RMIT University

January - June 2007 Short Course Guide

RMIT’s range of short courses is designed to meet different objectives for different people. Some courses will assist you to gain new skills that develop your career, whilst other courses are more recreational in nature.

With over 300 Short Courses, RMIT University has a course for wherever you’re headed.

RMIT Short Courses fit into nine areas of interest:

- Architecture, Building & Planning
- Art & Design
- Business
- Community & Social Sciences
- Computing & Information Technology
- Education & Training
- Engineering & Related Technology
- Manufacturing & Printing
- Media & Communications

For full course information

go to our website

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Current course information & brochures, available at www.shortcourses.rmit.edu.au
**RMIT University**

**Architecture, Building & Planning**

**S220004 AutoCAD for Designers - 3D Modelling**
**Autodesk Training Centre accreditation**
Developed for practitioners with basic 2D AutoCAD skills, the course is aimed at developing 3D drawing technique. The course is delivered through a combination of demonstrations and practical exercises. Participants will have access to individual AutoCAD workstations.

City Campus $580
Start date 29/1/07 6:00pm - 9:00pm 8 sessions
Start date 16/4/07 6:00pm - 9:00pm 8 sessions
Start date 18/6/07 6:00pm - 9:00pm 8 sessions

**S220002 AutoCAD for Designers - Level II**
**Autodesk Training Centre accreditation**
Developed for practitioners with basic AutoCAD skills, the course is aimed at refining and further developing drawing technique. Delivery is through a combination of demonstration and practical exercises. For on-site training, group bookings and/or company specific training please contact our AutoCAD Manager.

City Campus $580
Start date 4/1/07 6:00pm - 9:00pm 8 sessions
Start date 13/6/07 6:00pm - 9:00pm 8 sessions

**S220101 AutoCAD Quickstart**
**Autodesk Training Centre accreditation**
This course is a condensed introduction to AutoCAD to produce 2D drawings. The course is delivered in a variety of modes, including theory, demonstrations and practical exercises. Participants gain hands on experience of AutoCAD through a series of short practical exercises.

City Campus $295.00
Start date 14/1/07 9:00am - 5:00pm 2 sessions

**S130193 Conversion Course for New FirstRate Software**
This course is for participants who have completed the FirstRate Training on the old version and want to upgrade to the new version.

City Campus $450.00
Start date 16/3/07 8:00am - 5:00pm 4 sessions
Start date 18/5/07 8:00am - 5:00pm 4 sessions

**S130165 First Rate House Energy Rating Training**
This course provides knowledge and skills to enable the participant to undertake the House Energy Ratings Exam and become an accredited Energy Rater with the Sustainable Energy Authority of Victoria (SEAV). Prerequisites: There is no prerequisite required but a knowledge in residential building would be an advantage. Basic understanding of Windows 95 or later is needed. Experience in using software, i.e. spreadsheets, would be an advantage.

City Campus $470.00
Start date 23/2/07 8:00am - 5:00pm 2 sessions
Start date 23/3/07 8:00am - 5:00pm 2 sessions
Start date 27/4/07 8:00am - 5:00pm 2 sessions
Start date 29/6/07 8:00am - 5:00pm 2 sessions
Start date 19/3/07 5:30pm - 9:30pm 4 sessions
Start date 7/5/07 5:30pm - 9:30pm 4 sessions
Start date 23/5/07 5:30pm - 9:30pm 4 sessions

**S315013 Garden Design - Digital Imagery**
This course focuses on the three dimensional representation of residential landscapes. Students will be introduced to methods and techniques used to communicate their design ideas with both manual drawing techniques and computers. Students will be introduced to techniques used commercially to develop and communicate design ideas: 3 dimensionally. Students are not expected to have any previous training or artistic skill. Students will come away from this class with a folio of their work, which can be used to take to job interviews or to continue study.

City Campus $395.00
Start date 2/4/07 9:30am - 11:30am 8 sessions

**S315006 Garden Design - Garden Design A**
Garden Design A focuses on design investigations, exploring issues involved in designing residential gardens. The student's own home or a familiar garden provides a site focus for this course. It consists of lectures, hands on design work and discussions about built projects. Areas of graphics, photography, design generation, documentation; client liaison and fee schedules are covered. Students will come away with a folio of work to take to job interviews or to continue study.

City Campus $575.00
Start Date 2/4/07 9:30am - 11:30am 8 sessions

**S315009 Garden Design - Garden Design B**
This course builds on the design ideas introduced through Garden Design A. Students are introduced to a series of design tasks that deal with ideas of scale and theory. Students will undertake a range of projects that vary from very small courtyards to extensive country properties. Students will undertake a series of ‘live’ projects (real projects with clients) that provide them with the opportunity to develop skills in writing briefs, designing, liaising and presenting projects to a client. The course includes three rural tours of built projects. Students will generate a folio that documents their work that can be used to take to job interviews or to continue study.

City Campus $575.00
Start Date 3/4/07 9:30am - 11:30am 8 sessions

**S315014 Garden Design - Garden Design C**
Garden Design C will focus on designing residential gardens through abstract design ideas. Students will be involved in a series of design forays that investigate ideas that move out of more conventional design approaches to residential gardens. Students will develop skills in design at an advanced level. The course will include three tours of built projects and sites which are important to the tasks to be undertaken. Classes will consist of lectures and discussions of relevant topics and in class design development and critique. Students who have completed Garden A are eligible to undertake this course.

City Campus $575.00
Start Date 2/4/07 9:30am - 11:30am 8 sessions

**S315012 Garden Design - Plan Drafting**
This course provides students with opportunity to develop skills in the convention of 2D landscape graphics and plan drafting using Auto CAD. Documentation methods, skills and knowledge will be developed through instruction in using Auto CAD. The course covers lectures, presentations of work and hands-on in class Auto CAD training. Students are not expected to have any previous knowledge in computers. The semester provides twelve weeks of drafting residential landscapes using Auto CAD.

City Campus $395.00
Start Date 3/4/07 9:30am - 11:30am 8 sessions

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Current course information & brochures, available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Art & Design

S345139 3D Studio Max for Architects and Interior Designers

The aim of this course is to learn the use of 3D Studio Max as a rapid modelling and visualisation tool for architects and interior designers. Students will learn how to use 3D Studio Max as a rendering tool, as a tool used in the design process, create presentations of unparalleled quality and realism. Be able to modify volumes and spaces through all the design phases. No AutoCAD experience is required.

City Campus $910.00
Start Date 2/2/07 6:00pm - 9:00pm 12 sessions
Start Date 7/6/07 6:00pm - 9:00pm 12 sessions

S345138 Adobe After Effects - Motion Graphics

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

City Campus $490.00
Start Date 1/5/07 6:00pm - 9:00pm 8 sessions

S32005 Revit - Level 1

**Autodesk Training Centre accreditation**

This course introduces AutoDesk REVIT as an essential 3D modeller for architectural design and documentation. Delivered in a variety of modes, including theory, demonstrations and practical application, the course provides participants with access to individual computers and experience using the latest Autodesk REVIT software in a Windows environment. Participants who undertake this course will gain hands on experience through a series of practical exercises.

City Campus $780.00
Start Date 2/1/07 9:00am - 5:00pm 8 sessions
Start Date 2/2/07 9:00am - 5:00pm 8 sessions
Start Date 2/3/07 9:00am - 5:00pm 8 sessions
Start Date 2/4/07 9:00am - 5:00pm 8 sessions
Start Date 2/5/07 9:00am - 5:00pm 8 sessions

Calligraphy

S320083 Calligraphy for Beginners - Unit 1

Designed for anyone interested in the art of the written word, wanting to improve their handwriting or for a career change. Participants are required to complete four courses from the following:

Calligraphy for Beginners - Unit 1
Calligraphy Electives - Unit 4
Calligraphy Applied - Unit 2
Calligraphy Advanced Writing - Unit 3

S320083 Calligraphy for Beginners - Unit 1

Learn the art of western-style calligraphy. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give you the techniques and support necessary to practice your art. All units cover major lettering styles:

• Learning to write the major calligraphic styles.
• Simple illumination techniques.
• Ways to use calligraphy in cards, wrapping and invitations.

City Campus $450.00
Start Date 12/2/07 6:15pm - 8:45pm 16 sessions

S320084 Calligraphy Applied - Unit 2

Learn the art of western-style calligraphy. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give you the techniques and support necessary to practice your art. All units cover major lettering styles:

• Business cards/letterhead
• Roman capitals • Invitations • Layout methods

City Campus $450.00
Start Date 12/2/07 6:15pm - 8:45pm 15 sessions

Certificate of Calligraphy
**Short Courses January – June 2007**

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**S320085 Calligraphy Advanced Writing - Unit 3**

All units cover major lettering styles. The importance of quality lettering is always paramount but related book arts, lettering art and art techniques are also included to complement and enhance the traditional lettering styles.
- Historic manuscript study
- Background techniques
- Versals
- Variety of illumination techniques

City Campus $450.00
Start Date 13/2/07 6:15pm - 8:45pm 15 sessions

**S320086 Calligraphy Electives - Unit 4**

Learn the art of western-style calligraphy. 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. Unit 4 will cover: Tool usage, lettering variations, bookbinding, gilding, innovative lettering.

City Campus $450.00
Start Date 13/2/07 6:15pm - 8:45pm 15 sessions

**S345154 Camera and Darkroom 1**

Discover the beauty of black and white photography in this hands-on program for beginners. Sessions cover camera use, film selection, image composition, film processing and the excitement of making enlargements. Participants will need a 35 mm SLR camera. Note: Limit of 10 participants per class.

