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Further information
Tel. +61 3 9925 8111
Fax: + 61 3 9925 8134
Email enquiries@rmit.edu.au (to request regular course updates)

Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing.
For the most up-to-date information, please refer to www.shortcourses.rmit.edu.au before booking a course. Prepared December 2009.
A short course is designed to fit in with a hectic lifestyle.

It’s the perfect professional development or refresher if you work in an industry where staying up to date with technology and short term trends is important. Or you may find a course to nurture a new talent and extend your creativity.
### Architecture, building and planning

#### Architectural Drawing Techniques — Introduction

**Course code** S320078  
This course provides you with a solid introduction to standard residential building design and drafting procedures, conventions and documentation practices. You will engage in drawing studio activities to develop an understanding of associated drawings and graphic techniques. The course incorporates lectures, discussions, demonstrations and practical working application of techniques.

- **City campus**
  - **Cost:** $495  
  - **Start date** 23-2-2010 6–9 pm  
  - **Time** 8 sessions x 3 hours

#### AutoCAD for Designers — 3D Modelling

**Course code** S320004  
This course was developed for practitioners with basic 2D AutoCAD skills to develop 3D drawing techniques using AutoCAD. The course is based on exercises and projects to show you the potential of 3D modelling using this software.

- **City campus**
  - **Cost:** $645  
  - **Start date** 15-3-2010 6–9 pm  
  - **Time** 8 sessions x 3 hours  
  - **Start date** 28-6-2010 6–9 pm  
  - **Time** 8 sessions x 3 hours

#### AutoCAD for Designers — Level 1

**Course code** S320001  
This course is a comprehensive introduction to AutoCAD to produce 2D drawings. The course is delivered in a variety of modes, including theory, demonstrations and practical work. You will gain hands-on experience of AutoCAD through a series of practical exercises.

- **City/Brunswick campus**
  - **Cost:** $645  
  - **Start date** 10-2-2010 9 am–5 pm  
  - **Time** 4 sessions x 7 hours  
  - **Start date** 16-2-2010 6–9 pm  
  - **Time** 9 sessions x 3 hours  
  - **Start date** 6-3-2010 9 am–5 pm  
  - **Time** 4 sessions x 7 hours  
  - **Start date** 17-3-2010 9 am–5 pm  
  - **Time** 4 sessions x 7 hours  
  - **Start date** 22-4-2010 6–9 pm  
  - **Time** 9 sessions x 3 hours  
  - **Start date** 12-5-2010 9 am–5 pm  
  - **Time** 4 sessions x 7 hours  
  - **Start date** 9-6-2010 6–9 pm  
  - **Time** 9 sessions x 3 hours  
  - **Start date** 21-6-2010 9 am–5 pm  
  - **Time** 4 sessions x 7 hours

#### AutoCAD for Designers — Level 2

**Course code** S320002  
Developed for practitioners with existing basic AutoCAD skills, the course is aimed at refining and further developing drawing technique. Delivery is through a combination of demonstration and practical exercises.

- **Brunswick campus**
  - **Cost:** $645  
  - **Start date** 8-2-2010 9 am–5 pm  
  - **Time** 4 sessions x 7 hours  
  - **Start date** 12-4-2010 6–9 pm  
  - **Time** 8 sessions x 3 hours

#### AutoCAD Quickstart

**Course code** S320101  
This course is a condensed introduction to AutoCAD to produce 2D drawings. The course is delivered through demonstrations and practical exercises. You will gain hands-on experience of AutoCAD through a series of short practical exercises.

- **City campus**
  - **Cost:** $325  
  - **Start date** 6-2-2010 9 am–5 pm  
  - **Time** 2 sessions x 7 hours  
  - **Start date** 22-5-2010 9 am–5 pm  
  - **Time** 2 sessions x 7 hours

#### Building Design and Drawing — Career Discovery

**Course code** S320011  
This course is designed to give you an overview of the building design profession by introducing some of the main activities a building designer could potentially encounter. The course will include a taster of the various types of drawing systems used by the designer, including design and development drawings, presentation drawings, and an introduction to reading and interpreting building plans. It also includes a model-building component.

- **City campus**
  - **Cost:** $405  
  - **Start date** 28-6-2010 9:30 am–4:30 pm  
  - **Time** 4 sessions x 7 hours

#### Building Thermal Performance Assessment (FirstRate 5)

**Course code** S130205  
This course provides knowledge and skills to enable you to become an accredited thermal performance assessor with Sustainability Victoria.

- **City campus**
  - **Cost:** $1200  
  - **Start date** 11-2-2010 8 am–5 pm  
  - **Time** 4 sessions x 8 hours  
  - **Start date** 18-3-2010 8 am–5 pm  
  - **Time** 4 sessions x 8 hours  
  - **Start date** 6-5-2010 8 am–5 pm  
  - **Time** 4 sessions x 8 hours  
  - **Start date** 17-6-2010 8 am–5 pm  
  - **Time** 4 sessions x 8 hours

#### Green Building and Design Conference 2010

**Course code** S310132  
The 8th Annual Green Building and Design Conference will provide content of national and local relevance, updates on upcoming policies, information on technological innovation and examples of environmental and sustainable excellence in the built environment.

- **Contact** 9925 8111 to confirm course dates and availability

#### Home Sustainability Assessment

**Course code** S130211  
This course is developed in consultation with Sustainability Victoria. It is an accredited course designed to provide you with the ability to undertake assessments of residential properties and make recommendations to improve domestic sustainability. The course consists of energy consumption, recycling and waste, water usage, garden and environments, customer service and workplace safety.

- **Prerequisites:** people who are considering a career in home sustainability assessment, tradespeople wanting to update their skills, and local government-council and utility companies seeking to offer home assessment services.

- **City campus**
  - **Cost:** $1500  
  - **Start date** 4-3-2010 8 am–5 pm  
  - **Time** 8 sessions x 8 hours  
  - **Start date** 8-4-2010 8 am–5 pm  
  - **Time** 8 sessions x 8 hours  
  - **Start date** 20-5-2010 8 am–5 pm  
  - **Time** 8 sessions x 8 hours

#### Revit—Level 1

**Course code** S320005  
This course introduces Autodesk REVIT, a powerful building modeller, for architectural design and documentation in 3D and 2D. The course is delivered through theory, demonstrations and practical work. You will gain hands-on experience creating a small commercial project. The course material is written locally for Australian conditions.

- **Brunswick campus**
  - **Cost:** $845  
  - **Start date** 11-3-2010 6–9 pm  
  - **Time** 9 sessions x 3 hours  
  - **Start date** 6-5-2010 9 am–5 pm  
  - **Time** 4 sessions x 7 hours  
  - **Start date** 24-6-2010 6–9 pm  
  - **Time** 9 sessions x 3 hours
### Adobe Illustrator and Photoshop for Fashion—Introduction

**Course code**: S350210  
The aim of this course is to introduce new techniques and skills in the use of both these programs to develop artwork relevant to fashion and textile design.  
**Brunswick campus**  
**Cost**: $1050  
**Start date**  
- **22-2-2010 6.30–9.30 pm**: 14 sessions x 3 hours  
- **24-2-2010 6–9 pm**: 14 sessions x 3 hours  
- **30-6-2010 6–9 pm**: 14 sessions x 3 hours

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

**Course code**: S350294  
This course builds a library of resources, essential for creating fashion drawings, using Adobe Illustrator and Photoshop.  
**Brunswick campus**  
**Cost**: $245  
**Start date**  
- **1-2-2010 6.30–9.30 pm**: 3 sessions x 3 hours

### Adobe Illustrator for Fashion—Garment Drawings (Advanced)

**Course code**: S350292  
This course demonstrates the advanced use of Adobe Illustrator for developing garment drawings (both technical and illustrative).  
**Brunswick campus**  
**Cost**: $245  
**Start date**  
- **3-2-2010 6–9 pm**: 3 sessions x 3 hours

### 3D Studio Max for Architects and Interior Designers

**Course code**: S345139  
The aim of this course is to learn the use of 3D Studio Max as a rapid modelling and visualisation tool for architects and interior designers. You will learn how to use 3D Studio Max as a rendering tool, as a tool used in the design process, how to create presentations of unparalleled quality and realism, and how to modify volumes and spaces through all the design phases. No AutoCAD experience is required. Due to demand more courses may be offered throughout the year. Please register your interest with RMIT Training.  
**City campus**  
**Cost**: $1010  
**Start date**  
- **18-1-2010 9 am–5 pm**: 5 sessions x 8 hours  
- **20-2-2010 10 am–4 pm**: 6 sessions x 6 hours  
- **5-6-2010 10 am–4 pm**: 6 sessions x 6 hours

### Adobe After Effects—Motion Graphics

**Course code**: S345138  
This course is designed for professionals aiming to acquire basic and intermediate skills in the creation and development of motion graphics and digital imaging using Adobe After Effects, Illustrator and Photoshop.  
**City campus**  
**Cost**: $600  
**Start date**  
- **20-4-2010 6–9 pm**: 8 sessions x 3 hours  
- **15-6-2010 6–9 pm**: 8 sessions x 3 hours

### Adobe Illustrator and Photoshop for Fashion—Introduction

**Course code**: S345202  
A practical, introductory course that covers the traditional and digital techniques involved in producing 2D animations. Over three sessions you will explore core concepts such as storytelling; story-boarding; basic character, environmental and motion design; keyframed and straight ahead animation; motion tweening; simple compositing; and importing and exporting animated media. Throughout the workshop you will put these skills into practice and produce your own short animated film.  
**City campus**  
**Cost**: $350  
**Start date**  
- **11-1-2010 9.30 am–4.30 pm**: 3 sessions x 6 hours  
- **15-5-2010 9.30 am–4.30 pm**: 3 sessions x 6 hours

### Advertising—Introduction

**Course code**: S320106  
This is a course for students considering applying for advertising-related study programs at RMIT or elsewhere. It introduces you to the discipline of advertising, and assists you to understand the industry and the many options within it. The course will demonstrate common techniques for preparing suitable work for a portfolio. You will work through a range of advertising campaign exercises, individually and in small groups.  
**City campus**  
**Cost**: $320  
**Start date**  
- **28-6-2010 9.30 am–4.30 pm**: 4 sessions x 7 hours

### Animation—Introduction

**Course code**: S345203  
This course introduces the use of Adobe After Effects and Adobe Premiere, and the use of After Effects’ animation capabilities to produce 2D animations. By the end of this course you will understand keyframing, motion interpolation, keyframing on the layer, motion tracking, motion blurs and motion blur trails, collision, object constraints, particle systems, and sound event.  
**City campus**  
**Cost**: $350  
**Start date**  
- **15-5-2010 9.30 am–4.30 pm**: 3 sessions x 6 hours

### Audio Production—Music Industry

**Course code**: S345193  
An introductory course designed to give you an insight into the world of audio production in the music industry; with an emphasis on experiential learning. It gives an overview of the theory and practice of audio-capturing techniques. This includes pre-production, use of microphones, multi-track techniques, and post-production. At the end of the course you will record a musical performance, mix it and master it to CD-PA. This course is an ideal introduction for those considering further studies in audio production, or for musicians wishing to record their own music.  
**City campus**  
**Cost**: $650  
**Start date**  
- **11-1-2010 9 am–5 pm**: 5 sessions x 7 hours  
- **1-5-2010 9 am–5 pm**: 5 sessions x 7 hours
### Bag Making—Introduction, Clutch Bag

**Course code**: S350264  
This course will teach you to design and create a clutch bag, as well as the introductory knowledge associated with bag making.  
**Brunswick campus**  
**Cost**: $450  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
18-2-2010 | 6–9 pm | 6 sessions x 3 hours  
29-4-2010 | 6–9 pm | 6 sessions x 3 hours

### Basic AV Maintenance

**Course code**: S345237  
This is an introductory audio-visual course offering basic technical skills for routine, low-level maintenance of sound and video equipment. This course is competency-based. These units can provide credit transfer towards a number of diploma qualifications in the audio visual industry, including the Diploma of Audiovisual Technology. The units of competency offered in this course are: UTENES209B—attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply  
**City campus**  
**Cost**: $295  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
18-1-2010 | 9.30 am–4.30 pm | 3 sessions x 6 hours

### Bookbinding—Introduction

**Course code**: S355119  
In this introductory course you will undertake practical exercises in bookbinding and finishing. This course is designed for people interested in the introductory aspects of bookbinding, book restoration and gold blocking. Participants will undertake practical exercises in bookbinding and finishing in a fully-equipped bindery with experienced staff. You will complete progressive projects of increasing difficulty, from stationery up to leather-bound books and raised-band styles. You will complete a minimum of three hand-bound books during the course. A kit of tools is included in the cost.  
**Brunswick campus**  
**Cost**: $585  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
17-2-2010 | 5.30–8.30 pm | 15 sessions x 3 hours

### Bookbinding—Intermediate

**Course code**: S355151  
This course complements Bookbinding—Introduction. You will undertake one major project for the duration of the course to consolidate existing skills and learn new methods. The project is complex in nature, covers a range of high-level techniques, all of which can be applied to other book binding projects. In this course you will be making a half extra account book (Springback). The book will be half bound in leather, with raised bands, sewn on endpapers and intricate hand tooling. In laying, on laying, panels, bevelled, split boards and other techniques may be explored.  
**Brunswick campus**  
**Cost**: $360  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
8-6-2010 | 5.30–8.30 pm | 8 sessions x 3 hours

### Bookbinding and Restoration

**Course code**: S355070  
In this course you will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level depending on ability. Bookbinding and Restoration is a continuation of Bookbinding—Introduction and will introduce and demonstrate a number of common restoration techniques for those students who have moved from the introductory course (or similar) and require specific instruction. You will work on your own projects under supervision and direction of experienced staff. Tools and equipment in the bindery is available to use as needed for projects.  
**Brunswick campus**  
**Cost**: $525  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
18-2-2010 | 5.30–8.30 pm | 15 sessions x 3 hours

