

SHORT COURSE GUIDE

July to December 2010



**SHORT COURSES
LENGTHEN SKILLS**

SHORT COURSES

Architecture, building and planning	2
Art and design	3
Business	12
Community services and social sciences	12
Computing and information technology	14
Education and training	17
Engineering and related technologies	19
Environment	22
Health and medical sciences	23
Manufacturing and printing	24
Media and communication	24
Enrolment form	31
Index	32

Further information

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WORK-RELATED STUDY

A short course is designed
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.

Architecture, building and planning

Architectural Drawing Techniques— Introduction

Course code S320078

The program provides you with a solid introduction to standard residential building design and drafting procedures, conventions and documentation practices. You will 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: \$495

Start date	Time	Sessions and duration
06.07.10	6–9 pm	8 sessions x 3 hours
05.10.10	6–9 pm	8 sessions x 3 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. You will gain hands-on experience of AutoCAD through a series of short practical exercises.

City campus

Cost: \$395

Start date	Time	Sessions and duration
11.09.10	9 am – 5 pm	2 sessions x 7 hours

AutoCAD for Designers—Level 1

Course code S320001

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

City campus

Cost: \$735

Start date	Time	Sessions and duration
10.07.10	9 am – 5 pm	4 sessions x 7 hours
22.07.10	6–9 pm	9 sessions x 3 hours
3.08.10	6.30–9.30 pm	9 sessions x 3 hours
18.08.10	9 am – 5 pm	4 sessions x 7 hours
23.09.10	6–9 pm	9 sessions x 3 hours
27.09.10	9 am – 5 pm	4 sessions x 7 hours
12.10.10	6.30–9.30 pm	10 sessions x 3 hours

27.10.10	9 am – 5 pm	4 sessions x 7 hours
13.11.10	9 am – 5 pm	4 sessions x 7 hours
22.11.10	9 am – 5 pm	4 sessions x 7 hours
23.11.10	9 am – 5 pm	4 sessions x 7 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.

Brunswick campus

Cost: \$735

Start date	Time	Sessions and duration
05.07.10	6–9 pm	8 sessions x 3 hours
23.08.10	9 am – 5 pm	4 sessions x 7 hours
04.10.10	6–9 pm	8 sessions x 3 hours

AutoCAD for Designers— 3D Modelling

Course code S320004

This course enables practitioners with basic 2D AutoCAD skills to develop 3D drawing techniques using AutoCAD. The course is based on exercises and projects to show you the potential of 3D modelling using this software.

City campus

Cost: \$735

Start date	Time	Sessions and duration
07.07.10	9 am – 5 pm	4 sessions x 7 hours
11.10.10	6–9 pm	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. You are expected to work on your own project out of hours as re-enforcement for the course.

City campus

Cost: \$735

Start date	Time	Sessions and duration
23.08.10	6–9 pm	7 sessions x 3 hours

Building Design and Drawing— Career Discovery

Course code S320011

This course is designed to give you 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 designers. These include: 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: \$405

Start date	Time	Sessions and duration
27.09.10	9.30 am – 4.30 pm	4 sessions x 7 hours

Building Thermal Performance Assessment (FirstRate 5)

Course code S130205

This course provides knowledge and skills to enable you to become an accredited thermal performance assessor with Sustainability Victoria. On satisfactory completion of the course, a certificate will be issued for registration as a thermal performance assessor with Sustainability Victoria. For national accreditation a separate examination has to be obtained from ABSA. The course is conducted by an experienced lecturer with industrial rating experience.

City campus

Cost: \$1200

Start date	Time	Sessions and duration
08.07.10	8 am – 5 pm	4 sessions x 8 hours
05.08.10	8 am – 5 pm	4 sessions x 8 hours
09.09.10	8 am – 5 pm	4 sessions x 8 hours

Building Thermal Performance Assessment Berspro Training NEW

Course code S130226

This course provides knowledge and skills to enable you to become an accredited Berspro Rater.

City campus

Cost: \$795

Start date	Time	Sessions and duration
19.08.10	8 am – 5 pm	2 sessions x 8 hours
28.10.10	8 am – 5 pm	2 sessions x 8 hours

Green Building and Design Conference 2010—Greening the Existing Building Stock

Course code S310132

The 8th Green Building and Design Conference will provide you with the inspiration and guidance to successfully transform the existing building stock to meet sustainability criteria. You will network with experts, expand your knowledge and be inspired to implement new strategies in your current projects. Site visits, presentations and discussions will illustrate how theory has been put into practice and how practice can be used to refine theory.

For further information please visit www.rmit.edu.au/cfd/gbd2010.

State Library (entrance 3)

Cost: \$770

Start date	Time	Sessions and duration
03.09.10	8 am – 5 pm	2 sessions x 9 hours

Home Sustainability Assessment

Course code S130211

This course, developed in consultation with Sustainability Victoria, is designed to provide you with the ability to undertake assessments of residential properties and make recommendations to improve domestic sustainability. The course covers the assessment of sustainable living features and practices in and around the home. Topics include energy consumption, water usage, waste, recycling, gardens and environments.

City campus

Cost: \$1500

Start date	Time	Sessions and duration
01.07.10	9 am – 5 pm	8 sessions x 7 hours
23.09.10	9 am – 5 pm	8 sessions x 7 hours
18.11.10	9 am – 5 pm	8 sessions x 7 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. You will gain hands-on experience using the various modelling and documentation commands within REVIT.

Brunswick campus

Cost: \$935

Start date	Time	Sessions and duration
26.08.10	9 am – 5 pm	4 sessions x 7 hours
07.10.10	6–9 pm	9 sessions x 3 hours

Revit—Level 2

Course code S320080

This course explores REVIT's advanced productivity tools with an emphasis on families. It is delivered through theory, demonstrations and practical application. You will gain hands-on experience through a series of practical exercises based on Australian conditions.

City campus

Cost: \$935

Start date	Time	Sessions and duration
01.07.10	9 am – 5 pm	4 sessions x 7 hours
28.10.10	9 am – 5 pm	4 sessions x 7 hours

Art and design

3D Studio Max for Architects and Interior Designers

Course code S345139

You will learn the use of 3D Studio Max as a rapid modelling and visualisation tool for architects and interior designers. 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: \$1100

Start date	Time	Sessions and duration
16.10.10	10 am – 4 pm	6 sessions x 6 hours

Adobe Illustrator and Photoshop for Fashion—Draping and 3D (Advanced)

Course code S350293

This course is to demonstrate photographic draping techniques and the 3D application of fabrics through Adobe Illustrator and Photoshop.

Brunswick campus

Cost: \$245

Start date	Time	Sessions and duration
12.07.10	6.30–9.30 pm	3 sessions x 3 hours

Adobe Illustrator and Photoshop for Fashion—Swatches and Repeats (Advanced)

Course code S350294

This course builds a library of resources, essential for creating fashion drawings, using Adobe Illustrator and Photoshop.

Brunswick campus

Cost: \$245

Start date	Time	Sessions and duration
23.08.10	6.30–9.30 pm	3 sessions x 3 hours

Adobe Illustrator for Fashion—Garment Drawings (Advanced)

Course code S350292

This course demonstrates the advanced use of Adobe Illustrator for developing garment drawings (both technical and illustrative).

Brunswick campus

Cost: \$245

Start date	Time	Sessions and duration
04.10.10	6.30–9.30 pm	3 sessions x 3 hours

Adobe Illustrator for Fashion—Introduction

Course code S350245

This course introduces the use of Adobe Illustrator to create fashion and textile images.

Brunswick campus

Cost: \$545

Start date	Time	Sessions and duration
27.10.10	6–9 pm	7 sessions x 3 hours

Adobe Photoshop for Fashion—Introduction

Course code S350244

This course introduces the use of Adobe Photoshop software to develop images relevant to the fashion and textile industry.

Brunswick campus

Cost: \$545

Start date	Time	Sessions and duration
25.10.10	6.30–9.30 pm	7 sessions x 3 hours

Adobe Illustrator and Photoshop for Fashion—Illustration (Advanced)

Course code S350295

This course is project based. The course will give you the opportunity to formulate and compile your own piece of work using Adobe Illustrator and Photoshop.

Brunswick campus

Cost: \$245

Start date	Time	Sessions and duration
02.08.10	6.30–9.30 pm	3 sessions x 3 hours

Advertising—Introduction

Course code S320106

This course is for students considering applying for advertising-related study programs at RMIT or elsewhere. It introduces you to the discipline of advertising, and assists you to understand the industry and the many options within it. The course will demonstrate common techniques for preparing suitable work for a portfolio. You will work through a range of advertising campaign exercises, individually and in small groups.

City campus

Cost: \$320

Start date	Time	Sessions and duration
27.09.10	9.30 am – 4.30 pm	3 sessions x 7 hours

Alternative Practices in Design: The Collective— Past, Present and Future

NEW

Course code S315062

This is an academic symposium on the past, present and future of the design collective.

City campus

Cost: \$80

Start date	Time	Sessions and duration
09.07.10	9 am – 5 pm	1 session x 8 hours

Animation—Introduction

Course code S345202

Over three sessions you will explore the core concepts of animation in this practical introductory course. Under the guidance of a professional you will cover the traditional and digital techniques involved in producing 2D animation.

City campus

Cost: \$350

Start date	Time	Sessions and duration
18.09.10	9.30 am – 4.30 pm	3 sessions x 6 hours

Audio Production—Music Industry

Course code S345193

This hands-on course gives an overview of the theory and practice of audio production techniques.

City campus

Cost: \$560

Start date	Time	Sessions and duration
02.10.10	9 am – 5 pm	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
29.07.10	6–9 pm	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
19.07.10	6–9 pm	6 sessions x 3 hours
11.10.10	6–9 pm	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
14.10.10	6–9 pm	6 sessions x 3 hours

Bookbinding—Introduction

Course code S355119

In this introductory course you will 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. You will undertake practical exercises in bookbinding and finishing in a fully equipped bindery with experienced staff. You will complete progressive projects of increasing difficulty from stationery up to leather-bound books and raised band styles. You will complete a minimum of three hand-bound books during the course. A kit of tools is included in the cost.

Brunswick campus

Cost: \$585

Start date	Time	Sessions and duration
11.08.10	5.30–8.30 pm	15 sessions x 3 hours

Bookbinding and Restoration

Course code S355070

You will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level depending on ability. Bookbinding and Restoration is a continuation of Bookbinding—Introduction and will introduce and demonstrate a number of common restoration techniques for those students who have moved from the introductory course (or similar) and require specific instruction. You will work on 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: \$525

Start date	Time	Sessions and duration
12.08.10	5.30–8.30 pm	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.

Calligraphy for Beginners—Unit 1

Course code S320083

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

City campus

Cost: \$480

Start date	Time	Sessions and duration
19.07.10	6.15–8.45 pm	15 sessions x 2 hours

Calligraphy Applied—Unit 2

Course code S320084

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

City campus

Cost: \$480

Start date	Time	Sessions and duration
19.07.10	6.15–8.45 pm	15 sessions x 2 hours

Calligraphy Advanced Writing— Unit 3

Course code S320085

This course will cover historic manuscript study, background techniques, versals, and a variety of higher level illumination techniques.

City campus

Cost: \$480

Start date	Time	Sessions and duration
20.07.10	6.15–8.45 pm	15 sessions x 2 hours

Calligraphy Electives—Unit 4

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

City campus

Cost: \$480

Start date	Time	Sessions and duration
12.08.10	6.15–8.45 pm	15 sessions x 2 hours

Calligraphy—New Master Class— Unit 5

Course code S320148

This course covers self-directed project work, new techniques (will vary based on the group expertise), advanced layout and design skills, how to source inspiration and develop it into a finished piece, advanced lettering techniques.

City campus

Cost: \$480

Start date	Time	Sessions and duration
20.07.10	6.15–8.45 pm	15 sessions x 2 hours

Camera and Darkroom 1

Course code S345154

This 8-week course caters for the beginner in 35mm SLR photography. The course establishes basic principles and practices from image design and camera operation to black and white film processing and print production. Note: For quality teaching purposes class sizes are limited to 10.

City campus

Cost: \$600

Start date	Time	Sessions and duration
10.08.10	6–9 pm	8 sessions x 3 hours

Camera and Darkroom 2

Course code S345153

This practical 8-week course builds on the basic theory and practice acquired in Camera and Darkroom 1 (or equivalent) and extends your knowledge and skills in the key areas of camera operation, lighting, darkroom and print presentation.

City campus

Cost: \$600

Start date	Time	Sessions and duration
05.10.10	6–9 pm	8 sessions x 3 hours

Camera and Darkroom 1 & 2

Course code S345152

This is a 16-week course in traditional black & white photography—from camera through to print presentation. The Camera and Darkroom 1 component establishes basic principles and practices, which are reinforced and expanded in Camera and Darkroom 2—the second half of the course. Class limit of 10 participants.

City campus

Cost: \$1080

Start date	Time	Sessions and duration
10.08.10	6–9 pm	16 sessions x 3 hours

Casting of Small Objects—Intensive

NEW

Course code S340080

You will engage with idea and concept and explore a diversity of casting applications in the making of the small object.

City campus

Cost: \$360

Start date	Time	Sessions and duration
10.08.10	10 am – 4 pm	3 sessions x 5 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 to make your own stand-up routine, comedy film or sitcom. In a competitive industry, comedy skills can offer writers a new income stream beyond drama writing.

The course is taught by Australia's internationally acclaimed 'comedy doctor', Tim Ferguson.

City campus

Cost: \$550

Start date	Time	Sessions and duration
3.07.10	10 am – 3.30 pm	4 sessions x 5 hours
9.10.10	10 am – 3.30 pm	4 sessions x 5 hours

Contour Technology Core and Plus Sizes

NEW

Course code S350315

This course will help you understand bra fitting techniques—specifically key issues and solutions. It is suitable for retail fitting through to concept samples and production. You will gain an understanding of how to approach specialist fit (as an introduction), develop pattern-cutting techniques and grade developments for plus sizes, and relate this information to the aesthetic/technical requirements for a plus-cup size.

Brunswick campus

Cost: \$630

Start date	Time	Sessions and duration
20.09.10	9 am – 4.30 pm	2 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: \$885

Start date	Time	Sessions and duration
20.07.10	6–9 pm	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 such as 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 (CS4) for the desktop publishing (DTP) environment. It is a great fundamentals course introducing the processes of combining text, illustration and images into printable pages. Use the skill in class for set and also personal projects.

