2009 JANUARY–JUNE SHORT COURSE GUIDE

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

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

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

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

AutoCAD for Designers—Level 1

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

City campus, Brunswick campus

Cost: $620

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<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>27-01-2009 9am-5pm</td>
<td>4 sessions x 8 hours</td>
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<td>4-02-2009 9am-5pm</td>
<td>4 sessions x 8 hours</td>
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<tr>
<td>17-02-2009 6pm-9pm</td>
<td>9 sessions x 3 hours</td>
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<td>7-03-2009 9am-5pm</td>
<td>4 sessions x 8 hours</td>
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<td>16-03-2009 9am-5pm</td>
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<td>1-04-2009 6pm-9pm</td>
<td>9 sessions x 3 hours</td>
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<td>13-05-2009 9am-5pm</td>
<td>4 sessions x 8 hours</td>
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<td>26-05-2009 6pm-9pm</td>
<td>9 sessions x 3 hours</td>
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<td>10-06-2009 9am-5pm</td>
<td>9 sessions x 3 hours</td>
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<tr>
<td>22-06-2009 9am-5pm</td>
<td>4 sessions x 8 hours</td>
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AutoCAD for Designers—3D Modelling

Course code: S320004
This course was developed for practitioners with basic 2D AutoCAD skills to developing 3D drawing techniques using AutoCAD. The course is based on exercises and projects to show participants the potential of 3D using this software. Participants will use AutoCAD 2008 or higher and are supplied with course notes.

City campus

Cost: $620

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<th>Start date</th>
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<tr>
<td>9-02-2009 6pm-9pm</td>
<td>8 sessions x 3 hours</td>
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<tr>
<td>20-04-2009 6pm-9pm</td>
<td>8 sessions x 3 hours</td>
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AutoCAD 3D Modelling—Level 2

Course code: S320143
This supplementary CAD Modelling course entails higher end 3D commands for the greater refinement of models and animation. Its intent is to equip the end user with a greater skill-set in relation to 3D Modelling. Students are expected to work on their own project out of hours as re-enforcement for the course.

City campus

Cost: $620

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<th>Start date</th>
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<tr>
<td>29-06-2009 6pm-9pm</td>
<td>7 sessions x 3 hours</td>
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AutoCAD Quickstart

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

City campus

Cost: $310

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<tr>
<td>7-02-2009 9am-5pm</td>
<td>2 sessions x 8 hours</td>
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<tr>
<td>23-05-2009 9am-5pm</td>
<td>2 sessions x 8 hours</td>
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Building Thermal Performance Assessment (FirstRate 5)

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

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

City campus

Cost: $1200

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<tr>
<td>5-02-2009 8am-5pm</td>
<td>4 sessions x 8 hours</td>
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<td>19-03-2009 8am-5pm</td>
<td>4 sessions x 8 hours</td>
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<td>7-05-2009 8am-5pm</td>
<td>4 sessions x 8 hours</td>
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<tr>
<td>11-06-2009 8am-5pm</td>
<td>4 sessions x 8 hours</td>
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Career Discovery—Building Design and Drawing

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

City campus

Cost: $390

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<tr>
<td>29-06-2009 9.30am-4.30pm</td>
<td>4 sessions x 7 hours</td>
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Introduction to Architectural Drawing Techniques

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

City campus

Cost: $480

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<td>8 sessions x 3 hours</td>
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REVIT—Level 1

Course code  S320005
This course introduces AutoDesk REVIT, a powerful building modeller, for architectural design and documentation in 3D and 2D. The course is delivered through theory, demonstrations and practical work on REVIT 9.1 or higher. Participants gain hands-on experience creating a small commercial project. The course material is written locally for Australian conditions.

City campus, Brunswick campus

Cost: $820

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

SolidWorks—Level 1

Course code  S320118
SolidWorks is highly regarded 3D mechanical design software with powerful 3D design capabilities. Students in this course will be introduced to basic 3D modelling, sketching exercises and assemblies using SolidWorks. They will explore the tools for detail drawing, 3D model construction and manipulation of computer generated models.

City campus, Brunswick campus

Cost: $820

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

Adobe Illustrator and Photoshop for Fashion and Textile Industry—Introduction

Course code  S350210
The aim of this course is to introduce new techniques and skills in the use of both these programs to develop artwork relevant to fashion and textile design. This course is designed as a follow on to the Basic Photoshop and Basic Illustrator courses. The course content will give participants an introduction to those techniques which are predominantly used in the fashion and textiles industry. You will create imagery for textile artwork, garment illustrations and graphic presentations.

Brunswick campus

Cost: $895

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

SolidWorks—Level 1

Course code  S320118
SolidWorks is highly regarded 3D mechanical design software with powerful 3D design capabilities. Students in this course will be introduced to basic 3D modelling, sketching exercises and assemblies using SolidWorks. They will explore the tools for detail drawing, 3D model construction and manipulation of computer generated models.

City campus, Brunswick campus

Cost: $820

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

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Brunswick campus

Cost: $895

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

3D Studio Max for Architects and Interior Designers

Course code  S345139
The aim of this course is to learn the use of 3D Studio Max as a rapid modelling and visualisation tool for architects and interior designers. Students will learn how to use 3D Studio Max as a rendering tool; as a tool used in the design process; create presentations of unparallel quality and realism; and be able to modify volumes and spaces through all the design phases. No Auto CAD experience is required. Due to demand, more courses may be offered throughout the year. Please register your interest with RMIT Training.

City campus

Cost: $1010

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

Adobe After Effects—Motion Graphics

Course code  S345138
This course is designed for professionals aiming to acquire basic and intermediate skills in the creation and development of motion graphics and digital imaging using Adobe After Effects, Illustrator and Photoshop.

City campus

Cost: $600

Start date Time Sessions and duration
3-03-2009 6pm–9pm 8 sessions x 3 hours
2-05-2009 6pm–9pm 8 sessions x 3 hours

Animation—Introduction

Course code  S345202
A practical, introductory course that covers the traditional and digital techniques involved in producing 2D animations. Over three sessions you will explore core concepts such as storytelling; story-boarding; basic character, environmental and motion design; keyframed and straight ahead animation; motion tweening; simple compositing; and importing and exporting animated media. Throughout the workshop you will put these skills into practice and produce your own short animated film.

City campus

Cost: $350

Start date Time Sessions and duration
7-01-2009 9.30am–12.30pm 3 sessions x 7 hours
2-05-2009 9.30am–12.30pm 3 sessions x 7 hours

Art and Design

Adobe Illustrator and Photoshop for Fashion and Textile Industry—Introduction

Course code  S350210
The aim of this course is to introduce new techniques and skills in the use of both these programs to develop artwork relevant to fashion and textile design. This course is designed as a follow on to the Basic Photoshop and Basic Illustrator courses. The course content will give participants an introduction to those techniques which are predominantly used in the fashion and textiles industry. You will create imagery for textile artwork, garment illustrations and graphic presentations.

Brunswick campus

Cost: $895

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

An Introduction to DJing

Course code  S345252
An introduction to the basic techniques of DJing on CDJ’s. Learn the fundamentals of beat matching, creative mixing, tonal set development and ‘trade secrets’ to developing the ultimate DJ set.

City campus

Cost: $245

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

Animation—Introduction

Course code  S345202
A practical, introductory course that covers the traditional and digital techniques involved in producing 2D animations. Over three sessions you will explore core concepts such as storytelling; story-boarding; basic character, environmental and motion design; keyframed and straight ahead animation; motion tweening; simple compositing; and importing and exporting animated media. Throughout the workshop you will put these skills into practice and produce your own short animated film.

City campus

Cost: $350

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

Course code S345193
An introductory course designed to give you an insight into the world of Audio Production in the music industry with an emphasis on experiential learning. It gives an overview of both the theory and the practice of audio capturing techniques. This includes pre-production, use of microphones, multi-track techniques and post production. At the end of the course you will record a musical performance, mix it and master it to CD-PA. This course is an ideal introduction for those considering further studies in audio production, or musicians wishing to record their own music.

City campus
Cost: $560
Start date Time Sessions and duration
5-01-2009 9am–5pm 5 sessions x 7 hours
2-05-2009 9am–5pm 5 sessions x 7 hours

Bag Making—Gusseted Handbag

Course code S350271
This course will teach you to design and create a gusseted handbag, with strap and internal zip pocket.

Brunswick campus
Cost: $450
Start date Time Sessions and duration
25-02-2009 6pm–9pm 6 sessions x 3 hours

Bag Making—Introduction, Clutch Bag

Course code S350264
This course will teach you to design and create a clutch bag, as well as the introductory knowledge associated with bag making.

Brunswick campus
Cost: $450
Start date Time Sessions and duration
16-02-2009 6pm–9pm 6 sessions x 3 hours
29-04-2009 6pm–9pm 6 sessions x 3 hours

Bag Making—Tote Bag

Course code S350273
This course will teach you to design and create a tote bag.

Brunswick campus
Cost: $450
Start date Time Sessions and duration
27-04-2009 6pm–9pm 6 sessions x 3 hours

Basic Adobe Illustrator for Fashion and Textile Industry

Course code S350209
The aim of this course is to introduce the use of basic program tools and functions to enable the participant to begin developing fashion and textile related artwork in Adobe Illustrator.

Brunswick campus
Cost: $80
Start date Time Sessions and duration
2-05-2009 9am–5pm 5 sessions x 7 hours

Basic Adobe Photoshop for Fashion and Textile Industry

Course code S350208
The aim of this course is to introduce the use of basic program tools and functions to enable the participant to begin developing fashion and textile related artwork in Adobe Photoshop.

Brunswick campus
Cost: $160
Start date Time Sessions and duration
17-02-2009 6pm–9pm 2 sessions x 3 hours
23-06-2009 6pm–9pm 2 sessions x 3 hours

Basic Block Construction and Grading (Patternmaking)—Introduction

Course code S350274
This course is intended to show how to develop basic blocks from body measurements, and as an overview to understanding the basic principles of grading. From base size 12 master patterns, through a range of sizes from 8 to 16. Students will be given the opportunity to acquire the procedures required for constructing base size 12 basic blocks (on card) and for understanding the basic principles of grading by manually developing master grades (on paper). Knowledge learnt is also applicable to computer aided methods. At the end of the course participants will have a set of card patterns for size 12. They will also have sheets of graded masters, with an option to transfer to card. This is for the skirt, bodice, sleeve and pant basic blocks, through a size range of 8 to 16.

Brunswick campus
Cost: $615
Start date Time Sessions and duration
12-02-2009 6pm–9pm 12 sessions x 3 hours
28-05-2009 6pm–9pm 12 sessions x 3 hours

Black and Night—Master Class Workshop

Course code S340077
The 5 day workshop will be an opportunity to work closely with renowned artist Bettina Speckner on developing an understanding of concept and idea derived from ‘black’ and ‘night’ as a subject matter for creating a piece of jewellery that has personal reference.

City campus
Cost: $595
Start date Time Sessions and duration
12-01-2009 9.30am–4.30pm 5 sessions x 6 hours

Introduction to Bookbinding

Course code S355119
In this introductory course participants undertake practical exercises in bookbinding and finishing. This course is designed for people interested in the introductory aspects of bookbinding, book restoration and gold blocking. Participants will undertake practical exercises in bookbinding and finishing in a fully equipped bindery with experienced staff. Students complete progressive projects of increasing difficulty from stationery up to leather-bound books and raised band styles. Students complete a minimum of three hand-bound books during the course. A kit of tools is included in the cost.

Brunswick campus
Cost: $570
Start date Time Sessions and duration
25-02-2009 5.30pm–8.30pm 15 sessions x 3 hours

Bookbinding and Restoration

Course code S355070
In this course participants will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level depending on ability. It is recommended but not necessary for students to have experience similar to that gained in Introduction to Bookbinding or similar. Students work on their own projects under supervision and direction of experienced staff. Tools and equipment in the bindery is available to use as needed for projects.

Brunswick campus
Cost: $510
Start date Time Sessions and duration
26-02-2009 5.30pm–8.30pm 15 sessions x 3 hours

Fashion and Textile Industry

Basic Adobe Illustrator for Fashion and Textile Industry
Course code S350209
The aim of this course is to introduce the use of basic program tools and functions to enable the participant to begin developing fashion and textile related artwork in Adobe Illustrator.

Brunswick campus
Cost: $80
Start date Time Sessions and duration
26-02-2009 6pm–9pm 1 session x 3 hours
1-04-2009 6pm–9pm 1 session x 3 hours

Basic Adobe Photoshop for Fashion and Textile Industry
Course code S350208
The aim of this course is to introduce the use of basic program tools and functions to enable the participant to begin developing fashion and textile related artwork in Adobe Photoshop.

