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Every effort has been made to ensure the information contained in this publication is accurate at the date of printing.
For the most up-to-date information, please refer to www.shortcourses.rmit.edu.au before booking a course. Published in June 2011.
Whatever your reason, RMIT offers a variety of courses to suit your needs. With courses in design, business, engineering, fashion, architecture, communication, art, technology, community services, health and more, RMIT takes a practical attitude to learning.

Why RMIT?
RMIT has a reputation for excellence in work-relevant education and high quality research. RMIT courses are constantly updated to meet the changing needs of business and the broader community, and to provide students with specialised content that is relevant to professional and personal success in a rapidly-changing world.

Taking a short or single course with RMIT gives you access to:

» Industry experts with a passion for excellence and innovation
» Cutting-edge technology, equipment and facilities
» Current and relevant course content
» CBD campus, ideal for city workers.

Short courses
An RMIT short course offers you the opportunity to quickly enhance your professional skills, increase general knowledge in a chosen area or simply nurture a new talent or hobby. Short courses run throughout the year.

Single courses
An RMIT single course is a subject from an undergraduate or postgraduate degree program. A single course gives you an opportunity to experience the subject matter before committing to a degree.
An RMIT short course offers you the opportunity to quickly enhance your professional skills, increase general knowledge in a chosen area or simply nurture a new talent or hobby.

RMIT offers short courses in a variety of subject areas, including design, business, engineering, fashion, architecture, communication, art, technology, community services, health... the list goes on. The courses are practical and designed to fit within a busy lifestyle, with contents varying from project-based to portfolio development.

The courses run throughout the year and are based in central locations.

Subscribe to receive course news.
Call +61 3 9925 8111
or email enquiries@rmit.edu.au.
## Architecture and building

### Architectural Drawing Techniques—Introduction

**Course code** S320078  
You will be introduced 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.  
**City campus**  
**$495**  
**Start date**  
12.07.11  6–9 pm  8 sessions  
11.10.11  6–9 pm  8 sessions

### AutoCAD for Designers—Level 1

**Course code** S320001  
You will be provided with 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.  
**Brunswick and City campuses**  
**$735**  
**Start date**  
09.07.11  9 am – 5 pm  4 sessions  
21.07.11  6–9 pm  9 sessions  
02.08.11  6.30–9.30 pm  9 sessions  
17.08.11  9 am – 5 pm  4 sessions  
22.09.11  6–9 pm  9 sessions  
26.09.11  9 am – 5 pm  4 sessions  
11.10.11  6.30–9.30 pm  9 sessions  
26.10.11  9 am – 5 pm  4 sessions  
11.10.11  6.30–9.30 pm  9 sessions  
21.11.11  9 am – 5 pm  4 sessions  
22.11.11  9 am – 5 pm  4 sessions

### AutoCAD Quickstart

**Course code** S320101  
This course is a condensed introduction to AutoCAD to produce 2D drawings. The course is delivered through demonstrations and practical exercises. You will gain hands-on experience of AutoCAD through a series of short practical exercises.  
**City campus**  
**$395**  
**Start date**  
10.09.11  9 am – 5 pm  2 sessions

### BCA Part 3.12 2009–2010

**Course code** S310235  
This course provides knowledge and skills to understand and use the energy efficiency requirements in relation to residential buildings, following the DTS (deemed to satisfy) provisions of the BCA Part 3.12.  
**City campus**  
**$710**  
**Start date**  
28.07.11  8.30 am – 5.30 pm  2 sessions  
01.09.11  8.30 am – 5.30 pm  2 sessions  
10.11.11  8.30 am – 5.30 pm  2 sessions

### BCA Section J, 2010

**Course code** S130234  
This course provides the knowledge and skills to enable you to perform BCA Section J, Part J1 to J3 assessments for small to medium-sized buildings.  
**City campus**  
**$540**  
**Start date**  
30.07.11  8 am – 5 pm  1 session  
24.09.11  8 am – 5 pm  1 session  
29.10.11  8 am – 5 pm  1 session

### Building Design and Drawing—Career Discovery

**Course code** S320011  
You will be provided with an overview of the building design profession. Included will be a taster of the various types of drawing systems used by designers including: design and development drawings, presentation drawings and an introduction to reading and interpreting building plans.  
**City campus**  
**$405**  
**Start date**  
04.07.11  9.30 am – 4.30 pm  4 sessions  
03.10.11  9.30 am – 4.30 pm  4 sessions

### Building Thermal Performance Assessment (First Rate 5)

**Course code** 130205  
You will gain knowledge and skills to become an accredited Thermal Performance Assessor with BDAV or ABSA.  
**City campus**  
**$1200**  
**Start date**  
14.07.11  8.30 am – 5.30 pm  4 sessions  
18.08.11  8.30 am – 5.30 pm  4 sessions  
22.09.11  8.30 am – 5.30 pm  4 sessions  
20.10.11  8.30 am – 5.30 pm  4 sessions  
24.11.11  8.30 am – 5.30 pm  4 sessions

### Building Thermal Performance Assessment BERS Pro Training (Software Only)

**Course code** S130226  
This course provides knowledge and skills to become an accredited BERS Pro Rater.  
**City campus**  
**$795**  
**Start date**  
04.08.11  8.30 am – 5.30 pm  2 sessions  
13.10.11  8.30 am – 5.30 pm  2 sessions

### Home Sustainability Assessment

**Course code** S130211  
This course, developed in consultation with Sustainability Victoria, is designed to provide you with the ability to assess residential properties and make recommendations to improve domestic sustainability.  
**City campus**  
**$1600**  
**Start date**  
18.08.11  9 am – 5 pm  8 sessions  
13.10.11  9 am – 5 pm  8 sessions

### Red Card to White Card

**Course code** S130243  
This is not a course, but is for anyone who wishes to transfer their Construction Induction Card from a Red Card to a White Card.  
**$40**

### REVIT—Level 1

**Course code** S320005  
You will be introduced to Autodesk REVIT, a powerful building modeller for architectural design and documentation in 3D and 2D. It is delivered through theory, demonstrations and practical work. You will gain hands-on experience using the various REVIT modelling and documentation commands.  
**Brunswick campus**  
**$935**  
**Start date**  
25.08.11  9 am – 5 pm  4 sessions  
06.10.11  6–9 pm  9 sessions
REVIT—Level 2
Course code  S320080
You will explore 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.
Brunswick campus
$935
Start date  Time  Duration
27.10.11  9 am – 5 pm  4 sessions

REVIT—Concept Design and Visualisation
Course code  S320163
You will explore REVIT’s design and visualisation tools for presentation and analysis, create mass elements that can be modified into many shapes as well as applying walls, roofs and floors to these elements, and learn to create and render perspective views, walkthroughs and solar studies.
Brunswick campus
$935
Start date  Time  Duration
13.09.11  6–9 pm  7 sessions

Styling Your Home—Introduction
Course code  S320156
Express your own sense of style by referencing and analysing a range of different interior styles, considering which will work for your environment, budget and taste. You will gain an overview of major aspects of styling, to alter the look of your space without changing the structure.
City campus
$480
Start date  Time  Duration
14.10.11  9.30 am – 12.30 pm  8 sessions

3D Product Design and Model Making—Introduction
Course code  S320160
You will learn how to manually make models in a workshop environment. Ideally you are keen on making things and learning how to take your ideas and turn them into 3D models. You will work through various phases of construction in a range of materials to produce models.
City campus
$420
Start date  Time  Duration
13.10.11  6–9 pm  8 sessions

3D Prop Making for Retail—Introduction
Course code  S320164
You will work in a practical workshop environment to design and create 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.
City campus
$480
Start date  Time  Duration
04.08.11  6–9 pm  8 sessions

3D Studio Max for Architects and Interior Designers
Course code  S345139
3D Studio Max is the current state-of-the-art rapid modelling and visualisation tool for architects and interior designers. You will learn how to transform your designs into 2D and 3D visual representations. You will explore the process involved in designing, rendering and animating your 3D models to a high level of realism.
City campus
$1080
Start date  Time  Duration
15.10.11  9.30 am – 4.30 pm  6 sessions
28.11.11  9.30 am – 4.30 pm  6 sessions

Adobe After Effects—Beginning Motion Graphics
Course code  S345138
You will learn fundamental concepts and techniques to produce of motion graphics and animation for digital video and interactive media.
City campus
$680
Start date  Time  Duration
12.07.11  6.30–9.30 pm  8 sessions
11.10.11  6.30–9.30 pm  8 sessions

Adobe Illustrator and Photoshop for Fashion—Introduction
Course code  S350245
The course aims to introduce the use of Adobe Illustrator to create fashion and textile images.
Brunswick campus
$620
Start date  Time  Duration
15.10.11  1.30–4.30 pm  7 sessions

Adobe Photoshop for Fashion—Introduction
Course code  S350244
The course aims to introduce the use of Adobe Photoshop software to develop images relevant to the fashion and textile industry.
Brunswick campus
$620
Start date  Time  Duration
15.10.11  9.30 am – 12.30 pm  6 sessions

Advertising—Introduction
Course code  S320106
You will be introduced to the discipline of advertising, and gain an understanding of the industry and the many employment options within it. The course will demonstrate common techniques for preparing suitable work for a portfolio.
City campus
$320
Start date  Time  Duration
04.07.11  9.30 am – 4.30 pm  3 sessions
03.10.11  9.30 am – 4.30 pm  3 sessions

You can receive course information and updates via email.
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or call us on +61 3 9925 8111
## Animation in Flash

**Course code** S345202  
Over three sessions you will explore the core concepts of animation in this practical introductory course. Under the guidance of a professional you will cover the traditional and digital techniques involved in producing 2D animation.  
**City campus**  
$480  
**Start date**  
10.09.11  9.30 am – 4.30 pm  
**Duration**  
3 sessions

## Bag Making—Introduction, Clutch Bag

**Course code** S350264  
This course will teach you to design and create a clutch bag, as well as the introductory knowledge associated with bag making.  
**Brunswick campus**  
$480  
**Start date**  
18.07.11  6–9 pm  
**Duration**  
6 sessions  
10.10.11  6–9 pm  
**Duration**  
6 sessions

## Bag Making—Gusseted Hand Bag

**Course code** S350271  
This course will teach you to design and create a gusseted hand bag, with a strap and internal zip pocket.  
**Brunswick campus**  
$480  
**Start date**  
04.08.11  6–9 pm  
**Duration**  
6 sessions

## Bookbinding—Introduction

**Course code** S355119  
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.  
**Brunswick campus**  
$585  
**Start date**  
10.08.11  5.30–8.30 pm  
**Duration**  
15 sessions

## Bookbinding and Restoration

**Course code** S355070  
You will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level, depending on ability. You will work on your own projects under the supervision and direction of experienced staff.  
**Brunswick Campus**  
$525  
**Start date**  
11.08.11  5.30–8.30 pm  
**Duration**  
15 sessions

## Camera and Darkroom 1

**Course code** S345154  
You will study the basic principles of image design and SLR camera operation. Shooting your own work on black and white film, you will then follow through the process from film to print. You will learn to develop black and white film, and explore the techniques of print production.  
**City campus**  
$620  
**Start date**  
06.07.11  6–9 pm  
**Duration**  
6 sessions

## Camera and Darkroom 2

**Course code** S345153  
A practical six-week course designed to build on the basic theory and practice acquired in Camera and Darkroom 1 (or equivalent) and to extend your knowledge and skills in the key areas of camera operation, lighting, darkroom and print presentation.  
**City campus**  
$620  
**Start date**  
31.08.11  6–9 pm  
**Duration**  
6 sessions

## Contour Technology Core and Plus Sizes

**Course code** S350315  
This course develops an understanding of bra fitting techniques and more specifically key issues and solutions as well as understanding pattern cutting techniques and grade developments for plus sizes. This course is suitable for fitting in retail and concept samples to production.  
**Brunswick campus**  
$660  
**Start date**  
04.07.11  9 am – 4.30 pm  
**Duration**  
2 sessions  
$960  
**Start date**  
06.07.11  9 am – 4.30 pm  
**Duration**  
3 sessions

## 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 will provide a practical overview of Photoshop, Illustrator and InDesign (CS6) software for desktop publishing.  
**Brunswick campus**  
$995  
**Start date**  
26.07.11  6–9 pm  
**Duration**  
15 sessions

## Certificate of Calligraphy

Discover the art of western-style calligraphy. Learn how to create beautiful work with the traditional tools of lettering in a small, friendly group. If you ever wanted to be confident enough to produce your own artwork, invitations, certificates, menus or other examples of hand-crafted work on paper this set of courses is for you.

### Calligraphy for Beginners—Unit 1

**Course code** S320083  
You will learn to write in the major calligraphic styles, common illumination techniques, ways to use calligraphy on cards, wrapping and invitations, and gain confidence with your handwriting.  
**City campus**  
$495  
**Start date**  
11.07.11  6.15–8.45 pm  
**Duration**  
15 sessions

### Calligraphy Applied—Unit 2

**Course code** S320084  
You will cover business cards/letterhead, Roman capitals, invitations, layout methods and design.  
**City campus**  
$495  
**Start date**  
11.07.11  6.15–8.45 pm  
**Duration**  
15 sessions

### Calligraphy Advanced Writing—Unit 3

**Course code** S320085  
You will cover historic manuscript study, background techniques, versals, and a variety of higher level illumination techniques.  
**City campus**  
$495  
**Start date**  
12.07.11  6.15–8.45 pm  
**Duration**  
15 sessions

### Calligraphy Electives—Unit 4

**Course code** S320086  
You will cover toolmaking, lettering variations, bookbinding, gilding, and innovative lettering.  
**City campus**  
$495  
**Start date**  
12.07.11  6.15–8.45 pm  
**Duration**  
15 sessions

### Calligraphy—Master Class—Unit 5

**Course code** S320148  
You will cover self-directed project work, new techniques (which will vary based on the group expertise), advanced layout and design skills, how to source inspiration and develop it into a finished piece, and advanced lettering techniques.  
**City campus**  
$495  
**Start date**  
12.07.11  6.15–8.45 pm  
**Duration**  
15 sessions
**Desktop Publishing**

**Intensive Project Workshop**

**Course code** S355153

You will expand on the area of your particular interest in desktop publishing by working in an intensive workshop, setting your own project to learn how to achieve a more professional outcome. This course allows you to learn the software's higher functions and to develop faster work practices.

