<table>
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<td>Art and design</td>
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<td>Business</td>
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<td>Community services and social sciences</td>
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A short course is designed to fit in with a hectic lifestyle.

It’s the perfect professional development or refresher if you work in an industry where staying up-to-date with technology and short term trends is important. Or you may find a course to nurture a new talent and extend your creativity.
Course code S320078
The program provides you with a solid introduction to standard residential building design and drafting procedures, conventions and documentation practices. You will engage in drawing studio activities to develop an understanding of associated drawings and graphic techniques. The program incorporates lectures, discussions, demonstrations and practical working application of techniques.

City campus
Cost: $495
Start date Time Sessions and duration
06.07.10 6–9 pm 8 sessions x 3 hours
05.10.10 6–9 pm 8 sessions x 3 hours

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

City campus
Cost: $395
Start date Time Sessions and duration
11.09.10 9 am – 5 pm 2 sessions x 7 hours

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

City campus
Cost: $735
Start date Time Sessions and duration
10.07.10 9 am – 5 pm 4 sessions x 7 hours
22.07.10 6–9 pm 9 sessions x 3 hours
3.08.10 6.30–9.30 pm 9 sessions x 3 hours
18.08.10 9 am – 5 pm 4 sessions x 7 hours
23.09.10 6–9 pm 9 sessions x 3 hours
27.09.10 9 am – 5 pm 4 sessions x 7 hours
12.10.10 6.30–9.30 pm 10 sessions x 3 hours

Course code S32002
Developed for practitioners with existing basic AutoCAD skills, the course is aimed at refining and further developing drawing technique. Delivery is through a combination of demonstration and practical exercises.

Brunswick campus
Cost: $735
Start date Time Sessions and duration
05.07.10 6–9 pm 8 sessions x 3 hours
23.08.10 9 am – 5 pm 4 sessions x 3 hours
04.10.10 6–9 pm 8 sessions x 3 hours

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

City campus
Cost: $735
Start date Time Sessions and duration
07.07.10 9 am – 5 pm 4 sessions x 7 hours
11.10.10 6–9 pm 8 sessions x 3 hours

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

City campus
Cost: $735
Start date Time Sessions and duration
23.08.10 6–9 pm 7 sessions x 3 hours

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

City campus
Cost: $405
Start date Time Sessions and duration
27.09.10 9.30 am – 4.30 pm 4 sessions x 7 hours

Course code S130226
This course provides knowledge and skills to enable you to become an accredited Berspro Rater.

City campus
Cost: $795
Start date Time Sessions and duration
19.08.10 8 am – 5 pm 2 sessions x 8 hours
28.10.10 8 am – 5 pm 2 sessions x 8 hours

Course code S130205
This course provides knowledge and skills to enable you to become an accredited thermal performance assessor with Sustainability Victoria. On satisfactory completion of the course, a certificate will be issued for registration as a thermal performance assessor with Sustainability Victoria. For national accreditation a separate examination has to be obtained from ABSA. The course is conducted by an experienced lecturer with industrial rating experience.

City campus
Cost: $1200
Start date Time Sessions and duration
08.07.10 8 am – 5 pm 4 sessions x 8 hours
05.08.10 8 am – 5 pm 4 sessions x 8 hours
09.09.10 8 am – 5 pm 4 sessions x 8 hours

Course code S310132
The 8th Green Building and Design Conference will provide you with the inspiration and guidance to successfully transform the existing building stock to meet sustainability criteria. You will network with experts, expand your knowledge and be inspired to implement new strategies in your current projects. Site visits, presentations and discussions will illustrate how theory has been put into practice and how practice can be used to refine theory. For further information please visit www.rmit.edu.au/cfd/gbd2010.

City campus
Cost: $770
Start date Time Sessions and duration
03.09.10 8 am – 5 pm 2 sessions x 9 hours
Home Sustainability Assessment  
Course code S130211  
This course, developed in consultation with Sustainability Victoria, is designed to provide you with the ability to undertake assessments of residential properties and make recommendations to improve domestic sustainability. The course covers the assessment of sustainable living features and practices in and around the home. Topics include energy consumption, water usage, waste, recycling, gardens and environments.

Cost: $1500  
City campus  
Start date Time Sessions and duration  
01.07.10 9 am – 5 pm 8 sessions x 7 hours  
23.09.10 9 am – 5 pm 8 sessions x 7 hours  
18.11.10 9 am – 5 pm 8 sessions x 7 hours  

Revit—Level 1  
Course code S320005  
This course introduces Autodesk REVIT, a powerful building modeller, for architectural design and documentation in 3D and 2D. The course is delivered through theory, demonstrations and practical work. You will gain hands-on experience using the various modelling and documentation commands within REVIT.

Brunswick campus  
Cost: $935  
Start date Time Sessions and duration  
26.08.10 9 am – 5 pm 4 sessions x 7 hours  
07.10.10 6-9 pm 9 sessions x 3 hours  

Revit—Level 2  
Course code S320080  
This course explores REVIT’s advanced productivity tools with an emphasis on families. It is delivered through theory, demonstrations and practical application. You will gain hands-on experience through a series of practical exercises based on Australian conditions.

City campus  
Cost: $935  
Start date Time Sessions and duration  
01.07.10 9 am – 5 pm 4 sessions x 7 hours  
28.10.10 9 am – 5 pm 4 sessions x 7 hours  

3D Studio Max for Architects and Interior Designers  
Course code S345139  
You will learn the use of 3D Studio Max as a rapid modelling and visualisation tool for architects and interior designers. No Auto CAD experience is required.

Due to demand, more courses may be offered throughout the year. Please register your interest with RMIT Training.

City campus  
Cost: $1100  
Start date Time Sessions and duration  
16.10.10 10 am – 4 pm 6 sessions x 6 hours  

Adobe Illustrator and Photoshop for Fashion—Draping and 3D (Advanced)  
Course code S350293  
This course is to demonstrates photographic draping techniques and the 3D application of fabrics through Adobe Illustrator and Photoshop.

Brunswick campus  
Cost: $245  
Start date Time Sessions and duration  
12.07.10 6:30-9:30 pm 3 sessions x 3 hours  

Adobe Illustrator and Photoshop for Fashion—Swatches and Repeats (Advanced)  
Course code S350294  
This course builds a library of resources, essential for creating fashion drawings, using Adobe Illustrator and Photoshop.

Brunswick campus  
Cost: $245  
Start date Time Sessions and duration  
23.08.10 6:30-9:30 pm 3 sessions x 3 hours  

Advertising—Introduction  
Course code S320106  
This course is for students considering applying for advertising-related study programs at RMIT or elsewhere. It introduces you to the discipline of advertising, and assists you to understand the industry and the many options within it. The course will demonstrate common techniques for preparing suitable work for a portfolio. You will work through a range of advertising campaign exercises, individually and in small groups.

City campus  
Cost: $320  
Start date Time Sessions and duration  
27.09.10 9.30 am – 4.30 pm 3 sessions x 7 hours
### Alternative Practices in Design: The Collective—Past, Present and Future

<table>
<thead>
<tr>
<th>Course code</th>
<th>S315062</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This is an academic symposium on the past, present and future of the design collective.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$380</td>
</tr>
<tr>
<td>Start date</td>
<td>09.07.10 9 am – 5 pm 1 session x 8 hours</td>
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</tbody>
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### Animation—Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Over three sessions you will explore the core concepts of animation in this practical introductory course. Under the guidance of a professional you will cover the traditional and digital techniques involved in producing 2D animation.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$330</td>
</tr>
<tr>
<td>Start date</td>
<td>18.09.10 9:30 am – 4:30 pm 3 sessions x 6 hours</td>
</tr>
</tbody>
</table>

### Audio Production—Music Industry

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345193</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This hands-on course gives an overview of the theory and practice of audio production techniques.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$360</td>
</tr>
<tr>
<td>Start date</td>
<td>02.10.10 9 am – 5 pm 5 sessions x 7 hours</td>
</tr>
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</table>

### Bag Making—Introduction, Clutch Bag

<table>
<thead>
<tr>
<th>Course code</th>
<th>S350264</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>This course will teach you to design and create a clutch bag, as well as the introductory knowledge associated with bag making.</td>
</tr>
<tr>
<td>Campus</td>
<td>Brunswick</td>
</tr>
<tr>
<td>Cost</td>
<td>$450</td>
</tr>
<tr>
<td>Start date</td>
<td>19.07.10 6–9 pm 6 sessions x 3 hours</td>
</tr>
<tr>
<td>Start date</td>
<td>11.10.10 6–9 pm 6 sessions x 3 hours</td>
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</table>

### Bag Making—Tote Bag

<table>
<thead>
<tr>
<th>Course code</th>
<th>S350273</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>This course will teach you to design and create a tote bag.</td>
</tr>
<tr>
<td>Campus</td>
<td>Brunswick</td>
</tr>
<tr>
<td>Cost</td>
<td>$450</td>
</tr>
<tr>
<td>Start date</td>
<td>14.10.10 6–9 pm 6 sessions x 3 hours</td>
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</table>

### Bookbinding—Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355119</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>In this introductory course you will undertake practical exercises in bookbinding and finishing. This course is designed for people interested in the introductory aspects of bookbinding, book restoration and gold blocking. You will undertake practical exercises in bookbinding and finishing in a fully equipped bindery with experienced staff. You will complete progressive projects of increasing difficulty from stationery up to leather-bound books and raised band styles. You will complete a minimum of three hand-bound books during the course. A kit of tools is included in the cost.</td>
</tr>
<tr>
<td>Campus</td>
<td>Brunswick</td>
</tr>
<tr>
<td>Cost</td>
<td>$585</td>
</tr>
<tr>
<td>Start date</td>
<td>11.08.10 5:30–8:30 pm 15 sessions x 3 hours</td>
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</tbody>
</table>

### Bookbinding and Restoration

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355070</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>You will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level depending on ability. Bookbinding and Restoration is a continuation of Bookbinding—Introduction and will introduce and demonstrate a number of common restoration techniques for those students who have moved from the introductory course (or similar) and require specific instruction. You will work on own projects under supervision and direction of experienced staff. Tools and equipment in the bindery is available to use as needed for projects.</td>
</tr>
<tr>
<td>Campus</td>
<td>Brunswick</td>
</tr>
<tr>
<td>Cost</td>
<td>$525</td>
</tr>
<tr>
<td>Start date</td>
<td>12.08.10 5:30–8:30 pm 15 sessions x 3 hours</td>
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</table>

### Calligraphy for Beginners—Unit 1

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320083</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>This unit covers learning to write the major calligraphic styles, common illumination techniques, ways of using calligraphy on cards, wrapping and invitations, and gaining confidence with your handwriting.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$480</td>
</tr>
<tr>
<td>Start date</td>
<td>19.07.10 6:15–8:45 pm 15 sessions x 2 hours</td>
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</table>

### Calligraphy Applied—Unit 2

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320084</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>This unit covers business cards/letterhead, roman capitals, invitations, layout methods and design.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$480</td>
</tr>
<tr>
<td>Start date</td>
<td>19.07.10 6:15–8:45 pm 15 sessions x 2 hours</td>
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</table>

### Calligraphy Advanced Writing—Unit 3

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320085</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>This course will cover historic manuscript study, background techniques, versals, and a variety of higher level illumination techniques.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$480</td>
</tr>
<tr>
<td>Start date</td>
<td>20.07.10 6:15–8:45 pm 15 sessions x 2 hours</td>
</tr>
</tbody>
</table>

### Calligraphy Electives—Unit 4

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320083</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>This unit covers toolmaking, lettering variations, bookbinding, gliding, and innovative lettering.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$480</td>
</tr>
<tr>
<td>Start date</td>
<td>12.08.10 6:15–8:45 pm 15 sessions x 2 hours</td>
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### Calligraphy—New Master Class—Unit 5

