesso are included in later units. Participants will create a folio of finished art works, showcasing the various techniques for each unit they have studied. This culminates in a display on a gallery night where family and friends are invited.

## Calligraphy for Beginners—Unit 1

**Course code** S320083

This unit covers learning to write the major calligraphic styles; common illumination techniques; ways to use calligraphy on cards, wrapping and invitations. Gain confidence with your handwriting.

City campus

**Cost:** \$465

Start date	Time	Sessions and duration
16-02-2009	6.15pm–8.45pm	15 sessions x 2 hours

## Calligraphy Applied—Unit 2

**Course code** S320084

This unit covers business cards and letterhead, Roman capitals, invitations, layout methods and design.

City campus

**Cost:** \$465

Start date	Time	Sessions and duration
16-02-2009	6.15pm–8.45pm	15 sessions x 2 hours

## Calligraphy Advanced Writing—Unit 3

**Course code** S320085

This course covers historic manuscript study, background techniques, and various variety of higher level illumination techniques.

City campus

**Cost:** \$465

Start date	Time	Sessions and duration
17-02-2009	6.15pm–8.45pm	15 sessions x 2 hours

## Calligraphy Electives—Unit 4

**Course code** S320086

This unit covers toolmaking, lettering, variations, bookbinding, gilding, and innovative lettering.

City campus

**Cost:** \$465

Start date	Time	Sessions and duration
17-02-2009	6.15pm–8.45pm	15 sessions x 2 hours

## Camera and Darkroom 1

**Course code** S345154

Discover the beauty of black and white photography in this hands-on program for beginners. Sessions cover camera use, film selection, image composition, film processing and the excitement of making enlargements. You will need a 35 mm SLR film camera. Note: For quality teaching purposes class sizes are limited to 10.

City campus

**Cost:** \$600

Start date	Time	Sessions and duration
5-03-2009	6pm–9pm	8 sessions x 3 hours

## Camera and Darkroom 2

**Course code** S345153

A practical eight-week course designed to build on the basic theory and practice acquired in Camera and Darkroom 1 (or equivalent) and to extend your knowledge and skills in the key areas of camera operation, lighting, studio lighting darkroom and print presentation.

City campus

**Cost:** \$600

Start date	Time	Sessions and duration
21-05-2009	6pm–9pm	8 sessions x 3 hours

## Camera and Darkroom 1 & 2

**Course code** S345152

Camera and Darkroom 1 & 2 is a practical 16-week, hands-on program for beginners. Sessions cover camera and film selection, image composition, black and white film processing and proofing, enlargements, use of filters and exposure control. Students will also experiment with some more advanced printing techniques, retouching and print presentation. A brief introduction to studio photography and lighting is also included in this course. Note: Students will need to bring their own 35mm SLR camera. Class limit of 10 participants.

City campus

**Cost:** \$1080

Start date	Time	Sessions and duration
10-02-2009	6pm–9pm	18 sessions x 3 hours

## Colour Consciousness '09

**Course code** S320144

This year's workshop will introduce case studies from well-known professional colourists as a point of discussion for future directions. Presenters will share their expertise in colour future, colour trends and applications. Participants will develop as part of the practical component, a colour palette to reflect the Future in Feeling, Spirit and Emotion. There will also be a component in the workshop that explores colour in a digital environment and the electronic exploration of colour and its application. This weekend workshop is directly aimed at the professional working with colour, or a lay-person interested in using cutting edge application of colour for design. Expand your colour repertoire and explore the future in colour. This is a professionally themed workshop that will look at colour from a number of perspectives to inspire and inform participants on how to be more creative with colour. Colour sourcing and colour forecasting will be part of the discussion.

City campus

**Cost:** \$380

Start date	Time	Sessions and duration
30-05-2009	9.30am–4.30pm	2 sessions x 7 hours

## Concept Photography—Creative Media Summer School

**Course code** S345195

Are your best pics more a question of luck? Improve and develop your photographic skills. Learn basic techniques in composition, and start taking stand-out pics.

City campus

**Cost:** \$245

Start date	Time	Sessions and duration
12-01-2009	10am–4pm	2 sessions x 6 hours

## Create your own Web Site

**Course code** S355150

You don't have to spend a fortune to get your own web site up and running! Nor do you have to be a web guru or a designer. By using a content management system (and free templates) you can make your own web page in a cost effective and professional way to let your customers and clients know about you and your product. This is an ideal course for owners and managers, employees or volunteers of small business, interest groups or services who wish to make a simple but professional web site for their organisation. Learn how to use a content management system as a framework for setting up a good navigational structure and learn how to maintain and update the information yourself as it changes. You will work with information directly relevant to your business such as written copy, images and graphics that you wish to include.

Brunswick campus

**Cost:** \$320

Start date	Time	Sessions and duration
16-03-2009	6pm–9pm	4 sessions x 3 hours
25-05-2009	6pm–9pm	4 sessions x 3 hours

## Design a Computer Game with Flash

**Course code** S345203

How awesome would it be to create your own computer game? In this three-day course you will learn the basic 'Flash Action' scripting and create a game intended for the internet.

City campus

**Cost:** \$345

Start date	Time	Sessions and duration
12-01-2009	9.30am–4.30pm	3 sessions x 7 hours

## Designing and Making Footwear by Hand

**Course code** S350230

This course is ideal for people who are interested in the craft of designing and making footwear by hand.

Brunswick campus

**Cost:** \$835

Start date	Time	Sessions and duration
10-03-2009	5.30pm–8.30pm	14 sessions x 3 hours

## Desktop Publishing for Office and Business

**Course code** S355064

If you need to produce flyers, brochures or newsletters, or manipulate images like logos and photos but don't know where to start—this is the introductory course for you. The classes provide a practical overview of Photoshop, Illustrator and InDesign software (CS3) for the desktop publishing (DTP) environment. It is a great beginner's course introducing the processes of combining text, illustration and images. Skills taught are used in practical projects both set and personal. The course provides a broad overview of the major components and software commonly associated with professional desktop publishing.

Brunswick campus

**Cost:** \$820

Start date	Time	Sessions and duration
27-01-2009	6pm–9pm	12 sessions x 3 hours
23-03-2009	6pm–9pm	12 sessions x 3 hours

## Digital Photography—Post Production

**Course code** S345250

A practical approach to save time and frustration in front of the computer. Under the guidance of our lecturer you will calibrate your camera and learn the most efficient way to organise, process and deliver professional, high quality images.

City campus

**Cost:** \$590

Start date	Time	Sessions and duration
12-02-2009	6pm–9pm	8 sessions x 3 hours

## Documentary Video Production—Introduction

**Course code** S345114

This fun, hands-on course introduces you to a professional model of low-budget documentary video making, not unlike the popular ABC *Race Around the World* series. During this course you will work as a group and plan, shoot and edit a short documentary. The project will be offered for broadcast and you will also be offered a copy on completion. Please note this course involves six sessions plus a Saturday location shoot.

City campus

**Cost:** \$550

Start date	Time	Sessions and duration
27-04-2009	6pm–9.30pm	6 sessions x 3 hours

## Drawing Techniques for Design

**Course code** S320030

This is an ideal short course if you would like to build confidence and skills in drawing. Over six weeks you will also learn tips, tricks and shortcuts from the professionals in the creation of understandable drawings. This could mean new products, improvements, alterations or inventions; spaces, structures or mechanisms. You may have an interest related to Industrial, product or furniture design. It may be in architecture, automotive or engineering; or illustration or interior design. Almost anyone can benefit from improving their skills in imparting ideas in an understandable format. The course will also look at presentation of work, ideas—drawings and annotations.

City campus

**Cost:** \$420

Start date	Time	Sessions and duration
2-05-2009	9.30am–4.30pm	5 sessions x 7 hours

## Exhibition Practices

**Course code** S345257

This course is designed for visual artists who wish to develop a career in fine art practices, or who are thinking about exhibiting a body of work. Curator Kylie Holmes will assist artists with the fundamentals of exhibiting. Topics include finding the right gallery, budgeting and successfully selling work.

City campus

**Cost:** \$395

Start date	Time	Sessions and duration
3-02-2009	6pm–9pm	5 sessions x 3 hours

## Fascinating Fashion

**Course code** S350267

Drawing all fashion related images. This course will explore all areas of fashion design—from developing fashion figures to designing garments and accessories.

Brunswick campus

**Cost:** \$435

Start date	Time	Sessions and duration
19-01-2009	9am–4pm	4 sessions x 6 hours
2-02-2009	6pm–9pm	8 sessions x 3 hours
27-04-2009	6pm–9pm	8 sessions x 3 hours

## Fashion Career Discovery Short Course

**Course code** S315018

This short course is comprised of studio workshops with integrated presentations in which students are introduced to a wide range of concerns and skills relevant to fashion design and the fashion design industry. Students will be introduced to a variety of design processes utilised in the creative development of design ideas.

City campus

**Cost:** \$400

Start date	Time	Sessions and duration
29-06-2009	10am–4pm	5 sessions x 6 hours

## An Introduction to Flash CS3

**Course code** S345012

This course provides an overview of Adobe's latest release of this popular animation and interactive authoring package. The course seeks to provide students with a solid grasp of the fundamentals of the program, viewing it in the context of building stand-alone and interactive works as well as for creating online presentations.

City campus

**Cost:** \$580

Start date	Time	Sessions and duration
19-02-2009	6pm–9pm	8 sessions x 3 hours

## Flash CS3—Advanced

**Course code** S345119

The course develops ideas touched on the Introductory Flash CS3 class as well as exploring the greater potential of Action Scripting (AS3) to create advanced interactive features. Please ensure you have completed Flash CS3 Introduction or equivalent before starting this course.

City campus

**Cost:** \$580

Start date	Time	Sessions and duration
27-04-2009	6pm–9pm	6 sessions x 3 hours



## Folio Preparation — Interior Decoration

**Course code** S320012

This intensive program will give prospective students for diplomas in interior decoration and design an insight into the specific standards and requirements of the study area. The program will assist participants to refine their design approach and gain experience in presentation techniques. The course provides a broad overview of some of the key areas relevant to interior decoration. Students will have the opportunity to improve their skills through a range of practical exercises, classroom demonstrations and lectures.

Students will also practice visual and oral presentation skills and develop a greater awareness of the industry.

City campus

**Cost:** \$390

Start date	Time	Sessions and duration
29-06-2009	9.30am–4.30pm	4 sessions x 7 hours

## Folio Preparation in 3D Product Design

**Course code** S320038

If you like the idea of studying in a workshop surrounded by tools and models this course is for you. This program introduces participants to various drawing and rendering techniques for planning and recording ideas for 3D projects, as well as concept development applicable to 3D design. Students work to set briefs with teacher feedback and guidance to produce working drawings and models using a range of materials. The course also includes discussion on TAFE/tertiary programs available in the 3D area, and an industry overview.

City campus

**Cost:** \$420

Start date	Time	Sessions and duration
29-06-2009	9.30am–4.30pm	4 sessions x 7 hours

## Folio Preparation in Fashion Drawing and Fashion Design

**Course code** S350229

A 15 week course to give an understanding of fashion drawing and aspects of Fashion for application to tertiary study in fashion design.

City campus

**Cost:** \$585

Start date	Time	Sessions and duration
5-03-2009	6pm–9pm	15 sessions x 3 hours

## Folio Preparation in Fashion Drawing and Fashion Design — Intensive

**Course code** S350228

This intensive course will introduce students to principles of fashion drawing and fashion design before application to tertiary study in a Fashion Design course. The course is offered in school holidays and also on Saturdays.

Brunswick campus, City campus

**Cost:** \$420

Start date	Time	Sessions and duration
19-01-2009	9.15am–4.30pm	5 sessions x 6 hours
6-04-2009	9.15am–4.30pm	5 sessions x 6 hours
2-05-2009	9.15am–1.15pm	7 sessions x 4 hours
29-06-2009	9.15am–4.30pm	5 sessions x 6 hours

## Folio Preparation in Graphic Design — Level 1

**Course code** S320082

This very popular course is an introduction to practical project-based graphic design in an energetic studio environment. The content focuses on idea generation, concept development and the creation of text and image projects for communication design. Students are introduced to a range of manual techniques through short projects. Computers may be used for small components but are not the focus of this course. Students work to set briefs with teacher feedback and guidance. The course also includes discussion on courses in the study area, and an industry overview.

Brunswick campus

**Cost:** See below

Start date	Time	Duration	Cost
15-04-2009	9.30am–4.30pm	3 sess. x 7 hrs	\$300
29-06-2009	9.30am–4.30pm	4 sess. x 3 hrs	\$390

## Folio Preparation in Multimedia

**Course code** S355146

Using a range of current software programs such as Dreamweaver, Flash and Adobe CS3, work on your own practical project for web design or point of purchase display materials/products with teacher guidance to produce finished graphic material. Practical exercises are followed by class discussion to highlight methods and solutions. Ideal for VCE students or adults interested in further study or employment in the printing technology and graphic arts industry.

Brunswick campus

**Cost:** \$390

Start date	Time	Sessions and duration
29-06-2009	9am–4pm	4 sessions x 7 hours

## Folio Preparation in Photography

**Course code** S345129

This informative and helpful course is designed to assist students in preparing a folio to apply for further study. Students will have their current folio assessed and an ongoing individual program set according to need. Please note that this course is designed for people who have already studied photography and already have the basis of a folio.

City campus

**Cost:** \$610

Start date	Time	Sessions and duration
29-06-2009	9.30am–4.30pm	4 sessions x 7 hours

## Folio Preparation in Visual Merchandising

**Course code** S320044

Visual merchandising is about selling or promoting by means of presentation, which involves store display and design, exhibition design, event design, photographic styling and theming. In this course students work through their own practical visual merchandising project which will cover the whole process from design to final installation. Students work through a range of practical exercises, which are followed by class discussion to highlight methods and solutions. Students complete their designs and execute a display and merchandise installation.