Brunswick campus
Cost: $160
Start date Time Sessions and duration
17-02-2009 6pm–9pm 2 sessions x 3 hours
23-06-2009 6pm–9pm 2 sessions x 3 hours

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Course code S350274
This course is intended to show how to develop basic blocks from body measurements, and as an overview to understanding the basic principles of grading. From base size 12 master patterns, through a range of sizes from 8 to 16. Students will be given the opportunity to acquire the procedures required for constructing base size 12 basic blocks (on card) and for understanding the basic principles of grading by manually developing master grades (on paper). Knowledge learnt is also applicable to computer aided methods. At the end of the course participants will have a set of card patterns for size 12. They will also have sheets of graded masters, with an option to transfer to card. This is for the skirt, bodice, sleeve and pant basic blocks, through a size range of 8 to 16.

Brunswick campus
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12-02-2009 6pm–9pm 12 sessions x 3 hours
28-05-2009 6pm–9pm 12 sessions x 3 hours

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

Calligraphy for Beginners—Unit 1
Course code S320083
This unit covers learning to write the major calligraphic styles; common illumination techniques; ways to use calligraphy on cards, wrapping and invitations. Gain confidence with your handwriting.
City campus
Cost: $465
Start date Time Sessions and duration
16-02-2009 6.15pm–8.45pm 15 sessions x 2 hours

Calligraphy Applied—Unit 2
Course code S320084
This unit covers business cards and letterhead, Roman capitals, invitations, layout methods and design.
City campus
Cost: $465
Start date Time Sessions and duration
16-02-2009 6.15pm–8.45pm 15 sessions x 2 hours

Calligraphy Advanced Writing—Unit 3
Course code S320085
This course covers historic manuscript study, background techniques, and versals variety of higher level illumination techniques.
City campus
Cost: $465
Start date Time Sessions and duration
17-02-2009 6.15pm–8.45pm 15 sessions x 2 hours

Calligraphy Electives—Unit 4
Course code S320086
This unit covers toolmaking, lettering, variations, bookbinding, gilding, and innovative lettering.
City campus
Cost: $465
Start date Time Sessions and duration
17-02-2009 6.15pm–8.45pm 15 sessions x 2 hours

Camera and Darkroom 1
Course code S345154
Discover the beauty of black and white photography in this hands-on program for beginners. Sessions cover camera use, film selection, image composition, film processing and the excitement of making enlargements. You will need a 35 mm SLR films camera.
Note: For quality teaching purposes size classes are limited to 10.
City campus
Cost: $600
Start date Time Sessions and duration
5-03-2009 6pm–9pm 8 sessions x 3 hours

Camera and Darkroom 2
Course code S345153
A practical eight-week course designed to build on the basic theory and practice acquired in Camera and Darkroom 1 (or equivalent) and to extend your knowledge and skills in the key areas of camera operation, lighting, studio lighting darkroom and print presentation.
City campus
Cost: $600
Start date Time Sessions and duration
21-05-2009 6pm–9pm 8 sessions x 3 hours

Camera and Darkroom 1 & 2
Course code S345152
Camera and Darkroom 1 & 2 is a practical 16-week, hands-on program for beginners. Sessions cover camera and film selection, image composition, black and white film processing and proofing, enlargements, use of filters and exposure control. Students will also experiment with some more advanced printing techniques, retouching and print presentation. A brief introduction to studio photography and lighting is also included in this course.
Note: Students will need to bring their own 35mm SLR camera. Class limit of 10 participants.
City campus
Cost: $1060
Start date Time Sessions and duration
10-02-2009 6pm–9pm 18 sessions x 3 hours

Colour Consciousness ‘09
Course code S320144
This year’s workshop will introduce case studies from well-known professional colourists as a point of discussion for future directions. Presenters will share their expertise in colour future, colour trends and applications. Participants will develop as part of the practical component, a colour palette to reflect the Future in Feeling, Spirit and Emotion. There will also be a component in the workshop that explores colour in a digital environment and the electronic exploration of colour and its application. This weekend workshop is directly aimed at the professional working with colour, or a lay-person interested in using cutting edge application of colour for design. Expand your colour repertoire and explore the future in colour. This is a professionally themed workshop that will look at colour from a number of perspectives to inspire and inform participants on how to be more creative with colour. Colour sourcing and colour forecasting will be part of the discussion.
City campus
Cost: $380
Start date Time Sessions and duration
30-05-2009 9.30am–4.30pm 2 sessions x 7 hours

Concept Photography—Creative Media Summer School
Course code S345195
Are your best pics more a question of luck? Improve and develop your photographic skills. Learn basic techniques in composition, and start taking stand-out pics.
City campus
Cost: $245
Start date Time Sessions and duration
12-01-2009 10am–4pm 2 sessions x 6 hours

Create your Own Web Site
Course code S355150
You don’t have to spend a fortune to get your own web site up and running! Nor do you have to be a web guru or a designer. By using a content management system (and free templates) you can make your own web page in a cost effective and professional way to let your customers and clients know about you and your product. This is an ideal course for owners and managers, employees or volunteers of small business, interest groups or services who wish to make a simple but professional web site for their organisation. Learn how to use a content management system as a framework for setting up a good navigational structure and learn how to maintain and update the information yourself as it changes. You will work with information directly relevant to your business such as written copy, images and graphics that you wish to include.
Brunswick campus
Cost: $320
Start date Time Sessions and duration
16-03-2009 6pm–9pm 4 sessions x 3 hours
25-05-2009 6pm–9pm 4 sessions x 3 hours

Current course information and individual course flyers available at www.shortcourses.rmit.edu.au
### Design a Computer Game with Flash

**Course code** S345203

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

**City campus**

**Cost:** $345

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

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### Documentary Video Production—Introduction

**Course code** S345114

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

**City campus**

**Cost:** $550

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

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### Drawing Techniques for Design

**Course code** S320030

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

**City campus**

**Cost:** $420

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

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### Exhibition Practices

**Course code** S345257

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

**City campus**

**Cost:** $395

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

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### Fascinating Fashion

**Course code** S350267

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

**Brunswick campus**

**Cost:** $435

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

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### Fashion Career Discovery Short Course

**Course code** S315018

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

**City campus**

**Cost:** $400

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

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### An Introduction to Flash CS3

**Course code** S345012

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

**City campus**

**Cost:** $580

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

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### Flash CS3—Advanced

**Course code** S345119

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

**City campus**

**Cost:** $580

**Start date** Time Sessions and duration
27-04-2009 6pm–9pm 6 sessions x 3 hours
### Folio Preparation—Interior Decoration

**Course code** S320012

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

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

**City campus**

**Cost:** $390

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

### Folio Preparation in 3D Product Design

**Course code** S320038

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

**City campus**

**Cost:** $420

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

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

**Course code** S350228

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

**Brunswick campus, City campus**

**Cost:** $420

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

### Folio Preparation in Graphic Design—Level 1

**Course code** S320082

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

**Brunswick campus**

**Cost:** See below

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

### Folio Preparation in Multimedia

**Course code** S355146

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

**Brunswick campus**

**Cost:** $390

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

### Folio Preparation in Photography

**Course code** S345129

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

**City campus**

**Cost:** $610

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

### Folio Preparation in Visual Merchandising

**Course code** S320044

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

**City campus**

**Cost:** $390

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

### Folio Preparation in Visual/Fine Art—Intensive

**Course code** S340018

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

**City campus**

**Cost:** $420

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

### Footwear Workshop Access Program

**Course code** S350284

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

**Brunswick campus**

**Cost:** See below

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

Current course information and individual course flyers available at www.shortcourses.rmit.edu.au
### Garden Design Series

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

#### Garden Design Series: Garden Design 1A

<table>
<thead>
<tr>
<th>Course code</th>
<th>Description</th>
<th>Start date</th>
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<th>Venue</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>S320149</td>
<td>Garden Design 1A and continuation Garden Design 1B develop an understanding of how a site works to inform the design process. You will work through projects to gain skills in site analysis of form and function, concept development, design principles, hard and soft landscape materials, documentation, drawing conventions and communication with clients and contractors</td>
<td>10-03-2009</td>
<td>6pm–9pm</td>
<td>12 sessions x 3 hours</td>
<td>City campus</td>
<td>$565</td>
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#### Garden Design Series: Planting Design

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<thead>
<tr>
<th>Course code</th>
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>S320151</td>
<td>Planting Design focuses on how to integrate well selected plants as part of the overall structure of the space and as support for sustainable and environmentally responsible design. Classes are scheduled in the evenings but incorporate a number of site visits on weekends as part of the program.</td>
<td>11-03-2009</td>
<td>6pm–9pm</td>
<td>12 sessions x 3 hours</td>
<td>City campus</td>
<td>$565</td>
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### General Drawing

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<thead>
<tr>
<th>Course code</th>
<th>Description</th>
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<th>Time</th>
<th>Sessions and duration</th>
<th>Venue</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>S340020</td>
<td>This course is designed to develop observation skills and drawing techniques from a series of still life set-ups.</td>
<td>30-04-2009</td>
<td>6pm–9pm</td>
<td>6 sessions x 3 hours</td>
<td>City campus</td>
<td>$360</td>
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### Gerber—Grading and Marker Making (CGMM)

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<tr>
<th>Course code</th>
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<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>S350282</td>
<td>This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.</td>
<td>23-02-2009</td>
<td>6pm–9pm</td>
<td>14 sessions x 3 hours</td>
<td>Brunswick campus</td>
<td>$795</td>
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</tbody>
</table>

### Gerber—Pattern Making (PDS)

<table>
<thead>
<tr>
<th>Course code</th>
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>S350247</td>
<td>This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.</td>
<td>4-03-2009</td>
<td>6pm–9pm</td>
<td>14 sessions x 3 hours</td>
<td>Brunswick campus</td>
<td>$795</td>
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### Global Trading in Fashion and Apparel

<table>
<thead>
<tr>
<th>Course code</th>
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<tbody>
<tr>
<td>S350286</td>
<td>These newly created suites of workshops have been developed in response to an industry demand to keep abreast of the changes and challenges faced in a globally-competitive marketplace. RMIT’s School of Fashion and Textiles in collaboration with Novel Consulting will deliver a series of workshops primarily targeted at professionals involved with garment technology, new product development, global production and quality management. Each day of these three-day workshops covers different topics. Go on to the web site to view the brochure for more details.</td>
<td>18-02-2009</td>
<td>6pm–9pm</td>
<td>15 sessions x 3 hours</td>
<td>Sydney</td>
<td>$565</td>
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### Typography and Layout

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<tr>
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>S320130</td>
<td>This course will provide the participants with a wide range of strategies to develop their own strong communication resolutions for a range of common promotional projects. This course focuses on creative communication in the areas of advertising, marketing and promotion through graphic design. You will experiment with a variety of approaches to concept development and explore creative thinking. You will be surprised at how, when creative thinking is applied, your communications outcomes are improved. Students work in both a computer room for practical work and a classroom for discussion and lectures.</td>
<td>16-02-2009</td>
<td>6pm–9pm</td>
<td>15 sessions x 3 hours</td>
<td>Brunswick campus</td>
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### Graphic Design: Creative Communication

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<thead>
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<tbody>
<tr>
<td>S320131</td>
<td>This course explores the underlying principles and elements that are the foundation of design. Students gain an understanding of the driving principles and apply them to strategies around layout, composition and presentation. Participants will work with a variety of projects that may include: including magazine pages, book covers, promotional items, logos and corporate Identity. Students work in a computer room for practical work and a classroom for discussion and lectures</td>
<td>17-02-2009</td>
<td>6pm–9pm</td>
<td>14 sessions x 3 hours</td>
<td>Brunswick campus</td>
<td>$565</td>
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### Graphic Design: Type and Image Fundamentals

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</thead>
<tbody>
<tr>
<td>S320132</td>
<td>This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.</td>
<td>23-02-2009</td>
<td>6pm–9pm</td>
<td>14 sessions x 3 hours</td>
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### Graphic Design: Typography and Layout

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<tr>
<td>S320130</td>
<td>This course will provide the participants with a wide range of strategies to develop their own strong communication resolutions for a range of common promotional projects. This course focuses on creative communication in the areas of advertising, marketing and promotion through graphic design. You will experiment with a variety of approaches to concept development and explore creative thinking. You will be surprised at how, when creative thinking is applied, your communications outcomes are improved. Students work in both a computer room for practical work and a classroom for discussion and lectures.</td>
<td>16-02-2009</td>
<td>6pm–9pm</td>
<td>15 sessions x 3 hours</td>
<td>Brunswick campus</td>
<td>$565</td>
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</tbody>
</table>
### Illustrating and Writing a Children’s Picture Book

**Course code**: S320040  
This course is a practical project-based course designed to take the participant through the stages of planning, writing and illustrating for children. Students work on their own idea for a book.  
Brunswick campus  
**Cost**: $440  
**Start date** Time **Sessions and duration**  
7-05-2009 6pm–9pm  6 sessions x 3 hours