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320148</th>
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<tbody>
<tr>
<td>Description</td>
<td>This course covers self-directed project work, new techniques (will vary based on the group expertise), advanced layout and design skills, how to source inspiration and develop it into a finished piece, advanced lettering techniques.</td>
</tr>
<tr>
<td>Campus</td>
<td>City campus</td>
</tr>
<tr>
<td>Cost</td>
<td>$480</td>
</tr>
<tr>
<td>Start date</td>
<td>20.07.10 6:15–8:45 pm 15 sessions x 2 hours</td>
</tr>
</tbody>
</table>
## Camera and Darkroom 1

**Course code** S345154  
This 8-week course caters for the beginner in 35mm SLR photography. The course establishes basic principles and practices from image design and camera operation to black and white film processing and print production. Note: For quality teaching purposes class sizes are limited to 10.  
**City campus**  
**Cost:** $600  
**Start date** 10.08.10  
**Time** 6–9 pm  
**Sessions and duration** 8 sessions x 3 hours

## Camera and Darkroom 2

**Course code** S345153  
This practical 8-week course builds on the basic theory and practice acquired in Camera and Darkroom 1 (or equivalent) and extends your knowledge and skills in the key areas of camera operation, lighting, darkroom and print presentation.  
**City campus**  
**Cost:** $600  
**Start date** 05.10.10  
**Time** 6–9 pm  
**Sessions and duration** 8 sessions x 3 hours

## Camera and Darkroom 1 & 2

**Course code** S345152  
This is a 16-week course in traditional black & white photography—from camera through to print presentation. The Camera and Darkroom 1 component establishes basic principles and practices, which are reinforced and expanded in Camera and Darkroom 2—the second half of the course. Class limit of 10 participants.  
**City campus**  
**Cost:** $1080  
**Start date** 10.08.10  
**Time** 6–9 pm  
**Sessions and duration** 16 sessions x 3 hours

## Casting of Small Objects— Intensive

**Course code** S340080  
You will engage with idea and concept and explore a diversity of casting applications in the making of the small object.  
**City campus**  
**Cost:** $360  
**Start date** 10.08.10  
**Time** 10 am – 4 pm  
**Sessions and duration** 3 sessions x 5 hours

## Comedy Writing

**Course code** S345253  
This exciting course offers the skills needed to write stand-up and narrative comedy. Build characters, devise stories and apply time honoured principals of comedy writing to make your own stand-up routine, comedy film or sitcom. In a competitive industry, comedy skills can offer writers a new income stream beyond drama writing.  
The course is taught by Australia’s internationally acclaimed ‘comedy doctor’, Tim Ferguson.  
**City campus**  
**Cost:** $550  
**Start date** 3.07.10  
**Time** 10 am – 3.30 pm  
**Sessions and duration** 4 sessions x 5 hours  
**Start date** 9.10.10  
**Time** 10 am – 3.30 pm  
**Sessions and duration** 4 sessions x 5 hours

## Contour Technology Core and Plus Sizes

**Course code** S350315  
This course will help you understand bra fitting techniques—specifically key issues and solutions. It is suitable for retail fitting through to concept samples and production. You will gain an understanding of how to approach specialist fit (as an introduction), develop pattern-cutting techniques and grade developments for plus sizes, and relate this information to the aesthetic/technical requirements for a plus-cup size.  
**Brunswick campus**  
**Cost:** $630  
**Start date** 20.09.10  
**Time** 9 am – 4.30 pm  
**Sessions and duration** 2 sessions x 7 hours

## Designing and Making Footwear by Hand

**Course code** S350230  
This course is ideal for people who are interested in the craft of designing and making footwear by hand.  
**Brunswick campus**  
**Cost:** $885  
**Start date** 20.07.10  
**Time** 6-9 pm  
**Sessions and duration** 14 sessions x 3 hours

## Desktop Publishing for Office and Business

**Course code** S355064  
If you need to produce flyers, brochures or newsletters, or manipulate images such as logos and photos but don’t know where to start, this is the introductory course for you. The classes provide a practical overview of Photoshop, Illustrator and InDesign software (CS4) for the desktop publishing (DTP) environment. It is a great fundamentals course introducing the processes of combining text, illustration and images into printable pages. Use the skill in class for set and also personal projects.  
**Brunswick campus**  
**Cost:** $856  
**Start date** 27.07.10  
**Time** 6-9 pm  
**Sessions and duration** 12 sessions x 3 hours

## Draping Fabrics to Make Patterns

**Course code** S350310  
You will develop the skills and knowledge required to use draping techniques for creating a basic fitted foundation. This applies to the creation of fitted blocks such as a bodice and a skirt. Draping is conducted on a body form such as a mannequin or model.  
**Brunswick campus**  
**Cost:** $615  
**Start date** 16.10.10  
**Time** 10 am – 3.30 pm  
**Sessions and duration** 6 sessions x 5 hours

## Draping—Advanced

**Course code** S350311  
You will develop the skills and knowledge required to use draping techniques for creating advanced styles for specialised applications. Draping is conducted on a body form such as a mannequin or model.  
**Brunswick campus**  
**Cost:** $615  
**Start date** 24.07.10  
**Time** 10 am – 3.30 pm  
**Sessions and duration** 6 sessions x 5 hours

## Drawing Techniques for Design

**Course code** S320030  
This is an ideal short course if you would like to build confidence and skills in drawing. Over the 6 weeks you will also learn tips, tricks and shortcuts from the professionals in the creation of understandable drawings. This could mean new products; improvements; alterations or inventions; spaces; structures; or mechanisms. You may have an interest related to Industrial, product or furniture design. It may be in architecture, automotive or engineering, or illustration or interior design. Almost anyone can benefit from improved their skills in imparting ideas in an understandable format. The course will also look at presentation of work, ideas-drawings and annotations.  
**City campus**  
**Cost:** $480  
**Start date** 21.08.10  
**Time** 9.30 am – 4.30 pm  
**Sessions and duration** 5 sessions x 7 hours

## Fascinating Fashion

**Course code** S350267  
This course will explore all areas of fashion design—from developing fashion figures to designing garments and accessories. Techniques used include collage, montage, linear work, conté, ink, watercolour, pens, and pencils.  
**Brunswick campus**  
**Cost:** $435  
**Start date** 22.07.10  
**Time** 6-9 pm  
**Sessions and duration** 8 sessions x 3 hours  
**Start date** 14.10.10  
**Time** 6-9 pm  
**Sessions and duration** 8 sessions x 3 hours

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

Course code S350296

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

City campus

Cost: $365

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

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

Course code S350229

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

Brunswick campus

Cost: $630

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

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

Course code S350228

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

Brunswick campus

Cost: $450

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

**Folio Preparation in Graphic Art**

Course code S320021

Graphic art focuses on the more technical electronic preparation and production aspects of design. You will predominately work on computers in the production of work relevant to graphic art studies. You work in a Mac lab using Adobe CS4—in particular InDesign—producing page layouts, posters and other related graphic arts projects. The course also includes discussion and design content focuses on idea generation, concept development and the creation of text and image design through longer, more in-depth projects than in Level 1. You will work to set briefs which are interpreted in an individual way with teacher guidance and feedback. This is not a computer course.

Brunswick campus

Cost: $405

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

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

Course code S320082

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

Brunswick campus

Cost: $405

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

27.09.10 9.30 am—4.30 pm 4 sessions x 6 hours

**Folio Preparation in Graphic Design—Level 2**

Course code S320087

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

Brunswick campus

Cost: $405

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

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

Course code S350262

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

Brunswick campus

Cost: $450

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

**Folio Preparation in 3D Product Design**

Course code S320038

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

City campus

Cost: $420

Start date Time Sessions and duration
27.09.10 9.30 am—4.30 pm 4 sessions x 7 hours
Folio Preparation in Visual Merchandising

Course code S320044
Visual merchandising is about selling or promoting by means of presentation, which involves store display and design, exhibition design, event design, photographic styling and theming. You will work through your own practical visual merchandising project which will cover the whole process from design to final installation. You will work through a range of practical exercises, which are followed by class discussion to highlight methods and solutions. You will complete your designs and execute a display and merchandise installation.

City campus
Cost: $405
Start date Time Sessions and duration
20.08.10 9.30 am – 4.30 pm 5 sessions x 6 hours
25.08.10 9.30 am – 4.30 pm 5 sessions x 6 hours

Folio Preparation in Visual/Fine Art—Intensive

Course code S340018
You will develop observational skills and application in both drawing and oil painting.

City campus
Cost: $450
Start date Time Sessions and duration
20.08.10 9.30 am – 4.30 pm 5 sessions x 6 hours
25.08.10 9.30 am – 4.30 pm 5 sessions x 6 hours

General Drawing

Course code S340020
You will develop observation skills and drawing techniques from a series of still life set-ups.

City campus
Cost: $380
Start date Time Sessions and duration
15.07.10 6–9 pm 6 sessions x 3 hours

Gerber—Grading and Marker Making (CGMM)

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

Brunswick campus
Cost: $795
Start date Time Sessions and duration
17.08.10 6–9 pm 14 sessions x 3 hours

Gerber—Pattern Making (PDS)

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

Brunswick campus
Cost: $795
Start date Time Sessions and duration
02.08.10 6.30–9.30 pm 14 sessions x 3 hours

Graphic Design: Type and Image Fundamentals

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

Brunswick campus
Cost: $565
Start date Time Sessions and duration
20.07.10 6–9 pm 15 sessions x 3 hours

Graphic Design: Typography and Layout

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

Brunswick campus
Cost: $565
Start date Time Sessions and duration
29.07.10 6–9 pm 15 sessions x 3 hours

Illustration: Styles and Techniques

Course code S320121
This course is a practical project-based course designed to develop an illustration folio using a variety of techniques, styles and media. You will explore collage, pen, brush and wash work and computer-generated artwork for a range of contexts such as books, magazines, packaging, cards and other commercial illustration vehicles. You will explore use of colour, styles of illustration and working to a brief. This class takes you through demonstrations and practical exercises. You will work to briefs and complete finished illustration work.

Brunswick campus
Cost: $545
Start date Time Sessions and duration
11.08.10 6–9 pm 6 sessions x 3 hours

Illustrator—Fundamentals

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

Brunswick campus
Cost: $566
Start date Time Sessions and duration
21.07.10 6–9 pm 7 sessions x 3 hours
06.10.10 6–9 pm 7 sessions x 3 hours

InDesign—Fundamentals

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

Brunswick campus
Cost: $556
Start date Time Sessions and duration
13.10.10 6–9 pm 7 sessions x 3 hours
21.07.10 6–9 pm 7 sessions x 3 hours
**Interior Decoration Design Series**

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

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

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

City campus
Cost: $565
Start date  Time  Sessions and duration
21.07.10  6–9 pm  15 sessions x 3 hours

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

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

City campus
Cost: $565
Start date  Time  Sessions and duration
21.07.10  6–9 pm  15 sessions x 3 hours

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

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

City campus
Cost: $565
Start date  Time  Sessions and duration
05.07.10  6–9 pm  15 sessions x 3 hours

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

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

City campus
Cost: $565
Start date  Time  Sessions and duration
21.07.10  6–9 pm  15 sessions x 3 hours

**Interior Decoration Design Series: Soft Furnishings**

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

City campus
Cost: $565
Start date  Time  Sessions and duration
05.07.10  6–9 pm  15 sessions x 3 hours

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

**Course code** S320138
This unit can be taken independently from or following Design History for Interiors 1. It covers the main art and design movements in the period from 1840s Classicism, through mid-century Modern, and up to Post Modernism and Memphis in the 1980s, including Australian periods of note with an emphasis on interiors.