City campus

**Cost:** \$390

Start date	Time	Sessions and duration
29-06-2009	9am–4pm	4 sessions x 7 hours

## Folio Preparation in Visual/ Fine Art — Intensive

**Course code** S340018

This course is designed to enable the participant to develop observational skills and application in both drawing and oil painting.

City campus

**Cost:** \$420

Start date	Time	Sessions and duration
29-06-2009	9.30am–4.30pm	5 sessions x 6 hours

## Footwear Workshop Access Program

**Course code** S350284

This Workshop Access Program is designed for current, continuing or past Footwear Production students who wish to utilise the facilities and equipment of RMIT Brunswick's Footwear Department.

Brunswick campus

**Cost:** See below

Start date	Time	Sessions and duration	Cost
26-02-2009	10am–4pm	10 sessions x 5 hours	\$400
26-02-2009	10am–4pm	20 sessions x 5 hours	\$700

## Garden Design Series

If you want to learn more than the basics, the Garden Design Series of courses offers students a progression of design investigations into contemporary garden design in both a practical and theoretical setting. This rigorous and pleasurable program focuses on the urban residential garden and living space. Classes are scheduled in the evenings but incorporate a number of site visits on weekends as part of the program.

### Garden Design Series: Garden Design 1A

#### Course code S320149

Garden Design 1A and continuation Garden Design 1B develop an understanding of how a site works to inform the design process. You will work through projects to gain skills in site analysis of form and function, concept development, design principles, hard and soft landscape materials, documentation, drawing conventions and communication with clients and contractors

City campus

Cost: \$565

Start date	Time	Sessions and duration
10-03-2009	6pm–9pm	12 sessions x 3 hours

### Garden Design Series: Planting Design

#### Course code S320151

Planting Design focuses on how to integrate well selected plants as part of the overall structure of the space and as support for sustainable and environmentally responsible design. Classes are scheduled in the evenings but incorporate a number of site visits on weekends as part of the program.

City campus

Cost: \$565

Start date	Time	Sessions and duration
11-03-2009	6pm–9pm	12 sessions x 3 hours

## General Drawing

#### Course code S340020

This course is designed to develop observation skills and drawing techniques from a series of still life set-ups.

City campus

Cost: \$360

Start date	Time	Sessions and duration
30-04-2009	6pm–9pm	6 sessions x 3 hours

## Gerber—Grading and Marker Making (CGMM)

#### Course code S350282

This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.

Brunswick campus

Cost: \$795

Start date	Time	Sessions and duration
23-02-2009	6pm–9pm	14 sessions x 3 hours

## Gerber—Pattern Making (PDS)

#### Course code S350247

This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.

Brunswick campus

Cost: \$795

Start date	Time	Sessions and duration
4-03-2009	6pm–9pm	14 sessions x 3 hours

## Global Trading in Fashion and Apparel

#### Course code S350286

These newly created suites of workshops have been developed in response to an industry demand to keep abreast of the changes and challenges faced in a globally-competitive marketplace. RMIT's School of Fashion and Textiles in collaboration with Novel Consulting will deliver a series of workshops primarily targeted at professionals involved with garment technology, new product development, global production and quality management. Each day of these three-day workshops covers different topics. Go on to the web site to view the brochure for more details.

Venue: Sydney

Cost: \$415

Start date	Time	Sessions and duration
22-04-2009	9am–5pm	1 session x 7 hours
23-04-2009	9am–5pm	1 session x 7 hours
24-04-2009	9am–5pm	1 session x 7 hours

## Graphic Design: Creative Communication

#### Course code S320130

This course will provide the participants with a wide range of strategies to develop their own strong communication resolutions for a range of common promotional projects. This course focuses on creative communication in the areas of advertising, marketing and promotion through graphic design. You will experiment with a variety of approaches to concept development and explore creative thinking. You will be surprised at how, when creative thinking is applied, your communications outcomes are improved. Students work in both a computer room for practical work and a classroom for discussion and lectures.

Brunswick campus

Cost: \$565

Start date	Time	Sessions and duration
17-02-2009	6pm–9pm	14 sessions x 3 hours

## Graphic Design: Type and Image Fundamentals

#### Course code S320131

This course explores the underlying principles and elements that are the foundation of design. Students gain an understanding of the driving principles and apply them to strategies around layout, composition and presentation. Participants will work with a variety of projects that may include: including magazine pages, book covers, promotional items, logos and corporate identity. Students work in a computer room for practical work and a classroom for discussion and lectures

Brunswick campus

Cost: \$565

Start date	Time	Sessions and duration
18-02-2009	6pm–9pm	15 sessions x 3 hours

## Graphic Design: Typography and Layout

#### Course code S320132

Participants in this unit will explore effective communication through graphic information. Learn the basics of good typography and layout with contemporary graphic communications approaches and apply them to industry style briefs. This may include items such as magazine layout, business identity stationery and promotional materials, personal logos, newsletters and posters. A number of shorter and longer projects are completed during the courses and students are encouraged to bring in and work on their own projects when practicable.

Brunswick campus

Cost: \$565

Start date	Time	Sessions and duration
16-02-2009	6pm–9pm	15 sessions x 3 hours

## Illustrating and Writing a Children's Picture Book

**Course code** S320040

This course is a practical project-based course designed to take the participant through the stages of planning, writing and illustrating for children. Students work on their own idea for a book.

Brunswick campus

**Cost:** \$440

Start date	Time	Sessions and duration
7-05-2009	6pm–9pm	6 sessions x 3 hours

## Illustrator—Fundamentals

**Course code** S355125

This course focuses on learning the tools and functions of Adobe Illustrator, the premier vector software for the creation of graphics. Logos, poster, packaging and digital illustrations are all ideal projects for Illustrator. It is also the perfect tool for character design and animation layout. Participants will learn to create graphic images through hands-on projects.

Brunswick campus

**Cost:** \$540

Start date	Time	Sessions and duration
30-04-2009	6pm–9pm	7 sessions x 3 hours

## InDesign—Fundamentals

**Course code** S355120

If you need to produce flyers, brochures or newsletters, or manipulate images like logos and photos but don't know where to start—this is the introductory course for you. The classes provide a practical overview of Photoshop, Illustrator and InDesign software (CS3) for the desktop publishing (DTP) environment. It is a great beginner's course, introducing the processes of combining text, illustration and images. Skills taught are used in practical projects both set and personal.

The course provides a broad overview of the major components and software commonly associated with professional desktop publishing.

Brunswick campus

**Cost:** \$540

Start date	Time	Sessions and duration
18-02-2009	6pm–9pm	7 sessions x 3 hours
29-04-2009	6pm–9pm	7 sessions x 3 hours

## Interior Decoration Design Series

The Interior Decoration Design Series (InDecs) is designed for people employed or wishing to be employed in the retail and commercial area of interior decoration, or those wishing to further enhance their personal development in this area. Study units are considered suitable preparation for work in areas of specialist decoration such as soft furnishings, paint and retail outlets. The listed units are available as an individual subject or as part of a self-determined longer study period

## Interior Decoration Design Series: Colour for Interiors 1

**Course code** S320123

This unit offers an introduction to colour for interior decoration and design and covers the source and structure of colour. Participants will gain an understanding of the various colour groups and their application. Students will be introduced to concepts of base colour, mixing and adjusting colour as well as coordinating colour schemes for interiors and exteriors. The course introduces participants to common presentation formats such as colour boards for mood and inspiration.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
18-02-2009	6pm–9pm	15 sessions x 3 hours

## Interior Decoration Design Series: Colour for Interiors 2

**Course code** S320124

In this unit students explore the psychology and meaning of colour to achieve maximum effect. It provides participants with a deeper level of appreciation for the impact and experience of colour applied in commercial and domestic environments such as apartments, corporate spaces and office fit-outs as well as in heritage and historical applications. A pass in Colour for Interiors 1 (or equivalent) is a prerequisite for this course.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
18-02-2009	6pm–9pm	15 sessions x 3 hours

## Interior Decoration Design Series: Creative Lighting Applications

**Course code** S320125

Participants of this unit are introduced to the art of lighting for effect with flair and style, and for indoors and out. The course covers the artistic approach to lighting for maximum atmosphere and mood for a variety of situations. Students explore lighting for landscaping, courtyards and gardens, public buildings, churches, corporate settings and office space, residential and domestic spaces and how to light artwork. Students also learn the underpinning principles of lighting such as categories for different tasks, wattage, luminosity and beam spread, fittings and luminaires. Students are also introduced to AS1680 Australian Standards for Lighting. The aim of this unit is to provide participants with a practical approach to analysing, evaluating and planning artificial lighting for a range of spaces that will relate to interior decoration and design practice.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
18-02-2009	6pm–9pm	15 sessions x 3 hours

## Interior Decoration Design Series: Design Fundamentals for Interiors

**Course code** S320126

This unit delivers the underpinning principles for interior decoration and design and is an excellent course to begin with. Students practice resolving visual and spatial problems through the application of design principles and elements in interior settings. Includes the introduction to practical exercises such as 2D presentation boards for visual balance, evaluation of design principles in action and the development of an individual resource and visual reference library for inspiration and ideas.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
17-02-2009	6pm–9pm	15 sessions x 3 hours

## Interior Decoration Design Series: Design History for Interiors 1

**Course code** S320127

Major Western historic periods from classical through to 18th century European provide students with understanding and inspiration for current interior decoration and design ideas through the interpretation of elements such as pattern, colours and design motifs. Decorative elements also provide stimulation for contemporary exploration of furniture, lighting and surfaces. Students have the opportunity to discover a different, creative perspective on history.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
18-02-2009	6pm–9pm	15 sessions x 3 hours

## Interior Decoration Design Series: Materials and Finishes

**Course code** S320128

In this unit students explore the amazing range of interior materials, hard finishes, and fixtures available to interior decorators. It includes exploring laminates, timbers, stone, glass and composite polymers and metals. Fixtures include desks, storage units and office fittings. Students investigate applications ranging from single storey residential buildings to multi storey commercial complexes to make informed selections of these items. This unit also covers the identification, assessment and control of chemical, physical, psychological and biological hazards and ergonomics in the work environment.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
16-02-2009	6pm–9pm	15 sessions x 3 hours

## Interior Decoration Design Series: Soft Furnishings

### Course code S320129

In this unit students explore fabric applications for interiors. Selection and specifications, estimating and quoting for applications ranging from sofas to cushions, drapes, rugs, wall hangings, carpets and window coverings are included. Properties of various materials are evaluated for suitability, wear, visual effect, mood and character. Soft furnishings are applied to both historical and contemporary interiors. Materials such as woven and non-woven fabrics (leather, polymers) their fibres and production methods are evaluated and selected for interior products and finishes for both domestic and commercial situations.

City campus

Cost: \$565

Start date	Time	Sessions and duration
16-02-2009	6pm–9pm	12 sessions x 3 hours

## Interiors—Design and Decoration For Living

### Course code S320013

This course is designed for people with a personal interest in interior decoration. The course provides an overview of major aspects of redecorating a home. Topics covered in the program include: decoration planning; space planning; elements and principles of interior decoration; colour planning; lighting, soft furnishing; furniture styles; renovation techniques; application of decorative materials; surface coatings selection.

City campus

Cost: \$450

Start date	Time	Sessions and duration
19-02-2009	6pm–9pm	8 sessions x 3 hours
30-04-2009	6pm–9pm	8 sessions x 3 hours

## Introduction to Adobe Illustrator for Fashion and Textile Industry

### Course code S350245

The aim of the course is to introduce the use of Adobe Illustrator to create fashion and textile images.

Brunswick campus

Cost: \$515

Start date	Time	Sessions and duration
27-01-2009	9am–5pm	3 sessions x 7 hours

## Introduction to Adobe Photoshop for Fashion and Textile Industry

### Course code S350244

The aim of this course is to introduce the use of Photoshop software to develop images relevant to the fashion and textile industry.

Brunswick campus

Cost: \$515

Start date	Time	Sessions and duration
20-01-2009	9am–5pm	3 sessions x 7 hours
20-01-2009	6pm–9pm	7 sessions x 3 hours

## Introduction to Advertising

### Course code S320106

This is a course for students considering applying for advertising-related study programs at RMIT or elsewhere. It introduces potential students to the discipline of advertising, and assists them in understanding the industry and the many options within it. The course will demonstrate common techniques for preparing suitable work for a portfolio.

City campus

Cost: \$295

Start date	Time	Sessions and duration
29-06-2009	9.30am–4.30pm	3 sessions x 7 hours

## Introduction to Photography—Technical and Aesthetic

### Course code S345151

A practical course explaining the basics of camera operation (film and digital) and exploring methods of creating more visually dynamic photographs. The course is designed for users with little or no photographic experience or knowledge. It is suitable for users of film or digital cameras with adjustable controls. Note: Film and processing will be an additional cost for the course.

City campus

Cost: \$510

Start date	Time	Sessions and duration
2-02-2009	6pm–9pm	8 sessions x 3 hours
13-04-2009	6pm–9pm	8 sessions x 3 hours

## Lectra—Introduction

### Course code S350215

This course aims to introduce the basic computer-aided pattern making principles using the Lectra system. This is achieved via demonstrations, practical application and various handouts.

Brunswick campus

Cost: \$685

Start date	Time	Sessions and duration
12-03-2009	6pm–9pm	12 sessions x 3 hours

## Life Drawing

### Course code S340025

This course will focus on a series of exercises and instructions in drawing the human form.

City campus

Cost: \$360

Start date	Time	Sessions and duration
27-04-2009	6pm–9pm	6 sessions x 3 hours

## Maya—An Introduction

### Course code S345229

This course serves as an introduction to one of the most widely used and respected 3D software packages currently available. Maya is the industry standard for film and computer game production. The course will provide instruction in modelling, texturing and rendering with Maya.