Brunswick campus

Cost: \$856

Start date	Time	Sessions and duration
27.07.10	6–9 pm	12 sessions x 3 hours

Draping Fabrics to Make Patterns

NEW

Course code S350310

You will develop the skills and knowledge required to use draping techniques for creating a basic fitted foundation. This applies to the creation of fitted blocks such as a bodice and a skirt. Draping is conducted on a body form such as a mannequin or model.

Brunswick campus

Cost: \$615

Start date	Time	Sessions and duration
16.10.10	10 am – 3.30 pm	6 sessions x 5 hours

Draping—Advanced

NEW

Course code S350311

You will develop the skills and knowledge required to use draping techniques for creating advanced styles for specialised applications. Draping is conducted on a body form such as a mannequin or model.

Brunswick campus

Cost: \$615

Start date	Time	Sessions and duration
24.07.10	10 am – 3.30 pm	6 sessions x 5 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 the 6 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 improved 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: \$480

Start date	Time	Sessions and duration
21.08.10	9.30 am – 4.30 pm	5 sessions x 7 hours

Fascinating Fashion

Course code S350267

This course will explore all areas of fashion design—from developing fashion figures to designing garments and accessories. Techniques used include collage, montage, linear work, conté, ink, water colour, pens, and pencils.

Brunswick campus

Cost: \$435

Start date	Time	Sessions and duration
22.07.10	6–9 pm	8 sessions x 3 hours
14.10.10	6–9 pm	8 sessions x 3 hours

Fashion Drawing

Course code S350296

This course introduces beginners to fashion drawing. For those with creative ideas this is the opportunity to learn how to draw a model and present your fashion design ideas in the most effective manner. The course covers principles of drawing fashion figures exploring the use of various colour mediums.

City campus

Cost: \$365

Start date	Time	Sessions and duration
16.10.10	12.30–4.30 pm	5 sessions x 4 hours

Folio Preparation – Interior Decoration

Course code S320012

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

City campus

Cost: \$405

Start date	Time	Sessions and duration
27.09.10	9.30 am – 4.30 pm	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 you to various drawing and rendering techniques for planning and recording ideas for 3D projects, as well as concept development applicable to 3D design. You will 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
27.09.10	9.30 am – 4.30 pm	4 sessions x 7 hours

Folio Preparation in Fashion Drawing and Fashion Design

Course code S350229

This 15-week course will give you an understanding of fashion drawing and aspects of fashion for application to tertiary study in fashion design.

Brunswick campus

Cost: \$630

Start date	Time	Sessions and duration
04.08.10	6–9 pm	15 sessions x 3 hours

Folio Preparation in Fashion Drawing and Fashion Design – Intensive

Course code S350228

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

Brunswick campus

Cost: \$450

Start date	Time	Sessions and duration
5.07.10	9.15 am – 4.30 pm	5 sessions x 6 hours
17.07.10	9 am – 1.15 pm	7 sessions x 4 hours
20.09.10	9.15 am – 4.30 pm	5 sessions x 6 hours
27.09.10	9.15 am – 4.30 pm	5 sessions x 6 hours
09.10.10	9 am – 1.15 pm	7 sessions x 4 hours

Folio Preparation in Graphic Art

Course code S320021

Graphic art focuses on the more technical electronic preparation and production aspects of design. You will predominately work on computers in the production of work relevant to graphic art studies. You work in a Mac lab using Adobe CS4—in particular InDesign—producing page layouts, posters and other related graphic arts projects. The course also includes an information component covering course structure, folio content and interview technique.

Brunswick campus

Cost: \$405

Start date	Time	Sessions and duration
27.09.10	9.30 am – 4.30 pm	4 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. You 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. You will 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: \$405

Start date	Time	Sessions and duration
20.09.10	9.30 am – 4.30 pm	4 sessions x 6 hours
27.09.10	9.30 am – 4.30 pm	4 sessions x 6 hours

Folio Preparation in Graphic Design – Level 2

Course code S320087

This is an intermediate-level course. It is a practical project-based course that focuses on idea generation, concept development and the creation of text and image design through longer, more in-depth projects than in Level 1. You will work to set briefs which are interpreted in an individual way with teacher guidance and feedback. This is not a computer course.

Brunswick campus

Cost: \$405

Start date	Time	Sessions and duration
27.09.10	9.30 am – 4.30 pm	4 sessions x 6 hours

Folio Preparation in Studio Textiles and Design – Intensive

Course code S350262

This course gives a good understanding of the folio requirements for entry into a VET or higher education studio textile and design course. Textile designers are employed in Australian and overseas industries to design fabrics for interior, homeware, fashion, carpets and automotive applications.

Brunswick campus

Cost: \$450

Start date	Time	Sessions and duration
20.09.10	9.30 am – 4.30 pm	5 sessions x 6 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. You will work through your own practical visual merchandising project which will cover the whole process from design to final installation. You will work through a range of practical exercises, which are followed by class discussion to highlight methods and solutions. You will complete your designs and execute a display and merchandise installation.

City campus

Cost: \$405

Start date	Time	Sessions and duration
20.09.10	9.30 am – 4.30 pm	5 sessions x 6 hours
25.09.10	9.30 am – 4.30 pm	5 sessions x 6 hours

Folio Preparation in Visual/Fine Art—Intensive

Course code S340018

You will develop observational skills and application in both drawing and oil painting.

City campus

Cost: \$450

Start date	Time	Sessions and duration
20.09.10	9.30 am – 4.30 pm	5 sessions x 6 hours
25.09.10	9.30 am – 4.30 pm	5 sessions x 6 hours

General Drawing

Course code S340020

You will develop observation skills and drawing techniques from a series of still life set-ups.

City campus

Cost: \$380

Start date	Time	Sessions and duration
15.07.10	6–9 pm	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. You will obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.

Brunswick campus

Cost: \$795

Start date	Time	Sessions and duration
17.08.10	6–9 pm	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. You will obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.

Brunswick campus

Cost: \$795

Start date	Time	Sessions and duration
02.08.10	6.30–9.30 pm	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. You will gain an understanding of the driving principles and apply them to strategies around layout, composition and presentation. You will work with a variety of projects that may include postcards, book covers, promotional items, logos and corporate Identity. You will work in a computer room for practical work and a classroom for discussions and lectures. This is an introductory course based on *Certificate IV in Design* and ideal for those without a great deal of design experience.

Brunswick campus

Cost: \$565

Start date	Time	Sessions and duration
20.07.10	6–9 pm	15 sessions x 3 hours

Graphic Design: Typography and Layout

Course code S320132

Learn the basics of sound typography and layout with contemporary graphic approaches and apply them to briefs. This may include items such as page layout, business identity stationery and promotional materials, personal logos, newsletters or posters. A number of shorter and longer projects are completed during the courses and you are encouraged to bring in and work on your own projects when practicable. You will work in a computer room for practical work and a classroom for developmental work, discussion and lectures. This is an introductory course based on *Certificate IV in Design*.

Brunswick campus

Cost: \$565

Start date	Time	Sessions and duration
29.07.10	6–9 pm	15 sessions x 3 hours

Illustration: Styles and Techniques

Course code S320121

This course is a practical project-based course designed to develop an illustration folio using a variety of techniques, styles and media. You will explore collage, pen, brush and wash work and computer-generated artwork for a range of contexts such as books, magazines, packaging, cards and other commercial illustration vehicles. You will explore use of colour, styles of illustration and working to a brief. This class takes you through demonstrations and practical exercises. You will work to briefs and complete finished illustration work.

Brunswick campus

Cost: \$450

Start date	Time	Sessions and duration
11.08.10	6–9 pm	6 sessions x 3 hours

Illustrator—Fundamentals

Course code S355125

This course focuses on learning the fundamental 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. You will learn to create graphic images through hands-on projects.

Brunswick campus

Cost: \$566

Start date	Time	Sessions and duration
21.07.10	6–9 pm	7 sessions x 3 hours
06.10.10	6–9 pm	7 sessions x 3 hours

InDesign—Fundamentals

Course code S355120

InDesign is the industry-standard publishing software from the Adobe Creative Suite. It promotes productivity in page layout and publishing through its powerful typography and layout tools. This course covers the fundamental features of InDesign, and also addresses some more advanced functions. It is suitable for those interested in learning how to assemble graphic elements into single or multiple pages for publishing, how to apply type and illustration controls, page make-up and formatting. You will use CS4 on PC computers and learn through a range of practical projects.

Brunswick campus

Cost: \$556

Start date	Time	Sessions and duration
13.10.10	6–9 pm	7 sessions x 3 hours
21.07.10	6–9 pm	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.

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. You will gain an understanding of the various colour groups and their application. You 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 you to common presentation formats, such as colour boards, for mood and inspiration.

City campus

Cost: \$565

Start date	Time	Sessions and duration
21.07.10	6–9 pm	15 sessions x 3 hours

Interior Decoration Design Series: Colour for Interiors 2

Course code S320124

You will explore the psychology and meaning of colour to achieve maximum effect. You will gain 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
21.07.10	6–9 pm	15 sessions x 3 hours

Interior Decoration Design Series: History of Design, Furniture and Accessories 2

Course code S320138

This unit can be taken independently from or following Design History for Interiors 1. It covers the main art and design movements in the period from 1840s Classicism, through mid-century Modern, and up to Post Modernism and Memphis in the 1980s, including Australian periods of note with an emphasis on interiors.

City campus

Cost: \$565

Start date	Time	Sessions and duration
20.07.10	6–9 pm	15 sessions 3 hours

Interior Decoration Design Series: Materials and Finishes for Interiors

Course code S320128

You will explore the amazing range of interior materials, hard finishes, and fixtures available to interior decorators. Includes exploring flooring materials, laminates, tiles, timbers, stone, glass and new composite polymers and metals. Fixtures include storage units and office fittings. You will investigate applications ranging from single-storey residential buildings to commercial complexes to make informed selections of these items. Includes occupational health and safety issues relating to physical properties of materials, and the impact on function, health, and ergonomics in the work environment

City campus

Cost: \$565

Start date	Time	Sessions and duration
05.07.10	6–9 pm	15 sessions x 3 hours

Interior Decoration Design Series: Creative Lighting Applications

Course code S320125

You are introduced to the art of lighting for effect with flair and style for both indoors and outdoors. The course covers the artistic approach to lighting for maximum atmosphere and mood for a variety of situations. You will explore lighting for landscaping, courtyards and gardens, public buildings, churches, corporate settings and office space, residential and domestic spaces and how to light artwork. You will also learn the underpinning principles of lighting such as categories for different tasks, wattage, luminosity and beam spread, fittings and luminaires. You are also introduced to AS1680 Australian Standards for Lighting. The aim of this unit is to provide you 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
21.07.10	6–9 pm	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 beginner's course. You will 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
20.07.10	6–9 pm	15 sessions x 3 hours

Interior Decoration Design Series: Soft Furnishings

Course code S320129

You will 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 historical and also contemporary interiors. Materials such as woven and non-woven fabrics (leather, polymers) their fibres and production methods are evaluated and selected for appropriate interior applications.

City campus

Cost: \$565

Start date	Time	Sessions and duration
05.07.10	6–9 pm	15 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: \$480

Start date	Time	Sessions and duration
22.07.10	6–9 pm	8 sessions x 3 hours
16.07.10	9.30 am – 12.30 pm	8 sessions x 3 hours
07.10.10	6–9 pm	8 sessions x 3 hours

Introduction to Photography—Technical and Aesthetic

Course code S345151

A practical course explaining the basics of digital SLR camera operation, and exploring methods of creating more visually dynamic photographs. An introduction to post production and output to print is also considered.

City campus

Cost: \$510

Start date	Time	Sessions and duration
12.08.10	6–9 pm	8 sessions x 3 hours
18.10.10	6–9 pm	8 sessions x 3 hours

Lectra—Introduction

Course code S350215

This course introduces the basic computer-aided pattern-making principles using the Lectra system via demonstrations, practical application and various handouts.

Brunswick campus

Cost: \$685

Start date	Time	Sessions and duration
19.08.10	6–9 pm	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: \$380

Start date	Time	Sessions and duration
02.09.10	6–9 pm	6 sessions x 3 hours

Maya—An Introduction

Course code S345229

Maya is an industry standard in film and computer game production. This course serves as an introduction providing instruction in modelling, texturing, and rendering with Maya.

City campus

Cost: \$600

Start date	Time	Sessions and duration
21.10.10	6–9 pm	6 sessions x 3 hours

Merchandising Workshops for Fashion and Textiles

NEW

Course code S350313

RMIT's School of Fashion and Textiles (specialists in the delivery of education and training to the TCF industries) is now offering a new three-day workshop in the area of merchandising.

Brunswick campus

Cost: \$335

Start date	Time	Sessions and duration
01.07.10	9 am – 5 pm	1 session x 7 hours

PA Announcements for Retail

NEW

Course code S350312

Learn how to make effective public address announcements! You will learn how to confidently make announcements or deliver messages with a clear voice and clear diction. You will learn how to command attention in a friendly manner, how to approach repetitive announcements to make them sound 'fresh and interesting', and how to build personal confidence.

Brunswick campus

Cost: \$200

Start date	Time	Sessions and duration
27.08.10	9.30 am – 12 pm	1 session x 2.5 hours
26.11.10	9.30 am – 12 pm	1 session x 2.5 hours

Pattern Cutting, and Upper and Bottom Grading for Footwear

Course code S350256

This course is ideal for people who are interested in the craft of pattern cutting and pattern grading for footwear.

Brunswick campus

Cost: \$885

Start date	Time	Sessions and duration
04.08.10	6–9 pm	14 sessions x 3 hours

Patternmaking

Course code S350203

This course covers basic pattern-making techniques. You will develop base style patterns from the provided basic/foundation blocks. Choice of Australian standard sizes 8 to 16 basic/foundation block patterns available.

Brunswick campus

Cost: \$615

Start date	Time	Sessions and duration
26.08.10	6–9 pm	10 sessions x 3 hours

People and Portrait Photography

Course code S345183

An 8-week practical course outlining the techniques for photographing people. It includes choice of appropriate equipment, best use of lighting, location selection and technical considerations for formal and casual portrait photographs and photos of people in their environments.

City campus

Cost: \$510

Start date	Time	Sessions and duration
23.08.10	6–9 pm	8 sessions x 3 hours
14.10.10	6–9 pm	8 sessions x 3 hours

Photographing 2D Artworks

NEW

Course code S340093

A hands-on overview, enabling the production of professional looking photographic shots for competition entry or folio preparation of jewellery, ceramics, small sculpture and glass. This course includes scanning and correcting, digital repair and processing.