City campus
Cost: $565
Start date  Time  Sessions and duration
20.07.10  6–9 pm  15 sessions 3 hours

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

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

City campus
Cost: $565
Start date  Time  Sessions and duration
05.07.10  6–9 pm  15 sessions x 3 hours

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

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

City campus
Cost: $565
Start date  Time  Sessions and duration
20.07.10  6–9 pm  15 sessions x 3 hours

**Interior Decoration Design Series: Soft Furnishings**

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

City campus
Cost: $565
Start date  Time  Sessions and duration
05.07.10  6–9 pm  15 sessions x 3 hours
## Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au

### Interiors—Design and Decoration for Living

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320013</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Maya—An Introduction</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>Maya is an industry standard in film and computer game production. This course serves as an introduction providing instruction in modelling, texturing, and rendering with Maya.</td>
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<tr>
<td><strong>City campus</strong></td>
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<tr>
<td><strong>Cost</strong></td>
<td>$600</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>21.10.10</td>
</tr>
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<td><strong>Time</strong></td>
<td>6–9 pm</td>
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<td><strong>Sessions and duration</strong></td>
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### Merchandising Workshops for Fashion and Textiles

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<tr>
<th>Course code</th>
<th>S350313</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Technical and Aesthetic</td>
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<tr>
<td><strong>Course description</strong></td>
<td>Technical and Aesthetic</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
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<tr>
<td><strong>Cost</strong></td>
<td>$600</td>
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<tr>
<td><strong>Start date</strong></td>
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</tr>
<tr>
<td><strong>Time</strong></td>
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<tr>
<td><strong>Sessions and duration</strong></td>
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### Introduction to Photography—Technical and Aesthetic

<table>
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<tr>
<th>Course code</th>
<th>S345151</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Introduction to Photography—Technical and Aesthetic</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>This practical course explaining the basics of digital SLR camera operation, and exploring methods of creating more visually dynamic photographs. An introduction to post production and output to print is also considered.</td>
</tr>
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<td>City campus</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>$510</td>
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<td><strong>Start date</strong></td>
<td>22.07.10</td>
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<tr>
<td><strong>Time</strong></td>
<td>6–9 pm</td>
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<td><strong>Sessions and duration</strong></td>
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### Lectra—Introduction

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<tr>
<th>Course code</th>
<th>S350215</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Lectra—Introduction</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>This course introduces the basic computer-aided pattern-making principles using the Lectra system via demonstrations, practical application and various handouts.</td>
</tr>
<tr>
<td><strong>Brunswick campus</strong></td>
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<tr>
<td><strong>Cost</strong></td>
<td>$685</td>
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<tr>
<td><strong>Start date</strong></td>
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<tr>
<td><strong>Time</strong></td>
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<td><strong>Sessions and duration</strong></td>
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### Life Drawing

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<th>Course code</th>
<th>S340025</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Life Drawing</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>This course will focus on a series of exercises and instructions in drawing the human form.</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
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<tr>
<td><strong>Cost</strong></td>
<td>$330</td>
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<tr>
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<td>02.09.10</td>
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<tr>
<td><strong>Time</strong></td>
<td>6–9 pm</td>
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<tr>
<td><strong>Sessions and duration</strong></td>
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### People and Portrait Photography

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<tr>
<th>Course code</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>People and Portrait Photography</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>A hands-on overview, enabling the production of professional looking photographic shots for competition entry or folio preparation of jewellery, ceramics, small sculpture and glass. This course includes scanning and correcting, digital repair and processing.</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
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<tr>
<td><strong>Cost</strong></td>
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<td><strong>Start date</strong></td>
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<td><strong>Time</strong></td>
<td>6–9 pm</td>
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<td><strong>Sessions and duration</strong></td>
<td>8 sessions x 3 hours</td>
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### Patternmaking

<table>
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<tr>
<th>Course code</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Patternmaking</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>This course covers basic pattern-making techniques. You will develop base style patterns from the provided basic/foundation blocks. Choice of Australian standard sizes 8 to 16 basic/foundation block patterns available.</td>
</tr>
<tr>
<td><strong>Brunswick campus</strong></td>
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<tr>
<td><strong>Cost</strong></td>
<td>$615</td>
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<td>26.08.10</td>
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<td><strong>Time</strong></td>
<td>6–9 pm</td>
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<td><strong>Sessions and duration</strong></td>
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### Photomodelling

<table>
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<tr>
<th>Course code</th>
<th>S345229</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Photomodelling</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>Photomodelling provides an overview of major aspects of redecorating a home. Topics covered in the program include: decoration planning; space planning; elements and principles of interior decoration; colour planning; lighting; soft furnishing; furniture styles; renovation techniques; application of decorative materials; surface coatings selection.</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
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<tr>
<td><strong>Cost</strong></td>
<td>$480</td>
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<td><strong>Start date</strong></td>
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<td><strong>Time</strong></td>
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<td><strong>Sessions and duration</strong></td>
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### Photomodelling

<table>
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<td><strong>Cost</strong></td>
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<td><strong>Sessions and duration</strong></td>
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### Photoshop—Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S340064</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Photoshop—Introduction</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop. The Photoshop package is the standard image manipulation tool for electronic publishing; knowledge of the software is essential to quality publications. You will also look at saving images for web.</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
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</tr>
<tr>
<td><strong>Cost</strong></td>
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<td><strong>Start date</strong></td>
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<tr>
<td><strong>Time</strong></td>
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<td><strong>Sessions and duration</strong></td>
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### Photoshop—Fundamentals

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355123</th>
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<tbody>
<tr>
<td><strong>Course name</strong></td>
<td>Photoshop—Fundamentals</td>
</tr>
<tr>
<td><strong>Course description</strong></td>
<td>You will be introduced to the fundamental functions and tools of Photoshop. The Photoshop package is the standard image manipulation tool for electronic publishing; knowledge of the software is essential to quality publications. You will also look at saving images for web.</td>
</tr>
<tr>
<td><strong>Brunswick campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cost</strong></td>
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<tr>
<td><strong>Start date</strong></td>
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<td><strong>Start date</strong></td>
<td>11.10.10</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>6–9 pm</td>
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<tr>
<td><strong>Sessions and duration</strong></td>
<td>7 sessions x 3 hours</td>
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</table>
## Photoshop Advanced—Specialist Techniques for Digital Photography

**Course code:** S345262  
A 6-week course demonstrating essential methods of adjusting and controlling colour and tonal information in an image. This course enables you to develop advanced Photoshop techniques required to create high quality and artistic photographic images.  
**City campus**  
**Cost:** $550  
**Start date**  
<table>
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<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>08.11.10</td>
<td>6–9 pm 6 sessions x 3 hours</td>
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## Photoshop Introduction—The Fundamental Elements for Digital Photography

**Course code:** S345261  
This 6-week introductory course is designed to enable you to develop the appropriate use of the various tools in the Photoshop application, in order to manipulate and enhance digital images and produce constant quality photographic images.  
**City campus**  
**Cost:** $590  
**Start date**  
<table>
<thead>
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<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>22.09.10</td>
<td>6–9 pm 6 sessions x 3 hours</td>
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## Principles of Dyeing and Printing

**Course code:** S350275  
This course will teach the principles behind dyeing and printing.  
**Brunswick campus**  
**Cost:** $395  
**Start date**  
<table>
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<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>13.10.10</td>
<td>5.30–8.30 pm 6 sessions x 3 hours</td>
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## Product Knowledge Workshops in Textiles

**Course code:** S350224  
RMIT’s School of Fashion and Textiles (specialists in the delivery of education and training to the TCF industries) is again presenting its highly acclaimed Workshops in Textile Product Knowledge. The workshops have been specifically designed for current and newly appointed TCF staff wishing to improve their technical knowledge and gain a wider appreciation of the many facets of the total ‘textile pipeline’, from fibres to fashion.  
**City campus**  
**Start date**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>02.08.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
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<tr>
<td>03.08.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
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<tr>
<td>04.08.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
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<tr>
<td>05.08.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
</tr>
<tr>
<td>06.08.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
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**Melbourne**  
**Cost:** $335  
**Start date**  
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<tr>
<th>Time</th>
<th>Sessions and duration</th>
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<tbody>
<tr>
<td>27.09.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
</tr>
<tr>
<td>28.09.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
</tr>
<tr>
<td>29.09.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
</tr>
<tr>
<td>30.09.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
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<tr>
<td>30.09.10</td>
<td>9 am – 5 pm 1 session x 7 hours</td>
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</tbody>
</table>

## Production Lighting—New Competency Based Course

**Course code:** S345236  
Are you interested in learning how to design, install and operate a light show for live events? This course will teach you how to use the magic of production lighting techniques. The sessions are accredited against two units of competency, meaning it will credit further study in the area. Competencies are assessable units of knowledge, and the skills form the basis for accredited vocational (TAFE) programs.  
**City campus**  
**Start date**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>02.10.10</td>
<td>10 am – 1 pm 10 sessions x 3 hours</td>
</tr>
</tbody>
</table>

## Screen Print Your Tshirt

**Course code:** S350285  
This is a course on how to create images for screens, how to prepare and register them, and how to print out film from a digital format printer. Your end product may be up to a four-colour screen printed Tshirt.  
**City campus**  
**Cost:** $330  
**Start date**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.10.10</td>
<td>6–9 pm 6 sessions x 3 hours</td>
</tr>
</tbody>
</table>

## Screenwriting—Introduction

**Course code:** S345029  
You will develop the skills required to write screenplays for film and television.  
**City campus**  
**Start date**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.07.10</td>
<td>6–9 pm 10 sessions x 3 hours</td>
</tr>
<tr>
<td>05.10.10</td>
<td>6–9 pm 10 sessions x 3 hours</td>
</tr>
</tbody>
</table>

## Sewing

**Course code:** S350234  
Learn to make your own trendy clothes that actually fit!  
**City campus**  
**Cost:** $490  
**Start date**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions and duration</th>
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<tr>
<td>13.07.10</td>
<td>6–9 pm 10 sessions x 3 hours</td>
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<tr>
<td>15.07.10</td>
<td>6–9 pm 10 sessions x 3 hours</td>
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<tr>
<td>28.09.10</td>
<td>6–9 pm 10 sessions x 3 hours</td>
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<tr>
<td>30.09.10</td>
<td>6–9 pm 10 sessions x 3 hours</td>
</tr>
<tr>
<td>17.07.10</td>
<td>10 am – 1 pm 10 sessions x 3 hours</td>
</tr>
<tr>
<td>02.10.10</td>
<td>10 am – 1 pm 10 sessions x 3 hours</td>
</tr>
</tbody>
</table>

## Styling for Photography

**Course code:** S320154  
This course introduces you to the styling profession and takes a behind-the-scenes look at the tips and tricks and just plain hard work that goes into preparing the product for the perfect shot. Get an overview of the different industry areas, find out who a stylist works with, the role of agencies and an example of a brief through to the completed job. The course looks at three main areas of styling: food, fashion and interior, and you will complete hands-on briefs with your own props for each one.  
**City campus**  
**Start date**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>06.10.10</td>
<td>6–9 pm 6 sessions x 3 hours</td>
</tr>
</tbody>
</table>

## Styling Your Home—Introduction

**Course code:** S320156  
This course is designed for people with a personal interest in how to style their own home. The course provides an overview of major aspects changing your space without changing the structure of a building (or a room). It will help you awaken your inner self to the spaces you use everyday. Do you see them, and want to change? The Feel? Topics covered in the program include styling of spaces, artwork in interiors, creating your own style, working with colour, nourishing the special rooms in your home.  
**City campus**  
**Start date**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.07.10</td>
<td>9.30 am – 12.30 pm 8 sessions x 3 hours</td>
</tr>
</tbody>
</table>
Travel and Landscape Photography
Course code: S345182
An 8-week practical course covering important aspects of travel and landscape photography from equipment selection to methods of photographing a wide variety of locations, events, people and wildlife. Learning will take place through explanation, demonstration, discussion and a series of practical assignments.
City campus
Cost: $510
Start date: 05.10.10
Time: 6–9 pm
Sessions and duration: 8 sessions x 3 hours