### Certificate of Calligraphy

**Discover the art of western-style calligraphy. Learn how to create beautiful work with the traditional tools of lettering in a small, friendly group. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give you the techniques and support necessary to practice your art.**

### Calligraphy for Beginners—Unit 1

**Course code**: S320083  
This course covers learning to write the major calligraphic styles, common illumination techniques, ways to use calligraphy on cards, wrapping and invitations, and gaining confidence with your handwriting.  
**City campus**  
**Cost**: $480  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
22-2-2010 | 6.15–8.45 pm | 15 sessions x 2 hours

### Calligraphy Applied—Unit 2

**Course code**: S320084  
This course covers business cards-letterhead, roman capitals, invitations, layout methods and design.  
**City campus**  
**Cost**: $480  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
22-2-2010 | 6.15–8.45 pm | 15 sessions x 2 hours

### Calligraphy Advanced Writing—Unit 3

**Course code**: S320085  
This course will cover historic manuscript study, background techniques, versals, and a variety of higher level illumination techniques.  
**City campus**  
**Cost**: $480  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
23-2-2010 | 6.15–8.45 pm | 15 sessions x 2 hours

### Calligraphy Electives—Unit 4

**Course code**: S320086  
This course covers toolmaking, lettering variations, bookbinding, gliding, and innovative lettering.  
**City campus**  
**Cost**: $480  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
23-2-2010 | 6.15–8.45 pm | 15 sessions x 2 hours

### Calligraphy—Master Class—Unit 5

**Course code**: S320148  
This course covers self-directed project work, new techniques—which will vary based on the group expertise, advanced layout and design skills, how to source inspiration and develop it into a finished piece, advanced lettering techniques.  
**City campus**  
**Cost**: $480  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
23-2-2010 | 6.15–8.45 pm | 15 sessions x 2 hours
Create your Own Web Site

Course code S355150
You don’t have to spend a fortune to get your own web site up and running! This is an ideal course for owners and managers, volunteers of small business, clubs or organisations who wish to set up a simple but professional web site for their organisation. You will work with information directly relevant to your business such as written copy, images and graphics that you wish to include. By using a content management system and free templates you can make your own web page in a cost effective and professional way to let your customers and clients know about you and your product.

Brunswick campus
Cost: $420
Start date Time Sessions and duration
11-2-2010 6–9 pm 5 sessions x 3 hours
3-6-2010 6–9 pm 5 sessions x 3 hours

Design a Computer Game with Flash

Course code S345203
In this workshop you will learn the basic Flash ActionScript that will be applied to the creation of a game intended for the internet.

City campus
Cost: $345
Start date Time Sessions and duration
11-1-2010 9.30 am–4.30 pm 3 sessions x 6 hours

Designing and Making Footwear by Hand

Course code S350230
This course is ideal for people who are interested in the craft of designing and making footwear by hand.

Brunswick campus
Cost: $885
Start date Time Sessions and duration
22-2-2010 5.30–8.30 pm 14 sessions x 3 hours
2-3-2010 5.30–8.30 pm 14 sessions x 3 hours

Desktop Publishing for Office and Business

Course code S355064
If you need to produce flyers, brochures or newsletters, or manipulate images like logos and photos but don’t know where to start – this is the introductory course for you. The classes provide a practical overview of Photoshop, Illustrator and InDesign software (CS4) for the Desktop Publishing (DTP) environment. It is a great beginner’s course introducing the processes of combining text, illustration and images. Skills taught are used in practical projects, both set and personal. The course provides a broad overview of the major components and software commonly associated with professional desktop publishing.

Brunswick campus
Cost: $856
Start date Time Sessions and duration
23-3-2010 6–9 pm 12 sessions x 3 hours

Digital Photography—Post-Production

Course code S345250
A practical approach to save time and frustration in front of the computer. You will calibrate your camera under guidance and learn the most efficient way to organise, process and deliver professional, high-quality images.

City campus
Cost: $590
Start date Time Sessions and duration
11-2-2010 6–9 pm 8 sessions x 3 hours

Documentary Video Production—Introduction

Course code S345114
This course introduces you 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
Cost: $550
Start date Time Sessions and duration
17-2-2010 6–9 pm 6 sessions x 3 hours
28-4-2010 6–9 pm 6 sessions x 3 hours

Drawing Techniques for Design

Course code S320030
This is an ideal short course if you would like to build confidence and skills in drawing. Over the six weeks you will also learn tips, tricks and shortcuts from the professionals in the creation of understandable drawings. This could mean new products, improvements, alterations or inventions; spaces, structures or mechanisms. You may have an interest related to industrial, product or furniture design. It may be in architecture, automotive or engineering, or illustration or interior design. Almost anyone can benefit from improving their skills in imparting ideas in an understandable format. The course will also look at presentation of work, ideas—drawings and annotations.

City campus
Cost: $480
Start date Time Sessions and duration
1-5-2010 9.30 am–4.30 pm 5 sessions x 7 hours

Exhibition Practices

Course code S345257
This course will provide you with a greater understanding of effective exhibiting and paving a career in the art industry. Topics include finding the right gallery, budgeting and successfully selling work.

City campus
Cost: $395
Start date Time Sessions and duration
2-2-2010 10 am–4 pm 5 sessions x 6 hours

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
**Fascinating Fashion**

Course code: S350267

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

City campus

Cost: $400

Start date Time Sessions and duration
14-4-2010 5.30-8.30 pm 7 sessions x 3 hours

**Flash CS4—Introduction**

Course code: S345012

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

City campus

Cost: $580

Start date Time Sessions and duration
11-2-2010 6–9 pm 8 sessions x 3 hours

**Flash CS4—Advanced**

Course code: S345119

This course develops ideas touched on the Flash CS4—Introduction class as well as exploring the greater potential of ActionScript to create advanced interactive features. Please ensure you have completed the Flash CS4—Introduction course before starting this course.

City campus

Cost: $580

Start date Time Sessions and duration
26-4-2010 6–9 pm 6 sessions x 3 hours

**Fashion Career Discovery Short Course**

Course code: S315018

This course is a seven-week studio workshop with integrated presentations in which you will be introduced to a wide range of concerns and skills relevant to fashion design and the fashion industry. You will be introduced to a variety of design processes utilised in the creative development of design ideas.

City campus

Cost: $400

Start date Time Sessions and duration
14-4-2010 5.30-8.30 pm 7 sessions x 3 hours

**Fashion Drawing**

Course code: S350296

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

City campus

Cost: $365

Start date Time Sessions and duration
20-2-2010 12.30–4.30 pm 5 sessions x 4 hours
1-5-2010 12.30–4.30 pm 5 sessions x 4 hours

**Folio Preparation in 3D Product Design**

Course code: S320028

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

City campus

Cost: $630

Start date Time Sessions and duration
28-6-2010 9.30 am–4.30 pm 4 sessions x 7 hours

**Folio Preparation in 3D Product Design**

Course code: S350229

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

City/Brswick campus

Cost: $420

Start date Time Sessions and duration
28-6-2010 9.30 am–4.30 pm 4 sessions x 7 hours

**Folio Preparation in Fashion Drawing and Fashion Design**

Course code: S350228

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

City/Brunswick campus

Cost: $450

Start date Time Sessions and duration
18-1-2010 9.15 am–4.30 pm 5 sessions x 6 hours
29-3-2010 9.15 am–4.30 pm 5 sessions x 6 hours
1-5-2010 9 am–1.15 pm 7 sessions x 4 hours
28-6-2010 9.15 am–4.30 pm 5 sessions x 6 hours

**Folio Preparation in Graphic Design—Level 1**

Course code: S320082

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

City campus

Cost: $405

Start date Time Sessions and duration
7-4-2010 9.30 am–4.30 pm 3 sessions
28-6-2010 9.30 am–4.30 pm 4 sessions x 7 hours

**Folio Preparation in Interior Decoration**

Course code: S320012

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

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

City campus

Cost: $600

Start date Time Sessions and duration
28-6-2010 9.30 am–4.30 pm 4 sessions x 7 hours

**Folio Preparation in Photography**

Course code: S345129

This course is designed to assist you prepare a photography folio. It is assumed that you have prior photography skills and the basis of a folio. You will have your current folio assessed and an ongoing individual program tailored according to your requirements.

City campus

Cost: $500

Start date Time Sessions and duration
28-6-2010 9.30 am–4.30 pm 5 sessions x 7 hours

**Folio Preparation in Studio Textiles and Design—Intensive**

Course code: S350282

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

City campus

Cost: $450

Start date Time Sessions and duration
28-6-2010 9.30am–4.30 pm 5 sessions x 6 hours
Folio Preparation in Visual Merchandising

Course code: S32044
Visual merchandising is about selling or promoting by means of presentation, which involves store display and design, exhibition design, event design, photographic styling and theming. In this course you will work through your own practical visual merchandising project which will cover the whole process from design to final installation. You will work through a range of practical exercises, which are followed by class discussion to highlight methods and solutions. You will complete your designs and execute a display and merchandise installation.

City campus
Cost: $405
Start date: 28-6-2010 9 am–4:00 pm
Sessions and duration: 4 sessions x 7 hours

Folio Preparation in Visual/Fine Art—Intensive

Course code: S340018
This course is designed to enable you to develop observational skills and application in drawing and oil painting.

City campus
Cost: $450
Start date: 28-6-2010 9.30am–4.30 pm
Sessions and duration: 5 sessions x 6 hours

Footwear Workshop Access Program

Course code: S350284
This Workshop Access Program is designed for current, continuing or past footwear production students who wish to utilise the facilities and equipment of RMIT’s footwear department.

Brunswick campus
Cost: $280
Start date: 25-2-2010 10 am–4 pm
Sessions and duration: 10 sessions x 5 hours

General Drawing

Course code: S340020
This course is designed to develop observation skills and drawing techniques from a series of still life set-ups.

City campus
Cost: $380
Start date: 11-2-2010 6-9 pm
Sessions and duration: 6 sessions x 3 hours

Gerber—Grading and Marker Making (CGMM)

Course code: S350282
This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. You will obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.

Brunswick campus
Cost: $795
Start date: 23-2-2010 6–9 pm
Sessions and duration: 14 sessions x 3 hours

Gerber—Pattern Making (PDS)

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

Brunswick campus
Cost: $795
Start date: 15-2-2010 6–9 pm
Sessions and duration: 14 sessions x 3 hours

Graphic Design: Type and Image Fundamentals

Course code: S320131
This course explores the underlying principles and elements that are the foundation of design. You will gain an understanding of the driving principles and apply them to strategies around layout, composition and presentation. You will work with a variety of projects that may include postcards, book covers, promotional items, logos and corporate identity. You will work in a computer room for practical work, and a classroom for discussions and lectures. This is an introductory course based on Certificate IV in Design and ideal for those without a lot of design experience.

Brunswick campus
Cost: $555
Start date: 23-2-2010 6–9 pm
Sessions and duration: 15 sessions x 3 hours

Graphic Design: Typography and Layout

Course code: S320132
Learn the basics of sound typography and layout with contemporary graphic approaches and apply them to briefs. This may include items such as page layout, business identity stationery and promotional materials, personal logos, newsletters or posters. A number of shorter and longer projects are completed during the courses and you are encouraged to bring in and work on your own projects when practicable. You will work in a computer room for practical work and a classroom for developmental work, discussion and lectures. This is an introductory course based on Certificate IV in Design.

Brunswick campus
Cost: $555
Start date: 25-2-2010 6–9 pm
Sessions and duration: 15 sessions x 3 hours

Illustrating and Writing a Children’s Picture Book

Course code: S32040
This course is a practical project-based course designed to take you through the stages of planning, writing and illustrating for children. You will work on your own idea for a book.

Brunswick campus
Cost: $450
Start date: 12-5-2010 6–9 pm
Sessions and duration: 6 sessions x 3 hours

Illustrator—Fundamentals

Course code: S355125
This course focuses on learning the fundamental tools and functions of Adobe Illustrator—the premier vector software for the creation of graphics. Logos, poster, packaging and digital illustrations are all ideal projects for Illustrator. It is also the perfect tool for character design and animation layout. You will learn to create graphic images through hands-on projects.

Brunswick campus
Cost: $556
Start date: 29-4-2010 6–9 pm
Sessions and duration: 7 sessions x 3 hours

InDesign—Fundamentals

Course code: S355120
InDesign is the industry-standard publishing software from the Adobe Creative Suite. It promotes productivity in page layout and publishing through its powerful typography and layout tools. This course covers the fundamental features of InDesign, and addresses some more advanced functions. It is suitable for those interested in learning how to assemble graphic elements into single or multiple pages for publishing, how to apply type and illustration controls, page make-up and formatting. You will use CS4 on PC computers and learn through a range of practical projects.

Brunswick campus
Cost: $556
Start date: 17-2-2010 6–9 pm
Sessions and duration: 7 sessions x 3 hours

Start date: 28-4-2010 6–9 pm
Sessions and duration: 7 sessions x 3 hours

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
The Interior Decoration Design Series (InDecs) is designed for people employed or wishing to be employed in the retail and commercial area of interior decoration, or those wishing to further enhance their personal development in this area. Study units are considered suitable preparation for work in areas of specialist decoration such as soft furnishings, paint and retail outlets.

Interior Decoration Design Series: History of Design, Furniture, and Accessories 1

Course code  S320127
Major western historic periods, from classical through to 18th century European, provide you 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. You will have the opportunity to discover a different, creative perspective on history.