**Brunswick campus**

$265

Start date  Time  Duration
15.10.11  9.30 am – 4.30 pm  2 sessions

**Digital Printing—Basic Operation**

**Course code** S355154

You will 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. You will be provided with an understanding of the technology and how it works and be given hands-on practice to confidently manage basic operation of the equipment.

**Brunswick campus**

$520

Start date  Time  Duration
12.10.11  6–9 pm  4 sessions

**Drawing Techniques for Design**

**Course code** S320030

You will learn tips, tricks and shortcuts from the professionals to create understandable drawings. This could mean new products, improvements, alterations or inventions, spaces, structures or mechanisms.

**City campus**

$480

Start date  Time  Duration
11.06.11  5.30–8.30 pm  7 sessions
20.06.11  9.30 am – 4.30 pm  5 sessions

**Fascinating Fashion**

**Course code** S350267

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

**Brunswick campus**

$460

Start date  Time  Duration
21.07.11  6–9 pm  4 sessions
13.10.11  6–9 pm  4 sessions

**Fashion Drawing**

**Course code** S350296

This course is designed to introduce beginners to fashion drawing. For those with creative ideas this is the opportunity to learn how to draw a model and present your fashion design ideas in the most effective manner.

**City campus**

$385

Start date  Time  Duration
27.08.11  12.30–4.30 pm  5 sessions
29.10.11  12.30–4.30 pm  5 sessions

**Flash—Introduction**

**Course code** S345012

The course seeks to provide you with a solid grasp of the fundamentals of Adobe’s popular animation and interactive authoring program, viewing it in the context of building standalone animation and interactive works, as well as for creating online presentations.

**City campus**

$580

Start date  Time  Duration
06.07.11  6.30–9.30 pm  8 sessions

**Flash—Advanced**

**Course code** S345119

Building upon the ideas and concepts touched on in the Introduction course, you will learn to extend your options to create compelling and inspiring Flash creations. The native scripting environment and the more interesting motion-graphic generative features will be demystified.

**City campus**

$580

Start date  Time  Duration
07.09.11  6.30–9.30 pm  8 sessions
20.10.11  6.30–9.30 pm  8 sessions

**Folio Preparation—Interior Decoration**

**Course code** S320012

You will get an insight into the specific standards and requirements of the study area. The program will assist you to refine your design approach and presentation techniques. You will be provided with a broad overview of some of the key areas relevant to interior decoration.

**City campus**

$405

Start date  Time  Duration
03.10.11  9.30 am – 4.30 pm  4 sessions

**Folio Preparation in 3D Product Design**

**Course code** S320038

You will be introduced to some simple drawing techniques for planning and recording ideas for 3D projects, as well as introductory concept development applicable to 3D design. You will work to set briefs, with teacher feedback and guidance.

**City campus**

$420

Start date  Time  Duration
04.07.11  9.30 am – 4.30 pm  4 sessions
03.10.11  9.30 am – 4.30 pm  4 sessions

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

**Course code** S350228

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

**Brunswick campus**

$450

Start date  Time  Duration
05.07.11  9.15 am – 4.30 pm  5 sessions
12.07.11  9.15 am – 4.30 pm  5 sessions
13.08.11  9.15 am – 1.30 pm  7 sessions
27.09.11  9.15 am – 4.30 pm  5 sessions
04.10.11  9.15 am – 4.30 pm  5 sessions
15.10.11  9.15 am – 1.30 pm  7 sessions

**Folio Preparation in Graphic Art**

**Course code** S320021

This course focuses on the technical electronic preparation and production aspects of design. You will predominately work on computers to produce work relevant to graphic art studies in a Mac lab using Adobe CS5.

**Brunswick campus**

$405

Start date  Time  Duration
03.10.11  9.30 am – 4.30 pm  4 sessions

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

**Course code** S320082

You will be introduced to practical project-based graphic design in an energetic studio environment. The content focuses on idea generation, concept development and creating text and image projects for communication design. You will learn manual techniques through short projects.

**Brunswick campus**

$405

Start date  Time  Duration
04.07.11  9.30 am – 4.30 pm  4 sessions
26.09.11  9.30 am – 4.30 pm  4 sessions
03.10.11  9.30 am – 4.30 pm  4 sessions

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

**Course code** S320087

This is a practical project-based course that focuses on idea generation, concept development and creating text and image design through longer, more in-depth projects than in Level 1. You will work to set briefs which are interpreted with teacher guidance and feedback.

**Brunswick campus**

$405

Start date  Time  Duration
03.10.11  9.30 am – 4.30 pm  4 sessions
**Folio Preparation in Photography**

Course code **S345129**

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

**City campus**

Start date **Time** **Duration**

- 26.09.11 9.30 am – 4.30 pm 4 sessions
- 03.10.11 9.30 am – 4.30 pm 4 sessions

**Brunswick campus**

Start date **Time** **Duration**

- 04.07.11 9.30 am – 4.30 pm 5 sessions
- 01.10.11 9.30 am – 4.30 pm 5 sessions

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

Course code **S340018**

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

**City campus**

Start date **Time** **Duration**

- 04.07.11 9.30 am – 4.30 pm 5 sessions
- 01.10.11 9.30 am – 4.30 pm 5 sessions

**General Drawing**

Course code **S340020**

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

**City campus**

Start date **Time** **Duration**

- 14.07.11 6–9 pm 6 sessions

**Gerber—Grading and Marker Making (CGMM)**

Course code **S350282**

This course includes Gerber file management and Accumark Explorer. You will learn how to create, save and organise storage areas and develop patterns from digitising through to marker plotting.

**Brunswick campus**

Start date **Time** **Duration**

- 16.08.11 6–9 pm 14 sessions

**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 learn through practical activities, demonstrations and printed learning guides. You will learn data input, how to use Gerber PDS menu items to develop, modify, check and finalise pattern pieces, menus, sub-menus and functions to develop patternmaking and will create models to industry standards.

**Brunswick campus**

Start date **Time** **Duration**

- 01.08.11 6–9 pm 7 sessions

**Illustration—Styles and Techniques**

Course code **S320121**

This project-based course is 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 and cards.

**Brunswick campus**

Start date **Time** **Duration**

- 17.08.11 6–9 pm 6 sessions

**InDesign—Fundamentals**

Course code **S355120**

You will cover the fundamental features of InDesign, and address some more advanced functions. You will learn how to assemble graphic elements into single or multiple pages for publishing, how to apply type and illustration controls, page make-up and formatting using CSS.

**Brunswick campus**

Start date **Time** **Duration**

- 20.07.11 6–9 pm 7 sessions
- 12.10.11 6–9 pm 7 sessions

**Introduction to Photography—Technical and Aesthetic**

Course code **S345151**

This practical course explains the basics of digital SLR camera operation and explores methods of creating more visually dynamic photographs. An introduction to post-production and output to print is also considered.

**City campus**

Start date **Time** **Duration**

- 11.08.11 6–9 pm 8 sessions
- 17.10.11 6–9 pm 8 sessions
Interior Decoration Design

Series

The Interior Decoration Design Series is a set of stand-alone study units designed for people employed or wishing to be employed in the retail and commercial area of interior decoration, or those wishing to enhance their personal development or a project. Study units are considered suitable preparation for work in areas of specialist decoration such as soft furnishings, paint and other retail outlets.

Interior Decoration Design Series—Colour for Interiors 1

Course code  S320123
You will be introduced to colour for interior decoration and design and cover the source and structure of colour. You will gain an understanding of the various colour groups and their application.
City campus
$585
Start date  Time  Duration
13.07.11  6–8.30 pm  15 sessions

Creating Presentation Boards

Course code  S320159
You will learn to prepare a materials or sample board for client presentation for an interior decoration and design project. You will apply design principles to the board layout for a pleasing presentation.
City campus
$255
Start date  Time  Duration
23.08.11  6–8.30 pm  4 sessions

Interior Decoration Design Series—Creative Lighting Applications

Course code  S320125
You will be introduced to the art of lighting for effect with fair and style for indoors and out. You will cover the artistic approach to lighting for maximum atmosphere and mood for a variety of situations, and explore lighting for landscaping.
City campus
$585
Start date  Time  Duration
13.07.11  6–8.30 pm  15 sessions

Interior Decoration Design Series—Design Fundamentals for Interiors

Course code  S320126
You will learn the underpinning principles for interior decoration and design. Students practise resolving visual and spatial problems by applying design principles and elements in interior settings.
City campus
$585
Start date  Time  Duration
12.07.11  6–8.30 pm  15 sessions

Drawing Simple Interior Perspectives

Course code  S320158
You will learn the introductory skills required to draw views with some rendering techniques to communicate your ideas in interior spaces. You will discover how to draw floor plans and how to represent the placement of furniture, furnishings, and selected finishes and indicate light direction.
City campus
$255
Start date  Time  Duration
25.08.11  6–8.30 pm  4 sessions

Interior Decoration Design Series—Soft Furnishings

Course code  S320129
You will explore fabric selection and specifications, estimating and quoting for applications ranging from sofas to cushions, drapes, rugs, wall hangings, carpets and window coverings. Materials are evaluated for suitability, wear, visual effect, mood and character.
City campus
$585
Start date  Time  Duration
11.07.11  6–8.30 pm  15 sessions

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

Course code  S320138
You will cover the main art and design movements in the period from 1840’s Classicism, through mid-century Modern, and up to Post Modernism and Memphis in the 1980’s, including Australian periods of note with an emphasis on interiors.
City campus
$585
Start date  Time  Duration
12.07.11  6–8.30 pm  16 sessions

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, including flooring materials, laminates, tiles, timbers, stone, glass and new composite polymers and metals.
City campus
$585
Start date  Time  Duration
11.07.11  6–8.30 pm  15 sessions

Interiors—Design and Decoration for Living

Course code  S320013
You will learn about major aspects of decoration, colour and space planning; elements and principles of interior decoration; lighting, soft furnishing; furniture styles, renovation techniques; application of decorative materials; surface coatings selection.
City campus
$480
Start date  Time  Duration
14.07.11  6–9 pm  8 sessions
15.07.11  9.30 am – 12.30 pm  8 sessions
13.10.11  6–9 pm  8 sessions
14.10.11  9.30 am – 12.30 pm  8 sessions

Lectra—Introduction

Course code  S350215
This course aims to introduce the basic computer-aided, pattern-making principles using the Lectra system through demonstrations, practical application and various handouts.
Brunswick campus
$715
Start date  Time  Duration
04.08.11  6–9 pm  12 sessions

Life Drawing

Course code  S340025
This course will focus on a series of exercises and instructions in drawing the human form.
City campus
$380
Start date  Time  Duration
22.09.11  6–9 pm  6 sessions

Making Footwear by Hand

Course code  S350230
This course is ideal for people who are interested designing and making footwear by hand.
Brunswick campus
$920
Start date  Time  Duration
19.07.11  6–9 pm  6 sessions

Making Footwear By Hand—Advanced

Course code  S350233
This course is ideal for people who wish to work on advancing their skills in designing and making footwear by hand.
Brunswick campus
$920
Start date  Time  Duration
19.07.11  6–9 pm  14 sessions

Maya—An Introduction to 3D Creative Design

Course code  S345229
Maya is an industry standard in film and computer game production. This course serves as an introduction providing instruction in modelling, texturing, and rendering with Maya 2011.
City campus
$480
Start date  Time  Duration
16.08.11  6.30–9.30 pm  6 sessions

Maya Intermediate—3D Character Animation

Course code  S345230
Learn the fundamentals of character animation in this exciting new course. This course will provide a focused 3D animation primer. All digital puppets are provided and attention will be put solely on the 3D character animation process. Suitable for beginners and experienced 3D modellers alike.
City campus
$520
Start date  Time  Duration
07.07.11  6.30–9.30 pm  8 sessions
11.10.11  6.30–9.30 pm  8 sessions

City campus
Offset Lithography—Introduction
Course code  S355152
You will gain solid skills base in lithographic printing, covering aspects such as ink setting, plate positioning, printing, problem solving, paper, OHS and terminology.
Brunswick campus
$530
Start date  Time  Duration
12.10.11  6–9 pm  7 sessions

Pattern Drafting
Course code  S350324
This course covers how to draft and fit basic blocks to your personal measurements. You will develop skills required to draft and fit made-to-measure garments for yourself or clients.
Brunswick campus
$640
Start date  Time  Duration
09.08.11  6–9 pm  10 sessions

Photoshop—Fundamentals
Course code  S355123
You will be introduced to the fundamental functions and tools of Photoshop. The Photoshop package is the standard image manipulation tool for electronic publishing: knowledge of the software is essential to quality publications. You will also look at saving images for the web.
Brunswick campus
$556
Start date  Time  Duration
25.07.11  6–9 pm  7 sessions
10.10.11  6–9 pm  7 sessions