Visual Merchandising
Course code: S345057
This course is ideal for professionals who are interested in getting up to speed with the most powerful and flexible HTML editor on the market. Over 10 weeks you will also put the theory into practice and design and develop your own website.
City campus
Cost: $950
Start date: 18.08.10
Time: 6.30–9.30 pm
Sessions and duration: 10 sessions x 3 hours

Visual Merchandising Course Series: Product Presentation
Course code: S320134
This unit covers the fundamentals of visual presentation of a range of product categories. You are introduced to a variety of hands-on product presentation techniques and merchandising projects. You produce your own displays and props and you are encouraged to use the wares from your own workplace if applicable. You will be exposed to a range of merchandise for display such as cosmetics, homewares, posters, books, food, DVD/video/CDs, accessories and fashion items.
City campus
Cost: $565
Start date: 20.07.10
Time: 6–9 pm
Sessions and duration: 15 sessions x 3 hours

Visual Merchandising Course Series: VM Market
Course code: S320136
This unit exposes you to the wide scope of the visual merchandising industry. It looks at the broader use of visual merchandising in retail, service outlets, corporate settings and entertainment and social venues. It will focus on image, branding, market segments and lifestyles, customer profiling, VM fixtures and fittings and store layouts. These concepts are fundamental to the effective understanding of the industry and a vital addition to any practical application of knowledge. This is a theory-based unit, which includes industry visits and store observations in your own time.
City campus
Cost: $565
Start date: 28.07.10
Time: 6–9 pm
Sessions and duration: 10 sessions x 3 hours

Visual Merchandising Course Series: Studio
Course code: S320135
Working in a practical workshop environment, you will be involved in the design and manufacture of multi-purpose display props for visual presentation. You will learn a variety of finishing techniques and work with a range of materials such as foam, wire and card to produce props for displays. Projects may include the manufacture of a variety of risers for product display, classical columns, art deco screens and paint techniques. The unit will also cover occupational health and safety issues in a workshop.
City campus
Cost: $565
Start date: 19.07.10
Time: 6–9 pm
Sessions and duration: 15 sessions x 3 hours

I WANT TO GO A STEP FURTHER
If you are looking for more than a short course, see single courses available online at www.singlecourses.rmit.edu.au
Or speak to a client service officer.
Call 03 9925 8111 or email enquiries@rmit.edu.au to request regular course updates.

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
Business Writing Course

Course code S345264
This course can help you to improve your business writing skills and to improve the effectiveness of your emails or reports. This one-day workshop helps you write business documents that achieve results and present a professional image. You learn the 5-stage writing process, the principles of clear writing and how to structure documents for maximum impact. This practical workshop explores common business forms, such as emails, letters, memos, proposals and reports.

City campus
Cost: $350
Start date Time Sessions and duration
24.07.10 9.30 am – 4.30 pm 1 session x 6 hours
01.09.10 9.30 am – 4.30 pm 1 session x 6 hours
30.10.10 9.30 am – 4.30 pm 1 session x 6 hours

MYOB Complete Package

Course code S155085
This course is aimed at people wanting to setup and use MYOB. You will receive five MYOB manuals on payment of the course fee. The manuals provided include:
» Setting Up version 18
» Day to Day Processes version 18
» Inventory Management version 18
» End of Period Reconciliation and BAS version 18a
» Payroll Management Version 18

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

City campus
Cost: $575
Start date Time Sessions and duration
13.07.10 5.30–8.30 pm 6 sessions x 3 hours
24.08.10 5.30–8.30 pm 6 sessions x 3 hours
05.10.10 5.30–8.30 pm 6 sessions x 3 hours

Advertising Careers Day

Course code S650180
A full-day seminar introducing you to a career in advertising. Recommended for anyone considering advertising as a career. It will provide a realistic up-to-date overview of the industry and employment opportunities.

City campus
Cost: $55
Start date Time Sessions and duration
21.08.10 10 am – 3.30 pm 1 session x 5.5 hours

Public Relations Careers Day

Course code S650181
A full-day seminar introducing you to a career in public relations. Recommend for anyone considering a career in public relations. It will provide a realistic up-to-date overview of the industry and employment opportunities.

City campus
Cost: $55
Start date Time Sessions and duration
04.09.10 10 am – 3.30 pm 1 session x 5.5 hours

PDF and Acrobat for the Business Environment

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

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

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

Brunswick campus
Cost: $240
Start date Time Sessions and duration
09.07.10 9 am – 4 pm 1 session x 6 hours
01.10.10 9 am – 4 pm 1 session x 6 hours

Professional Certificate in Criminal Justice

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

Semester 2 2010 courses are:

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

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

City campus
Cost:
Full-time: $3180, or payment by 3 instalments $3300, per semester
Part-time: $795, or payment by 3 instalments $825, per subject, per semester.
Start date: Week commencing 19.07.10
CJ03 Foundations of Law
Course code S210024
This course is designed to introduce you to the concepts, theories and elements of law. It examines law in its historical, philosophical, social and political context, and lays the foundations for an understanding of law and relationships between law and enforcement of morals. It elaborates on various approaches to statutory interpretations and judicial decision-making.
Topic areas: theoretical aspects of law (natural vs positive law); law as commands; law and morality; common laws; statute interpretation; delegated legislation; legal reasoning.

CJ11 Cross Cultural Communication
Course code S210032
This course explores the nature of cross-cultural communication and intercultural interaction, its importance in the contemporary world and in multicultural Australia, and the barriers to effective intercultural communication. It provides opportunity to understand the nature of cross-cultural interaction within a global context with a particular application to identity, religion, education, to legal and criminal justice issues.
Topics: the fundamental and cultural knowledge associated with cross-cultural communication; identification of the key social and psychological factors in second language acquisitions and barriers to successful intercultural interaction and skills to repair miscommunication.

CJ12 Criminological Theory
Course code S210035
This course explores a range of leading contemporary theoretical explanations of crime and its genesis. Lectures will outline, appreciate, and critically analyse forms of explanations and their underlying assumptions, drawing from a variety of disciplines: classical philosophy, positivist science, human biology, psychology, sociology, economics and politics. The main focus of interest in the course is not so much with the nature of crime itself, but with the ways in which people come to conceptualise the criminal act, create theories based on their conceptions, and influence social policy based on the implications of their theories. In short, this course focuses on ‘thinking about crime’. Substantive applications will range from personal/domestic and street crime, to white-collar, corporate and transnational crime in Western societies.

CJ15 International Human Rights and Law
Course code S210036
This course examines and explores the world of modern, contemporary human rights with a principal focus on international human rights law. The various intertwining and reciprocally influential aspects of human rights—moral ideals, international institutions and relations, legal norms, political contexts and governmental and nongovernmental actors—are drawn together and form the main themes for study and discussion. The course includes a consideration of the influence of international law, the overlap between the traditional effect of relations between States and the traditional effect of relations between the State and individuals with human rights allowing the international community to determine limits to what a State may do to its nationals and aliens. It then evaluates the international systems and how human rights are implemented and enforced.

CJ16 Research Methods
Course code S210037
Social research skills are fundamental to the development of key professional competences taught in the Bachelor of Arts (International Studies) and Bachelor of Arts (Criminal Justice Administration) degrees. This course provides an introduction to the key concepts of research in humanities and social science. It aims to reach a balance between practice (skills) and theory (methodology and rationale). You will gain the practical skills needed to implement different methods of data collection and analysis, as well as an understanding of the underpinning methodologies. An important aim is to foster in you an awareness of the sorts of decisions and compromises that you will have to make at each stage of the research process. Emphasis is placed upon practical difficulties encountered by researchers working in cross-cultural contexts. The thematic focus of the lecture program encourages debate about the nature of knowledge production in globalised knowledge markets by drawing critical attention to the role of power-relations in the privileging of certain forms of knowledge at the expense of others. You will gain a good understanding of social research and come to see it as a useful, relevant and creative activity in the human service sectors.

CJ17 Study, Writing and Research in Justice
Course code S210039
This course will assist you to make a transition from school or work to studying at university for the first time, and raise awareness of the range of academic skills necessary to gain a qualification in justice and criminology. It provides guidance about the ways you may be assessed in those skills and discusses many key issues related to study, effective writing, presentation skills and research.
Topic areas: the academic environment; types of assessment in justice/criminology; examining methods in effective writing including preparation for it, i.e. reading and note-taking, data collection, literary reviews, using references as well as guidance on undertaking a presentation, construction of bibliography; oral communication skills including developing reasoned arguments in formal presentations.

CJ19 Sociology of Behaviour
Course code S210042
This course will acquaint you with the contribution of social psychology to our understanding of group processes; to examine the topics of aggression and altruism; to provide you with an opportunity to develop specific skills in assertive behaviour and the control of aggressive responses.
Topic areas: group performance; decision-making and social influence; norm formation; social facilitation. Group function and structure; creativity and problem-solving. Roles, status and leadership in groups; bases of social power; types of interpersonal power and styles of interpersonal influence; traits of leadership. Conformity and obedience; factors affecting obedience to authority; group suggestibility and culturally induced hysterias. Social exchange within and between groups; co-operation and competition; bargaining and negotiation; inter-group conflict. Altruism and helping behaviour; situational and social influences on helping; perception of social responsibility.

CJ22 Victimology
Course code S210045
The course provides a history of victimology and victim movements. It discusses the place of victims in contemporary society with a particular reference to victims of crime and their treatment at the hands of the criminal justice system. It reviews definitions of victimisation and provides theoretical explanations of the victim experience with critique considering the varied socio-economic and personal background and experiences of victims, and consequences of victimisation. The course reviews and summarises victim-centred research, and research on patterns of victimisation, and debates issues related to victim needs versus rights with respect to contemporary demands on criminal justice to be services providers. It considers the origin of restorative justice, its founding definitions and principles; its claims to efficacy and relevance; and its importance in a field of governance.
Computing and information technology

CCNA Head Start

Course code: S155080
The first half of the course prepares you for the Cisco CCNA certification exam 640-822 (CCENT). Topics covered: networking fundamentals; IP addressing and subnetting; routing and switching fundamentals; the TCP/IP and OSI models; WAN technologies; configuring IOS devices; RIPv2, static and default routing; SDM, basic security and wireless concepts. The second half of the course prepares you for the Cisco CCNA certification exam 640-816. Topics covered: VLSM, OSPF and EIGRP; VLANs, interVLAN routing, STP and RSTP; VTP; access lists, NAT and DHCP, PPP, frame relay, IPv6 basics.
City campus
Cost: $1580
Start date Time Sessions and duration
13.07.10 5.30–9.30 pm 18 sessions x 4 hours

CCNA Security: Network Security

Course code: S130225
This course will provide the knowledge for securing network devices such as routers and switches and configuring firewalls and advanced security appliances (ASAs) to prevent threats to the network security. You will gain skills in installing, troubleshooting, monitoring, managing and securing of network devices to maintain integrity, confidentiality and availability of data and devices.
City campus
Cost: $1500
Start date Time Sessions and duration
01.07.10 5.30–9.30 pm 15 sessions x 4 hours