City campus

Cost: \$600

Start date	Time	Sessions and duration
16-03-2009	6pm–9pm	6 sessions x 3 hours

## Maya—Character Animation

### Course code S345230

Ever wondered how they made those penguins tap-dance? This course can show you how! Learn the fundamentals of character animation in this exciting new short course. The course is suitable for beginners and experienced 3D modellers alike. Using a pre-made character rig, you will learn how to create believable character movement and have a lot of fun along the way.

City campus

Cost: \$600

Start date	Time	Sessions and duration
4-05-2009	6pm–9pm	6 sessions x 3 hours

## Patternmaking

### Course code S350203

This course covers basic pattern making techniques. Participants will develop base style patterns from the provided basic/foundation blocks. Participants will have the opportunity to learn pattern drafting principles and techniques for the development of basic silhouettes and style adaptations through practical application, demonstrations and reference notes.

Brunswick campus

Cost: \$615

Start date	Time	Sessions and duration
11-02-2009	6pm–9pm	12 sessions x 3 hours
27-05-2009	6pm–9pm	12 sessions x 3 hours

## Photoshop—Fundamentals

### Course code S355123

In this course participants will be introduced to the fundamental functions and tools of Photoshop useful in a printing environment. The Photoshop package is the standard image manipulation tool for electronic publishing; knowledge of the software is essential to quality publications for the industry. In this course the software will be evaluated and taught from the photographic perspective, the design perspective and for the preparation of images for print. Students will also look at saving images for web.

Brunswick campus

Cost: \$540

Start date	Time	Sessions and duration
28-04-2009	6pm–9pm	7 sessions x 3 hours



## Photoshop—Introduction

**Course code** S340064

This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop CS. The workshop aims to provide participants with a solid understanding of how Photoshop works, and to lay the foundations that will form a base for further Photoshop imaging investigations.

City campus

**Cost:** \$595

Start date	Time	Sessions and duration
30-04-2009	6pm–9pm	6 sessions x 3 hours

## Portrait and People Photography

**Course code** S345183

We all like to take photographs of our family and friends but few do it well. This practical eight-week course explains equipment, material selection and techniques for photographing people. It covers formal and casual portraits, lighting, selection of location and technical considerations of exposure and composition. Prerequisite: Applicants should have a basic understanding of photography and access to an adjustable film or digital camera.

City campus

**Cost:** \$510

Start date	Time	Sessions and duration
12-02-2009	6pm–9pm	8 sessions x 3 hours
19-05-2009	5pm–9pm	8 sessions x 4 hours

## Principles of Dyeing and Printing

**Course code** S350275

This short course covers: dyeing (application of dyes; types of dyes; chemicals used in dyeing; machinery; faults and problems; practical dyeing exercises will be undertaken to assist in the understanding of the processes), and printing (design preparation; types of printing including machines; colourants commonly used for printing garments and fabrics; printing faults and problems; practical exercises involving simple illustrations of the major print styles; common finishing processes for printed fabrics).

Brunswick campus

**Cost:** \$395

Start date	Time	Sessions and duration
6-05-2009	5.30pm–8.30pm	6 sessions x 3 hours

## Product Knowledge Workshops in Footwear

**Course code** S350231

Workshop content: construction (court, oxford, derby, welt, cement, veldt schoen), leather characteristics and materials (leather types, linings, surface materials, grindary accessories, eyelets/buckles/laces/hook and eye/studs), glues and adhesives (compatibility of cements and solvents, TPR, PVC, PC, PU, rubber, leather), quality (stitching, eyeletting, clinching, adhesives, sole laying, colour/shade, toe seat and side lasting).

Brunswick campus

**Cost:** \$550

Start date	Time	Sessions and duration
7-05-2009	9am–4pm	2 sessions x 6 hours

## Product Knowledge Workshops in Textiles

**Course code** S350224

These textiles workshops have been specifically designed for current and newly appointed TCF staff wishing to improve their technical knowledge and gain a wider appreciation of the many facets of the total 'textile pipeline' from fibres to fashion. Each day of these week-long workshops covers different topics. Go on to the web site to view the brochure for more details.

Brunswick campus

**Cost:** \$315

Start date	Time	Sessions and duration
4-05-2009	9am–5pm	1 session x 7 hours
5-05-2009	9am–5pm	1 session x 7 hours
6-05-2009	9am–5pm	1 session x 7 hours
7-05-2009	9am–5pm	1 session x 7 hours
8-05-2009	9am–5pm	1 session x 7 hours

## Production Lighting—New Competency Based Course

**Course code** S345236

Are you interested in learning how to design and install a light show for live events? This course will teach you how to operate and create using the magic of production lighting techniques.

This course is competency-based. These units can provide credit transfer towards a number of diploma qualifications in the audio visual industry including the *Diploma of Audio Visual Technology*. The units of competency offered in this course are: Prepare, Install and Monitor Lighting Equipment (CUFLGT04A) and Operate Lighting Consoles (CUFLGT04A).

City campus

**Cost:** \$500

Start date	Time	Sessions and duration
7-01-2009	9.30am–5.30pm	2 sessions x 8 hours

## Screen Print Your T-shirt

**Course code** S350285

This is a course on how to create images for screens, how to prepare and register them, and how to print out film from a digital format printer. Your end product may be up to a four-colour screen-printed t-shirt.

Brunswick campus

**Cost:** \$305

Start date	Time	Sessions and duration
19-01-2009	9.30am–4pm	3 sessions x 6 hours
6-05-2009	6pm–9pm	6 sessions x 3 hours

## Screenwriting—Introduction

**Course code** S345029

Develop the skills required to write dramatic screenplays and employ techniques used to heighten audience participation. The course covers characterisation and back story; the creation of a script treatment; narrative form; and the use of symbols. While learning these skills you will write and workshop your own short script.

City campus

**Cost:** \$530

Start date	Time	Sessions and duration
27-02-2009	6pm–9pm	16 sessions x 3 hours

## Sewing

**Course code** S350234

A series of samples will be made to demonstrate all the techniques and a booklet of notes to support these samples will be given to each person participating.

Brunswick campus

**Cost:** \$450

Start date	Time	Sessions and duration
3-02-2009	6pm–9pm	10 sessions x 3 hours
5-02-2009	6pm–9pm	10 sessions x 3 hours
21-04-2009	6pm–9pm	10 sessions x 3 hours
23-04-2009	6pm–9pm	10 sessions x 3 hours

## Sewing (Summer School)

**Course code** S350252

A series of samples will be made, and examples shown on how to adjust a pattern and create a garment to that particular size.

Brunswick campus

**Cost:** \$270

Start date	Time	Sessions and duration
19-01-2009	10am–4.30pm	3 sessions x 6 hours



## Short Film Production

**Course code** S345199

In this project-based workshop you will learn basic camera operation, blocking action for the camera and ways of directing actors and crew. This is a fun, practical course and minimal theory is involved.

City campus

**Cost:** \$345

Start date	Time	Sessions and duration
7-01-2009	10am–4pm	3 sessions x 6 hours

## Song Writing

**Course code** S345211

This is a five-day introductory workshop on writing your own music. This workshop will cover lyric analysis, music writing and will offer an opportunity to practice and perform your own work.

City campus

**Cost:** \$345

Start date	Time	Sessions and duration
12-01-2009	10am–3pm	5 sessions x 7 hours

## Stencil Art

**Course code** S345213

Interested in public art? Then why not attend this two day, hands-on workshop on stencil art. You will have the chance to make your own stencil artwork on canvas. This course will also include a discussion of the politically charged history of stencil art and the philosophy behind the need for public art in our society.

City campus

**Cost:** \$240

Start date	Time	Sessions and duration
7-01-2009	10am–4pm	2 sessions x 6 hours

## Street Art Photography

**Course code** S345196

If you're a keen photographer with an interest in public art then don't miss this exiting three day workshop on the documentation of street art using digital photography. This course will involve a small amount of theory and lots of photo-documentation on location. The last day will involve enhancement of images using Adobe Photoshop. This course will consider the question 'what makes a good photo?' and will discuss basic things a photographer can do to insure their photos are interesting and unique.

City campus

**Cost:** \$340

Start date	Time	Sessions and duration
12-01-2009	12pm–6pm	3 sessions x 6 hours

## Television Studio Production—Introduction

**Course code** S345194

This short course introduces participants to a widescreen digital television studio and operational techniques similar to those used in the networks for shows such as *Sunrise*, *GMA*, news etc. Students have the opportunity to work on studio shoots as camera, sound, lighting, director or floor manager during the progress of this course. Please note: a minimum of 10 people are required to enrol for this course to run.

City campus

**Cost:** \$530

Start date	Time	Sessions and duration
30-05-2009	10am–5pm	4 sessions x 6 hours

## Travel and Landscape Photography

**Course code** S345182

This course is your chance to learn BEFORE you travel. The course is designed to help you select appropriate equipment, consider security and camera care, understand principles of lighting, composition and design to apply to photographing cities, landscapes, wildlife and local customs. Prerequisite: Applicants should have a basic understanding of photography and access to an adjustable film or digital camera.

City campus

**Cost:** \$440

Start date	Time	Sessions and duration
27-04-2009	6pm–9pm	8 sessions x 3 hours

## Visual Merchandising—Introduction

**Course code** S320089

This highly popular course aims to open up an understanding of the breadth and scope of visual merchandising in today's world of retailing. It aims to assist the store owner, sales manager or staff to meet their objectives by increasing the average sale per customer. This course provides an overview of the many aspects of visual merchandising impacting on today's traders and retailers.

City campus

**Cost:** \$390

Start date	Time	Sessions and duration
30-04-2009	6pm–9pm	8 sessions x 3 hours

## Visual Merchandising Course Series

This series of courses provide introductory aspects of display, design and the presentation of merchandise; prop making and signage for display. If you want to introduce new skills or add proficiencies to your current retail practice, or you may wish to pursue a future career in VM and retail, then this series is a great place for you to begin.

## Visual Merchandising Course Series: Product Presentation

**Course code** S320134

This unit covers the fundamentals of visual presentation of a range of product categories. Students are introduced to a variety of hands-on product presentation techniques and merchandising projects. Students produce their own displays and props using a range of merchandise such as cosmetics, home wares posters, books, food, DVD/video/CDs, accessories and fashion items, and display techniques in bays and other spaces that may include poster suspension, groupings, backdrops, logos, tickets and basic lighting. This unit is ideal to take in tandem with Studio. The techniques covered and the props made in the studio can be utilised in your displays in Product Presentation.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
17-02-2009	6pm–9pm	15 sessions x 3 hours

## Visual Merchandising Course Series: VM Market

**Course code** S320136

This unit exposes students to the wide scope of the visual merchandising industry. It looks at the broader use of visual merchandising in retail, service outlets, corporate settings and entertainment and social venues. It will focus on image, branding, market segments and lifestyles, customer profiling, VM fixtures and fittings and store layouts. These concepts are fundamental to the effective understanding of the industry and a vital addition to any practical application of knowledge. This is a theory-based unit, which includes industry visits and store observations in students own time.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
18-02-2009	6pm–9pm	10 sessions x 3 hours

## Visual Merchandising Course Series: Lettering and Signage

**Course code** S320137

The student will learn lettering and layout skills which will enable them to produce a variety of signage and tickets for retail display. Participants will learn to write with a variety of tools and use up to date high tech methods to produce signage for display, retail and exhibition. Topics covered may include calligraphy, vinyl lettering and application, layout, lettering styles, hierarchy of text, ticket writing and signs for a range of commercial environments.

City campus

**Cost:** \$565

Start date	Time	Sessions and duration
19-02-2009	6pm–9pm	15 sessions x 3 hours

## Visual Merchandising Course

### Series: Studio

#### Course code **S320135**

Working in a practical workshop environment, this unit involves students in the design and manufacture of multi-purpose display props for visual presentation. The student will learn a variety of finishing techniques and work with a range of materials such as foam, wire and card to produce props for displays. Projects may include the manufacture of a variety of risers for product display, classical columns, art deco screens and paint techniques. The unit will also cover occupational health and safety issues in a workshop.

City campus

Cost: \$565

Start date	Time	Sessions and duration
16-02-2009	6pm-9pm	15 sessions x 3 hours

## Web Site Design and Authoring

#### Course code **S345057**

This course is ideal for professionals who are interested in getting up to speed with the most powerful and flexible HTML editor on the market. Over 10 weeks you will put the theory into practice and design and develop your own web site.

Basics that are covered: understanding key concepts; naming conventions, absolute and relative links, various protocols, colour, screen resolutions, browser versions; defining site architecture; working with content; working with images and rich media; designing layouts; formatting content with CSS; adding interactivity with java script; managing the web site; promoting your web site using SEO and measuring the success of your web site (metrics and analytics).

City campus

Cost: \$950

Start date	Time	Sessions and duration
27-01-2009	6.30pm-9.30pm	10 sessions x 3 hours
28-04-2009	6.30pm-9.30pm	10 sessions x 3 hours

## Writing Short Film Scripts

#### Course code **S345209**

It all starts with the script. Learn the fundamentals of storytelling for the screen. Find a story that's perfect for a three- to five-minute film. Write your script and then workshop it in class. Great to follow up with short film production.

City campus

Cost: \$240

Start date	Time	Sessions and duration
5-01-2009	10am-4pm	2 sessions x 6 hours

# Business

## Agents' Representatives

#### Course code **S325004**

This program is designed to provide people with the knowledge and skill required by law to be eligible for employment in real estate as an agents' representative and introduces participants to the legislation, documentation and practice of selling and leasing properties and businesses. The program includes three units: Work in the Real Estate Industry; Identify Legal and Ethical Requirements of Property Sales to Complete Agency Work; Identify Legal and Ethical Requirements of Property Management to Complete Agency Work. Delivery of the program will involve off-the-job training in a classroom situation. Teaching methods will vary, depending upon the learning outcome, and will include lectures and methods that encourage student participation, such as discussion, role-play and practical demonstrations. The program will be assessed by 4 assignments and 4 multiple-choice tests; all assessment tasks must be successfully completed.