City Campus $460.00
Start Date 15/1/07 9:30am - 4:30pm 4 sessions
Start Date 22/1/07 9:30am - 4:30pm 4 sessions
Start Date 5/2/07 6:00pm - 9:00pm 8 sessions

**S345152 Camera and Darkroom 1 & 2**

Camera and Darkroom 1 & 2 is a practical sixteen week hands-on program assuming no prior photographic knowledge. Sessions cover camera, film selection, image composition, black and white film processing and proofing, enlargements, use of filters and exposure control. Students will also experiment with some more advanced printing techniques, retouching and print presentation. A brief introduction to studio photography and lighting is also included in this course. Note: Students will need to bring their own 35mm SLR camera. Class limit of 10 participants.

City Campus $850.00
Start Date 14/2/07 6:00pm - 9:00pm 18 sessions
Start Date 1/3/07 6:00pm - 9:00pm 16 sessions

**S345153 Camera and Darkroom 2**

A practical 8 week course designed to build on the basic theory and practice acquired in Camera & Darkroom 1 (or equivalent) and to extend participants knowledge and skills in the key areas of camera operation, lighting, darkroom and print presentation.

City Campus $490.00
Start Date 9/2/07 6:00pm - 9:00pm 8 sessions

**S345096 Copy Editing - Part 1**

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

City Campus $210.00
Start Date 3/3/07 10:00am - 5:00pm 1 session
Start Date 16/6/07 10:00am - 5:00pm 1 session

**Back to the Darkroom**

Despite the digital age surging ahead, RMIT still offers options for analogue enthusiasts to learn the craft of black and white photography. Discover the satisfying magic of creating your own prints without a computer, in our Camera and Darkroom courses.

Believe it or not, the classic skills and knowledge gained in these classes will assist you with your understanding of digital imaging programs.

These hands on classes are great fun and highly recommended by past students.

**S320132 Design Studies Series: Graphic Communication**

Typography and layout, signage and symbolism, branding and logos are all areas of Graphic communication that will be addressed. Participants will be exposed to historical and contemporary graphic communications approaches and apply them to industry style briefs. Participants in this unit will explore effective communication through graphic information. The outcomes may be generated in the following media: digital photographs, hand rendered, collage, digital software and may be in the following formats: Signage, magazine layout, business identity stationery and promotional materials, personal logos, typography styles, posters.

City Campus $550.00
Start Date 22/2/07 6:00pm - 9:00pm 16 sessions

**S345095 Clear Writing**

This practical course develops clear writing skills by teaching the basics of how to write in a tight, meaningful style without waffle. Topics included in the course are planning and structure; avoiding writing pitfalls and overwriting.

Brunswick Campus $210.00
Start Date 29/3/07 10:00am - 5:00pm 1 session
Start Date 31/3/07 10:00am - 5:00pm 1 session

**S20130 Design Studies Series: Creative Graphic Design**

The fundamental basis for effective design is sound concept development and explore creative thinking and to strategies around layout, composition and presentation. Participants will work with a variety of media; including collage, gouache, pencil and digital tools to produce outcomes that may include; magazine pages, book covers, editorial illustrations, promotional work – logos and corporate identity.

City Campus $550.00
Start Date 13/2/07 6:00pm - 9:00pm 16 sessions

**S320131 Design Studies Series: Graphic Design Fundamentals**

This unit explores the underlying principles and elements that are the foundation of design. Students gain an understanding of historical influences and contemporary trends and apply that to strategies around layout, composition and presentation. Participants will work with a variety of media; including collage, gouache, pencil and digital tools to produce outcomes that may include; magazine pages, book covers, editorial illustrations, promotional work – logos and corporate identity.

City Campus $550.00
Start Date 13/2/07 6:00pm - 9:00pm 16 sessions

**Graphic Design Fundamentals**

S320132

Design Studies Series: Graphic Communication

S320130

Design Studies Series: Creative Graphic Design

S320131

Design Studies Series: Graphic Design Fundamentals

**Creative Graphic Design**

S320131

Design Studies Series: Graphic Communication

S320130

Design Studies Series: Creative Graphic Design

S320132

Design Studies Series: Graphic Design Fundamentals

**S345153 Camera and Darkroom 2**

S320085

Calligraphy Advanced Writing - Unit 3

S20132

Design Studies Series: Graphic Communication

S20130

Design Studies Series: Creative Graphic Design

S20132

Design Studies Series: Graphic Communication

S20130

Design Studies Series: Creative Graphic Design

S20131

Design Studies Series: Graphic Design Fundamentals

S20132

Design Studies Series: Graphic Design Fundamentals

S320131

Design Studies Series: Graphic Design Fundamentals

**S320132 Design Studies Series: Graphic Communication**

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City Campus $550.00
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Brunswick Campus $210.00
Start Date 29/3/07 10:00am - 5:00pm 1 session
Start Date 31/3/07 10:00am - 5:00pm 1 session

**S20130 Design Studies Series: Creative Graphic Design**

The fundamental basis for effective design is sound and challenging ideas. This unit will provide the participants with a wide range of strategies to develop your own strong design resolutions. You will experiment with a variety of different approaches to concept development and explore creative thinking with reference to philosophers like De Bono and designers like Stefan Sagmeister. You will be surprised at how, when creative thinking is applied, your design outcomes are improved. Participants will generate outcomes using a variety of media that may include: Hand generated imagery, Collage techniques, Digital photography, digital film, photocopier, projections, mixed media, and computer software.

City Campus $550.00
Start Date 14/2/07 6:00pm – 9:00pm 16 sessions

**Copy Editing - Part 1**

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

City Campus $210.00
Start Date 3/3/07 10:00am - 5:00pm 1 session
Start Date 16/6/07 10:00am - 5:00pm 1 session

Current course information & brochures, available at www.shortcourses.rmit.edu.au
S345185 Copywriting in Action
You can only learn to write well by writing and rewriting. This course is unique in that participants actively engage in ‘The Process’ of writing complete works of communication. Theory will be put into practice as we collaborate in generating ideas, articulating them into words and pictures, then writing the copy according to a tried and true formula that guarantees an engaging, convincing and persuasive piece of communication.

Brunswick Campus $480.00
Start Date 1/5/07 9:00am - 9:00pm 8 sessions

S350246 Design Concepts 1
This course covers the skills and knowledge required to prepare trade and presentation drawings for the fashion industry.

Brunswick Campus $825.00
Start Date 6/3/07 6:00pm - 9:00pm 32 sessions

S350230 Designing and Making Footwear by Hand
This course is ideal for people who are interested in the craft of designing and making footwear by hand.

Brunswick Campus $770.00
Start Date 22/1/07 9:00am - 4:00pm 4 sessions

S350235 Designs of Drawing
This course will observe and explore areas associated with drawing using techniques involving the following: conte, charcoal, ink, pastels, coloured pencils, carbon pencils, graphite.

Brunswick Campus $395.00
Start Date 3/3/07 10:00am - 4:00pm 1 session

S345114 Documentary Video Production - Introduction
This course introduces participants to a professional model of low budget documentary video making, not unlike the popular ABC TV Race Around Oz series in production method and values. The main theme of this course is to outline a systematic yet creative approach to documentary making.

City Campus $420.00
Start Date 30/4/07 6:00pm - 9:00pm 6 sessions

S320044 Folio Preparation in Visual Merchandising
In this course students work through their own practical visual merchandising project. Set exercises will cover the whole process from design to final installation. Students work through a range of practical exercises, which are followed by class discussion to highlight methods and solutions. Students complete their designs and execute a display and merchandise installation.

City Campus $390.00
Start Date 25/6/07 9:00am - 4:00pm 4 sessions

S320038 Folio Preparation in 3D Design
This program will introduce participants to various drawing and rendering techniques for planning and recording ideas for 3D projects, as well as concept development applicable to 3D design. Students work to set briefs with teacher feedback and guidance to produce simple models using a range of materials. The course also includes discussion on TAFE/tertiary programs available in the 3D area.

City Campus $420.00
Start Date 25/6/07 9:00am - 4:00pm 5 sessions

S350229 Folio Preparation in Fashion Drawing and Fashion Design
This course gives an understanding of Fashion Drawing and aspects of Fashion for application to tertiary study in Fashion Design.

City Campus $545.00
Start Date 21/2/07 6:00pm - 9:00pm 15 sessions
Start Date 1/3/07 6:00pm - 9:00pm 15 sessions

S350228 Folio Preparation in Fashion Drawing and Fashion Design - Intensive
This intensive course which introduces students to principles of fashion drawing and fashion design before application to tertiary study in a Fashion Design course. The course is scheduled for all school holidays at the Brunswick Campus and Saturday courses will be held at the City Campus. Please note: The course scheduled to start on the 18th of February has been altered. It was originally scheduled for 5 sessions x 6 hours (9.15am - 4.30pm). It is now 7 sessions x 4 hours (9.15am - 1.15pm), and the finishing date is now the 8th of April.

Brunswick Campus $420.00
Start Date 22/1/07 9:15am - 4:30pm 5 sessions
Start Date 3/4/07 9:15am - 4:30pm 5 sessions
Start Date 3/3/07 9:15am - 1:15pm 7 sessions

S320082 Folio Preparation in Graphic Design - Level 1
This is an introductory course, it is a practical and project-based. The content focuses on idea generation, concept development and the creation of text and image for communication design.

Students will be introduced to a range of manual techniques through short projects. Computers may be used for small components but this is not the focus of this course. Students work to set briefs with teacher feedback and guidance. The course also includes discussion on TAFE/tertiary courses in the study area, and an industry overview.

Brunswick Campus $390.00
Start Date 15/1/07 9:00am - 4:00pm 4 sessions
Start Date 10/4/07 9:00am - 4:00pm 4 sessions
Start Date 25/6/07 9:00am - 4:00pm 4 sessions

S320103 Folio Preparation in Life Drawing
This course is designed for those who wish to gain confidence in life drawing practices. The class includes demonstrations in methods, materials, techniques, technical language and composition.

Brunswick Campus $170.00
Start Date 15/1/07 9:00am - 4:00pm 2 sessions
Start Date 25/6/07 9:00am - 4:00pm 2 sessions

S345129 Folio Preparation in Photography
This course is designed to assist students in preparing a folio in photography. It is assumed that students have prior photography skills and the basis of a folio. Students will have their current folio assessed and an ongoing individual program set according to need.