CCNA TURBO

Course code: S155081
The first half of the course prepares for the Cisco CCNA certification exam 640-822 (CCENT). Topics covered: networking fundamentals; IP addressing and subnetting; routing and switching fundamentals; the TCP/IP and OSI models; WAN technologies; configuring IOS devices; RIPv2, static and default routing; SDM, basic security and wireless concepts. The second half of the course prepares you for the Cisco CCNA certification exam 640-816. Topics covered: VLSM, OSPF and EIGRP; VLANs, interVLAN routing, STP and RSTP; VTP; access lists, NAT and DHCP, PPP, frame relay, IPv6 basics.
City campus
Cost: $1580
Start date Time Sessions and duration
13.07.10 5.30–9.30 pm 18 sessions x 4 hours

CCNA1—Cisco Systems Networking Academy Program—Networking Basics

Course code: S130167
You will learn to identify and describe functions of each of the seven layers of the OSI reference model; describe physical and logical addresses and identify key differences between them; identify different network topologies, transmission media (copper, optical and wireless) and signal losses; design networks; describe ethernet and gigabit ethernet operations; bridging and switching; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP protocol suite.
City campus
Cost: $575
Start date Time Sessions and duration
29.06.10 5.30–9.30 pm 10 sessions x 4 hours
30.06.10 5.30–9.30 pm 10 sessions x 4 hours
01.07.10 5.30–9.30 pm 10 sessions x 4 hours
03.07.10 8 am – 5 pm 5 sessions x 8 hours

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

Course code: S130168
You will examine router elements (RAM, ROM, CDP); describe connection-oriented network service and connectionless network service; define flow control and describe the three basic methods used in networking; identify the functions of the TCP/IP transport-layer protocols; control router passwords, identification and banner; check an initial configuration using the setup command; configure and verify IP addresses; configure access-lists.
City campus
Cost: $575
Start date Time Sessions and duration
07.08.10 5.30–9.30 pm 10 sessions x 4 hours
07.09.10 5.30–9.30 pm 10 sessions x 4 hours
08.09.10 5.30–9.30 pm 10 sessions x 4 hours
30.09.10 8 am – 5 pm 5 sessions x 8 hours

CCNA3—Cisco Systems Networking Academy Program—Switching Basics

Course code: S130169
You will learn to configure VLSM and routing protocols (RIPv2, OSPF & EIGRP); configure physical and loopback interfaces; describe LAN switching theory and benefits of VLANs, spanning tree protocol & trunk; provide level 1 troubleshooting service.
City campus
Cost: $575
Start date Time Sessions and duration
11.09.10 8 am – 5 pm 5 sessions x 8 hours

CCNA4—Cisco Systems Networking Academy Program—WAN Technologies

Course code: S130170
You will learn to differentiate between the following WAN services: ISDN/LAPD, HDLC, PPP, LAPB, frame relay and DDR; working of DHCP, NAT/PAT technologies; list commands to monitor frame relay operation in the router; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points and channels.
City campus
Cost: $575
Start date Time Sessions and duration
16.10.10 8 am – 5 pm 5 sessions x 8 hours

CCNP1—Cisco Systems Networking Academy—Build Scalable Internetworking

Course code: S130195
This course provides advanced skills required to implement and support enterprise-class IP routing networks. You should have completed Cisco Systems Networking Academy CCNA program to enrol into this course. However, you must also pass CCNA certification exam prior to attempting Building Scalable Cisco Internetworks (BSCI 642-901) examination. The Building Scalable Cisco Internetworks (BSCI 642-901) is one of the four qualifying examinations for the Cisco Certified Professional (CCNP) certification examination.
City campus
Contact tel. 03 9925 8111 to confirm course details and availability.
CCNP2—Implementing Secure Converged Wide Area Networks

Course code: S130223
This course teaches advanced skills required to secure and enhance services in enterprise-class networks for teleworkers and remote sites. You should have completed Cisco Systems Networking Academy CCNA Program to enrol into this course. However, you must pass CCNA certification exam prior to attempting Implementing Secure Converged Wide Area Networks (642-825) examination. The Implementing Secure Converged Wide Area Networks (642-825) is one of the four qualifying examinations for the Cisco Certified Network Professional (CCNP) certification examination.

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

CCNP3—Cisco Systems Networking Academy—Building Multilayer Switched Networks

Course code: S130202
This course addresses the integration of routing and switching technologies to create an efficient campus network. It will focus on multilayer switching technologies over high-speed Ethernet and wireless topologies. Building Multilayer Switched Networks (BCMSN 642-812) is one of four qualifying examinations for the Cisco Certified Networking Professional (CCNP) certification. Class attendance of four hours per week will enable you to complete this course in fifteen weeks.

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

CCNP4—Cisco Systems Networking Academy—Optimising Converged Cisco Networking

Course code: S130203
The Optimising Converged Cisco Networks course aims to provide important knowledge and skills in optimising and providing effective QoS techniques for converged networks. The main topics covered in this course include implementing a VoIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management.

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

CISCO Systems Academy Program

A+ Training (IT Essentials 1)

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

City campus
Cost: $575
Start date: 23.09.10
Time: 5.30–9.30 pm
Sessions and duration: 10 sessions x 4 hours
01.07.10
Time: 5.30–9.30 pm
Sessions and duration: 10 sessions x 4 hours

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

Course code: S130224
Cisco Voice over IP (CVoice) v6.0 provides an understanding of converged voice and data networks and also the challenges faced by the various network technologies. The course also provides network administrators and network engineers with the knowledge and skills required to integrate gateways and gatekeepers into an enterprise VoIP network. This course is one of several courses in the Cisco CCVP track that addresses design, planning, and deployment practices and provides comprehensive hands-on experience in configuration and deployment of VoIP networks.

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

MCP Training—Managing and Maintaining Windows Server 2003 Environment

Course code: S130197
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to manage user accounts and groups, maintain server resources, monitor server performance and data protection and recovery in a Microsoft Windows Server 2003 environment.

City campus
Cost: $600
Start date: 11.08.10
Time: 5.30–9.30 pm
Sessions and duration: 10 sessions x 4 hours

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

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

City campus
Cost: $600
Start date: 20.10.10
Time: 5.30–9.30 pm
Sessions and duration: 10 sessions x 4 hours

SCADA—Citect Software in Supervisory Control and Data Acquisition Systems

Course code: S130176
This course provides you with hands-on knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to real life control situations.

City campus
Cost: $495
Start date: 07.07.10
Time: 5.30–9.30 pm
Sessions and duration: 6 sessions x 4 hours
06.10.10
Time: 5.30–9.30 pm
Sessions and duration: 6 sessions x 4 hours

Wireless LAN Training

Course code: S130200
Wireless networks are the culmination of radio frequency (RF) and networking technologies. The study of wireless networking will bring together these two fascinating worlds of technology, particularly all facets of 802.11 technology. The course will place emphasis on wireless LAN set up in order to design, install, support and secure wireless networks. It will also focus on monitoring and troubleshooting wireless networks.

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

Cost: $495
Start date: 07.07.10
Time: 5.30–9.30 pm
Sessions and duration: 6 sessions x 4 hours
06.10.10
Time: 5.30–9.30 pm
Sessions and duration: 6 sessions x 4 hours
Everyone can benefit from improving their skills. Sometimes going back to basics is the best way to re-focus.

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

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

Certificate IV in Training and Assessment (TAA40104)

Course code S360037
The Certificate IV in Training and Assessment provides practical knowledge and skills for those who are conducting training and assessment in adult learning environments. There will be assessment tasks to be completed in class as well as workplace-based assessment tasks to be submitted within six weeks of the program end date. Candidates with relevant experience may be eligible to apply for recognition of prior learning. The intensive program runs for 12 days over one month.

City campus
Cost: $2900
Start date Time Sessions and duration
07.07.10 9.30 am – 4.30 pm 12 sessions x 7 hours
04.08.10 9.30 am – 4.30 pm 12 sessions x 7 hours
01.09.10 9.30 am – 4.30 pm 12 sessions x 7 hours
08.10.10 9.30 am – 4.30 pm 12 sessions x 7 hours
03.11.10 9.30 am – 4.30 pm 12 sessions x 7 hours

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

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

City campus
Cost: $1000

Australian Career Development Studies (ACDS) (Component 3)

Course code S360035
Australian Career Development Studies (ACDS) (Component 3) is an online postgraduate certificate-level unit appropriate for practitioners working in the career development area who have a tertiary qualification or equivalent, but no formal qualifications specifically in career development. However, career practitioners with formal qualifications in career development may also find this unit useful as a professional development activity. The unit is not in itself a formal qualification; rather it is designed as an introduction to the broad field of career development in preparation for further formal study. The Department of Education, Education and Workplace Relations (DEEWR) own this course and information can be found on www.career.edu.au. Completion of ACDS Component 3 provides 25% credit towards fulfilment of RMIT’s Graduate Certificate in Career Education and Development. People interested in enrolling in ACDS and/or pursuing further postgraduate studies in career development must make contact with Michael Hastings, Director Career Education, on tel. 03 9925 7847 or michael.hastings@rmit.edu.au, in order to arrange additional resources and assessment details prior to commencing study.

ONLINE
Cost: $500

Australian Workplace Culture: Expectations and Idiomatic Language

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

City campus
Cost: $150
Start date Time Sessions and duration
25.08.10 6.30-8.30 pm 1 session x 2 hours

Business Writing for Non-Native Speakers

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

City campus
Cost: $300
Start date Time Sessions and duration
21.09.10 6.30-8.30 pm 2 sessions x 2 hours

Certificate of Surface Coatings Technology by e-Learning

Course code S001001
The Surface Coatings Association Australia Inc (SCAA) has been the provider of technical education to the coatings industry for many years, mainly via classroom-based courses in Melbourne and Sydney. SCAA has now developed its Certificate of Surface Coatings Technology course into a self-paced, distance-learning format. SCAA’s technical education programs are well accepted and valued by the coatings industry. Graduates can be assured of a solid grounding in the technology involved in the development and use of modern surface coatings. Having successfully completed the course, you will receive the SCAA Certificate of Surface Coatings Technology by e-Learning.

SELF-PACED
Cost: $2500

Certificate of Surface Coatings Technology by e-Learning

Course code S001001
The Surface Coatings Association Australia Inc (SCAA) has been the provider of technical education to the coatings industry for many years, mainly via classroom-based courses in Melbourne and Sydney. SCAA has now developed its Certificate of Surface Coatings Technology course into a self-paced, distance-learning format. SCAA’s technical education programs are well accepted and valued by the coatings industry. Graduates can be assured of a solid grounding in the technology involved in the development and use of modern surface coatings. Having successfully completed the course, you will receive the SCAA Certificate of Surface Coatings Technology by e-Learning.

SELF-PACED
Cost: $2500
### First Aid Training—Basic Workplace Level 1

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

**City campus**  

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<tr>
<td>06.12.10</td>
<td>9 am – 4.30 pm</td>
<td>2 sessions x 7 hours</td>
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**IELTS Preparation—Academic Reading and Writing**

**Course code S004003**  
Whether enrolling in an Australian university or completing permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. Part-time evening courses are held over two weeks for each program, or four weeks for the combined course. Each two-week course includes 20 hours of teacher-led learning and 10 additional hours of computer-based material available in an independent learning centre. Enrol into two IELTS Prep courses at the same time to receive a $50 discount on your second course.

**City campus**  

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<td>29.11.10</td>
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### IELTS Preparation—Listening and Speaking

**Course code S004001**  
Whether enrolling in an Australian university or completing permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. Part-time evening courses are held over two weeks for each program or four weeks for the combined course. Each two-week course includes 20 hours of teacher-led learning and 10 additional hours of computer-based material available in an independent learning centre. Enrol into two IELTS Prep courses at the same time to receive a $50 discount on your second course.