City campus

Contact 03 9925 8111 to confirm course details and availability.

## Business Attraction, Retention and Expansion

#### Course code **S365027**

The course provides economic development practitioners with the knowledge and skills to be able to provide help to businesses in their regions. The course will cover attraction, retention and expansion of firms. Attracting new businesses to a region is one of the traditional tools of the economic developer. It is equally important to assist start up firms and retain them in the region, and to help firms to grow that are capable of growth. The course will encompass the notion of 'economic gardening', that is, growing existing firms, since existing firms provide the majority of new jobs in many regions. It will also ensure that practitioners understand the importance of linking new firm attraction strategies to existing regional strengths.

This is an introductory/overview course for practitioners directly involved in economic development, professionals who work at the edges of economic development, and for anyone with an interest in the field. The course will be equally relevant for both city-based and rural practitioners.

Online

Cost: \$1230. EDA members: \$1107

## MYOB Complete Package

#### Course code **S155085**

This course is aimed at people wanting to setup and use MYOB. Student will receive 5 MYOB manuals on payment of the course fee. Each manual retails from MYOB at \$32.95 and are included with the course fee.

City campus

Cost: \$495

Start date	Time	Sessions and duration
6-01-2009	5.30pm-8.30pm	5 sessions x 3 hours
17-02-2009	5.30pm-8.30pm	5 sessions x 3 hours

## PDF and Acrobat for the Business Environment

#### Course code **S355145**

PDFs (Portable Document File) are now an integral part of the document exchange in a professional office but also pose many new challenges. Learn how to effectively use, create and secure PDF documents in the professional office environment to make this application work securely for you.

Use Acrobat Professional to its full advantage by learning how to add watermarks and backgrounds, insert and delete pages, search and navigate a document, produce interactive forms, create certified and secure documents for email, adding and validating signatures, archiving PDF, create comments and mark-ups and print PDF.

This is a very practical hands-on course in a relaxed small group environment. Students will learn and practice skills on a computer.

Brunswick campus

Cost: \$240

Start date	Time	Sessions and duration
6-04-2009	9am-4pm	1 session x 7 hours

## The Regional Development Policy Environment

**Course code** S365019

The course addresses the central elements of how 'regional' and 'economic' development policies are done in Australia. It provides a detailed explanation of policy processes, the key government players at each level of government, some historical background, and approaches overseas. The course is about both process and the content and purpose of regional policies.

Policies made outside the region play a major role in shaping what can be achieved at the local level and it is essential for practitioners to know how the political systems operate. Different kinds of interventions are assessed and analysed. Regional policy is a complex process and some of the complexities will be unpacked to make sense of the context in which practitioners operate.

This course is part of an economic development postgraduate program (leading to a post graduate certificate, diploma or masters in economic development) developed by RMIT in conjunction with Economic Development Australia (EDA) with initial course development funding provided by the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR). Economic development practitioners are involved in the design and delivery of the courses.

This is an introductory/overview course for practitioners directly involved in economic development, professionals who work at the edges of economic development and for anyone with an interest in the field. The course will be equally relevant for both city based and rural practitioners.

Online

**Cost:** \$1230. EDA members: \$1107

## Community and Social Sciences

### Professional Certificates in Criminal Justice

These professional certificate courses in criminal justice administration are a non-award adjunct to the prestigious *Bachelor of Arts (Criminal Justice Administration)*, and are highly regarded in the criminal justice field.

City Campus

#### Cost

**Full-time:** \$2880 or payment by 3 instalments \$2980, per semester

**Part-time:** \$720 or payment by 3 instalments \$745, per subject, per semester

#### Start date

Week commencing 2-03-2009

### CJ01 Foundations of Criminology

**Course code** S210022

This unit introduces students to the crime phenomenon, how crime is variously typed, researched and categorised, what its trends are and what characteristics, in terms of various social and personal correlates, officially apprehended offenders possess.

Topic areas: the interaction between sociological psychological and situational factors and how they combine to 'produce' criminal behaviour; current and future trends in crime and criminological research; various taxonomies of crime, and their problems.

### CJ03 Foundations of Law

**Course code** S210024

This unit is designed to introduce students to the concepts, theories and elements of law. The unit examines law in its historical, philosophical, social and political context and lays the foundations for an understanding of law and relationships between law and enforcement of morals. It elaborates on various approaches to statutory interpretations and judicial decision-making.

Topic areas: theoretical aspects of law (natural vs positive law); law as commands; law and morality; common laws; statute interpretation; delegated legislation; legal reasoning.

### CJ04 Criminal Justice Introduction

**Course code** S210025

This introductory unit provides a conceptual overview of the history, purposes and functions of the major agencies in the Australian criminal justice system, especially with respect to police, courts and corrections. The unit is specifically designed as a preparation for more advanced studies within the criminal justice field.

Topic areas: history and objectives of punishment; advent and reforms of prisons; history of policing; policing issues and perspectives; hierarchy, role and functions of the Australian court system.

### CJ17 Writing and Research in Justice

**Course code** S210039

This unit assists students to make a transition from school or work to studying at university for the first time. This course raises awareness of the range of academic skills necessary to gain a qualification in justice and criminology. It provides guidance about the ways the students may be assessed in those skills. It discusses many key issues related to study, effective writing, presentation skills and research.

Topic areas: the academic environment; types of assessment in justice/criminology; examining methods in effective writing including preparation for it, i.e. reading and note-taking, data collection, literary reviews, using references as well as guidance on undertaking a presentation, construction of bibliography; oral communication skills including developing reasoned arguments in formal presentations.

### Professional Certificates in Criminal Justice – Information Session

**Course code** S210038

Information session for potential criminal justice students. Michael Benes will be guest speaker. Call 03 9925 8111 for free registration.

City campus

**Cost:** Nil

Start date	Time	Sessions and duration
3-02-2009	3pm–4.30pm	1 session x 1.5 hours
10-02-2009	5.30pm–7pm	1 session x 1.5 hours

## Public Forum—Housing, Mortgages and Financial Turmoil

**Course code** S365026

Share first-hand the tensions and trials witnessed by American and European experts during the financial turmoil and housing crisis of 2008. More importantly, join with our panel in reviewing what this all means to Australian housing and financial markets into the future.

The forum, Housing, Mortgages and Financial Turmoil will be addressed by Professor John Quigley from the Department of Economics, UCLA, Berkeley. Professor Quigley is a leading authority on the sub prime crisis and ramifications for housing markets.

City campus

**Cost:** \$55. All students, RMIT staff and concession card holders: \$44

Start date	Time	Sessions and duration
12-02-2009	9am–11.30am	1 session x 2.5 hours

## Computing and Information Technology

### CCNA TURBO

**Course code** S155081

The first half of the course prepares for the Cisco CCNA certification exam 640-822 (CCENT) It includes topics on networking fundamentals; connecting to a WAN; basic security and wireless concepts; routing and switching fundamentals; the TCP/IP and OSI models; IP addressing; WAN technologies; operating and configuring IOS devices; configuring RIPv2, static and default routing; implementing NAT and DHCP; and configuring simple networks. The second half of the course prepares for the Cisco CCNA certification exam 640-816 It covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP, RSTP, OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to-point connections; and establishing Frame Relay connections.

City campus

**Cost:** \$1690

Start date	Time	Sessions and duration
10-02-2009	5.30pm–9.30pm	18 sessions x 4 hours

### CCNA1: Cisco Systems Networking Academy Program—Networking Basics

**Course code** S130167

Students will learn to identify and describe the functions of each of the seven layers of the OSI reference model: describe physical and logical addresses and identify key differences between them; identify different network topologies, transmission media (copper, optical and wireless) and signal losses; design networks; describe ethernet and gigabit ethernet operations; bridging and switching; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP protocol suite. Prerequisites: Participants should have a basic understanding of using Windows-based computers. It will be assumed that students have post school industry experiences, training, etc., and therefore, are mature and have a drive level to cope with this accelerated program. It would be helpful to have A+ Certification, Microsoft Office skills, introductory programming or multimedia courses, and introductory electronics.

City campus

**Cost:** \$575

Start date	Time	Sessions and duration
21-02-2009	8am–5pm	5 sessions x 8 hours
24-02-2009	5.30pm–9.30pm	10 sessions x 4 hours

### CCNA2: Cisco Systems Networking Academy Program—Router and Routing Basics

**Course code** S130168

Students will examine router elements (RAM, ROM, CDP); describe connection-oriented network service and connectionless network service; define flow control and describe the 3 basic methods used in networking; identify the functions of the TCP/IP transport-layer protocols; control router passwords, identification and banner; check an initial configuration using the setup command; configure and verify IP addresses; configure Access-lists. Prerequisites: Successful completion of CCNA1.

City campus

**Cost:** \$575

Start date	Time	Sessions and duration
28-03-2009	8am–5pm	5 sessions x 8 hours
5-05-2009	5.30pm–9.30pm	10 sessions x 4 hours

# skills & knowl- edge enhanc- ement

A short course is designed for quick consumption to fit in with a hectic lifestyle. It's the perfect professional development or refresher if you work in an industry where staying up to date with technology and short term trends is important. Or you may find a course to nurture a new talent and extend your creativity.



### CCNA3: Cisco Systems Networking Academy Program – Switching Basics

**Course code** S130169

Students will learn to configure VLSM and routing protocols (RIPV2, OSPF and EIGRP); configure physical and loopback interfaces; describe LAN switching theory and benefits of VLANs, Spanning Tree Protocol and Trunks; provide Level 1 troubleshooting service.

City campus

**Cost:** \$575

Start date	Time	Sessions and duration
9-05-2009	8am–5pm	5 sessions x 8 hours

### CCNA4: Cisco Systems Networking Academy Program – WAN Technologies

**Course code** S130170

Students will learn to differentiate between the following WAN services; ISDN/LAPD, HDLC, PPP, LAPB, Frame Relay and DDR; Working of DHCP, NAT/PAT Technologies; list commands to monitor Frame Relay operation in the router; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points and channels.

City campus

**Cost:** \$575

Start date	Time	Sessions and duration
13-06-2009	8am–5pm	5 sessions x 8 hours

### CCNP1: Cisco Systems Networking Academy Program – Building Scalable Internetworks

**Course code** S130195

This course aims to provide advanced skills required to implement and support enterprise-class IP routing networks.

Prerequisites: Participants should have completed Cisco Systems Networking Academy CCNA Program to enrol into this course.

City campus

**Cost:** \$1300

Start date	Time	Sessions and duration
25-02-2009	5.30pm–9.30pm	16 sessions x 4 hours

### CCNP3: Cisco Systems Networking Academy Program – Building Cisco Multilayer Switched Networks

**Course code** S130202

This course addresses the integration of routing and switching technologies to create an efficient campus network. It will focus on multilayer switching technologies over high-speed Ethernet and wireless topologies.

Prerequisites: To have completed CCNA Program.

City campus

**Cost:** \$1300

Start date	Time	Sessions and duration
25-02-2009	5.30pm–9.30pm	16 sessions x 4 hours

### CCNP4: Cisco Systems Networking Academy Program – Optimising Converged Cisco Networks

**Course code** S130203

This course aims to provide important knowledge and skills in optimising and providing effective QoS techniques for converged networks. The main topics covered in this course include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management.

Prerequisites: To have completed CCNA program.

City campus

**Cost:** \$1300

Start date	Time	Sessions and duration
25-02-2009	5.30pm–9.30pm	16 sessions x 4 hours

### CISCO Systems Academy Program A+ Training (IT Essentials 1)

**Course code** S130188

This course is intended for students who want to pursue a career in information technology, or want to study the detail of how a computer works. It lays the foundation for the knowledge required to build and configure a computer and troubleshoot problems that may occur. Students will learn how to assemble, configure and troubleshoot computer hardware, operating systems and software. It is designed to prepare students to pass the CompTIA A+ certification exams. Students will complete a hands-on laboratory course and participate in the Hewlett Packard-sponsored Cisco Systems Academy online program.

City campus

**Cost:** \$575

Start date	Time	Sessions and duration
26-02-2009	5.30pm–9.30pm	10 sessions x 4 hours

### MCP Training – Implementing, Managing and Maintaining a Windows Server 2003 Network Infrastructure

**Course code** S130207

This course provides 40 hours of instructor-led training to provide students with the required knowledge and skills to manage networking infrastructure including DHCP services, DNS, Routing and Remote Access in a Microsoft Windows Server 2003 environment. This training prepares you for MCP exam 70-291.

City campus

**Cost:** \$600

Start date	Time	Sessions and duration
6-05-2009	5.30pm–9.30pm	10 sessions x 4 hours

### MCP Training – Managing and Maintaining a Windows Server 2003 Environment

**Course code** S130197

This course provides 40 hours of instructor-led training to provide students with the required knowledge and skills to manage user accounts and groups, maintain server resources, monitor server performance and data protection and recovery in a Microsoft Windows Server 2003 environment. This training prepares you for MCP exam 70-290 and serves as the entry point for other courses in the Windows Server 2003 curriculum.

Prerequisites: CompTIA A+ certification or equivalent knowledge and skills would be advantageous.

City campus

**Cost:** \$600

Start date	Time	Sessions and duration
25-02-2009	5.30pm–9.30pm	10 sessions x 4 hours

### Network Security

**Course code** S130201

A rapid expansion in the area of networking requires more professionals trained in network security. This network security course provides training for the Cisco Firewall Specialist Exams: Prerequisites: Securing Networks with PIX and ASA (SNPA) Securing Cisco Network Devices (SND)

City campus

**Cost:** \$990

Start date	Time	Sessions and duration
26-02-2009	5.30pm–9.30pm	14 sessions x 4 hours

### SCADA – Citect Software in Supervisory Control and Data Acquisition Systems

**Course code** S130176

This course aims to provide personnel with 'hands-on' knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to 'real world' control situations. There are no prerequisites. This course is for managers and engineering and technical personnel involved in the development, design, programming, installation and maintenance of Supervisory Control and Data Acquisition Systems.