City Campus $450.00
Start Date 15/1/07 9:30am - 4:30pm 5 sessions

S340273 From the Known to the Unknown
This workshop will be an opportunity to work closely with renowned Professor of Jewellery Daniel Kruger on developing an understanding of concept and idea derived by investigating made objects. Daniel will also be giving a lecture titled “An Artists Journey”.

City Campus $585.00
Start Date 20/2/07 9:30am - 4:30pm 4 sessions

S340020 General Drawing
The course is designed for participants to develop fundamental skills in drawing. Sessions cover a range of still life subject matter incorporating theoretical and technical aspects of observational drawing.

City Campus $330.00
Start Date 21/2/07 6:00pm - 9:00pm 6 sessions

S350247 Gerber - Introduction
This course provides training in computer aided techniques that are fundamental to the application of the latest Gerber patternmaking software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.

Brunswick Campus $330.00
Start Date 2/5/07 6:00pm - 9:00pm 7 sessions
**Interior Decoration Design Series**

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

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

*City Campus $550.00*

- **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

**Interior Decoration Design Series: Materials and Finishes**

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

*City Campus $550.00*

- **Start Date 12/2/2007** 6:00pm - 9:00pm 15 sessions

**Interior Decoration Design Series: Colour for Interiors 1**

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

*City Campus $550.00*

- **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

**Interior Decoration Design Series: Colour for Interiors 2**

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

*City Campus $550.00*

- **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

**Interior Decoration Design Series: Creative Lighting Applications**

Participants of this unit are introduced to the art of lighting for effect with flair and style both for indoors and out. The course covers the artistic approach to lighting for maximum atmosphere and mood for a variety of situations. Students explore lighting for landscaping, courtyards and gardens, public buildings, churches, corporate settings and office space, residential and domestic spaces and how to light artwork. Students also learn the underpinning principles of lighting such as categories for different tasks, wattage, luminosity and beam spread, fittings and luminaires. Students are also introduced to AS1680 Australian Standards for Lighting. Provides 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 $550.00*

- **Start Date 22/2/2007** 6:00pm - 9:00pm 16 sessions

**Interior Decoration Design Series: Design Fundamentals for Interiors**

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

*City Campus $550.00*

- **Start Date 20/2/2007** 6:00pm - 9:00pm 16 sessions

**Interior Decoration Design Series: Graphic Design - Introduction**

This program incorporates both theory and practice in many facets of graphic design. The skills acquired will help course participants understand the process of concept development; explore creativity, design and the practical application of these to the final visuals. Students will be exposed to current, contemporary and/or avant garde examples of design and visual communication in a variety of media.

*Brunswick Campus $390.00*

- **Start Date 26/4/2007** 6:00pm - 9:00pm 8 sessions

**Graphic Design - Picture Book**

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

*Brunswick Campus $390.00*

- **Start Date 17/4/2007** 6:00pm - 9:00pm 8 sessions

**Grammar and Punctuation**

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

City Campus $320.00

- **Start Date 10/2/2007** 10:00am - 4:00pm 2 sessions

- **Start Date 2/6/2007** 10:00am - 4:00pm 2 sessions

**Interior Decoration Design Studies:**

- **Soft Furnishings**
  - *S320129*
  - **Start Date 22/2/2007** 6:00pm - 9:00pm 16 sessions

- **Materials and Finishes**
  - *S320128*
  - **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

- **Design History for Interiors 1**
  - *S320127*
  - **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

- **Design Fundamentals for Interiors**
  - *S320126*
  - **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

- **Creative Lighting Applications**
  - *S320125*
  - **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

- **Colour for Interiors 2**
  - *S320124*
  - **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

- **Colour for Interiors 1**
  - *S320123*
  - **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

- **Interior Decoration Design Series: Colour for Interiors 1**
  - *S320123*
  - **Start Date 14/2/2007** 6:00pm - 9:00pm 16 sessions

- **Graphic Design - Introduction**
  - *S320041*
  - **Start Date 26/4/2007** 6:00pm - 9:00pm 8 sessions

- **Illustrating and Writing a Children’s Picture Book**
  - *S320040*
  - **Start Date 17/4/2007** 6:00pm - 9:00pm 8 sessions

**Short Courses**

RMIT University

S345043 Grammar and Punctuation

S345044 Graphic Design - Introduction

S345045 Illustrating and Writing a Children’s Picture Book

Current course information & brochures, available at www.shortcourses.rmit.edu.au

January - June 2007
S350210 Introduction to Adobe Illustrator and Photoshop for Fashion and Textile Industry
The aim of this course is to introduce new techniques and skills in the use of these programs to develop artwork relevant to fashion and textile design. Prerequisite: Participants must have completed both the ‘Illustrator – Basics’ and ‘Photoshop – Basics’ courses, or have basic experience in the use of these two programs before enrolling in this short course.
Brunswick Campus $470.00
Start Date 22/1/07 9:00am - 4:00pm 3 sessions

S350245 Introduction to Adobe Illustrator for Fashion and Textile Industry
The aim of the course is to introduce the use of Adobe Illustrator to create fashion and textile images.
Brunswick Campus $470.00
Start Date 29/1/07 9:00am - 5:00pm 3 sessions

S350244 Introduction to Adobe Photoshop for Fashion and Textile Industry
The aim of this course is to introduce the use of Photoshop software to develop images relevant to the fashion and textile industry.
Brunswick Campus $470.00
Start Date 22/1/07 9:00am - 4:00pm 3 sessions

S320106 Introduction to Advertising
This is a course for students considering applying for advertising-related study programs at RMIT or elsewhere. It introduces potential students to the discipline of advertising, and assists them in understanding the industry and the many options within it. The course will demonstrate common techniques for preparing suitable work for a portfolio.
City Campus $290.00
Start Date 25/8/07 9:00am - 4:00pm 3 sessions

S345015 Lecture - Introduction
This course aims to introduce the basic computer-aided pattern making principles using the Lectra system. This is achieved via demonstrations, practical application and various handouts.
Brunswick Campus $595.00
Start Date 8/3/07 6:00pm - 9:00pm 12 sessions

S340225 Life Drawing
An intensive series of drawing classes in which participants develop skills in drawing from the human figure. Life models will pose from two to forty minutes in a program to develop observational and conceptual skills in drawing. The folio produced may be used for entry to a range of TAFE (VET) or university art courses.
City Campus $330.00
Start Date 16/6/007 6:00pm - 9:00pm 6 sessions

S345182 Location Photography - Urban/Nature/Landscape
This course is your chance to learn BEFORE you travel. The course is designed to help you select appropriate equipment, consider security and camera care. Understand principles of lighting, composition and design to apply to photographing cities, landscapes, wildlife and local customs.
Pre-requisite: Applicants should have a basic understanding of photography and access to an adjustable film or digital camera.
City Campus $390.00
Start Date 30/4/07 6:00pm - 9:00pm 8 sessions

S350212 Macromedia Flash MX - Basics
Macromedia Flash MX course provides an overview of Macromedia’s latest release of this popular animation and interactive authoring package. The course seeks to provide students with a solid grasp of the fundamentals of the program, viewing it in the context of building stand alone and interactive works as well as for creating online presentations.
City Campus $480.00
Start Date 8/3/07 6:00pm - 9:00pm 6 sessions
Start Date 10/3/07 6:00pm - 9:00pm 6 sessions

Certificate IV in Magazine Writing, Editing & Production
S345014 Magazine Editing and Sub-editing
In this module students learn: story and sentence construction; editing for clarity and readability; headline writing; the importance of style; defamation; copyright and contempt-of-laws; fairness and credibility; story evaluation; selection and placement; assessing various readerships and editing out to suit; editing for space and for a ‘better read’, marking up for typesetting/proofreading; and specific editing skills for desktop publishing.
Participants who complete all four modules and who successfully complete the assessment, will be awarded the Certificate IV in Magazine Editing, Writing, and Publishing. However, participants may enrol in individual modules as a separate short course without undertaking all modules.
City Campus $575.00
Start Date 14/2/07 6:00pm - 9:00pm 16 sessions

S345015 Magazine Desktop Publishing
This module focuses on production of magazines using Macintosh systems to produce page layouts. Participants will work with QuarkXpress to produce their dummy magazine. Use of a scanner will also be taught. Text for the project is provided so keying in of articles is not necessary, although prior knowledge of the page layout program QuarkXpress is helpful. The final phase of the module is preparation of files for print and film production. Participants who complete all four modules and who successfully complete the assessment, will be awarded the Certificate IV in Magazine Writing, Editing and Publishing. However, participants may enrol in individual modules as a separate short course without undertaking all modules.
City Campus $575.00
Start Date 12/2/07 6:00pm - 9:00pm 16 sessions

S345012 Magazine Writing, Editing and Sub-editing
This program recognises that firms of all sizes view effective communication both internally and externally as vital to their business success. The complete set of four modules provides the basket of skills required for the production of newsletters and company magazines. It equips the graduate with the knowledge and expertise needed to improve and extend the effectiveness of a company’s communication lines. The course is therefore of interest to employers who want their staff trained in these skills, and to employees who see it as a value-adding exercise that significantly enhances their resume.