City campus

Cost: \$450

Start date	Time	Sessions and duration
27.07.10	6–9 pm	8 sessions x 3 hours

Photoshop—Fundamentals

Course code S355123

You will be introduced to the fundamental functions and tools of Photoshop. The Photoshop package is the standard image manipulation tool for electronic publishing; knowledge of the software is essential to quality publications. You will also look at saving images for web.

Brunswick campus

Cost: \$556

Start date	Time	Sessions and duration
26.07.10	6–9 pm	7 sessions x 3 hours
11.10.10	6–9 pm	7 sessions x 3 hours

Photoshop—Introduction

Course code S340064

This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop. It aims to provide you 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
22.07.10	6–9 pm	6 sessions x 3 hours
09.09.10	6–9 pm	6 sessions x 3 hours

Photoshop Advanced— Specialist Techniques for Digital Photography

Course code S345262

A 6-week course demonstrating essential methods of adjusting and controlling colour and tonal information in an image. This course enables you to develop advanced Photoshop techniques required to create high quality and artistic photographic images.

City campus

Cost: \$590

Start date	Time	Sessions and duration
08.11.10	6–9 pm	6 sessions x 3 hours

Photoshop Introduction— the Fundamental Elements for Digital Photography

Course code S345261

This 6-week introductory course is designed to enable you to develop the appropriate use of the various tools in the Photoshop application, in order to manipulate and enhance digital images and produce constant quality photographic images.

City campus

Cost: \$590

Start date	Time	Sessions and duration
22.09.10	6–9 pm	6 sessions x 3 hours

Principles of Dyeing and Printing

Course code S350275

This course will teach the principles behind dyeing and printing.

Brunswick campus

Cost: \$395

Start date	Time	Sessions and duration
13.10.10	5.30–8.30 pm	6 sessions x 3 hours

Product Knowledge Workshops in Footwear

Course code S350231

These workshops are designed for retailers, wholesalers, importers and quality assurance personnel wanting to improve their knowledge of footwear construction and characteristics.

Brunswick campus

Cost: \$550

Start date	Time	Sessions and duration
28.10.10	10 am – 4 pm	2 sessions x 5 hours

Product Knowledge Workshops in Textiles

Course code S350224

RMIT's School of Fashion and Textiles (specialists in the delivery of education and training to the TCF industries) is again presenting its highly acclaimed Workshops in Textile Product Knowledge. The 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.

Brunswick campus

Sydney

Start date	Time	Sessions and duration
Cost: \$435		

02.08.10	9 am – 5 pm	1 session x 7 hours
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03.08.10	9 am – 5 pm	1 session x 7 hours
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03.08.10	9 am – 5 pm	1 session x 7 hours
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04.08.10	9 am – 5 pm	1 session x 7 hours
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05.08.10	9 am – 5 pm	1 session x 7 hours
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06.08.10	9 am – 5 pm	1 session x 7 hours
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Melbourne

Cost: \$335

Start date	Time	Sessions and duration
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27.09.10	9 am – 5 pm	1 session x 7 hours
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28.09.10	9 am – 5 pm	1 session x 7 hours
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29.09.10	9 am – 5 pm	1 session x 7 hours
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30.09.10	9 am – 5 pm	1 session x 7 hours
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20.10.10	9 am – 5 pm	1 session x 7 hours
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Production Lighting— New Competency Based Course

Course code S345236

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

The sessions are accredited against two units of competency, meaning it will credit further study in the area. Competencies are assessable units of knowledge, and the skills form the basis for accredited vocational (TAFE) programs.

City campus

Cost: \$500

Start date	Time	Sessions and duration
08.07.10	10 am – 5 pm	2 sessions x 7 hours

Screen Print Your Tshirt

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 Tshirt.

Brunswick campus

Cost: \$330

Start date	Time	Sessions and duration
14.10.10	6–9 pm	6 sessions x 3 hours

Screenwriting—Introduction

Course code S345029

You will develop the skills required to write screenplays for film and television.

City campus

Cost: \$600

Start date	Time	Sessions and duration
13.07.10	6–9 pm	10 sessions x 3 hours
05.10.10	6–9 pm	10 sessions x 3 hours

Sewing

Course code S350234

Learn to make your own trendy clothes that actually fit!

Brunswick campus

Cost: \$490

Start date	Time	Sessions and duration
13.07.10	6–9 pm	10 sessions x 3 hours
15.07.10	6–9 pm	10 sessions x 3 hours
28.09.10	6–9 pm	10 sessions x 3 hours
30.09.10	6–9 pm	10 sessions x 3 hours
17.07.10	10 am – 1 pm	10 sessions x 3 hours
02.10.10	10 am – 1 pm	10 sessions x 3 hours

Styling for Photography

Course code S320154

This course introduces you to the styling profession and takes a behind-the-scenes look at the tips and tricks and just plain hard work that goes into preparing the product for the perfect shot. Get an overview of the different industry areas, find out who a stylist works with, the role of agencies and an example of a brief through to the completed job. The course looks at three main areas of styling; food, fashion and interior, and you will complete hands-on briefs with your own props for each one.

City campus

Start date	Time	Sessions and duration
06.10.10	6–9 pm	6 sessions x 3 hours

Styling Your Home— Introduction

NEW

Course code S320156

This course is designed for people with a personal interest in how to style their own home. The course provides an overview of major aspects changing your space without changing the structure of a building (or a room). It will help you awaken your inner self to the spaces you use everyday. Do you see them, and want to change 'The Feel'? Topics covered in the program include styling of spaces, artwork in interiors, creating your own style, working with colour, nourishing the special rooms in your home.

City campus

Cost: \$480

Start date	Time	Sessions and duration
30.07.10	9.30 am – 12.30 pm	8 sessions x 3 hours

Travel and Landscape Photography

Course code S345182

An 8-week practical course covering important aspects of travel and landscape photography from equipment selection to methods of photographing a wide variety of locations, events, people and wildlife.

Learning will take place through explanation, demonstration, discussion and a series of practical assignments.

City campus

Cost: \$510

Start date	Time	Sessions and duration
05.10.10	6–9 pm	8 sessions x 3 hours

Visual Merchandising— Introduction

Course code S320089

This highly popular course aims to open up an understanding of the power and scope of visual merchandising in today's world of retailing. It aims to assist the store owner, sales manager and 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: \$420

Start date	Time	Sessions and duration
21.07.10	6–9 pm	8 sessions x 3 hours
06.10.10	6–9 pm	8 sessions x 3 hours

Visual Merchandising

Course Series

This series of courses provides introductory aspects of display, design and the presentation of merchandise, and prop making and signage for display. If you want to introduce new skills or add proficiencies to your current retail practice, or you 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. You are introduced to a variety of hands-on product presentation techniques and merchandising projects. You produce your own displays and props and you are encouraged to use the wares from your own workplace if applicable. You will be exposed to a range of merchandise for display such as cosmetics, homewares, posters, books, food, DVD/video/CDs, accessories and fashion items.

City campus

Cost: \$565

Start date	Time	Sessions and duration
20.07.10	6–9 pm	15 sessions x 3 hours

Visual Merchandising Course Series: VM Market

Course code S320136

This unit exposes you 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 your own time.

City campus

Cost: \$565

Start date	Time	Sessions and duration
28.07.10	6–9 pm	10 sessions x 3 hours

Visual Merchandising Course Series: Studio

Course code S320135

Working in a practical workshop environment, you will be involved in the design and manufacture of multi-purpose display props for visual presentation. You 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
19.07.10	6–9 pm	15 sessions x 3 hours

Website 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 also put the theory into practice and design and develop your own website.

City campus

Cost: \$950

Start date	Time	Sessions and duration
18.08.10	6.30–9.30pm	10 sessions x 3 hours

I WANT TO GO A STEP FURTHER

If you are looking for more than a short course, see single courses available online at www.singlecourses.rmit.edu.au

Or speak to a client service officer.

Call 03 9925 8111 or email enquiries@rmit.edu.au to request regular course updates.

Business

Better Business Writing

Course code S345264

This course can help you to improve your business writing skills and to improve the effectiveness of your emails or your reports. This one-day workshop helps you write business documents that achieve results and present a professional image. You learn the 5-stage writing process, the principles of clear writing and how to structure documents for maximum impact. This practical workshop explores common business forms, such as emails, letters, memos, proposals and reports.

City campus

Cost: \$350

Start date	Time	Sessions and duration
24.07.10	9.30 am – 4.30 pm	1 session x 6 hours
01.09.10	9.30 am – 4.30 pm	1 session x 6 hours
30.10.10	9.30 am – 4.30 pm	1 session x 6 hours

MYOB Complete Package

Course code S155085

This course is aimed at people wanting to setup and use MYOB. You will receive five MYOB manuals on payment of the course fee. The manuals provided include:

- » Setting Up version 18
- » Day to Day Processes version 18
- » Inventory Management version 18
- » End of Period Reconciliation and BAS version 18a
- » Payroll Management Version 18

Each manual retails from MYOB at \$32.95 and is included with the course fee. For more information please contact Jodi Burfitt at jodi.burfitt@rmit.edu.au.

City campus

Cost: \$575

Start date	Time	Sessions and duration
13.07.10	5.30–8.30 pm	6 sessions x 3 hours
24.08.10	5.30–8.30 pm	6 sessions x 3 hours
05.10.10	5.30–8.30 pm	6 sessions x 3 hours

Advertising Careers Day

Course code S650180

A full-day seminar introducing you to a career in advertising. Recommended for anyone considering advertising as a career. It will provide a realistic up-to-date overview of the industry and employment opportunities.

City campus

Cost: \$55

Start date	Time	Sessions and duration
21.08.10	10 am – 3.30 pm	1 session x 5.5 hours

Public Relations Careers Day

Course code S650181

A full-day seminar introducing you to a career in public relations. Recommend for anyone considering a career in public relations. It will provide a realistic up-to-date overview of the industry and employment opportunities.

City campus

Cost: \$55

Start date	Time	Sessions and duration
04.09.10	10 am – 3.30 pm	1 session x 5.5 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. You will learn and practice skills on a computer.

Brunswick campus

Cost: \$240

Start date	Time	Sessions and duration
09.07.10	9 am – 4 pm	1 session x 6 hours
01.10.10	9 am – 4 pm	1 session x 6 hours

Community services and social sciences

Professional Certificate in

Criminal Justice

The professional certificate courses in criminal justice are a non-award adjunct to the *Bachelor of Arts (Criminal Justice Administration)*, and are highly regarded in the criminal justice field. The courses provide education and professional development and enhance career skills for those intending to work in fields related to criminal justice, including police, corrections, health and community services, juvenile justice, courts administration, security and criminological research.

Semester 2 2010 courses are:

First year students:

CJ03	Foundations of Law
CJ17	Study, Writing & Research in Justice
CJ19	Sociology of Behaviour
CJ22	Victimology

Second year students:

CJ11	Cross Cultural Communication
CJ12	Criminological Theory
CJ15	International Human Rights & Law
CJ16	Research Methods

City campus

Cost:

Full-time: \$3180, or payment by 3 instalments \$3300, per semester

Part-time: \$795, or payment by 3 instalments \$825, per subject, per semester.

Start date:

Week commencing 19.07.10

CJ03 Foundations of Law

Course code S210024

This course is designed to introduce you to the concepts, theories and elements of law. It 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.

CJ11 Cross Cultural Communication

Course code S210032

This course explores the nature of cross-cultural communication and intercultural interaction, its importance in the contemporary world and in multicultural Australia, and the barriers to effective intercultural communication. It provides opportunity to understand the nature of cross-cultural interaction within a global context with a particular application to identity, religion, education, to legal and criminal justice issues. Topics: the fundamental and cultural knowledge associated with cross-cultural communication; identification of the key social and psychological factors in second language acquisitions and barriers to successful intercultural interaction and skills to repair miscommunication.

CJ12 Criminological Theory

Course code S210035

This course explores a range of leading contemporary theoretical explanations of crime and its genesis. Lectures will outline, appreciate, and critically analyse forms of explanations and their underlying assumptions, drawing from a variety of disciplines: classical philosophy, positivist science, human biology, psychology, sociology, economics and politics. The main focus of interest in the course is not so much with the nature of crime itself, but with the ways in which people come to conceptualise the criminal act, create theories based on their conceptions, and influence social policy based on the implications of their theories. In short, this course focuses on 'thinking about crime'. Substantive applications will range from personal/domestic and street crime, to white-collar, corporate and transnational crime in Western societies.

CJ15 International Human Rights and Law

Course code S210036

This course examines and explores the world of modern, contemporary human rights with a principal focus on international human rights law. The various intertwining and reciprocally influential aspects of human rights—moral ideals, international institutions and relations, legal norms, political contexts and governmental and nongovernmental actors—are drawn together and form the main themes for study and discussion. The course includes a consideration of the influence of international law, the overlap between the traditional effect of relations between States and the traditional effect of relations between the State and individuals with human rights allowing the international community to determine limits to what a State may do to its nationals and aliens. It then evaluates the international systems and how human rights are implemented and enforced.

CJ16 Research Methods

Course code S210037

Social research skills are fundamental to the development of key professional competences taught in the *Bachelor of Arts (International Studies)* and *Bachelor of Arts (Criminal Justice Administration)* degrees. This course provides an introduction to the key concepts of research in humanities and social science. It aims to reach a balance between practice (skills) and theory (methodology and rationale). You will gain the practical skills needed to implement different methods of data collection and analysis, as well as an understanding of the underpinning methodologies. An important aim is to foster in you an awareness of the sorts of decisions and compromises that you will have to make at each stage of the research process. Emphasis is placed upon practical difficulties encountered by researchers working in cross-cultural contexts. The thematic focus of the lecture program encourages debate about the nature of knowledge production in globalised knowledge markets by drawing critical attention to the role of power-relations in the privileging of certain forms of knowledge at the expense of others. You will gain a good understanding of social research and come to see it as a useful, relevant and creative activity in the human service sectors.

CJ17 Study, Writing and Research in Justice

Course code S210039

This course will assist you to make a transition from school or work to studying at university for the first time, and raise awareness of the range of academic skills necessary to gain a qualification in justice and criminology. It provides guidance about the ways you may be assessed in those skills and 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.

CJ19 Sociology of Behaviour

Course code S210042

This course will acquaint you with the contribution of social psychology to our understanding of group processes; to examine the topics of aggression and altruism; to provide you with an opportunity to develop specific skills in assertive behaviour and the control of aggressive responses.

Topic areas: group performance; decision-making and social influence; norm formation; social facilitation. Group function and structure; creativity and problem-solving. Roles, status and leadership in groups; bases of social power; types of interpersonal power and styles of interpersonal influence; traits of leadership. Conformity and obedience; factors affecting obedience to authority; group suggestibility and culturally induced hysterias. Social exchange within and between groups; co-operation and competition; bargaining and negotiation; inter-group conflict. Altruism and helping behaviour; situational and social influences on helping; perception of social responsibility.