City campus
Cost: $565
Start date  Time  Sessions and duration
23-2-2010  6–9 pm  15 sessions x 3 hours

Interior Decoration Design Series: Materials and Finishes for Interiors

Course code  S320128
You will explore the amazing range of interior materials, hard finishes, and fixtures available to interior decorators. Includes exploring flooring materials, laminates, tiles, timbers, stone, glass and new composite polymers and metals. Fixtures include storage units and office fittings. You will investigate applications ranging from single-storey residential buildings to commercial complexes to make informed selections of these items. Includes occupational health and safety issues relating to physical properties of materials, and the impact on function, health, and ergonomics in work environment.

City campus
Cost: $565
Start date  Time  Sessions and duration
8-2-2010  6–9 pm  15 sessions x 3 hours

Interior Decoration Design Series: Colour for Interiors 1

Course code  S320123
This course offers an introduction to colour for interior decoration and design and covers the source and structure of colour. You will gain an understanding of the various colour groups and their application. You will be introduced to concepts of base colour, mixing and adjusting colour as well as coordinating colour schemes for interiors and exteriors. The course introduces you to common presentation formats such as colour boards for mood and inspiration.

City campus
Cost: $565
Start date  Time  Sessions and duration
24-2-2010  6–9 pm  15 sessions x 3 hours

Interior Decoration Design Series: Colour for Interiors 2

Course code  S320124
In this course you will explore the psychology and meaning of colour to achieve maximum effect. It provides you with a deeper level of appreciation for the impact and experience of colour applied in commercial and domestic environments such as apartments, corporate spaces and office fit-outs as well as in heritage and historical applications. A pass in Colour for Interiors 1 (or equivalent) is a prerequisite for this course.

City campus
Cost: $565
Start date  Time  Sessions and duration
24-2-2010  6–9 pm  15 sessions x 3 hours

Interior Decoration Design Series: Creative Lighting Applications

Course code  S320125
Participants of this course are introduced to the art of lighting for effect with flair and style for indoors and out. The course covers the artistic approach to lighting for maximum atmosphere and mood for a variety of situations. You will explore lighting for landscaping, courtyards and gardens, public buildings, churches, corporate settings and office space, residential and domestic spaces and how to light artwork. You will also learn the underpinning principles of lighting such as categories for different tasks, wattage, luminosity and beam spread, fittings and luminaires. You will be introduced to AS1680 Australian Standards for Lighting. The aim of this course is to provide you with a practical approach to analysing, evaluating and planning artificial lighting for a range of spaces that will relate to interior decoration and design practice.

City campus
Cost: $565
Start date  Time  Sessions and duration
24-2-2010  6–9 pm  15 sessions x 3 hours

Interior Decoration Design Series: Design Fundamentals for Interiors

Course code  S320126
This course delivers the underpinning principles for interior decoration and design and is an excellent course to begin with. You will practice resolving visual and spatial problems through the application of design principles and elements in interior settings. Includes the introduction to practical exercises such as 2D presentation boards for visual balance, evaluation of design principles in action, and the development of an individual resource and visual reference library for inspiration and ideas.

City campus
Cost: $565
Start date  Time  Sessions and duration
23-2-2010  6–9 pm  15 sessions x 3 hours

Interior Decoration Design Series: Soft Furnishings

Course code  S320129
In this course you will explore fabric applications for interiors. Selection and specifications, estimating and quoting for applications ranging from sofas to cushions, drapes, rugs, wall hangings, carpets and window coverings are included. Properties of various materials are evaluated for suitability, wear, visual effect, mood and character. Soft furnishings are applied to historical and contemporary interiors. Materials such as woven and non-woven fabrics (leather, polymers) their fibres and production methods are evaluated and selected for appropriate interior applications.

City campus
Cost: $565
Start date  Time  Sessions and duration
8-2-2010  6–9 pm  15 sessions x 3 hours
**Introduction to Photography — Technical and Aesthetic**

**Course code** S345151  
A practical course explaining the basics of camera operation (film and digital) and exploring methods of creating more visually dynamic photographs. The course is designed for users with little or no photographic experience or knowledge. It is suitable for users of film or digital cameras with adjustable controls. Note: Film and processing will be an additional cost for the course.

**City campus**  
Cost: $510  
Start date Time Sessions and duration  
4-2-2010 6–9 pm 8 sessions x 3 hours  
12-4-2010 6–9 pm 8 sessions x 3 hours

**Life Drawing**

**Course code** S340025  
This course will focus on a series of exercises and instructions in drawing the human form.

**City campus**  
Cost: $380  
Start date Time Sessions and duration  
22-4-2010 6–9 pm 6 sessions x 3 hours

**Magazine Design and Production Series: Magazine Writing**

**Course code** S345016  
In this course, you will learn the basics of journalism focusing on the magazine market, discover your writing interests and find your own niche as a freelance writer. While developing skills specific to magazine writing, you will also pitch stories to editors and explore other publishing opportunities.

**City campus**  
Cost: $700  
Start date Time Sessions and duration  
3-3-2010 6–9 pm 12 sessions x 3 hours  
2-6-2010 6–9 pm 12 sessions x 3 hours

**Magazine Design and Production Series: Magazine Editing**

**Course code** S345014  
In this course you will produce a market-ready publication whilst gaining a sense of the skills required to become involved in the production of books, advertising copy, trade journals and newsletters with a particular focus on magazine production.

**City campus**  
Cost: $740  
Start date Time Sessions and duration  
18-5-2010 6–9 pm 16 sessions x 3 hours

**Manage and Market a Band**

**Course code** S345251  
You’re in a band and you have just recorded your first EP/album and you would like to promote it: what happens next? You have been asked to manage a band: what do you do next? This two-day workshop looks at the basics of band management including management, recording and publishing contracts, how to find your audience, and importantly how to promote music. You have the option of completing this course as a unit of competency, meaning it can be counted as a credit towards further study in this area.

**City campus**  
Cost: $345  
Start date Time Sessions and duration  
30-1-2010 10 am–4:00 pm 2 sessions x 6 hours

**Pattern Cutting, and Upper and Bottom Grading for Footwear**

**Course code** S350256  
This course is ideal for people who are interested in the craft of pattern cutting and pattern grading for footwear.

**Brunswick campus**  
Cost: $885  
Start date Time Sessions and duration  
24-2-2010 6–9 pm 14 sessions x 3 hours

**People and Portrait Photography**

**Course code** S345183  
We all like to take photographs of our family and friends but few do it well. This practical eight-week course explains equipment, material selection and techniques for photographing people. It covers formal and casual portraits, lighting, selection of location and technical considerations of exposure and composition. Prerequisite: you should have a basic understanding of photography and access to an adjustable film or digital camera.

**City campus**  
Cost: $510  
Start date Time Sessions and duration  
1-2-2010 6–9 pm 8 sessions x 3 hours  
15-4-2010 6–9 pm 8 sessions x 3 hours

Current course information and individual course flyers are available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
**Art and Design**

**Photoshop—Fundamentals**

Course code: S355123

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

City campus

Cost: $556

Start date: 19-4-2010

Time: 6–9 pm

Sessions and duration: 7 sessions x 3 hours

**Photoshop—Introduction**

Course code: S340064

This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop. The course provides you with a solid understanding of how Photoshop works, and lays the foundations that will form a base for further Photoshop imaging investigations.

City campus

Cost: $596

Start date: 29-4-2010

Time: 6–9 pm

Sessions and duration: 6 sessions x 3 hours

**Photoshop Advanced—Specialist Techniques for Digital Photography**

Course code: S345262

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

City campus

Cost: $590

Start date: 12-4-2010

Time: 6–9 pm

Sessions and duration: 6 sessions x 3 hours

**Photoshop Introduction—the Fundamental Elements for Digital Photography**

Course code: S345261

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

City campus

Cost: $590

Start date: 24-2-2010

Time: 6–9 pm

Sessions and duration: 6 sessions x 3 hours

**Principles of Dyeing and Printing**

Course code: S350275

This course will teach the principles behind dyeing and printing.

Brunswick campus

Cost: $395

Start date: 5-5-2010

Time: 5.30–8.30 pm

Sessions and duration: 6 sessions x 3 hours

**Product Knowledge Workshops in Footwear**

Course code: S350231

This course is designed for retailers, wholesalers, importers and quality assurance personnel wanting to improve their knowledge of footwear construction and characteristics.

Brunswick campus

Cost: $550

Start date: 27-5-2010

Time: 10 am–4 pm

Sessions and duration: 2 sessions x 5 hours

**Product Knowledge Workshops in Textiles**

Course code: S350224

RMIT’s School of Fashion and Textiles (specialists in the delivery of education and training to the TCF industries) is again presenting its highly acclaimed Workshops in Textile Product Knowledge. The workshops have been specifically designed for current and newly appointed TCF staff wishing to improve their technical knowledge and gain a wider appreciation of the many facets of the total ‘textile pipeline’, from fibres to fashion. These five-day textiles workshops cover a wide range of topics.

City campus

Cost: $1425

Start date: 3-5-2010

Time: 9 am–5 pm

Sessions and duration: 5 sessions x 7 hours

**Screen Print Your T-shirt**

Course code: S350285

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

Brunswick campus

Cost: $330

Start date: 27-1-2010

Time: 9.30 am–4 pm

Sessions and duration: 3 sessions x 6 hours

**Screenwriting—Introduction**

Course code: S345029

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

City campus

Cost: $530

Start date: 9-3-2010

Time: 6–9 pm

Sessions and duration: 16 sessions x 3 hours

**Sewing**

Course code: S350234

Learn to make your own trendy clothes that actually fit.

Brunswick campus

Cost: $490

Start date: 2-2-2010

Time: 6–9 pm

Sessions and duration: 10 sessions x 3 hours

Start date: 4-2-2010

Time: 6–9 pm

Sessions and duration: 10 sessions x 3 hours

Start date: 27-4-2010

Time: 6–9 pm

Sessions and duration: 10 sessions x 3 hours

Start date: 29-4-2010

Time: 6–9 pm

Sessions and duration: 10 sessions x 3 hours

**Sewing (Summer School)**

Course code: S350252

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

Brunswick campus

Cost: $295

Start date: 20-1-2010

Time: 10 am–4.30 pm

Sessions and duration: 3 sessions x 6 hours

**Short Film Production**

Course code: S345199

In this fun course you will have a chance to shoot what you have written and to see it on the big screen. The course will take a hands-on approach and you will become involved in a variety of production roles such as filming, boom operation, acting and directing.

City campus

Cost: $350

Start date: 13-1-2010

Time: 9.30 am–4.30 pm

Sessions and duration: 3 sessions x 6 hours
Song Writing
Course code  S345211
This is an introductory workshop on writing your own music. This workshop will cover lyric analysis, music writing and will offer an opportunity to practice and perform your own work.
City campus
Cost: $345
Start date  Time  Sessions and duration
18-1-2010  10 am–3.00 pm  5 sessions x 5 hours

Styling for Photography  NEW
Course code  S320154
This course introduces participants to the styling profession and takes a behind-the-scenes look at the tips and tricks and just plain hard work that goes into preparing the product for the perfect shot. Get an overview of the different industry areas, find out who a stylist works with, the role of agencies and an example of a brief through to the completed job. The course looks at three main areas of styling; food, fashion and interior, and you will complete hands-on briefs with your own props for each one.
City campus
Cost: $330
Start date  Time  Sessions and duration
14-4-2010  6-9 pm  6 sessions x 3 hours

Travel & Landscape Photography
Course code  S345182
A practical course that covers the basics of camera operation; both film and digital. Through practical and theoretical assignments you will learn the methods required to create more visually dynamic photographs.
City campus
Cost: $440
Start date  Time  Sessions and duration
9-2-2010  6-9 pm  8 sessions x 3 hours

Visual Merchandising—Introduction
Course code  S320089
This highly popular course aims to open up an understanding of the power and scope of visual merchandising in today’s world of retailing. It aims to assist the store owner, sales manager and staff to meet their objectives by increasing the average sale per customer. This course provides an overview of the many aspects of visual merchandising impacting on today’s traders and retailers.
City campus
Cost: $420
Start date  Time  Sessions and duration
28-4-2010  6-9 pm  8 sessions x 3 hours

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

Visual Merchandising Course Series—Product Presentation
Course code  S320134
This unit covers the fundamentals of visual presentation of a range of product categories. You are introduced to a variety of hands-on product presentation techniques and merchandising projects. You will produce your own displays and props and are encouraged to use the wares from your own workplace if applicable. You will be exposed to a range of merchandise for display such as cosmetics, home wares, posters, books, food, DVD/video/CDs, accessories and fashion items.
City campus
Cost: $565
Start date  Time  Sessions and duration
23-2-2010  6–9 pm  15 sessions x 3 hours

Visual Merchandising Course Series—VM Market
Course code  S320136
This unit exposes you to the wide scope of the visual merchandising industry. It looks at the broader use of visual merchandising in retail, service outlets, corporate settings and entertainment and social venues. It will focus on image, branding, market segments and lifestyles, customer profiling, VM fixtures and fittings, and store layouts. These concepts are fundamental to the effective understanding of the industry and a vital addition to any practical application of knowledge. This is a theory-based unit, which includes industry visits and store observations in your own time.
City campus
Cost: $565
Start date  Time  Sessions and duration
24-2-2010  6–9 pm  10 sessions x 3 hours

Visual Merchandising Course Series—Studio
Course code  S320135
Working in a practical workshop environment, this unit involves you in the design and manufacture of multi-purpose display props for visual presentation. You will learn a variety of finishing techniques and work with a range of materials such as foam, wire and card to produce props for displays. Projects may include the manufacture of a variety of risers for product display, classical columns, art deco screens and paint techniques. The unit will also cover occupational health and safety issues in a workshop.
City campus
Cost: $565
Start date  Time  Sessions and duration
15-2-2010  6–9 pm  15 sessions x 3 hours

Web Site Design and Authoring
Course code  S345057
This course is ideal for professionals who are interested in getting up to speed with the most powerful and flexible HTML editor on the market. Over 10 weeks you will also put the theory into practice and design and develop your own web site. Basics that are covered: understanding key concepts; naming conventions, absolute and relative links, various protocols, colour, screen resolutions, browser versions; defining site architecture; working with content; working with images and rich media; designing layouts; formatting content with CSS; adding interactivity with java script; managing the web site; promoting your web site using SEO and measuring the success of your web site (metrics and analytics).
City campus
Cost: $950
Start date  Time  Sessions and duration
3-3-2010  6.30–9.30 pm  10 sessions x 3 hours
19-5-2010  6.30–9.30 pm  10 sessions x 3 hours

Where Do I Come From?  NEW
Course code  S340079
Master Class Workshop—Helen Britton.
The workshop will look at the origins of gestaltung in contemporary jewellery with specific reference to the contexts and interests of the maker. This is a critical response to the creeping global phenomena that contemporary jewellery has started to reference its self alone and has lost any specificity of geographical or social background. The workshop will look at where forms and materials are sourced and why. Alongside this the workshop will introduce or revisit the metal working techniques of blanking, folding and pressing, and will look at simple functional aspects of jewellery wearing including fastening and settings.
City campus
Cost: $905
Start date  Time  Sessions and duration
1-2-2010  9.30 am–4.30 pm  5 sessions x 6 hours

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
Better Business Writing
Course code  S345264
This course can help you to improve your business writing skills and improve the effectiveness of your emails or your reports. This one-day workshop helps you write business documents that achieve results and present a professional image. You learn the 5-stage writing process, the principles of clear writing and how to structure documents for maximum impact. This practical workshop explores common business forms, such as emails, letters, memos, proposals and reports.