The four subjects which make up this award are offered as Short Courses: s345014 Magazine Editing and Sub-editing, s345015 Magazine Desktop Publishing, s345016 Magazine Writing and Editing, and s345017 Magazine Publishing and Production. Subjects may be taken in any order and no interview or folio is required.
Enrol in and pay for three of these modules, and get the fourth module at a special discounted rate of $250.00.
S345017 Magazine Publishing and Production
This module covers the editing and sub-editing skills not covered in Module 1. Areas include: how to produce a professionally printed publication; scheduling and layout of pages; typography skills; cost estimating; negotiation and liaising with contributors and photographers; the advantages and disadvantages of in-house desktop publishing; marketplace evaluation; starting your own magazine. Participants who complete all four modules and who successfully complete the assessment, will be awarded the Certificate IV in Magazine Writing, Editing and Publishing. However, participants may enrol in individual modules as a separate short course without undertaking all modules.
City Campus $575.00
Start Date 15/2/07 6:00pm - 9:00pm 16 sessions

S345016 Magazine Writing
This module focuses on a broad range of skills required for writing magazine articles by assisting participants to: examine the craft; principles and practices of writing articles for specialist journals and magazines; research; prepare and present feature articles; examine issues related to the nature of magazine writing and the industry in general. Participants who complete all four modules and who successfully complete the assessment, will be awarded the Certificate IV in Magazine Writing, Editing and Publishing. However, participants may enrol in individual modules as a separate short course without undertaking all modules.
City Campus $575.00
Start Date 27/2/07 6:00pm - 9:00pm 16 sessions

S350256 Pattern Cutting, and Upper and Bottom Grading for Footwear
This course is ideal for people who are interested in the craft of Pattern Cutting and Pattern Grading.
Brunswick Campus $770.00
Start Date 7/3/07 6:00pm - 9:00pm 14 sessions

S350236 Pattern Making Concepts 1
This course covers the skills and knowledge required to select and/or modify patterns used for garment production within an enterprise.
Brunswick Campus $625.00
Start Date 7/3/07 6:00pm - 9:00pm 32 sessions

S350203 Patternmaking
This course covers basic pattern making techniques. Participants will develop Basic Style Patterns from the provided Basic/Foundation Blocks.
Brunswick Campus $685.00
Start Date 28/2/07 6:00pm - 9:00pm 12 sessions
Start Date 20/6/07 6:00pm - 9:00pm 12 sessions
Start Date 29/1/07 9:00am - 5:00pm 5 sessions

S340054 Photoshop - Introduction
This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop CS. The workshop aims to provide a solid understanding of how Photoshop works, and to lay the foundations that will form a base for further Photoshop imaging investigations.
City Campus $595.00
Start Date 22/2/07 6:00pm - 9:00pm 6 sessions
Start Date 3/5/07 6:00pm - 9:00pm 6 sessions

S345183 Portrait and People Photography
We like to take photographs of our family and friends but few do it well. This practical 8 week course explains equipment and materials selection and the techniques for photographing people. It covers formal and casual portraits, lighting, selection of location and technical considerations of exposure and composition. Pre-requisite: Applicants should have a basic understanding of photography and access to an adjustable film or digital camera.
City Campus $380.00
Start Date 15/2/07 6:00pm - 9:00pm 8 sessions

S350231 Product Knowledge Workshop in Footwear
Workshop content: Construction (court, oxford, derby, welt, cement, veldt schoen), Leather Characteristics & Materials (leather types, linings, surface materials, grindary accessories, eyelets/buckles/laces/hock & eye/studs), Glues & Adhesives (compatibility of cements and solvents, TPR, PVC, rubber, PU, glue, leather), Quality (itching, eyeletting, clinching, adhesives, sole layering, colour/shade, toe seat and side lasting).
Brunswick Campus $350.00
Start Date 3/5/07 9:00am - 4:00pm 2 sessions

S350224 Product Knowledge Workshops in Textiles
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. These workshops now have a new addition - ‘Garment Technology’. This day has been developed to help understand the issues associated with offshire production.
Brunswick Campus $275.00
Start Date 4/8/07 9:00am - 5:00pm 1 session
Start Date 5/8/07 9:00am - 5:00pm 1 session
Start Date 6/8/07 9:00am - 5:00pm 1 session
Start Date 7/8/07 9:00am - 5:00pm 1 session
Start Date 8/8/07 9:00am - 5:00pm 1 session

S345088 Proofreading - Part 1
In this short course, you learn the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You learn the standard proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a book chapter, a report, a journal article and an advertisement. You also study the production process; the terminology used in publishing; the parts of a page and of a publication; the differences between editing and proofreading; the difference between ‘straight’ and ‘blind’ proofreading; common proofreading slips.
City Campus $210.00
Start Date 28/4/07 10:00am - 5:00pm 1 session
Start Date 28/4/07 10:00am - 5:00pm 1 session

S345099 Proofreading - Part 2
In this short course, you will revise the standard proofreading marks and terms, and apply them to more complex, real-life proofs. You refine your proofreading skills by picking up both typographic errors and layout problems. You revise the methods involved in ‘straight’ and ‘blind’ proofreading. It is not necessary to have completed part 1.
City Campus $210.00
Start Date 19/4/07 10:00am - 5:00pm 1 session

S345029 Screenwriting - Introduction
Participants will develop the skills required to write dramatic screenplays and employ techniques used to heighten audience participation. The course includes: characterisation and backstory; the creation of a script treatment; narrative form; use of symbols. Participants will develop and present outlines.
City Campus $490.00
Start Date 8/2/07 6:00pm - 9:00pm 15 sessions

S350234 Sewing
The basic dressmaking class is designed to give all those who participate an understanding of all the basic techniques required to construct simple garments.
Brunswick Campus $385.00
Start Date 13/2/07 6:00pm - 9:00pm 10 sessions
Start Date 26/4/07 6:00pm - 9:00pm 10 sessions
Start Date 8/5/07 6:00pm - 9:00pm 10 sessions

S350252 Sewing (Summer School)
A series of workshops will be held, and workshops shown on how to adjust a pattern and create a garment to that particular size.
Brunswick Campus $200.00
Start Date 22/1/07 10:00am - 4:00pm 3 sessions
Visual Merchandising Course Series

**S320134 Visual Merchandising Course Series - Product Presentation**

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

City Campus $550.00
Start Date 13/2/07 6:00pm - 9:00pm 15 sessions

**S320135 Visual Merchandising Course Series: Studio**

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

City Campus $550.00
Start Date 12/2/07 6:00pm - 9:00pm 15 sessions

**S320136 Visual Merchandising Course Series: VM Market**

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

City Campus $550.00
Start Date 14/2/07 6:00pm - 9:00pm 16 sessions

Business

**S155000 MYOB Basic and Payroll**

The course is designed for people who want to setup basic MYOB in their business and set up payroll in their MYOB file. Includes 2 work manuals @$32.95 each. For more information contact Lauren at lauren.sia.herman@rmit.edu.au

City Campus $269.00
Start Date 19/2/07 5:30pm - 8:30pm 3 sessions

**S155085 MYOB Complete Package**

This course is aimed at people wanting to setup and use MYOB. Students will receive 6 MYOB Manuals on payment of the course fee. Each manual retails from MYOB at $32.95 and are included with the course fee. For more information please contact Lauren at lauren.sia.herman@rmit.edu.au

City Campus $495.00
Start Date 27/2/07 5:30pm - 8:30pm 6 sessions
Start Date 24/4/07 5:30pm - 8:30pm 6 sessions

**S650179 Course in Property (Agents' Representatives)**

This seventy hour program is designed to provide people with the knowledge and skill required by law to be eligible for employment in real estate as an agents’ representative.

The program introduces participants to the legislation, documentation and practice of selling and leasing properties and businesses.

The program includes three units: Work Effectively in the Real Estate Industry, Address Legal and Ethical requirements of Property Sales, Address Legal and Ethical Requirements of Property Management.

Delivery of the program will involve off-the-job training in a classroom situation. Teaching methods will vary, depending upon the learning outcome, and will include lectures and methods that encourage student participation, such as discussion, role-play and practical demonstrations.

The program will be assessed by 4 assignments and 4 multiple-choice tests; all assessment tasks must be successfully completed.

ONLINE ENROLMENTS WILL NOT BE ACCEPTED PLEASE CONTACT 03 9925 8111 FOR AVAILABLE DATES AND BOOKINGS.
Computing & Information Technology

S150500 CNA HEAD START
Networking Basics, Intermediate Routing and WAN Technologies

S150501 CCNA TURBO
Networking Basics, Routing and Routing Basics

S150502 CCNA INTRO
Networking Basics, Routing and Routing Basics

S150503 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150504 CCNA INTRO
Networking Basics, Intermediate Routing and WAN Technologies

S150505 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150506 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150507 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150508 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150509 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150510 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150511 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150512 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150513 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150514 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150515 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150516 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150517 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150518 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150519 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150520 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150521 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies

S150522 CCNA ICND
Networking Basics, Intermediate Routing and WAN Technologies
Switching: describe the different classes of IP addresses and subnets; identify the functions of the TCP/IP protocol suite. Prerequisites: Participants should have a basic understanding of using Windows-based computers. It will be assumed that students have past school industry experiences, training, etc., and therefore, are mature, with a drive level to cope with this accelerated program. It would be helpful to have A+ Certification, Microsoft Office Skills, introductory programming or multimedia courses, and introductory electronics.

City Campus $575.00
Start Date 6/3/07 5:30pm - 9:30pm 10 sessions
Start Date 10/2/07 8:00am - 5:00pm 5 sessions

S155006 CCNA1 Networking Basics Competencies
Upon completion of CCNA1, students have an understanding of networking basics including:

- Computer hardware and software, electricity, networking terminology, and protocols
- LANs and WANs, Open Systems Interconnection (OSI) model, Ethernet, and Internet Protocol (IP) addressing
- Design and documentation of a basic network and structured cabling
- Network-to-network communications

Students enrolling in CCNA1 and CCNA2 receive the CCNA INTRO Exam Certification Guide textbook included with course fee.

City Campus $575.00
Start Date 21/2/07 5:30pm - 9:30pm 8 sessions
Start Date 24/2/07 9:00am - 5:30pm 5 sessions

S130168 CCNA2 - Cisco Systems Networking Academy Program - Router and Routing Basics
Students will examine router elements (RAM, ROM, CDP), describe connection-oriented network service and connectionless network service; define flow control and describe the 3 basic methods used in networking; identify the functions of the TCP/IP transport-layer protocols; control router passwords, identification and banner; check an initial configuration using the setup command; configure and verify IP addresses; configure Access-lists.