CJ22 Victimology

Course code S210045

The course provides a history of victimology and victim movements. It discusses the place of victims in contemporary society with a particular reference to victims of crime and their treatment at the hands of the criminal justice system. It reviews definitions of victimisation and provides theoretical explanations of the victim experience with critique considering the varied socio-economic and personal background and experiences of victims, and consequences of victimisation. The course reviews and summarises victim-centred research, and research on patterns of victimisation, and debates issues related to victim needs versus rights with respect to contemporary demands on criminal justice to be services providers. It considers the origin of restorative justice, its founding definitions and principles; its claims to efficacy and relevance; and its importance in a field of governance.

Computing and information technology

CCNA Head Start

Course code 155080

The first half of the course prepares you for the Cisco CCNA certification exam 640-822 (CCENT). Topics covered: networking fundamentals; IP addressing and subnetting; routing and switching fundamentals; the TCP/IP and OSI models; WAN technologies; configuring IOS devices; RIPv2, static and default routing; SDM, basic security and wireless concepts. The second half of the course prepares you for the Cisco CCNA certification exam 640-816. Topics covered: VLSM, OSPF and EIGRP, VLANs, interVLAN routing, STP and RSTP, VTP, access lists, NAT and DHCP, PPP, frame relay, IPv6 basics.

City campus

Cost: \$1580

Start date	Time	Sessions and duration
10.07.10	9 am – 5 pm	12 sessions x 8 hours

CCNA Security: Network Security

Course code S130225

This course will provide the knowledge for securing network devices such as routers and switches and configuring firewalls and advanced security appliances (ASAs) to prevent threats to the network security. You will gain skills in installing, troubleshooting, monitoring, managing and securing of network devices to maintain integrity, confidentiality and availability of data and devices.

City campus

Cost: \$1500

Start date	Time	Sessions and duration
01.07.10	5.30–9.30 pm	15 sessions x 4 hours

CCNA TURBO

Course code S155081

The first half of the course prepares for the Cisco CCNA certification exam 640-822 (CCENT). Topics covered: networking fundamentals; IP addressing and subnetting; routing and switching fundamentals; the TCP/IP and OSI models; WAN technologies; configuring IOS devices; RIPv2, static and default routing; SDM, basic security and wireless concepts. The second half of the course prepares you for the Cisco CCNA certification exam 640-816. Topics covered: VLSM, OSPF and EIGRP, VLANs, interVLAN routing, STP and RSTP, VTP, access lists, NAT and DHCP, PPP, frame relay, IPv6 basics

City campus

Cost: \$1580

Start date	Time	Sessions and duration
13.07.10	5.30–9.30 pm	18 sessions x 4 hours

CCNA1 – Cisco Systems Networking Academy Program – Networking Basics

Course code S130167

You will learn to identify and describe 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.

City campus

Cost: \$575

Start date	Time	Sessions and duration
29.06.10	5.30–9.30 pm	10 sessions x 4 hours
30.06.10	5.30–9.30 pm	10 sessions x 4 hours
01.07.10	5.30–9.30 pm	10 sessions x 4 hours
03.07.10	8 am – 5 pm	5 sessions x 8 hours

CCNA2 – Cisco Systems Networking Academy Program – Router and Routing Basics

Course code S130168

You will examine router elements (RAM, ROM, CDP); describe connection-oriented network service and connectionless network service; define flow control and describe the three 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.

City campus

Cost: \$575

Start date	Time	Sessions and duration
07.08.10	5.30–9.30 pm	10 sessions x 4 hours
07.09.10	5.30–9.30 pm	10 sessions x 4 hours
08.09.10	5.30–9.30 pm	10 sessions x 4 hours
30.09.10	8 am – 5 pm	5 sessions x 8 hours

CCNA3 – Cisco Systems Networking Academy Program – Switching Basics

Course code S130169

You will learn to configure VLSM and routing protocols (RIPV2, OSPF & EIGRP); configure physical and loopback interfaces; describe LAN switching theory and benefits of VLANs, spanning tree protocol & trunks; provide level 1 troubleshooting service.

City campus

Cost: \$575

Start date	Time	Sessions and duration
11.09.10	8 am – 5 pm	5 sessions x 8 hours

CCNA4 – Cisco Systems Networking Academy Program – WAN Technologies

Course code S130170

You 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
16.10.10	8 am – 5 pm	5 sessions x 8 hours

CCNP1 – Cisco Systems Networking Academy – Build Scalable Internetworking

Course code S130195

This course provides advanced skills required to implement and support enterprise-class IP routing networks. You should have completed Cisco Systems Networking Academy CCNA program to enrol into this course. However, you must also pass CCNA certification exam prior to attempting Building Scalable Cisco Internetworks (BSCI 642-901) examination. The Building Scalable Cisco Internetworks (BSCI 642-901) is one of the four qualifying examinations for the Cisco Certified Network Professional (CCNP) certification examination.

City campus

Contact tel. 03 9925 8111 to confirm course details and availability.

CCNP2—Implementing Secure Converged Wide Area Networks

Course code S130223

This course teaches advanced skills required to secure and enhance services in enterprise-class networks for teleworkers and remote sites. You should have completed Cisco Systems Networking Academy CCNA Program to enrol into this course. However, you must pass CCNA certification exam prior to attempting Implementing Secure Converged Wide Area Networks (642-825) examination. The Implementing Secure Converged Wide Area Networks (642-825) is one of the four qualifying examinations for the Cisco Certified Network Professional (CCNP) certification examination.

City campus

Contact tel. 03 9925 8111 to confirm course details and availability.

CCNP3—Cisco Systems Networking Academy—Building 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. Building Multilayer Switched Networks (BCMSN 642-812) is one of four qualifying examinations for the Cisco Certified Networking Professional (CCNP) certification. Class attendance of four hours per week will enable you to complete this course in fifteen weeks.

City campus

Contact tel. 03 9925 8111 to confirm course details and availability.

CCNP4—Cisco Systems Networking Academy—Optimising Converged Cisco Networking

Course code S130203

The Optimising Converged Cisco Networks 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.

City campus

Contact tel. 03 9925 8111 to confirm course details and availability.

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 in detail how a computer works. It lays the foundation required to build and configure a computer and troubleshoot problems that may occur. You will learn how to assemble, configure and troubleshoot computer hardware, operating systems and software. It will prepare you for the CompTIA A+ certification exams. You 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
23.09.10	5.30–9.30 pm	10 sessions x 4 hours
01.07.10	5.30–9.30 pm	10 sessions x 4 hours

Cisco Systems Networking Academy Program—Cvoice: Cisco Voice Over IP v 6.0

Course code S130224

Cisco Voice over IP (CVOICE) v6.0 provides an understanding of converged voice and data networks and also the challenges faced by the various network technologies. The course also provides network administrators and network engineers with the knowledge and skills required to integrate gateways and gatekeepers into an enterprise VoIP network. This course is one of several courses in the Cisco CCVP track that addresses design, planning, and deployment practices and provides comprehensive hands-on experience in configuration and deployment of VoIP networks.

City campus

Contact tel. 03 9925 8111 to confirm course details and availability.

MCP Training—Managing and Maintaining a Windows Server 2003 Environment

Course code S130197

This course provides 40 hours of instructor-led training to provide you 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.

City campus

Cost: \$600

Start date	Time	Sessions and duration
11.08.10	5.30–9.30 pm	10 sessions x 4 hours

MCP—Implement, Manage and Maintain Windows Server 2003 Network Infrastructure

Course code S130207

This course provides 40 hours of instructor-led training to provide you 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
20.10.10	5.30–9.30 pm	10 sessions x 4 hours

SCADA—Citect Software in Supervisory Control and Data Acquisition Systems

Course code S130176

This course provides you with hands-on knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to real life control situations.

City campus

Cost: \$495

Start date	Time	Sessions and duration
07.07.10	5.30–9.30 pm	6 sessions x 4 hours
06.10.10	5.30–9.30 pm	6 sessions x 4 hours

Wireless LAN Training

Course code S130200

Wireless networks are the culmination of radio frequency (RF) and networking technologies. The study of wireless networking will bring together these two fascinating worlds of technology, particularly all facets of 802.11 technology. The course will place emphasis on wireless LAN set up in order to design, install, support and secure wireless networks. It will also focus on monitoring and troubleshooting wireless networks.

City campus

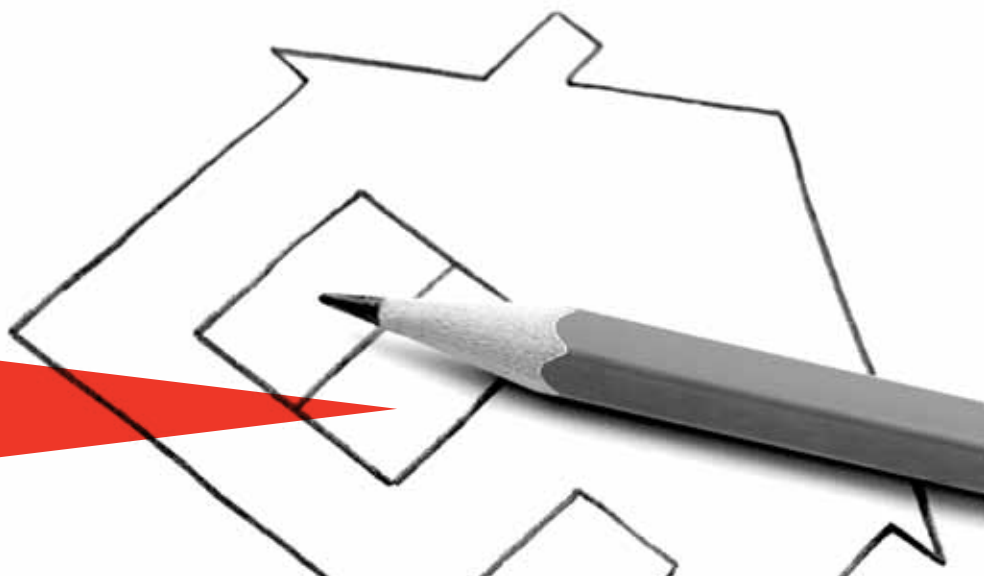
Contact tel. 03 9925 8111 to confirm course details and availability.

MAKE LIFE EASY

Everyone can benefit from improving their skills.
Sometimes going back to basics is the best way to re-focus.

RMIT offer short courses in various subject areas, which may assist in fine tuning the techniques and skills needed for university/TAFE. RMIT short courses vary from being project based to developing a folio. Activities include demonstrations, discussions and practical work.

Build your confidence by getting tips, tricks and techniques straight from industry professionals.



Education and training

Certificate IV in Training and Assessment (TAA40104)

Course code S360037

The *Certificate IV in Training and Assessment* provides practical knowledge and skills for those who are conducting training and assessment in adult learning environments. There will be assessment tasks to be completed in class as well as workplace-based assessment tasks to be submitted within six weeks of the program end date. Candidates with relevant experience may be eligible to apply for recognition of prior learning. The intensive program runs for 12 days over one month.

City campus

Cost: \$2900

Start date	Time	Sessions and duration
07.07.10	9.30 am – 4.30 pm	12 sessions x 7 hours
04.08.10	9.30 am – 4.30 pm	12 sessions x 7 hours
01.09.10	9.30 am – 4.30 pm	12 sessions x 7 hours
06.10.10	9.30 am – 4.30 pm	12 sessions x 7 hours
03.11.10	9.30 am – 4.30 pm	12 sessions x 7 hours

Certificate IV in Career Development (Australian Career Development Studies Component 2)

Course code S360040

The *Certificate IV in Career Development* comprises 16 units based on the endorsed Career Industry Council of Australia (CICA) Professional Standards competency framework. You can complete this course using self-paced learning materials available through the Australian Career Development Studies (ACDS) website then have your competency assessed by RMIT. During your study you will be supported by highly accessible and responsive teaching staff who will design, in negotiation with you, an individual learning and assessment plan tailored to your learning needs. Your plan may include a mixture of online activities, completion of RPL, RCC and workplace learning projects. Before beginning study you are advised to contact RMIT to negotiate your study plan. Please contact Judy Heard in RMIT's School of Education on tel. 9925 7513 or judy.heard@rmit.edu.au

SELF-PACED

Cost: \$1000

Australian Career Development Studies (ACDS) (Component 3)

Course code S360035

Australian Career Development Studies (ACDS) (Component 3) is 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, Education and Workplace Relations (DEEWR) own this course and information can be found on www.career.edu.au. Completion of ACDS Component 3 provides 25% credit towards fulfilment of RMIT's *Graduate Certificate in Career Education and Development*. People interested in enrolling in ACDS and/or pursuing further postgraduate studies in career development must make contact with Michael Hastings, Director Career Education, on tel. 03 9925 7847 or michael.hastings@rmit.edu.au, in order to arrange additional resources and assessment details prior to commencing study.

ONLINE

Cost: \$500

Australian Workplace Culture: Expectations and Idiomatic Language

Course code S004007

Adjusting to a new workplace can be difficult. Adjusting to the workplace of a different culture may be even more challenging. What is acceptable or expected behaviour in one culture can be viewed in a completely different way in another; and the ensuing misunderstandings can have consequences for your career. In this course, you will learn what is expected of you in a typical Australian workplace and discuss how the Australian work culture differs from others. These issues will be examined in the context of Hofstede's dimension of culture, and explored through discussion and role play.

City campus

Cost: \$150

Start date	Time	Sessions and duration
25.08.10	6.30–8.30 pm	1 session x 2 hours

Business Writing for Non-Native Speakers

Course code S004004

Effective professional written communication is vital in all industries. Yet writing clearly and accurately is, for many, a skill that needs to be learnt and practiced. You may still be writing in the academic style suited to university; or be experiencing problems getting your ideas across clearly and concisely. This short course will make you aware of the features of business writing; help you recognise areas you need to develop; and give you strategies for improvement.

City campus

Cost: \$300

Start date	Time	Sessions and duration
21.09.10	6.30–8.30 pm	2 sessions x 2 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. SCAA's technical education programs are well accepted and valued by the coatings industry. 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.

SELF-PACED

Cost: \$2500

First Aid Training— Basic Workplace Level 1

Course code S365047

This course provides the first aider with the knowledge and skills to carry out emergency first aid for life threatening injuries and illnesses, as well as to provide first aid care for injuries and illnesses in the home or in the workplace.