City campus
Cost: $350
Start date  Time  Sessions and duration
20-2-2010  9.30 am–4.30 pm  1 session x 6 hours
17-4-2010  9.30 am–4.30 pm  1 session x 6 hours
22-5-2010  9.30 am–4.30 pm  1 session x 6 hours

MYOB Complete Package
Course code  S155085
This course is aimed at people wanting to setup and use MYOB. You will receive five MYOB manuals on payment of the course fee. The manuals provided include:
» Setting Up, version 18
» Day to Day Processes, version 18
 » Inventory Management, version 18
 » End of Period Reconciliation and BAS, version 18A
 » Payroll Management, version 18
Each manual retails from MYOB at $32.95 and are included with the course fee.
For more information please contact Lauren at laurensia.herman@rmit.edu.au

City campus
Cost: $575
Start date  Time  Sessions and duration
2-2-2010  5.30–8.30 pm  6 sessions x 3 hours
16-3-2010  5.30–8.30 pm  6 sessions x 3 hours
11-5-2010  5.30–8.30 pm  6 sessions x 3 hours

CJ01 Foundations of Criminology
Course code  S210022
The course begins with a description of crime rates and trends in Australia, and its comparison with other western nations. The lectures focus on information that criminological research has discovered about the crime phenomenon; how crime is variously typed, researched and categorised by criminologists; what its trends are, and what characteristics, in terms of various social and personal correlates, officially apprehended offenders possess. The course draws on various insights of historical, contemporary, and leading thinkers in the field.

CJ02 Crime and Information Technology
Course code  S210023
This course provides you with an awareness of the impact of information technology on the criminal justice system and the types of crime being committed in the computer environment. It explores a range of issues including pornography and other offensive content, censorship, fraud, money laundering, hacking and ‘hactivism’.

CJ04 Criminal Justice Introduction
Course code  S210025
This introductory course provides a conceptual overview of the history, purposes and functions of the major agencies in the Australian criminal justice system, especially with respect to police, courts and corrections. The course is specifically designed as a preparation for more advanced studies within the criminal justice field. Topic areas: history and objectives of punishment; advent and reforms of prisons; history of policing; policing issues and perspectives; hierarchy, role and functions of the Australian court system.

CJ06 Police Administration
Course code  S210027
This course examines the role of the police as a profession within a democratic system and the changing role of police and policing within modern society. Topic areas: philosophies, aims and objectives of police in Australia; ethics, accountability, independence, discretion; culture, supervision and management; occupational hazards; training and education; the nexus; specialist units, community policing; difficult areas in policing the community.
Computing and information technology

CCNA Security—Introduction to Cisco Network Security

Course code S155093
This course prepares for the Cisco CCNA-Security 640-553 certification exam. You will gain an introduction to core security technologies as well as how to develop security policies and mitigate risks. The 640-553 certification validates skills including installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices and develops competency in the technologies that Cisco uses in its security structure.

City campus
Cost: $625
Start date Time Sessions and duration
10-2-2010 5.30–8.30 pm 8 sessions x 3 hours

CCNA Security—Network Security

Course code S130225
This course will provide the knowledge for securing network devices such as routers and switches and configuring firewalls and advanced security appliances (ASAs) to prevent threats to the network security. You will also get skills of installing, troubleshooting, monitoring, managing and securing of network devices to maintain integrity, confidentiality and availability of data and devices.

City campus
Cost: $1500
Start date Time Sessions and duration
25-2-2010 5.30-9.30 pm 10 sessions x 4 hours

CCNA TURBO

Course code S155081
The first half of the course prepares for the Cisco CCNA certification exam 640-822 (CCENT) Topics - networking fundamentals; IP addressing and subnetting; routing and switching fundamentals; the TCP/IP and OSI models; WAN technologies; configuring IOS devices; RIPv2, static and default routing; SDM, basic security, and wireless concepts. The second half of the course prepares for the Cisco CCNA certification exam 640-816. Topics VLSM, OSPF and EIGRP, VLANs, InterVLAN routing, STP and RSTP, VTP, access lists, NAT and DHCP, PPP, Frame Relay, IPv6 basics.

City campus
Cost: $1690
Start date Time Sessions and duration
9-2-2010 5.30-9.30 pm 18 sessions x 4 hours

CCNA Voice—Introduction to Cisco Voice Over IP

Course code S155094
This course prepares for the exam 640-460 CCNA-Voice. It will focus on entry level skills required to implement IP Telephony in a SOHO (small office home office) environment. You will study an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents Cisco solutions and implementation considerations to address those challenges faced by its various technologies. You will learn to identify and describe the TCP/IP protocol suite; define flow control and describe the functions of each of the seven layers of the OSI reference model; describe physical and logical addresses and identify key differences between them; identify different network topologies, transmission media (copper, optical and wireless) & signal losses; design networks; describe ethernet and gigabit ethernet operations; bridging and switching; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP protocol suite.

City campus
Cost: $625
Start date Time Sessions and duration
8-2-2010 5.30-8.30 pm 8 sessions x 3 hours

CCNA1—Cisco Systems Networking Academy Program—Networking Basics

Course code S130167
You will learn to identify and describe the functions of each of the seven layers of the OSI reference model: describe physical and logical addresses and identify key differences between them; identify different network topologies, transmission media (copper, optical and wireless) & signal losses; design networks; describe ethernet and gigabit ethernet operations; bridging and switching; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP protocol suite.

City campus
Cost: $575
Start date Time Sessions and duration
13-2-2010 8 am–5 pm 5 sessions x 8 hours
16-2-2010 5.30–9.30 pm 10 sessions x 4 hours
17-2-2010 5.30–9.30 pm 10 sessions x 4 hours
18-2-2010 5.30–9.30 pm 10 sessions x 4 hours

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

Course code S130168
You will examine router elements (RAM, ROM, CDP); describe connection-oriented network service and connectionless network service; define flow control and describe the 3 basic methods used in networking; identify the functions of the TCP/IP transport-layer protocols; control router passwords, identification and banner; check an initial configuration using the setup command; configure and verify IP addresses; configure access-lists. Prerequisites: successful completion of CCNA1.

City campus
Cost: $575
Start date Time Sessions and duration
20-3-2010 8 am–5 pm 5 sessions x 8 hours
4-5-2010 5.30–9.30 pm 10 sessions x 4 hours
5-5-2010 5.30–9.30 pm 10 sessions x 4 hours
6-5-2010 5.30–9.30 pm 10 sessions x 4 hours

CCNA3—Cisco Systems Networking Academy Program—Switching Basics

Course code S130169
You will learn to configure VLSM and routing protocols (RIPV2, OSPF & EIGRP); configure physical and loopback interfaces; describe LAN switching theory and benefits of VLANs, spanning tree protocol and trunks; provide Level 1 troubleshooting service.

City campus
Cost: $575
Start date Time Sessions and duration
29-4-2010 5.30–9.30 pm 10 sessions x 4 hours
1-5-2010 8 am–5 pm 5 sessions x 8 hours

CCNA4—Cisco Systems Networking Academy Program—WAN Technologies

Course code S130170
You will learn to differentiate between the following WAN services: ISDN/LAPD, HDLC, PPP, LAPB, frame relay and DDR; working of HDLC; NAT/PAT Technologies; list commands to monitor frame relay operation in the router; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points and channels.

City campus
Cost: $575
Start date Time Sessions and duration
5-6-2010 8 am–5 pm 5 sessions x 8 hours
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<tr>
<th>Course code</th>
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| S1302195 | CCNP1—Cisco Systems Networking Academy Program—Building Scalable Internetworking | This course aims to provide advanced skills required to implement and support enterprise-class IP routing networks. Prerequisite: You should have completed Cisco Systems Networking Academy CCNA Program to enrol into this course.

City campus

Cost: $1200
Start date Time Sessions and duration
24-2-2010 5.30–9.30 pm 15 sessions x 4 hours |

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<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</thead>
</table>
| S130084 | CCNP1—BSCI (Advanced Routing) | The course prepares for the CCNP exam called Building Scalable Cisco Internetworks (BSCI 642-901) and is a qualifying exam for the Cisco Certified Network Professional CCNP. You will gain knowledge and skills in advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. The course covers topics on advanced IP addressing, routing principles, multicast routing, IPv6, manipulating routing updates, configuring basic BGP, configuring EIGRP, OSPF, and IS-IS.

City campus

Cost: $845
Start date Time Sessions and duration
11-2-2010 5.30–9.30 pm 9 sessions x 4 hours |

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<tr>
<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</table>
| S130223 | CCNP2—Implementing Secure Converged Wide Area Networks | This course teaches advanced skills required to secure and enhance services in enterprise-class networks for teleworkers and remote sites.

City campus

Cost: $1200
Start date Time Sessions and duration
24-2-2010 5.30–9.30 pm 15 sessions x 4 hours |

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<tr>
<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</table>
| S155092 | CCNP2—ISCW | Implementing Secure Converged Wide Area Networks (ISCW) is part of the recommended learning path for students seeking the Cisco Certified Network Professional (CCNP). You will enable or disable WSA and remote access solutions. You will be able to secure the network environment using existing Cisco IOS security features and the Cisco IOS firewall feature set: IOS firewall, IPS and AAA. This course also includes basic modems and DSL, multiprotocol label switching (MPLS) and virtual private networks (VPNs).

City campus

Cost: $845
Start date Time Sessions and duration
10-2-2010 5.30–9.30 pm 9 sessions x 4 hours |

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<tr>
<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</table>
| S130202 | CCNP3—Cisco Systems Networking Academy Program—Building Cisco Multilayer Switching | This course addresses the integration of routing and switching technologies to create an efficient campus network. It will focus on multilayer switching technologies over high-speed Ethernet and wireless topologies. Prerequisite: To have completed CCNA Program.

City campus

Cost: $1200
Start date Time Sessions and duration
24-2-2010 5.30–9.30 pm 15 sessions x 4 hours |

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<tr>
<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</table>
| S130089 | CCNP3—Multilayer Switching (BCMSN) | The course prepares for the CCNP exam called Building Converged Cisco Multilayer Switched Networks (BCMSN 642-812) which is a qualifying exam for the Cisco Certified Network Professional CCNP. You will gain knowledge and skills in implementing scalable multilayer switched networks. The course includes topics on campus networks, describing and implementing advanced spanning tree concepts, VLANs and Inter-VLAN routing, high availability, wireless client access, access layer voice concepts, and minimising service loss and data theft in a campus network.

City campus

Cost: $845
Start date Time Sessions and duration
22-4-2010 5.30–9.30 pm 9 sessions x 4 hours |

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<tr>
<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</table>
| S130023 | CCNP4—Cisco Systems Networking Academy Program—Optimising Converged Cisco Networking | The Optimising Converged Cisco Networks course aims to provide important knowledge and skills in optimising and providing effective QoS techniques for converged networks. The main topics covered in this course include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management. Prerequisite: to have completed CCNA Program.

City campus

Cost: $1200
Start date Time Sessions and duration
24-2-2010 5.30–9.30 pm 15 sessions x 4 hours |

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<tr>
<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</table>
| S130095 | CCNP4—ONT | The course prepares for the CCNP exam called Optimising Converged Cisco Networks (642-845 ONT) and is a qualifying exam for the Cisco Certified Network Professional CCNP. You will gain knowledge and skills in optimising and providing effective QoS techniques for converged networks. The topics include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management.

City campus

Cost: $845
Start date Time Sessions and duration
21-4-2010 5.30–9.30 pm 9 sessions x 4 hours |

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<tr>
<th>Course code</th>
<th>Course name</th>
<th>Description</th>
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</table>
| S130188 | Cisco Systems Academy Program A+ 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. You 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. You will complete a hands-on laboratory course and participate in the Hewlett Packard-sponsored Cisco Systems Academy online program.