### Illustrator—Fundamentals

**Course code**: S355125  
This course focuses on learning the tools and functions of Adobe Illustrator, the premier vector graphics software for the creation of graphics, logos, posters, packaging and digital illustrations are all ideal projects for Illustrator. It is also the perfect tool for character design and animation layout. Participants will learn to create graphic images through hands-on projects.  
Brunswick campus  
**Cost**: $540  
**Start date** Time **Sessions and duration**  
30-04-2009 6pm–9pm  7 sessions x 3 hours

### InDesign—Fundamentals

**Course code**: S355120  
If you need to produce flyers, brochures or newsletters, or manipulate images like logos and photos but don’t know where to start—this is the introductory course for you. The classes provide a practical overview of Photoshop, Illustrator and InDesign software (CSS) for the desktop publishing (DTP) environment. It introduces the processes of combining text, illustration and images. Skills taught are used in practical projects both set and personal.  
The course provides a broad overview of the major components and software commonly associated with professional desktop publishing.  
Brunswick campus  
**Cost**: $540  
**Start date** Time **Sessions and duration**  
18-02-2009 6pm–9pm  7 sessions x 3 hours  
29-04-2009 6pm–9pm  7 sessions x 3 hours

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

**Course code**: S320123  
This unit offers an introduction to colour for interior decoration and design and covers the source and structure of colour. Participants will gain an understanding of the various colour groups and their application. Students will be introduced to concepts of base colour, mixing and adjusting colour as well as coordinating colour schemes for interiors and exteriors. The course introduces participants to common presentation formats such as colour boards for mood and inspiration.  
City campus  
**Cost**: $565  
**Start date** Time **Sessions and duration**  
18-02-2009 6pm–9pm  15 sessions x 3 hours

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

**Course code**: S320127  
Major Western historic periods from classical through to 18th century European provide students with understanding and inspiration for current interior decoration and design ideas through the interpretation of elements such as pattern, colours and design motifs. Decorative elements also provide stimulation for contemporary exploration of furniture, lighting and surfaces. Students have the opportunity to discover a different, creative perspective on history.  
City campus  
**Cost**: $565  
**Start date** Time **Sessions and duration**  
18-02-2009 6pm–9pm  15 sessions x 3 hours

### Interior Decoration Design Series: Creative Lighting Applications

**Course code**: S320125  
Participants of this unit are introduced to the art of lighting for effect with flair and style, and for indoors and out. The course covers the artistic approach to lighting for maximum atmosphere and mood for a variety of situations. Students explore lighting for landscaping, courtyards and gardens, public buildings, churches, corporate settings and office space, residential and domestic spaces and how to light artwork. Students also learn the underpinning principles of lighting such as categories for different tasks, wattage, luminosity and beam spread, fittings and luminaires. Students are also introduced to AS1680 Australian Standards for Lighting. The aim of this unit is to provide participants with a practical approach to analysing, evaluating and planning artificial lighting for a range of spaces that will relate to interior decoration and design practice.  
City campus  
**Cost**: $565  
**Start date** Time **Sessions and duration**  
18-02-2009 6pm–9pm  15 sessions x 3 hours

### Interior Decoration Design Series: Materials and Finishes

**Course code**: S320128  
In this unit students explore the amazing range of interior materials, hard finishes, and fixtures available to interior decorators. It includes exploring laminates, timbers, stone, glass and composite polymers and metals. Fixtures include desks, storage units and office fittings. Students investigate applications ranging from single storey residential buildings to multi storey commercial complexes to make informed selections of these items. This unit also covers the identification, assessment and control of chemical, physical, psychological and biological hazards and ergonomics in the work environment.  
City campus  
**Cost**: $565  
**Start date** Time **Sessions and duration**  
16-02-2009 6pm–9pm  15 sessions x 3 hours

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Current course information and individual course flyers available at [www.shortcourses.mit.edu.au](http://www.shortcourses.mit.edu.au)
**Interior Decoration Design Series: Soft Furnishings**

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

**City campus**  
**Cost:** $565  
**Start date**  
**Time**  
**Sessions and duration**
- 16-02-2009 6pm–9pm 12 sessions x 3 hours

**Introduction to Adobe Illustrator for Fashion and Textile Industry**

**Course code** S350245
The aim of the course is to introduce the use of Adobe Illustrator to create fashion and textile images.

**Brunswick campus**  
**Cost:** $515  
**Start date**  
**Time**  
**Sessions and duration**
- 27-01-2009 9am–5pm 3 sessions x 7 hours

**Introduction to Photoshop for Fashion and Textile Industry**

**Course code** S350244
The aim of this course is to introduce the use of Photoshop software to develop images relevant to the fashion and textile industry.

**Brunswick campus**  
**Cost:** $515  
**Start date**  
**Time**  
**Sessions and duration**
- 20-01-2009 9am–5pm 3 sessions x 7 hours  
- 20-01-2009 6pm–9pm  7 sessions x 3 hours

**Introduction to Advertising**

**Course code** S320106
This is a course for students considering applying for advertising-related study programs at RMIT or elsewhere. It introduces potential students to the discipline of advertising, and assists them in understanding the industry and the many options within it. The course will demonstrate common techniques for preparing suitable work for a portfolio.

**City campus**  
**Cost:** $295  
**Start date**  
**Time**  
**Sessions and duration**
- 29-06-2009 9.30am–4.30pm 3 sessions x 7 hours

**Introduction to Photography—Technical and Aesthetic**

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

**City campus**  
**Cost:** $510  
**Start date**  
**Time**  
**Sessions and duration**
- 2-02-2009 6pm–9pm 8 sessions x 3 hours  
- 13-04-2009 6pm–9pm 8 sessions x 3 hours

**Lectra—Introduction**

**Course code** S350215
This course aims to introduce the basic computer-aided pattern making principles using the Lectra system. This is achieved via demonstrations, practical application and various handouts.

**Brunswick campus**  
**Cost:** $695  
**Start date**  
**Time**  
**Sessions and duration**
- 12-03-2009 6pm–9pm 12 sessions x 3 hours

**Life Drawing**

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

**City campus**  
**Cost:** $360  
**Start date**  
**Time**  
**Sessions and duration**
- 27-04-2009 6pm–9pm 6 sessions x 3 hours

**Maya—An Introduction**

**Course code** S345229
This course serves as an introduction to one of the most widely used and respected 3D software packages currently available. Maya is the industry standard for film and computer game production. The course will provide instruction in modelling, texturing and rendering with Maya.

**City campus**  
**Cost:** $600  
**Start date**  
**Time**  
**Sessions and duration**
- 16-03-2009 6pm–9pm 6 sessions x 3 hours

**Maya—Character Animation**

**Course code** S345230
Ever wondered how they made those penguins tap-dance? This course can show you how! Learn the fundamentals of character animation in this exciting new short course. The course is suitable for beginners and experienced 3D modellers alike. Using a pre-made character rig, you will learn how to create believable character movement and have a lot of fun along the way.

**City campus**  
**Cost:** $600  
**Start date**  
**Time**  
**Sessions and duration**
- 4-05-2009 6pm–9pm 6 sessions x 3 hours

**Patternmaking**

**Course code** S350203
This course covers basic pattern making techniques. Participants will develop base style patterns from the provided basic/foundation blocks. Participants will have the opportunity to learn pattern drafting principles and techniques for the development of basic silhouettes and style adaptations through practical application, demonstrations and reference notes.

**Brunswick campus**  
**Cost:** $615  
**Start date**  
**Time**  
**Sessions and duration**
- 11-02-2009 6pm–9pm 12 sessions x 3 hours  
- 27-06-2009 6pm–9pm 12 sessions x 3 hours

**Photoshop—Fundamentals**

**Course code** S355123
In this course participants will be introduced to the fundamental functions and tools of Photoshop useful in a printing environment. The Photoshop package is the standard image manipulation tool for electronic publishing; knowledge of the software is essential to quality publications for the industry. In this course the software will be evaluated and taught from the photographic perspective, the design perspective and for the preparation of images for print. Students will also look at saving images for web.

**Brunswick campus**  
**Cost:** $540  
**Start date**  
**Time**  
**Sessions and duration**
- 28-04-2009 6pm–9pm 7 sessions x 3 hours
Photoshop—Introduction
Course code  S340064
This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop CS. The workshop aims to provide participants with a solid understanding of how Photoshop works, and to lay the foundations that will form a base for further Photoshop imaging investigations.
City campus
Cost: $595
Start date  Time  Sessions and duration
30-04-2009 6pm–9pm  6 sessions x 3 hours

Portrait and People Photography
Course code  S345183
We all like to take photographs of our family and friends but few do it well. This practical eight-week course explains equipment, material selection and techniques for photographing people. It covers formal and casual portraits, lighting, selection of location and technical considerations of exposure and composition. Prerequisite: Applicants should have a basic understanding of photography and access to an adjustable film or digital camera.
City campus
Cost: $510
Start date  Time  Sessions and duration
12-02-2009 6pm–9pm  8 sessions x 3 hours
19-05-2009 6pm–9pm  8 sessions x 4 hours

Principles of Dyeing and Printing
Course code  S350275
This short course covers: dyeing (application of dyes; types of dyes; chemicals used in dyeing; machinery; faults and problems; practical dyeing exercises will be undertaken to assist in the understanding of the processes), and printing (design preparation; types of printing including machines; colourants commonly used for printing garments and fabrics; printing faults and problems; practical exercises involving simple illustrations of the major print styles; common finishing processes for printed fabrics).
Brunswick campus
Cost: $395
Start date  Time  Sessions and duration
6-05-2009  5.30pm–8.30pm  6 sessions x 3 hours

Product Knowledge Workshops in Footwear
Course code  S350231
Workshop content: construction (court, oxford, derby, welt, cement, welt schoen), leather characteristics and materials (leather types, linings, surface materials, grindary accessories, eyelets/buckles/faces/hook and eye/studs), glues and adhesives (compatibility of cements and solvents, TPR, PVC, PC, PU, rubber, leather), quality (stitching, eyeleting, clinching, adhesives, sole laying, colour/shade, toe seat and side lasting).
Brunswick campus
Cost: $550
Start date  Time  Sessions and duration
7-05-2009  9am–4pm  2 sessions x 6 hours

Screen Print Your T-shirt
Course code  S350285
This is a course on how to create images for screens, how to prepare and register them, and how to print out film from a digital format printer. Your end product may be up to a four-colour screen-printed t-shirt.
Brunswick campus
Cost: $305
Start date  Time  Sessions and duration
19-01-2009  9.30am–4pm  3 sessions x 6 hours
6-05-2009  6pm–9pm  6 sessions x 3 hours

Product Knowledge Workshops in Textiles
Course code  S350224
These textiles workshops have been specifically designed for current and newly appointed TCF staff wishing to improve their technical knowledge and gain a wider appreciation of the many facets of the total 'textile pipeline' from fibres to fashion. Each day of these week-long workshops covers different topics. Go on to the web site to view the brochure for more details.
Brunswick campus
Cost: $315
Start date  Time  Sessions and duration
4-05-2009  9am–5pm  1 session x 7 hours
5-05-2009  9am–5pm  1 session x 7 hours
6-05-2009  9am–5pm  1 session x 7 hours
7-05-2009  9am–5pm  1 session x 7 hours
8-05-2009  9am–5pm  1 session x 7 hours

Production Lighting—New Competency Based Course
Course code  S345236
Are you interested in learning how to design and install a light show for live events? This course will teach you how to operate and create using the magic of production lighting techniques. This course is competency-based. These units can provide credit transfer towards a number of diploma qualifications in the audio visual industry including the Diploma of Audio Visual Technology. The units of competency offered in this course are: Prepare, Install and Monitor Lighting Equipment (CUFLGT04A) and Operate Lighting Consoles (CUFLGT04A).
City campus
Cost: $500
Start date  Time  Sessions and duration
7-01-2009  9.30am–5.30pm  2 sessions x 8 hours

Screenwriting—Introduction
Course code  S345029
Develop the skills required to write dramatic screenplays and employ techniques used to heighten audience participation. The course covers characterisation and back story; the creation of a script treatment; narrative form; and the use of symbols. While learning these skills you will write and workshop your own short script.
City campus
Cost: $330
Start date  Time  Sessions and duration
27-02-2009  6pm–9pm  16 sessions x 3 hours

Sewing
Course code  S350234
A series of samples will be made to demonstrate all the techniques and a booklet of notes to support these samples will be given to each person participating.
Brunswick campus
Cost: $450
Start date  Time  Sessions and duration
3-02-2009  6pm–9pm  10 sessions x 3 hours
5-02-2009  6pm–9pm  10 sessions x 3 hours
21-04-2009  6pm–9pm  10 sessions x 3 hours
23-04-2009  6pm–9pm  10 sessions x 3 hours

Sewing (Summer School)
Course code  S350252
A series of samples will be made, and examples shown on how to adjust a pattern and create a garment to that particular size.
Brunswick campus
Cost: $270
Start date  Time  Sessions and duration
19-01-2009  10am–4.30pm  3 sessions x 6 hours

Current course information and individual course flyers available at www.shortcourses.rmit.edu.au

11
Short Film Production

Course code: S345199
In this project-based workshop you will learn basic camera operation, blocking action for the camera and ways of directing actors and crew. This is a fun, practical course and minimal theory is involved.