Prerequisites: Successful completion of CCNA1.

City Campus $575.00
Start Date 15/5/07 5:30pm - 9:30pm 10 sessions
Start Date 17/3/07 8:00am - 5:00pm 5 sessions

S155007 CCNA2 Routers and Routing Basics Competencies
Upon completion of CCNA2, students have an understanding of routers and routing including:

- Router user interfaces, components and configurations
- Basics of IOS versions, naming and software backup
- TCP/IP Protocol Suite and IP addressing and subnetting
- Interior routing protocols—RIP, Dynamic and Static Routing
- Access Control Lists (ACLs) Students enrolling in CCNA1 and CCNA2 receive the CCNA INTRO Exam Certification Guide textbook included with course fee.

City Campus $575.00
Start Date 18/4/07 5:30pm - 9:30pm 8 sessions
Start Date 24/3/07 9:00am - 5:00pm 5 sessions

S130169 CCNA3 - Cisco Systems Networking Academy Program - Switching Basics
Students will learn to configure VLSM and Routing Protocols (RIP/V2, OSPF & EIGRP); configure physical & loopback interfaces; describe LAN switching theory and benefits of VLANs, Spanning Tree Protocol & Trunks; provide Level 1 troubleshooting service.

City Campus $575.00
Start Date 15/2/07 5:30pm - 9:30pm 10 sessions
Start Date 28/4/07 8:00am - 5:00pm 5 sessions

S155008 CCNA3 Switching Basics and Intermediate Routing Competencies
Upon completion of CCNA3, students have an understanding of switching and intermediate routing including:

Upon completion of CCNA3, students have an understanding of switching and intermediate routing including:

- Switching
- VLANs
- Inter-VLAN routing & VTP
- Spanning-Tree Protocol
- OSPF
- EIGRP
- VLSM
- Access Control Lists

Summarization Students enrolling in CCNA3 and CCNA4 receive the CCNA ICND Exam Certification Guide textbook included with course fee.

City Campus $575.00
Start Date 19/2/07 5:30pm - 9:30pm 8 sessions
Start Date 28/4/07 9:00am - 5:00pm 5 sessions

S130170 CCNA4 - Cisco Systems Networking Academy Program - WAN Technologies
Students will learn to differentiate between the following WAN services; ISDN/LAPD, HDLC, PPP, LAPB, Frame Relay and DDR; Working of DHCP, NAT/PAT Technologies; list commands to monitor Frame Relay operation in the router; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points and channels.

City Campus $575.00
Start Date 26/4/07 5:30pm - 9:30pm 10 sessions
Start Date 1/6/07 8:00am - 5:00pm 5 sessions

S155088 CCNA4 WAN Technologies
Upon completion of CCNA4, students should be able to perform tasks related to the following:

- NAT and PAT
- DHCP
- PPP & CHAP
- ISDN
- Frame Relay

Students enrolling in CCNA4 receive the CCNA ICND Exam Certification Guide textbook included with course fee.

City Campus $575.00
Start Date 16/4/07 5:30pm - 9:30pm 8 sessions
Start Date 26/5/07 9:00am - 5:00pm 5 sessions

S155089 CCNP3 MultiLayer Switching (BCMSN)
CCNP 3: Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 3 teaches students about the deployment of state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable, scalable multilayer-switched LANs. CCNP Self Study: Building Cisco Multilayer Switched Networks Text included with fee. This training prepares for the new BCMSN exam 642-901.

City Campus $1295.00
Start Date 22/2/07 5:30pm - 9:30pm 12 sessions

S155084 CCNP 3: Multilayer Switching (BCMSN)

City Campus $1295.00
Start Date 21/2/07 5:30pm - 9:30pm 12 sessions

S130188 CISCO Systems Academy Program
Av Training (IT Essentials 1)
This course is intended for students who want to pursue a career in information technology, or want to study the detail of how a computer works. It lays the foundation for the knowledge required to build and configure a computer and troubleshoot problems that may occur. Students will learn how to assemble, configure and troubleshoot computer hardware, operating systems and software. It is designed to prepare students to pass the CompTIA A+ certification exams. Students will complete a hands-on laboratory course and participate in the Hewlett Packard sponsored Cisco Systems Academy online program.

City Campus $850.00
Start Date 7/3/07 5:30pm - 9:30pm 15 sessions

The new Certificate IV in Training & Assessment (TAA40104)

Designed for people who are currently working in or wish to enter the training and development field at an operational level. This is the upgraded qualification endorsed by Department of Education, Science & Training (DEST).

It is designed for those who do not hold a current Cert IV in Training and Assessment. This intensive course has been designed to be delivered in modular blocks across eleven days spread over four weeks, minimising time away from the workplace and allowing preparation time between each block.
S130054 Programmable Logic Control & Automation Short Course 1
This course is designed to provide skills in identifying and programming logic functions, timers and counters on PLCs, programming and testing sequential controls and commissioning controls for their functionality. Actuators used are of fluid power nature (hydraulics and pneumatics). Prerequisites: Mechanical or electrical aptitude or background is desirable. All participants must purchase (not included in fee) Automation with programmable Logic Controllers and matching workbook by Peter Rohner. These are available from the RMIT Bookshop.
City Campus $490.00
Start Date 6/3/07 9:30pm - 9:30pm 6 sessions
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S150072 Manual Handling
This training program takes participants through the OHS (Manual Handling) Regulations 1999. It then uses the principles of Identification - Assessment - Control to evaluate HMH. Participants work through a series of practical exercises all relating to HMH using the guidance notes and Risk Assessment model provided in the Manual Handling Code of Practice. Solutions to the problem are sought using the Hierarchy of Control as listed in the Manual Handling Regulations. At the completion of the program participants should be able to conduct a Risk Assessment of HMH tasks in their workplace and recommend solutions.
Workplace Training Flexible Enrolment Quote on Application
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S150071 Occupational Health and Safety for OH&S 5 Day Program for Health & Safety Reps, Managers & Supervisors
This two day course is aimed at members of the Safety Committee. Its purpose is to build members of the Safety Committee into a team so that they can work together and be effective in promoting and guiding the OHS program at their workplace.
Workplace Training Flexible Enrolment Quote on Application
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S150069 OH&S 1 Day Refresher Program on the new OHS Act 2004 for HSR's, Managers & Supervisors
The purpose of this one-day program is to provide Managers, Supervisors, Health & Safety Representatives, members of the Safety Committee and employees with an overview of their roles, responsibilities and opportunity to participate in managing Occupational Health & Safety as outlined in the Occupational Health & Safety Act 2004 (OHS Act). This will be achieved by reviewing the requirements imposed by the Legislation. The program will reinforce management's personal responsibility, accountability, and liability for managing health & safety in the workplace. Specifically the program will focus on highlighting the consultative and participative approach, Issue resolution procedures and the roles of Health & Safety Representatives (HSRs), deputy HSR's including the issue of Provisional Improvement Notices. The role of the OHS Committee will also be outlined. The function and rights of entry of Authorised Representatives of 1 Registered Employee Organisations (ARREO) will also be explained. In addition the role of the Inspector, their powers and provisions for Reviewing Inspectors decisions are discussed. The principles of Risk Analysis using OHS Best Practice i.e. Hazard Identification, Hazard Assessment & Hazard Control techniques and supporting procedures to achieve results will also be included as they now form part of the OHS Act. The program also shows participants how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues as part of the consultation process. This program is approved by the Victorian WorkCover Authority, WorkSafe Division.
City Campus $200.00
Start Date 5/3/07 9:00am - 5:00pm 1 session
Start Date 4/6/07 9:00am - 5:00pm 1 session
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S150070 OH&S 5 Day Program for Health & Safety Reps, Managers & Supervisors
This practical skills oriented program is designed to provide health and safety representatives (and their deputies), managers and supervisors with the necessary skills and knowledge to complement their roles in the workplace. The program will show participants how to deal with requirements under the new and revised amendments of the updated Occupational Health and Safety Act 2004 as well as give them the knowledge to develop the necessary skills with which to carry out their respective functions. The program also shows participants how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues. New provisions relating to Authorised Representatives from Registered Employee Organisations (ARREO) are also included. This OHS training program is approved by WorkSafe Victoria (The Victorian WorkCover Authority).
Standard Rate is $900. Payment made a fortnight prior to the program commencement date, or for 2 or more people registered from the same organisation is $800.
City Campus $890.00
Start Date 19/2/07 9:00am - 5:00pm 5 sessions
Start Date 26/3/07 9:00am - 5:00pm 5 sessions
Start Date 7/5/07 9:00am - 5:00pm 5 sessions
Start Date 18/6/07 9:00am - 5:00pm 5 sessions
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S300175 Laser Safety Officer
This course provides participants with the knowledge and skills to safeguard health and safety of others as well as their own in the workplace. To introduce participants to the preventative nature of health and safety in the workplace in relation to laser operation and use. Prerequisites: There are no prerequisites.
City Campus $255.00
Start Date 10/4/07 8:00am - 5:00pm 1 session
Start Date 19/6/07 8:00am - 5:00pm 1 session
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S130013 Data/Coaxial Cabling Techniques
The course is designed to provide practical skills necessary to identify, install, terminate and test various types of data communications cables used in Local Area Networks (LANs). Prerequisites: The course is directed at experienced electrical/electronics trades personnel, trades assistants, alarm installation personnel etc. A basic knowledge of electrical/electronics theory is assumed.
City Campus $460.00
Start Date 10/5/07 8:00am - 5:00pm 2 sessions
S130090 Disconnect/Reconnect Workers Licence
The Restricted Electrical Licence courses are offered to maintenance and service personnel who wish to sit the NREL-1V and NREL-2V Examination. Holders of the Restricted Licence Class D are licensed to perform limited work for maintenance purposes only, in the disconnection and reconnection of 415V and 240V appliances. Prerequisites: Participants can undertake the course and sit for Theory and SECV Practical exams but they must be employed in an approved occupation to hold the Restricted Licence Class D. Persons who are considering obtaining a D/R Worker’s Licence should contact the Office of the Chief Electrical Inspector (OCEI) on 9203 9700 or 1800 815 721 to confirm the suitability of their primary work function prior to commencing course work. It should be noted that a D/R Worker’s Licence will not be automatically issued to persons who have completed the D/R Worker’s Licence course work. Applicants must apply to the OCEI for the licence whereby the applicant must be able to demonstrate a suitable primary work function to obtain the licence.