City campus

Cost: \$192

Start date	Time	Sessions and duration
16.08.10	9 am – 4.30 pm	2 sessions x 7 hours
18.10.10	9 am – 4.30 pm	2 sessions x 7 hours
06.12.10	9 am – 4.30 pm	2 sessions x 7 hours

IELTS Preparation— Academic Reading and Writing

Course code S004003

Whether enrolling in an Australian university or completing permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. Part-time evening courses are held over two weeks for each program, or four weeks for the combined course. Each two-week course includes 20 hours of teacher-led learning and 10 additional hours of computer-based material available in an independent learning centre. Enrol into two IELTS Prep courses at the same time to receive a \$50 discount on your second course.

City campus

Cost: \$380

Start date	Time	Sessions and duration
12.07.10	6–8.30 pm	8 sessions x 2.5 hours
09.08.10	6–8.30 pm	8 sessions x 2.5 hours
06.09.10	6–8.30 pm	8 sessions x 2.5 hours
04.10.10	6–8.30 pm	8 sessions x 2.5 hours
01.11.10	6–8.30 pm	8 sessions x 2.5 hours
29.11.10	6–8.30 pm	8 sessions x 2.5 hours

IELTS Preparation— General Reading and Writing

Course code S004002

Whether enrolling in an Australian university or completing permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. Part-time evening courses are held over two weeks for each program, or four weeks for the combined course. Each two-week course includes 20 hours of teacher-led learning and 10 additional hours of computer-based material available in an independent learning centre. Enrol into two IELTS Prep courses at the same time to receive a \$50 discount on your second course.

City campus

Cost: \$380

Start date	Time	Sessions and duration
12.07.10	6–8.30 pm	8 sessions x 2.5 hours
26.07.10	6–8.30 pm	8 sessions x 2.5 hours
09.08.10	6–8.30 pm	8 sessions x 2.5 hours
23.08.10	6–8.30 pm	8 sessions x 2.5 hours
06.09.10	6–8.30 pm	8 sessions x 2.5 hours
20.09.10	6–8.30 pm	8 sessions x 2.5 hours
04.10.10	6–8.30 pm	8 sessions x 2.5 hours
18.10.10	6–8.30 pm	8 sessions x 2.5 hours
01.11.10	6–8.30 pm	8 sessions x 2.5 hours
15.11.10	6–8.30 pm	8 sessions x 2.5 hours
29.11.10	6–8.30 pm	8 sessions x 2.5 hours

IELTS Preparation— Listening and Speaking

Course code S004001

Whether enrolling in an Australian university or completing permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. Part-time evening courses are held over two weeks for each program or four weeks for the combined course. Each two-week course includes 20 hours of teacher-led learning and 10 additional hours of computer-based material available in an independent learning centre. Enrol into two IELTS Prep courses at the same time to receive a \$50 discount on your second course.

City campus

Cost: \$380

Start date	Time	Sessions and duration
26.07.10	6–8.30 pm	8 sessions x 2.5 hours
23.08.10	6–8.30 pm	8 sessions x 2.5 hours
18.10.10	6–8.30 pm	8 sessions x 2.5 hours
15.11.10	6–8.30 pm	8 sessions x 2.5 hours
20.09.10	6–8.30 pm	8 sessions x 2.5 hours

OHS Initial Level 5 Day Course for Health & Safety Reps, Managers & 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 you how to deal with requirements under the new and revised amendments of the updated OHS Act 2004 as well as give you the knowledge to develop the necessary skills with which to carry out your respective functions. The program also shows you 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 (ARREOs) are also included. This OHS training program is approved by WorkSafe Victoria. Early bird rate available for enrolments received at least a fortnight prior to the program commencement date, or for 2 or more people registered from the same organisation.

City campus

Cost: Price on enrolment

Start date	Time	Sessions and duration
05.07.10	9 am – 5 pm	5 sessions x 7 hours
16.08.10	9 am – 5 pm	5 sessions x 7 hours
11.10.10	9 am – 5 pm	5 sessions x 7 hours
15.11.10	9 am – 5 pm	5 sessions x 7 hours

Professional Practice in Laboratory Medicine— A Short Course

Course code S160020

This course is intended for students who are currently enrolled in, or who have recently graduated i.e. in the previous year, from the *Graduate Diploma in Laboratory Medicine*. The course consists of up to three months full-time (or part-time equivalent), placement in a diagnostic or medical research laboratory to acquire the professional and workplace skills of a medical scientist. In general placements are undertaken between December and February but may also be conducted at other times suitable to both the student and the laboratory.

Bundoora campus

Cost: \$160

Pronunciation and Voice

Course code S004006

Even the most grammatically correct, articulate sentence will be misunderstood if pronunciation is not clear. In fact, poor pronunciation contributes to a lack of confidence and loss of fluency for many non-native speakers. This course is designed to help you identify the habitual pronunciation problems that may be making your speech difficult to understand; and to provide you with the techniques for fixing them.

City campus

Cost: \$225

Start date	Time	Sessions and duration
06.10.10	6–9 pm	1 session x 3 hours

Spoken Communication in the Workplace for Non-Native Speakers

Course code S004005

This course is designed for those wanting to improve their communication skills during informal and formal workplace exchanges. You will learn language for use during meetings, and conversational strategies such as paraphrasing to clarify information while gaining time to organise your thoughts; interrupting and turn-taking conventions and opening and closing gambits.

City campus

Cost: \$150

Start date	Time	Sessions and duration
22.09.10	6–8 pm	1 session x 2 hours

Engineering and related technologies

Cabling Provider Rule Restricted

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 device. Prerequisites: you must have cabling experience, either in a typical domestic, or in security, fire and computer cabling environment.

City campus

Cost: \$320

Start date	Time	Sessions and duration
21.08.10	8 am–5 pm	2 sessions x 8 hours
18.09.10	8 am–5 pm	2 sessions x 8 hours

Coaxial Cabling Techniques

Course code S130013

This course provides cabling personnel, experienced in telecommunications cabling, and the holders of an open cabling registration (CPR) with theoretical knowledge and practical skills to be able to receive an endorsement on their current CPR registration. The course is directed at experienced electrical/electronics trades personnel, trades assistants, alarm installation personnel, etc.

City campus

Cost: \$230

Start date	Time	Sessions and duration
03.08.10	8 am–5 pm	1 session x 8 hours
12.10.10	8 am–5 pm	1 session x 8 hours
07.12.10	8 am–5 pm	1 session x 8 hours

Construction Induction Card (CI Card) Course

Course code S130210

The Construction Induction Card (formally Red Card) course will enable you to work safely in the construction industry. This course should be undertaken prior to entering any construction sites.

City campus

Cost: \$170

Start date	Time	Sessions and duration
26.07.10	8 am – 5 pm	1 session x 8 hours
31.07.10	8 am – 5 pm	1 session x 8 hours
16.08.10	8 am – 5 pm	1 session x 8 hours
21.08.10	8 am – 5 pm	1 session x 8 hours
27.09.10	8 am – 5 pm	1 session x 8 hours
02.10.10	8 am – 5 pm	1 session x 8 hours
22.11.10	8 am – 5 pm	1 session x 8 hours
27.11.10	8 am – 5 pm	1 session x 8 hours

Disconnect/Reconnect Workers Licence

Course code S130090

The Restricted Electrical Licence courses are offered to maintenance and service personnel who wish to sit the P001B theory and practical examination. The program of study meets the requirements of Energy Safe Victoria and is suitable for electrical fitters, technicians, technical officers, air conditioning/refrigeration service personnel and non-electrical trades personnel such as plumbers, etc. Holders of the Restricted Licence Class D are licensed to perform limited work for maintenance purposes only, in the disconnection and reconnection of 415V and 240V appliances.

City campus

Cost: \$750

Start date	Time	Sessions and duration
05.07.10	5.30–9.30 pm	14 sessions x 4 hours
18.08.10	8 am – 5 pm	7 sessions x 8 hours
13.10.10	8 am – 5 pm	7 sessions x 8 hours
23.08.10	5.30–9.30 pm	14 sessions x 4 hours
11.10.10	5.30–9.30 pm	14 sessions x 4 hours

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

Course code S130017

The course assists you in gaining the required knowledge to pass Part B-Commercial written examination.

City campus

Cost: \$470

Start date	Time	Sessions and duration
07.09.10	5.30–9.30 pm	10 sessions x 4 hours
09.11.10	5.30–9.30 pm	10 sessions x 4 hours

Inspection and Safety Testing of Electrical Equipment

Course code S130104

This course provides testing and tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training.

City campus

Contact tel. 03 9925 8111 to confirm course details and availability.

LEA Assessment—Licensed Electrical Practical (LEP) Assessment Coaching Course

Course code S130185

You will learn about testing, MEN systems, visual defects, RCDs and other components assessed in the LEP exam.

City campus

Cost: \$360

Start date	Time	Sessions and duration
03.09.10	8 am – 5 pm	3 sessions x 8 hours
05.11.10	8 am – 5 pm	3 sessions x 8 hours
02.09.10	5.30–9.30 pm	6 sessions x 4 hours
28.10.10	5.30–9.30 pm	6 sessions x 4 hours
07.08.10	8 am – 5 pm	3 sessions x 8 hours
02.09.10	8 am – 5 pm	3 sessions x 8 hours
13.11.10	8 am – 5 pm	3 sessions x 8 hours

LEA Assessment—Licensed Electricians Theory (LET) Assessment Coaching Course

Course code S130184

You will learn about electrical safety, code of practice for electrical work, low voltage electrical installation and other components assessed in the LET exam.

City campus

Cost: \$485

Start date	Time	Sessions and duration
04.08.10	8 am – 5 pm	4 sessions x 8 hours
06.10.10	8 am – 5 pm	4 sessions x 8 hours
17.11.10	8 am – 5 pm	4 sessions x 8 hours
25.08.10	5.30–9.30 pm	8 sessions x 4 hours
20.10.10	5.30–9.30 pm	8 sessions x 4 hours
10.07.10	8 am – 5 pm	4 sessions x 8 hours
04.09.10	8 am – 5 pm	4 sessions x 8 hours
06.11.10	8 am – 5 pm	4 sessions x 8 hours



UNIVERSITY

EXPERTS & FACILITIES

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 70,000 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. 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.

LEA Assessment—Safe Working Practice (SWP) for Electricians Coaching Course

Course code S130183

To prepare you for the SWP (Safe Working Practice) Licensing Assessment.

City campus

Cost: \$160

Start date	Time	Sessions and duration
03.07.10	8 am – 5 pm	1 session x 8 hours
04.09.10	8 am – 5 pm	1 session x 8 hours
06.11.10	8 am – 5 pm	1 session x 8 hours
29.07.10	8 am – 5 pm	1 session x 8 hours
09.09.10	8 am – 5 pm	1 session x 8 hours
21.10.10	8 am – 5 pm	1 session x 8 hours
02.08.10	5.30–9.30 pm	2 sessions x 4 hours
20.09.10	5.30–9.30 pm	2 sessions x 4 hours
15.11.10	5.30–9.30 pm	2 sessions x 4 hours

Lift Mechanics Cabling Provider Rule (CPR)

Course code S130113

This course assists lift mechanics, involved in connecting telecommunication services to lifts, to gain the required knowledge to pass RMIT Restricted Lift Cabling Provider Rule Examination. Apprentices with more than six months relevant cabling experience may also attend this course.

City campus

Cost: \$210

Start date	Time	Sessions and duration
17.09.10	8 am – 5 pm	1 session x 8 hours
26.11.10	8 am – 5 pm	1 session x 8 hours

Open CPR by Correspondence

Course code S130172

Experienced communication cablers requiring an Open Cabling Registration (CPR) will be required to undertake a training program to satisfy the competency standards. Electricians requiring an Open Cabling Registration (CPR) will be required to undertake a conversion program to satisfy the competency standard as outlined by TITAB.

Correspondence

Cost: \$450

Start date	Time	Sessions and duration
FLEXIBLE		

Open CPR for Electricians and Telecommunication Cablers

Course code S130159

This course provides knowledge, awareness and practical knowledge in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry.

City campus

Cost: \$820

Start date	Time	Sessions and duration
06.07.10	5.30–9.30 pm	14 sessions x 4 hours
16.08.10	8 am – 5 pm	7 sessions x 8 hours
31.08.10	5.30–9.30 pm	14 sessions x 4 hours
01.11.10	5.30–9.30 pm	14 sessions x 4 hours
08.11.10	8 am – 5 pm	6 sessions x 8 hours

Optical Fibre Cabling Techniques

Course code S130042

This course gives you an understanding of the installation of fibre optic cables and provides practical experience in splicing of cables, fitting of connectors, testing and basic understanding of systems. On successful completion, you will be able to successfully perform fusion and mechanical splicing, fitting of connectors and testing of the system.

City campus

Cost: \$500

Start date	Time	Sessions and duration
02.08.10	8 am – 5 pm	2 sessions x 8 hours
11.10.10	8 am – 5 pm	2 sessions x 8 hours
06.12.10	8 am – 5 pm	2 sessions x 8 hours

Optical Fibre Testing and Commissioning

Course code S130199

This course gives you an understanding and thorough knowledge of testing fibre optic installations. This course and competence assessment meets the requirements for endorsement on the CPR (ICTTC013C—Perform an Accurate Cable System Test).

City campus

Cost: \$260

Start date	Time	Sessions and duration
04.08.10	8 am – 5 pm	1 session x 8 hours
13.10.10	8 am – 5 pm	1 session x 8 hours
08.12.10	8 am – 5 pm	1 session x 8 hours

Preparing Tenders and Quotations

NEW

Course code S130229

An introduction to the preparation of tenders and quotations for both the commercial and the residential sector. In particular, trades people operating in these sectors.

City campus

Cost: \$320

Start date	Time	Sessions and duration
03.08.10	5.30–9.30 pm	2 sessions x 4 hours

Programmable Logic Control and Automation Short Course 2

Course code S130055

This course provides 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.

City campus

Cost: \$450

Start date	Time	Sessions and duration
21.07.10	5.30–9.30 pm	6 sessions x 4 hours

Programmable Logic Control and Automation Short Course 3

Course code S130056

This course provides skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading of offloading, and furthering skills in system diagnostics, PLC to machine integration and fault debugging.

City campus

Cost: \$450

Start date	Time	Sessions and duration
02.08.10	5.30–9.30 pm	6 sessions x 4 hours
08.09.10	5.30–9.30 pm	6 sessions x 4 hours

Programmable Logic Control and Automation Short Course 4

Course code S130057

This course provides skills in creating PLC programs for typical industrial applications with analogue PLC signal input and output, arithmetic function processing and data acquisition (add, subtract, multiply, divide and data handling).