City campus
Cost: $345
Start date: 7-01-2009
Time: 10am–6pm
Sessions and duration: 3 sessions x 6 hours

Television Studio Production—Introduction

Course code: S345194
This short course introduces participants to a widescreen digital television studio and operational techniques similar to those used in the networks for shows such as Sunrise, GMA, news etc. Students have the opportunity to work on studio shoots as camera, sound, lighting, director or floor manager during the progress of this course. Please note: a minimum of 10 people are required to enrol for this course to run.

City campus
Cost: $350
Start date: 30-05-2009
Time: 10am–5pm
Sessions and duration: 4 sessions x 6 hours

Song Writing

Course code: S345211
This is a five-day introductory workshop on writing your own music. This workshop will cover lyric analysis, music writing and will offer an opportunity to practice and perform your own work.

City campus
Cost: $345
Start date: 12-01-2009
Time: 10am–3pm
Sessions and duration: 5 sessions x 7 hours

Travel and Landscape Photography

Course code: S345182
This course is your chance to learn BEFORE you travel. The course is designed to help you select appropriate equipment, consider security and camera care, understand principles of lighting, composition and design to apply to photographing cities, landscapes, wildlife and local customs. Prerequisite: Applicants should have a basic understanding of photography and an adjustable film or digital camera.

City campus
Cost: $440
Start date: 27-04-2009
Time: 6pm–9pm
Sessions and duration: 8 sessions x 3 hours

Street Art Photography

Course code: S345196
If you’re a keen photographer with an interest in public art then don’t miss this exiting three day workshop on the documentation of street art using digital photography. This course will involve a small amount of theory and lots of photo-documentation on location. The last day will involve enhancement of images using Adobe Photoshop. This course will consider the question ‘what makes a good photo?’ and will discuss basic things a photographer can do to insure their photos are interesting and unique.

City campus
Cost: $340
Start date: 12-01-2009
Time: 12pm–6pm
Sessions and duration: 3 sessions x 6 hours

Visual Merchandising Course Series: Product Presentation

Course code: S320134
This unit covers the fundamentals of visual presentation of a range of product categories. Students are introduced to a variety of hands-on product presentation techniques and merchandising projects. Students produce their own displays and props using a range of merchandise such as cosmetics, home wares, posters, books, food, DVD/video/CDs, accessories and fashion items, and display techniques in bays and other spaces that may include poster suspension, groupings, backdrops, logos, tickets and basic lighting. This unit is ideal to take in tandem with Studio. The techniques covered and the props made in the studio can be utilised in your displays in Product Presentation.

City campus
Cost: $565
Start date: 17-02-2009
Time: 6pm–9pm
Sessions and duration: 15 sessions x 3 hours

Stylart Art

Course code: S345213
Interested in public art? Then why not attend this two day, hands-on workshop on stencil art. You will have the chance to make your own stencil artwork on canvas. This course will also include a discussion of the politically charged history of stencil art and the philosophy behind the need for public art in our society.

City campus
Cost: $240
Start date: 18-02-2009
Time: 6pm–9pm
Sessions and duration: 10 sessions x 3 hours

Visual Merchandising Course Series: VM Market

Course code: S320136
This unit exposes students to the wide scope of the visual merchandising industry. It looks at the broader use of visual merchandising in retail, service outlets, corporate settings and entertainment and social venues. It will focus on image, branding, market segments and lifestyles, customer profiling, VM fixtures and fittings and store layouts. These concepts are fundamental to the effective understanding of the industry and a vital addition to any practical application of knowledge. This is a theory-based unit, which includes industry visits and store observations in students own time.

City campus
Cost: $565
Start date: 18-02-2009
Time: 6pm–9pm
Sessions and duration: 10 sessions x 3 hours

Street Art Photography

Course code: S345196
This highly popular course aims to open up an understanding of the breadth and scope of visual merchandising in today’s world of retailing. It aims to assist the store owner, sales manager or staff to meet their objectives by increasing the average sale per customer. This course provides an overview of the many aspects of visual merchandising impacting on today’s traders and retailers.

City campus
Cost: $390
Start date: 30-04-2009
Time: 6pm–9pm
Sessions and duration: 8 sessions x 3 hours

Visual Merchandising Course Series: Lettering and Signage

Course code: S320137
The student will learn lettering and layout skills which will enable them to produce a variety of signage and tickets for retail display. Participants will learn to write with a variety of tools and use up to date high tech methods to produce signage for display, retail and exhibition. Topics covered may include calligraphy, vinyl lettering and application, layout, lettering styles, hierarchy of text, ticket writing and signs for a range of commercial environments.

City campus
Cost: $565
Start date: 19-02-2009
Time: 6pm–9pm
Sessions and duration: 15 sessions x 3 hours
### Visual Merchandising Course Series: Studio

**Course code:** S320135  
**Cost:** $565  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
16-02-2009 | 6pm–9pm | 15 sessions x 3 hours  
28-04-2009 | 6.30pm–9.30pm | 10 sessions x 3 hours  

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

**City campus**

### Business

**Agents’ Representatives**

**Course code:** S325004  
This program is designed to provide people with the knowledge and skill required by law to be eligible for employment in real estate as an agents’ representative and introduces participants to the legislation, documentation and practice of selling and leasing properties and businesses. The program includes three units: Work in the Real Estate Industry; Identify Legal and Ethical Requirements of Property Sales to Complete Agency Work; Identify Legal and Ethical Requirements of Property Management to Complete Agency Work. Delivery of the program will involve off-the-job training in a classroom situation. Teaching methods will vary, depending upon the learning outcome, and will include lectures and methods that encourage student participation, such as discussion, role-play and practical demonstrations. The program will be assessed by 4 assignments and 4 multiple-choice tests; all assessment tasks must be successfully completed.  
**City campus**

Contact 03 9925 8111 to confirm course details and availability.

**Business Attraction, Retention and Expansion**

**Course code:** S365027  
This course provides economic development practitioners with the knowledge and skills to be able to provide help to businesses in their regions. The course will cover attraction, retention and expansion of firms. Attracting new businesses to a region is one of the traditional tools of the economic developer. It is equally important to assist start up firms and retain them in the region, and to help firms to grow that are capable of growth. The course will encompass the notion of ‘economic gardening’, that is, growing existing firms, since existing firms provide the majority of new jobs in many regions. It will also ensure that practitioners understand the importance of linking new firm attraction strategies to existing regional strengths.

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

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

### Web Site Design and Authoring

**Course code:** S345057  
This course is ideal for professionals who are interested in getting up to speed with the most powerful and flexible HTML editor on the market. Over 10 weeks you will put the theory into practice and design and develop your own web site.  
**Basics that are covered:** understanding key concepts; naming conventions, absolute and relative links, various protocols, colour; screen resolutions, browser versions; defining site architecture; working with content; working with images and rich media; designing layouts; formatting content with CSS; adding interactivity with Java script; managing the web site; promoting your web site using SEO and interactivity with java script; managing the web layouts; formatting content with CSS; adding relative links, various protocols, colour, screen concepts; naming conventions, absolute and relative links, various protocols, colour, screen concepts; naming conventions, absolute and relative links, various protocols, colour, screen concepts.  
**City campus**

**Cost:** $950  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
27-01-2009 | 6.30pm–9.30pm | 10 sessions x 3 hours  
28-04-2009 | 6.30pm–9.30pm | 10 sessions x 3 hours  

### Writing Short Film Scripts

**Course code:** S345209  
It all starts with the script. Learn the fundamentals of storytelling for the screen. Find a story that’s perfect for a three- to five-minute film. Write your script and then workshop it in class. Great to follow up with short film production.

**City campus**

**Cost:** $240  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
5-01-2009 | 10am–4pm | 2 sessions x 6 hours  

### MYOB Complete Package

**Course code:** S155085  
This course is aimed at people wanting to setup and use MYOB. Student will receive 5 MYOB manuals on payment of the course fee. Each manual retails from MYOB at $32.95 and are included with the course fee.

**City campus**

**Cost:** $495  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
6-01-2009 | 5.30pm–8.30pm | 5 sessions x 3 hours  
17-02-2009 | 5.30pm–8.30pm | 5 sessions x 3 hours  

### PDF and Acrobat for the Business Environment

**Course code:** S355145  
PDFs (Portable Document File) are now an integral part of the document exchange in a professional office but also pose many new challenges. Learn how to effectively use, create and secure PDF documents in the professional office environment to make this application work securely for you.

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

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

**Brunswick campus**

**Cost:** $240  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
6-04-2009 | 9am–4pm | 1 session x 7 hours
The Regional Development Policy Environment

Course code S365019
The course addresses the central elements of how ‘regional’ and ‘economic’ development policies are done in Australia. It provides a detailed explanation of policy processes, the key government players at each level of government, some historical background, and approaches overseas. The course is about both process and the content and purpose of regional policies. Policies made outside the region play a major role in shaping what can be achieved at the local level and it is essential for practitioners to know how the political systems operate. Different kinds of interventions are assessed and analysed. Regional policy is a complex process and some of the complexities will be unpacked to make sense of the context in which practitioners operate.

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

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

Online
Cost: $1230. EDA members: $1107

Community and Social Sciences

Professional Certificates in Criminal Justice

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

City Campus
Cost
Full-time: $2880 or payment by 3 instalments $2980, per semester.
Part-time: $720 or payment by 3 instalments $745, per subject, per semester.
Start date
Week commencing 2-03-2009

CJ01 Foundations of Criminology

Course code S210022
This unit introduces students to the crime phenomenon, how crime is variously typed, researched and categorised, what its trends are and what characteristics, in terms of various social and personal correlates, officially apprehended offenders possess.

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

CJ03 Foundations of Law

Course code S210024
This unit is designed to introduce students to the concepts, theories and elements of law. The unit examines law in its historical, philosophical, social and political context and lays the foundations for an understanding of law and relationships between law and enforcement of morals. It elaborates on various approaches to statutory interpretations and judicial decision-making.

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

Professional Certificates in Criminal Justice—Information Session

Course code S210038
Information session for potential criminal justice students. Michael Benes will be guest speaker. Call 03 9925 8111 for free registration.

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

CJ04 Criminal Justice Introduction

Course code S210025
This introductory unit provides a conceptual overview of the history, purposes and functions of the major agencies in the Australian criminal justice system, especially with respect to police, courts and corrections. The unit is specifically designed as a preparation for more advanced studies within the criminal justice field.

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

CJ17 Writing and Research in Justice

Course code S210039
This unit assists students to make a transition from school or work to studying at university for the first time. This course raises awareness of the range of academic skills necessary to gain a qualification in justice and criminology. It provides guidance about the ways the students may be assessed in those skills. It discusses many key issues related to study, effective writing, presentation skills and research.

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

Course code S365026
Share first-hand the tensions and trials witnessed by American and European experts during the financial turmoil and housing crisis of 2008. More importantly, join with our panel in reviewing what this all means to Australian housing and financial markets into the future.
The forum, Housing, Mortgages and Financial Turmoil will be addressed by Professor John Quigley from the Department of Economics, UCLA, Berkeley. Professor Quigley is a leading authority on the sub prime crisis and ramifications for housing markets.

City campus

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

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

Computing and Information Technology

CCNA TURBO

Course code S155081
The first half of the course prepares for the Cisco CCNA certification exam 640-822 (CCENT) It includes topics on networking fundamentals; connecting to a WAN; basic security and wireless concepts; routing and switching fundamentals; the TCP/IP and OSI models; IP addressing; WAN technologies; operating and configuring IOS devices; configuring RPV2, static and default routing; implementing NAT and DHCP; and configuring simple networks. The second half of the course prepares for the Cisco CCNA certification exam 640-816 It covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP, RSTP, OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to-point connections; and establishing Frame Relay connections.

City campus

Cost: $1690
Start date Time Sessions and duration
10-02-2009 5.30pm–9.30pm 18 sessions x 4 hours

CCNA1: Cisco Systems Networking Academy Program—Networking Basics

Course code S130167
Students will learn to identify and describe the functions of each of the seven layers of the OSI reference model: describe physical and logical addresses and identify key differences between them; identify different network topologies, transmission media (copper, optical and wireless) and signal losses; design networks; describe ethernet and gigabit ethernet operations; bridging and switching; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP protocol suite. Prerequisites: Participants should have a basic understanding of using Windows-based computers. It will be assumed that students have post school industry experiences, training, etc., and therefore, are mature and have a drive level to cope with this accelerated program.
It would be helpful to have A+ Certification, Microsoft Office skills, introductory programming or multimedia courses, and introductory electronics.