City Campus $690.00
Start Date 7/3/07 8:00am - 5:00pm 7 sessions
Start Date 2/5/07 8:00am - 5:00pm 7 sessions
Start Date 7/3/07 5:30pm - 9:30pm 14 sessions
Start Date 2/5/07 5:30pm - 9:30pm 14 sessions

S130114 Electric Motor Control
This course is designed to provide a “hands-on” approach to motor control systems utilising various types of motor starters and programmable logic controllers. It is ideally suited to Refrigeration Mechanics and Electrical Trades Personnel and Maintenance Electricians. Prerequisites: It will be assumed that course participants will have some electrical background at least equal, or better, to RMIT short course Disconnect/Reconnect Workers Licence (formerly S Permit).

City Campus $432.00
Start Date 28/3/07 5:30pm - 9:30pm 8 sessions

S130017 Electrical Contractor Registration Course – Part B (EN 61000) (Mod EA102)
The course assists participants to gain the required knowledge to pass B-Commercial written examination. On successful completion participants are issued with documentation indicating that Part B of the Electrical Contractors Registration course has been passed at a satisfactory standard as required by the OCEI. Prerequisites: All prospective course participants must hold an Unrestricted Class E Electrical Mechanics Licence (LEM).

City Campus $470.00
Start Date 5/3/07 5:30pm - 9:30pm 10 sessions
Start Date 7/5/07 5:30pm - 9:30pm 10 sessions

S130182 Energy Smart Electricians
To provide course participants with work experience in Electrical Systems that include sustainable components. Prerequisites: This course is directed at personnel who are involved in electrical installations. A clear understanding of electrical circuits and the need to work safely is required. Electrical Apprentices and Tradesmen may apply.

City Campus $300.00
Start Date 23/3/07 8:00am - 5:00pm 2 sessions
Start Date 22/6/07 8:00am - 5:00pm 2 sessions

S130104 Inspection and Safety Testing of Electrical Equipment
The aim of this course is to provide Testing and Tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training.

Prerequisites: Course participants should have some electrical knowledge.

City Campus $230.00
Start Date 12/3/07 8:00am - 5:00pm 2 sessions
Start Date 21/5/07 8:00am - 5:00pm 2 sessions
Start Date 14/3/07 5:30pm - 9:30pm 3 sessions
Start Date 2/5/07 5:30pm - 9:30pm 3 sessions

S130185 LEA Assessment - Licensed Electrical Practical (LEP) Assessment Coaching Course
To prepare the participants for the LEP Assessment.

City Campus $360.00
Start Date 11/6/07 5:30pm - 9:30pm 6 sessions

S130184 LEA Assessment - Licensed Electricians Theory (LET) Assessment Coaching Course
To prepare the participants for the LET Assessment.

City Campus $600.00
Start Date 26/3/07 5:30pm - 9:30pm 10 sessions

S130183 LEA Assessment - Safe Working Practice (SWP) for Electricians Coaching Course
To prepare the participants for the SWP (Safe Working Practice) Licensing Assessment.

City Campus $300.00
Start Date 5/3/07 5:30pm - 9:30pm 3 sessions

S130113 Lift Mechanics Cabling Provider Rule (CPR)
The aim of this course is to assist Lift Mechanics involved in connecting telecommunication services to lifts, to gain the required knowledge to pass RMIT Restricted Lift Cabling Provider Rule Examination. Prerequisites: Participants must be an Electrical Trades Person and have a Certificate 3 in Electrical, or equivalent certificate, or an Electrical Unrestricted Licence, or a Restricted Licence based on the completion of at least the 20 core electrical modules of the Certificate 3 in Electrical which is part of an Electrical Apprenticeship.

City Campus $210.00
Start Date 2/3/07 8:00am - 5:00pm 1 session
Start Date 18/5/07 8:00am - 5:00pm 1 session

S130055 Programmable Logic Control & Automation Short Course 2
This course is designed to provide skills in designing sequential controls for typical industrial systems including peripheral functions (routes), as well as designing programs of combinational nature and integrating the PLC with fluid power drive machinery. This course is level 2 of a series of 4 consecutive courses (levels).

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

City Campus $450.00
Start Date 24/4/07 5:30pm - 9:30pm 6 sessions

S130056 Programmable Logic Control & Automation Short Course 3
This course is designed to provide skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading of offloading, and furthering skills in system diagnostics, PLC to machine integration and fault debugging. This course is level 3 of a series of 4 consecutive courses (levels).

Prerequisites: Participants must have completed Programmable Logic Control and Automation Short Course No. 2. Participants must purchase (not included in fee) Industrial Hydraulic Control by Peter Rohrer - available from the RMIT Bookshop.

City Campus $450.00
Start Date 12/6/07 5:30pm - 9:30pm 6 sessions

S130080 Satellite TVRO Installation
The aim of this course is to provide personnel in the TV Service Industry with an introduction to Satellite TVRO systems, their operation and installation.

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

City Campus $220.00
Start Date 19/4/07 8:00am - 5:00pm 1 session
Start Date 11/6/07 8:00am - 5:00pm 1 session

Manufacturing & Printing
S365000 Adobe Acrobat - PDF Technology
This course will expose students to the full Adobe Acrobat software. It will provide skills necessary to learn how to create compact cross platform Portable Document Format (PDF) files specifically for high - end printing and how it can be effectively implemented into a graphical digital workflow.

Brunswick Campus $460.00
Start Date 14/5/07 6:00pm - 9:00pm 6 sessions

S365070 Bookbinding and Restoration
Participants will undertake practical exercises in bookbinding and finishing. They will be able to: set up and produce hand bound books, restore books, set up for and produce hand made boxes, and set up machines for basic flat bed die cutting or embossing.

Prerequisites: Participants must have completed the ‘Introduction to Bookbinding’ short course.

Brunswick Campus $500.00
Start Date 1/3/07 5:30pm - 8:30pm 15 sessions
Desktop Publishing for Printing Industry - Introduction

This course provides a broad overview of the major components and software commonly associated with professional desktop publishing in either PC or Macintosh environment. The course covers the use of the main text and manipulation software (InDesign), illustration application (Illustrator) and graphic manipulation (Photoshop). Participants learn the basic skills and combine these into a practical assignment.

Brunswick Campus $800.00
Start Date 26/4/07 6:00pm - 9:00pm 8 sessions

QuarkXpress, Photoshop and Illustrator and how they occur in widely used programs such as InDesign, The course will cover common faults that may occur in widely used programs such as InDesign, QuarkXpress, Photoshop and Illustrator. Participants learn the basic skills and combine these into a practical assignment.

Brunswick Campus $540.00
Start Date 23/5/07 6:00pm - 9:00pm 9 sessions

Electronic Publishing: Troubleshooting

This short course is an introduction to digital printing using the Fuji Xerox DocuTech 6135. During the course, participants will be introduced to the operational controls and the production capabilities of this high speed, mono colour, digital print engine. Participants will receive demonstrations on an image-transfer system for production jobs from digital files.

Brunswick Campus $360.00
Start Date 9/5/07 6:00pm - 9:00pm 4 sessions

Direct Image Press (DI) - Introduction

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

Brunswick Campus $360.00
Start Date 9/5/07 6:00pm - 9:00pm 4 sessions

Electronic Publishing: Troubleshooting

The course will cover common faults that may occur in widely used programs such as InDesign, QuarkXpress, Photoshop and Illustrator and how to correct these for the Printing Industry.

Brunswick Campus $540.00
Start Date 26/4/07 6:00pm - 9:00pm 8 sessions

Flexographic Printing - Introduction

This course provides an overview of the flexographic printing process in areas such as: examining inking methods and control; plate mounting and proofing techniques; ink colour mixing and matching; quality control systems; printing on a variety of substrates; and identifying the cause of, and rectifying various flexographic print faults.

Brunswick Campus $580.00
Start Date 23/5/07 6:00pm - 9:00pm 9 sessions

Heidelberg GTO 52 Operation - Introduction

A specialised lithographic printing course covering ink-setting, plate positioning, quality control, faults and remedies on the GTO 52 for qualified printing machinists and students who can demonstrate both knowledge and practical application of the basic principles of lithographic printing. The emphasis of the course is to give students a complete knowledge of the machine, along with hands-on experience, so that a printer with no prior knowledge of this machine will be able to operate it with sufficient skill to seek employment in the areas of: quick-print shops; instant printers; and small business.

Prerequisite: Must have an understanding of lithography, eg. Introduction to Lithography or practical experience in the printing industry.

Brunswick Campus $480.00
Start Date 30/4/07 6:00pm - 9:00pm 6 sessions

Heidelberg Speedmaster SM 52 Digital Control

Do you want to operate a digital CP Tronic controlled four colour printing press using quality control systems? If so, this is the course for you. From the console, the operator can register all four colours at the touch of a button. All components such as autoplate, wash-up facilities; remote inking; are at your finger tips.

Brunswick Campus $450.00
Start Date 6/6/07 6:00pm - 9:00pm 4 sessions

InDesign - Introduction

This course provides a broad overview of the major application development using industry standard software applications. It is required for entry to university or college courses. RMIT English Worldwide is one of the largest IELTS test centres in Australia.

For more information about CELTA and IELTS visit www.rmitenglishworldwide.com, phone 9657 5800, or visit RMIT English Worldwide at Level 6, 393 Swanston Street, Melbourne.

