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Tel. +61 3 9925 8111
Fax: +61 3 9925 8298
Email: enquiries@rmit.edu.au
www.shortcourses.rmit.edu.au
www.singlecourses.rmit.edu.au
Whatever your reason for study, 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 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
» convenient Melbourne locations.

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 and more. 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.

For more information and to enrol visit www.shortcourses.rmit.edu.au or call +61 3 9925 8111.

Lecturer profile: Chris Hewson

Chris has been a lecturer at RMIT University and at Swinburne University. Both universities have seen him conduct lectures on a variety of advertising, marketing and strategic planning disciplines.

Prior to his involvement within the academic arena Chris spent over 15 years as a creative and brand strategist at some of Melbourne’s most reputable advertising and design studios, beginning his career as a junior art director and working his way up to the position of Creative Director at Adcorp Australia. Throughout his working career, he has been exposed to all aspects of the advertising and marketing industries. Agency exposure includes time at Magnum Opus, JWT, Beers Pym Steiner and Royce Communications.

Chris has qualifications in advertising, design and business studies. He has been nominated for awards both in the advertising industry and the world of academia.

Recent endeavours have included articles and publications for Desktop magazine and the integration of this research material into the classroom environment. Chris teaches the RMIT Advertising Creatively short course.
Architecture and building

AutoCAD for Designers—Level 1
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.

City = $790 × S320001
06.02.13 9 am – 5 pm  4 sessions
13.02.13 6 – 9 pm  9 sessions
02.03.13 9 am – 5 pm  4 sessions
14.03.13 9 am – 5 pm  4 sessions
01.05.13 9 am – 5 pm  4 sessions
05.06.13 6 – 9 pm  9 sessions
24.06.13 9 am – 5 pm  4 sessions

AutoCAD for Designers—Level 2
Developed for practitioners with existing AutoCAD skills, this course is aimed at refining and developing drawing and drawing productivity techniques. Delivery is through a combination of demonstration and practical exercises.

Brunswick = $790 × S320002
06.05.13 6 – 9 pm  8 sessions

AutoCAD Quickstart
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 = $405 × S320101
02.02.13 9 am – 5 pm  2 sessions
18.05.13 9 am – 5 pm  2 sessions

BCA Part 3.12 2010
This course provides the knowledge and skills to enable you to understand and use the energy efficiency requirements for residential buildings, following the DTS (deemed to satisfy) provisions of the BCA Part 3.12.

City = $710 × S130234
06.04.13 9 am – 5.30 pm  1 session
01.06.13 9 am – 5.30 pm  1 session

Building Thermal Performance Assessment (First Rate 5)
This course provides the knowledge and skills to enable you to become an accredited thermal performance assessor with BDAV or ABSA. On satisfactory completion of the course, a certificate will be issued for registration.

City = $1200 × S130205
07.02.13 8 am – 5 pm  4 sessions
14.03.13 8 am – 5 pm  4 sessions
09.05.13 8 am – 5 pm  4 sessions
20.06.13 8 am – 5 pm  4 sessions

Building Thermal Performance Assessment Refresher Training
This course is intended to provide extra training for those who have completed the Building Thermal Performance Assessment (First Rate 5) course.

City = $550 × S130256
11.04.13 8 am – 5 pm  2 sessions
06.06.13 8 am – 5 pm  2 sessions

REVIT—Level 1
You will be introduced to Autodesk REVIT Architecture, a powerful building modeller for architectural design and documentation in 2D and 3D. It is delivered through theory, demonstrations and practical work. You will gain hands-on experience using REVIT's modelling and documentation commands.

Brunswick = $990 × S320005
07.02.13 6 – 9 pm  9 sessions
11.02.13 9 am – 5 pm  4 sessions
08.04.13 6 – 9 pm  9 sessions
10.05.13 9 am – 5 pm  4 sessions
27.06.13 6 – 9 pm  9 sessions

REVIT—Level 2
This course is intended to provide extra training for those who have completed the Building Thermal Performance Assessment (First Rate 5) course.