City campus

Cost: $575
Start date Time Sessions and duration
25-2-2010 5.30–9.30 pm 10 sessions x 4 hours |

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<tr>
<th>Course code</th>
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| S130224 | Cisco Systems Networking Academy Program—CVoice: Cisco Voice Over IP v 6.0 | This course is one of several courses in the Cisco CCVP track that addresses design, planning, and deployment practices and provides comprehensive hands-on experience in configuration and deployment of VoIP networks.

City campus

Cost: $1200
Start date Time Sessions and duration
22-2-2010 5.30–9.30 pm 10 sessions x 4 hours |
MCP Training—Implement, Manage and Maintain a Windows Server 2003 Network Infrastructure

Course code: S130207
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to manage networking infrastructure including DHCP services, DNS, routing and remote access in a Microsoft Windows Server 2003 environment. This training prepares you for MCP exam 70-291.

City campus
Cost: $600
Start date Time Sessions and duration
2-6-2010 5.30–9.30 pm 10 sessions x 4 hours

Wireless LAN Training

Course code: S130200
This course focuses on the administration and security aspects of wireless local area networks (WLANs). On completion of this course, you should have the skills to install, configure, secure and troubleshoot wireless networks.

City campus
Cost: $575
Start date Time Sessions and duration
23-2-2010 5.30–9.30 pm 10 sessions x 4 hours

Certificate IV in Training & Assessment (TAA40104)

Course code: S360037
The Certificate IV in Training and Assessment provides practical knowledge and skills for those who are conducting training and assessment in adult learning environments. There will be assessment tasks to be completed in class as well as workplace-based assessment tasks to be submitted within two months of the program end date. Candidates with relevant experience may be eligible to apply for recognition of prior learning. There are two options: Intensive—12 days over one month, or Fast Track—seven consecutive Mondays in April and May for experienced trainers.

City campus
Cost: $2900
Start date Time Sessions and duration
4-2-2010 9.30 am–4.30 pm 12 sessions x 7 hours
4-3-2010 9.30 am–4.30 pm 12 sessions x 7 hours
12-4-2010 9.30 am–4.30 pm 7 sessions x 7 hours
6-5-2010 9.30 am–4.30 pm 12 sessions x 7 hours
3-6-2010 9.30 am–4.30 pm 12 sessions x 7 hours

SCADA—CITECT Software in Supervisory Control and Data Acquisition Systems

Course code: S130176
This course aims to provide you with hands-on knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to real-life control situations. Prerequisites: there are no prerequisites. This course is for managers and engineering and technical personnel involved in the development, design, programming, installation and maintenance of supervisory control and data acquisition systems.

City campus
Cost: $495
Start date Time Sessions and duration
15-3-2010 5.30–9.30 pm 6 sessions x 4 hours

MCP Training—Managing and Maintaining a Windows Server 2003 Environment

Course code: S130197
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to manage user accounts and groups, maintain server resources, monitor server performance and data protection and recovery in a Microsoft Windows Server 2003 environment. This training prepares you for MCP exam 70-290 and serves as the entry point for other courses in the Windows Server 2003 curriculum. Prerequisites: CompTIA A+ certification or equivalent knowledge and skills would be advantageous.

City campus
Cost: $600
Start date Time Sessions and duration
24-2-2010 5.30–9.30 pm 10 sessions x 4 hours

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

Course code: S360040
The Certificate IV in Career Development comprises 16 courses based on the endorsed Career Industry Council of Australia (CICA) professional standards competency framework. You can complete this course using self-paced learning materials available through the Australian Career Development Studies (ACDS) website then have your competency assessed by RMIT. During your study you will be supported by highly accessible and responsive teaching staff who will design, in negotiation with you, an individual learning and assessment plan tailored to your learning needs. Your plan may include a mixture of online activities, completion of RPL/RCC and workplace learning projects. Before beginning study you are advised to contact RMIT to negotiate your study plan. Please contact Judy Heard in RMIT’s School of Education, on tel. 9925 7513 or email judy.heard@rmit.edu.au.

City campus
Cost: $1000

SCADA—CITECT Software in Supervisory Control and Data Acquisition Systems

Course code: S130176
This course aims to provide you with hands-on knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to real-life control situations. Prerequisites: there are no prerequisites. This course is for managers and engineering and technical personnel involved in the development, design, programming, installation and maintenance of supervisory control and data acquisition systems.

City campus
Cost: $495
Start date Time Sessions and duration
15-3-2010 5.30–9.30 pm 6 sessions x 4 hours

Education and training

Course code: S360037
The Certificate IV in Training and Assessment provides practical knowledge and skills for those who are conducting training and assessment in adult learning environments. There will be assessment tasks to be completed in class as well as workplace-based assessment tasks to be submitted within two months of the program end date. Candidates with relevant experience may be eligible to apply for recognition of prior learning. There are two options: Intensive—12 days over one month, or Fast Track—seven consecutive Mondays in April and May for experienced trainers.

City campus
Cost: $2900
Start date Time Sessions and duration
4-2-2010 9.30 am–4.30 pm 12 sessions x 7 hours
4-3-2010 9.30 am–4.30 pm 12 sessions x 7 hours
12-4-2010 9.30 am–4.30 pm 7 sessions x 7 hours
6-5-2010 9.30 am–4.30 pm 12 sessions x 7 hours
3-6-2010 9.30 am–4.30 pm 12 sessions x 7 hours

Australian Career Development Studies (ACDS) (Component 3)

Course code: S360035
Australian Career Development Studies (ACDS) (Component 3) is an online postgraduate certificate-level course appropriate for practitioners working in the career development area who have a tertiary qualification or equivalent, but no formal qualifications specifically in career development. However, career practitioners with formal qualifications in career development may also find this course useful as a professional development activity. The course is not in itself a formal qualification; rather it is designed as an introduction to the broad field of career development in preparation for further formal study. The Department of Education, Education and Workplace Relations (DEEWR) own this course, and information can be found on www.career.edu.au. Completion of ACDS Component 3 provides 25% credit towards fulfilment of RMIT’s Graduate Certificate in Career Education and Development.

City campus
Cost: $1000

People interested in enrolling in ACDS and/or pursuing further postgraduate studies in career development must make contact with Michael Hastings, director career education, on tel. 03 9925 7847 or email michael.hastings@rmit.edu.au in order to arrange additional resources and assessment details prior to commencing study.

Wireless LAN Training

Course code: S130200
This course focuses on the administration and security aspects of wireless local area networks (WLANs). On completion of this course, you should have the skills to install, configure, secure and troubleshoot wireless networks. Prerequisites: none.

City campus
Cost: $575
Start date TimeSessions and duration
23-2-2010 5.30–9.30 pm 10 sessions x 4 hours

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
Everyone can benefit from improving their skills. Sometimes going back to basics is the best way to re-focus.

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

Build your confidence by getting tips, tricks and techniques straight from industry professionals.
Australian Workplace Culture: Expectations and Idiomatic Language

Course code S004007
Adjusting to a new workplace can be difficult. Adjusting to the workplace of a different culture may be even more challenging. What is acceptable or expected behaviour in one culture can be viewed in a completely different way in another, and the ensuing misunderstandings can have consequences for your career. In this course, you will learn what is expected of you in a typical Australian workplace and discuss how the Australian work culture differs from others. These issues will be examined in the context of Hofstede's dimension of culture, and explored through discussion and role play.

City campus
Cost: $150
Start date Time Sessions and duration
9-2-2010 6.30-8.30 pm 2 sessions x 2 hours
23-2-2010 6.30-8.30 pm 2 sessions x 2 hours
17-3-2010 6.30-8.30 pm 2 sessions x 2 hours
7-4-2010 6.30-8.30 pm 2 sessions x 2 hours
12-5-2010 6.30-8.30 pm 2 sessions x 2 hours
15-6-2010 6.30-8.30 pm 2 sessions x 2 hours

Business Writing for Non-Native Speakers

Course code S004004
Effective professional written communication is vital in all industries. Yet writing clearly and accurately is, for many, a skill that needs to be learnt and practiced. You may still be writing in the academic style suited to university; or be experiencing problems getting your ideas across clearly and concisely. This short course will make you aware of the features of business writing; help you recognise areas you need to develop and give you the strategies for improvement.

City campus
Cost: $300
Start date Time Sessions and duration
16-2-2010 6.30-8.30 pm 2 sessions x 2 hours
8-3-2010 6.30-8.30 pm 2 sessions x 2 hours
14-4-2010 6.30-8.30 pm 2 sessions x 2 hours
11-5-2010 6.30-8.30 pm 2 sessions x 2 hours
15-6-2010 6.30-8.30 pm 2 sessions x 2 hours

First Aid Training—Basic Workplace Level 1

Course code S365047
This course provides the first aider with the knowledge and skills to carry out emergency first aid for life threatening injuries and illnesses, as well as to provide first aid care for injuries and illnesses in the home or in the workplace.

City campus
Cost: $192
Start date Time Sessions and duration
30-3-2010 9.30 am-4.30 pm 2 sessions x 7 hours
24-4-2010 9.30 am-4.30 pm 2 sessions x 7 hours
21-6-2010 9.30 am-4.30 pm 2 sessions x 7 hours

IELTS Preparation—Academic Reading and Writing

Course code S004003
Whether enrolling in an Australian university or completing permanent residency application, RMIT’s IELTS Preparation 20+ will get you ready for your next challenge. Part-time evening classes are held over two weeks for each course or four weeks for the combined course. Each two-week course includes 20 hours of teacher-led learning and 10 additional hours of computer-based material available in RMIT’s independent learning centre.

City campus
Cost: $380
Start date Time Sessions and duration
25-1-2010 6-8.30 pm 8 sessions x 2.5 hours
22-2-2010 6-8.30 pm 8 sessions x 2.5 hours
22-3-2010 6-8.30 pm 8 sessions x 2.5 hours
19-4-2010 6-8.30 pm 8 sessions x 2.5 hours
17-5-2010 6-8.30 pm 8 sessions x 2.5 hours
15-6-2010 6-8.30 pm 8 sessions x 2.5 hours

IELTS Preparation—General Reading and Writing

Course code S004002
Whether enrolling in an Australian university or completing permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. Part-time evening classes are held over two weeks for each course or four weeks for the combined course. Each two-week course includes 20 hours of teacher-led learning and 10 additional hours of computer-based material available in RMIT’s independent learning centre.

City campus
Cost: $380
Start date Time Sessions and duration
11-1-2010 6-8.30 pm 8 sessions x 2.5 hours
9-3-2010 6-8.30 pm 8 sessions x 2.5 hours
6-4-2010 6-8.30 pm 8 sessions x 2.5 hours
3-5-2010 6-8.30 pm 8 sessions x 2.5 hours
31-5-2010 6-8.30 pm 8 sessions x 2.5 hours
28-6-2010 6-8.30 pm 8 sessions x 2.5 hours

OHS Initial Level 5 Day Course for Health & Safety Reps, Managers & Supervisors

Course code S150070
This practical skills-oriented course is designed to provide health and safety representatives (and their deputies), managers and supervisors, as entitled under S.67(1) to attend a course of their choice, with the necessary skills and knowledge to complement their roles in the workplace. The course will show you how to deal with requirements under the new and revised amendments of the updated OHS Act 2004 as well as give you the knowledge to develop the necessary skills with which to carry out your respective functions. The course also shows you how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues. New provisions relating to authorised representatives from registered employee organisations (ARREO’s) are also included. This OHS training course is approved by WorkSafe Victoria.

Early-bird rate: payment made a fortnight prior to the course commencement date, or for two or more people registered from the same organisation, is $800.

City campus
Cost: $980
Start date Time Sessions and duration
18-1-2010 9 am-5 pm 5 sessions x 7 hours
15-2-2010 9 am-5 pm 5 sessions x 7 hours
22-3-2010 9 am-5 pm 5 sessions x 7 hours
19-4-2010 9 am-5 pm 5 sessions x 7 hours
17-5-2010 9 am-5 pm 5 sessions x 7 hours
7-6-2010 9 am-5 pm 5 sessions x 7 hours

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
### OHS—1 Day Refresher Program for H&S Representatives, Managers & Supervisors

**Course code** S150069

This one-day course provides managers, supervisors, health and safety representatives, members of the safety committee and employees with an overview of their roles and an opportunity to participate in Occupational Health and Safety as outlined in the OHS Act 2004. This will be achieved by reviewing the requirements imposed by the legislation. The course will reinforce management’s personal responsibility, accountability, and liability for managing health and safety in the workplace. Specifically the course will focus on highlighting the consultative and participative approach, issue resolution procedures and the roles of health & safety representatives (HSRs), deputy HSRs including the issue of Provisional Improvement Notices. The role of the OHS committee will also be outlined. The function and rights of entry of authorised representatives of registered employee organisations (ARREO’s) will also be explained. In addition the role of the inspector, their powers and provisions for reviewing inspectors decisions are discussed. This course is approved by WorkSafe Victoria.

**Early-bird rate:** payment made a fortnight prior to the course commencement date, or for two or more people registered from the same organisation, is $170.

**City campus**

**Cost:** $200

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<td>26-2-2010</td>
<td>9 am–5 pm</td>
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<tr>
<td>28-5-2010</td>
<td>9 am–5 pm</td>
<td>1 session x 7 hours</td>
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### Pronunciation and Voice

**Course code** S004006

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

**City campus**

**Cost:** $225

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<td>9-6-2010</td>
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<td>1 session x 3 hours</td>
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### Spoken Communication in the Workplace for Non-Native Speakers

**Course code** S004005

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

**City campus**

**Cost:** $150

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<td>10-3-2010</td>
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### Certificate of Surface Coatings Technology by e-Learning

**Course code** S001001

The Surface Coatings Association Australia Inc (SCAA) has been the provider of technical education to the coatings industry for many years, mainly via classroom-based courses in Melbourne and Sydney. SCAA has now developed its Certificate of Surface Coatings Technology course into a self-paced, distance-learning format.