City campus

**Cost:** \$495

Start date	Time	Sessions and duration
18-03-2009	5.30pm–9.30pm	6 sessions x 4 hours

## Voice over IP (VoIP) Fundamentals

**Course code** S130196

This course introduces you to the latest Voice over IP (VoIP) technologies and provides you the skills and techniques to configure and use IP telephony network. You will get hands-on experience with voice-enabled Cisco Routers, Cisco Call Manager Express, Cisco IP phones and standard analogue phones. On successful completion of this course you will have the knowledge and skills to participate in the design, development and deployment of IP based telephony systems for small to medium-sized businesses.

Prerequisites: CCNA certification or equivalent knowledge and skills would be advantageous.

City campus

**Cost:** \$625

Start date	Time	Sessions and duration
23-02-2009	5.30pm–9.30pm	8 sessions x 4 hours

## Wireless LAN Training

**Course code** S130200

This course focuses on the administration and security aspects of a Wireless Local Area Networks (WLANs). On completion of this course, students should have the skills to install, configure, secure and troubleshoot wireless networks.

Prerequisites: None.

City campus

**Cost:** \$575

Start date	Time	Sessions and duration
24-02-2009	5.30pm–9.30pm	10 sessions x 4 hours

# Education and Training

## Australian Career Development Studies (ACDS) (Component 3)

**Course code** S360035

An online postgraduate certificate level unit appropriate for practitioners working in the career development area who have a tertiary qualification or equivalent, but no formal qualifications specifically in career development. However, career practitioners with formal qualifications in career development may also find this unit useful as a professional development activity. The unit is not in itself a formal qualification; rather it is designed as an introduction to the broad field of career development in preparation for further formal study. The Department of Education, Science and Training (DEST) own this course and information can be found on [www.career.edu.au](http://www.career.edu.au). Completion of ACDS Component 3 provides 25% credit towards fulfilment of RMIT's Graduate Certificate in Careers Counselling.

Online

**Cost:** \$400

## Certificate IV in Training and Assessment (TAA40104)

**Course code** S360037

The *Certificate IV in Training and Assessment* is a 12 day program which includes 14 units of competency. The program is conducted over a period of four weeks. This program is endorsed by the Department of Education, Employment and Workplace Relations (DEEWR). To keep the quality of your learning at a high level we have limited participation to no more than 13 participants per course date.

City campus

**Cost:** \$2900

Start date	Time	Sessions and duration
5-02-2009	9.30am–4.30pm	12 sessions x 7 hours
5-03-2009	9.30am–4.30pm	12 sessions x 7 hours
7-05-2009	9.30am–4.30pm	12 sessions x 7 hours
4-06-2009	9.30am–4.30pm	12 sessions x 7 hours

## Certificate of Surface Coatings Technology by e-Learning

**Course code** S001001

The Surface Coatings Association Australia Inc (SCAA) has been the provider of technical education to the coatings industry for many years, mainly via classroom-based courses in Melbourne and Sydney. SCAA has now developed its *Certificate of Surface Coatings Technology* course into a self-paced, distance-learning format. Graduates can be assured of a solid grounding in the technology involved in the development and use of modern surface coatings. Having successfully completed the course, you will receive the SCAA Certificate of Surface Coatings Technology by e-Learning. For further information visit

[www.rmittraining.com/scaa](http://www.rmittraining.com/scaa)

e-Learning

**Cost:** \$1900. SCAA Member fee \$1600.

## OH&S Initial Level Five-Day Course for Health and Safety Reps, Managers and Supervisors

**Course code** S150070

This practical skills-oriented program is designed to provide health and safety representatives (and their deputies), managers and supervisors, as entitled under S.67(1) to attend a course of their choice, with the necessary skills and knowledge to complement their roles in the workplace. The program will show participants how to deal with requirements under the new and revised amendments of the updated OHS Act 2004 as well as give them the knowledge to develop the necessary skills with which to carry out their respective functions. The program also shows participants how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues. New provisions relating to Authorised Representatives from Registered Employee Organisations (ARREO's) are also included. This OHS training program is approved by WorkSafe Victoria. Early Bird Rate: Payment made a fortnight prior to the program commencement date, or for 2 or more people registered from the same organisation is \$800.

City campus

**Cost:** \$890

Start date	Time	Sessions and duration
16-02-2009	9am–5pm	5 sessions x 8 hours
23-03-2009	9am–5pm	5 sessions x 8 hours
11-05-2009	9am–5pm	5 sessions x 8 hours
29-06-2009	9am–5pm	5 sessions x 8 hours

## OHS 1 Day Refresher Program for H&S Representatives, Managers & Supervisors

**Course code** S150069

The purpose of this one-day program is to provide managers, supervisors, health and safety representatives, members of the safety committee and employees with an overview of their roles and an opportunity to participate in Occupational Health and Safety as outlined in the OHS Act 2004. This will be achieved by reviewing the requirements imposed by the Legislation. The program will reinforce management's personal responsibility, accountability, and liability for managing health and safety in the workplace. Specifically the program will focus on highlighting the consultative and participative approach. Issue resolution procedures and the roles of Health and Safety Representative's (HSR's), deputy HSR's including the issue of Provisional Improvement Notices. The role of the OHS Committee will also be outlined. The function and rights of entry of Authorised Representatives of Registered Employee Organisations (ARREO's) will also be explained. In addition the role of the Inspector, their powers and provisions for reviewing inspectors decisions are discussed. The principles of Risk Analysis using OHS Best Practice i.e. Hazard Identification, Hazard Assessment and Hazard Control techniques and supporting procedures to achieve results will also be included as they now form part of the OHS Act. The program also shows participants how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues as part of the consultation process. This program is approved by WorkSafe Victoria.

City campus

**Cost:** \$200

Start date	Time	Sessions and duration
2-03-2009	9am–5pm	1 session x 8 hours
19-06-2009	9am–5pm	1 session x 8 hours

## Electrical

### Disconnect/Reconnect Workers Licence

**Course code** S130090

The Restricted Electrical Licence courses are offered to maintenance and service personnel who wish to sit the NREL-1V and NREL-2V Examination. Holders of the Restricted Licence Class D are licenced to perform limited work for maintenance purposes only, in the disconnection and reconnection of 415V and 240V appliances.

Prerequisites: Participants can undertake the course and sit for theory and practical exams but they must be employed in an approved occupation to hold the Restricted Licence Class D. Persons who are considering obtaining a D/R Worker's Licence should contact the Energy Safe Victoria Office (ESV) of the Chief Electrical Inspector on 9203 9700 or 1800 815 721 to confirm the suitability of their primary work function prior to commencing course work. It should be noted that a D/R Worker's Licence will not be automatically issued to persons who have completed the D/R Worker's Licence course work. Applicants must apply to the ESV for the licence whereby the applicant must be able to demonstrate a suitable primary work function to obtain the licence.

City campus

**Cost:** \$700

Start date	Time	Sessions and duration
23-02-2009	5.30pm–9.30pm	14 sessions x 4 hours
25-02-2009	8am–5pm	7 sessions x 8 hours
27-04-2009	5.30pm–9.30pm	14 sessions x 4 hours
22-06-2009	5.30pm–9.30pm	14 sessions x 4 hours
24-06-2009	8am–5pm	7 sessions x 8 hours

## Electrical Contractor Registration Course—Part B Commercial (Mod EA102)

**Course code** S130017

The course assists participants to gain the required knowledge to pass B-Commercial written examination. On successful completion participants are issued with documentation indicating that Part B of the Electrical Contractors Registration course has been passed at a satisfactory standard as required by the ESV.

Prerequisites: All prospective course participants must hold an Unrestricted Class E Electrical Mechanics Licence (LEM).

City campus

**Cost:** \$470

Start date	Time	Sessions and duration
24-03-2009	5.30pm–9.30pm	10 sessions x 4 hours

### Inspection and Safety Testing of Electrical Equipment

**Course code** S130104

The aim of this course is to provide testing and tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training.

Prerequisites: Course participants should have some electrical knowledge.

City campus

**Cost:** \$230

Start date	Time	Sessions and duration
23-03-2009	8am–5pm	2 sessions x 8 hours
25-03-2009	5.30pm–9.30pm	3 sessions x 4 hours
11-05-2009	8am–5pm	2 sessions x 8 hours
3-06-2009	5.30pm–9.30pm	3 sessions x 4 hours

# university facilities & experts

When you think of RMIT, you tend to think of Design, Business, Engineering, Architecture, Fashion, Communication, Art, Technology, Community Services, Health...the list goes on. With more than 67,000 students, RMIT University is one of Australia's largest institutes of education. It's also one of Australia's oldest, having opened its doors in 1887.

Taking a short course with RMIT University gives you access to expertise of the highest level. RMIT's teachers have a passion to share their know-how in an informal way. Classes are often held in the evenings as most short course students are busy, full-time workers.

Many of RMIT's short courses allow you to use state-of-the-art equipment and facilities not commonly available, particularly in the areas of technology, engineering and design.

# Engineering and Related Technologies

## Programmable Logic Control & Automation Short Course 1

**Course code** S130054

This course is designed to provide skills in identifying and programming logic functions, timers and counters on PLCs, programming and testing sequential controls and commissioning controls for their functionality. Actuators used are of fluid power nature (hydraulics and pneumatics).

Prerequisites: Mechanical or electrical aptitude or background is desirable. All participants must purchase (not included in fee) *Automation with Programmable Logic Controllers* and matching workbook by Peter Rohner. These are available from the RMIT Bookshop.

City campus

**Cost:** \$450

Start date	Time	Sessions and duration
3-03-2009	5.30pm–9.30pm	6 sessions x 4 hours

## Programmable Logic Control & Automation Short Course 2

**Course code** S130055

This course is designed to provide skills in designing sequential controls for typical industrial systems including peripheral functions (routines), as well as designing programs of combinational nature and integrating the PLC with fluid power drive machinery. This course is level 2 of a series of 4 consecutive courses (levels).

Prerequisites: All participants must have completed Programmable Logic Control and Automation Short Course No. 1.

City campus

**Cost:** \$450

Start date	Time	Sessions and duration
21-04-2009	5.30pm–9.30pm	6 sessions x 4 hours

## Programmable Logic Control & Automation Short Course 3

**Course code** S130056

This course is designed to provide skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading or offloading, and furthering skills in system diagnostics, PLC to machine integration and fault debugging. This course is level 3 of a series of 4 consecutive courses (levels).

Prerequisites: All participants must have completed Programmable Logic Control and Automation Short Course No. 2. All participants must purchase (not included in fee) *Industrial Hydraulic Control* by Peter Rohner. This book is available from the RMIT Bookshop.

City campus

**Cost:** \$450

Start date	Time	Sessions and duration
9-06-2009	5.30pm–9.30pm	6 sessions x 4 hours

# Environment

## Exam in Support of Competency Unit: RABQSA-DW Mgt Sys for Drinking Water Quality

**Course code** S001003

RABQSA International has developed a Drinking Water Quality Management System (QMS) Auditor Certification Scheme, in collaboration with the Department of Human Services (Victoria) (DHS), the Victorian Water Industry Association and the Water Services Association of Australia. The scheme will be used by DHS to approve auditors in accordance with the Safe Drinking Water Act 2003, but is national and will have applicability for audits in other jurisdictions. Certification under this scheme will be a mandatory requirement for auditors seeking approval from DHS to conduct a regulatory audit in Victoria. Victorian water businesses should alert potential auditors to the existence of this scheme. This exam is one of four components required to achieve auditor certification.

City campus

**Cost:** \$100

Start date	Time	Sessions and duration
26-02-2009	10am–12.45pm	1 session x 2.45 hours



## Green Building and Design— Melbourne (two-day course)

**Course code** S315041

A two-day course-conference incorporating presentations, workshops, and case-studies of best-practice design, construction and policy with site visit tours of green buildings.

Participants will gain a clear understanding of:

- latest policy updates and its effects on the building industry
- the business case for sustainability
- sustainable urban planning
- national water policy, strategies and its implementation
- peak energy load reduction
- case studies of current buildings projects showing innovative sustainable approaches
- post occupancy evaluation
- sustainable materials—review of labels
- site visits to high-performance green buildings
- heritage issues and sustainable refurbishments
- local governments and developers—lessons learned for green buildings
- constructors' experiences with green building.

Contact 03 9925 8111 to confirm course details and availability.

## Food Science and Technology

### Food Technology for Non-Food Technologists

**Course code** S155096

This course is designed for new food company staff who have little or no previous training in food technology, staff changing job areas, suppliers to the food industry, or those who require an overview of technologies used in the food industry.

Participants will enhance their skills and knowledge of the basic principles of food technology and food testing and will be introduced to a range of technical and scientific requirements typically encountered by food technologists.

Each session will include theory and practical demonstrations.

City campus

**Cost:** \$175

Start date	Time	Sessions and duration
4-02-2009	10am–5pm	1 session x 6 hours

### Workplace Hygiene (Food Safety)

**Course code** S110001

This course covers all basic principles of food hygiene and is designed for people wanting to work in food preparation. It meets the legal requirement under the Australia New Zealand Food Standards Code that food handlers complete the Follow Workplace Hygiene Procedures THHGHS01B course.

This course is designed for people wanting to work in the Hospitality Industry—cafe staff, waiting staff, kitchen/sandwich hand, food attendant, cook/chef, etc. This course is Nationally Accredited as Follow Workplace Hygiene Procedures. This unit is a pre-requisite for Food Safety Supervisor training and accreditation.