City campus

Cost: $575
Start date Time Sessions and duration
21-02-2009 8am–5pm 5 sessions x 8 hours
24-02-2009 5.30pm–9.30pm 10 sessions x 4 hours

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

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

City campus

Cost: $575
Start date Time Sessions and duration
28-03-2009 8am–5pm 5 sessions x 8 hours
5-05-2009 5.30pm–9.30pm 10 sessions x 4 hours

Current course information and individual course flyers available at www.shortcourses.rmit.edu.au
A short course is designed for quick consumption to fit in with a hectic lifestyle. It's the perfect professional development or refresher if you work in an industry where staying up to date with technology and short term trends is important. Or you may find a course to nurture a new talent and extend your creativity.
CCNA3: Cisco Systems Networking Academy Program—Switching Basics

Course code: S130169
Students will learn to configure VLSM and routing protocols (RIPv2, OSPF, and EIGRP); configure physical and loopback interfaces; describe LAN switching theory and benefits of VLANs, Spanning Tree Protocol and Trunks; provide Level 1 troubleshooting service.

City campus
Cost: $575
Start date: 9-05-2009 8am–5pm
Sessions and duration: 5 sessions x 8 hours

CCNA4: Cisco Systems Networking Academy Program—WAN Technologies

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

City campus
Cost: $575
Start date: 13-06-2009 8am–5pm
Sessions and duration: 5 sessions x 8 hours

CCNP1: Cisco Systems Networking Academy Program—Building Scalable Internetworks

Course code: S130195
This course aims to provide advanced skills required to implement and support enterprise-class IP routing networks.
Prerequisites: Participants should have completed Cisco Systems Networking Academy CCNA Program to enrol into this course.

City campus
Cost: $1300
Start date: 25-02-2009 5.30pm–9.30pm
Sessions and duration: 16 sessions x 4 hours

CCNP4: Cisco Systems Networking Academy Program—Optimising Converged Cisco Networks

Course code: S130203
This course aims to provide important knowledge and skills in optimising and providing effective QoS techniques for converged networks. The main topics covered in this course include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management.
Prerequisites: To have completed CCNA program.

City campus
Cost: $1300
Start date: 25-02-2009 5.30pm–9.30pm
Sessions and duration: 16 sessions x 4 hours

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

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

City campus
Cost: $575
Start date: 26-02-2009 5.30pm–9.30pm
Sessions and duration: 10 sessions x 4 hours

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

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

City campus
Cost: $600
Start date: 6-05-2009 5.30pm–9.30pm
Sessions and duration: 10 sessions x 4 hours

MCP Training—Managing and Maintaining a Windows Server 2003 Environment

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

City campus
Cost: $600
Start date: 25-02-2009 5.30pm–9.30pm
Sessions and duration: 10 sessions x 4 hours

Network Security

Course code: S130201
A rapid expansion in the area of networking requires more professionals trained in network security. This network security course provides training for the Cisco Firewall Specialist Exams: Prerequisites: Securing Networks with PIX and ASA (SNPA) Securing Cisco Network Devices (SND)

City campus
Cost: $990
Start date: 26-02-2009 5.30pm–9.30pm
Sessions and duration: 14 sessions x 4 hours

SCADA—Citect Software in Supervisory Control and Data Acquisition Systems

Course code: S130176
This course aims to provide personnel with ‘hands-on’ knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to ‘real world’ control situations. There are no prerequisites. This course is for managers and engineering and technical personnel involved in the development, design, programming, installation and maintenance of Supervisory Control and Data Acquisition Systems.

City campus
Cost: $495
Start date: 18-03-2009 5.30pm–9.30pm
Sessions and duration: 6 sessions x 4 hours
Voice over IP (VoIP) Fundamentals
Course code S130196
This course introduces you to the latest Voice over IP (VoIP) technologies and provides you the skills and techniques to configure and use IP telephony network. You will get hands-on experience with voice-enabled Cisco Routers, Cisco Call Manager Express, Cisco IP phones and standard analogue phones. On successful completion of this course you will have the knowledge and skills to participate in the design, development and deployment of IP based telephony systems for small to medium-sized businesses.
Prerequisites: CCNA certification or equivalent knowledge and skills would be advantageous.
City campus
Cost: $625
Start date Time Sessions and duration
23-02-2009 5.30pm–9.30pm  10 sessions x 4 hours

Wireless LAN Training
Course code S130200
This course focuses on the administration and security aspects of a Wireless Local Area Networks (WLANs). On completion of this course, students should have the skills to install, configure, secure and troubleshoot wireless networks.
Prerequisites: None.
City campus
Cost: $575
Start date Time Sessions and duration
24-02-2009 5.30pm–9.30pm  10 sessions x 4 hours

Education and Training

Australian Career Development Studies (ACDS) (Component 3)
Course code S360035
An online postgraduate certificate level unit appropriate for practitioners working in the career development area who have a tertiary qualification or equivalent, but no formal qualifications specifically in career development. However, career practitioners with formal qualifications in career development may also find this unit useful as a professional development activity. The unit is not in itself a formal qualification; rather it is designed as an introduction to the broad field of career development in preparation for further formal study. The Department of Education, Science and Training (DEST) own this course and information can be found on www.career.edu.au.
Completion of ACDS Component 3 provides 25% credit towards fulfilment of RMIT’s Graduate Certificate in Careers Counselling.
Online
Cost: $400

Certificate IV in Training and Assessment (TAA40104)
Course code S360037
The Certificate IV in Training and Assessment is a 12 day program which includes 14 units of competency. The program is conducted over a period of four weeks. This program is endorsed by the Department of Education, Employment and Workplace Relations (DEEWR). To keep the quality of your learning at a high level we have limited participation to no more than 13 participants per course date.
City campus
Cost: $2900
Start date Time Sessions and duration
5-02-2009 9.30am–4.30pm  12 sessions x 7 hours
5-03-2009 9.30am–4.30pm  12 sessions x 7 hours
7-05-2009 9.30am–4.30pm  12 sessions x 7 hours
29-06-2009 9.30am–4.30pm  12 sessions x 7 hours

Certificate of Surface Coatings Technology by e-Learning
Course code S001001
The Surface Coatings Association Australia Inc (SCAA) has been the provider of technical education to the coatings industry for many years, mainly via classroom-based courses in Melbourne and Sydney. SCAA has now developed its Certificate of Surface Coatings Technology course into a self-paced, distance-learning format. Graduates can be assured of a solid grounding in the technology involved in the development and use of modern surface coatings. Having successfully completed the course, you will receive the SCAA Certificate of Surface Coatings Technology by e-Learning. For further information visit www.rmittraining.com/scaa.
e-Learning
Cost: $1900. SCAA Member fee $1600.

OH&S Initial Level Five-Day Course for Health and Safety Reps, Managers and Supervisors
Course code S150070
This practical skills-oriented program is designed to provide health and safety representatives (and their deputies), managers and supervisors, as entitled under S.67(1) to attend a course of their choice, with the necessary skills and knowledge to complement their roles in the workplace. The program will show participants how to deal with requirements under the new and revised amendments of the updated OHS Act 2004 as well as give them the knowledge to develop the necessary skills with which to carry out their respective functions. The program also shows participants how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues. New provisions relating to Authorised Representatives from Registered Employee Organisations (ARREO’s) are also included. This OHS training program is approved by WorkSafe Victoria. Early Bird Rate: Payment made a fortnight prior to the program commencement date, or for 2 or more people registered from the same organisation is $890.
City campus
Cost: $890
Start date Time Sessions and duration
16-02-2009 9am–5pm  5 sessions x 8 hours
23-03-2009 9am–5pm  5 sessions x 8 hours
11-05-2009 9am–5pm  5 sessions x 8 hours
29-06-2009 9am–5pm  5 sessions x 8 hours
**OHS 1 Day Refresher Program for H&S Representatives, Managers & Supervisors**

**Course code** S150069

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

**City campus**

**Cost:** $200

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<tr>
<th>Start date</th>
<th>Time</th>
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<tbody>
<tr>
<td>2-03-2009</td>
<td>9am–5pm</td>
<td>1 session x 8 hours</td>
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<tr>
<td>19-06-2009</td>
<td>9am–5pm</td>
<td>1 session x 8 hours</td>
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**Disconnect/Reconnect Workers Licence**

**Course code** S130090

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

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

**City campus**

**Cost:** $230

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<th>Time</th>
<th>Sessions and duration</th>
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<tr>
<td>23-03-2009</td>
<td>8am–5pm</td>
<td>2 sessions x 8 hours</td>
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<tr>
<td>25-03-2009</td>
<td>5.30pm–9.30pm</td>
<td>3 sessions x 4 hours</td>
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<tr>
<td>11-05-2009</td>
<td>8am–5pm</td>
<td>2 sessions x 8 hours</td>
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<tr>
<td>3-06-2009</td>
<td>5.30pm–9.30pm</td>
<td>3 sessions x 4 hours</td>
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**Electrical Contractor Registration Course—Part B Commercial (Mod EA102)**

**Course code** S130017

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

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

**City campus**

**Cost:** $470

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<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
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<tr>
<td>24-03-2009</td>
<td>5.30pm–9.30pm</td>
<td>10 sessions x 4 hours</td>
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**Inspection and Safety Testing of Electrical Equipment**

**Course code** S130104

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

**Prerequisites:** Course participants should have some electrical knowledge.

**City campus**

**Cost:** $700

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<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
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<tr>
<td>24-03-2009</td>
<td>5.30pm–9.30pm</td>
<td>14 sessions x 4 hours</td>
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<td>25-03-2009</td>
<td>8am–5pm</td>
<td>7 sessions x 8 hours</td>
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<tr>
<td>27-04-2009</td>
<td>5.30pm–9.30pm</td>
<td>14 sessions x 4 hours</td>
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<tr>
<td>22-06-2009</td>
<td>5.30pm–9.30pm</td>
<td>14 sessions x 4 hours</td>
</tr>
<tr>
<td>24-06-2009</td>
<td>8am–5pm</td>
<td>7 sessions x 8 hours</td>
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When you think of RMIT, you tend to think of Design, Business, Engineering, Architecture, Fashion, Communication, Art, Technology, Community Services, Health...the list goes on. With more than 67,000 students, RMIT University is one of Australia’s largest institutes of education. It’s also one of Australia’s oldest, having opened its doors in 1887.

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

Many of RMIT’s short courses allow you to use state-of-the-art equipment and facilities not commonly available, particularly in the areas of technology, engineering and design.
Programmable Logic Control & Automation Short Course 1

Course code  S130054
This course is designed to provide skills in identifying and programming logic functions, timers and counters on PLCs, programming and testing sequential controls and commissioning controls for their functionality. Actuators used are of fluid power nature (hydraulics and pneumatics).
Prerequisites: Mechanical or electrical aptitude or background is desirable. All participants must purchase (not included in fee) Automation with Programmable Logic Controllers and matching workbook by Peter Rohner. These are available from the RMIT Bookshop.
City campus
Cost: $450
Start date  Time  Sessions and duration
3-03-2009  5.30pm–9.30pm  6 sessions x 4 hours

Programmable Logic Control & Automation Short Course 2

Course code  S130055
This course is designed to provide skills in designing sequential controls for typical industrial systems including peripheral functions (routines), as well as designing programs of combinational nature and integrating the PLC with fluid power drive machinery. This course is level 2 of a series of 4 consecutive courses (levels).
Prerequisites: All participants must have completed Programmable Logic Control and Automation Short Course No. 1.
City campus
Cost: $450
Start date  Time  Sessions and duration
21-04-2009  5.30pm–9.30pm  6 sessions x 4 hours

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

Course code  S001003
RABQSA International has developed a Drinking Water Quality Management System (QMS) Auditor Certification Scheme, in collaboration with the Department of Human Services (Victoria) (DHS), the Victorian Water Industry Association and the Water Services Association of Australia. The scheme will be used by DHS to approve auditors in accordance with the Safe Drinking Water Act 2003, but is national and will have applicability for audits in other jurisdictions. Certification under this scheme will be a mandatory requirement for auditors seeking approval from DHS to conduct a regulatory audit in Victoria. Victorian water businesses should alert potential auditors to the existence of this scheme. This exam is one of four components required to achieve auditor certification.
City campus
Cost: $100
Start date  Time  Sessions and duration
26-02-2009  10am–12.45pm  1 session x 2.45 hours

Programmable Logic Control & Automation Short Course 3

Course code  S130056
This course is designed to provide skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading or offloading, and furthering skills in system diagnostics, PLC to machine integration and fault debugging. This course is level 3 of a series of 4 consecutive courses (levels).
Prerequisites: All participants must have completed Programmable Logic Control and Automation Short Course No. 2. All participants must purchase (not included in fee) Industrial Hydraulic Control by Peter Rohner. This book is available from the RMIT Bookshop.
City campus
Cost: $450
Start date  Time  Sessions and duration
9-06-2009  5.30pm–9.30pm  6 sessions x 4 hours

Environment

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

Course code  S001003
RABQSA International has developed a Drinking Water Quality Management System (QMS) Auditor Certification Scheme, in collaboration with the Department of Human Services (Victoria) (DHS), the Victorian Water Industry Association and the Water Services Association of Australia. The scheme will be used by DHS to approve auditors in accordance with the Safe Drinking Water Act 2003, but is national and will have applicability for audits in other jurisdictions. Certification under this scheme will be a mandatory requirement for auditors seeking approval from DHS to conduct a regulatory audit in Victoria. Victorian water businesses should alert potential auditors to the existence of this scheme. This exam is one of four components required to achieve auditor certification.
City campus
Cost: $100
Start date  Time  Sessions and duration
26-02-2009  10am–12.45pm  1 session x 2.45 hours
Green Building and Design—Melbourne (two-day course)

Course code S315041
A two-day course-conference incorporating presentations, workshops, and case-studies of best-practice design, construction and policy with site visit tours of green buildings. Participants will gain a clear understanding of:
- latest policy updates and its effects on the building industry
- the business case for sustainability
- sustainable urban planning
- national water policy, strategies and its implementation
- peak energy load reduction
- case studies of current buildings projects showing innovative sustainable approaches
- post occupancy evaluation
- sustainable materials—review of labels
- site visits to high-performance green buildings
- heritage issues and sustainable refurbishments
- local governments and developers—lessons learned for green buildings
- constructors’ experiences with green building.