SCAA’s technical education programs are well accepted and valued by the coatings industry. Graduates can be assured of a solid grounding in the technology involved in the development and use of modern surface coatings. Having successfully completed the course, you will receive the SCAA Certificate of Surface Coatings Technology by e-Learning.

**City campus**

**Cost:** $2500

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<td>9-6-2010</td>
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### Coaxial Cabling Techniques

**Course code** S130013

The course is designed to provide practical skills necessary to identify, install, terminate and test all types of coaxial cables. Prerequisites: the course is directed at experienced electrical/electronics trades personnel, trades assistants, alarm installation personnel etc. A basic knowledge of electrical/electronics theory is assumed.

**City campus**

**Cost:** $230

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<tr>
<td>15-6-2010</td>
<td>8 am–5 pm</td>
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### Construction Induction Card (CI Card)

**Course code** S130210

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

**City campus**

**Cost:** $170 (GST free)

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<td>21-6-2010</td>
<td>8 am–5 pm</td>
<td>1 session x 8 hours</td>
</tr>
<tr>
<td>26-6-2010</td>
<td>8 am–5 pm</td>
<td>1 session x 8 hours</td>
</tr>
</tbody>
</table>
CPR Restricted Registration Course

Course code S130152
Cabling Registration allows the caller to perform cabling activities in typical domestic premises. It will allow security, fire and computer cablers to perform cabling activities beyond an approved device. Prerequisites: you must have cabling experience, either in a typical domestic, or security, fire and computer cabling environment.

City campus
Cost: $320
Start date Time Sessions and duration
13-3-2010 8 am–5 pm 2 sessions x 8 hours
22-5-2010 8 am–5 pm 2 sessions x 8 hours
26-6-2010 8 am–5 pm 2 sessions x 8 hours

Disconnect/Reconnect Workers Licence

Course code S130090
The Restricted Electrical Licence courses are offered to maintenance and service personnel who wish to sit the NREL-1V and NREL-2V examination. Holders of the Restricted Licence Class D are licenced to perform limited work for maintenance purposes only, in the disconnection and reconnection of 415V and 240V appliances. Prerequisites: you can undertake the course and sit for theory and practical exams but you must be employed in an approved occupation to hold the Restricted Licence Class D. If you are considering obtaining a D/R Worker’s Licence you should contact the Energy Safe Victoria Office (ESV) of the chief electrical inspector on tel. 9203 9700 or 1800 815 721 to confirm the suitability of your 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. You must apply to the ESV for the licence whereby you must be able to demonstrate a suitable primary work function to obtain the licence.

City campus
Cost: $750
Start date Time Sessions and duration
22-2-2010 5.30–9.30 pm 14 sessions x 4 hours
24-2-2010 8 am–5 pm 7 sessions x 8 hours
19-4-2010 5.30–9.30 pm 14 sessions x 4 hours
21-4-2010 8 am–5 pm 7 sessions x 8 hours
23-6-2010 8 am–5 pm 7 sessions x 8 hours
21-6-2010 5.30–9.30 pm 14 sessions x 4 hours

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

Course code S130017
This course will assist you to gain the required knowledge to pass the B-Commercial written examination. On successful completion you are issued with documentation indicating that Part B of the Electrical Contractors Registration course has been passed at a satisfactory standard as required by the ESV. Prerequisites: you must hold an Unrestricted Class E Electrical Mechanics Licence (LEA) or work with someone who has their Electrical Licence.

City campus
Cost: $470
Start date Time Sessions and duration
16-3-2010 5.30–9.30 pm 10 sessions x 4 hours
1-6-2010 5.30–9.30 pm 10 sessions x 4 hours

Inspection and Safety Testing of Electrical Equipment

Course code S130104
This course provides testing and tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training. Prerequisites: you should have some electrical knowledge.

City campus
Cost: $240
Start date Time Sessions and duration
15-3-2010 8 am–5 pm 2 sessions x 8 hours
17-3-2010 5.30–9.30 pm 3 sessions x 4 hours
17-5-2010 8 am–5 pm 2 sessions x 8 hours
9-6-2010 5.30–9.30 pm 3 sessions x 4 hours
21-6-2010 8 am–5 pm 2 sessions x 8 hours

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

Course code S130184
To prepare you for the LET Assessment.
City campus
Cost: $485
Start date Time Sessions and duration
24-2-2010 8 am–5 pm 4 sessions x 8 hours
24-2-2010 5.30–9.30 pm 8 sessions x 4 hours
13-3-2010 8 am–5 pm 4 sessions x 8 hours
14-3-2010 8 am–5 pm 4 sessions x 8 hours
24-4-2010 8 am–5 pm 4 sessions x 8 hours
2-6-2010 8 am–5 pm 4 sessions x 8 hours
2-6-2010 5.30–9.30 pm 8 sessions x 4 hours
5-6-2010 8 am–5 pm 4 sessions x 8 hours

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

Course code S130183
To prepare you for the SWP (Safe Working Practice) Licensing Assessment.
City campus
Cost: $160
Start date Time Sessions and duration
29-3-2010 5.30–9.30 pm 2 sessions x 4 hours
6-3-2010 8 am–5 pm 1 session x 8 hours
25-3-2010 8 am–5 pm 1 session x 8 hours
29-3-2010 5.30–9.30 pm 2 sessions x 4 hours
17-4-2010 8 am–5 pm 1 session x 8 hours
23-4-2010 8 am–5 pm 1 session x 8 hours
3-5-2010 5.30–9.30 pm 2 sessions x 4 hours
20-5-2010 8 am–5 pm 1 session x 8 hours
24-5-2010 5.30–9.30 pm 2 sessions x 4 hours
29-5-2010 8 am–5 pm 1 session x 8 hours
21-6-2010 8 am–5 pm 1 session x 8 hours
28-6-2010 5.30–9.30 pm 2 sessions x 4 hours

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

Course code S130185
To prepare you for the LEP Assessment.
City campus
Cost: $360
Start date Time Sessions and duration
26-2-2010 8 am–5 pm 3 sessions x 8 hours
27-2-2010 8 am–5 pm 3 sessions x 8 hours
4-3-2010 5.30–9.30 pm 6 sessions x 4 hours
9-4-2010 8 am–5 pm 3 sessions x 8 hours
10-4-2010 8 am–5 pm 3 sessions x 8 hours
22-4-2010 5.30–9.30 pm 6 sessions x 4 hours
8-5-2010 8 am–5 pm 3 sessions x 8 hours
14-5-2010 8 am–5 pm 3 sessions x 8 hours
5-6-2010 8 am–5 pm 3 sessions x 8 hours
10-6-2010 5.30–9.30 pm 6 sessions x 4 hours
11-6-2010 8 am–5 pm 3 sessions x 8 hours

Lift Mechanics Cabling Provider Rule (CPR)

Course code S130113
This course assists lift mechanics, involved in connecting telecommunication services to lifts, to gain the required knowledge to pass RMIT Restricted Lift Cabling Provider Rule Examination. Prerequisites: you must be an electrical trades person and have a Certificate III in Electrical, or equivalent certificate, or have an electrical unrestricted Licence, or a Restricted Licence based on the completion of at least the 20 core electrical modules of the Certificate III in Electrical which is part of an electrical apprenticeship.
City campus
Cost: $240
Start date Time Sessions and duration
26-3-2010 8 am–5 pm 1 session x 8 hours
25-6-2010 8 am–5 pm 1 session x 8 hours
When you think of RMIT, you tend to think of design, business, engineering, architecture, fashion, communication, art, technology, community services, health… the list goes on.

With more than 70,000 students, RMIT University is one of Australia’s largest institutes of education. It’s also one of Australia’s oldest, having opened its doors in 1887.

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

Many of RMIT’s short courses allow you to use state-of-the-art equipment and facilities not commonly available, particularly in the areas of technology, engineering and design.
Open CPR for Electricians and Telecommunication Cablers

Course code: S130159
This course provides knowledge, awareness and practical knowledge in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry. Prerequisites: you must have an A Grade licence, or completed 20 core modules of electrical apprenticeship, or have six months relevant cable experience.

City campus
Cost: $820
Start date Time Sessions and duration
22-3-2010 8 am–5 pm 7 sessions x 8 hours
23-3-2010 5.30–9.30 pm 14 sessions x 4 hours
11-5-2010 5.30–9.30 pm 14 sessions x 4 hours
31-5-2010 8 am–5 pm 7 sessions x 8 hours

Optical Fibre Cabling Techniques

Course code: S130042
This course gives you an understanding of the installation of fibre optic cables and provide practical experience in splicing of cables, fitting of connectors, testing and basic understanding of systems. On successful completion, you will be able to successfully perform fusion and mechanical splicing, fitting of connectors and testing of the system. Prerequisites: this course is intended for the cabling industry. No proper knowledge of the field is necessary. All trades personnel including technicians and technical officers may apply. Provides endorsement for an Open CPR. If seeking an endorsement, the participants must be a holder of an Open CPR.

City campus
Cost: $500
Start date Time Sessions and duration
22-2-2010 8 am–5 pm 2 sessions x 8 hours
6-4-2010 8 am–5 pm 2 sessions x 8 hours
31-5-2010 8 am–5 pm 2 sessions x 8 hours

Optical Fibre Testing and Commissioning

Course code: S130199
This course will give you an understanding and thorough knowledge of testing fibre optic installations. You will be able to successfully perform the relevant tests according to AS/ NZS3080:2003 requirements, keep accurate records and commissioning an installation. You will use different test equipment and recording documentation. Prerequisites: this course is intended for the communication and electrical industry. You must have completed a fibre optics cabling course, have extensive fibre optics cabling installation experience or have an endorsement on the Open Cabling Provider Rule Registration (Open CPR).

City campus
Cost: $260
Start date Time Sessions and duration
24-2-2010 8 am–5 pm 1 session x 8 hours
7-4-2010 8 am–5 pm 1 session x 8 hours
2-6-2010 8 am–5 pm 1 session x 8 hours

Programmable Logic Control and Automation—Short Course 1

Course code: S130054
This course provides 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. You must purchase Automation with Programmable Logic Controllers and matching workbook by Peter Rohner (not included in fee). These are available from the RMIT Bookshop.

City campus
Cost: $450
Start date Time Sessions and duration
23-2-2010 5.30–9.30 pm 6 sessions x 4 hours

Programmable Logic Control and Automation—Short Course 2

Course code: S130055
This course provides skills in designing sequential controls for typical industrial systems including peripheral functions (routines), as well as designing programs of combinational nature and integrating the PLC with fluid power drive machinery. This course is level 2 of a series of 4 consecutive courses (levels). Prerequisites: you must have completed Programmable Logic Control and Automation Short Course No. 1.

City campus
Cost: $450
Start date Time Sessions and duration
13-4-2010 5.30–9.30 pm 6 sessions x 4 hours

Programmable Logic Control and Automation—Short Course 3

Course code: S130056
This course provides skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading of offloading, and furthering skills in system diagnostics, PLC, machine integration and fault debugging. This course is level 3 of a series of 4 consecutive courses (levels). Prerequisites: you must have completed Programmable Logic Control and Automation Short Course No. 2. You must purchase Industrial Hydraulic Control by Peter Rohner (not included in fee). This book is available from the RMIT Bookshop.

City campus
Cost: $450
Start date Time Sessions and duration
25-5-2010 5.30–9.30 pm 6 sessions x 4 hours

Programmable Logic Control and Automation—Design and Installation

Course code: S130219
This course is designed to provide licensed electricians with the knowledge and practical skills to design photovoltaic power systems that satisfy Clean Energy Council’s (CEC) accreditation requirements. Course structures include face-to-face delivery and practical tasks. You may choose to enrol in the installation only, design only, or design and installation courses. Electrical engineers are eligible to enrol in design only.

City campus
Cost: $1150
Start date Time Sessions and duration
26-2-2010 8 am–5 pm 15 sessions x 8 hours
27-2-2010 8 am–5 pm 15 sessions x 8 hours

Renewable Energy Grid Connect—Installation

Course code: S130220
This course is designed to provide licensed electricians with the knowledge and practical skills to install photovoltaic power systems that satisfy Clean Energy Council’s (CEC) accreditation requirements. Course structures include face-to-face delivery and practical tasks.

City campus
Cost: $580
Start date Time Sessions and duration
30-4-2010 8 am–5 pm 7 sessions x 8 hours
8-5-2010 8 am–5 pm 7 sessions x 8 hours

Satellite TVRO Installation

Course code: S130060
This course provides personnel in the TV service industry with an introduction to satellite TVRO systems, their operation and installation. Prerequisites: this course is directed at personnel with relevant qualifications and practical experience in either the TV servicing or the antenna installation industry.