IELTS - the International English Language Testing System is designed to measure the language proficiency of candidates who need to study or work where English is used as the language of communication. It is required for entry to university or college courses. RMIT English Worldwide is one of the largest IELTS test centres in Australia.

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RMIT University

january - june 2007

Cambridge CELTA (Certificate in English Language Teaching to Adults)

A widely recognised qualification administered by the University of Cambridge and delivered world-wide. The primary aim of the course is to develop communicative teaching and classroom management skills for people with little or no previous experience of English language teaching. Participants learn language awareness and familiarity with approaches and materials for developing proficiency in adult English learners.

IELTS - the International English Language Testing System is designed to measure the language proficiency of candidates who need to study or work where English is used as the language of communication. It is required for entry to university or college courses. RMIT English Worldwide is one of the largest IELTS test centres in Australia.

For more information about CELTA and IELTS visit www.rmitenglishworldwide.com, phone 9657 5800, or visit RMIT English Worldwide at Level 6, 393 Swanston Street, Melbourne.
for wherever you’re headed

S355024 Label Printing - Introduction (Narrow WEB)
This course provides a practical introduction to the label printing process. Topics covered include: U.V. ink technology; substrate; quality control; die-cutting; embellishments; and machine design. The course is theory based with some hands-on training and is especially suited to printing operators who want to change their career path to an industry sector that is expanding rapidly to meet local and international demands.
Brunswick Campus $300.00
Start Date 7/5/07 6:00pm - 9:00pm 4 sessions

S355123 Photoshop - Introduction
Participants will be introduced to the functions and tools of Photoshop useful in a printing environment. All steps will be explained in both a PC and Mac context.
Brunswick Campus $250.00
Start Date 6/3/07 6:00pm - 9:00pm 7 sessions

S355062 Planning and Estimating
This course is designed for people wanting to be estimators, or who are working in the production area, and those who require a sound printing background knowledge. The course consists of fifteen modules: function and responsibility of estimators; hourly rates; imposition; purchasing and paper; typesetting; artwork; film; plate making; ink consumption; offset printing; coating and laminating; former cutting; gilding; binding and packing; computer estimating theory and terminology.
Prerequisites: A printing trade background or experience.
Brunswick Campus $780.00
Start Date 30/4/07 6:00pm - 9:00pm 24 sessions

S355038 Print Awareness
Don’t be embarrassed by those questions about the printing processes constantly being asked by your clients. Get the answers! A special course directed at persons employed in the Printing Industry who may not have a technical background, yet may be expected to handle enquiries and provide information to clients and support staff. The aim is to introduce you to production procedures, from plate to press. This overview covers the press areas of printing and includes: plate/image types; ink components types; colour separation; and print identification. Students will tour the flexographic, gravure, lithographic, letterpress, screenprinting and pre-press areas to gain a first-hand view of the variety of equipment used and their production activities. Upon completion of the course, students will feel more confident through familiarity with terminology used. Class size is limited so reserve your position now!
Brunswick Campus $800.00
Start Date 30/4/07 6:00pm - 9:00pm 24 sessions

S355127 QuarkXpress - Introduction
This course reveals the nature of the program, covering basic to more advanced features of the application. All steps will be explained in both a PC and Mac context.
Brunswick Campus $350.00
Start Date 15/5/07 6:00pm - 9:00pm 7 sessions

S355045 Quoting and Jobbing
This time-consuming creation of manually produced estimates is rapidly in decline. To cater for this change, the department is offering a course utilising Prism WIN, the premium estimating package currently available to the Printing Industry. The course is designed for people wanting to be estimators, who are working in the production area, or who want to improve their skills and knowledge of computer-based estimating. Participants who have completed the Planning & Estimating manual course will find this course advantageous. Participants need to bring a calculator from the first night.
Brunswick Campus $700.00
Start Date 8/5/07 6:00pm - 9:00pm 12 sessions

S355104 Stitching, Folding and Guillotine Operating
Participants will concentrate on the practical use of the Five-Station-Gather machine with support from theoretical information provided by the teacher as well as learning from hands on experience in the use of programming of computer operated guillotines.
Brunswick Campus $800.00
Start Date 16/4/07 5:30pm - 8:30pm 10 sessions

S345018 Media Release Writing
This intensive course aims to provide participants with a practical and theoretical understanding of how to use the media to their advantage for their business, what ever this may be. Includes: function and structure of media press-release writing, targeting and timing.
City Campus $200.00
Start Date 3/5/07 6:00pm - 9:00pm 3 sessions

S365009 Beginners Chinese
This course aims to introduce you to the basic skills of the Chinese language and to familiarise you with the formation of written Chinese. You will acquire basic understanding of some of the norms and values of Chinese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language. You will be equipped with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication.
City Campus $395.00
Start Date 14/3/07 6:00pm - 9:00pm 10 sessions

S365012 Advanced Spanish
Students will develop communicative skills in the spoken and written language, and practical knowledge of the cultures of the Hispanic world in a wide range of contexts in this course. Student-centred language practice, communicative activities, and assessment items encourage learners to be responsible for their own learning, to be creative and critical in their application of the language and its cultures, and to build on their knowledge to a level where learning can develop in further related studies, in Australia and abroad. Students will have the opportunity to broaden their interests and knowledge of contemporary Spanish and Latin American cultures and society. Attainment of this level of Spanish will be an invaluable aid to Latin American & Hispanic Studies subjects.
City Campus $395.00
Start Date 14/3/07 6:00pm - 9:00pm 10 sessions

S365008 American & Hispanic Studies subjects.
This course introduces students to basic skills of the Spanish language. Students will acquire essential understanding of Hispanic cultures and societies, as expressed in and reflected by the language. The course will equip students with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication. Students will be encouraged to reflect upon the dynamics of the language in its various cultural contexts. This course will prepare students for further study of Spanish, and for engagement with Hispanic peoples: from Spain or The Americas.
City Campus $395.00
Start Date 14/3/07 6:00pm - 9:00pm 10 sessions

Current course information & brochures, available at www.shortcourses.rmit.edu.au

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S130191 Contemporary Digital Radio Technologies
The main course objective is to educate the public in new digital wireless technologies.
Prerequisites: It is recommended that those who participate in this course have experience in communications. Participants should also have experience using Windows-based computers.
City Campus $1875.00
Start Date 2/3/07 8:00am - 5:00pm 5 sessions
Start Date 4/3/07 8:00am - 5:00pm 5 sessions
Start Date 5/3/07 8:00am - 5:00pm 5 sessions

S130152 CPR Restricted Registration Course
This Cabling Registration allows the cable to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved network termination device.
Prerequisites: Participants who undertake this course shall have cabling experience, either in a typical domestic, or in security, fire and computer cabling.
City Campus $290.00
Start Date 9/3/07 8:00am - 5:00pm 2 sessions
Start Date 26/5/07 8:00am - 5:00pm 2 sessions

S130159 Open CPR for Electricians and Communication Cablers
The aim of this course is to provide knowledge, awareness and practical experience in ACA's regulations on the telecommunications cabling industry.
Prerequisites: Course participants must have an E Grade licence or completed 20 core modules of electrical apprenticeship or have six months relevant cabling experience.
City Campus $790.00
Start Date 16/3/07 8:00am - 5:00pm 7 sessions
Start Date 18/5/07 8:00am - 5:00pm 7 sessions
Start Date 12/3/07 5:30pm - 9:30pm 14 sessions
Start Date 14/5/07 5:30pm - 9:30pm 14 sessions

S130042 Optical Fibre Cabling Techniques
The course is designed to give course participants an understanding of the installation of fibre optic cables and provide practical experience in splicing of cables, fitting of connectors, testing and basic understanding of systems. The participant will be able to successfully perform fusion and mechanical splicing, fitting of connectors and testing of the system.
Prerequisites: This course is intended for the Electrical Industry. No proper knowledge of the field is necessary. All trades personnel including technicians and technical officers may apply to undertake this course. Upon completion, this course provides endorsement for an Open CPR. If seeking an endorsement, participants must be a holder of an Open CPR.
City Campus $500.00
Start Date 1/3/07 8:00am - 5:00pm 2 sessions
Start Date 3/3/07 8:00am - 5:00pm 2 sessions

S266003 Practical Intermediate Japanese
This course aims to consolidate and integrate your knowledge of the Japanese language acquired at a beginners' level. You will further develop practical conversation skills, as well as acquire further skills in reading and writing. Taught by a native speaker, this course is conducted in an informal atmosphere allowing you to maintain and extend your language skills. This course will enable you to use Japanese in a more advanced, natural and culturally appropriate manner. Up to 50 new kanji will be introduced. You will be assessed through on-going assessment tasks (optional). Students who complete assessment for this course may be eligible for exemption against modules in the Diploma of Applied Language - Japanese (International Workplace).
City Campus $395.00
Start Date 19/3/07 6:00pm - 8:30pm 10 sessions

Public Relations
S200002 Public Relations Certificate
The Public Relations Certificate consists of four units: PR Principles and Practices, PR Writing, Media Relations and Strategic PR and Planning. The course is officially endorsed by the Public Relations Institute of Australia (Victoria). The course is designed for people working in PR or related jobs or those who wish to enter the industry.
Those who undertake the Public Relations Certificate can be assured of a sound introduction to the fundamental skills and knowledge required to develop a career in public relations.
City Campus $1350 per unit
Start Date 14/3/07

S200008 Managing the Angry Mob - Community Engagement
Dealing with an angry public and building good community relations is a challenge. This training looks at issues that arise and presents a framework to prevent conflicts from escalating into negative community opinion. It focuses on the keys to identify and anticipate trouble spots, meaningful communication that allows everyone to be heard and tips to ensure success.
Presenter: David Hawkins, FPRRA, Director, SOCCOM.
City Campus $195.00
Start Date 3/5/07 5:30pm - 9:30pm 1 session