Photoshop—Introduction
Course code  S340064
This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop CS. It aims to provide you with a solid understanding of how Photoshop works, and to lay the foundations that will form a base for further Photoshop imaging investigations.
City campus
$505
Start date  Time  Duration
04.08.11  6–9 pm  6 sessions
06.10.11  6–9 pm  6 sessions

Photoshop Introduction—The Fundamental Elements for Digital Photography
Course code  S345261
In this six-week introductory course you will begin to develop the appropriate use of various tools in Photoshop. Focusing on the needs of photographers, you will learn how to manipulate and enhance digital images and reliably produce high quality photographic images.
City campus
$590
Start date  Time  Duration
05.07.11  6–9 pm  6 sessions
26.10.11  6–9 pm  6 sessions

Photoshop Advanced—Specialist Techniques for Digital Photography
Course code  S345262
You will learn how to adjust and explore colour and tonal information within images. Through a heightened attention to colour management, monitor calibration and use of the RAW file format you will learn to take your images to a new level of control and expression.
City campus
$590
Start date  Time  Duration
18.10.11  6–9 pm  6 sessions

Point of Purchase and Retail Display—Introduction
Course code  S320161
If you are setting out or involved in retail marketing you will gain great insight into the power of point-of-purchase displays as a marketing tool. For those already established in retail, this course will broaden your knowledge.
City campus
$420
Start date  Time  Duration
11.07.11  6–9 pm  6 sessions
05.09.11  6–9 pm  6 sessions

Product Knowledge Workshops in Textiles
Course code  S350231
These workshops have been 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 textile pipeline from fibres to fashion.
Sydney
$440
Start date  Time  Duration
15.08.11  9 am – 5 pm  1 session
16.08.11  9 am – 5 pm  1 session
17.08.11  9 am – 5 pm  1 session
18.08.11  9 am – 5 pm  1 session
19.08.11  9 am – 5 pm  1 session

Product Knowledge Workshops in Footwear
Course code  S350244
These workshops are designed for retailers, wholesalers, importers and quality assurance personnel wanting to improve their knowledge of footwear construction and characteristics.
Brunswick campus
$550
To confirm course details and availability call +61 3 9925 8111.

Print Awareness
Course code  S355038
You will be introduced to production procedures from artwork to press in easy-to-understand language. There is hands-on interaction with samples and tools to maximise your involvement and understanding of the processes and equipment commonly used in printing and pre-press.
Brunswick campus
$675
Start date  Time  Duration
05.12.11  9 am – 4 pm  3 sessions

Screen Print Your T-shirt
Course code  S350285
This is a course on how to create images for screens, how to prepare and register them, and how to print out film from a digital format printer. Your end product may be up to a four-colour screen-printed T-shirt.
Brunswick campus
$380
Start date  Time  Duration
13.10.11  6–9 pm  6 sessions

Screen Print Your T-shirt
Course code  S350285
This is a course on how to create images for screens, how to prepare and register them, and how to print out film from a digital format printer. Your end product may be up to a four-colour screen-printed T-shirt.
Brunswick campus
$380
Start date  Time  Duration
13.10.11  6–9 pm  6 sessions

Start date  Time  Duration
10.10.11  6–9 pm  10 sessions
11.08.11  6–9 pm  8 sessions
12.10.11  6–9 pm  6 sessions
22.08.11  6–9 pm  8 sessions
23.09.11  6–9 pm  8 sessions
24.09.11  6–9 pm  8 sessions
25.09.11  6–9 pm  8 sessions
26.09.11  6–9 pm  8 sessions
27.09.11  6–9 pm  8 sessions
28.09.11  6–9 pm  8 sessions
29.09.11  6–9 pm  8 sessions
30.09.11  6–9 pm  8 sessions
31.09.11  6–9 pm  8 sessions

Start date  Time  Duration
29.09.11  9 am – 5 pm  1 session
28.09.11  9 am – 5 pm  1 session
27.09.11  9 am – 5 pm  1 session
26.09.11  9 am – 5 pm  1 session
25.09.11  9 am – 5 pm  1 session
24.09.11  9 am – 5 pm  1 session
23.09.11  9 am – 5 pm  1 session
22.08.11  9 am – 5 pm  1 session
21.08.11  9 am – 5 pm  1 session
20.08.11  9 am – 5 pm  1 session
19.08.11  9 am – 5 pm  1 session
18.08.11  9 am – 5 pm  1 session
17.08.11  9 am – 5 pm  1 session
16.08.11  9 am – 5 pm  1 session
15.08.11  9 am – 5 pm  1 session
14.08.11  9 am – 5 pm  1 session
13.08.11  9 am – 5 pm  1 session
12.08.11  9 am – 5 pm  1 session
11.08.11  9 am – 5 pm  1 session
10.08.11  9 am – 5 pm  1 session
9.08.11  9 am – 5 pm  1 session
8.08.11  9 am – 5 pm  1 session
7.08.11  9 am – 5 pm  1 session
6.08.11  9 am – 5 pm  1 session
5.08.11  9 am – 5 pm  1 session
4.08.11  9 am – 5 pm  1 session
3.08.11  9 am – 5 pm  1 session
2.08.11  9 am – 5 pm  1 session
1.08.11  9 am – 5 pm  1 session
0.08.11  9 am – 5 pm  1 session

To confirm course details and availability call +61 3 9925 8111.

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
Sewing
Course code  S350234
In this course you will learn to make clothes tailored to suit your body. Also learn the techniques of top designers and how to adjust commercial patterns to your size, so that your garments look professionally made.
Brunswick campus
$550
Start date  Time  Duration
19.07.11  6–9 pm  10 sessions
21.07.11  6–9 pm  10 sessions
23.07.11  10 am – 1 pm  10 sessions
04.10.11  6–9 pm  10 sessions
06.10.11  6–9 pm  10 sessions
08.10.11  10 am – 1 pm  10 sessions

Tapestry Development Workshop
Course code  S350322
This workshop provides the opportunity for you to gain confidence, learn new tapestry techniques and develop new designs in the stimulating and supportive environment of the Australian Tapestry Workshop.
South Melbourne
$250
Start date  Time  Duration
06.07.11  6–8.30 pm  2 sessions
05.10.11  6–8.30 pm  2 sessions

Tapestry Weaving—Introduction
Course code  S350321
Held in the stimulating and supportive environment of the Australian Tapestry Workshop, you will be introduced to the special skills required to explore the rich medium of tapestry weaving.
South Melbourne
$480
Start date  Time  Duration
03.08.11  6–8.30 pm  6 sessions

Travel and Landscape Photography
Course code  S345182
This eight-week course covers important aspects of travel and landscape photography from equipment selection to methods of photographing a variety of locations, events, people and wildlife. Instruction will include demonstration, discussion and a series of practical assignments.
City campus
$590
Start date  Time  Duration
11.10.11  6–9 pm  8 sessions

Visual Merchandising—Introduction
Course code  S320089
You will gain an understanding of the power and scope of visual merchandising in retail. You will be provided with an overview of the many aspects of visual merchandising affecting today’s traders and retailers.
City campus
$420
Start date  Time  Duration
13.07.11  6–9 pm  8 sessions
26.10.11  6–9 pm  8 sessions

Visual Merchandising—Product Presentation
Course code  S320162
You will learn the fundamentals of visual presentation of a range of product categories. You will be introduced to a variety of hands-on product presentation techniques and merchandising projects. You will produce your own displays and props and be exposed to a range of display merchandise.
City campus
$585
Start date  Time  Duration
19.07.11  6–9 pm  15 sessions

Styling for Photography
Course code  S320154
You will be introduced to the styling profession and take a behind-the-scenes look at the tips and tricks and just plain hard work that goes into preparing a product for the perfect shot. Areas covered are food, fashion and interior, and you will complete hands-on brief with your own props.
City campus
$360
Start date  Time  Duration
27.07.11  6–9 pm  6 sessions
12.10.11  6–9 pm  6 sessions

Tapestry Development Workshop
Course code  S350322
This workshop provides the opportunity for you to gain confidence, learn new tapestry techniques and develop new designs in the stimulating and supportive environment of the Australian Tapestry Workshop.
South Melbourne
$250
Start date  Time  Duration
06.07.11  6–8.30 pm  2 sessions
05.10.11  6–8.30 pm  2 sessions

Tapestry Weaving—Introduction
Course code  S350321
Held in the stimulating and supportive environment of the Australian Tapestry Workshop, you will be introduced to the special skills required to explore the rich medium of tapestry weaving.
South Melbourne
$480
Start date  Time  Duration
03.08.11  6–8.30 pm  6 sessions

CAN’T FIND A COURSE?
If you can’t find the course that you’re looking for, let us know and we might be able to help.
Send an email to enquiries@rmit.edu.au
or call us on + 61 3 9925 8111

Business
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
$55 (includes refreshments and light lunch)
Start date  Time  Duration
27.08.11  10 am – 3.30 pm  1 session

Build Your Business with the Latest Online Marketing Tools
Course code  S650187
In a world of increasing online presence, this course has been developed to demystify the jargon and elements of online marketing. Understand the ‘how to’ of developing effective online marketing techniques.
City campus
$490
Start date  Time  Duration
24.09.11  10 am – 1 pm  2 sessions
28.09.11  6–9 pm  2 sessions

Business Networking
Course code  S650193
Networking is the art of developing mutually beneficial relationships with colleagues and others to ensure efficient teamwork, business activity and individual career development. The most effective way to succeed at networking is to assess and develop personal skills, plan how networking will support effective work and personal practice and to commit to achieving goals.
City campus
$395
Start date  Time  Duration
13.09.11  9 am – 1 pm  2 sessions

Business Writing for Maximum Impact
Course code  S345264
This course will help you to improve your business writing skills and improve the effectiveness of your emails and reports. This one-day workshop helps you write business documents that achieve results and present a professional image.
City campus
$340
Start date  Time  Duration
20.08.11  9.30 am – 4.30 pm  1 session
15.10.11  9.30 am – 4.30 pm  1 session
17.12.11  9.30 am – 4.30 pm  1 session

Can’t find a course? Contact us! RMIT | SHORT AND SINGLE COURSE GUIDE | JULY–DECEMBER 2011

10
**Customer Service Excellence—The Moment of Truth!**

Course code **S650190**

Customer service is about everything you say and do for the customer; it is the whole experience that the customer receives. Good service is about getting all the parts right in a series of activities and processes.

City campus

$550

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**Developing Coaching, Mentoring and Training Techniques**

Course code **S650197**

You will learn workplace training techniques and tips. Showcase your workplace training excellence by learning about contemporary and best practice delivery and coaching techniques.

City campus

$325

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Optional assessment sessions

$175

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<td>9.30 am – 4.30 pm</td>
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**Developing Presentation Excellence**

Course code **S650198**

Present with panache! Make sure your message hits the mark with your audience and creates an unforgettable experience. Learn about how to use a variety of techniques to suit a range of audiences and purposes.

City campus

$300

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Optional assessment sessions

$195

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**Dynamic Websites with PHP and MySQL**

Course code **S650195**

This unit covers the skills and knowledge required to create dynamic web pages using PHP server-side processing. You will learn the basics of the PHP language and how it can be used to create a customised browsing experience.

City campus

$950

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<td>5.30–8.30 pm</td>
<td>10 sessions</td>
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**Keyboarding Skills**

Course code **S650196**

You will learn keyboarding skills for social networking, for work, and for pleasure. Improve the number of Facebook messages, emails and reports you produce by improving your keyboard speed and accuracy.

City campus

$300

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Optional assessment session

$100

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**Logistics—Modern Metrics for the Supply Chain Professional**

Course code **S650186**

Learn about key metrics to measure the effectiveness of a business supply chain. This program is suited to warehousing, transportation, manufacturing, financial performance and customer satisfaction functions and covers a range of supply chain elements.

City campus

$490

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<td>19.10.11</td>
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**Microsoft Excel—Advanced**

Course code **S650200**

This course will provide you with the tools to use Excel 2010 to manage and summarise data.

City campus

$300

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**MYOB Complete Package**

Course code **S155085**

This course is aimed at people wanting to introduce MYOB into their accounting procedures. This course covers the following MYOB manuals: Setting Up version 19, Day to Day Processes version 19, Inventory Management version 19, End of Period Reconciliation and BAS version 19a, Payroll Management.

City campus

$575

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<td>27.10.11</td>
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<td>6 sessions</td>
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**PDF and Acrobat for the Business Environment**

Course code **S355145**

PDFs (Portable Document Files) are now an integral part of document exchange in a professional office but also pose many new challenges. You will learn how to effectively use, create and secure PDF documents and make this application work securely.

Brunswick campus

$240

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**PR, Advertising and Marketing—Effective Communications for Leaders**

Course code **S650189**

A targeted program for supervisors, managers and executives working in PR, advertising and marketing to improve their communication strategy. This includes analysing target audiences, developing strategic communications plans and selecting appropriate communication tools and channels.

City campus

$970

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<tr>
<td>16.09.11</td>
<td>10 am – 4 pm</td>
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**Public Relations Careers Day**

Course code **S650181**

A full-day seminar introducing you to a career in public relations. Recommended 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

$55

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<td>10.09.11</td>
<td>10 am – 3.30 pm</td>
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Management Series

Accredited and non-accredited options of these courses are available.