City campus

Cost: \$450

Start date	Time	Sessions and duration
27.09.10	5.30–9.30 pm	6 sessions x 4 hours
17.08.10	5.30–9.30 pm	6 sessions x 4 hours
27.10.10	5.30–9.30 pm	6 sessions x 4 hours

Reading and Interpreting Plans and Specifications—Domestic

NEW

Course code S130230

The course has been designed specifically to develop trades people's ability to read and interpret plans for domestic projects; read and interpret specifications and schedules for domestic projects; cross reference documents; prepare simple building sketches and drawings (manual and ACAD).

City campus

Cost: \$680

Start date	Time	Sessions and duration
16.08.10	8 am – 5 pm	2 sessions x 8 hours
30.08.10	8 am – 5 pm	2 sessions x 8 hours
13.09.10	8 am – 5 pm	2 sessions x 8 hours

Renewable Energy Grid Connect— Design and Installation

Course code S130221

This course combines elements of both the Design Only and the Installation Only renewable energy courses. It provides licensed electricians with the knowledge and practical skills to install and design photovoltaic power systems that satisfy Clean Energy Council's (CEC) accreditation requirements. Course structures include face-to-face delivery and practical tasks. Candidates may choose to enrol in the installation only, design only, or design and installation courses. Electrical engineers are eligible to enrol in design only.

City campus

Cost: \$1600

Start date	Time	Sessions and duration
03.07.10	8 am – 5 pm	10 sessions x 8 hours
02.08.10	8 am – 5 pm	10 sessions x 8 hours
04.10.10	8 am – 5 pm	10 sessions x 8 hours
22.11.10	8 am – 5 pm	10 sessions x 8 hours

Renewable Energy Grid Connect— Design only

Course code S130219

This course provides licensed electricians and electrical engineers with the knowledge and practical skills to design photovoltaic power systems that satisfy Clean Energy Council's (CEC) accreditation requirements. Course structure includes face-to-face delivery and practical tasks.

City campus

Cost: \$1150

Start date	Time	Sessions and duration
03.07.10	8 am – 5 pm	7 sessions x 8 hours
02.08.10	8 am – 5 pm	7 sessions x 8 hours
04.10.10	8 am – 5 pm	7 sessions x 8 hours
22.11.10	8 am – 5 pm	7 sessions x 8 hours

Renewable Energy Grid Connect— Installation only

Course code S130220

This program provides licensed electricians with the knowledge and practical skills to install photovoltaic power systems that satisfy Clean Energy Council's (CEC) accreditation requirements. Course structures include face-to-face delivery and practical tasks.

City campus

Cost: \$850

Start date	Time	Sessions and duration
03.07.10	8 am – 5 pm	6 sessions x 8 hours
02.08.10	8 am – 5 pm	6 sessions x 8 hours
04.10.10	8 am – 5 pm	6 sessions x 8 hours
22.11.10	8 am – 5 pm	6 sessions x 8 hours

RPL

Course code S130177

This is for participants who wish to obtain recognition of prior learning. For further details, please contact Wendy Gillies on tel. 9925 4921 or wendy.gillies@rmit.edu.au, or Herbert Weber on tel. 9925 4386 or herbert.weber@rmit.edu.au.

City campus

Cost: Various fees from \$30

Start date	Time	Sessions and duration
Flexible enrolment		1 session x 8 hours

FLEXIBLE

Satellite TVRO Installation

Course code S130060

This course provides personnel in the TV service industry with an introduction to satellite TVRO systems, their operation and installation.

City campus

Cost: \$220

Start date	Time	Sessions and duration
02.08.10	8 am – 5 pm	1 session x 8 hours
08.11.10	8 am – 5 pm	1 session x 8 hours

SolidWorks—Level 1

Course code S320118

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

Brunswick campus

Cost: \$935

Start date	Time	Sessions and duration
17.08.10	6–9 pm	8 sessions x 3 hours
6.10.10	6.30–9.30 pm	8 sessions x 3 hours

Structured Cabling Techniques

Course code S130109

This course assists and provides cabling personnel experienced in telecommunications cabling and the holders of an Open Cabling Registration (CPR) with the theoretical knowledge and practical skills to be able to receive an endorsement on your CPR or when your current registration is due for renewal.

City campus

Cost: \$460

Start date	Time	Sessions and duration
09.08.10	8 am – 5 pm	2 sessions x 8 hours
18.10.10	8 am – 5 pm	2 sessions x 8 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).

City campus

Cost: \$220

Start date	Time	Sessions and duration
09.08.10	8 am – 5 pm	1 session x 8 hours
15.11.10	8 am – 5 pm	1 session x 8 hours

Environment

Life Cycle Assessment (LCA)— Introduction

Course code S310131

Life Cycle Assessment (LCA) is a method of evaluating the potential environmental impacts of products and services. This evaluation is based on the whole life cycle of the product/service, or a cradle-to-grave approach. The two-day course is a detailed introductory course covering LCA methodology and practical application of a mini-LCA. Examples, case studies and workshops are used to demonstrate efficient LCA data collection and streamlined LCA techniques and analysis.

City campus

Cost: \$1045

Start date	Time	Sessions and duration
25.08.10	9 am – 5 pm	2 sessions x 8 hours
24.11.10	9 am – 5 pm	2 sessions x 8 hours

Solar Inspection for Electrical Inspectors

NEW

Course code S130227

This course provides sufficient knowledge and skills to safely prepare, conduct and report the detailed inspection and testing of wiring systems and accessories installed to provide control and protection of standby or co-generation electricity supply system and stand alone power systems.

City campus

Cost: \$600

Start date	Time	Sessions and duration
16.07.10	8 am – 5 pm	2 sessions x 8 hours
20.08.10	8 am – 5 pm	2 sessions x 8 hours
08.10.10	8 am – 5 pm	2 sessions x 8 hours
12.11.10	8 am – 5 pm	2 sessions x 8 hours

Health and medical sciences

Advanced Transfusion Science Workshop

Course code S160023

This four-day workshop will be conducted at an advanced level and during the first two days will cover complex antibody investigations including autoantibodies, mixtures and HTLA. The third day of the workshop will cover molecular genotyping and include a practical exercise using the GTI EZE TYPE genotyping kit. The final day of the workshop will cover antibodies to neutrophils and platelets and the clinical situations associated with their presence. Techniques used in their detection will be covered in the practical session.

Bundoora campus

Cost: \$1500

Start date	Time	Sessions and duration
06.07.10	9 am – 5 pm	4 sessions x 8 hours

Eastern Anatomy Postgraduate Bridging Course

Course code S150081

This short course is only available to students who have successfully completed COTH2149 Applied Eastern Anatomy. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, COTH2152 Integrated and Applied Eastern Anatomy.

Bundoora campus

Cost: \$500

FLEXIBLE

Food as Medicine Postgraduate Bridging Course

Course code S150080

This short course is only available to students who have successfully completed OHTH2132 Introduction to Food as Medicine. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, OHTH2138 Food as Medicine.

Bundoora campus

Cost: \$500

FLEXIBLE

Herbs and Natural Supplements in Practice

Course code S160025

Those interested in medicinal herbs and nutritional supplements will gain an overview of the use of herbs and nutritional supplements to promote health and wellbeing and to treat and prevent disease. You will gain a clearer understanding of how to evaluate available information on herbs and natural supplements, the regulatory environment for herbs and natural supplements, the key indications and safety concerns of popular supplements and interactions of pharmaceutical drugs with herbs and nutritional supplements.

Bundoora campus

Cost: \$750

FLEXIBLE

Herbs and Supplements Postgraduate Bridging Course

Course code S150079

This short course is only available to students who have successfully completed OHTH2133 Introduction to Herbs and Natural Supplements. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, OHTH2139 Herbs and Natural Supplements.

Bundoora campus

Cost: \$500

FLEXIBLE

Wellness and CAM Postgraduate Bridging Course

Course code S150077

This short course is only available to students who have successfully completed COTH2148 Introduction to Wellness and Complementary and Alternative Medicine. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, COTH2153 Wellness and Complementary and Alternative Medicine.

Bundoora campus

Cost: \$500

FLEXIBLE

Wellness and Lifestyle Postgraduate Bridging Course

Course code S150078

This short course is only available to students who have successfully completed COTH2136 Health Enhancement and Lifestyle Management. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, OHTH2142 Wellness, Health Enhancement and Lifestyle Management.

Bundoora campus

Cost: \$500

FLEXIBLE

Worker Health Check

Course code S155097

This training program has been developed for the specific purpose of ensuring worker health checks are delivered to a high standard consistent with prescribed WorkHealth clinical and operational guidelines and protocols.

What is covered in this training session?

This course is based on the theory component of the standards required to deliver the Worker Health Check according to the clinical and operational guidelines. This course includes meeting the standards for:

- » informed consent and privacy
- » physical assessment and biomedical testing
- » assessment of risk and the provision of lifestyle advice
- » management of acute health risks.

System requirements

You will need a computer with a broadband connection.

Software requirements

- » Quicktime
- » Adobe Acrobat Reader
- » Adobe Flash Player

What do you need to do?

You are required to register. Enrol online or print off an enrolment form and send it in by fax or post.

Once you are registered you will be sent logon instructions via email. Allow up to three working days.

Support: worksafe@rmit.edu.au and/or tel. 03 9925 4932

Additional information

On the registration form under **Company**—please do not leave blank **Division**—please complete this field with either 'Work Health Check' or 'Clinical Supervisor' AND your qualification (dietitian, exercise physiologist, nurse or medical practitioner).

City campus

Cost: price on enrolment

FLEXIBLE

Manufacturing and printing

Media and communication

Digital Printing—Basic Operation

Course code S320155

This is a practical hands-on course for anyone wanting to learn how to operate a FX Digital Colour Press 700 and FX-4127 using Free Flow and Digipath 4 software to set up for print. The course covers a range of topics to give you an understanding of the technology and how it works and to give you hands-on practice to confidently manage basic operation of the equipment. In small groups, you will receive demonstrations on scanning, printing, and finishing on a range of production jobs from hard copy and also digital files.

Brunswick campus

Cost: \$520

Start date	Time	Sessions and duration
07.10.10	6–9 pm	4 sessions x 3 hours

Offset Lithography—Introduction

Course code S355152

Are you looking for an introduction to a career in printing or are you re-entering after time away? Are you already working elsewhere in the industry but want a start in printing, or are you in the supply area and would like to learn more about your clients' business? This course will give you a solid skills base in lithographic printing, covering aspects such as ink setting, plate positioning, printing, problem solving, paper, OHS and terminology. Your hands-on training takes place on a Heidelberg GTO 52, the world's most recognised small offset printing press.

Brunswick campus

Cost: \$530

Start date	Time	Sessions and duration
13.10.10	6–9 pm	6 sessions x 3 hours

Print Awareness

Course code S355038

This is a highly popular short course aiming to introduce you to production procedures from artwork to press in easy-to-understand language. There is hand-on interaction with samples and tools in a small group environment to maximise your involvement and understanding of the processes and equipment commonly used in the printing and pre press areas. You will tour the various printing departments gaining a first hand view of the equipment variety, uses, and their production activities.

Brunswick campus

Cost: \$675

Start date	Time	Sessions and duration
06.12.10	9 am – 4 pm	3 sessions x 6 hours

Copywriting in Action

Course code S345185

You will interact in 'The Process' of writing complete works of copy. Theory and creativity are put into practice in workshops generating ideas, articulating them into words, then writing copy according to a tried and true formula of engaging, convincing and persuasive communication. It is strongly recommended that you buy the course book *Copywriting In Action* and read chapters one and five before session one. Available at www.ditempora.com.au.

Also bring an individual work-based project to session one.

City campus

Cost: \$580

Start date	Time	Sessions and duration
07.09.10	6–9 pm	8 sessions x 3 hours

Copywriting In Action—Part II

Course code S345249

This course is a response to the many requests by participants for more sessions of Copywriting In Action. In Part 2, you will apply the principles of clear, engaging and precise communication to an extended range of media commonly used for commercial and social marketing. These include brochure, e-newsletter, media release, the professional letter and email. What remains consistent throughout is 'The Process'.

City campus

Cost: \$580

Start date	Time	Sessions and duration
01.07.10	6–9 pm	8 sessions x 3 hours

COY—Communicator of the Year Breakfast

Course code S345268

The RMIT Communicator of the Year Breakfast brings media and communication industry professionals together to celebrate the achievements of an individual who has achieved outstanding community outcomes. This year's breakfast will also include a panel discussion on the role of public relations in the political process. Now in its fourth year, this event is a must for switched-on communicators. Event registration includes breakfast.

Hotel Windsor

Cost: \$70

Start date	Time	Sessions and duration
29.07.10	7.15–9 am	1 session x 2 hours

Creative Non-Fiction: Telling True Stories with Style

Course code S345259

Non-fiction offers great opportunities for creativity. True stories are fascinating because they tell us about ourselves and our world, but they must be told with style. Whether you are writing true crime stories, life experiences, autobiographies, biographies or any other form of non-fiction, you can make the words sing off the page, the ideas soar without sacrificing the truth in your story. During the intense tutorials, writing exercises and workshops you will discover how to wield creative tools at your disposal to best effect, and how to lift your writing to a higher level.

City campus

Cost: \$580

Start date	Time	Sessions and duration
24.07.10	10 am – 4 pm	2 sessions x 6 hours

I WANT TO GO A STEP FURTHER

If you are looking for more than a short course, see single courses available online at www.singlecourses.rmit.edu.au

Or speak to a client service officer.

Call 03 9925 8111 or email enquiries@rmit.edu.au to request regular course updates.

Language courses

Arabic for Beginners

S365044

This introductory course is for students with limited or no prior knowledge of Arabic. The course covers a range of topics designed to develop basic proficiency in spoken and written Arabic, as well as practical knowledge of Arabic culture in different personal and social contexts. The course is delivered in a communicative and practical way and leads to language proficiency and cultural knowledge for workplace application. This course will also develop your confidence to pursue further language studies and to use Arabic in work or business situations.

City campus

Cost: \$420

Start date	Time	Sessions and duration
21.07.10	6–9 pm	10 sessions x 3 hours

French Conversation

Course code S365040

This intermediate-level course is designed to allow you to maintain and practise your conversational French in an informal and friendly environment. It is aimed at those students who have some knowledge of French and are able to sustain a conversation. The classes will be sufficiently structured to create discussion, while at the same time being flexible enough to allow for deviations from the topic and provide opportunities for free conversation.