City = $990 × S320080
16.04.13 6 – 9 pm  9 sessions

Architectural Design Principles and Environmental Context—Building and Architecture
You will learn basic design principles and approaches to assist you in gaining a better understanding and appreciation of the design process, planning and local context and environmental considerations for the design of buildings.

City = $260 × S320173
27.02.13 6 – 9 pm  5 sessions
08.05.13 6 – 9 pm  5 sessions

Architectural Drawing Techniques—Introduction
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 = $510 × S320078
19.02.13 6 – 9 pm  8 sessions

BCA Section J—Part J1 to J3 Assessments
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. You will learn how to do it, not just what to do.

City = $540 × S130234
06.04.13 9 am – 5.30 pm  1 session
01.06.13 9 am – 5.30 pm  1 session

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au or www.singlecourses.rmit.edu.au
### Art and Design

#### Adobe Illustrator for Fashion—Introduction
This course introduces new techniques and skills using Adobe Illustrator to develop artwork relevant to fashion and textile design.

- **Brunswick** $650 + S350246
- **06.04.13** 9.30 am – 4.30 pm 4 sessions

#### Adobe Photoshop for Fashion—Introduction
This course introduces the use of Adobe Photoshop software to develop images relevant to the fashion and textile industry.

- **Brunswick** $530 + S350244
- **18.05.13** 9.30 am – 4.30 pm 3 sessions

#### Arts Administration Essentials
You will be provided with the skills to effectively communicate with a wide range of arts personnel and engage and support participation in the community. You will also gain an understanding of relevant copyright issues in the context of the arts and business administration sectors.

- **City** $750 + S650253
- **19.02.13** 6 – 9 pm 3 sessions

#### Bag Making—Introduction, Clutch Bag
This course will teach you to design and create a clutch bag, as well as the introductory knowledge associated with bag making.

- **Brunswick** $480 + S350264
- **15.04.13** 6 – 9 pm 6 sessions
- **17.06.13** 6 – 9 pm 6 sessions

#### Bookbinding—Introduction
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** $595 + S320175
- **27.02.13** 5.30 – 8.30 pm 15 sessions

#### Bookbinding and Restoration
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** $530 + S320178
- **21.02.13** 5.30 – 8.30 pm 15 sessions

#### Design Bytes
You will gain a competitive edge when applying for tertiary studies, particularly in the field of design. The course will enable you to improve your ability to select the most appropriate studies, institutes and career paths, while informing you of what is current in the design world.

- **City** $50 + S320167
  - **23.03.13** 10 am – 12.30 pm 1 session
  - **04.05.13** 10 am – 12.30 pm 1 session
  - **01.06.13** 10 am – 12.30 pm 1 session

#### Design Jobs 101
You will gain a competitive edge when preparing and applying for employment in the design industry. This course will help you improve your ability to identify opportunities, prepare an appropriate portfolio, interview successfully and follow up professionally.

- **City** $200 + S320175
  - **16.03.13** 9.30 am – 4.30 pm 1 session
  - **21.05.13** 6 – 9 pm 2 sessions

#### Design Your Own Vintage Couture Collection
This course will appeal to fashion lovers especially interested in designing their own vintage couture collection.

- **Brunswick** $475 + S350327
  - **09.05.13** 6 – 9 pm 8 sessions

#### Desktop Publishing for Office and Business
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 software for desktop publishing.

- **Brunswick** $995 + S320180
  - **09.04.13** 6 – 9 pm 15 sessions

#### Desktop Publishing Quickstart Basics
Make the move from MS Word to Adobe InDesign. Edit images for professional output and unlock the secrets of Adobe Photoshop, the world’s most popular image editing program. Produce industry standard graphics suitable for print and other forms of production with Adobe Illustrator.