Contemporary Finance Skills for Non-Finance Professionals

Course code S650202
View and read critical data in financial reports. Structure reports to provide the data you need for managing day-to-day operations and future needs. Communicate change requirements to meet financial challenges and build control and knowledge of financial responsibilities.
City campus
$650
Start date Time Duration
19.07.11 6–9 pm 6 sessions
06.09.11 6–9 pm 6 sessions

Project and Risk Management Essentials

Course code S650203
Build familiarity with contemporary project management terminology and tools. Scope project and develop timelines and milestones to control and communicate project outcomes. Build in risk analysis and contingency planning.
City campus
$975
Start date Time Duration
20.07.11 6–9 pm 10 sessions
07.09.11 6–9 pm 10 sessions

Recruit and Manage Staff

Course code S650204
Learn about critical success factors in recruiting and managing staff. This course includes creating job descriptions, recruitment advertising and selection strategies, staff induction, work allocation and performance management.
City campus
$975
Start date Time Duration
06.08.11 9 am – 4 pm 5 sessions

Structured Query Language (SQL)

Course code S650194
You will develop skills in the use of Structured Query Language. SQL will be used to create, populate and manipulate databases within a client-server database system, as well as to retrieve data in a variety of ways.
City campus
$550
Start date Time Duration
02.08.11 5.30–7.30 pm 8 sessions

Sustainability: Lean Office Management in any Industry—Introduction

Course code S650185
This course is targeted to staff and supervisors working in business administration and office support roles, and is aimed at reducing waste and developing sustainable and streamlined work practices. It is a pre-requisite to the advanced lean office management short course.
City campus
$470
Start date Time Duration
09.08.11 9 am – 5 pm 1 session

Sustainability: Lean Office Management in any Industry—Advanced

Course code S650188
A course targeted at supervisors and managers involved in improving process in a business environment. Learning will involve value stream mapping, identifying improvement opportunities, developing key performance indicators and strategies to collect measurement data.
City campus
$890
Start date Time Duration
06.09.11 9 am – 4 pm 2 sessions

Project Management Essentials

Course code S650192
This course enables participants to learn the terminology, tools and phases of contemporary project management including project scoping, milestones and budget, monitoring, risk management and communication strategies.
City campus
$550
Start date Time Duration
10.08.11 6–9 pm 3 sessions
05.10.11 6–9 pm 3 sessions

RG 146 Financial Compliance

Course code S650183
RMIT University is registered by ASIC to provide RG 146 training at Tier 1 to meet ASIC’s generic and specialist knowledge and skills requirements. You will gain professional development and be able to provide financial product advice.
Distance learning
$450 per unit

Legal and Police Interpreting Conference 2011

Course code S365069
This conference seeks to explore the role of interpreters in legal and police contexts, share current research, and identify much-needed research and training needs.
City campus
$70 Student/NAATI members early bird (before 30.09.11)
$100 early bird (before 30.09.11)
Start date Time Duration
19.11.11 9 am – 5 pm 1 session

Computing and information technology

CCNA Head Start

Course code S155080
This course provides an excellent introduction to networks, focusing on IP addressing and on configuring Cisco routers and switches. It also prepares for the Cisco certification exam 640-802.
City campus
$1580
Start date Time Duration
16.07.11 9 am – 4.30 pm 12 sessions

CCNA Security

Course code S130225
The curriculum provides an introduction to the core security concepts and skills needed for installing, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices.
City campus
$1200
Start date Time Duration
14.07.11 5.30–9.30 pm 15 sessions

CCNA Security—Introduction to Cisco Network Security

Course code S155093
This course provides an excellent introduction to network security, focusing in particular on securing Cisco routers and switches. It also prepares for the Cisco certification exam 640-553.
City campus
$825
Start date Time Duration
11.07.11 5.30–8.30 pm 8 sessions

CCNA Turbo

Course code S155081
This course provides an excellent introduction to networks, focussing in particular on IP addressing and on configuring Cisco routers and switches. It also prepares for the Cisco certification exam 640-802.
City campus
$1580
Start date Time Duration
12.07.11 5.30–9.30 pm 18 sessions

Community services and social sciences

Legal and Police Interpreting Conference 2011

Course code S365069
This conference seeks to explore the role of interpreters in legal and police contexts, share current research, and identify much-needed research and training needs.
City campus
$70 Student/NAATI members early bird (before 30.09.11)
$100 early bird (before 30.09.11)
Start date Time Duration
19.11.11 9 am – 5 pm 1 session

RG 146 Financial Compliance

Course code S650183
RMIT University is registered by ASIC to provide RG 146 training at Tier 1 to meet ASIC’s generic and specialist knowledge and skills requirements. You will gain professional development and be able to provide financial product advice.
Distance learning
$450 per unit

Structured Query Language (SQL)

Course code S650194
You will develop skills in the use of Structured Query Language. SQL will be used to create, populate and manipulate databases within a client-server database system, as well as to retrieve data in a variety of ways.
City campus
$550
Start date Time Duration
02.08.11 5.30–7.30 pm 8 sessions

Sustainability: Lean Office Management in any Industry—Introduction

Course code S650185
This course is targeted to staff and supervisors working in business administration and office support roles, and is aimed at reducing waste and developing sustainable and streamlined work practices. It is a pre-requisite to the advanced lean office management short course.
City campus
$470
Start date Time Duration
09.08.11 9 am – 5 pm 1 session

Sustainability: Lean Office Management in any Industry—Advanced

Course code S650188
A course targeted at supervisors and managers involved in improving process in a business environment. Learning will involve value stream mapping, identifying improvement opportunities, developing key performance indicators and strategies to collect measurement data.
City campus
$890
Start date Time Duration
06.09.11 9 am – 4 pm 2 sessions

Project Management Essentials

Course code S650192
This course enables participants to learn the terminology, tools and phases of contemporary project management including project scoping, milestones and budget, monitoring, risk management and communication strategies.
City campus
$550
Start date Time Duration
10.08.11 6–9 pm 3 sessions
05.10.11 6–9 pm 3 sessions

Recruit and Manage Staff

Course code S650204
Learn about critical success factors in recruiting and managing staff. This course includes creating job descriptions, recruitment advertising and selection strategies, staff induction, work allocation and performance management.
City campus
$975
Start date Time Duration
06.08.11 9 am – 4 pm 5 sessions

Structured Query Language (SQL)

Course code S650194
You will develop skills in the use of Structured Query Language. SQL will be used to create, populate and manipulate databases within a client-server database system, as well as to retrieve data in a variety of ways.
City campus
$550
Start date Time Duration
02.08.11 5.30–7.30 pm 8 sessions

Sustainability: Lean Office Management in any Industry—Introduction

Course code S650185
This course is targeted to staff and supervisors working in business administration and office support roles, and is aimed at reducing waste and developing sustainable and streamlined work practices. It is a pre-requisite to the advanced lean office management short course.
City campus
$470
Start date Time Duration
09.08.11 9 am – 5 pm 1 session

Sustainability: Lean Office Management in any Industry—Advanced

Course code S650188
A course targeted at supervisors and managers involved in improving process in a business environment. Learning will involve value stream mapping, identifying improvement opportunities, developing key performance indicators and strategies to collect measurement data.
City campus
$890
Start date Time Duration
06.09.11 9 am – 4 pm 2 sessions
### CCNA1 Cisco Systems Networking Academy Program—Networking Basics

**Course code** S130167
You will understand how to communicate in a network-centric world. You will also gain knowledge and skills to describe the functions of the seven layers of the OSI reference model; describe physical and logical addresses and identify key differences between them.

- **City campus** $575
- **Start date** 09.07.11 8 am – 5 pm 5 sessions
- **Duration** 11.07.11 5.30–9.30 pm 10 sessions
- **Start date** 13.07.11 5.30–9.30 pm 10 sessions

### 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; control router passwords, configure router identification and banner; check an initial configuration using the setup command; configure and verify IP addresses.

- **City campus** $575
- **Start date** 13.08.11 8 am – 5 pm 5 sessions
- **Duration** 19.09.11 5.30–9.30 pm 10 sessions
- **Start date** 21.09.11 5.30–9.30 pm 10 sessions

### CCNA3 Cisco Systems Networking Academy Program—Switching Basics

**Course code** S130169
You will learn to describe LAN switching theory and benefits of VLANS, Virtual Trunking Protocol, Spanning Tree Protocol; Level 1 troubleshooting service.

- **City campus** $575
- **Start date** 02.08.11 5.30–9.30 pm 10 sessions
- **Duration** 17.09.11 8 am – 5 pm 5 sessions

### CCNA4 Cisco Systems Networking Academy Program—WAN Technologies

**Course code** S130170
You will learn to differentiate between the following WAN services; HDLC, PPP, Frame Relay; 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, configure Access-lists.

- **City campus** $575
- **Start date** 18.10.11 5.30–9.30 pm 10 sessions
- **Duration** 22.10.11 8 am – 5 pm 5 sessions

### CCNP—Route

**Course code** S155099
The course prepares for the certification exam 642-902 ROUTE. You will learn advanced IP addressing and routing in implementing scalable and secure Cisco ISR routers connected to LANs and WANs.

- **City campus** $790
- **Start date** 10.07.11 5.30–9.30 pm 9 sessions

### CCNP—Switch

**Course code** S155100
The course prepares for the certification exam 642-813 SWITCH. You will gain knowledge and skills to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco’s Campus Enterprise Architecture.

- **City campus** $790
- **Start date** 13.07.11 5.30–9.30 pm 9 sessions

### CCNP—TShoot

**Course code** S155102
The course prepares for the certification exam 642-832 TSHOOT. You will gain knowledge and skills in troubleshooting complex enterprise routed and switched networks.

- **City campus** $1290
- **Start date** 14.07.11 5.30–9.30 pm 16 sessions

### CCNP1—Route

**Course code** S130195
You will learn to plan, configure and verify the implementation of secure enterprise LAN and WAN routing solutions using a range of routing protocols. This course also covers configuration of solutions to support branch offices and mobile workers. Prepares for CCNP exam (642-902).

- **City campus** $1300
- **Start date** 06.07.11 5.30–9.30 pm 15 sessions

### CCNP2—Switch

**Course code** S130223
You will learn to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco’s Campus Enterprise Architecture. This course also covers secure integration of VLANs, WLANs, voice and video into campus networks. Prepares for CCNP exam (642-813).

- **City campus** $1300
- **Start date** 06.07.11 5.30–9.30 pm 15 sessions

### CCNP3—TShoot

**Course code** S130202
You will learn to plan and perform regular maintenance on complex enterprise-routed and switched networks and use technology-based practices and a systematic ITIL-component approach to perform network troubleshooting. Prepares for CCNP exam (642-832).

- **City campus** $1300
- **Start date** 06.07.11 5.30–9.30 pm 15 sessions

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

**Course code** S130188
The IT Essentials: PC Hardware and Software curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professions.

- **City campus** $575
- **Start date** 07.07.11 5.30–9.30 pm 10 sessions

### Cisco Systems Networking Academy Program—CVoice v6.0

**Course code** S130224
This course prepares for the exam 642-436 (CVoice v6.0). It will focus on entry level skills required to implement IP Telephony in a SOHO (Small Office Home Office) environment. You will study an introduction to converged voice and data networks.

- **City campus** $1000
- **Start date** 11.07.11 5.30–9.30 pm 10 sessions

### MCITP 1 Training—70-646 Windows Server 2008 Administrator

**Course code** S130233
This course provides 40 hours of instructor-led training to provide the required knowledge and skills to configure and manage user accounts, group as well as computer accounts, implement and manage Active Directory, implementing Group Policy and performing software installation.

- **City campus** $750
- **Start date** 06.07.11 5.30–9.30 pm 10 sessions

### MCP Training—Managing and Maintaining a Windows Server 2003 Environment

**Course code** S130197
This course provides 40 hours of instructor-led training to provide 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** $900
- **Start date** 06.07.11 5.30–9.30 pm 10 sessions
MCP—Implement, Manage and Maintain Windows Server 2003 Network Infrastructure

**Course code** S130207  
This course provides 40 hours of instructor-led training to provide the required knowledge and skills to manage and maintain Windows Server 2003 environment. This training prepares for MCP exam 70-291.  
*City campus*  
$600  
Start date  Time  Duration  
27.07.11  5.30–9.30 pm  10 sessions  
14.09.11  5.30–9.30 pm  10 sessions

**MCTS Training—70-640 Windows Server 2008 Active Directory, Configuring**  
**Course code** S130241  
This course provides 40 hours of instructor-led training to provide the required knowledge and skills to configure and manage user accounts, group as well as computer accounts, implement and manage Active Directory, implementing Group Policy and performing software installation.  
*City campus*  
$750  
Start date  Time  Duration  
07.09.11  5.30–9.30 pm  10 sessions

**MCTS Training—70-642 Network Infrastructure Configuration**  
**Course code** S130242  
This course provides 40 hours of instructor-led training to provide the required knowledge and skills to install Windows Server 2008, configure and manage DHCP Server, configure and manage DNS Server, configure Routing and Remote Access and configure File Services.  
*City campus*  
$750  
Start date  Time  Duration  
15.09.11  5.30–8.30 pm  10 sessions

QoS

**Course code** S130238  
This course covers topics on IP QoS, classification and marking mechanisms, queuing mechanisms, traffic shaping and policing mechanisms, congestion avoidance mechanisms, link efficiency mechanisms, modular QoS command line interface, and QoS Best Practices in service provider and enterprise environments.  
*City campus*  
$1000  
Start date  Time  Duration  
11.07.11  5.30–9.30 pm  10 sessions

SCADA—Citect Software in Supervisory Control and Data Acquisition Systems

**Course code** S130176  
This course aims to provide you with hands-on knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to real world control situations.  
*City campus*  
$495  
Start date  Time  Duration  
06.07.11  5.30–9.30 pm  6 sessions  
14.09.11  5.30–9.30 pm  6 sessions  
26.10.11  5.30–9.30 pm  6 sessions

Wireless LAN Training

**Course code** S130200  
Wireless networks are the culmination of Radio Frequency and networking technologies. The study of wireless networking will bring together these two fascinating worlds of technology, particularly all facets of 802.11 technologies. The course will emphasis on Wireless LAN set up.  
*City campus*  
$575  
Start date  Time  Duration  
12.07.11  5.30–9.30 pm  10 sessions

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 people working in the career development area who have a tertiary qualification or equivalent, but no formal qualifications in career development.  
*Online*  
$600

CAMBRIDGE CELTA CERTIFICATE

**Course code** S004011  
The course aims to enable you to acquire essential subject knowledge and familiarity with the principles of effective teaching, gain a range of practical skills for teaching English to adults and demonstrate your ability to apply your learning in a real context.  
*City campus*  
$2000  
For further information, call RMIT English Worldwide on +61 3 9657 5800.