S200017 Public Relations - Principles & Practices
Principles and Practices is one of four units that make up the Public Relations Certificate. This Unit covers: what PR is about, basic concepts, communication processes, public relations as a four step process, public opinion/attitude change, communication tools - written, visual & spoken, ethics and law in public relations, social responsibility and professionalism. Benefit - students will cover the basic principles of public relations and their applications in our current society.
City Campus $1350.00
Start Date 14/3/07 5:30pm - 9:30pm 9 sessions

S200019 Public Relations - Strategic PR & Planning
Strategic PR & Planning is one of four units that make up the Public Relations Certificate. Prerequisite: PR Principles & Practices. Strategic PR analysis and management tools. Using those tools, case studies will be presented in: organisational environment, industry analysis, mission, values and culture, leadership, crisis management, media relations, government relations and lobbying, issue management, labour relations. Benefit - by experiencing actual cases students will gain a strong insight into what public relations gets results.
City Campus $1350.00
Start Date 13/6/07 5:30am - 9:30pm 8 sessions

S200015 Public Relations - Media Relations
Media Relations is one of four units that make up the Public Relations Certificate. This Unit covers: how the media works; media language; media releases; media conferences, contacts, events; print, radio, TV, how they differ, workshop on interview skills; radio workshop, television interviews, television workshop, the print interview, preparing others for interviews. Benefit - students will experience the real-life aspects of creating publicity.
City Campus $1350.00
Start Date 30/3/07 5:30pm - 9:30pm 8 sessions

S200016 Public Relations - Writing
Writing skills used in public relations. Prerequisites: knowledge of the Japanese language acquired at a beginners’ level, further skills in reading and writing. Taught by a native speaker, this course is conducted in an informal atmosphere allowing you to maintain and extend your language skills. This course will enable you to use Japanese in a more advanced, natural and culturally appropriate manner. Up to 50 new kanji will be introduced. You will be assessed through on-going assessment tasks (optional). Students who complete assessment for this course may be eligible for exemption against modules in the Diploma of Applied Language - Japanese (International Workplace).
City Campus $395.00
Start Date 19/3/07 6:00pm - 8:30pm 10 sessions

S200014 Public Relations - Managing the Angry Mob
Managing the Angry Mob - Community Engagement
Dealing with an angry public and building good community relations is a challenge. This training looks at issues that arise and presents solutions to prevent projects from being swamped by negative community opinion. It focuses on the keys to identify and anticipate trouble spots, meaningful communication that allows everyone to be heard and tips to ensure success.
Presenter: David Hawkins, FPRRA, Director, SOCCOM.
City Campus $195.00
Start Date 3/5/07 5:30pm - 9:30pm 1 session

S200007 Effective Evaluation for Government
Communication professionals are increasingly being held accountable to prove their stated outcomes have been successfully achieved. Poor evaluation can affect the bottom line, with unwanted budget cuts. People working in Government, consultancies, corporations and the not-for-profit sector must be able to show that their efforts have been well-planned, responsive and effective. This training outlines the steps needed to ensure you can easily and effectively evaluate your programs and campaigns. This course was previously known as Effective Evaluation.
City Campus $195.00
Start Date 29/6/07 9:00am - 1:00pm 1 session

S200068 Language - Japanese (International Workplace)
City Campus $790.00
Start Date 16/3/07 8:00am - 5:00pm 7 sessions
Start Date 18/5/07 8:00am - 5:00pm 7 sessions
Start Date 12/3/07 5:30pm - 9:30pm 14 sessions
Start Date 14/5/07 5:30pm - 9:30pm 14 sessions

S200004 Communication Skills - Japanese (International Workplace)
City Campus $790.00
Start Date 16/3/07 8:00am - 5:00pm 7 sessions
Start Date 18/5/07 8:00am - 5:00pm 7 sessions
Start Date 12/3/07 5:30pm - 9:30pm 14 sessions
Start Date 14/5/07 5:30pm - 9:30pm 14 sessions

S200005 Skills - Japanese (International Workplace)
City Campus $790.00
Start Date 16/3/07 8:00am - 5:00pm 7 sessions
Start Date 18/5/07 8:00am - 5:00pm 7 sessions
Start Date 12/3/07 5:30pm - 9:30pm 14 sessions
Start Date 14/5/07 5:30pm - 9:30pm 14 sessions

S200006 Media Relations - Japanese (International Workplace)
Media Relations - Japanese (International Workplace).
City Campus $790.00
Start Date 16/3/07 8:00am - 5:00pm 7 sessions
Start Date 18/5/07 8:00am - 5:00pm 7 sessions
Start Date 12/3/07 5:30pm - 9:30pm 14 sessions
Start Date 14/5/07 5:30pm - 9:30pm 14 sessions

S200003 Public Relations - Japanese (International Workplace)
City Campus $790.00
Start Date 16/3/07 8:00am - 5:00pm 7 sessions
Start Date 18/5/07 8:00am - 5:00pm 7 sessions
Start Date 12/3/07 5:30pm - 9:30pm 14 sessions
Start Date 14/5/07 5:30pm - 9:30pm 14 sessions
Single Courses at RMIT University offered via RMIT Training

Each Semester and in Spring and Summer, the opportunity arises for members of the public to enrol in Undergraduate or Post Graduate courses from RMIT University Higher Education Programs. These courses are a great way to improve yourself or your job prospects; they can enhance your academic record, or even accelerate the time it takes to complete your current Higher Education Program. Many of our students use Single Courses to fulfill their professional accreditation requirements.

RMIT Students may also take these classes however written permission will be required from your home school. Unfortunately these courses are not available to those enrolled as RMIT International students.

Semester 1, 2007 Single Course Enrolments are from February 5–16, 2007.

Semester 2, 2007 Single Course Enrolments are from July 2-13, 2007.

Spring Semester and Summer Semester dates vary; please contact RMIT Short and Single Courses regarding your queries at 9925 8111 or email enquiries@rmit.edu.au
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The RMIT University Customer Service Team is open for telephone enquiries and enrolment from 9am - 5pm, Monday to Friday. You can submit your enrolment to RMIT Training a number of ways:

- **PHONE**
  Credit Card details are required (Bankcard, MasterCard, Visa).
  Phone the RMIT Customer Service Team on (03) 9925 8111, 9am - 5pm weekdays.

- **MAIL**
  Send the completed enrolment form on the following page (page 24) with either Credit Card details, Money Order or Cheque (payable to RMIT Training Pty Ltd) or a company purchase order to: RMIT Training Pty Ltd, PO Box 12058, A'Beckett Street, Melbourne, VIC, 8006.

- **IN PERSON**
  You can apply in person at Level 3, 449 Swanston Street, Melbourne VIC 3000, 9am - 5pm weekdays.

- **FAX**
  Credit Card details are required (Bankcard, MasterCard, Visa or company purchase order). Fax the completed enrolment form on the following page (page 24) to RMIT Training on (03) 9925 8134.

- **ONLINE**
  RMIT also provides an online Short Course enrolment facility. It provides you with an easy, quick and safe alternative to booking over the telephone or through a fax. Visit www.shortcourses.rmit.edu.au or email: enquiries@rmit.edu.au

  **Easy**
  You can search by keyword or interest area, our full course range, to find the course you want. Courses matching your search criteria will be displayed in detail, clearly showing session dates, venues and prices. At any stage, you can print a hard copy of the participant or billing information entered to check that every detail provided is correct. If you have any enquiries, call our Short Courses Centre on (03) 9925 8111 or email: enquiries@rmit.edu.au

  **Quick**
  Within minutes of submitting an enrolment, including credit card details, you will receive an email receipt confirming payment. RMIT guarantees that participants will receive further confirmation of their enrolment in a course within 5 working days from the date of the original submission.

  **Safe**
  Any personal information that you submit will be used purely to process orders and is protected by RMIT’s secure server. RMIT may also use this information to notify you of any important changes or any special promotions that may be of interest to you. RMIT is not involved in any selling, trading or alternative use of customer’s personal information. RMIT guarantees that your personal details will not be passed on to any other organisations.

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

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

For current course information and individual course brochures, refer to www.shortcourses.rmit.edu.au
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## Your Details

- **Client Number (if known)**

- **Title**
- **First Name/s**
- **Surname**

- **Postal Address**

- **Suburb**
- **State**
- **Postcode**
- **Date of Birth**

- **Phone 01**
- **Phone 02**
- **Fax**

- **Email Address**

- **Select preferred method of communication**
  - Email
  - Postal

## Billing Address

- **Same as above**

- **Company Name**

- **Contact Person:**
  - **First Name/s**
  - **Surname**

- **Postal Address**

- **Suburb**
- **State**
- **Postcode**
- **Phone 01**
- **Fax**

## Payment Details

Please note: We cannot accept cash payments, Diners or Amex cards

- **Cheque (payable to RMIT Training Pty Ltd)**
- **Money Order**
- **Invoice (only available to companies that provide a purchase order or letter of authority with enrolment form)**
- **Visa**
- **Bankcard**
- **Mastercard**

- **Card Number**
- **Expiry Date**

- **Cardholder’s Name**
- **Signature**

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RMIT University respects your right to privacy.

If you do not wish to be informed of future courses and special offers please tick this box.

## Terms and Conditions

1. We require 5 full working days notice if you are unable to attend the course.
2. Transfers made less than 5 full working days prior to course commencement will incur an administrative fee of 10% of the full course fee.
3. Cancellations made less than 5 full working days prior to course commencement will incur a cancellation fee equal to 50% of the full course fee.
4. In courses where prerequisites do not apply you may send a substitute in your place if you are unable to attend. Please advise us prior to course commencement.
5. Full fee is payable for non-attendance.
6. No refunds will be issued after course commencement.
7. We reserve the right to cancel any course that does not have the required enrolment numbers.
8. Flexible delivery courses may have different conditions of enrolment.

I accept these Terms and Conditions

Signature __________________________ Date ________________
Contact us for more information

RMIT Short Course Centre
RMIT Training Pty Ltd
PO Box 12058, A'Beckett Street
Melbourne, Victoria, 8006

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