City campus
Cost: $220
Start date Time Sessions and duration
15-3-2010 8 am–5 pm 1 session x 8 hours
10-5-2010 8 am–5 pm 1 session x 8 hours
**SolidWorks—Level 1**

Course code: S320118  
SolidWorks is a highly regarded 3D mechanical-design software with powerful 3D design capabilities. You will be introduced to basic 3D modelling, sketching exercises and assemblies using SolidWorks. You will explore the tools for detail drawing, 3D model construction and manipulation of computer-generated models.  
Cost: $845

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<td>1 session x 8 hours</td>
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**Structured Cabling Techniques**

Course code: S130109  
This course assists cabling personnel experienced in telecommunications cabling and the holders of an Open Cabling Registration (CPR) to provide the theoretical knowledge and practical skills to be able to receive an endorsement on your CPR or when your current registration is due for renewal. Prerequisites: this course is directed at experienced trade personnel and Open CPR holders. A basic knowledge of electrical/electronics theory will be assumed. If seeking an endorsement you must be a holder of an Open CPR.  
Cost: $460

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</table>

**TV Antenna Systems Planning, Design & Installation**

Course code: S130069  
To provide personnel in the TV antenna installation industry with skills and knowledge necessary to design and install small and large TV antenna receiving systems (MATC/CATV). Prerequisites: those with relevant qualifications and practical experience in the servicing of television receivers, and/or experience in the installation of TV antennas.  
Cost: $220

<table>
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<th>Time</th>
<th>Sessions and duration</th>
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<td>8 am–5 pm</td>
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<td></td>
<td>17-5-2010</td>
<td>8 am–5 pm</td>
<td>1 session x 8 hours</td>
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**Environment**

**Home Sustainability Assessment Scheme Green Loans Program**

Course code: S130222  
This course provides you with the ability to undertake assessments of residential properties and make recommendations to improve domestic sustainability. The course covers the assessment of sustainable living features and practices in and around the home. The course is designed to meet the accreditation requirements for the Green Loans Professional Household Sustainability Assessment program.  
City campus  
Cost: $1100

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<td>4 sessions x 8 hours</td>
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<td>20-5-2010</td>
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<td>4 sessions x 8 hours</td>
<td>$1100</td>
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</table>

**Life Cycle Assessment (LCA)—Introduction**

Course code: S310131  
Life Cycle Assessment (LCA) is a method of evaluating the potential environmental impacts of products and services. The two-day course is a detailed introductory course covering LCA methodology and practical application of a mini-LCA. Examples, case studies, and workshops are used to demonstrate efficient LCA data collection and streamlined LCA techniques and analysis.  
Mantra on Russell  
Cost: $1045

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**Health and medical sciences**

**Food as Medicine in Practice**

Course code: S150075  
Those with an interest in food and medicine will gain an overview of the use of food as medicine to promote health and wellbeing and to treat and prevent disease.  
Hippocrates, the father of western medicine is attributed with saying “Let food be your medicine and medicine be your food”. In an age where chronic disease rates are escalating, we would all do well to heed this advice.  
ONLINE  
Cost: $750

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<th>Sessions and duration</th>
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<td>25-1-2010</td>
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<td></td>
<td>12-4-2010</td>
<td>10 sessions x 3 hours</td>
<td>$750</td>
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**Herbs and Natural Supplements in Practice**

Course code: S160025  
Those interested in medicinal herbs and nutritional supplements will gain an overview of the use of herbs and nutritional supplements to promote health and wellbeing and to treat and prevent disease. You will gain a clearer understanding of how to evaluate available information on herbs and natural supplements, the regulatory environment for herbs and natural supplements, the key indications and safety concerns of popular supplements, and interactions of pharmaceutical drugs with herbs and nutritional supplements.  
ONLINE  
Cost: $750

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<th>City campus</th>
<th>Start date</th>
<th>Sessions and duration</th>
<th>Cost: $750</th>
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<td>25-1-2010</td>
<td>10 sessions x 3 hours</td>
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<td></td>
<td>12-4-2010</td>
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<td>$750</td>
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</table>

**Mental Health—The Signs and Symptoms**

Course code: S365046  
A 6-hour training course has been developed for members of the public and workplaces. This course provides an understanding of mental illnesses commonly seen in the community and in our workplaces and will assist people in understanding the signs and symptoms of the common mental illnesses.  
City campus  
Cost: $430

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<td>9-2-2010</td>
<td>9.30 am-4.30 pm 1 session x 7 hours</td>
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<td>21-6-2010</td>
<td>9.30 am-4.30 pm 1 session x 7 hours</td>
<td>$430</td>
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</tbody>
</table>
Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au

**Manufacturing and printing**

**Digital Printing—Basic Operation**

Course code S320155
This is an practical hands-on course for anyone wanting to learn how to operate a FX Digital Colour Press 700 and FX -4127 using Free Flow and Digipath 4 software to set up for print. The course covers a range of topics to give you an understanding of the technology and how it works and to give you hands-on practice to confidently manage basic operation of the equipment. In small groups, you will receive demonstrations on scanning, printing, and finishing on a range of production jobs both from hard copy and digital files.

Brunswick campus
Cost: $520
Start date Time Sessions and duration
6-5-2010 6–9 pm 4 sessions x 3 hours

**Print Awareness**

Course code S355038
This is a highly popular short course aiming to introduce you to production procedures, from artwork to press in easy-to-understand language. There is hand-on interaction with samples and tools in a small group environment to maximise your involvement and understanding of the processes and equipment commonly used in the printing and pre-press areas. You will tour the various printing departments gaining a first hand view of the equipment variety, uses, and production activities.

Brunswick campus
Cost: $675
Start date Time Sessions and duration
21-6-2010 9 am–4 pm 3 sessions x 6 hours

**Offset Lithography—Introduction**

Course code S355152
Are you looking for an introduction to a career in printing or are you re-entering after time away? Are you already working elsewhere in the industry but want a start in printing, or are you in the supply area and would like to learn more about your clients’ business? This course will give you a solid skills base in lithographic printing, covering aspects such as ink setting, plate positioning, printing, problem solving, paper, OHS, and terminology. Your hands-on training takes place on a Heidelberg GTO 52, the world’s most recognised small offset printing press.

Brunswick campus
Cost: $530
Start date Time Sessions and duration
11-5-2010 6-9 pm 6 sessions x 3 hours

**Planning and Estimating**

Course code S355062
This course prepares people in the printing industry, wishing to work as estimators, with the skills used in planning and estimating. This course provides knowledge of specific components that go to make up the cost of an estimate. It enables you to produce accurate estimates for sheet fed litho printing to customer specifications. The course uses manual calculations and introduces estimating software. Successful completion of the assessable components in this course can be used as evidence for recognition of prior learning (RPL) for the national competency unit ICPSU553B.

Brunswick campus
Cost: $690
Start date Time Sessions and duration
3-5-2010 6–9 pm 15 sessions x 3 hours

**Copywriting in Action**

Course code S345185
This course is unique in that you will actively engage in the process of writing complete works of communication. Theory will be put into practice as you collaborate in generating ideas, articulating them into words and pictures, then writing the copy according to a tried and true formula that guarantees an engaging, convincing and persuasive piece of communication.

City campus
Cost: $580
Start date Time Sessions and duration
11-2-2010 6–9 pm 8 sessions x 3 hours
11-5-2010 6–9 pm 8 sessions x 3 hours

**MIDI Sampling, Sequencing and Composing**

Course code S345258
This course covers recording, arranging and mixing music with software, including MIDI manipulation techniques, digital audio editing, sampling, use of instrument and processor plug ins, and sound modification techniques to realise the best results from your composing/recording/mixing/remixing projects.

City campus
Cost: $500
Start date Time Sessions and duration
20-2-2010 9.30 am–4.30 pm 2 sessions x 7 hours
22-5-2010 9.30 am–4.30 pm 2 sessions x 7 hours

**Media and communication**

**Hands-On Clear Writing**

Course code S345089
In this practical, experiential and interactive course you will: (a) learn and practice the process of clear writing, and (b) develop the associated skills by rewriting case studies into concise, compelling and engaging communication. You are encouraged to bring a sample of your own writing to work on.

City campus
Cost: $500
Start date Time Sessions and duration
20-2-2010 9.30 am–4.30 pm 2 sessions x 7 hours
22-5-2010 9.30 am–4.30 pm 2 sessions x 7 hours
### Home Audio Production Series

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

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

<table>
<thead>
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<tr>
<td>Course description</td>
<td>This short course will provide you with an understanding of what factors should be considered when setting up a home recording and mixing space, whether it be a dedicated studio or space in your bedroom. You will gain a thorough understanding of currently available audio recording and editing equipment, plus you will learn how to mix and master the material. You will also gain an insight into operating Pro Tools—the leading industry digital audio workstation.</td>
</tr>
<tr>
<td>Start date/Time</td>
<td>21-3-2010 9.30 am–5.30 pm 2 sessions x 8 hours</td>
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<td>Cost</td>
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#### Home Audio Production Series 2: Mixing and Mastering, an Introduction

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<tr>
<td>Course description</td>
<td>This short course will provide you with an understanding of how to mix then master songs, radio stories etc. The course explains the processes of audio mastering and gives an understanding of what to expect or look out for when hiring a mastering engineer. You will have a hands-on opportunity to work on the main elements of the mix such as compression, equalisation, effects and mastering. Limitations of home studio spaces will be discussed, as well as how to improve home acoustics—usually the studio’s weakest link.</td>
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<tr>
<td>Start date/Time</td>
<td>11-4-2010 9.30 am–5.30 pm 2 sessions x 8 hours</td>
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### Language courses

#### Arabic for Beginners

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<tr>
<td>Course description</td>
<td>This introductory course is for people with no prior knowledge of Arabian. The course covers a range of topics designed to develop basic skills in spoken and written Arabic, as well as practical knowledge of Arabic culture in different personal and social contexts. The course is delivered in a communicative and practical way that equips you with the language skills and cultural knowledge for travel and/or workplace application.</td>
</tr>
<tr>
<td>Start date/Time</td>
<td>16-3-2010 6–9 pm 10 sessions x 3 hours</td>
</tr>
<tr>
<td>Cost</td>
<td>$420</td>
</tr>
</tbody>
</table>

#### French for Beginners 1

<table>
<thead>
<tr>
<th>Course code</th>
<th>S365029</th>
</tr>
</thead>
<tbody>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Course description</td>
<td>French for Beginners 1 is for students who wish to learn French in an informal atmosphere for recreation and/or work-related purposes. The course will introduce you to the basic skills of French grammar and communication, and equip you with a basic knowledge of French culture for daily social situations.</td>
</tr>
<tr>
<td>Start date/Time</td>
<td>2-2-2010 6–8 pm 10 sessions x 2 hours</td>
</tr>
<tr>
<td>Cost</td>
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#### French for Beginners 2

<table>
<thead>
<tr>
<th>Course code</th>
<th>S365037</th>
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<td>City campus</td>
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<tr>
<td>Course description</td>
<td>This course follows on from French for Beginners 1, and is aimed at people who want to learn more of the language, in a relaxed atmosphere, for recreation or work. The course will build on your previous French studies and will continue to equip you for travel and communicating with French speakers in daily life.</td>
</tr>
<tr>
<td>Start date/Time</td>
<td>4-2-2010 6–8 pm 10 sessions x 2 hours</td>
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<tr>
<td>Cost</td>
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#### French Conversation

<table>
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<tr>
<td>Course description</td>
<td>This intermediate level course is designed to allow you to maintain and practise your conversational French in an informal and friendly environment. It is aimed at those students who have some knowledge of French and are able to sustain a conversation. The classes will be sufficiently structured to create discussion, while at the same time being flexible enough to allow for deviations from the topic and provide opportunities for free conversation.</td>
</tr>
<tr>
<td>Start date/Time</td>
<td>3-3-2010 6–8 pm 10 sessions x 2 hours</td>
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#### Greek for Beginners 1

<table>
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<td>Start date/Time</td>
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#### Indonesian for Beginners 1

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<tr>
<td>Start date/Time</td>
<td>16-3-2010 6–8 pm 10 sessions x 2 hours</td>
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#### Japanese for Beginners

<table>
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<tr>
<th>Course code</th>
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<td>Start date/Time</td>
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<td>Cost</td>
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#### Japanese for Intermediates

<table>
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<tr>
<th>Course code</th>
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<tr>
<td>Start date/Time</td>
<td>17-3-2010 6–9 pm 10 sessions x 3 hours</td>
</tr>
<tr>
<td>Cost</td>
<td>$420</td>
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</tbody>
</table>
Spanish for Beginners 1
Course code S365010
This is the first of a series of three introductory courses to the Spanish language and its culture. It is designed for people who want to learn the language in a practical and relaxed atmosphere and use it for recreational, and/or work and study related activities. This course will provide you with basic skills to communicate in the Spanish language. At the same time you will acquire essential understanding of Hispanic cultures and societies, as expressed in and reflected by the language.
City campus
Cost: $350
Start date Time Sessions and duration
23-2-2010 6-8.30 pm 10 sessions x 2.5 hours
Spanish for Beginners 2
Course code S365015
This course is the continuation of Spanish for Beginners 1 and the second of a series of three introductory courses to the Spanish Language and its culture. It is a Spanish language and culture course for people who want to learn the language in a practical and relaxed atmosphere and use it for recreational, and/or work and study related activities. This course will provide an appropriate level to continue communicating in the target language and prepare you to study/work/travel overseas.
City campus
Cost: $350
Start date Time Sessions and duration
26-5-2010 6-8.30 pm 10 sessions x 2.5 hours
Spanish for Intermediates 1
Course code S365042
This is the first of a series of three courses focused in consolidating the basic skills of the Spanish language. You will progress in your knowledge of the Spanish language and culture in a fun and relaxing way. Native teachers use a communicative approach which encourage the oral practice.
City campus
Cost: $350
Start date Time Sessions and duration
24-2-2010 6-8.30 pm 10 sessions x 2.5 hours
Spanish for Intermediates 2
Course code S365043
This is the second of a series of three courses focused in consolidating the basic skills of the Spanish language. You will progress in your knowledge of the Spanish language and culture in a fun and relaxing way. Native teachers use a communicative approach which encourage the oral practice.
City campus
Cost: $350
Start date Time Sessions and duration
26-5-2010 6-8.30 pm 10 sessions x 2.5 hrs
Spanish for Travellers
Course code S365032
If you are thinking about travelling in a Spanish-speaking country, this is your course! This is a very basic course that will introduce you to the Spanish language focusing on the oral practice. It will provide you with the basic conversational and cultural skills needed to perform basic day to day duties when travelling in a Spanish-speaking country.
City campus
Cost: $280
Start date Time Sessions and duration
18-3-2010 6-8 pm 10 sessions x 2 hours
Spanish for Upper Intermediates 1
Course code S365012
This is the first of a series of three intermediate courses for those students who aim to develop their knowledge of the Spanish language and culture further. The course takes a communicative approach ideal for learning in a fun and relaxed environment. Through diverse learning activities, you will establish a basis for development of communicative skills in the spoken and written language, and practical knowledge of the culture in a wide range of personal and social situations and contexts.
City campus
Cost: $350
Start date Time Sessions and duration
25-2-2010 6-8.30 pm 10 sessions x 2.5 hours
Spanish for Upper Intermediates 2
Course code S365041
This is the second of a series of three intermediate courses for those students who aim to develop their knowledge of the Spanish language and culture further. The course takes a communicative approach ideal for learning in a fun and relaxed environment. Through diverse learning activities, you will establish a basis for development of communicative skills in the spoken and written language, and practical knowledge of the culture in a wide range of personal and social situations and contexts.
City campus
Cost: $350
Start date Time Sessions and duration
27-5-2010 6-8.30 pm 10 sessions x 2.5 hours
MediA And coMMunicAtion

Public relations practitioners are operating in an increasingly unpredictable economic and social environment, and the information revolution is changing many of our traditional approaches. RMIT can provide you with the knowledge and skills to move and stay ahead of the field. RMIT is a leader in public relations education. RMIT’s professional development programs are based on academic research and industry best practice, and our presenters are leaders in their fields. Discounts apply for PRIA members and students, with a further 10% discount on complementary programs for two related courses booked together. For further information refer to the Public Relations Continuous Professional Development brochure or view online.