Certificate IV in Training and Assessment (TAE40110)  
**Course code** S360041  
This course is essential for those who are responsible for presenting and assessing accredited training to meet competency requirements in VET and in the workplace. It is also designed to provide workplace trainers and assessors with a range of delivery and assessment skills.  
*City campus*  
$2900  
Start date  Time  Duration  
06.07.11  9.30 am – 4.30 pm  12 sessions  
19.07.11  9.30 am – 4.30 pm  12 sessions  
03.08.11  9.30 am – 4.30 pm  12 sessions  
07.09.11  9.30 am – 4.30 pm  12 sessions  
05.10.11  9.30 am – 4.30 pm  12 sessions  
02.11.11  9.30 am – 4.30 pm  12 sessions

* Tuesdays only.

Certificate of Surface Coatings Technology by e-Learning

**Course code** S001001  
You will receive a solid grounding in the technology involved in developing and using modern surface coatings.  
*Self paced e-learning*  
$2500

General English—Pre-Intermediate Level

**Course code** S004009  
General English classes are taught by our Cambridge CELTA Certificate trainees as part of their teacher training program. Classes are open to anyone interested in practising/improving their English skills. You are required to have at least an average/good level of English knowledge.  
*City campus*  
$20  
Start date  Time  Duration  
05.09.11  1–3 pm  20 sessions  
07.09.11  6–8 pm  19 sessions  
14.11.11  1–3 pm  20 sessions

For further information, call RMIT English Worldwide on +61 3 9657 5800.

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

**Course code** S360040  
Nationally recognised qualification for those working in career development roles in education, business, Job Services Australia and community partnerships. This program is provided through distance education and is completed through a mix of Recognition of Prior Learning and online study.  
*Distance learning*  
$5000 full fee (government subsidy may apply)

Certificate IV in Training and Assessment (TAE40110)  
**Course code** S360041  
This course is essential for those who are responsible for presenting and assessing accredited training to meet competency requirements in VET and in the workplace. It is also designed to provide workplace trainers and assessors with a range of delivery and assessment skills.  
*City campus*  
$2900  
Start date  Time  Duration  
06.07.11  9.30 am – 4.30 pm  12 sessions  
19.07.11  9.30 am – 4.30 pm  12 sessions  
03.08.11  9.30 am – 4.30 pm  12 sessions  
07.09.11  9.30 am – 4.30 pm  12 sessions  
05.10.11  9.30 am – 4.30 pm  12 sessions  
02.11.11  9.30 am – 4.30 pm  12 sessions

* Tuesdays only.

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*City campus*  
$20  
Start date  Time  Duration  
05.09.11  1–3 pm  20 sessions  
07.09.11  6–8 pm  19 sessions  
14.11.11  1–3 pm  20 sessions

For further information, call RMIT English Worldwide on +61 3 9657 5800.
IELTS Preparation— Academic Reading and Writing
Course code S004003
Whether enrolling in an Australian university or completing a permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. This course is suited to candidates who want to improve particular skills and learn more about the test and test taking strategies.
City campus
$395
Start date Time Duration
11.07.11 6–8.30 pm 8 sessions
25.07.11 6–8.30 pm 8 sessions
08.08.11 6–8.30 pm 8 sessions
22.08.11 6–8.30 pm 8 sessions
19.09.11 6–8.30 pm 8 sessions
03.10.11 6–8.30 pm 8 sessions
14.10.11 6–8.30 pm 8 sessions
28.11.11 6–8.30 pm 8 sessions
12.12.11 6–8.30 pm 8 sessions

IELTS Preparation— Listening and Speaking
Course code S004001
Whether enrolling in an Australian university or completing a permanent residency application, our IELTS Preparation 20+ will get you ready for your next challenge. This course is suited to candidates who want to improve particular skills and learn more about the test and test taking strategies.
City campus
$395
Start date Time Duration
11.07.11 6–8.30 pm 8 sessions
25.07.11 6–8.30 pm 8 sessions
08.08.11 6–8.30 pm 8 sessions
22.08.11 6–8.30 pm 8 sessions
05.09.11 6–8.30 pm 8 sessions
19.09.11 6–8.30 pm 8 sessions
03.10.11 6–8.30 pm 8 sessions
14.10.11 6–8.30 pm 8 sessions
28.11.11 6–8.30 pm 8 sessions
12.12.11 6–8.30 pm 8 sessions

General English— Upper-Intermediate Level
Course code S004010
General English classes are taught by our Cambridge CELTA Certificate trainees as part of their teacher training program. Classes are open to anyone interested in practising/improving their English skills. You are required to have an intermediate/above average level of English knowledge.
City campus
$20
Start date Time Duration
05.09.11 1–5 pm 20 sessions
07.09.11 6–8 pm 19 sessions
14.11.11 1–5 pm 20 sessions
For further information, call RMIT English Worldwide on +61 3 9657 5800.

Grammar Fundamentals
Course code S004008
RMIT English Worldwide Grammar Fundamentals workshops aim to build your confidence in using and describing English grammar. Our tutors are experienced English language professionals who are well equipped to give you the basics of English grammar on which to build your skills and knowledge.
City campus
$300
Start date Time Duration
23.08.11 6–8 pm 4 sessions
08.11.11 6–8 pm 4 sessions

OH&S Initial Level 5 Day Course for H&S Representatives, Managers and Supervisors
Course code S150070
The program will show you how to deal with requirements under the OH&S Act 2004 as well as give you the knowledge to develop the necessary skills with which to carry out your OH&S responsibilities.
City campus
$900
Start date Time Duration
18.07.11 9 am – 5 pm 10 sessions
02.08.11 9 am – 5 pm 10 sessions
22.08.11 9 am – 5 pm 10 sessions
12.09.11 9 am – 5 pm 10 sessions
10.10.11 9 am – 5 pm 10 sessions
14.11.11 9 am – 5 pm 10 sessions

OH&S 1 Day Refresher Program for H&S Representatives, Managers and Supervisors
Course code S150069
This course provides managers, supervisors, health and safety representatives, members of safety committees and employees with an overview of their roles and an opportunity to participate in Occupational Health and Safety training as outlined in the OH&S Act 2004 and under S67 of the Act.
City campus
$230
Start date Time Duration
29.07.11 9 am – 5 pm 1 session
23.09.11 9 am – 5 pm 1 session
18.11.11 9 am – 5 pm 1 session

Preparing for the OET—Listening
Course code S360046
This course will help you gain the listening skills necessary for you to improve your chances of successfully passing the Occupational English Test listening section.
City campus
$500
To confirm course details and availability call +61 3 9925 8111.

Preparing for the OET—Listening and Reading Skills
Course code S360048
This course will help you gain the listening and reading skills necessary for you to improve your chances of successfully passing the listening and reading sections of the Occupational English Test (OET). The course is timed to prepare students to sit the OET on Saturday 26 November.
City campus
$1000
To confirm course details and availability call +61 3 9925 8111.

Preparing for the OET—Speaking and Writing
Course code S360049
This course will help you gain the speaking and writing skills necessary for you to improve your chances of successfully passing the speaking and writing sections of the Occupational English Test (OET). The course is timed to prepare students to sit the OET on Saturday 26 November.
City campus
$1000
To confirm course details and availability call +61 3 9925 8111.
RELTA for ATPL Pilots
Course code S003001
The RMIT English Language Test for Aviation (RELTA) is ICAO compliant, assessing proficiency according to the ICAO Language Proficiency Requirements. RELTA is aviation specific, authentic, valid, reliable and practical.
City campus
$258
Start date  Time  Duration
29.07.11  9.30 am – 1.30 pm  1 session
02.09.11  9.30 am – 1.30 pm  1 session
07.10.11  9.30 am – 1.30 pm  1 session
11.11.11  9.30 am – 1.30 pm  1 session
16.12.11  9.30 am – 1.30 pm  1 session

RELTA for VFR Pilots
Course code S003002
The RMIT English Language Test for Aviation (RELTA) is ICAO compliant, assessing proficiency according to the ICAO Language Proficiency Requirements. RELTA is aviation specific, authentic, valid, reliable and practical.
City campus
$258
Start date  Time  Duration
29.07.11  9.30 am – 1.30 pm  1 session
02.09.11  9.30 am – 1.30 pm  1 session
07.10.11  9.30 am – 1.30 pm  1 session
11.11.11  9.30 am – 1.30 pm  1 session
16.12.11  9.30 am – 1.30 pm  1 session

Cabling Provider Rule Restricted
Course code S130152
This cabling registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved device.
City campus
$320
Start date  Time  Duration
09.07.11  8 am – 5 pm  2 sessions
17.09.11  8 am – 5 pm  2 sessions
19.11.11  8 am – 5 pm  2 sessions

Certificate II in Engineering—Split Systems Air Conditioning
Course code S130240
This course will give you the knowledge and experience to install and commission residential split system air conditioners.
City campus
$1500
Start date  Time  Duration
24.08.11  5.30–9.30 pm  14 sessions

Code of Practice for Safe Electrical Work
Course code S130178
This course aims to give you an understanding of safe work, organisation and performance on electrical equipment and provide practical experience in testing, disconnection and reconnection of electrical equipment.
City campus
$495
Start date  Time  Duration
09.08.11  9 am – 3 pm  3 sessions

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 before entering any construction sites.
City campus
$170
Start date  Time  Duration
18.07.11  8 am – 5 pm  1 session
23.07.11  8 am – 5 pm  1 session
22.08.11  8 am – 5 pm  1 session
27.08.11  8 am – 5 pm  1 session
19.09.11  8 am – 5 pm  1 session
24.09.11  8 am – 5 pm  1 session
17.10.11  8 am – 5 pm  1 session
22.10.11  8 am – 5 pm  1 session
21.11.11  8 am – 5 pm  1 session
26.11.11  8 am – 5 pm  1 session
12.12.11  8 am – 5 pm  1 session
17.12.11  8 am – 5 pm  1 session

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
$470
Start date  Time  Duration
06.09.11  5.30–9.30 pm  10 sessions
08.11.11  5.30–9.30 pm  10 sessions

Inspection and Safety Testing of Electrical Equipment
Course code S130104
The aim of this course is to provide Testing and Tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training.
City campus
$260
Start date  Time  Duration
11.07.11  8 am – 5 pm  2 sessions
24.08.11  5.30–9.30 pm  4 sessions
19.09.11  8 am – 5 pm  2 sessions
19.10.11  5.30–9.30 pm  4 sessions
14.11.11  8 am – 5 pm  2 sessions

CORPORATE TRAINING
Would you like to run a tailored course at your company? RMIT might be able to tailor a course to suit your needs.
Contact us via email on enquiries@rmit.edu.au or call us on + 61 3 9925 8111
### 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**:  
**$600**  
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<td>07.07.11</td>
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<tr>
<td>10.11.11</td>
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### Lift Mechanics Cabling Provider Rule (CPR)

**Course code**: S130113  
The aim of this course is to assist lift mechanics involved in connecting telecommunication services to lifts to gain the required knowledge to pass the RMIT Restricted Lift Cabling Provider Rule Examination.  
**City campus**:  
**$240**  
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### Optical Fibre Testing and Commissioning

**Course code**: S130199  
This course is designed to give you an understanding and thorough knowledge of testing fibre optic installations. This course and competence assessment meets the requirements for endorsement on the CPR (ICTTO13C – Perform an accurate cable system test).  
**City campus**:  
**$260**  
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<td>09.09.11</td>
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### Programmable Logic Control and Automation Short Course 2

**Course code**: S130055  
This course is designed to provide skills to design 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**:  
**$450**  
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<th>Start date</th>
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<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>28.07.11</td>
<td>6–10 pm</td>
<td>6 sessions</td>
</tr>
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</table>

### Programmable Logic Control and Automation Short Course 3

**Course code**: S130056  
This course is designed to provide skills to design 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.  
**City campus**:  
**$450**  
<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>08.09.11</td>
<td>5.30–9.30 pm</td>
<td>6 sessions</td>
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</table>

### Programmable Logic Control and Automation Short Course 4

**Course code**: S130057  
This course is designed to provide skills to create 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**:  
**$450**  
<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Duration</th>
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<tbody>
<tr>
<td>19.07.11</td>
<td>5.30–9.30 pm</td>
<td>6 sessions</td>
</tr>
<tr>
<td>20.07.11</td>
<td>5.30–9.30 pm</td>
<td>6 sessions</td>
</tr>
<tr>
<td>27.10.11</td>
<td>5.30–9.30 pm</td>
<td>6 sessions</td>
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</tbody>
</table>

### Open CPR by Correspondence

**Course code**: S130172  
Experienced communication cablers requiring an Open Cabling Registration (CPR) will be required to undertake a training program to satisfy the Competency Standards. Electricians requiring an Open Cabling Registration (CPR) will be required to undertake a conversion program.  
**Distance learning**: $450  
For more information call +61 3 9925 8111.