City campus

**Cost:** \$140

Start date	Time	Sessions and duration
30-01-2009	9am–4.30pm	1 session x 6 hours

## Health and Medical Sciences

### Transfusion Science Workshop— Intermediate

**Course code** S160014

This course is designed to provide an introduction to blood grouping, crossmatching and antibody investigation during the first three days. Days four and five will focus on the investigation of adverse responses to blood transfusion and the investigation of Haemolytic Disease of the Newborn (HDNB). Through a program of lectures and tutorials conducted each morning, participants will be introduced to the major blood group systems of clinical significance, to the techniques and procedures used to provide compatible blood for transfusion and to the techniques employed in determining blood group antibody specificity and the investigation of transfusion reactions and HDNB.

Bundoora campus

**Cost:** \$1000

Start date	Time	Sessions and duration
2-02-2009	9.30am–5pm	5 sessions x 7.5 hours

# Manufacturing and Printing

## Digital Printing—Introduction

**Course code** S355017

This course is an introduction to digital printing using the Fuji Xerox DocuTech 6135 and Digipath—a computerised network based system to capture, store, retrieve and manipulate images for production on a Xerox production publisher such as the DocuTech 6135.

Participants will be introduced to the operational controls and the production capabilities of this high speed, mono colour, digital print engine. Participants will receive demonstrations on scanning, printing, finishing and a range of production jobs both from hard copy and digital files.

Brunswick campus

**Cost:** \$360

Start date	Time	Sessions and duration
6-05-2009	6pm–9pm	4 sessions x 3 hours

## Direct Image Press (DI)—Introduction

**Course code** S355121

This course is an introduction to direct image printing using the Heidelberg Direct Image Press (DI). Participants will be introduced to the operational controls and the production capabilities of this high speed, mono colour digital print engine. Participants will receive demonstrations on an image-transfer system for production jobs from digital files.

Brunswick campus

**Cost:** \$360

Start date	Time	Sessions and duration
7-05-2009	6pm–9pm	4 sessions x 3 hours

## Flexographic Printing—Introduction

**Course code** S355014

Flexographic printing is currently Australia's fastest growing printing process. This course provides participants with an overview of the flexographic printing process in a practical setting with hands-on experience and tuition by experienced staff trainers. Participants will be introduced to a number of different flexographic printing machines and evaluate the different uses including the Mark Andy flexographic label printer as well as larger machines.

Brunswick campus

**Cost:** \$730

Start date	Time	Sessions and duration
19-05-2009	6pm–9pm	9 sessions x 3 hours

## Heidelberg GTO 52 Operation—Introduction

**Course code** S355019

This is a specialised lithographic printing course covering ink setting, plate positioning, quality control, faults and remedies on the GTO 52 for printing machinists and students who can demonstrate both knowledge and practical application of the basic principles of lithographic printing.

The course will focus on gaining a complete knowledge of the GTO 52 machine and participants will have the opportunity to put their skills into practice.

On completion, a printer with no prior knowledge of this machine will be able to seek employment in the areas of quick-print shops, instant printers and small business.

Brunswick campus

**Cost:** \$530

Start date	Time	Sessions and duration
27-04-2009	6pm–9pm	6 sessions x 3 hours

## Heidelberg Speedmaster SM 52 Digital Control

**Course code** S355067

Do you want to operate a digital CP Tronic controlled four-colour printing press using quality control systems? If so, this is the course for you. From the console, the operator can register all four colours at the touch of a button. All components such as auto plate, wash-up facilities, and remote inking are at your fingertips. Participants will also gain the knowledge to operate a Heidelberg Digital Control Press safely.

Brunswick campus

**Cost:** \$480

Start date	Time	Sessions and duration
3-06-2009	6pm–9pm	4 sessions x 3 hours

## Introduction to Shinohara

**Course code** S355101

This course will introduce the participants to the understanding of a 2 colour printing press with a perfecting unit.

Brunswick campus

**Cost:** \$370

Start date	Time	Sessions and duration
9-06-2009	6pm–9pm	3 sessions x 3 hours

## Label Printing—Introduction (Narrow WEB)

**Course code** S355024

This course is mainly theory based but also provides participants with a practical introduction to the label printing process. The introduction of the new Mark Andy narrow web label-printing machine at the Centre of Graphic Technology (ICGT) Brunswick has created exciting opportunities for printers to upgrade their skills into a sector of the industry with record levels of growth and demand, both locally and internationally.

Brunswick campus

**Cost:** \$420

Start date	Time	Sessions and duration
4-05-2009	6pm–9pm	4 sessions x 3 hours

## Planning and Estimating

**Course code** S355062

This is a course consisting of eleven modules in planning and estimating for people in the printing industry wishing to work as estimators. This extensive course provides knowledge of specific components that go to make up an estimate of the cost. It enables the participants to produce accurate estimates for sheeted litho printing to customer specifications. The first component of the course prepares students in manual calculations and then includes planning and estimating using Prism.

Brunswick campus

**Cost:** \$1225

Start date	Time	Sessions and duration
27-04-2009	6pm–9pm	24 sessions x 3 hours

## Print Awareness

**Course code** S355038

This is a highly popular short course aiming to introduce participants to production procedures from plate to press in easy-to-understand language. There is hand-on interaction with samples and tools in a small group environment. Participants tour the various printing departments gaining a first hand view of the equipment variety, uses, and their production activities.

Brunswick campus

**Cost:** \$650

Start date	Time	Sessions and duration
6-04-2009	9am–4pm	3 sessions x 7 hours
22-06-2009	9am–4pm	3 sessions x 7 hours

## Stitching, Folding and Guillotine Operating

**Course code** S355104

Participants will concentrate on the practical use of the five-station-gather machine with support from theoretical information provided by the teacher as well as learning from hands on experience in the use of programming of computer operated guillotines. The stitching and folding section will cover topics including: use of 4 hopper, feeder and stapling unit, 3 knife trimming unit on stitching machine, 4 and 8 pages, 16 page performing and scoring. The guillotine operating section will cover topics including programming computer operated guillotines, label cutting, paper subdivision, paper substrates and knife changing.

Brunswick campus

**Cost:** \$830

Start date	Time	Sessions and duration
27-04-2009	5.30pm–8.30pm	10 sessions x 3 hours

## Media and Communications

### AV Maintenance

**Course code** S345237

Learn how to fix it yourself in this introductory audio-visual course. You will be shown the technical skills for routine, low level maintenance of sound and video equipment.

This course is competency-based. These units can provide credit transfer towards a number of diploma qualifications in the audio visual industry, including the *Diploma of Audio Visual Technology*. The course is offered over three days in the same week (Monday, Wednesday and Friday).

City campus

**Cost:** \$650

Start date	Time	Sessions and duration
19-01-2009	9.30am–4.30pm	3 session x 7 hours

### Advanced Conversational Chinese

**Course code** S365024

This intensive course is unique, designed particularly for Chinese-culture-fans who either have some proficiency in Chinese or have just come back from living in China. You will be led by RMIT expert native-speaking teachers to focus on enhancing your communication skills and enriching your knowledge of the Chinese language and culture in your preferred area of interest. On completion of the course, you will be able to not only socialise, but also have in-depth discussions with Chinese people on a variety of topics.

City campus

**Cost:** \$350

Start date	Time	Sessions and duration
4-02-2009	5.30pm–8pm	10 sessions x 2.5 hours

### Advanced Spanish

**Course code** S365012

Students will develop communicative skills in the spoken and written language, and practical knowledge of the cultures of the Hispanic world in a wide range of contexts in this course. Student-centred language practice, communicative activities, and assessment items encourage learners to be responsible for their own learning, to be creative and critical in their application of the language and its cultures, and to build on their knowledge to a level where learning can develop in further related studies, in Australia and abroad. Students will have the opportunity to broaden their interests and knowledge of contemporary Spanish and Latin American cultures and society. Attainment of this level of Spanish will be an invaluable aid to Latin American and Hispanic studies subjects.

City campus

**Cost:** \$185

Start date	Time	Sessions and duration
16-02-2009	6pm–8pm	7 sessions x 2 hours

### Beginners Chinese 1

**Course code** S365023

This is an introductory course of Chinese language and culture for those who want to learn the language in a practical and fun atmosphere and use it for recreational, business and/or study related activities. The course emphasises useful communication in a variety of contexts. Within a short period of time and with RMIT expert teachers you will develop a solid grounding in basic level functional Chinese in the four areas of listening, speaking, reading and writing.

City campus

**Cost:** \$350

Start date	Time	Sessions and duration
21-04-2009	5.30pm–8pm	10 sessions x 2.5 hours

### Beginners Conversational Chinese

**Course code** S365022

This course is designed for those who wish to acquire essential conversational skills and knowledge of Chinese culture for day-to-day social situations. It is particularly appropriate for those who are travelling to China for business or pleasure, or just meeting Chinese friends locally. With RMIT expert teachers you will develop speaking and listening skills by learning a set of practical expressions and practising the language with the class in a fun environment, giving you confidence to communicate with anyone in almost any situation.

City campus

**Cost:** \$350

Start date	Time	Sessions and duration
3-02-2009	5.30pm–8pm	10 sessions x 2.5 hours

## Beginners Japanese

### Course code **S365008**

This course aims to introduce you to the basic skills of the Japanese language and to familiarise you with the formation of written Japanese. You will learn the hiragana script. You will acquire basic understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language. You will be equipped with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication.

City campus

**Cost:** \$395

Start date	Time	Sessions and duration
18-03-2009	6pm–9pm	10 sessions x 3 hours

## Beginners Japanese 2

### Course code **S365013**

This course aims to build on the basic skills of the Japanese language, consolidating your knowledge of the hiragana script. You will learn the katakana script. You will acquire increased understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language.

City campus

**Cost:** \$395

Start date	Time	Sessions and duration
19-03-2009	6pm–9pm	10 sessions x 3 hours

## Beginners Japanese 3

### Course code **S365017**

This course aims to build on the basic skills of the Japanese language, consolidating your knowledge of the hiragana and katakana scripts. You will learn up to 50 basic kanji characters. You will acquire increased understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language.

City campus

**Cost:** \$395

Start date	Time	Sessions and duration
17-03-2009	6pm–9pm	10 sessions x 3 hours

## Beginners Spanish I

### Course code **S365010**

This course introduces students to basic skills of the Spanish language. Students will acquire essential understanding of Hispanic cultures and societies, as expressed in and reflected by the language. The course will equip students with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication. Students will be encouraged to reflect upon the dynamics of the language in its various cultural contexts. This course will prepare students for further study of Spanish, and for engagement with Hispanic peoples from Spain or Latin America.

City campus

**Cost:** \$265

Start date	Time	Sessions and duration
17-02-2009	6pm–8pm	10 sessions x 2 hours
11-05-2009	6pm–8pm	10 sessions x 2 hours

## Beginners Spanish II

### Course code **S365015**

This is an intensive course of Spanish language and culture for people who want to learn the language in a practical and relaxed atmosphere and use it for recreational and/or work and study related activities. This course will provide appropriate level to continue communicating in the target language and prepare you to study/work/travel overseas.

City campus

**Cost:** \$265

Start date	Time	Sessions and duration
19-05-2009	6pm–8pm	10 sessions x 2 hours

## Comedy Writing

### Course code **S345253**

This exciting course offers the skills needed to write stand-up and narrative comedy. Build characters, devise stories and apply time-honoured principals of comedy writing. The course is taught by Australia's internationally acclaimed 'comedy doctor', Tim Ferguson. Don't forget to book.

City campus

**Cost:** \$520

Start date	Time	Sessions and duration
19-01-2009	10am–3pm	5 sessions x 4.5 hours
15-03-2009	11am–4.30pm	4 sessions x 5.5 hours

## Copywriting in Action

### Course code **S345185**

This course is unique in that participants actively engage in 'The Process' of writing complete works of communication. Theory will be put into practice as we collaborate in generating ideas, articulating them into words and pictures, then writing the copy according to a tried and true formula that guarantees an engaging, convincing and persuasive piece of communication.

City campus

**Cost:** \$580

Start date	Time	Sessions and duration
12-02-2009	6am–9pm	8 sessions x 3 hours
12-05-2009	6pm–9pm	8 sessions x 3 hours

## Hands-On Clear Writing

### Course code **S345089**

In this practical, experiential and interactive course you will: (a) learn and practice the process of clear writing and (b) develop the associated skills by rewriting case studies into concise, compelling and engaging communication. Participants are encouraged to bring a sample of their own writing to work on.

City campus

**Cost:** \$500

Start date	Time	Sessions and duration
21-02-2009	9.30am–4.30pm	2 sessions x 7 hours
23-05-2009	9.30am–4.30pm	2 sessions x 7 hours

## Home Audio Production Series

This series of weekend courses is designed for people wishing to understand the possibilities of home-based audio production and learn what equipment is necessary to set up their own home audio production studio. Participants will learn how to record and mix using audio recording and editing software (Digital Audio Workstations). The series guides students through the most important stages of audio production, from planning the studio set-up, using software and hardware, through setting up a recording session to mixing and mastering.

### Home Audio Production Series 1: Recording Studio Set Up and Digital Audio Workstations

#### Course code **S335009**

This short course will provide you with an understanding of what factors should be considered when setting up a home recording and mixing space, whether it be a dedicated studio or space in your bedroom! Participants will gain a thorough understanding of currently available audio recording and editing equipment, plus will learn how to make the most of their available resources. Attendees will also gain an insight into operating 'Pro Tools'—the leading industry digital audio workstation.

City campus

**Cost:** \$295

Start date	Time	Sessions and duration
21-03-2009	9am–5pm	2 sessions x 8 hours

## Home Audio Production Series 2: Mixing and Mastering, an Introduction

**Course code** S335010

This short course will provide participants with an understanding of how to mix then master songs, radio stories etc. The course also explains the processes of audio mastering and gives an understanding of what to expect or lookout for when hiring a mastering engineer. Students have a 'hands-on' opportunity to work on the main elements of the mix such as compression, equalisation, effects and mastering. Limitations of home studio spaces will be discussed, as well as how to improve home acoustics - usually the studio's weakest link.