City campus

Cost: \$220

Start date	Time	Sessions and duration
20.07.10	6–7.30 pm	10 sessions x 1.5 hours
28.09.10	6–7.30 pm	10 sessions x 1.5 hours

French for Beginners 1

Course code S365029

French for Beginners 1 is for people who wish to learn French in an informal atmosphere for recreation and/or work-related purposes. The course will introduce you to the basic skills of French grammar and communication, and equip you with a basic knowledge of French culture for daily social situations.

City campus

Cost: \$265

Start date	Time	Sessions and duration
22.07.10	6–8 pm	10 sessions x 2 hours
30.09.10	6–8 pm	10 sessions x 2 hours

French for Beginners 2

Course code S365037

This course follows on from French for Beginners 1, and is aimed at people who want to learn more of the language, in a relaxed atmosphere, for recreation or work. The course will build on your previous French studies and will continue to equip you for travel and communicating with French speakers in daily life.

City campus

Cost: \$265

Start date	Time	Sessions and duration
20.07.10	6–8 pm	10 sessions x 2 hours
28.09.10	6–8 pm	10 sessions x 2 hours

Greek for Beginners

Course code S365052

This is a basic Greek course 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 the appropriate level to begin communicating in Greek and prepare you for travel to Greece and Cyprus.

City campus

Cost: \$265

Start date	Time	Sessions and duration
23.09.10	6–8 pm	10 session x 2 hours

Indonesian—Beginners

Course code S365045

Indonesia is Australia's closest neighbour. This introductory course covers a range of topics designed to develop basic proficiency in spoken and written Indonesian, as well as practical knowledge of Indonesian culture in different personal and social contexts. The course is delivered in a communicative and practical way and leads to language proficiency and cultural knowledge for workplace application. This course will also develop your confidence to pursue further language studies and to use Indonesian in work or business situations.

City campus

Cost: \$420

Start date	Time	Sessions and duration
21.07.10	6–9 pm	10 sessions x 3 hours

Japanese for Beginners

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.

City campus

Cost: \$420

Start date	Time	Sessions and duration
14.09.10	6–9 pm	10 sessions x 3 hours

Japanese for Beginners 2

Course code S365051

This course aims to build on some of the basic skills of the Japanese language, and your knowledge of the hiragana script. You will learn the katakana 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.

City campus

Cost: \$420

Start date	Time	Sessions and duration
13.09.10	6–9 pm	10 sessions x 3 hours

Japanese for Intermediates

Course code S365003

This course consolidates and integrates your knowledge of the Japanese language acquired at a beginner's 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.

City campus

Cost: \$420

Start date	Time	Sessions and duration
14.07.10	6–9 pm	10 sessions x 3 hours
06.10.10	6–9 pm	10 sessions x 3 hours

Spanish for Beginners

Course code S365010

This is an introductory course to the Spanish language and culture. It is designed for people who want to learn the language in a practical and relaxed atmosphere and to use it for recreational and/or work and study related activities. This course will provide you with basic skills to communicate in the Spanish language. At the same time you will acquire essential understanding of Hispanic cultures and societies as expressed in and reflected by the language.

City campus

Cost: \$350

Start date	Time	Sessions and duration
05.08.10	6–8.30 pm	10 sessions x 2 hours

Spanish DELE (Intermediate Level)

S365016

This course is designed for those students intending to sit for the official Spanish language exam DELE (*Diploma de Español Lengua Extranjera*). The course helps you prepare for the exam by familiarising yourself with the different aspects and the format of the test. You will reinforce and acquire knowledge in the written, spoken, oral and listening comprehension activities targeted by the exam.

City campus

Cost: \$210

Start date	Time	Sessions and duration
09.10.10	10 am – 12.30 pm	6 sessions x 2 hours

Public Relations Continuous

Professional Development

Public relations practitioners are operating in an increasingly unpredictable economic and social environment, and the information revolution is changing many of our traditional approaches. RMIT can provide you with the knowledge and skills to move and stay ahead of the field. RMIT is a leader in public relations education. RMIT's professional development programs are based on academic research and industry best practice, and our presenters are leaders in their fields.

Discounts apply for PRIA members and students, with a further 10% discount on complementary programs for two related courses booked together. For further information refer to the Public Relations Continuous Professional Development brochure or view online.

PR CPD—Change Management—Challenges for Professional Communicators

Course code S200086

This workshop will provide an understanding of the holistic and evolutionary approaches to change. It will look at differences in thinking, behaviour, culture and systems, and how professional communicators can help deliver successful change programs. The workshop will address the foundation skills required for understanding change and an introduction to some models and tools used to manage major change programs. There will be a focus on the emotional experience of change and how best to listen to, lead, involve and inform a workforce.

City campus

Cost: \$395

Start date	Time	Sessions and duration
30.08.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—Corporate Social Responsibility—Common Sense Really

S200091

Corporate social responsibility (CSR) is the deliberate inclusion of public interest into corporate decision making, and honouring of the three Ps: people, planet and profit. This workshop will include a presentation on CSR: what the proponents say and what the cynics say; case studies including the good, the bad and the ugly examples of CSR; counting the cost of insincere CSR; community relations tools and tactics; and exercises to support strong community relationships.

City campus

Cost: \$395

Start date	Time	Sessions and duration
05.07.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—Effective Government Relations

Course code S200097

How do you find out about impending policy and legislation that could affect your organisation? How do you lobby government? What are the points of access? How do you start building a government relations program? This workshop provides an overview of the parliamentary system, how it works and who's who. You will learn how to identify key players in the parliament, political parties and the public service; identify and monitor issues; engage with parliamentary committees and inquiries; and evaluate the value of employing a professional lobbyist. The workshop will show you how to start building a government relations program to suit your organisation. It includes discussion and case studies.

City campus

Cost: \$395

Start date	Time	Sessions and duration
13.07.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—In the Glare of the Media Spotlight—Public Relations Media Training

Course code S200090

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.

City campus

Cost: \$450

Start date	Time	Sessions and duration
31.07.10	9.30 am – 5 pm	1 session x 8 hours
13.11.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—Keys to Event Management

Course code S200083

How are events such as festivals, sporting events and conferences effectively pulled together? The principles that apply to large events also 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.

City campus

Cost: \$395

Start date	Time	Sessions and duration
18.08.10	9.30 am – 5 pm	1 session x 8 hours

R CPD—Making an Impression—Professional Presentation Skills

Course code S200088

This workshop focuses on the skills required to deliver effective presentations in a professional environment. You will learn how to understand the purpose and objectives of a presentation; analyse the audience, venue and occasion; structure a presentation; choose an appropriate style and language; use audio-visual aids effectively; practise a presentation; overcome nerves and build confidence; use your voice to maximum effect; develop techniques for vocal variety; and incorporate powerful non-verbal communication. All participants will have the opportunity to make a short presentation.

City campus

Cost: \$395

Start date	Time	Sessions and duration
22.10.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—Media Release and PR Writing

Course code S200089

As well as learning how to identify news and structure media releases to attract a journalist's attention, this workshop looks at the basic rules that underpin all good public relations writing. Writing with accuracy, brevity and clarity; understanding your audience and tailoring your message accordingly; good grammar, punctuation, spelling, style and syntax are vital skills for PR practitioners. A missing comma, an errant apostrophe, a misplaced phrase or too many big words not only confuse your reader, but they also reflect poorly on your professionalism. Learn how to make sure your writing never gets in the way of your message.

City campus

Cost: \$395

Start date	Time	Sessions and duration
06.07.10	9.30 am – 5 pm	1 session x 8 hours
23.11.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—The Keys to New Media 1

Course code S200095

This workshop is an introduction to the range of digital media available to communicators. It looks at the place and relevance of each media in today's context, the importance of strategic development as well as creative and production requirements. It emphasises the importance of approaching digital media from the audience or customers' perspective, examining ways for this to be achieved.

City campus

Cost: \$225

Start date	Time	Sessions and duration
01.09.10	5.30–9.30 pm	1 session x 4 hours

PR CPD—New Media 2— Creating a Media Mix That Works!

Course code S200096

This workshop expands on The Keys to New Media 1, with a particular emphasis on Web 2.0. Using a mixture of lecture, case study analysis, and hands-on work, you will gain a deeper understanding of the role of digital media in modern PR and communications practice. There will be deeper analysis of key digital mediums and how to effectively use them as part of the communication strategy. Web 2.0 and mobile media will be highlighted with particular emphasis on creating and producing relevant Web 2.0 material for business outcomes. It is assumed that you have either completed The Keys to New Media 1 or have a good basic knowledge of the field.

City campus

Cost: \$225

Start date	Time	Sessions and duration
15.09.10	5.30–9.30 pm	1 session x 4 hours

PR CPD—Oh F*#! It's Happened— Crisis Management

Course code S200093

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.

City campus

Cost: \$395

Start date	Time	Sessions and duration
21.07.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—Strategy Planning— Focussing your Strategy for Outstanding Outcomes

Course code S200085

Why is planning important? What makes a PR campaign successful or unsuccessful? In this workshop you will learn about the Socratic approach to planning: a simple PR planning checklist for projects and campaigns. There will be an introduction to key planning tools and detailed discussion of two campaign case studies to analyse how the strategy was developed, what was important, what worked and what failed. There will be hands-on strategy development of a communication need or project nominated by participants.

City campus

Cost: \$695

Start date	Time	Sessions and duration
05.10.10	9.30 am – 5 pm	2 sessions x 8 hours

PR CPD—Winning Hearts and Minds—Speech Writing

Course code S200087

Leaders are only leaders if others follow their ideas and strategies. And one of the most effective ways to move people to action is to write and deliver a powerful speech. In this workshop you will learn how to take a brief and write the powerful speeches your leader needs. This workshop will show you how to plan the speech to get the outcome you want; open and close with impact; use proven structure to build a speech that flows; include stories, metaphors and other professional techniques that underline your key points; and apply the five editing strategies that will set your speech apart.

City campus

Cost: \$395

Start date	Time	Sessions and duration
27.08.10	9.30 am – 5 pm	1 session x 8 hours

PR CPD—Working with Not-for- Profits—Creating Corporate/ Community Partnerships

S200092

In a climate where meaningful relationships with stakeholders are becoming increasingly more important, many organisations are also looking to create and enhance relationships with not-for-profit organisations. When properly executed, these types of partnerships can improve staff engagement and retention, build or cement reputations for good corporate citizenship and underpin the triple bottom line. In this workshop you will learn how to establish and maintain strategic community partnerships that offer mutual benefit. Through a mix of discussion, activities and presentations, the workshop will focus on ways to create lasting relationships that are truly aligned with your brand, the aspirations of your stakeholders and the needs of the not-for-profit organisations you choose to engage with.

City campus

Cost: \$395

Start date	Time	Sessions and duration
13.10.10	9.30 am – 5 pm	1 session x 8 hours

Writing Series

Do you want to enhance your writing skills or explore a career in publishing? This 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 *Diploma of Professional Writing and Editing*, 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.

Copyediting—Introduction

S345096

Do you want to improve your own or others' writing through editing?

This introductory course offers an introduction to the principles, techniques, tips and tricks used in revising and correcting written material.

You will learn the fundamentals of copyediting and the application of editing marks to hard copy in a range of practical exercises.

City campus

Cost: \$310

Start date	Time	Sessions and duration
30.10.10	9.30 am – 4.30 pm	1 session x 6 hours

Copyediting—Advanced

S345097

Do you want to improve and expand your editing skills?

This advanced course offers discussion of the principles and challenges of copyediting, and practical exercises for revising and correcting a range of complex written material to make it suitable for typesetting and publication. It considers the distinct needs of readers, authors and publishers, and the particular challenges these create.

City campus

Cost: \$310

Start date	Time	Sessions and duration
13.11.10	9.30 am – 4.30 pm	1 session x 6 hours

Grammar and Punctuation

Course code S345043

Do you need to refresh or improve your grammar? Would you like to use punctuation marks with confidence?

This two-day intensive course revises the eight parts of speech, the structure of sentences and the standard punctuation marks. You will identify and fix common problems in writing and learn the principles of plain English. Topics covered include when to capitalise, when to use 'which' or 'that' and the differences between the colon and semi-colon.

City campus

Cost: \$450

Start date	Time	Sessions and duration
14.08.10	9.30 am – 4.30 pm	2 sessions x 6 hours
09.10.10	9.30 am – 4.30 pm	2 sessions x 6 hours

Proofreading – Introduction

Course code S345098

Do you want to proofread with greater accuracy and skill? Perhaps you want to learn the tips and techniques used by professionals.

This one-day course covers the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You learn the standard proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a brochure, book chapters, and an advertisement.

City campus

Cost: \$310

Start date	Time	Sessions and duration
10 .07.10	9.30 am – 4.30 pm	1 session x 6 hours
27.11.10	9:30 am – 4.30 pm	1 session x 6 hours

Proofreading – Advanced

Course code S345099

Do you want to improve and expand your proofreading skills?

This advanced course builds on your experience and familiarity with basic proofreading in order to develop your speed, accuracy, efficiency, versatility, confidence and thoroughness.

Through discussion, demonstration and practical exercises, you will explore ways to proofread complex documents when working on challenging projects under pressure.

City campus

Cost: \$310

Start date	Time	Sessions and duration
31.07.10	9.30 am – 4.30 pm	1 session x 6 hours
11.12.10	9.30 am – 4.30 pm	1 session x 6 hours

Public Relations Certificate

The Public Relations Certificate consists of four courses: 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. Strategic PR and Planning is only offered in Semester 1.

Public Relations Certificate – Media Relations

Course code S200016

Media experts will enable you to experience real-life aspects of dealing with traditional media and creating opportunities for publicity.

Hands-on workshops and topics include:

- » how the media work
- » media language and writing
- » media releases, alerts and follow-up
- » media conferences and events
- » print, radio, TV, online—how they differ
- » workshop interviewing skills and tactics
- » radio workshop
- » television interviews and workshop
- » print interviews
- » preparing managers for interviews

City campus

Cost: \$1445

Start date	Time	Sessions and duration
17.08.10	5.45–9 pm	9 sessions x 4 hours

Public Relations Certificate – PR Principles and Practices

Course code S200017

You will cover basic and emerging trends in public relations practice, and learn how to apply underlying communication principles that guide the discipline.

Topics covered include:

- » public relations in society and emerging trends
- » basic concepts and theories
- » identifying key stakeholders and organisational linkages
- » communication research and processes
- » the strategic four-step PR process
- » public opinion/attitude change
- » communication tools – traditional and new media
- » ethics and law in PR
- » social responsibility and professionalism

City campus

Cost: \$1445

Start date	Time	Sessions and duration
11.08.10	5.45–9 pm	10 sessions x 4 hours

Public Relations Certificate – PR Writing

S200019

You will become familiar with and develop the key writing skills used in public relations by technicians and managers.