### Open CPR for Electricians and Telecommunication Cablers

**Course code**: S130159  
This course aims to provide knowledge, awareness and practical knowledge in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry.  
**City campus**:  
**$830**  
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<td>11.07.11</td>
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<td>12.07.11</td>
<td>5.30–9.30 pm</td>
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<td>05.09.11</td>
<td>8 am – 5 pm</td>
<td>7 sessions</td>
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<td>06.09.11</td>
<td>5.30–9.30 pm</td>
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<tr>
<td>24.10.11</td>
<td>8 am – 5 pm</td>
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<tr>
<td>25.10.11</td>
<td>5.30–9.30 pm</td>
<td>14 sessions</td>
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### Optical Fibre Cabling Techniques

**Course code**: S130042  
This course is designed to give you an understanding about installing fibre optic cables and provide practical experience in splicing cables, fitting connectors, testing and basic understanding of systems.  
**City campus**:  
**$500**  
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<th>Start date</th>
<th>Time</th>
<th>Duration</th>
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<tr>
<td>05.09.11</td>
<td>8 am – 5 pm</td>
<td>2 sessions</td>
</tr>
<tr>
<td>07.11.11</td>
<td>8 am – 5 pm</td>
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### LEA Assessment—Safe Working Practice (SWP) for Electricians Coaching Course

**Course code**: S130183  
This course aims to prepare you for the Safe Working Practice Licensing Assessment.  
**City campus**:  
**$220**  
<table>
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<th>Start date</th>
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<td>07.07.11</td>
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<td>09.07.11</td>
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<td>1 session</td>
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<tr>
<td>08.09.11</td>
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<tr>
<td>12.09.11</td>
<td>5.30–9.30 pm</td>
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<td>10.11.11</td>
<td>8 am – 5 pm</td>
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<tr>
<td>12.11.11</td>
<td>8 am – 5 pm</td>
<td>1 session</td>
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<tr>
<td>14.11.11</td>
<td>5.30–9.30 pm</td>
<td>2 sessions</td>
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</table>
Renewable Energy Grid Connect—Design and Installation

Course code S130221
This program combines elements of both the design-only and installation-only renewable energy courses. It is designed to provide licensed electricians with the knowledge and practical skills to design photovoltaic power systems that satisfy Clean Energy Council's accreditation requirements. Course structure includes face-to-face delivery and practical tasks.

City campus $1650
Start date Time Duration
11.07.11 8 am – 5 pm 10 sessions
12.09.11 8 am – 5 pm 10 sessions
14.11.11 8 am – 5 pm 10 sessions

Renewable Energy Grid Connect—Design Only

Course code S130219
This course is designed to provide licensed electricians and engineers with the knowledge and practical skills to design photovoltaic power systems that satisfy Clean Energy Council's accreditation requirements. Course structure includes face-to-face delivery and practical tasks.

City campus $1200
Start date Time Duration
11.07.11 8 am – 5 pm 7 sessions
12.09.11 8 am – 5 pm 7 sessions
14.11.11 8 am – 5 pm 7 sessions

Renewable Energy Grid Connect—Installation Only

Course code S130220
This program is designed to provide licensed electricians with the knowledge and practical skills to install photovoltaic power systems that satisfy Clean Energy Council's accreditation requirements. Course structure includes face-to-face delivery and practical tasks.

City campus $980
Start date Time Duration
11.07.11 8 am – 5 pm 6 sessions
12.09.11 8 am – 5 pm 6 sessions
14.11.11 8 am – 5 pm 6 sessions

Restricted Electrical 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 course meets Energy Safe Victoria requirements.

City campus $820
Start date Time Duration
11.08.11 8 am – 5 pm 7 sessions
30.08.11 5.30–9.30 pm 14 sessions
06.10.11 8 am – 5 pm 7 sessions

Satellite TVRO Installation

Course code S130060
This course aims to provide personnel in the TV service industry with an introduction to Satellite TVRO systems, their operation and installation.

City campus $220
Start date Time Duration
12.09.11 8 am – 5 pm 1 session
07.11.11 8 am – 5 pm 1 session

SolidWorks—Level 1

Course code S320118
Learn basic 3D modelling, sketching exercises and assemblies using SolidWorks. You will explore the tools for detail drawing, 3D model construction and manipulating computer-generated models.

Brunswick campus $935
Start date Time Duration
05.10.11 6.30–9.30 pm 8 sessions

SolidWorks—Level 2

Course code S320165
This course will help you explore the more advanced modelling, productivity and analysis tools of SolidWorks. You will gain hands-on experience through a series of practical modelling exercises and case studies.

Brunswick campus $935
Start date Time Duration
23.08.11 9 am – 5 pm 4 sessions

Structured Cabling Techniques

Course code S130109
The aim of this course is to assist and provide 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 their CPR.

City campus $460
Start date Time Duration
17.09.11 8 am – 5 pm 2 sessions
19.11.11 8 am – 5 pm 2 sessions

TV Antenna Systems Planning, Design and Installation

Course code S130069
This course provides 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 $220
Start date Time Duration
19.09.11 8 am – 5 pm 1 session
14.11.11 8 am – 5 pm 1 session

Life Cycle Assessment (LCA)—Introduction

Course code S310131
Life Cycle Assessment (LCA) is an internationally recognised method which this two-day introductory course covers, including practical issues relating to LCA. The course includes a series of lectures, workshops and case studies.

City campus $1045
Start date Time Duration
24.08.11 9 am – 5 pm 2 sessions
23.11.11 9 am – 5 pm 2 sessions

Solar Awareness for Electricians

Course code S130236
This course will provide you with the knowledge and skills to recognise and safely connect solar installations.

City campus $290
Start date Time Duration
26.09.11 8 am – 5 pm 1 session
28.11.11 8 am – 5 pm 1 session

Solar Inspection for Electrical Inspectors

Course code S130227
This course will provide you with sufficient knowledge and skills to safely prepare, conduct and report the detailed inspection and testing of wiring systems and accessories installed to control and protect standby or co-generation electricity supply system and stand-alone power systems.

City campus $695
Start date Time Duration
25.07.11 8 am – 5 pm 2 sessions
19.09.11 8 am – 5 pm 2 sessions
14.11.11 8 am – 5 pm 2 sessions
**Energy Medicine Postgraduate Bridging Course**

**Course code**  S150086

This course is only available to students who have successfully completed MEDS2134 Introduction to Energy Medicine. The course provides additional assessment for students to gain credit for the postgraduate version of the course, MEDS2139.

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Food as Medicine in Practice**

**Course code**  S150075

This course provides an introduction to the concept of food as medicine and the evidence base underpinning selected therapeutic/functional foods. It is fully online and can be completed at your own pace. You can enrol at any time within the prescribed enrolment period.

**Online**

$750

**Food as Medicine Postgraduate Bridging Course**

**Course code**  S150080

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

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Happiness and Positive Psychology Postgraduate Bridging Course**

**Course code**  S150089

This course is only available if you have successfully completed BESC1487 Introduction to Happiness and Positive Psychology. The course provides additional assessment for students to gain credit for the postgraduate version of the course, BESC1479.

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Herbs and Supplements Postgraduate Bridging Course**

**Course code**  S150079

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

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Mindbody Wellness Postgraduate Bridging Course**

**Course code**  S150085

This course is only available to students who have successfully completed BESC1482 Introduction to Mindbody Wellness. The course provides additional assessment for students to gain credit for the postgraduate version of the course, BESC1483.

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Permaculture and Sustainable Living Postgraduate Bridging Course**

**Course code**  S150087

This course is only available if you have successfully completed AERS1001 Introduction to Permaculture and Sustainable Living. The course provides additional assessment for students to gain credit for the postgraduate version of the course, AERS1002.

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Wellness and CAM Postgraduate Bridging Course**

**Course code**  S150077

This course is only available to students who have successfully completed COTH2148 Introduction to Wellness and Complementary and Alternative Medicine. The course provides additional assessment for students to gain credit for the postgraduate version COTH2153.

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Wellness and Lifestyle Postgraduate Bridging Course**

**Course code**  S150078

This course is only available to students who have successfully completed COTH2136 Health Enhancement and Lifestyle Management. The course provides additional assessment for students to gain credit for the postgraduate version COTH2142.

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.

**Yoga Fundamentals Postgraduate Bridging Course**

**Course code**  S150088

This course is only available to students who have successfully completed COTH2162 Health Enhancement and Lifestyle Management. The course provides additional assessment for students to gain credit for the postgraduate version COTH2163.

**Bundoora campus**

$500

To confirm course details and availability call +61 3 9925 8111.
Justice and legal communications

Professional Certificate in Criminal Justice

Course code S210021
This program is a non-award adjunct to the Bachelor of Arts (Criminal Justice Administration) and provides education, professional development and enhances career skills for those intending to work in the criminal justice field.

The Semester 2 2011 courses for first year students are:

- CJ03 Foundations of Law
- CJ11 Cross Cultural Communication
- CJ24 International Policing
- CJ30 Customs and Border Security

City campus

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 18.07.11

Adobe After Effects 4 Reel—The Advanced Project

Course code S345273
The course builds on an understanding of the After Effects work space, allowing you to develop motion graphics from concept to output. You are asked to develop within the class your own concept for a motion graphics piece.

City campus

$680

Start date | Time | Duration
---|---|---
13.07.11 | 6.30–9.30 pm | 8 sessions
12.10.11 | 6.30–9.30 pm | 8 sessions

Audio Production—Studio Recording for the Music Industry

Course code S345193
You will get involved in setting up mics, tweaking faders, setting EQs and operating the industry standard high-resolution hard disk recording software, Avid Pro Tools. This hands-on course will give you an overview of the theory and practice of audio production techniques.

City campus

$560

Start date | Time | Duration
---|---|---
09.07.11 | 9 am – 5 pm | 4 sessions
20.08.11 | 9 am – 5 pm | 4 sessions
08.10.11 | 9 am – 5 pm | 4 sessions
07.12.11 | 9 am – 5 pm | 4 sessions

Clear Writing for Effective Communication

Course code S345089
In this practical, experiential and interactive course you will: (a) learn and practise the process of clear writing, and (b) develop the associated skills by rewriting case studies into concise, compelling and engaging communication.

City campus

$480

Start date | Time | Duration
---|---|---
02.07.11 | 9.30 am – 4.30 pm | 2 sessions
17.09.11 | 9.30 am – 4.30 pm | 2 sessions
19.11.11 | 9.30 am – 4.30 pm | 2 sessions

Comedy Writing

Course code S345253
Would you like to learn the skills needed to write stand-up or narrative comedy? Build characters, devise stories and apply principles of comedy writing to make your own stand-up routine, comedy film or sitcom. Taught by Australia’s internationally acclaimed ‘comedy doctor’, Tim Ferguson.

City campus

$550

Start date | Time | Duration
---|---|---
09.07.11 | 10 am – 3.30 pm | 4 sessions
03.09.11 | 10 am – 3.30 pm | 4 sessions
05.11.11 | 10 am – 3.30 pm | 4 sessions

Copyediting—Introduction

Course code S345096
This 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

$310

Start date | Time | Duration
---|---|---
13.08.11 | 9.30 am – 4.30 pm | 1 session
01.10.11 | 9.30 am – 4.30 pm | 1 session
12.11.11 | 9.30 am – 4.30 pm | 1 session

Copyediting—Advanced

Course code S345097
This advanced course offers discussion of the principles and challenges of copyediting, and practical exercises for revising and correcting a range of complex written material to make it suitable for typesetting and publication. It considers the distinct needs of readers, authors and publishers.

City campus

$310

Start date | Time | Duration
---|---|---
09.07.11 | 9.30 am – 4.30 pm | 1 session
27.08.11 | 9.30 am – 4.30 pm | 1 session
19.11.11 | 9.30 am – 4.30 pm | 1 session

Copywriting in Action

Course code S345185
You will collaborate as a team in ‘the process’ of writing complete works of copy. Theory, strategy and creativity are put into practice in workshops generating ideas, articulating them into words, then writing copy according to the Anatomy of Body Copy as demonstrated in the course book.

City campus

$640

Start date | Time | Duration
---|---|---
02.08.11 | 6–9 pm | 8 sessions
11.10.11 | 6–9 pm | 8 sessions

Copywriting in Action

Course code S345185
You will collaborate as a team in ‘the process’ of writing complete works of copy. Theory, strategy and creativity are put into practice in workshops generating ideas, articulating them into words, then writing copy according to the Anatomy of Body Copy as demonstrated in the course book.