City campus

**Cost:** \$295

Start date	Time	Sessions and duration
28-03-2009	9am–5pm	2 sessions x 8 hours

## Introduction to Fiction Writing

**Course code** S345162

Writing is a lonely pursuit; this course offers you the opportunity to workshop your writing with similarly committed writers under the guidance of a teacher who is a practicing, published writer. The courses in this program will stimulate ideas, craft your current skills and challenge you to take your writing to the next level.

City campus

**Cost:** \$600

Start date	Time	Sessions and duration
10-02-2009	6pm–9pm	16 sessions x 3 hours

## Magazine Design and Production Series

The Magazine Design and Production Series is an accredited course exclusive to RMIT. It provides training in the specific practical skills and knowledge required in magazine publishing. This program takes your desire to write, edit, design or produce magazines seriously. By completing four units of study you have the opportunity to be assessed and complete units of competency which can then be credited towards further study in the area.

The three core subjects are:

- Writing for Magazines (May)
- Magazine Editing (Feb & May)
- Professional Practice (July 23)\*

Then choose one of the following two electives:

- Design and Production (Mar)
- Online Journalism (Aug 13)\*

You can also complete the courses individually without the accreditation.

\* Full course details are available on:

[www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)

## Magazine Design and Production Series: Magazine Design and Production

**Course code** S345244

This unit focuses on developing a range of design skills while working in consultation with others to ensure production and final user requirements have been met. As a class you will work together and produce a publication using InDesign. Magazine Design and Production is an elective within the course in Magazine Writing, Editing and Production.

City campus

**Cost:** \$750

Start date	Time	Sessions and duration
5-03-2009	6pm–9pm	16 sessions x 3 hours

## Magazine Design and Production Series: Magazine Editing

**Course code** S345014

This course is ideal for those with an interest in language, a facility with words and proven attention to detail. The course will give you a sense of the skill-sets that are required to become involved in magazine production. The distinctions of editing and sub-editing will be made through a series of practical in-class and take-home exercises, guest lectures by industry experts and a team project that replicates the editorial experience. Magazine Editing is a core subject within the course in Magazine Writing, Editing and Production.

City campus

**Cost:** \$740

Start date	Time	Sessions and duration
11-02-2009	6pm–9pm	16 sessions x 3 hours
19-05-2009	6pm–9pm	16 sessions x 3 hours

## Magazine Design and Production Series: Magazine Writing

**Course code** S345016

This module focuses on a broad range of skills required for writing magazine articles by assisting you to examine the craft; principles and practices of writing articles for specialist journals and magazines; research; prepare and present feature articles; examine issues related to the nature of magazine writing and the industry in general. Magazine Writing is a core subject within the course in Magazine Writing, Editing and Production.

City campus

**Cost:** \$700

Start date	Time	Sessions and duration
13-05-2009	6pm–9pm	16 sessions x 3 hours

## Manage and Market a Band

**Course code** S345251

You're in a band and you have just recorded your first EP/album and you would like to promote it: what happens next? You have been asked to manage a band: what do you do next? This three-day workshop looks at the basics of band management including management, recording and publishing contracts, how to find your audience and importantly how to promote music. You have the option of completing this course as a unit of competency, meaning it can be counted as credit towards further study in this area.

City campus

**Cost:** \$345

Start date	Time	Sessions and duration
19-01-2009	10am–5pm	3 sessions x 7 hours

## Practical Intermediate Japanese

**Course code** S365003

This course aims to consolidate and integrate your knowledge of the Japanese language acquired at a beginners' level. You will further develop practical conversation skills to communicate more effectively, as well as acquire further skills in reading and writing. Taught by a native speaker, this course is conducted in an informal atmosphere allowing you to maintain and extend your language skills. This course will enable you to use Japanese in a more advanced, natural and culturally appropriate manner. Up to 50 new kanji will be introduced. You will be assessed through on-going assessment tasks (optional).

City campus

**Cost:** \$395

Start date	Time	Sessions and duration
16-03-2009	6pm–9pm	10 sessions x 3 hours

## Public Relations Certificate

The Public Relations Certificate consists of four units: PR Principles and Practices, PR Writing, Media Relations, and Strategic PR and Planning. The course is officially endorsed by the Public Relations Institute of Australia (Victoria). The course is designed for people working in PR or related jobs or those who wish to enter the industry. Those who undertake the Public Relations Certificate can be assured of a sound introduction to the fundamental skills and knowledge required to develop a career in public relations.

## Public Relations Certificate—Media Relations

**Course code** S200016

This unit covers: how the media work; media language; media releases; media conferences, contacts, events; print, radio, TV, how they differ; workshop on interview skills; radio workshop; television interviews; television workshop; the print interview; preparing others for interviews. Benefits: students will experience the real-life aspects of creating publicity.

City campus

**Cost:** \$1350

Start date	Time	Sessions and duration
21-04-2009	5.30pm–9.30pm	8 sessions x 4 hours



## Public Relations Certificate— PR Principles & Practices

### Course code S200017

This Unit covers: what PR is about, basic concepts, communication processes, public relations as a four step process, public opinion/attitude change, communication tools—written, visual and spoken, ethics and law in public relations, social responsibility and professionalism. Benefits: students will cover the basic principles of public relations and their applications in our current society.

City campus

Cost: \$1350

Start date	Time	Sessions and duration
18-03-2009	5.30pm–9.30pm	9 sessions x 4 hours

## Public Relations Certificate— PR Writing

### Course code S200019

This Unit covers: basic public relations writing; grammar, spelling and punctuation review; resources; different approaches to NEWS; the media release; newsletter writing; backgrounds and fact sheets; brochures; speeches; scripts; writing a proposal; writing for the Internet. Benefits: students will become familiar with and develop the key writing skills used in public relations.

City campus

Cost: \$1350

Start date	Time	Sessions and duration
19-03-2009	5.30pm–9.30pm	9 sessions x 4 hours

## Public Relations Certificate— Strategic PR & Planning

### Course code S200018

Prerequisite: PR Principles & Practices.

Strategic PR analysis and management tools. Using those tools, case studies will be presented in: organisational environment; industry analysis; mission, values and culture; leadership; internal communication issues; crisis management; media relations; government relations and lobbying; issue management; labour relations; risk communication. Benefits: by experiencing actual cases students will gain a strong insight into the way public relations gets results.

City campus

Cost: \$1350

Start date	Time	Sessions and duration
17-06-2009	5.30pm–9.30pm	8 sessions x 4 hours

## Public Relations CPE

Can you afford not to be informed and proactive in today's best practice public relations market? RMIT University, an Australian leader in public relations education, provides both practitioners and students of public relations with the opportunity to build their skill base and knowledge with hands-on workshops and trainings.

## CPE—Crisis Management

### Course code S200028

What happens in a company when the worst-case scenario hits? Public relations practitioners have been the traditional managers of crises in organisations—but company protocols and policies must be in place before a crisis erupts. Classic and contemporary crisis events in Australia have parallels in other countries, establishing useful lessons for organisations wanting to design their own Crisis Communication Plan. This workshop explores the design of realistic programs to plan for and handle crises, plus practical exercises that demonstrate how to minimise damage to your organisation. Presenter: Andrew Kilsby

City campus

Cost: \$295

Start date	Time	Sessions and duration
30-04-2009	9.30am–5pm	1 session x 8 hours

## CPE—Integrated Communication

### Course code S200081

This workshop looks at strategy development in integrated communication campaigns, investigating the best creative approaches to hit home. It looks at the combined roles of advertising and public relations, correct targeting, matching mediums and preparing concise briefs for creatives to get the results you want.

Presenter: Dave Schloeffel

City campus

Cost: \$195

Start date	Time	Sessions and duration
2-06-2009	5.30pm–9.30pm	1 session x 4 hours

## CPE—Managing the Angry Mob—Community Engagement

### Course code S200068

Dealing with an angry public and building good community relations can challenge anyone. This training looks at issues that arise and proposes solutions to prevent projects from being swamped by negative community opinion. It focuses on the keys to identify and anticipate trouble spots, meaningful communication that allows everyone to be heard, and tips to ensure success. Presenter: Rose Thomas

City campus

Cost: \$295

Start date	Time	Sessions and duration
15-06-2009	9.30am–5pm	1 session x 8 hours

## CPE—Media Release & PR Writing

### Course code S200062

How can you improve your media release writing skills to ensure your organisation gets the best coverage? Good writing skills are essential – and you must know what editors and journalists are looking for. Learn how to create well-written media kits that produce top results. Presenter: Maree Curtis, RMIT Lecturer, Former Editor, *Herald Sun Sunday Magazine*.

City campus

Cost: \$295

Start date	Time	Sessions and duration
30-05-2009	9.30am–5pm	1 session x 8 hours

## CPE—PR Media Training

### Course code S200047

How can you be totally confident when dealing with the media? Build your skills and knowledge with this practical full-day training, being coached and guided by media experts. Learn how and when to proactively approach the media with success. Feel in control when the media turns on the pressure. This training is a must for anyone who suspects they will one day face either the print or electronic media in their career. Presenters: Neil Spark, Publisher and Editor, *RACV Royal Aut Magazine*, and Doug Weller, Director, Corporate Media Services.

City campus

Cost: \$295

Start date	Time	Sessions and duration
13-06-2009	9.30am–5pm	1 session x 8 hours

## CPE—Strategy Planning— Focussing your Strategy for Outstanding Outcomes

### Course code S200069

Good strategy relies on a particular way of thinking—with a combination of clarity and creativity. Strategic thinking adds excellence to proposals, campaigns and promotional events—it is usually the element that clients and CEOs are seeking. Learn how to plan strategically so that your professionalism and success rates soar. This training will use case studies and reveal hard-won secrets to ensure that participants identify, develop and focus their own strategies. Presenter: Noel Turnbull, RMIT Adjunct Professor; Former Director, Turnbull Porter Novelli

City campus

Cost: \$295

Start date	Time	Sessions and duration
21-05-2009	9.30am–5pm	1 session x 8 hours

## CPE—The Keys to Event Management

### Course code S200053

How are major events such as festivals, sporting events and conferences effectively pulled together? The principles that apply to large events carry through to smaller events. This training will help you initiate and organise events that produce top results. Successful promotion and event management requires highly developed, multi-tasking skills and clever planning. Learn how to maximise the impact of your event and successfully obtain the media coverage you need. Presenter: Kerrie Milburn-Clark, Communication Consultant

City campus

Cost: \$295

Start date	Time	Sessions and duration
31-03-2009	9.30am–5pm	1 session x 8 hours

## CPE—Writing Influential Speeches

### Course code S200074

A brilliantly written speech can sway an audience and win favour for the presenter. Flow, logic, structure, timing and choice of natural words are vital. Learn how to draw verbal pictures, use smooth transitions and avoid complicating sentences so that people hear clearly and really consider what you're trying to say. Masterful speechwriting is an art – one that can carry you far in your career. Presenter: Geoff Kelly, Director, Kelly Strategic Influence

City campus

Cost: \$295

Start date	Time	Sessions and duration
26-06-2009	9.30am–5pm	1 session x 8 hours

## Writing Series

Do you want to enhance your writing skills or explore a career in publishing? Our suite of grammar, editing and proofreading courses will give you the confidence to write and edit at a professional level. Learn about the mechanics of the English language, Australian punctuation style, the publishing process, editing techniques and the proofreading symbols and mark-up. Taught by expert teachers from the highly regarded Professional Writing and Editing program, you will learn through instruction, practical exercises and activities, and discussion. You can choose to study the courses in the recommended sequence or select individual courses that suit your needs.

## Advanced Copyediting

### Course code S345097

In this advanced short course you will practice pruning someone else's words for publication, to suit particular readerships, house styles and publication types. This will include how to develop and standardise formats, heading hierarchies and paragraph styles ready for typesetting and publication. You will also investigate how to clarify and apply a copyediting brief, and discuss practical issues arising in the editor/author and editor/publisher relationship, and other members of the publishing team. It is not essential to do the Introduction to Copyediting beginners' course, but it is assumed that you are familiar with the standard copyediting marks and their application.

City campus

Cost: \$300

Start date	Time	Sessions and duration
7-03-2009	9.30am–4.30pm	1 session x 7 hours

## Advanced Proofreading

### Course code S345099

In this short course you will revise the standard proofreading marks and terms and apply them to more complex, real-life proofs. You will refine your proofreading skills by picking up both typographic errors and layout problems; revise the methods involved in 'straight' and 'blind' proofreading and participate in both a case study and group discussion in order to identify and solve more difficult proofreading problems. Please ensure you have completed the Beginners Proofreading course or you have the equivalent knowledge.

City campus

Cost: \$310

Start date	Time	Sessions and duration
4-04-2009	9.30am–4.30pm	1 session x 7 hours
20-06-2009	9.30am–4.30pm	1 session x 7 hours

## Beginners Proofreading

### Course code S345098

In this short course you learn the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You will learn the standard proofreading marks and their application. The course also covers the production process; the terminology used in publishing; the parts of a page and of a publication; the differences between editing and proofreading; the difference between 'straight' and 'blind' proofreading; and the common proofreading slips. Follow on with Advanced Proofreading.

City campus

Cost: \$310

Start date	Time	Sessions and duration
14-03-2009	9.30am–4.30pm	1 session x 7 hours
18-04-2009	9.30am–4.30pm	1 session x 7 hours

## Grammar and Punctuation

### Course code S345043

In this intensive course you will study parts of speech and the construction of English and punctuation. The course notes include a summary of each part, a summary of the common grammatical problems and solutions, extensive reference material and a glossary of grammatical terms. You will edit out the grammatical problems in sentence exercises, and participate in discussions about simple ways to identify and solve the problems. You address how to use more verbs in your writing to make the meaning clear; how to use fewer nouns; when to use the relative pronoun 'that' or 'which'; how to identify the subject, verb/s and predicate; and when to use apostrophes, commas and hyphens.