Contact 03 9925 8111 to confirm course details and availability.

Food Science and Technology

Food Technology for Non-Food Technologists

Course code S155096
This course is designed for new food company staff who have little or no previous training in food technology, staff changing job areas, suppliers to the food industry, or those who require an overview of technologies used in the food industry.
Participants will enhance their skills and knowledge of the basic principles of food technology and food testing and will be introduced to a range of technical and scientific requirements typically encountered by food technologists.
Each session will include theory and practical demonstrations.

City campus
Cost: $175
Start date Time Sessions and duration
4-02-2009 10am–5pm 1 session x 6 hours

Workplace Hygiene (Food Safety)

Course code S110001
This course covers all basic principles of food hygiene and is designed for people wanting to work in food preparation. It meets the legal requirement under the Australia New Zealand Food Standards Code that food handlers complete the Follow Workplace Hygiene Procedures THHGHS01B course.
This course is designed for people wanting to work in the Hospitality Industry—cafe staff, waiting staff, kitchen/sandwich hand, food attendant, cook/chef, etc. This course is Nationally Accredited as Follow Workplace Hygiene Procedures. This unit is a pre-requisite for Food Safety Supervisor training and accreditation.

City campus
Cost: $140
Start date Time Sessions and duration
30-01-2009 9am–4.30pm 1 session x 6 hours

Health and Medical Sciences

Transfusion Science Workshop—Intermediate

Course code S160014
This course is designed to provide an introduction to blood grouping, crossmatching and antibody investigation during the first three days. Days four and five will focus on the investigation of adverse responses to blood transfusion and the investigation of Haemolytic Disease of the Newborn (HDNB). Through a program of lectures and tutorials conducted each morning, participants will be introduced to the major blood group systems of clinical significance, to the techniques and procedures used to provide compatible blood for transfusion and to the techniques employed in determining blood group antibody specificity and the investigation of transfusion reactions and HDNB.

Bundoora campus
Cost: $1000
Start date Time Sessions and duration
2-02-2009 9.30am–5pm 5 sessions x 7.5 hours
Manufacturing and Printing

Digital Printing—Introduction

Course code S355017
This course is an introduction to digital printing using the Fuji Xerox DocuTech 6135 and Digipath—a computerised network based system to capture, store, retrieve and manipulate images for production on a Xerox production publisher such as the DocuTech 6135.
Participants will be introduced to the operational controls and the production capabilities of this high speed, mono colour, digital print engine. Participants will receive demonstrations on scanning, printing, finishing and a range of production jobs both from hard copy and digital files.

Brunswick campus
Cost: $360
Start date Time Sessions and duration
6-05-2009 6pm–9pm 4 sessions x 3 hours

Direct Image Press (DI)—Introduction

Course code S355121
This course is an introduction to direct image printing using the Heidelberg Direct Image Press (DI). Participants will be introduced to the operational controls and the production capabilities of this high speed, mono colour digital print engine. Participants will receive demonstrations on an image-transfer system for production jobs from digital files.

Brunswick campus
Cost: $360
Start date Time Sessions and duration
7-05-2009 6pm–9pm 4 sessions x 3 hours

Freezer GTO 52 Operation—Introduction

Course code S355019
This is a specialised lithographic printing course covering ink setting, plate positioning, quality control, faults and remedies on the GTO 52 for printing machinists and students who can demonstrate both knowledge and practical application of the basic principles of lithographic printing.
The course will focus on gaining a complete knowledge of the GTO 52 machine and participants will have the opportunity to put their skills into practice.
On completion, a printer with no prior knowledge of this machine will be able to seek employment in the areas of quick-print shops, instant printers and small business.

Brunswick campus
Cost: $530
Start date Time Sessions and duration
27-04-2009 6pm–9pm 6 sessions x 3 hours

Heidelberg Speedmaster SM 52 Digital Control

Course code S355067
Do you want to operate a digital CP Tronic controlled four-colour printing press using quality control systems? If so, this is the course for you. From the console, the operator can register all four colours at the touch of a button. All components such as auto plate, wash-up facilities, and remote inking are at your fingertips. Participants will also gain the knowledge to operate a Heidelberg Digital Control Press safely.

Brunswick campus
Cost: $480
Start date Time Sessions and duration
3-06-2009 6pm–9pm 4 sessions x 3 hours

Flexographic Printing—Introduction

Course code S355014
Flexographic printing is currently Australia’s fastest growing printing process. This course provides participants with an overview of the flexographic printing process in a practical setting with hands-on experience and tuition by experienced staff trainers. Participants will be introduced to a number of different flexographic printing machines and evaluate the different uses including the Mark Andy flexographic label printer as well as larger machines.

Brunswick campus
Cost: $730
Start date Time Sessions and duration
19-05-2009 6pm–9pm 9 sessions x 3 hours

Introduction to Shinohara

Course code S355101
This course will introduce the participants to the understanding of a 2 colour printing press with a perfecting unit.

Brunswick campus
Cost: $370
Start date Time Sessions and duration
9-06-2009 6pm–9pm 3 sessions x 3 hours

Label Printing—Introduction (Narrow WEB)

Course code S355024
This course is mainly theory based but also provides participants with a practical introduction to the label printing process. The introduction of the new Mark Andy narrow web label printing machine at the Centre of Graphic Technology (ICGT) Brunswick has created exciting opportunities for printers to upgrade their skills into a sector of the industry with record levels of growth and demand, both locally and internationally.

Brunswick campus
Cost: $420
Start date Time Sessions and duration
4-05-2009 6pm–9pm 4 sessions x 3 hours

Planning and Estimating

Course code S355062
This is a course consisting of eleven modules in planning and estimating for people in the printing industry wishing to work as estimators. This extensive course provides knowledge of specific components that go to make up an estimate of the cost. It enables the participants to produce accurate estimates for sheeted litho printing to customer specifications. The first component of the course prepares students in manual calculations and then includes planning and estimating using Prism.

Brunswick campus
Cost: $1225
Start date Time Sessions and duration
27-04-2009 6pm–9pm 24 sessions x 3 hours

Print Awareness

Course code S355038
This is a highly popular short course aiming to introduce participants to production procedures from plate to press in easy-to-understand language. There is hand-on interaction with samples and tools in a small group environment. Participants tour the various printing departments gaining a first hand view of the equipment variety, uses, and their production activities.

Brunswick campus
Cost: $650
Start date Time Sessions and duration
6-04-2009 9am–4pm 3 sessions x 7 hours
22-06-2009 9am–4pm 3 sessions x 7 hours
Stitching, Folding and Guillotine Operating

Course code  S355104
Participants will concentrate on the practical use of the five-station-gather machine with support from theoretical information provided by the teacher as well as learning from hands on experience in the use of programming of computer operated guillotines. The stitching and folding section will cover topics including: use of 4 hopper, feeder and stapling unit, 3 knife trimming unit on stitching machine, 4 and 8 pages, 16 page performing and scoring. The guillotine operating section will cover topics including programming computer operated guillotines, label cutting, paper subdivision, paper substrates and knife changing.

Brunswick campus

Cost: $830
Start date  Time  Sessions and duration
27-04-2009  5.30pm–8.30pm  10 sessions x 3 hours

AV Maintenance

Course code  S345237
Learn how to fix it yourself in this introductory audio-visual course. You will be shown the technical skills for routine, low level maintenance of sound and video equipment.

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

City campus

Cost: $650
Start date  Time  Sessions and duration
19-01-2009  9.30am–4.30pm  3 session x 7 hours

Advanced Conversational Chinese

Course code  S365024
This intensive course is unique, designed particularly for Chinese-culture-fans who either have some proficiency in Chinese or have just come back from living in China. You will be led by RMIT expert native-speaking teachers to focus on enhancing your communication skills and enriching your knowledge of the Chinese language and culture in your preferred area of interest. On completion of the course, you will be able to not only socialise, but also have in-depth discussions with Chinese people on a variety of topics.

City campus

Cost: $350
Start date  Time  Sessions and duration
4-02-2009  5.30pm–8pm  10 sessions x 2.5 hours

Advanced Spanish

Course code  S365012
Students will develop communicative skills in the spoken and written language, and practical knowledge of the cultures of the Hispanic world in a wide range of contexts in this course. Student-centred language practice, communicative activities, and assessment items encourage learners to be responsible for their own learning, to be creative and critical in their application of the language and its cultures, and to build on their knowledge to a level where learning can develop in further related studies, in Australia and abroad. Students will have the opportunity to broaden their interests and knowledge of contemporary Spanish and Latin American cultures and society. Attainment of this level of Spanish will be an invaluable aid to Latin American and Hispanic studies subjects.

City campus

Cost: $185
Start date  Time  Sessions and duration
16-02-2009  6pm–8pm  7 sessions x 2 hours

Beginners Chinese 1

Course code  S365023
This is an introductory course of Chinese language and culture for those who want to learn the language in a practical and fun atmosphere and use it for recreational, business and/or study related activities. The course emphasises useful communication in a variety of contexts. Within a short period of time and with RMIT expert teachers you will develop a solid grounding in basic level functional Chinese in the four areas of listening, speaking, reading and writing.

City campus

Cost: $350
Start date  Time  Sessions and duration
21-04-2009  5.30pm–8pm  10 sessions x 2.5 hours

Beginners Conversational Chinese

Course code  S365022
This course is designed for those who wish to acquire essential conversational skills and knowledge of Chinese culture for day-to-day social situations. It is particularly appropriate for those who are travelling to China for business or pleasure, or just meeting Chinese friends locally. With RMIT expert teachers you will develop speaking and listening skills by learning a set of practical expressions and practising the language with the class in a fun environment, giving you confidence to communicate with anyone in almost any situation.

City campus

Cost: $350
Start date  Time  Sessions and duration
3-02-2009  5.30pm–8pm  10 sessions x 2.5 hours
Beginners Japanese

Course code: S365008
This course aims to introduce you to the basic skills of the Japanese language and to familiarise you with the formation of written Japanese. You will learn the hiragana script. You will acquire basic understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language. You will be equipped with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication.

City campus
Cost: $395
Start date: 18-03-2009
Time: 6pm–9pm
Sessions and duration: 10 sessions x 3 hours

Beginners Japanese 2

Course code: S365013
This course aims to build on the basic skills of the Japanese language, consolidating your knowledge of the hiragana script. You will learn the katakana script. You will acquire increased understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language.

City campus
Cost: $395
Start date: 19-03-2009
Time: 6pm–9pm
Sessions and duration: 10 sessions x 3 hours

Beginners Japanese 3

Course code: S365017
This course aims to build on the basic skills of the Japanese language, consolidating your knowledge of the hiragana and katakana scripts. You will learn up to 50 basic kanji characters. You will acquire increased understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language.

City campus
Cost: $395
Start date: 17-03-2009
Time: 6pm–9pm
Sessions and duration: 10 sessions x 3 hours

Beginners Spanish I

Course code: S365010
This course introduces students to basic skills of the Spanish language. Students will acquire essential understanding of Hispanic cultures and societies, as expressed in and reflected by the language. The course will equip students with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication. Students will be encouraged to reflect upon the dynamics of the language in its various cultural contexts. This course will prepare students for further study of Spanish, and for engagement with Hispanic peoples from Spain or Latin America.