City campus

$640

Start date | Time | Duration
---|---|---
02.08.11 | 6–9 pm | 8 sessions
11.10.11 | 6–9 pm | 8 sessions
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<th>Course Title</th>
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<th>Time</th>
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<tr>
<td>S200086</td>
<td>PR CPD—Change Management—Challenges for Professional Communicators</td>
<td>12.07.11</td>
<td>9.30 am – 5 pm</td>
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<tr>
<td>S200087</td>
<td>PR CPD—Dealing with Difficult Customers and Situations</td>
<td>27.10.11</td>
<td>9.30 am – 5 pm</td>
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<td>S200096</td>
<td>PR CPD—Effective Government and Political Relations</td>
<td>27.10.11</td>
<td>9.30 am – 5 pm</td>
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<tr>
<td>S200098</td>
<td>PR CPD—Event Management—Level 2</td>
<td>15.11.11</td>
<td>10 am – 5 pm</td>
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<td>S200099</td>
<td>PR CPD—Event Management</td>
<td>14.09.11</td>
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<td>S200107</td>
<td>PR CPD—Media Skills Training</td>
<td>27.07.11</td>
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**Public Relations CPD**

The Public Relations Continuous Professional Development (CPD) program offers specialist training for professional communicators.

**PR CPD—Change Management—Challenges for Professional Communicators**

- **Course Code:** S200086
- **Course Title:** PR CPD—Change Management—Challenges for Professional Communicators
- **Start Date:** 12.07.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

You will learn to address the foundation skills required for understanding change. There will be a focus on the emotional experience of change and how best to listen to, lead, involve and inform management and the workforce to move positively ahead.

**City Campus:**

**Start Date:** 12.07.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Dealing with Difficult Customers and Situations**

- **Course Code:** S200108
- **Course Title:** PR CPD—Dealing with Difficult Customers and Situations
- **Start Date:** 27.10.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

Afraid you might lose the upper hand in a difficult situation? Learn techniques to maintain control and achieve your outcomes in the most trying situations. Discover how to lead management, clients or peers to win/win results. Find out how to build instant rapport and break down barriers.

**City Campus:**

**Start Date:** 27.10.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Effective Government and Political Relations**

- **Course Code:** S200097
- **Course Title:** PR CPD—Effective Government and Political Relations
- **Start Date:** 02.09.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

How do you find out about impending policy and legislation that could affect your organisation? This course provides an overview of the parliamentary system, how it works and who’s who. Learn how to identify key players; identify and monitor issues; and evaluate the value of employing a lobbyist.

**City Campus:**

**Start Date:** 02.09.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Event Management—Level 1**

- **Course Code:** S200098
- **Course Title:** PR CPD—Event Management—Level 1
- **Start Date:** 18.08.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

This course will help you initiate and organise events that produce top results. Successful promotion and event management requires highly developed, multi-tasking skills and clever planning. Learn how to maximise the impact of your event and successfully obtain the media coverage you need.

**City Campus:**

**Start Date:** 18.08.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Event Management—Level 2**

- **Course Code:** S200099
- **Course Title:** PR CPD—Event Management—Level 2
- **Start Date:** 14.09.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

Do you have an understanding of what it takes to organise successful events but need extra tips that will make you and your event shine? You will be given practical guidance to plan and run an amazing event. Learn the art of strategic planning and research to ensure a positive result.

**City Campus:**

**Start Date:** 14.09.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Influencing Audiences—Professional Presentation Skills**

- **Course Code:** S200088
- **Course Title:** PR CPD—Influencing Audiences—Professional Presentation Skills
- **Start Date:** 25.10.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

The ability to effectively present can make or break your career. You will learn how to understand the purpose and objectives of a presentation; analyse the audience, venue and occasion; choose an appropriate style and language; build confidence; and incorporate powerful non-verbal communication.

**City Campus:**

**Start Date:** 25.10.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Issues and Crisis Management—Level 2**

- **Course Code:** S200106
- **Course Title:** PR CPD—Issues and Crisis Management—Level 2
- **Start Date:** 04.08.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

Learn how to create an effective issues management process or improve your existing one. Scan for, identify and prioritise issues; differentiate between an issue and a crisis; secure and maintain support; benchmark your process against best practice; and evaluate your process and demonstrate return.

**City Campus:**

**Start Date:** 04.08.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Media Release and PR Writing**

- **Course Code:** S200089
- **Course Title:** PR CPD—Media Release and PR Writing
- **Start Date:** 15.11.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

Cement your vital writing skills by focusing on accuracy, brevity and clarity; understanding how and when to proactively approach the media; coached and guided by media experts. Learn how to handle the media with success. Feel in control when the interview with cameras rolling and microphones on. Build your skills and knowledge, 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.

**City Campus:**

**Start Date:** 15.11.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

**PR CPD—Strategy Planning—Level 1**

- **Course Code:** S200101
- **Course Title:** PR CPD—Strategy Planning—Level 1
- **Start Date:** 10.11.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

**PR CPD—Strategy Planning—Level 2**

- **Course Code:** S200105
- **Course Title:** PR CPD—Strategy Planning—Level 2
- **Start Date:** 10.11.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

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

- **Course Code:** S200087
- **Course Title:** PR CPD—Winning Hearts and Minds—Speech Writing
- **Start Date:** 20.09.11
- **Time:** 9.30 am – 5 pm
- **Duration:** 1 session

One of the most effective ways to move people to action is to write and deliver a powerful speech. Learn to plan speeches to get the outcome you want; open and close with impact; build a speech that flows; underpin your key points; and apply editing strategies to set your speech apart.

**City Campus:**

**Start Date:** 20.09.11
**Time:** 9.30 am – 5 pm
**Duration:** 1 session

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

The Public Relations Certificate offers intensive industry-oriented training to enhance and develop your career opportunities.

**PR Principles and Practices**

**Course code** S200017

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

- **City campus**
- **$1445**
- **Start date** 11.08.11 10 am – 5 pm 5 sessions
- **Duration**

**Copywriting in Action—Part II**

**Course code** S345249

You will apply the principles of good PR writing; grammar, punctuation, style and rules; media releases and kits; online and social media; feature writing/bios/profiles; speech writing and reports.

- **City campus**
- **$640**
- **Start date** 03.12.11 9.30 am – 4.30 pm 2 sessions

**Production Lighting for Live Events**

**Course code** S345236

Over three full days you will learn how to set up, record and operate lighting cues and effects. You will explore the theory and practice of how to mix colour and use different types of lighting to design and achieve creative lighting effects.

- **City campus**
- **$550**
- **Start date** 12.12.11 9.30 am – 4.30 pm 3 sessions

**Music Production—Creating Your Own Tracks**

**Course code** S345258

You will get to create music with software synthesizers, samplers, looping and recording, while exploring the world of digital audio editing and instrument and audio processing plug-ins. The emphasis will be on learning sound and modification techniques to realise the best results for your project.

- **City campus**
- **$480**
- **Start date** 06.08.11 10 am – 4 pm 4 sessions

**Proofreading—Introduction**

**Course code** S345098

This course covers the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. 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**
- **$310**
- **Start date** 16.07.11 9.30 am – 4.30 pm 1 session

**Screenwriting—Introduction**

**Course code** S345029

Do you have an idea for a script or screenplay? In this course you will learn cutting-edge principles and practices for developing scripts for film and television. You will build your screenwriting skills with Australia’s internationally acclaimed ‘comedy doctor’, Tim Ferguson.

- **City campus**
- **$620**
- **Start date** 12.07.11 6–9 pm 10 sessions

**Final Cut Pro—Advanced Techniques**

**Course code** S345274

The course takes you through the Final Cut Studio suite, from customising Final Cut; generating motion graphics, effects and animated typography with Motion; audio editing and sound production with Soundtrack Pro; colour grading and effects with Color; through to output with Compressor.

- **City campus**
- **$680**
- **Start date**
  - 14.07.11 6.30–9.30 pm 8 sessions
  - 13.10.11 6.30–9.30 pm 8 sessions

**Grammar and Punctuation**

**Course code** S345043

This two-day intensive course revises the eight parts of speech, sentence structure and the standard punctuation marks. You will identify and fix common problems in writing and learn the principles of plain English.

- **City campus**
- **$580**
- **Start date**
  - 30.07.11 9.30 am – 4.30 pm 2 sessions
  - 07.09.11 9.30 am – 4.30 pm 2 sessions
  - 22.10.11 9.30 am – 4.30 pm 2 sessions
  - 03.12.11 9.30 am – 4.30 pm 2 sessions

**Grammar and Punctuation**

**Course code** S345043

This two-day intensive course revises the eight parts of speech, sentence structure and the standard punctuation marks. You will identify and fix common problems in writing and learn the principles of plain English.

- **City campus**
- **$580**
- **Start date**
  - 30.07.11 9.30 am – 4.30 pm 2 sessions
  - 07.09.11 9.30 am – 4.30 pm 2 sessions
  - 22.10.11 9.30 am – 4.30 pm 2 sessions
  - 03.12.11 9.30 am – 4.30 pm 2 sessions

**iPod and iPad Apps Creation for Absolute Beginners**

**Course code** S345272

Would you love to be able to get an understanding of how to program your own iPhone or iPad app? But you’re not a programmer and you’re not a computer geek? There is a way to get started and by taking on this course you will build your own app from scratch!

- **City campus**
- **$860**
- **Start date**
  - 07.09.11 6.30–9.30 pm 10 sessions

**iPhone and iPad Game Development**

**Course code** S345266

Would you love to build your own app and put it onto your iPhone, iPod Touch, and iPad Tablet computer. In this five-day course you will learn what you need to know to produce games for the Apple iPod, iPod Touch, and iPad Tablet computer. You will then deploy your app to the hardware using Xcode.

- **City campus**
- **$860**
- **Start date**
  - 07.09.11 6.30–9.30 pm 10 sessions

**Copywriting in Action—Part II**

**Course code** S345249

You will apply the principles of clear, engaging and precise communication to an extended range of media commonly used for commercial and social marketing. These include brochures, e-newsletters, media releases, the professional letter and email.

- **City campus**
- **$640**
- **Start date** 06.07.11 6–9 pm 8 sessions

**Final Cut Pro—Advanced Techniques**

**Course code** S345274

The course takes you through the Final Cut Studio suite, from customising Final Cut; generating motion graphics, effects and animated typography with Motion; audio editing and sound production with Soundtrack Pro; colour grading and effects with Color; through to output with Compressor.

- **City campus**
- **$680**
- **Start date**
  - 14.07.11 6.30–9.30 pm 8 sessions
  - 13.10.11 6.30–9.30 pm 8 sessions

**Proofreading—Introduction**

**Course code** S345098

This course covers the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. 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**
- **$310**
- **Start date**
  - 16.07.11 9.30 am – 4.30 pm 1 session
  - 15.10.11 9.30 am – 4.30 pm 1 session
  - 26.11.11 9.30 am – 4.30 pm 1 session

**Screenwriting—Introduction**

**Course code** S345029

Do you have an idea for a script or screenplay? In this course you will learn cutting-edge principles and practices for developing scripts for film and television. You will build your screenwriting skills with Australia’s internationally acclaimed ‘comedy doctor’, Tim Ferguson.

- **City campus**
- **$620**
- **Start date**
  - 12.07.11 6–9 pm 10 sessions
  - 11.10.11 6–9 pm 10 sessions
### Website Design—The Full Overview

**Course code**: S345057  
**In this course you will acquire a solid overview of the skills that are needed to design and create a website. Exploring concepts beginning with HTML and the use of Dreamweaver you will soon understand the need for a range of software to develop and create a website.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
20.07.11 | 6.30–9.30 pm | 10 sessions  
05.10.11 | 6.30–9.30 pm | 10 sessions

### Website Design—Intermediate

**Course code**: S345271  
**Expanding on concepts introduced in Website Design 1—The Full Overview, this course delves more deeply into how to achieve a multipage website. You will create more focused CSS and JavaScript, Adobe software tools. Dreamweaver, Flash and Photoshop will drive your techniques toward more creative design.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
21.07.11 | 6.30–9.30 pm | 10 sessions  
06.10.11 | 6.30–9.30 pm | 10 sessions

### Writing 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 which requires a different approach to print media.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
18.07.11 | 6–9 pm | 4 sessions  
07.09.11 | 6–9 pm | 4 sessions  
08.11.11 | 6–9 pm | 4 sessions

### Chinese—Advanced Conversation

**Course code**: S365070  
**This course is designed for advanced learners who want to further develop their Chinese conversation skills in a relaxed and communicative atmosphere. The course will enable you to use Chinese at an advanced level and in a more natural and culturally appropriate manner.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
19.07.11 | 6–8 pm | 12 sessions

### Arabic for Beginners 2

**Course code**: S365076  
**This course is the second level of the introductory course in the Arabic language. It prepares you to use the Arabic language for travel, social and cultural engagement and/or work. Delivered in a communicative and practical way, the course stimulates applied skills.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
09.08.11 | 6–9 pm | 12 sessions

### French for Beginners 1

**Course code**: S365029  
**French for Beginners 1 is for students who wish to learn French in an informal atmosphere for recreation or work. The course will introduce the basic skills of grammar and communication, and equip you with a basic knowledge of French culture for daily social situations.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
20.09.11 | 6–8 pm | 12 sessions

### Chinese for Beginners 1

**Course code**: S365071  
**This course is the first of a series of three introductory courses of the Chinese language. It is designed for people who wish to learn Chinese in a practical and relaxed atmosphere for recreation and/or work. The course will introduce you to the basic skills of the Chinese language in both spoken and written forms, and equip you with a basic knowledge of Chinese culture for daily social situations.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
05.07.11 | 6–9 pm | 12 sessions

### French for Beginners 2

**Course code**: S365037  
**This course follows French for Beginners 1, and is for 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 equip you for travel and communicating with French speakers in daily life.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
20.09.11 | 6–8 pm | 12 sessions