- **Brunswick** $420 + S320179
  - **13.02.13** 6 – 9 pm 6 sessions

#### Drawing Techniques for Design
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** $495 + S320030
  - **21.02.13** 5.30 – 8.30 pm 8 sessions
  - **18.05.13** 9.30 am – 4.30 pm 5 sessions
Exhibition Design—Introduction
You will gain an understanding of the concept and practicalities of exhibition design as a career and a means of enhancing existing skills. You will be able to apply skills and knowledge to a range of spaces and increase expertise in 2D and 3D design through a range of activities and presentations.
City * $260 + S320170
08.05.13 6 – 9 pm 5 sessions

Fascinating Fashion
You will explore all areas of fashion design—from developing fashion figures to designing garments and accessories. Techniques used include collage, montage, linear work, conté, ink, water colour, pens and pencils.
Brunswick * $475 + S350267
28.02.13 6 – 9 pm 8 sessions

Fashion Drawing
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 * $395 + S350296
16.03.13 12.30 – 4.30 pm 5 sessions
18.05.13 12.30 – 4.30 pm 5 sessions

Fashion History 1900—Present Day
You will explore and investigate how the trailblazers of fashion in the early part of the 20th century provided a new-found freedom for women. Some of the historical figures discussed include Coco Chanel, Paul Poirot and many others.
Brunswick * $475 + S350319
26.02.13 6 – 9 pm 8 sessions

Folio Preparation in Fashion Drawing and Fashion Design—Intensive
This intensive 15-week course will give you an understanding of fashion drawing and aspects of fashion for application to tertiary study in fashion design.
Brunswick * $690 + S350229
21.02.13 6 – 9 pm 15 sessions

Folio Preparation in Studio Textiles and Design—Intensive
This course is designed to give you a good understanding of the folio requirements for entry into a VET or HE studio textile and design course. Textile designers are employed in Australian and overseas industries to design fabrics for interior, homeware, fashion, carpet and automotive applications.
Brunswick * $475 + S350228
21.01.13 9.30 am – 4.30 pm 5 sessions
16.03.13 9.30 am – 1.45 pm 7 sessions
08.04.13 9.30 am – 4.30 pm 5 sessions
18.05.13 9.30 am – 1.45 pm 7 sessions

General Drawing
This course is designed to develop observation skills and drawing techniques from a series of still life set-ups.
Brunswick * $395 + S340020
14.03.13 6 – 9 pm 6 sessions

Gerber—Grading and Marker Making (CGMM)
This course provides training in computer-aided techniques that are fundamental to the latest Gerber software. You will learn through practical activities, demonstrations and printed learning guides.
Brunswick * $865 + S350282
08.04.13 6 – 9 pm 14 sessions

Gerber—Pattern Making (PDS)
This course provides training in computer-aided techniques that are fundamental to the latest Gerber software. You will learn through practical activities, demonstrations and printed learning guides.
Brunswick * $865 + S350247
09.04.13 6 – 9 pm 14 sessions

Graphic Design—Design and Layout
You will learn the basics of sound typography and layout with contemporary graphic approaches and apply them to briefs. This may include items such as page layout, business identity stationery and promotional materials, personal logos, newsletters or posters.
Brunswick * $580 + S320132
21.02.13 6 – 9 pm 15 sessions

Graphic Design—Type and Image Fundamentals
You will explore the underlying principles and elements that are the foundation of design. You will gain an understanding of the driving principles and apply them to strategies around layout, composition and presentation.
Brunswick * $580 + S3201312
06.02.13 6 – 9 pm 15 sessions

Illustrating and Writing a Children's Picture Book
This course is a practical project-based course designed to take you through the stages of planning, writing and illustrating for children. You will work on your own idea for a book.
Brunswick * $515 + S320040
08.05.13 6 – 9 pm 6 sessions

Illustrator—Fundamentals
You will learn the fundamental tools and functions of Adobe Illustrator, the premier graphics creation vector software. Logos, posters, packaging and digital illustrations are all ideal projects for Illustrator. It is also the perfect tool for character design and animation layout.
Brunswick * $565 + S320181
01.05.13 6 – 9 pm 7 sessions

Lecturer profile:
Inna Konopov

Inna is an experienced lecturer in the School of Fashion and Textiles at RMIT University’s Brunswick campus. Inna specialises in knitwear product planning, design and production. Her expertise is centred on sport and protective apparel, fabric design and engineering, and comfort and performance of textiles for specialised applications.
Inna is currently completing her PhD by research at RMIT University. She is investigating the aerodynamic properties and comfort performance of knitted fabric for high speed sports.
In her current role, she is responsible for delivering a comprehensive range of courses and programs in the discipline areas of Textile Technology and Fashion and Textile Merchandising.
Inna prepares students for careers in design development, textile merchandising and manufacturing for a variety of applications such as automotive, apparel, medical, sports and many others.