**City campus**  

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<td>23.08.10</td>
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<td>20.09.10</td>
<td>6–8.30 pm</td>
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### IELTS Preparation—Professional Practice in Laboratory Medicine—A Short Course

**Course code S160020**  
This course is intended for students who are currently enrolled in, or who have recently graduated i.e. in the previous year, from the Graduate Diploma in Laboratory Medicine. The course consists of up to three months full-time (or part-time equivalent), placement in a diagnostic or medical research laboratory to acquire the professional and workplace skills of a medical scientist. In general placements are undertaken between December and February but may also be conducted at other times suitable to both the student and the laboratory.

**City campus**  

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<td>6–9 pm</td>
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### Pronunciation and Voice

**Course code S004006**  
Even the most grammatically correct, articulate sentence will be misunderstood if pronunciation is not clear. In fact, poor pronunciation contributes to a lack of confidence and loss of fluency for many non-native speakers. This course is designed to help you identify the habitual pronunciation problems that may be making your speech difficult to understand; and to provide you with the techniques for fixing them.

**City campus**  

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<td>22.09.10</td>
<td>6–8 pm</td>
<td>1 session x 2 hours</td>
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### Spoken Communication in the Workplace for Non-Native Speakers

**Course code S004005**  
This course is designed for those wanting to improve their communication skills during informal and formal workplace exchanges. You will learn language for use during meetings, and conversational strategies such as paraphrasing to clarify information while gaining time to organise your thoughts; interrupting and turning-taking conventions and opening and closing gambits.

**City campus**  

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<td>22.09.10</td>
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Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au

### Engineering and related technologies

#### Cabling Provider Rule Restricted

**Course code** S130152

This cabling registration allows the cable to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved device. Prerequisites: you must have cabling experience, either in a typical domestic, or in security, fire and computer cabling environment.

**City campus**

**Cost:** $320

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

#### Coaxial Cabling Techniques

**Course code** S130013

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

**City campus**

**Cost:** $230

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

### Construction Induction Card (CI Card) Course

**Course code** S130210

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

**City campus**

**Cost:** $170

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

### Disconnect/Reconnect Workers Licence

**Course code** S130090

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

**City campus**

**Cost:** $750

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

### Construction Induction Card (CI Card) Course

**Course code** S130210

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

**City campus**

**Cost:** $170

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

### Disconnect/Reconnect Workers Licence

**Course code** S130090

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

**City campus**

**Cost:** $750

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

### Inspection and Safety Testing of Electrical Equipment

**Course code** S130104

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

**City campus**

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

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

**Course code** S130185

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

**City campus**

**Cost:** $360

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

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

**Course code** S130184

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

**City campus**

**Cost:** $485

**Start date** Time  |  Sessions and duration
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04.08.10  8 am – 5 pm  |  4 sessions x 8 hours
06.10.10  8 am – 5 pm  |  4 sessions x 8 hours
17.11.10  8 am – 5 pm  |  4 sessions x 8 hours
25.06.10  5.30–9.30 pm  |  8 sessions x 4 hours
20.10.10  5.30–9.30 pm  |  8 sessions x 4 hours
10.07.10  8 am – 5 pm  |  4 sessions x 8 hours
04.09.10  8 am – 5 pm  |  4 sessions x 8 hours
06.11.10  8 am – 5 pm  |  4 sessions x 8 hours

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

**Course code** S130017

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

**City campus**

**Cost:** $470

**Start date** Time  |  Sessions and duration
--- | ---
07.09.10  5.30–9.30 pm  |  10 sessions x 4 hours
09.11.10  5.30–9.30 pm  |  10 sessions x 4 hours
When you think of RMIT, you tend to think of design, business, engineering, architecture, fashion, communication, art, technology, community services, health… the list goes on.

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

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

Many of RMIT’s short courses allow you to use state-of-the-art equipment and facilities not commonly available, particularly in the areas of technology, engineering and design.
### LEA Assessment – Safe Working Practice (SWP) for Electricians Coaching Course

**Course code** S130183  
To prepare you for the SWP (Safe Working Practice) Licensing Assessment.

**City campus**

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### Lift Mechanics Cabling Provider Rule (CPR)

**Course code** S130113  
This course assists lift mechanics, involved in connecting telecommunication services to lifts, to gain the required knowledge to pass RMIT Restricted Lift Cabling Provider Rule Examination. Apprentices with more than six months relevant cabling experience may also attend this course.

**City campus**

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### Open CPR by Correspondence

**Course code** S130172  
Experienced communication cablers requiring an Open CPR Cabling Registration (CPR) will be required to undertake a training program to satisfy the competency standard. Electricians requiring an Open CPR Cabling Registration (CPR) will be required to undertake a conversion program to satisfy the competency standard as outlined by TTAB.

**Correspondence**

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<th>Cost: $450</th>
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### Open CPR for Electricians and Telecommunication Cablers

**Course code** S130159  
This course provides knowledge, awareness and practical knowledge in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry.

**City campus**

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### Optical Fibre Cabling Techniques

**Course code** S130042  
This course gives you an understanding of the installation of fibre optic cables and provides practical experience in splicing of cables, fitting of connectors, testing and basic understanding of systems. On successful completion, you will be able to successfully perform fusion and mechanical splicing, fitting of connectors and testing of the system.

**City campus**

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### Optical Fibre Testing and Commissioning

**Course code** S130199  
This course gives you an understanding and thorough knowledge of testing fibre optic installations. This course and competence assessment meets the requirements for endorsement on the CPR (ICTTC013C—Perform an Accurate Cable System Test).

**City campus**

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### Preparing Tenders and Quotations

**Course code** S130229  
An introduction to the preparation of tenders and quotations for both the commercial and the residential sector. In particular, trades people operating in these sectors.

**City campus**

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### Programmable Logic Control and Automation Short Course 2

**Course code** S130055  
This course provides skills in designing sequential controls for typical industrial systems including peripheral functions (routines), as well as designing programs of combinational nature and integrating the PLC with fluid power drive machinery.

**City campus**

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### Programmable Logic Control and Automation Short Course 3

**Course code** S130056  
This course provides skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading of offloading, and furthering skills in system diagnostics, PLC to machine integration and fault debugging.

**City campus**

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### Programmable Logic Control and Automation Short Course 4

**Course code** S130057  
This course provides skills in creating PLC programs for typical industrial applications with analogue PLC signal input and output, arithmetic function processing and data acquisition (add, subtract, multiply, divide and data handling).

**City campus**

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### Reading and Interpreting Plans and Specifications—Domestic

**Course code** S130230  
The course has been designed specifically to develop trades people’s ability to read and interpret plans for domestic projects; read and interpret specifications and schedules for domestic projects; cross reference documents; prepare simple building sketches and drawings (manual and ACAD).

**City campus**

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Renewable Energy Grid Connect—Design and Installation
Course code S130221
This course combines elements of both the Design Only and the Installation Only renewable energy courses. It provides licensed electricians with the knowledge and practical skills to install and design photovoltaic power systems that satisfy Clean Energy Council's (CEC) accreditation requirements. Course structures include face-to-face delivery and practical tasks. Candidates may choose to enrol in the installation only, design only, or design and installation courses. Electrical engineers are eligible to enrol in design only.
City campus
Cost: $1600
Start date Time Sessions and duration
03.07.10 8 am – 5 pm 10 sessions x 8 hours
02.08.10 8 am – 5 pm 10 sessions x 8 hours
04.10.10 8 am – 5 pm 10 sessions x 8 hours
22.11.10 8 am – 5 pm 10 sessions x 8 hours

Renewable Energy Grid Connect—Design only
Course code S130219
This course provides licensed electricians and electrical engineers with the knowledge and practical skills to design photovoltaic power systems that satisfy Clean Energy Council's (CEC) accreditation requirements. Course structure includes face-to-face delivery and practical tasks.
City campus
Cost: $1150
Start date Time Sessions and duration
03.07.10 8 am – 5 pm 7 sessions x 8 hours
02.08.10 8 am – 5 pm 7 sessions x 8 hours
04.10.10 8 am – 5 pm 7 sessions x 8 hours
22.11.10 8 am – 5 pm 7 sessions x 8 hours

Renewable Energy Grid Connect—Installation only
Course code S130220
This program provides licensed electricians with the knowledge and practical skills to install photovoltaic power systems that satisfy Clean Energy Council's (CEC) accreditation requirements. Course structures include face-to-face delivery and practical tasks.
City campus
Cost: $950
Start date Time Sessions and duration
03.07.10 8 am – 5 pm 6 sessions x 8 hours
02.08.10 8 am – 5 pm 6 sessions x 8 hours
04.10.10 8 am – 5 pm 6 sessions x 8 hours
22.11.10 8 am – 5 pm 6 sessions x 8 hours

RPL
Course code S130177
This is for participants who wish to obtain recognition of prior learning. For further details, please contact Wendy Gillies on tel. 9925 4921 or wendy.gillies@rmit.edu.au, or Herbert Weber on tel. 9925 4386 or herbert.weber@rmit.edu.au.
City campus
Cost: Various fees from $30
Start date Time Sessions and duration
Flexible enrolment 1 session x 8 hours

Satellite TVRO Installation
Course code S130060
This course provides personnel in the TV service industry with an introduction to satellite TVRO systems, their operation and installation.
City campus
Cost: $220
Start date Time Sessions and duration
02.08.10 8 am – 5 pm 1 session x 8 hours
08.11.10 8 am – 5 pm 1 session x 8 hours

SolidWorks—Level 1
Course code S320118
SolidWorks is highly regarded 3D mechanical design software with powerful 3D design capabilities. You will be introduced to basic 3D modelling, sketching exercises and assemblies using SolidWorks. You will explore the tools for detail drawing, 3D model construction and manipulation of computer-generated models.
Brunswick campus
Cost: $935
Start date Time Sessions and duration
17.08.10 6–9 pm 8 sessions x 3 hours
6.10.10 6.30–9.30 pm 8 sessions x 3 hours

Structured Cabling Techniques
Course code S130109
This course assists and provides cabling personnel experienced in telecommunications cabling and the holders of an Open Cabling Registration (CPR) with the theoretical knowledge and practical skills to be able to receive an endorsement on your CPR or when your current registration is due for renewal.
City campus
Cost: $460
Start date Time Sessions and duration
09.08.10 8 am – 5 pm 2 sessions x 8 hours
18.10.10 8 am – 5 pm 2 sessions x 8 hours

TV Antenna Systems Planning, Design and Installation
Course code S130069
To provide personnel in the TV antenna installation industry with skills and knowledge necessary to design and install small and large TV antenna receiving systems (MATC, CATV).
City campus
Cost: $220
Start date Time Sessions and duration
09.08.10 8 am – 5 pm 1 session x 8 hours
15.11.10 8 am – 5 pm 1 session x 8 hours

Life Cycle Assessment (LCA)—Introduction
Course code S310131
Life Cycle Assessment (LCA) is a method of evaluating the potential environmental impacts of products and services. This evaluation is based on the whole life cycle of the product/service, or a cradle-to-grave approach. The two-day course is a detailed introductory course covering LCA methodology and practical application of a mini-LCA. Examples, case studies and workshops are used to demonstrate efficient LCA data collection and streamlined LCA techniques and analysis.
City campus
Cost: $1045
Start date Time Sessions and duration
25.08.10 9 am – 5 pm 2 sessions x 8 hours
24.11.10 9 am – 5 pm 2 sessions x 8 hours

Solar Inspection for Electrical Inspectors
Course code S130227
This course provides sufficient knowledge and skills to safely prepare, conduct and report the detailed inspection and testing of wiring systems and accessories installed to provide control and protection of standby or co-generation electricity supply system and stand alone power systems.
City campus
Cost: $600
Start date Time Sessions and duration
16.07.10 8 am – 5 pm 2 sessions x 8 hours
20.08.10 8 am – 5 pm 2 sessions x 8 hours
08.10.10 8 am – 5 pm 2 sessions x 8 hours
12.11.10 8 am – 5 pm 2 sessions x 8 hours
Health and medical sciences