### Chinese for Intermediates 1

**Course code**: S365038  
**This course follows French for Intermediates 1, and is for people who want to continue to learn the language in a relaxed and communicative environment. The course will consolidate your previous French studies and allow you to become more proficient in your conversational skills.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
21.09.11 | 6–8 pm | 12 sessions

### Arabic for Beginners 2

**Course code**: S365072  
**This course is the second of a series of three introductory courses of the Chinese language. It is designed for people who wish to learn Chinese in a practical and relaxed atmosphere for recreation and/or work. The course covers a range of topics designed to develop your basic proficiency in spoken and written Chinese, as well as practical knowledge of Chinese culture in daily social contexts.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
27.09.11 | 6–9 pm | 12 sessions

### Writing Creative Fiction—Introduction

**Course code**: S345162  
**Is it time to bring out the writer in you? This course teaches a basic understanding of a range of fiction writing styles and encourages you to develop and apply the fiction writing skills in a relaxed and comfortable setting.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
07.09.11 | 6.15–9.15 pm | 12 sessions

### Writing Creative Fiction—Going Further

**Course code**: S345275  
**Would you like to expand your experience in writing short fiction? In this course the emphasis is on experimentation, taking risks and imaginative leaps. You will be breaking rules and re-constructing work with a refreshed outlook and a deeper understanding of fundamentals.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
19.07.11 | 6–9 pm | 10 sessions  
13.10.11 | 6–9 pm | 8 sessions

### Writing for Children

**Course code**: S345256  
**This course will introduce you to the marketplace of children's writing and focus on writing picture books. You will look at language, pacing, targeting different ages, chapter books and how to prepare and submit manuscripts to a publishing house.**  
**City campus**  
**Start date** | **Time** | **Duration**  
--- | --- | ---  
06.07.11 | 6–9 pm | 6 sessions  
12.10.11 | 6–9 pm | 6 sessions
<table>
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<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>City campus</th>
<th>Start date</th>
<th>Time</th>
<th>Duration</th>
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<tbody>
<tr>
<td>French Conversation</td>
<td>S365040</td>
<td>This course is designed to allow you to practise your conversational French in an informal and friendly environment. It is aimed at those students who have some knowledge of French and are able to sustain a conversation.</td>
<td>City campus</td>
<td>21.09.11</td>
<td>6–7.30 pm</td>
<td>12 sessions</td>
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<tr>
<td>Greek for Beginners</td>
<td>S365052</td>
<td>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. This course will provide the appropriate level to begin communicating in Greek and prepare you for travel to Greece and Cyprus.</td>
<td>City campus</td>
<td>22.09.11</td>
<td>6–8 pm</td>
<td>10 sessions</td>
</tr>
<tr>
<td>Greek Conversation</td>
<td>S365075</td>
<td>This is an intermediate to advanced level course designed to allow you to practise and maintain your conversational Greek in an informal and friendly environment.</td>
<td>City campus</td>
<td>22.09.11</td>
<td>6–8 pm</td>
<td>10 sessions</td>
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<tr>
<td>Indonesian—Beginners</td>
<td>S365045</td>
<td>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.</td>
<td>City campus</td>
<td>21.09.11</td>
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<td>12 sessions</td>
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<tr>
<td>Japanese for Beginners 1</td>
<td>S365008</td>
<td>This course will introduce you to the basic skills of the Japanese language and familiarise you with the formation of the three scripts in written Japanese. It will equip you with a basic knowledge of the language and culture for daily situations.</td>
<td>City campus</td>
<td>14.09.11</td>
<td>6–9 pm</td>
<td>12 sessions</td>
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<tr>
<td>Japanese for Beginners 2</td>
<td>S365051</td>
<td>This is the second of a series of three introductory courses of the Japanese language and aims to build on your basic skills of the Japanese language and further acquisition of kana characters. Focus is on practical speaking, listening and socio-cultural communicative skills.</td>
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<tr>
<td>Japanese for Upper Intermediates 2</td>
<td>S365061</td>
<td>This is the second of a series of three upper intermediate courses of the Japanese language and aims to build on established skills. Focus is on practical speaking, listening and socio-cultural communicative skills.</td>
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<td>19.07.11</td>
<td>6–8.30 pm</td>
<td>14 sessions</td>
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<tr>
<td>Japanese—Advanced Conversation</td>
<td>S365003</td>
<td>This course will focus on developing practical conversation and listening skills. It aims to consolidate and integrate your knowledge of the Japanese language acquired up to an intermediate level, enabling you to use the language in a more advanced, natural and culturally appropriate manner.</td>
<td>City campus</td>
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<tr>
<td>Spanish for Beginners</td>
<td>S365073</td>
<td>This course will provide you with basic skills to communicate in the Spanish language. At the same time you will acquire an essential understanding of Hispanic cultures and societies, as expressed in and reflected by the language.</td>
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<tr>
<td>Spanish for Beginners 3</td>
<td>S365049</td>
<td>This course is the continuation of Spanish for Beginners 2 and the final of a series of three introductory courses to the Spanish language and its culture, and will prepare you to study/socialise or work/travel overseas.</td>
<td>City campus</td>
<td>27.09.11</td>
<td>6–8 pm</td>
<td>10 sessions</td>
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Course name | Course code | Start date | Fee
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Your details

Client number (if known) | Company name (if applicable) | Male/Female (please circle)
---|---|---
Title | Given name/s
Family name
Postal address
Suburb | State | Postcode
Phone (1) | Phone (2) | Date of birth / /
Email address
How did you hear about the course/s

Billing address

☐ Same as above | ☐ Alternative billing address (complete details below)
Contact name | Company name
Postal address
Suburb | State | Postcode
Phone | Email

Payment details

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

☐ Cheque/Money Order (payable to RMIT Training Pty Ltd)
☐ Invoice (only available on supply of a company purchase order/letter of authority)
☐ Visa | ☐ MasterCard
Card number / / / Expiry date / /
Cardholder’s name | Signature

☐ Healthcare/Pensioner Card (copy must be provided with enrolment form)
☐ RMIT student* | ☐ RMIT Alumni* | ☐ RMIT staff* *Provide your RMIT number for verification ________________

Short course terms and conditions

Payment
• Full course fee is payable at time of enrolment.
• Organisations will only be invoiced when a purchase order/letter of authority is supplied with the enrolment form. Invoices must 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.
• In courses where prerequisites do not apply, a substitute may be sent in your place if you are unable to attend. Transfer conditions apply to substitutions.
• No transfers will be processed after course commencement.

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
• RMIT reserves the right to cancel or reschedule any course that does not have sufficient enrolment numbers or in the event of unforeseen circumstances. A refund or alternative courses will be offered. RMIT also reserves the right to change course details.

I accept these Terms and Conditions | Signature __________________ | Date ______________

Enquiries and enrolments

Phone | 9 am – 5 pm weekdays +61 3 9925 8111
Mail | RMIT Training Pty Ltd PO Box 12058 A’Beckett Street Melbourne VIC 3006
Online | Web www.shortcourses.rmit.edu.au Email enquiries@rmit.edu.au
In person | Building 105 Level 9, 501 Swanston Street Melbourne VIC 3000 9 am – 5 pm weekdays Cash not accepted
Fax | Fax enrolment form to +61 3 9925 8298
SINGLE COURSES

EXPERIMENT WITH ANOTHER WAY TO STUDY

Single courses are subjects from a range of degrees, available to students even if you’re not enrolled as a university student. Single course students take the same classes and complete the same assessment tasks as university students.

You might want to undertake a single course if you wish to:

» Gain experience as a university student

» Check if you really like the subject matter before committing to a degree

» Undertake a single course to complement your degree

» Reapply at the next intake - if you enrol and successfully complete one or more first year single courses from an RMIT Degree Program, you might be able to reapply at the next intake and be eligible for exemptions when in your program.

Subscribe to receive course news. Call +61 3 9925 8111 or email enquiries@rmit.edu.au.
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<th>Course name</th>
<th>Credit points</th>
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<td>LAW2480</td>
<td>Business and Corporations Law</td>
<td>F P S C</td>
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<td>Ethical Issues in Accountancy</td>
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<td>Introduction to Financial Accounting</td>
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<td>Taxation Law and Practice</td>
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Legend: UG—Undergraduate; PG—Postgraduate; R—Research; P—Prerequisites; S—School approval required; C—City campus; B—Bundoora campus; R—Brunswick campus

Current course information and individual course flyers are available at [www.singlecourses.rmit.edu.au](http://www.singlecourses.rmit.edu.au)
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Legend: **UG**—Undergraduate; **PG**—Postgraduate; **R**—Research; **P**—Prerequisites; **S**—School approval required; **C**—City campus; **B**—Bundoora campus; **S**—Single courses

Current course information and individual course flyers are available at [www.singlecourses.rmit.edu.au](http://www.singlecourses.rmit.edu.au)
## SINGLE COURSES

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Current course information and individual course flyers are available at [www.singlecourses.rmit.edu.au](http://www.singlecourses.rmit.edu.au)
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What are single courses?

Single courses are subjects from degree programs, available to you even if you’re not enrolled as a university student. You take the same classes and complete the same assessment tasks as university students.

Fees

Single course fees are included in the previous pages and are current at time of publication. Australian and New Zealand citizens and Australian permanent residents are eligible for local fees. International fees apply to all other applicants.

Enrolments

Open: 27 June 2011
Close: 15 July 2011

Classes

Commence the week beginning Monday 18 July 2011

What else do I need to know?

» Further information including course descriptions, timetables and prerequisites is available at www.singlecourses.rmit.edu.au
» Some courses have prerequisites. Please ensure you satisfy these prerequisites prior to applying.
» Some courses require approval from RMIT University before your application can be finalised. This step in the application process is handled by RMIT Training and is based on information provided at the time of application.
» International applicants must have a visa valid for the duration of the single course. Enrolling in a single course will not make you eligible for a student visa.
» RMIT International students are not eligible to enrol in single courses offered through RMIT Training Pty Ltd. Please verify your enrolment process with your home school.
» Current local RMIT students must submit written approval from your home school.
» On request supporting documentation must be supplied including:
  - evidence of satisfaction of prerequisites
  - evidence of current visa or residency status
» On completion of a single course, RMIT Training will issue a result statement confirming your achievement.
» Applications will not be processed unless all required information and full payment is provided.

Single course terms and conditions

1. Quotas may apply to offered courses. Applications are processed in order of receipt.
2. All applications are subject to final RMIT University School approval. Applications accepted and confirmed are issued with a tax invoice. Course fees will not be processed for unsuccessful applications.
3. A non-refundable late fee of $50 will apply for each Single Course application received after commencement of semesters 1 & 2 or first class for spring and summer semesters.
4. Enrolment cancellation forms must be submitted prior to the commencement of the third scheduled class to be eligible for a refund. A $100 fee is retained for each cancellation. No refunds will be issued for enrolment cancellations submitted after the third scheduled class.
5. Transfers between Single Courses or semesters and/or deferments will not be accepted.
6. It is the responsibility of all students to ensure that their home university will grant exemptions for courses undertaken.
7. RMIT reserves the right to cancel a Single Course. In the event of a course cancellation, course fees paid will be refunded in full.

Enquiries and enrolments

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

Mail
RMIT Training Pty Ltd
PO Box 12058
A’Beckett Street
Melbourne VIC 8006

Online
Web www.shortcourses.rmit.edu.au
Email enquiries@rmit.edu.au

In person
Building 105
Level 9, 501 Swanston Street
Melbourne VIC 3000
9 am – 5 pm weekdays
Cash not accepted

Fax
Fax application form to
+61 3 9925 8298

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
Single Course Application Form

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

Course code  Course name  Fee

Please use one application form per course

Your details

Client number (if known)  Company name (if applicable)  Male/Female (please circle)
Title  Given name/s  Family name
Postal address
Suburb  State  Postcode
Phone (1)  Phone (2)  Date of birth / /
Email  How did you hear about the course

Billing address

☐ Same as above  ☐ Alternative billing address
Company name  Contact name
Postal address  Suburb  State  Postcode
Phone  Email

Payment details

☐ Cheque/Money Order (payable to RMIT Training Pty Ltd)  ☐ Invoice (only available on supply of a company purchase order/letter of authority)
☐ Visa  ☐ MasterCard
Card number  /  /  /  Expiry date  /  Cardholder's name  Signature

Citizenship details

☐ Citizen of Australia or New Zealand/Permanent Resident of Australia (Evidence must be supplied on request)
☐ Temporary Resident Visa/Student Visa (It is your responsibility to ensure your visa is valid for the course duration. Evidence must be supplied on request)

RMIT University status

Only complete if applicable

☐ I am a current RMIT student  ☐ I am an RMIT alumni graduate  ☐ I am an RMIT staff member
Student no.  Student no.  Staff no.

Satisfaction of prerequisites

☐ I satisfy the criteria required to undertake this single course.

Where prerequisites apply, attach evidence of prerequisite satisfaction or discuss below (evidence must be supplied on request).

Where RMIT approval is required to finalise your single course application, discuss reasons for application below.

Declaration

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it is correct and complete.

I acknowledge that the provision of incorrect information or documentation relating to my application may result in cancellation of any offer of enrolment by RMIT. I acknowledge that while I am an enrolled single course student, I am subject to the regulations and rules of RMIT and to lawful instruction of the authority of the University. I also acknowledge that successful completion of a single course will allow me to apply to RMIT University for credit towards an RMIT award, conditions may apply. I have read and accepted RMIT Training Pty Ltd's single course 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 to access the personal information that is held on you by contacting the RMIT Continuing Education Centre on +61 3 9925 8111.
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