Tools and topics covered include:

- » the basics of good public relations writing
- » grammar, punctuation, style and rules
- » media kits
- » media releases
- » backgrounders and position papers
- » online and social media
- » brochures/newsletters/fact sheets/Q&As
- » annual reports, proposals and formal reports
- » feature writing/bios/profiles
- » speech writing and PSAs/CSAs

City campus

Cost: \$1445

Start date	Time	Sessions and duration
12.08.10	5.30–8.30 pm	9 sessions x 3 hours

Strange Bedfellows or Perfect Partners— The Role of Literary Studies in Creative Writing Programs

NEW

Course code **S345267**

An international conference to examine the tensions between the study of literature in university creative writing programs and the manner in which literary studies informs or is ignored by creative writing pedagogies. What are the implications for both discipline areas and what new developments might shape future writing and literary curriculum? Further details can be found on the following website: www.australianliterarycompendium.com

City campus

Cost: Price on application

Start date	Time	Sessions and duration
25.11.10	9 am – 5 pm	3 sessions x 8 hours

Writing Creative Fiction— Introduction

Course code **S345162**

This course teaches a basic understanding of a range of fiction writing styles and encourages you to develop and apply fiction writing skills of construction and criticism. Emphasis is on development of short story and novel writing, but the course is designed to examine the fundamentals of story writing in a broad range of genres and styles.

The 10-week course includes construction of fiction writing to a publishable standard and the study of aspects of language, style and technique.

City campus

Cost: \$600

Start date	Time	Sessions and duration
14.7.10	6.15–9.15 pm	10 sessions x 3 hours
06.10.10	6.15–9.15 pm	10 sessions x 3 hours

Writing for Children

Course code **S345256**

This course will introduce you to the marketplace of children's writing and focus on writing picture books. Amongst other things, we will look at language, pacing, targeting different ages, chapter books and how to prepare and submit manuscripts to a publishing house. There will be opportunities to workshop manuscripts within the class time.

City campus

Cost: \$745

Start date	Time	Sessions and duration
13.07.10	6–9 pm	6 sessions x 3 hours

Writing for the Web

Course code **S345093**

Writing for the web is now recognised as a specialist skill. The web is a highly interactive and non-linear form of media communication and therefore writing for it must suit its specialist requirements.

City campus

Cost: \$440

Start date	Time	Sessions and duration
24.08.10	6–9 pm	4 sessions x 3 hours
23.11.10	6–9 pm	4 sessions x 3 hours

TELL ME MORE

See short course flyers for more specific details on courses.

View these flyers online at www.shortcourses.rmit.edu.au

Or speak to a client service officer.

Call 03 9925 8111 or email enquiries@rmit.edu.au



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- » Single course students take the same classes and complete the same assessment tasks as university students.
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Short Course Enrolment Form

RMIT Training Pty Ltd
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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	/	CCV Number
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				
Phone 9 am-5 pm weekdays +61 3 9925 8111	Mail RMIT Training Pty Ltd PO Box 12058 A'Beckett Street Melbourne VIC 8006	Online Web www.shortcourses.rmit.edu.au Email enquiries@rmit.edu.au	In person Building 105 Level 9, 501 Swanston St Melbourne VIC 3000 9 am-5 pm weekdays Cash not accepted	Fax Fax enrolment form to +61 3 9925 8298

A					
Adobe Illustrator and Photoshop for Fashion—Draping and 3D (Advanced)	3	CCNA TURBO	14	E	
Adobe Illustrator and Photoshop for Fashion—Illustration (Advanced)	3	CCNA1—Cisco Systems Networking Academy Program—Networking Basics	14	Eastern Anatomy	
Adobe Illustrator and Photoshop for Fashion—Swatches and Repeats (Advanced)	3	CCNA2—Cisco Systems Networking Academy Program—Router and Routing Basics	14	Postgraduate Bridging Course	23
Adobe Illustrator for Fashion—Garment Drawings (Advanced)	3	CCNA3—Cisco Systems Networking Academy Program—Switching Basics	14	Electrical Contractor Registration Course—Part B Commercial (Mod EA102)	19
Adobe Illustrator for Fashion—Introduction	3	CCNA4—Cisco Systems Networking Academy Program—WAN Technologies	14	F	
Adobe Photoshop for Fashion—Introduction	3	CCNP1—Cisco Systems Networking Academy—Build Scalable Internetworking	14	Fascinating Fashion	5
Advanced Transfusion Science Workshop	23	CCNP2—Implementing Secure Converged Wide Area Networks	15	Fashion Drawing	6
Advertising Careers Day	12	CCNP3—Cisco Systems Networking Academy—Building Multilayer Switched Networks	15	First Aid Training—Basic Workplace Lvl 1	18
Advertising—Introduction	3	CCNP4—Cisco Systems Networking Academy—Optimising Converged Cisco Networking	15	Folio Preparation—Interior Decoration	6
Alternative Practices in Design: The Collective—Past, Present and Future	4	Certificate IV in Career Development (Australian Career Development Studies Component 2)	17	Folio Preparation in 3D Product Design	6
Animation—Introduction	4	Certificate IV in Training and Assessment (TAA40104)	17	Folio Preparation in Fashion Drawing and Fashion Design	6
Arabic for Beginners	25	Certificate of Surface Coatings Technology by e-Learning	17	Folio Preparation in Fashion Drawing and Fashion Design—Intensive	6
Architectural Drawing Techniques—Introduction	2	Cisco Systems Academy Program A+ Training (IT Essentials 1)	15	Folio Preparation in Graphic Art	6
Audio Production—Music Industry	4	Cisco Systems Networking Academy Program—CVoice: Cisco Voice Over IP v 6.0	15	Folio Preparation in Graphic Design—Lvl 1	6
Australian Career Development Studies (ACDS) (Component 3)	17	CJ03 Foundations of Law	13	Folio Preparation in Graphic Design—Lvl 2	6
Australian Workplace Culture: Expectations and Idiomatic Language	17	CJ11 Cross Cultural Communication	13	Folio Preparation in Studio Textiles and Design—Intensive	6
AutoCAD 3D Modelling—Level 2	2	CJ12 Criminological Theory	13	Folio Preparation in Visual Merchandising	7
AutoCAD for Designers—3D Modelling	2	CJ15 International Human Rights and Law	13	Folio Preparation in Visual/Fine Art—Intensive	7
AutoCAD for Designers—Level 1	2	CJ16 Research Methods	13	Food as Medicine	
AutoCAD for Designers—Level 2	2	CJ17 Study, Writing and Research in Justice	13	Postgraduate Bridging Course	23
AutoCAD Quickstart	2	CJ19 Sociology of Behaviour	13	French Conversation	25
B		CJ22 Victimology	13	French for Beginners 1	25
Bag Making—Gusseted Handbag	4	Coaxial Cabling Techniques	19	French for Beginners 2	25
Bag Making—Introduction, Clutch Bag	4	Comedy Writing	5	G	
Bag Making—Tote Bag	4	Construction Induction Card (CI Card) Course	19	General Drawing	7
Better Business Writing	12	Contour Technology Core and Plus Sizes	5	Gerber—Grading and Marker Making (CGMM)	7
Bookbinding—Introduction	4	Copyediting—Advanced	27	Gerber—Pattern Making (PDS)	7
Bookbinding and Restoration	4	Copyediting—Introduction	27	Grammar and Punctuation	27
Building Thermal Performance Assessment (FirstRate 5)	2	Copywriting in Action	24	Graphic Design: Type and Image Fundamentals	7
Building Thermal Performance Assessment Berspro Training	2	Copywriting In Action—Part II	24	Graphic Design: Typography and Layout	7
Business Writing for Non-Native Speakers	17	COY—Communicator of the Year Breakfast	24	Greek for Beginners	25
C		Creative Non-Fiction: telling true stories with style	24	Green Building and Design Conference 2010—Greening the Existing Building Stock	2
Cabling Provider Rule Restricted	19	D		H	
Calligraphy—New Master Class—Unit 5	4	Designing and Making Footwear by Hand	5	Herbs and Natural Supplements in Practice	23
Calligraphy Advanced Writing—Unit 3	4	Desktop Publishing for Office and Business	5	Herbs and Supplements Postgraduate Bridging Course	23
Calligraphy Applied—Unit 2	4	Digital Printing—Basic Operation	24	Home Sustainability Assessment	3
Calligraphy Electives—Unit 4	4	Disconnect/Reconnect Workers Licence	19	I	
Calligraphy for Beginners—Unit 1	4	Draping—Advanced	5	IELTS Preparation—Academic Reading and Writing	18
Camera and Darkroom 1	5	Draping Fabrics to Make Patterns	5	IELTS Preparation—Listening and Speaking	18
Camera and Darkroom 1 & 2	5	Drawing Techniques for Design	5	IELTS Preparation—General Reading and Writing	18
Camera and Darkroom 2	5			Illustration: Styles and Techniques	7
Career Discovery—Building Design and Drawing	2			Illustrator—Fundamentals	7
Casting of Small Objects—Intensive	5			InDesign—Fundamentals	7
CCNA Head Start	14			Indonesian—Beginners	25
CCNA Security: Network Security	14			Inspection and Safety Testing of Electrical Equipment	19
				Interior Decoration Design Series—History of Design, Furniture & Accessories 2	8

Interior Decoration Design Series— Materials and Finishes for Interiors	8	People and Portrait Photography	9	Renewable Energy Grid Connect— Design and Installation	22
Interior Decoration Design Series— Colour for Interiors 1	8	Photographing 2D Artworks	9	Renewable Energy Grid Connect— Design only	22
Interior Decoration Design Series— Colour for Interiors 2	8	Photoshop—Fundamentals	9	Renewable Energy Grid Connect— Installation only	22
Interior Decoration Design Series— Creative Lighting Applications	8	Photoshop—Introduction	9	Revit—Level 1	3
Interior Decoration Design Series— Design Fundamentals for Interiors	8	Photoshop Advanced—Specialist Techniques for Digital Photography	10	Revit—Level 2	3
Interior Decoration Design Series— Soft Furnishings	8	Photoshop Introduction—the Fundamental Elements for Digital Photography	10	RPL	22
Interiors—design and decoration for living	9	PR CPD—Change Management— Challenges for Professional Communicators	26	S	
Introduction to Photography— Technical and Aesthetic	9	PR CPD—Corporate Social Responsibility— Common Sense Really	26	Satellite TVRO Installation	22
J		PR CPD—Effective Government Relations	26	SCADA—Citect Software in Supervisory Control and Data Acquisition Systems	15
Japanese for Beginners	25	PR CPD—In the Glare of the Media Spotlight—Public Relations Media Training	26	Screen Print Your Tshirt	10
Japanese for Beginners 2	25	PR CPD—Keys to Event Management	26	Screenwriting—Introduction	10
Japanese for Intermediates	25	PR CPD—Making an Impression— Professional Presentation Skills	26	Sewing	10
L		PR CPD—Media Release & PR Writing	26	Solar Installation for Electrical Inspectors	22
LEA Assessment—Licensed Electrical Practical (LEP) Assessment Coaching Course	19	PR CPD—Media Release & PR Writing Creating a Media Mix That Works!	27	SolidWorks—Level 1	22
LEA Assessment—Licensed Electricians Theory (LET) Assessment Coaching Course	19	PR CPD—New Media 2— Creating a Media Mix That Works!	27	Spanish DELE (Intermediate Level)	25
LEA Assessment—Safe Working Practice (SWP) for Electricians Coaching Course	21	PR CPD—Oh F*#! It's Happened— Crisis Management	27	Spanish for Beginners	25
Lectra—Introduction	9	PR CPD—Strategy Planning—Focussing your Strategy for Outstanding Outcomes	27	Spoken Communication in the Workplace for Non-Native Speakers	18
Life Cycle Assessment (LCA)— Introduction	22	PR CPD—The Keys to New Media 1	26	Strange Bedfellows or Perfect Partners— The Role of Literary Studies in Creative Writing Programs	29
Life Drawing	9	PR CPD—Winning Hearts and Minds— Speech Writing	27	Structured Cabling Techniques	22
Lift Mechanics Cabling Provider Rule (CPR)	21	PR CPD—Working with Not-for- Profits—Creating Corporate/Community Partnerships	27	Styling for Photography	10
M		Preparing Tenders and Quotations	21	Styling Your Home—Introduction	10
Maya—An Introduction	9	Principles of Dyeing and Printing	10	3D Studio Max for Architects and Interior Designers	3
MCP—Implement, Manage and Maintain Windows Server 2003 Network Infrastructure	15	Print Awareness	24	T	
MCP Training—Managing and Maintaining a Windows Server 2003 Environment	15	Product Knowledge Workshops in Footwear	10	Travel & Landscape Photography	11
Merchandising Workshops for Fashion and Textiles	9	Product Knowledge Workshops in Textiles	10	TV Antenna Systems Planning, Design & Installation	22
MYOB Complete Package	12	Production Lighting—New Competency Based Course	10	V	
O		Professional Certificates in Criminal Justice	12	Visual Merchandising—Introduction	11
Offset Lithography—Introduction	24	Professional Practice in Laboratory Medicine—A Short Course	18	Visual Merchandising Course Series— Product Presentation	11
OHS Initial Level 5 Day Course for Health & Safety Reps, Managers & Supervisors	18	Programmable Logic Control & Automation Short Course 2	21	Visual Merchandising Course Series— VM Market	11
OHS 1 Day Refresher Program for H&S Representatives, Managers & Supervisors	18	Programmable Logic Control & Automation Short Course 3	21	Visual Merchandising Course Series— Studio	11
Open CPR by Correspondence	21	Programmable Logic Control & Automation Short Course 4	21	W	
Open CPR for Electricians and Telecommunication Cablers	21	Pronunciation and Voice	18	Website Design and Authoring	11
Optical Fibre Cabling Techniques	21	Proofreading—Advanced	28	Wellness and CAM	
Optical Fibre Testing & Commissioning	21	Proofreading—Introduction	28	Postgraduate Bridging Course	23
P		Public Relations Careers Day	12	Wellness and Lifestyle Postgraduate Bridging Course	23
PA Announcements for Retail	9	Public Relations Certificate— Media Relations	28	Wireless LAN Training	15
Pattern Cutting, and Upper and Bottom Grading for Footwear	9	Public Relations Certificate— PR Principles & Practices	28	Worker Health Check	23
Patternmaking	9	Public Relations Certificate—PR Writing	28	Writing Creative Fiction—Introduction	29
PDF & Acrobat for the Business Environment	12	R		Writing for Children	29
		Reading and Interpreting Plans and Specifications—Domestic	21	Writing for the Web	29