Advanced Transfusion Science Workshop
Course code  S160023
This four-day workshop will be conducted at an advanced level and during the first two days will cover complex antibody investigations including autoantibodies, mixtures and HTLA. The third day of the workshop will cover molecular genotyping and include a practical exercise using the GTI EZE TYPE genotyping kit. The final day of the workshop will cover antibodies to neutrophils and platelets and the clinical situations associated with their presence. Techniques used in their detection will be covered in the practical session.
Bundoora campus
Cost: $1500
Start date  Time  Sessions and duration
06.07.10  9 am – 5 pm  4 sessions x 8 hours

Eastern Anatomy Postgraduate Bridging Course
Course code  S150081
This short course is only available to students who have successfully completed COTH2149 Applied Eastern Anatomy. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, COTH2152 Integrated and Applied Eastern Anatomy.
Bundoora campus
Cost: $500

Food as Medicine Postgraduate Bridging Course
Course code  S150080
This short course is only available to students who have successfully completed OHTH2132 Introduction to Food as Medicine. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, OHTH2138 Food as Medicine.
Bundoora campus
Cost: $500

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

Herbs and Supplements Postgraduate Bridging Course
Course code  S150079
This short course is only available to students who have successfully completed OHTH2133 Introduction to Herbs and Natural Supplements. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, OHTH2139 Herbs and Natural Supplements.
Bundoora campus
Cost: $500

Wellness and CAM Postgraduate Bridging Course
Course code  S150077
This short course is only available to students who have successfully completed COTH2148 Introduction to Wellness and Complementary and Alternative Medicine. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, COTH2153 Wellness and Complementary and Alternative Medicine.
Bundoora campus
Cost: $500

Wellness and Lifestyle Postgraduate Bridging Course
Course code  S150078
This short course is only available to students who have successfully completed COTH2136 Health Enhancement and Lifestyle Management. This short course provides additional assessment that will enable you to gain credit for the postgraduate version of the course, OHTH2142 Wellness, Health Enhancement and Lifestyle Management.
Bundoora campus
Cost: $500

Worker Health Check
Course code  S155097
This training program has been developed for the specific purpose of ensuring worker health checks are delivered to a high standard consistent with prescribed WorkHealth clinical and operational guidelines and protocols.

What is covered in this training session?
This course is based on the theory component of the standards required to deliver the Worker Health Check according to the clinical and operational guidelines. This course includes meeting the standards for:
» informed consent and privacy
» physical assessment and biomedical testing
» assessment of risk and the provision of lifestyle advice
» management of acute health risks.

System requirements
You will need a computer with a broadband connection.

Software requirements
» Quicktime
» Adobe Acrobat Reader
» Adobe Flash Player

What do you need to do?
You are required to register. Enrol online or print off an enrolment form and send it in by fax or post. Once you are registered you will be sent logon instructions via email. Allow up to three working days.

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

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

City campus
Cost: price on enrolment

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
## Digital Printing—Basic Operation

**Course code** S320155  
This is an practical hands-on course for anyone wanting to learn how to operate a FX Digital Colour Press 700 and FX-4127 using Free Flow and Digipath 4 software to set up for print. The course covers a range of topics to give you an understanding of the technology and how it works and to give you hands-on practice to confidently manage basic operation of the equipment. In small groups, you will receive demonstrations on scanning, printing, and finishing on a range of production jobs from hard copy and also digital files.  
**Brunswick campus**  
**Cost:** $520  
**Start date** 07.10.10  
**Time** 6–9 pm  
**Sessions and duration** 4 sessions x 3 hours

## Offset Lithography—Introduction

**Course code** S355152  
Are you looking for an introduction to a career in printing or are you re-entering after time away? Are you already working elsewhere in the industry but want a start in printing, or are you in the supply area and would like to learn more about your clients’ business? This course will give you a solid basis in lithographic printing, covering aspects such as ink setting, plate positioning, printing, problem solving, paper, OHS and terminology. Your hands-on training takes place on a Heidelberg GTO 52, the world’s most recognised small offset printing press.  
**Brunswick campus**  
**Cost:** $530  
**Start date** 13.10.10  
**Time** 6–9 pm  
**Sessions and duration** 6 sessions x 3 hours

## Print Awareness

**Course code** S355038  
This is a highly popular short course aiming to introduce you to production procedures from artwork to press in easy-to-understand language. There is hand-on interaction with samples and tools in a small group environment to maximise your involvement and understanding of the processes and equipment commonly used in the printing and pre press areas. You will tour the various printing departments gaining a first hand view of the equipment variety, uses, and their production activities.  
**Brunswick campus**  
**Cost:** $675  
**Start date** 06.12.10  
**Time** 9 am – 4 pm  
**Sessions and duration** 3 sessions x 6 hours

## Copywriting in Action

**Course code** S345185  
You will interact in ‘The Process’ of writing complete works of copy. Theory and creativity are put into practice in workshops generating ideas, articulating them into words, then writing copy according to a tried and true formula of engaging, convincing and persuasive communication. It is strongly recommended that you buy the course book *Copywriting in Action* and read chapters one and five before session one. Available at www.ditempora.com.au. Also bring an individual work-based project to session one.  
**City campus**  
**Cost:** $580  
**Start date** 07.09.10  
**Time** 6–9 pm  
**Sessions and duration** 8 sessions x 3 hours

## Copywriting In Action—Part II

**Course code** S345249  
This course is a response to the many requests by participants for more sessions of Copywriting In Action. In Part 2, you will apply the principles of clear, engaging and persuasive communication to an extended range of media commonly used for commercial and social marketing. These include brochure, e-newsletter, media release, the professional letter and email. What remains consistent throughout is ‘The Process’.  
**City campus**  
**Cost:** $580  
**Start date** 01.07.10  
**Time** 6–9 pm  
**Sessions and duration** 8 sessions x 3 hours

## Creative Non-Fiction: Telling True Stories with Style

**Course code** S345259  
Non-fiction offers great opportunities for creativity. True stories are fascinating because they tell us about ourselves and our world, but they must be told with style. Whether you are writing true crime stories, life experiences, autobiographies, biographies or any other form of non-fiction, you can make the words sing off the page, the ideas soar without sacrificing the truth in your story. During the intense tutorials, writing exercises and workshops you will discover how to wield creative tools at your disposal to best effect, and how to lift your writing to a higher level.  
**City campus**  
**Cost:** $580  
**Start date** 24.07.10  
**Time** 10 am – 4 pm  
**Sessions and duration** 2 sessions x 6 hours

## I WANT TO GO A STEP FURTHER

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

Or speak to a client service officer.  
Call 03 9925 8111 or email enquiries@rmit.edu.au to request regular course updates.
Language courses

Arabic for Beginners

Course code S365044
This introductory course is for students with limited or no prior knowledge of Arabic. The course covers a range of topics designed to develop basic proficiency in spoken and written Arabic, as well as practical knowledge of Arabic culture in different personal and social contexts. The course is delivered in a communicative and practical way and leads to language proficiency and cultural knowledge for workplace application. This course will also develop your confidence to pursue further language studies and to use Arabic in work or business situations.

City campus
Cost: $420
Start date Time Sessions and duration
21.07.10 6–9 pm 10 sessions x 3 hours

French for Beginners 1

Course code S365029
French for Beginners 1 is for people who wish to learn French in an informal atmosphere for recreation and/or work-related purposes. The course will introduce you to the basic skills of French grammar and communication, and equip you with a basic knowledge of French culture for daily social situations.

City campus
Cost: $265
Start date Time Sessions and duration
22.07.10 6–8 pm 10 sessions x 2 hours
30.09.10 6–8 pm 10 sessions x 2 hours

French for Beginners 2

Course code S365037
This course follows on from French for Beginners 1, and is aimed at people who want to learn more of the language, in a relaxed atmosphere, for recreation or work. The course will build on your previous French studies and will continue to equip you for travel and communicating with French speakers in daily life.

City campus
Cost: $265
Start date Time Sessions and duration
20.07.10 6–8 pm 10 sessions x 2 hours
28.09.10 6–8 pm 10 sessions x 2 hours

Greek for Beginners

Course code S365052
This is a basic Greek course for people who want to learn the language in a practical and relaxed atmosphere, and use it for recreational and/or work and study related activities. This course will provide the appropriate level to begin communicating in Greek and prepare you for travel to Greece and Cyprus.

City campus
Cost: $265
Start date Time Sessions and duration
23.09.10 6–8 pm 10 session x 2 hours

Indonesian—Beginners

Course code S365045
Indonesia is Australia’s closest neighbour. This introductory course covers a range of topics designed to develop basic proficiency in spoken and written Indonesian, as well as practical knowledge of Indonesian culture in different personal and social contexts. The course is delivered in a communicative and practical way and leads to language proficiency and cultural knowledge for workplace application. This course will also develop your confidence to pursue further language studies and to use Indonesian in work or business situations.

City campus
Cost: $420
Start date Time Sessions and duration
21.07.10 6–9 pm 10 sessions x 3 hours

Japanese for Beginners

Course code S365008
This course aims to introduce you to the basic skills of the Japanese language and to familiarise you with the formation of written Japanese.

City campus
Cost: $420
Start date Time Sessions and duration
14.09.10 6–9 pm 10 sessions x 3 hours

Japanese for Intermediates

Course code S365003
This course consolidates and integrates your knowledge of the Japanese language acquired at a beginner’s level. You will further develop practical conversation skills to communicate more effectively, as well as acquire further skills in reading and writing. Taught by a native speaker, this course is conducted in an informal atmosphere allowing you to maintain and extend your language skills. This course will enable you to use Japanese in a more advanced, natural and culturally appropriate manner.

City campus
Cost: $420
Start date Time Sessions and duration
14.07.10 6–9 pm 10 sessions x 3 hours
06.10.10 6–9 pm 10 sessions x 3 hours

Spanish for Beginners

Course code S365010
This is an introductory course to the Spanish language and culture. It is designed for people who want to learn the language in a practical and relaxed atmosphere and to use it for recreational and/or work and study related activities. This course will provide you with basic skills to communicate in the Spanish language. At the same time you will acquire essential understanding of Hispanic cultures and societies as expressed in and reflected by the language.

City campus
Cost: $330
Start date Time Sessions and duration
05.08.10 6–8.30 pm 6 sessions x 2 hours

Spanish DELE (Intermediate Level)

Course code S365016
This course is designed for those students intending to sit for the official Spanish language exam DELE (Diploma de Español Lengua Extranjera). The course helps you prepare for the exam by familiarising yourself with the different aspects and the format of the test. You will reinforce and acquire knowledge in the written, spoken, oral and listening comprehension activities targeted by the exam.