City campus
Cost: $265
Start date: 17-02-2009
Time: 6pm–8pm
Sessions and duration: 10 sessions x 2 hours
Start date: 11-05-2009
Time: 6pm–8pm
Sessions and duration: 10 sessions x 2 hours

Beginners Spanish II

Course code: S365015
This is an intensive course of Spanish language and culture for people who want to learn the language in a practical and relaxed atmosphere and use it for recreational and/or work and study related activities. This course will provide appropriate level to continue communicating in the target language and prepare you to study/work/travel overseas.

City campus
Cost: $265
Start date: 19-05-2009
Time: 6pm–8pm
Sessions and duration: 10 sessions x 2 hours

Comedy Writing

Course code: S345253
This exciting course offers the skills needed to write stand-up and narrative comedy. Build characters, devise stories and apply time-honoured principals of comedy writing. The course is taught by Australia's internationally acclaimed 'comedy doctor', Tim Ferguson. Don't forget to book.

City campus
Cost: $520
Start date: 12-02-2009
Time: 10am–3pm
Sessions and duration: 5 sessions x 4.5 hours
Start date: 15-03-2009
Time: 11am–4.30pm
Sessions and duration: 4 sessions x 5.5 hours

Hands-On Clear Writing

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

City campus
Cost: $500
Start date: 21-02-2009
Time: 9.30am–4.30pm
Sessions and duration: 2 sessions x 7 hours
Start date: 23-05-2009
Time: 9.30am–4.30pm
Sessions and duration: 2 sessions x 7 hours

Copywriting in Action

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

City campus
Cost: $580
Start date: 12-02-2009
Time: 6am–9pm
Sessions and duration: 8 sessions x 3 hours
Start date: 12-05-2009
Time: 6pm–9pm
Sessions and duration: 8 sessions x 3 hours

Home Audio Production Series

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

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

Course code: S335009
This short course will provide you with an understanding of what factors should be considered when setting up a home recording and mixing space, whether it be a dedicated studio or space in your bedroom! Participants will gain a thorough understanding of currently available audio recording and editing equipment, plus will learn how to make the most of their available resources. Attendees will also gain an insight into operating “Pro Tools”—the leading industry digital audio workstation.

City campus
Cost: $295
Start date: 21-03-2009
Time: 9am–5pm
Sessions and duration: 2 sessions x 8 hours
Home Audio Production Series 2: Mixing and Mastering, an Introduction

Course code S335010
This short course will provide participants with an understanding of how to mix then master songs, radio stories etc. The course also explains the processes of audio mastering and gives an understanding of what to expect or look out for when hiring a mastering engineer. Students have a ‘hands-on’ opportunity to work on the main elements of the mix such as compression, equalisation, effects and mastering. Limitations of home studio spaces will be discussed, as well as how to improve home acoustics - usually the studio’s weakest link.

City campus
Cost: $295
Start date Time Sessions and duration
28-03-2009 9am–5pm 2 sessions x 8 hours

Introduction to Fiction Writing

Course code S345162
Writing is a lonely pursuit; this course offers you the opportunity to workshop your writing with similarly committed writers under the guidance of a teacher who is a practicing, published writer. The courses in this program will stimulate ideas, craft your current skills and challenge you to take your writing to the next level.

City campus
Cost: $600
Start date Time Sessions and duration
10-02-2009 6pm–9pm 16 sessions x 3 hours

Magazine Design and Production Series

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

The three core subjects are:
- Writing for Magazines (May)
- Magazine Editing (Feb & May)
- Professional Practice (July 23)*
- Online Journalism (Aug 13)*

Then choose one of the following two electives:
- Design and Production (Mar)
- Writing for Magazines (May)

You can also complete the courses individually without the accreditation.
* Full course details are available on: www.shortcourses.rmit.edu.au

Magazine Design and Production Series: Magazine Design and Production

Course code S345244
This course focuses on developing a range of design skills while working in consultation with others to ensure production and final user requirements have been met. As a class you will work together and produce a publication using InDesign. Magazine Design and Production is an elective within the course in Magazine Writing, Editing and Production.

City campus
Cost: $750
Start date Time Sessions and duration
5-03-2009 6pm–9pm 16 sessions x 3 hours

Magazine Design and Production Series: Magazine Writing

Course code S345016
This module focuses on a broad range of skills required for writing magazine articles by assisting you to examine the craft; principles and practices of writing articles for specialist journals and magazines; research; prepare and present feature articles; examine issues related to the nature of magazine writing and the industry in general. Magazine Writing is a core subject within the course in Magazine Writing, Editing and Production.

City campus
Cost: $700
Start date Time Sessions and duration
13-05-2009 6pm–9pm 16 sessions x 3 hours

Magazine Design and Production Series: Magazine Editing

Course code S345014
This course is ideal for those with an interest in language, a facility with words and proven attention to detail. The course will give you a sense of the skill-sets that are required to become involved in magazine production. The distinctions of editing and sub-editing will be made through a series of practical in-class and take-home exercises, guest lectures by industry experts and a team project that replicates the editorial experience. Magazine Editing is a core subject within the course in Magazine Writing, Editing and Production.

City campus
Cost: $740
Start date Time Sessions and duration
11-02-2009 6pm–9pm 16 sessions x 3 hours
19-05-2009 6pm–9pm 16 sessions x 3 hours

Public Relations Certificate

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

Public Relations Certificate—Media Relations

Course code S200016
This unit covers: how the media work; media language; media releases; media conferences, contacts, events; print, radio, TV, how they differ; workshop on interview skills; radio workshop; television interviews; television workshop; the print interview; preparing others to conduct an interview. Benefits: students will experience the real-life aspects of creating publicity.

City campus
Cost: $1350
Start date Time Sessions and duration
21-04-2009 5.30pm–9.30pm 8 sessions x 4 hours

Manage and Market a Band

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

City campus
Cost: $345
Start date Time Sessions and duration
19-01-2009 10am–5pm 3 sessions x 7 hours

Practical Intermediate Japanese

Course code S365003
This course aims to consolidate and integrate your knowledge of the Japanese language acquired at a beginners’ level. You will further develop practical conversation skills to communicate more effectively, as well as acquire further skills in reading and writing. Taught by a native speaker, this course is conducted in an informal atmosphere allowing you to maintain and extend your language skills. This course will enable you to use Japanese in a more advanced, natural and culturally appropriate manner. Up to 50 new kanji will be introduced. You will be assessed through on-going assessment tasks (optional).

City campus
Cost: $395
Start date Time Sessions and duration
16-03-2009 6pm–9pm 10 sessions x 3 hours

S335010  S345162  S345244  S345014  S345016  S345251  S365003
## Public Relations Certificate—PR Principles & Practices

**Course code**: S200017  
This Unit covers: what PR is about, basic concepts, communication processes, public relations as a four step process, public opinion/attitude change, communication tools—written, visual and spoken, ethics and law in public relations, social responsibility and professionalism. Benefits: students will cover the basic principles of public relations and their applications in our current society.  

**City campus**  
**Cost**: $1350  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
18-03-2009 | 5.30pm–9.30pm | 9 sessions x 4 hours

## Public Relations Certificate—PR Writing

**Course code**: S200019  
This Unit covers: basic public relations writing; grammar, spelling and punctuation review; resources; different approaches to NEWS; the media release; newsletter writing; backgrounds and fact sheets; brochures; speeches; scripts; writing a proposal; writing for the Internet. Benefits: students will become familiar with and develop the key writing skills used in public relations.  

**City campus**  
**Cost**: $1350  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
19-03-2009 | 5.30pm–9.30pm | 9 sessions x 4 hours

## Public Relations Certificate—Strategic PR & Planning

**Course code**: S200018  
Prerequisite, PR Principles & Practices. Strategic PR analysis and management tools. Using those tools, case studies will be presented in: organisational environment; industry analysis; mission, values and culture; leadership; internal communication issues; crisis management; media relations; government relations and lobbying; issue management; labour relations; risk communication. Benefits: by experiencing actual cases students will gain a strong insight into the way public relations gets results.  

**City campus**  
**Cost**: $1350  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
17-06-2009 | 5.30pm–9.30pm | 8 sessions x 4 hours

## Public Relations CPE

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

## CPE—Crisis Management

**Course code**: S200028  
What happens in a company when the worst-case scenario hits? Public relations practitioners have been the traditional managers of crises in organisations—but company protocols and policies must be in place before a crisis erupts. Classic and contemporary crisis events in Australia have parallels in other countries, establishing useful lessons for organisations wanting to design their own Crisis Communication Plan. This workshop explores the design of realistic programs to plan for and handle crises, plus practical exercises that demonstrate how to minimise damage to your organisation. Presenter: Andrew Kilsby  

**City campus**  
**Cost**: $295  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
30-04-2009 | 9.30am–5pm | 1 session x 8 hours

## CPE—Integrated Communication

**Course code**: S200081  
This workshop looks at strategy development in integrated communication campaigns, investigating the best creative approaches to hit home. It looks at the combined roles of advertising and public relations, correct targeting, matching mediums and preparing concise briefs for creatives to get the results you want. Presenter: Dave Schloeffel  

**City campus**  
**Cost**: $195  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
2-06-2009 | 5.30pm–9.30pm | 1 session x 4 hours

## CPE—Managing the Angry Mob—Community Engagement

**Course code**: S200068  
Dealing with an angry public and building good community relations can challenge anyone. This training looks at issues that arise and proposes solutions to prevent projects from being swamped by negative community opinion. It focuses on the keys to identify and anticipate trouble spots, meaningful communication that allows everyone to be heard, and tips to ensure success. Presenter: Rose Thomas  

**City campus**  
**Cost**: $295  
**Start date** | **Time** | **Sessions and duration**  
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15-06-2009 | 9.30am–5pm | 1 session x 8 hours

## CPE—Media Release & PR Writing

**Course code**: S200062  
How can you improve your media release writing skills to ensure your organisation gets the best coverage? Good writing skills are essential—and you must be quick on your feet and journalists are looking for. Learn how to create well-written media kits that produce top results. Presenter: Maree Curtis, RMIT Lecturer, Former Editor, Herald Sun Sunday Magazine.  

**City campus**  
**Cost**: $295  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
30-05-2009 | 9.30am–5pm | 1 session x 8 hours

## CPE—PR Media Training

**Course code**: S200047  
How can you be totally confident when dealing with the media? Build your skills and knowledge with this practical full-day training, being coached and guided by media experts. Learn how and when to proactively approach the media with success. Feel in control when the media turns on the pressure. This training is a must for anyone who suspects they will one day face either the print or electronic media in their career. Presenters: Neil Spark, Publisher and Editor, RACV Royal Aut Magazine, and Doug Weller, Director, Corporate Media Services.  

**City campus**  
**Cost**: $295  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
13-06-2009 | 9.30am–5pm | 1 session x 8 hours

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

**Course code**: S200069  
Good strategy relies on a particular way of thinking—with a combination of clarity and creativity. Strategic thinking adds excellence to proposals, campaigns and promotional events—it is usually the element that clients and CEOs are seeking. Learn how to plan strategically so that your professionalism and success rates soar. This training will use case studies and reveal hard-won secrets to ensure that participants identify, develop and focus their own strategies. Presenter: Noel Turnbull, RMIT Adjunct Professor; Former Director, Turnbull Porter Novelli  

**City campus**  
**Cost**: $295  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
21-05-2009 | 9.30am–5pm | 1 session x 8 hours

## CPE—The Keys to Event Management

**Course code**: S200053  
How are major events such as festivals, sporting events and conferences effectively pulled together? The principles that apply to large events carry through to smaller events. This training will help you initiate and organise events that produce top results. Successful promotion and event management requires highly developed, multi-tasking skills and clever planning. Learn how to maximise the impact of your event and successfully obtain the media coverage you need. Presenter: Kerrie Milburn-Weller, Director, Corporate Media Services.  