City campus

Cost: \$440

Start date	Time	Sessions and duration
7-02-2009	9.30am–4.30pm	2 sessions x 7 hours
23-06-2009	9.30am–4.30pm	2 sessions x 7 hours

## Introduction to Copyediting

### Course code S345096

In this introductory short course, you learn the basics of how to hard-copy edit fiction and non-fiction documents that are to be typeset and published. You learn the standard editing marks and apply them to a familiarisation exercise and excerpts from typescripts of real-life documents such as a novel, a textbook, a report and letter. You also study the production process; the terminology used in publishing; the parts of a page and of a publication; the differences between editing and proofreading; how authors and contributors should present their typescript.

City campus

Cost: \$300

Start date	Time	Sessions and duration
28-02-2009	9.30am–4.30pm	1 session x 7 hours

## Writing for the Web

### Course code S345093

Writing for the web requires a very different approach to writing for print or other media. Well written web content will be engaging and easily understood; whether it is static text or highly interactive and non-linear. Writing for the web is an open ended subject and the material covered will be partly determined by you to ensure the relevant area(s) are covered.

City campus

Cost: \$440

Start date	Time	Sessions and duration
3-03-2009	6pm–9pm	4 sessions x 3 hours
13-05-2009	6pm–9pm	4 sessions x 3 hours

## Writing for the Web— Creative Media Summer School

### Course code S345254

Writing for the web requires a very different approach to writing for print or other media. Well written web content will be engaging and easily understood, whether it is static text or highly interactive and non-linear.

City campus

Cost: \$390

Start date	Time	Sessions and duration
13-01-2009	9.30am–4.30pm	2 sessions x 6 hours

# Single courses go A Step further

Looking for something more than a short course? Gearing up to start a university degree? Single courses are subjects from degrees available to you even if you're not enrolled as a university student. You take the same classes and complete the same assessment tasks as uni students.

Taking a single subject allows you to:

- treat the study as a trial (if you are considering starting a university degree)
- increase your chances of gaining a place at university by demonstrating that you are a capable student
- gain deeper knowledge of a subject area in a formal learning environment.

# Telecommuni- cations

## Coaxial Cabling Techniques

### Course code S130013

The course is designed to provide practical skills necessary to identify, install, terminate and test various types of data communications cables used in Local Area Networks (LANs).

Prerequisites: The course is directed at experienced electrical/electronics trades personnel, trades assistants, alarm installation personnel etc. A basic knowledge of electrical/electronics theory is assumed.

City campus

Cost: \$230

Start date	Time	Sessions and duration
17-04-2009	8am–5pm	1 session x 8 hours
5-06-2009	8am–5pm	1 session x 8 hours

## CPR Restricted Registration Course

### Course code S130152

This Cabling Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved network termination device.

Prerequisites: The course participant shall have cabling experience, either in a typical domestic, or in security, fire and computer cabling.

City campus

Cost: \$320

Start date	Time	Sessions and duration
3-04-2009	8am–5pm	2 sessions x 8 hours
29-05-2009	8am–5pm	2 sessions x 8 hours

## Lift Mechanics Cabling Provider Rule (CPR)

### Course code S130113

The aim of this course is to assist lift mechanics involved in connecting telecommunication services to lifts, to gain the required knowledge to pass RMIT Restricted Lift Cabling Provider Rule Examination.

Prerequisites: Participants must be an electrical trades person and have a *Certificate III in Electrical*, or equivalent certificate, or have an Electrical Unrestricted Licence, or a Restricted Licence based on the completion of at least the 20 core electrical modules of the *Certificate III in Electrical* which is part of an electrical apprenticeship.

City campus

Cost: \$240

Start date	Time	Sessions and duration
17-04-2009	8am–5pm	1 session x 8 hours

## Open CPR for Electricians and Telecommunication Cablers

### Course code S130159

The aim of this course is to provide knowledge, awareness and practical experience in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry.

Prerequisites: Course participants must have an A Grade licence or completed 20 core modules of electrical apprenticeship or have six months relevant cabling experience.

City campus

Cost: \$790

Start date	Time	Sessions and duration
23-03-2009	8am–5pm	7 sessions x 8 hours
24-03-2009	5.30pm–9.30pm	14 sessions x 4 hours
25-05-2009	8am–5pm	7 sessions x 8 hours
26-05-2009	5.30pm–9.30pm	14 sessions x 4 hours

## Optical Fibre Cabling Techniques

### Course code S130042

The course is designed to give course participants an understanding of the installation of fibre optic cables and provide practical experience in splicing of cables, fitting of connectors, testing and basic understanding of systems. The participant will be able to successfully perform fusion and mechanical splicing, fitting of connectors and testing of the system.

Prerequisites: This course is intended for the electrical industry. No proper knowledge of the field is necessary. All trades personnel including technicians and technical officers may apply. Provides endorsement for an Open CPR. If seeking an endorsement, the participants must be a holder of an Open CPR.

City campus

Cost: \$500

Start date	Time	Sessions and duration
26-02-2009	8am–5pm	2 sessions x 8 hours
30-04-2009	8am–5pm	2 sessions x 8 hours
21-05-2009	8am–5pm	2 sessions x 8 hours

## Optical Fibre Testing and Commissioning

### Course code S130199

To give course participants an understanding and thorough knowledge of testing fibre optic installations. The participants will be able to successfully perform the relevant tests according to AS/NZS3080:2003 requirements, keep accurate records, and commissioning an installation. The participants will be using different test equipment and recording documentation.

Prerequisites: This course is intended for the communication and electrical industry. All participants must have done a fibre optics cabling course, have extensive fibre optics cabling installation experience or have an endorsement on the Open Cabling Provider Rule Registration (Open CPR).

City campus

Cost: \$260

Start date	Time	Sessions and duration
2-03-2009	8am–5pm	1 session x 8 hours
4-05-2009	8am–5pm	1 session x 8 hours
25-05-2009	8am–5pm	1 session x 8 hours

## Satellite TVRO Installation

### Course code S130060

The aim of this course is to provide personnel in the TV service industry with an introduction to satellite TVRO systems, their operation and installation.

Prerequisites: This course is directed at personnel with relevant qualifications and practical experience in either TV servicing or antenna installation industry.

City campus

Cost: \$220

Start date	Time	Sessions and duration
16-03-2009	8am–5pm	1 session x 8 hours
16-03-2009	5.30pm–9.30pm	2 sessions x 4 hours
15-06-2009	8am–5pm	1 session x 8 hours
15-06-2009	5.30pm–9.30pm	2 sessions x 4 hours

## Structured Cabling Techniques

### Course code S130109

The aim of this course is to assist electrical personnel experienced in telecommunications cabling and the holders of an Open Cabling Registration (CPR) to provide the theoretical knowledge and practical skills to be able to receive an endorsement on their CPR or when their current licence is due for renewal.

Prerequisites: This course is directed at experienced electrical/electronics trade personnel and Cabling Licence or CPR holders. A basic knowledge of electrical/electronics theory will be assumed. If seeking an endorsement the participant must be a holder of a CPR.

City campus

Cost: \$460

Start date	Time	Sessions and duration
5-03-2009	8am–5pm	2 sessions x 8 hours
28-05-2009	8am–5pm	2 sessions x 8 hours

## Telecommunication Regulatory Framework 2

### Course code S130065

The aim of this course is to provide knowledge and awareness of ACA regulations on the telecommunications cabling industry. Prerequisites: Participants must have an A-Grade Licence or be telecommunications technicians with extensive telecommunication cabling experience. Telecommunication technicians must also undertake an RPL (recognition of prior learning) process for the six Competency Standards as developed by TITAB to be eligible for the Open Cabling Registration. A-Grade Licence holders will obtain credits in the conversion program.

City campus

**Cost:** \$320

Start date	Time	Sessions and duration
20-04-2009	8am–5pm	3 sessions x 8 hours
21-04-2009	5.30pm–9.30pm	6 sessions x 4 hours
22-06-2009	8am–5pm	3 sessions x 8 hours
23-06-2009	5.30pm–9.30pm	6 sessions x 4 hours

## Telecommunications Cabling Techniques

### Course code S130067

The course provides theoretical knowledge and practical skills to electrical tradespersons, trade assistants or anyone associated with telecommunication cable installation and their earthing requirements. It is also of interest to persons who need practical experience in telecommunications cabling. Prerequisites: Strongly recommended for computer technicians, electricals, cablers, TA's, electrical wholesalers, supervisors, etc.

City campus

**Cost:** \$460

Start date	Time	Sessions and duration
30-03-2009	8am–5pm	3 sessions x 8 hours
31-03-2009	5:30pm–9:30pm	6 sessions x 4 hours
1-06-2009	8am–5pm	3 sessions x 8 hours
2-06-2009	5:30pm–9:30pm	6 sessions x 4 hours

## TV Antenna Systems Planning, Design and Installation

### Course code S130069

To provide personnel in the TV antenna installation industry with skills and knowledge necessary to design and install small and large TV antenna receiving systems (MATC/CATV). Prerequisites: Those with relevant qualifications and practical experience in the servicing of television receivers, and/or experience in the installation of TV antennas.

City campus

**Cost:** \$220

Start date	Time	Sessions and duration
23-03-2009	8am–5pm	1 session x 8 hours
23-03-2009	5.30pm–9.30pm	2 sessions x 4 hours
22-06-2009	8am–5pm	1 session x 8 hours
22-06-2009	5.30pm–9.30pm	2 sessions x 4 hours



# How to Enrol in a Short Course

You can submit your enrolment in a number of ways:

## PHONE

RMIT Training is open for telephone enquiries and enrolments from 9 am to 5 pm, Monday to Friday, tel. 03 9925 8111. Credit card details are required (MasterCard or Visa).

## MAIL

Send the completed application form with payment to:  
RMIT Training Pty Ltd  
PO Box 12058  
A'Beckett Street  
Melbourne VIC 8006

## FAX

Fax the completed application form to RMIT Training on 03 9925 8134. Credit Card details (MasterCard or Visa) are required or a company Purchase Order/Letter of Authority.

## ONLINE

Visit **[www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)** to enrol online at any time. Pay by MasterCard or Visa.

## IN PERSON

RMIT Training will be moving office in 2009, please contact us on 03 9925 8111 for location details.

Please note: We are unable to accept cash payments, Diners or Amex cards. We do not have EFTPOS facilities.

We recognise that your decision to attend a short course is an important one and that finding time to participate isn't easy. It can be inconvenient for you if we reschedule or cancel a course. As a result, we ensure that most of our courses run on the scheduled date.

All course details contained in this directory are current at the time of publication and may be subject to change.

For current course information and individual course brochures, refer to **[www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)**

## Short Course Enrolment Form

RMIT Training Pty Ltd  
A company of RMIT University  
ABN 61 006 067 349



Course Name	Course Code	Start Date	Fee

### Your details

Client Number (if known)		Company Name (if applicable)	
Title	First Name/s	Surname	
Postal Address		Suburb	State Postcode
Phone (1)	Phone (2)	Fax	
Email Address		Date of Birth	/ /

### Billing address

☐ Same as above      ☐ Alternative billing address

Contact Name	Position
Company Name	Phone (1) Fax
Postal Address	Suburb State Postcode

### Payment details

☐ Cheque/Money Order (payable to RMIT Training Pty Ltd)  
☐ Visa    ☐ MasterCard

Card Number	/	/	/	Expiry Date	/
Cardholder's Name			Signature		

☐ Invoice (refer to payment terms below)

### Other information

How did you hear about the course? \_\_\_\_\_

Are you eligible for a discount? Discounts do not apply to all short courses, please check with us if you are unsure.

☐ Healthcare/pensioner card (proof must be provided with enrolment form)

☐ \*RMIT Student    ☐ \*RMIT Alumni    ☐ \*RMIT Staff    \*Provide your RMIT number for verification

### Short Course Terms and Conditions

#### Payment

- Course fee payable at time of enrolment. Organisations can be invoiced on presentation of purchase order/letter of authority. Invoices to be paid in full within 7 days and prior to course commencement.

#### Transfers

- Transfers notified less than 5 full working days prior to the course commencement date will incur a transfer fee equal to 10% of the full course fee.

#### Cancellations

- Cancellations notified less than 5 full working days prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.
- No refunds will be issued after course commencement.

#### General

- In courses where prerequisites do not apply, a substitute may be sent in your place if you are unable to attend. RMIT Training must be notified of this prior to course commencement.
- No refunds will be issued for non-attendance.
- RMIT reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances. A full refund or alternative courses will be offered in these circumstances.
- Flexible delivery courses may have different conditions of enrolment.

☐ I accept these Terms and Conditions      Signature      Date

RMIT Continuing Education (a Business Unit of RMIT Training Pty Ltd) requires the above personal information so it can fully and properly administer your enrolment in accordance with its policies and procedures. Your information may also be used for related secondary purposes, such as advising you of future short courses and single courses offered by RMIT. At any stage, you can request to no longer receive this material, or you can access the personal information that is held on you by contacting the RMIT Continuing Education Centre on (03) 9925 8111.

Enquiries and Enrolments			
<b>Phone</b> 9am - 5pm weekdays +61 3 9925 8111	<b>Mail</b> RMIT Training Pty Ltd PO Box 12058 A'Beckett Street Melbourne VIC 8006	<b>Online</b> Web <a href="http://www.shortcourses.rmit.edu.au">www.shortcourses.rmit.edu.au</a> Email <a href="mailto:enquiries@rmit.edu.au">enquiries@rmit.edu.au</a>	<b>Fax</b> Fax enrolment form to +61 3 9925 8134

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