PR CPD—Best Practice
Issues Management

Course code S200084
This course describes how to create an effective issues management process or improve your existing process. You will learn how to scan for issues, identify and prioritise them; differentiate between an issue and a crisis; tailor an issues management process for your organisation without breaking the budget; secure and maintain senior management support and involvement; benchmark your process against world’s best practice; and evaluate your process and demonstrate the return to your organisation. The workshop incorporates case studies, models, exercises and a ‘live issue’ simulation.

City campus
Cost: $395
Start date Time Sessions and duration 2-6-2010 9.30 am–5 pm 1 session x 8 hours

PR CPD—Change Management— Challenges for Professional Communicators

Course code S200086
This course provides an understanding of the holistic and evolutionary approaches to change. It will look at differences in thinking, behaviour, culture and systems, and how professional communicators can help deliver successful change programs. The course will address the foundation skills required for understanding change, and provides an introduction to some models and tools used to manage major change programs. There will be a focus on the emotional experience of change and how best to listen to, lead, involve and inform a workforce.

City campus
Cost: $395
Start date Time Sessions and duration 10-5-2010 9.30 am–5 pm 1 session x 8 hours

PR CPD—Customers and Creativity—Integrated Communication

Course code S200094
What is integrated communication and how does it impact the overall public relations function? This course highlights the importance of strategy development in campaigns and investigates the best creative approaches. You will learn about why thinking ‘integrated’ is important and why ‘it’s all about the customer’; how strategy is the key to success; how to implement your strategy, including using a variety of communication mediums, correct targeting, matching mediums to targets and preparing briefs for creatives to get the results you want.

City campus
Cost: $225
Start date Time Sessions and duration 9-6-2010 5.30–9.30 pm 1 session x 4 hours

PR CPD—Digital Media 1

Course code S200095
This course is an introduction to the range of digital media available to communicators. It looks at the place and relevance of each media in today’s context, the importance of strategic development as well as creative and production requirements. It emphasises the importance of approaching digital media from the audience or customers’ perspective, examining ways for this to be achieved. The course covers the changing communication environment; the audience-centric imperative; strategy—the key to digital success; digital mediums—an overview of the different types of digital media and their best uses; and an introduction to digital creative.

City campus
Cost: $225
Start date Time Sessions and duration 19-4-2010 5.30–9.30 pm 1 session x 4 hours

PR CPD—Digital Media 2

Course code S200096
This course expands on Digital Media 1, with a particular emphasis on Web 2.0. Using a mixture of lecture, case study analysis, and hands-on work, you will gain a deeper understanding of the role of digital media in modern PR and communications practice. There will be deeper analysis of key digital mediums and how to effectively use them as part of the communication strategy. Web 2.0 and mobile media will be highlighted with particular emphasis on creating and producing relevant Web 2.0 material for business outcomes. It is assumed that participants have either completed Digital Media 1 or have a good basic knowledge of the field.

City campus
Cost: $225
Start date Time Sessions and duration 3-5-2010 5.30–9.30 pm 1 session x 4 hours
# Short Courses

## PR CPD—Effective Media Release Writing

**Course code**: S200089

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

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-3-2010</td>
<td>9.30 am–5 pm</td>
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</tr>
<tr>
<td>29-6-2010</td>
<td>9.30 am–5 pm</td>
<td>1 session x 8 hours</td>
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</tbody>
</table>

**Cost**: $395

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## PR CPD—Making an Impression—Professional Presentation Skills

**Course code**: S200088

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

**City campus**

<table>
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<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>21-5-2010</td>
<td>9.30 am–5 pm</td>
<td>1 session x 8 hours</td>
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</tbody>
</table>

**Cost**: $395

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## PR CPD—Introduction to Event Management

**Course code**: S200083

What makes an event successful? This workshop outlines the development of the event management industry in Australia and examines key factors for successful events. You will learn some of the basic project management techniques needed to initiate, plan and implement an event, including how to break down the phases of an event, define, co-ordinate and document the work, identify the human and financial resources required, and use project planning tools, such as Gantt charts and network analysis. You will learn practical approaches to determining themes, programs, venues, guests and catering.

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>23-3-2010</td>
<td>9.30 am–5 pm</td>
<td>1 session x 8 hours</td>
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</table>

**Cost**: $395

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## PR CPD—Strategic Planning

**Course code**: S200085

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

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>5-5-2010</td>
<td>9.30 am–5 pm</td>
<td>2 sessions x 8 hours</td>
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**Cost**: $695

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

**Course code**: S200092

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

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>18-5-2010</td>
<td>9.30 am–5 pm</td>
<td>1 session x 8 hours</td>
</tr>
</tbody>
</table>

**Cost**: $395

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## PR CPD—Winning Hearts and Minds—Speech Writing

**Course code**: S200087

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

**City campus**

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<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
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<tr>
<td>13-4-2010</td>
<td>9.30 am–5 pm</td>
<td>1 session x 8 hours</td>
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**Cost**: $395

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## PR CPD—Introduction to Event Management

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What makes an event successful? This workshop outlines the development of the event management industry in Australia and examines key factors for successful events. You will learn some of the basic project management techniques needed to initiate, plan and implement an event, including how to break down the phases of an event, define, co-ordinate and document the work, identify the human and financial resources required, and use project planning tools, such as Gantt charts and network analysis. You will learn practical approaches to determining themes, programs, venues, guests and catering.

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<tbody>
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<td>1 session x 8 hours</td>
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**Cost**: $395

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# I Want to Go a Step Further

If you are looking for more than a short course, see single courses available online at [www.singlecourses.rmit.edu.au](http://www.singlecourses.rmit.edu.au)

Or speak to a client service officer.

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

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Current course information and individual course flyers are available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
### Public Relations Certificate

**PR Principles & Practices**

<table>
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<td>Time</td>
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<tr>
<td>Sessions</td>
<td>10 sessions x 4 hours</td>
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You will become familiar with and develop the key writing skills used in public relations by both technicians and managers. Topics and topics covered include:

- The basics of good public relations writing
- Grammar, punctuation, style and rules
- Media kits
- Media releases
- Backgrounders and position papers
- Online and social media
- Brochures/newsletters/fact sheets/Q&A
- Annual reports, proposals and formal reports
- Feature writing/bios/profiles
- Speech writing and PSAs/CSAs

### Public Relations Certificate—Media Relations

**Course code S200016**

Media experts will enable you to experience real-life aspects of dealing with traditional media and creating opportunities for publicity. Hands-on workshops and topics include:

- How the media work
- Media language and writing
- Media releases, alerts and follow-up
- Media conferences and events
- Print, radio, TV, online—how they differ
- Workshop interviewing skills and tactics
- Radio workshop
- Television interviews & workshop
- Print interviews
- Preparing managers for interviews

City campus

**Cost:** $1445

<table>
<thead>
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<tr>
<td>Sessions</td>
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### Public Relations Certificate—Strategic PR & Planning

**Course code S200018**

Prerequisite: PR Principles and Practices

By experiencing actual cases, you will gain a strong insight into the ways public relations focuses strategically to get results.

Strategic PR analysis and management tools will be discussed and used to investigate cases in:

- Organisation/environment
- Industry analysis
- Mission, values and culture
- Leadership and influence
- Internal communication issues
- Crisis and issues management
- Media relations
- Government relations and lobbying
- Labour relations
- Risk communication and reputation management
- Corporate social responsibility

City campus

**Cost:** $1445

<table>
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<td>Sessions</td>
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### Writing Creative Fiction—Introduction

**Course code S345162**

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

City campus

**Cost:** $600

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### Writing for Children

**Course code S345256**

This course introduces you to the marketplace of children’s writing and focus on writing picture books for different ages, understanding the role of illustration, forming characters, language and plotting, an introduction to chapter books and how to prepare and submit manuscripts to a publishing house. Course leader Elise Hurst has been working in the industry for twelve years, has written five books and illustrated over fifty. Her 2007 picture book *The Night Garden* was a shortlisted and notable book in the 2008 CBCA Book of the Year Awards.

City campus

**Cost:** $475

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### Writing for the Web

**Course code S345093**

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

City campus

**Cost:** $440

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<tr>
<td>Time</td>
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<tr>
<td>Sessions</td>
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### Public Relations Certificate—PR Writing

**Course code S200019**

You will become familiar with and develop the key writing skills used in public relations by both technicians and managers. Tools and topics covered include:

- The basics of good public relations writing
- Grammar, punctuation, style and rules
- Media kits
- Media releases
- Backgrounders and position papers
- Online and social media
- Brochures/newsletters/fact sheets/Q&A
- Annual reports, proposals and formal reports
- Feature writing/bios/profiles
- Speech writing and PSAs/CSAs

City campus

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### Public Relations Certificate—Media Relations

**Course code S200016**

Media experts will enable you to experience real-life aspects of dealing with traditional media and creating opportunities for publicity. Hands-on workshops and topics include:

- How the media work
- Media language and writing
- Media releases, alerts and follow-up
- Media conferences and events
- Print, radio, TV, online—how they differ
- Workshop interviewing skills and tactics
- Radio workshop
- Television interviews & workshop
- Print interviews
- Preparing managers for interviews

City campus

**Cost:** $1445

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### Public Relations Certificate—Strategic PR & Planning

**Course code S200018**

Prerequisite: PR Principles and Practices

By experiencing actual cases, you will gain a strong insight into the ways public relations focuses strategically to get results.

Strategic PR analysis and management tools will be discussed and used to investigate cases in:

- Organisation/environment
- Industry analysis
- Mission, values and culture
- Leadership and influence
- Internal communication issues
- Crisis and issues management
- Media relations
- Government relations and lobbying
- Labour relations
- Risk communication and reputation management
- Corporate social responsibility

City campus

**Cost:** $1445

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

**Copyediting—Introduction**

**Course code** S345096
This introductory course offers an introduction to the principles, techniques, tips and tricks used in revising and correcting written material. You will learn the fundamentals of copyediting and the application of editing marks to hard copy in a range of practical exercises, including line-editing of excerpts from real-file fiction and nonfiction documents.

**City campus**
**Cost:** $310
**Start date** 13-3-2010 11am–3pm 1 session x 6 hours

**Copyediting—Advanced**

**Course code** S345097
This advanced course offers discussion of the principles and challenges of copyediting, and practical exercises for revising and correcting a range of complex written material, and preparing it for publications. It considers the distinct needs of readers, authors and publishers, and the particular challenges these create.

**City campus**
**Cost:** $310
**Start date** 27-3-2010 11am–3pm 1 session x 6 hours

**Grammar and Punctuation**

**Course code** S345043
Do you need to refresh or improve your grammar? Would you like to use punctuation marks with confidence? This two-day intensive course revises the eight parts of speech, the structure of sentences and the standard punctuation marks. You will identify and fix common problems in writing and learn the principles of plain English. Topics covered include when to capitalise, when to use ‘which’ or ‘that’, and the differences between the colon and semi-colon.

**City campus**
**Cost:** $450
**Start date** 6-2-2010 9.30am–4.30pm 2 sessions x 6 hours
**Start date** 22-6-2010 9.30am–4.30pm 2 sessions x 6 hours

**Proofreading—Introduction**

**Course code** S345098
In this short course, you learn the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You learn the standard proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a brochure, book chapters, and an advertisement.

**City campus**
**Cost:** $310
**Start date** 17-4-2010 9.30am–4.30pm 1 session x 6 hours

**Proofreading—Advanced**

**Course code** S345099
This course offers discussion of the principles and challenges of proofreading, and practical exercises for revising and correcting typeset or desktop published pages prior to printing or online publication. Please ensure you have completed the Proofreading—Introduction course or you have the equivalent knowledge.

**City campus**
**Cost:** $310
**Start date** 8-5-2010 9.30am–4.30pm 1 session x 7 hours
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» Single courses are subjects from a range of degrees, available to students even if they’re not enrolled as a university student.

» Single course students take the same classes and complete the same assessment tasks as university students.

» Single courses give students the chance to gain experience as a university student. Students have the flexibility to see if they really like the subject matter before committing to a degree.

» Single courses are offered in: Semester 1, Semester 2, Spring and Summer semesters.

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