**City campus**  
**Cost**: $295  
**Start date** | **Time** | **Sessions and duration**  
--- | --- | ---  
31-03-2009 | 9.30am–5pm | 1 session x 8 hours

Current course information and individual course flyers available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
CPE—Writing Influential Speeches
Course code S200074
A brilliantly written speech can sway an audience and win favour for the presenter. Flow, logic, structure, timing and choice of natural words are vital. Learn how to draw verbal pictures, use smooth transitions and avoid complicating sentences so that people hear clearly and really consider what you’re trying to say. Masterful speechwriting is an art – one that can carry you far in your career. Presenter: Geoff Kelly, Director, Kelly Strategic Influence
City campus
Cost: $295
Start date Time Sessions and duration
28-06-2009 9.30am–5pm 1 session x 8 hours

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

Advanced Copyediting
Course code S345097
In this advanced short course you will practice pruning someone else’s words for publication, to suit particular readerships, house styles and publication types. This will include how to develop and standardise formats, heading hierarchies and paragraph styles ready for typesetting and publication. You will also investigate how to clarify and apply a copyediting brief, and discuss practical issues arising in the editor/author and editor/publisher relationship, and other members of the publishing team. It is not essential to do the introduction to Copyediting beginners’ course, but it is assumed that you are familiar with the standard copyediting marks and their application.
City campus
Cost: $300
Start date Time Sessions and duration
7-03-2009 9.30am–4.30pm 1 session x 7 hours

Advanced Proofreading
Course code S345099
In this short course you will revise the standard proofreading marks and terms and apply them to more complex, real-life proofs. You will refine your proofreading skills by picking up both typographic errors and layout problems; revise the methods involved in ‘straight’ and ‘blind’ proofreading and participate in both a case study and group discussion in order to identify and solve more difficult proofreading problems. Please ensure you have completed the Beginners Proofreading course or you have the equivalent knowledge.
City campus
Cost: $310
Start date Time Sessions and duration
4-04-2009 9.30am–4.30pm 1 session x 7 hours
20-06-2009 9.30am–4.30pm 1 session x 7 hours

Beginners Proofreading
Course code S345098
In this short course you learn the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You will learn the standard proofreading marks and their application. The course also covers the production process; the terminology used in publishing; the parts of a page and of a publication; the differences between editing and proofreading; the difference between ‘straight’ and ‘blind’ proofreading; and the common proofreading slips. Follow on with Advanced Proofreading.
City campus
Cost: $310
Start date Time Sessions and duration
14-03-2009 9.30am–4.30pm 1 session x 7 hours
18-04-2009 9.30am–4.30pm 1 session x 7 hours

Introduction to Copyediting
Course code S345096
In this introductory short course, you learn the basics of how to hard-copy edit fiction and non-fiction documents that are to be typeset and published. You learn the standard editing marks and apply them to a familiarisation exercise and excerpts from typescripts of real-life documents such as a novel, a textbook, and a report and letter. You also study the production process; the terminology used in publishing; the parts of a page and of a publication; the differences between editing and proofreading; how authors and contributors should present their typescript.
City campus
Cost: $330
Start date Time Sessions and duration
28-02-2009 9.30am–4.30pm 1 session x 7 hours

Writing for the Web—Creative Media Summer School
Course code S345254
Writing for the web requires a very different approach to writing for print or other media. Well written web content will be engaging and easily understood; whether it is static text or highly interactive and non-linear. 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: $390
Start date Time Sessions and duration
13-01-2009 9.30am–4.30pm 2 sessions x 6 hours

Grammar and Punctuation
Course code S345043
In this intensive course you will study parts of speech and the construction of English and punctuation. The course notes include a summary of each part, a summary of the common grammatical problems and solutions, extensive reference material and a glossary of grammatical terms. You will edit out the grammatical problems in sentence exercises, and participate in discussions about simple ways to identify and solve the problems. You address how to use more verbs in your writing to make the meaning clear; how to use fewer nouns; when to use the relative pronoun ‘that’ or ‘which’; how to identify the subject, verb/s and predicate; and when to use apostrophes, commas and hyphens.
City campus
Cost: $440
Start date Time Sessions and duration
7-02-2009 9.30am–4.30pm 2 sessions x 7 hours
23-06-2009 9.30am–4.30pm 2 sessions x 7 hours
Looking for something more than a short course? Gearing up to start a university degree? Single courses are subjects from degrees available to you even if you’re not enrolled as a university student. You take the same classes and complete the same assessment tasks as uni students.

Taking a single subject allows you to:

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

Course code: S130013
The course is designed to provide practical skills necessary to identify, install, terminate and test various types of data communications cables used in Local Area Networks (LANs).
Prerequisites: The course is directed at experienced electrical/electronics trades personnel, trades assistants, alarm installation personnel etc. A basic knowledge of electrical/electronics theory is assumed.
City campus
Cost: $230
Start date | Time | Sessions and duration
--- | --- | ---
17-04-2009 | 8am-5pm | 1 session x 8 hours
5-06-2009 | 8am-5pm | 1 session x 8 hours

CPR Restricted Registration Course

Course code: S130152
This Cabling Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved network termination device.
Prerequisites: The course participant shall have cabling experience, either in a typical domestic, or in security, fire and computer cabling.
City campus
Cost: $320
Start date | Time | Sessions and duration
--- | --- | ---
3-04-2009 | 8am-5pm | 2 sessions x 8 hours
29-05-2009 | 8am-5pm | 2 sessions x 8 hours

Open CPR for Electricians and Telecommunication Cablers

Course code: S130159
The aim of this course is to provide knowledge, awareness and practical experience in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry.
Prerequisites: Course participants must have an A Grade licence or completed 20 core modules of electrical apprenticeship or have six months relevant cabling experience.
City campus
Cost: $790
Start date | Time | Sessions and duration
--- | --- | ---
23-03-2009 | 8am-5pm | 7 sessions x 8 hours
24-03-2009 | 5.30pm-9.30pm | 14 sessions x 4 hours
25-05-2009 | 8am-5pm | 7 sessions x 8 hours
26-05-2009 | 5.30pm-9.30pm | 14 sessions x 4 hours

Optical Fibre Cabling Techniques

Course code: S130042
The course is designed to give course participants an understanding of the installation of fibre optic cables and provide practical experience in splicing of cables, fitting of connectors, testing and basic understanding of systems. The participant will be able to successfully perform fusion and mechanical splicing, fitting of connectors and testing of the system.
Prerequisites: This course is intended for the electrical industry. No proper knowledge of the field is necessary. All trades personnel including technicians and technical officers may apply. Provides endorsement for an Open CPR. If seeking an endorsement, the participants must be a holder of an Open CPR.
City campus
Cost: $500
Start date | Time | Sessions and duration
--- | --- | ---
26-02-2009 | 8am-5pm | 2 sessions x 8 hours
30-04-2009 | 8am-5pm | 2 sessions x 8 hours
21-05-2009 | 8am-5pm | 2 sessions x 8 hours

Lift Mechanics Cabling Provider Rule (CPR)

Course code: S130113
The aim of this course is to assist lift mechanics involved in connecting telecommunication services to lifts, to gain the required knowledge to pass RMIT Restricted Lift Cabling Provider Rule Examination.
Prerequisites: Participants must be an electrical trades person and have a Certificate III in Electrical, or equivalent certificate, or have an Electrical Unrestricted Licence, or a Restricted Licence based on the completion of at least the 20 core electrical modules of the Certificate III in Electrical which is part of an electrical apprenticeship.
City campus
Cost: $240
Start date | Time | Sessions and duration
--- | --- | ---
17-04-2009 | 8am-5pm | 1 session x 8 hours

Optical Fibre Testing and Commissioning

Course code: S130199
To give course participants an understanding and thorough knowledge of testing fibre optic installations. The participants will be able to successfully perform the relevant tests according to AS/NZS3080:2003 requirements, keep accurate records, and commissioning an installation. The participants will be using different test equipment and recording documentation.
Prerequisites: This course is intended for the communication and electrical industry. All participants must have done a fibre optics cabling course, have extensive fibre optics cabling installation experience or have an endorsement on the Open Cabling Provider Rule Registration (Open CPR).
City campus
Cost: $260
Start date | Time | Sessions and duration
--- | --- | ---
2-03-2009 | 8am-5pm | 1 session x 8 hours
4-05-2009 | 8am-5pm | 1 session x 8 hours
25-05-2009 | 8am-5pm | 1 session x 8 hours

Satellite TVRO Installation

Course code: S130060
The aim of this course is to provide personnel in the TV service industry with an introduction to satellite TVRO systems, their operation and installation.
Prerequisites: This course is directed at personnel with relevant qualifications and practical experience in either TV servicing or antenna installation industry.
City campus
Cost: $220
Start date | Time | Sessions and duration
--- | --- | ---
16-03-2009 | 8am-5pm | 1 session x 8 hours
16-03-2009 | 5.30pm-9.30pm | 2 sessions x 4 hours
15-06-2009 | 8am-5pm | 1 session x 8 hours
15-06-2009 | 5.30pm-9.30pm | 2 sessions x 4 hours

Structured Cabling Techniques

Course code: S130109
The aim of this course is to assist electrical personnel experienced in telecommunications cabling and the holders of an Open Cabling Registration (CPR) to provide the theoretical knowledge and practical skills to be able to receive an endorsement on their CPR or when their current licence is due for renewal.
Prerequisites: This course is directed at experienced electrical/electronics trade personnel and Cabling Licence or CPR holders. A basic knowledge of electrical/electronics theory will be assumed. If seeking an endorsement the participant must be a holder of a CPR.
City campus
Cost: $460
Start date | Time | Sessions and duration
--- | --- | ---
5-03-2009 | 8am-5pm | 2 sessions x 8 hours
28-05-2009 | 8am-5pm | 2 sessions x 8 hours
Telecommunication Regulatory Framework 2

Course code S130065
The aim of this course is to provide knowledge and awareness of ACA regulations on the telecommunications cabling industry. Prerequisites: Participants must have an A-Grade Licence or be telecommunications technicians with extensive telecommunications cabling experience. Telecommunication technicians must also undertake an RPL (recognition of prior learning) process for the six Competency Standards as developed by TITAB to be eligible for the Open Cabling Registration. A-Grade Licence holders will obtain credits in the conversion program.

City campus
Cost: $320
Start date Time Sessions and duration
20-04-2009 8am–5pm 3 sessions x 8 hours
21-04-2009 5.30pm–9.30pm 6 sessions x 4 hours
22-06-2009 8am–5pm 3 sessions x 8 hours
23-06-2009 5.30pm–9.30pm 6 sessions x 4 hours

Telecommunications Cabling Techniques

Course code S130067
The course provides theoretical knowledge and practical skills to electrical tradespersons, trade assistants or anyone associated with telecommunication cable installation and their earthing requirements. It is also of interest to persons who need practical experience in telecommunications cabling. Prerequisites: Strongly recommended for computer technicians, electricals, cablers, TAs, electrical wholesalers, supervisors, etc.

City campus
Cost: $460
Start date Time Sessions and duration
30-03-2009 8am–5pm 3 sessions x 8 hours
31-03-2009 5.30pm–9.30pm 6 sessions x 4 hours
1-06-2009 8am–5pm 3 sessions x 8 hours
2-06-2009 5.30pm–9.30pm 6 sessions x 4 hours

TV Antenna Systems Planning, Design and Installation

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

City campus
Cost: $220
Start date Time Sessions and duration
23-03-2009 8am–5pm 1 session x 8 hours
23-03-2009 5.30pm–9.30pm 2 sessions x 4 hours
22-06-2009 8am–5pm 1 session x 8 hours
22-06-2009 5.30pm–9.30pm 2 sessions x 4 hours

Current course information and individual course flyers available at www.shortcourses.rmit.edu.au
How to Enrol in a Short Course

You can submit your enrolment in a number of ways:

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

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

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

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

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

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

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

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

For current course information and individual course brochures, refer to [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
## Short Course Enrolment Form

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

### Enquiries and Enrolments

Phone  
9am - 5pm weekdays  
+61 3 9925 8111

Email  
enquiries@rmit.edu.au

Fax  
Enrolment form to  
+61 3 9925 8134

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- [ ] Invoice (refer to payment terms below)

### Other information

**How did you hear about the course?**

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

- [ ] Healthcare/pensioner card (proof must be provided with enrolment form)

**Please provide your RMIT number for verification**

### Short Course Terms and Conditions

**Payment**

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

**Transfers**

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

**Cancellations**

- Cancellations notified less than 5 full working days prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.

- No refunds will be issued after course commencement.

**General**

- In courses where prerequisites do not apply, a substitute may be sent in your place if you are unable to attend. RMIT Training must be notified of this prior to course commencement.

- No refunds will be issued for non-attendance.

- RMIT reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances. A full refund or alternative courses will be offered in these circumstances.

- Flexible delivery courses may have different conditions of enrolment.

**I accept these Terms and Conditions**

Signature  
Date

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

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<td>Animation—Introduction</td>
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<td><strong>Art and Design</strong></td>
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<td>Bag Making—Gusseted Handbag</td>
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<td>Bag Making—Introduction, Clutch Bag</td>
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<td>Bag Making—Tote Bag</td>
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<tr>
<td>Basic Adobe Illustrator for Fashion and Textile Industry</td>
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<td>Basic Adobe Photoshop for Fashion and Textile Industry</td>
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<tr>
<td>Basic Block Construction and Grading (Patternmaking)—Introduction</td>
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<td>Beginners Chinese 1</td>
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<td>Beginners Japanese</td>
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<td>Beginners Japanese 2</td>
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<td>Calligraphy Applied—Unit 2</td>
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<td>Camera and Darkroom 1</td>
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<td>Camera and Darkroom 1 &amp; 2</td>
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<td>Camera and Darkroom 2</td>
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<td>Designing and Making Footwear by Hand</td>
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Current course information and individual course flyers available at www.shortcourses.rmit.edu.au