City campus
Cost: $210
Start date Time Sessions and duration
09.10.10 10 am – 12.30 pm 6 sessions x 2 hours
### Public Relations Continuous Professional Development

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

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

<table>
<thead>
<tr>
<th>PR CPD—Change Management—Challenges for Professional Communicators</th>
<th>PR CPD—In the Glare of the Media Spotlight—Public Relations Media Training</th>
<th>PR CPD—Keys to Event Management</th>
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<td><strong>Course code</strong> S200086</td>
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<td><strong>Course</strong></td>
<td><strong>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 expects they will one day face either the print or electronic media in their career.</strong></td>
<td><strong>How are events such as festivals, sporting events and conferences effectively pulled together? The principles that apply to large events also carry through to smaller events. This training will help you initiate and organise events that produce top results. Successful promotion and event management requires highly developed, multi-tasking skills and clever planning. Learn how to maximise the impact of your event and successfully obtain the media coverage you need.</strong></td>
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<th>PR CPD—Making an Impression—Professional Presentation Skills</th>
<th>PR CPD—Media Release and PR Writing</th>
<th>PR CPD—The Keys to New Media 1</th>
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<td><strong>Course code</strong> S200085</td>
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<td><strong>How this workshop focuses on the skills required to deliver effective presentations in a professional environment. You will learn how to understand the purpose and objectives of a presentation; analyse the audience, venue and occasion; structure a presentation; choose an appropriate style and language; use audio-visual aids effectively; practise a presentation; overcome nerves and build confidence; use your voice to maximum effect; develop techniques for vocal variety; and incorporate powerful non-verbal communication. All participants will have the opportunity to make a short presentation.</strong></td>
<td><strong>As well as learning how to identify news and structure media releases to attract a journalist’s attention, this workshop looks at the basic rules that underpin all good public relations writing. Writing with accuracy, brevity and clarity; understanding your audience and tailoring your message accordingly; good grammar, punctuation, spelling, style and syntax are vital skills for PR practitioners. A missing comma, an errant apostrophe, a misplaced phrase or too many big words not only confuse your reader, but they also reflect poorly on your professionalism. Learn how to make sure your writing never gets in the way of your message.</strong></td>
<td><strong>This workshop is an introduction to the range of digital media available to communicators. It looks at the place and relevance of each media in today’s context, the importance of strategic development as well as creative and production requirements. It emphasises the importance of approaching digital media from the audience or customers’ perspective, examining ways for this to be achieved.</strong></td>
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**PR CPD—New Media 2—Creating a Media Mix That Works!**

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

**City campus**

**Cost:** $225

**Start date** Time  
15.08.10 5.30–9.30 pm 1 session x 4 hours

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

**Course code** S200093
What happens in a company when the worst-case scenario hits? Public relations practitioners have been the traditional managers of crises in organisations but company protocols and policies must be in place before a crisis erupts. Classic and contemporary crisis events in Australia have parallels in other countries, establishing useful lessons for organisations wanting to design their own crisis communication plan. This workshop explores the design of realistic programs to plan for and handle crises, plus practical exercises that demonstrate how to minimise damage to your organisation.

**City campus**

**Cost:** $395

**Start date** Time  
21.07.10 9.30 am – 5 pm 1 session x 8 hours

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

**Course code** S200085
Why is planning important? What makes a PR campaign successful or unsuccessful? In this workshop you will learn about the Socratic approach to planning: a simple PR planning checklist for projects and campaigns. There will be an introduction to key planning tools and detailed discussion of two campaign case studies to analyse how the strategy was developed, what was important, what worked and what failed. There will be hands-on strategy development of a communication need or project nominated by participants.

**City campus**

**Cost:** $695

**Start date** Time  
05.10.10 9.30 am – 5 pm 2 sessions x 8 hours

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

**Course code** S200087
Leaders are only leaders if others follow their ideas and strategies. And one of the most effective ways to move people to action is to write and deliver a powerful speech. In this workshop you will learn how to take a brief and write the powerful speeches your leader needs. This workshop will show you how to plan the speech to get the outcome you want; open and close with impact; use proven structure to build a speech that flows; include stories, metaphors and other professional techniques that underline your key points; and apply the five editing strategies that will set your speech apart.

**City campus**

**Cost:** $395

**Start date** Time  
27.08.10 9.30 am – 5 pm 1 session x 8 hours

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**Writing Series**

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

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**Copyediting—Introduction**

**Course code** S345096
Do you want to improve your own or others’ writing through editing? This introductory course offers an introduction to the principles, techniques, tips and tricks used in revising and correcting written material. You will learn the fundamentals of copyediting and the application of editing marks to hard copy in a range of practical exercises.

**City campus**

**Cost:** $310

**Start date** Time  
30.10.10 9.30 am – 4.30 pm 1 session x 6 hours

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**Copyediting—Advanced**

**Course code** S345097
Do you want to improve and expand your editing skills? This advanced course offers discussion of the principles and challenges of copyediting, and practical exercises for revising and correcting a range of complex written material to make it suitable for typesetting and publication. It considers the distinct needs of readers, authors and publishers, and the particular challenges these create.

**City campus**

**Cost:** $310

**Start date** Time  
13.11.10 9.30 am – 4.30 pm 1 session x 6 hours

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**Grammar and Punctuation**

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

**City campus**

**Cost:** $450

**Start date** Time  
14.08.10 9.30 am – 4.30 pm 2 sessions x 6 hours  
09.10.10 9.30 am – 4.30 pm 2 sessions x 6 hours
Proofreading—Introduction
Course code S345098
Do you want to proofread with greater accuracy and skill? Perhaps you want to learn the tips and techniques used by professionals.
This one-day course covers the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You learn the standard proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a brochure, book chapters, and an advertisement.
City campus
Cost: $310
Start date Time Sessions and duration
10.07.10 9.30 am – 4.30 pm 1 session x 6 hours
27.11.10 9.30 am – 4.30 pm 1 session x 6 hours

Proofreading—Advanced
Course code S345099
Do you want to improve and expand your proofreading skills?
This advanced course builds on your experience and familiarity with basic proofreading in order to develop your speed, accuracy, efficiency, versatility, confidence and thoroughness.
Through discussion, demonstration and practical exercises, you will explore ways to proofread complex documents when working on challenging projects under pressure.
City campus
Cost: $310
Start date Time Sessions and duration
31.07.10 9.30 am – 4.30 pm 1 session x 6 hours
11.12.10 9.30 am – 4.30 pm 1 session x 6 hours

Public Relations Certificate—Media Relations
Course code S200016
Media experts will enable you to experience real-life aspects of dealing with traditional media and creating opportunities for publicity.
Hands-on workshops and topics include:
- how the media work
- media language and writing
- media releases, alerts and follow-up
- media conferences and events
- print, radio, TV, online—how they differ
- workshop interviewing skills and tactics
- radio workshop
- television interviews and workshop
- print interviews
- preparing managers for interviews
City campus
Cost: $1445
Start date Time Sessions and duration
17.08.10 5.45–9 pm 9 sessions x 4 hours

Public Relations Certificate—PR Writing
Course code S200019
You will become familiar with and develop the key writing skills used in public relations by technicians and managers.
Tools and topics covered include:
- the basics of good public relations writing
- grammar, punctuation, style and rules
- media kits
- media releases
- backgrounders and position papers
- online and social media
- brochures/newsletters/fact sheets/Q&As
- annual reports, proposals and formal reports
- feature writing/bios/profiles
- speech writing and PSAs/CSAs
City campus
Cost: $1445
Start date Time Sessions and duration
12.08.10 5.30–8.30 pm 9 sessions x 3 hours

Public Relations Certificate— PR Principles and Practices
Course code S200017
You will cover basic and emerging trends in public relations practice, and learn how to apply underlying communication principles that guide the discipline.
Topics covered include:
- public relations in society and emerging trends
- basic concepts and theories
- identifying key stakeholders and organisational linkages
- communication research and processes
- the strategic four-step PR process
- public opinion/attitude change
- communication tools – traditional and new media
- ethics and law in PR
- social responsibility and professionalism
City campus
Cost: $1445
Start date Time Sessions and duration
11.08.10 5.45–9 pm 10 sessions x 4 hours

Public Relations Certificate— Media Relations
Course code S200018
You will cover basic and emerging trends in public relations practice, and learn how to apply underlying communication principles that guide the discipline.
Topics covered include:
- public relations in society and emerging trends
- basic concepts and theories
- identifying key stakeholders and organisational linkages
- communication research and processes
- the strategic four-step PR process
- public opinion/attitude change
- communication tools – traditional and new media
- ethics and law in PR
- social responsibility and professionalism
City campus
Cost: $1445
Start date Time Sessions and duration
11.08.10 5.45–9 pm 10 sessions x 4 hours

Public Relations Certificate— Strategic PR and Planning
Course code S200018
You will cover basic and emerging trends in public relations practice, and learn how to apply underlying communication principles that guide the discipline.
Topics covered include:
- public relations in society and emerging trends
- basic concepts and theories
- identifying key stakeholders and organisational linkages
- communication research and processes
- the strategic four-step PR process
- public opinion/attitude change
- communication tools – traditional and new media
- ethics and law in PR
- social responsibility and professionalism
City campus
Cost: $1445
Start date Time Sessions and duration
11.08.10 5.45–9 pm 10 sessions x 4 hours

Public Relations Certificate— Strategic PR and Planning
Course code S200019
You will cover basic and emerging trends in public relations practice, and learn how to apply underlying communication principles that guide the discipline.
Topics covered include:
- public relations in society and emerging trends
- basic concepts and theories
- identifying key stakeholders and organisational linkages
- communication research and processes
- the strategic four-step PR process
- public opinion/attitude change
- communication tools – traditional and new media
- ethics and law in PR
- social responsibility and professionalism
City campus
Cost: $1445
Start date Time Sessions and duration
11.08.10 5.45–9 pm 10 sessions x 4 hours
Strange Bedfellows or Perfect Partners—The Role of Literary Studies in Creative Writing Programs

Course code  S345267
An international conference to examine the tensions between the study of literature in university creative writing programs and the manner in which literary studies informs or is ignored by creative writing pedagogies. What are the implications for both discipline areas and what new developments might shape future writing and literary curriculum? Further details can be found on the following website: www.australianliterarycompendium.com

City campus

Cost: Price on application

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

Writing Creative Fiction—Introduction

Course code  S345162
This course teaches a basic understanding of a range of fiction writing styles and encourages you to develop and apply fiction writing skills of construction and criticism. Emphasis is on development of short story and novel writing, but the course is designed to examine the fundamentals of story writing in a broad range of genres and styles.

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

City campus

Cost: $600

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

Writing for Children

Course code  S345256
This course will introduce you to the marketplace of children’s writing and focus on writing picture books. Amongst other things, we will look at language, pacing, targeting different ages, chapter books and how to prepare and submit manuscripts to a publishing house. There will be opportunities to workshop manuscripts within the class time.

City campus

Cost: $745

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

Writing for the Web

Course code  S345093
Writing for the web is now recognised as a specialist skill. The web is a highly interactive and non-linear form of media communication and therefore writing for it must suit its specialist requirements.

City campus

Cost: $440

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

TELL ME MORE
See short course flyers for more specific details on courses.
View these flyers online at www.shortcourses.rmit.edu.au
Or speak to a client service officer.
Call 03 9925 8111 or email enquiries@rmit.edu.au
Single Courses are another way to study

» Single courses are subjects from a range of degrees, available to students even if they’re not enrolled as a university student.

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

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

» Single courses are offered in: Semester 1, Semester 2, spring and summer semesters.

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

**RMIT Training Pty Ltd**  
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- [ ] Same as above  
- [ ] Alternative billing address

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### Payment details

- [ ] Cheque/Money Order (payable to RMIT Training Pty Ltd)  
- [ ] Visa  
- [ ] MasterCard

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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)
- [ ] *RMIT Student  
- [ ] *RMIT Alumni  
- [ ] *RMIT Staff  

*Provide your RMIT number for verification: ____________________

### Short Course Terms and Conditions

**Payment**

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

**Transfers**

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

**Cancellations**

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

- No refunds will be issued after course commencement.

**General**

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

- No refunds will be issued for non-attendance.

- RMIT reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances.

- A full refund or alternative courses will be offered in these circumstances.

- Flexible delivery courses may have different conditions of enrolment.

- I accept these Terms and Conditions  
  Signature __________________________ Date ________________

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

### Enquiries and Enrolments

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PO Box 12058  
A/Beckett Street  
Melbourne VIC 8006 | Web  
www.shortcourses.rmit.edu.au  
Email  
enquiries@rmit.edu.au | Building 105  
Level 9, 501 Swanston St  
Melbourne VIC 3000  
9 am–5 pm weekdays  
Cash not accepted | Fax enrolment form to +61 3 9925 8298 |
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