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au or www.singlecourses.rmit.edu.au
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 series of courses is for you.

**Calligraphy for Beginners—Unit 1**
You will learn to write the major calligraphic styles, common illumination techniques, ways to use calligraphy on cards, wrapping and invitations, and gain confidence with your handwriting.

- City: $495 + S320083
  - 11.02.13 6.15 – 8.45 pm 15 sessions

**Calligraphy Applied—Unit 2**
You will cover business cards/letterhead, Roman capitals, invitations, layout methods and design.

- City: $495 + S320084
  - 11.02.13 6.15 – 8.45 pm 15 sessions

**Calligraphy Advanced Writing—Unit 3**
You will cover historic manuscript study, background techniques, versals, and a variety of higher level illumination techniques.

- City: $495 + S320085
  - 12.02.13 6.15 – 8.45 pm 15 sessions

**Calligraphy Electives—Unit 4**
You will cover toolmaking, lettering variations, bookbinding, gilding and innovative lettering.

- City: $495 + S320086
  - 12.02.13 6.15 – 8.45 pm 15 sessions

**Calligraphy—Master Class—Unit 5**
You will undertake self-directed project work, learn new techniques (which will vary based on the group expertise), advanced layout and design, how to source inspiration and develop it into a finished piece, and advanced lettering techniques.

- City: $495 + S320148
  - 12.02.13 6.15 – 8.45 pm 15 sessions

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**InDesign—Fundamentals**
You will cover the fundamental features of InDesign, and also 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 Adobe InDesign.

- Brunswick: $565 + S320182
  - 13.02.13 6 – 9 pm 7 sessions
  - 01.05.13 6 – 9 pm 7 sessions

**Introduction to Machine Knitting**
You will be introduced to the techniques and skills that are required to produce knitted garments, homewares and accessories on a domestic knitting machine.

- Brunswick: $685 + S350331
  - 21.01.13 9.30 am – 4 pm 5 sessions
  - 19.03.13 6 – 9 pm 10 sessions
  - 04.05.13 9.30 am – 4 pm 5 sessions

**Interiors—Design and Decoration for Living**
You will learn about major aspects of redecorating a home such as decoration, colour and space planning, elements and principles of interior decoration, lighting, soft furnishings, furniture styles, renovation techniques, application of decorative materials, and surface coatings selection.

- City: $495 + S320013
  - 14.02.13 6 – 9 pm 8 sessions
  - 15.02.13 9.30 am – 12.30 pm 8 sessions
  - 02.03.13 6 – 9 pm 8 sessions
  - 03.05.13 9.30 am – 12.30 pm 8 sessions

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

- Brunswick: $740 + S350215
  - 04.04.13 6 – 9 pm 12 sessions

**Life Drawing**
This course will focus on a series of exercises and instructions in drawing the human form.

- City: $395 + S340025
  - 19.03.13 6 – 9 pm 6 sessions

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

- Brunswick: $910 for 6 sessions, $960 for 14 sessions + S350230
  - 21.01.13 9.30 am – 4 pm 6 sessions
  - 29.01.13 6 – 9 pm 14 sessions

**Passionista—Fashion Painting**
This course enhances your ability to paint and develop fashion figures, from investigating the colour palette and exploring fashion garments through to a finished stylised painting.

- Brunswick: $475 + S350326
  - 07.05.13 6 – 9 pm 8 sessions

**Pattern Drafting**
You will learn how to draft and fit basic blocks to your own personal measurements, and develop the skills required to draft and fit made-to-measure garments for yourself or clients.

- Brunswick: $655 + S350324
  - 02.05.13 6 – 9 pm 10 sessions

**Pattenmaking**
This course covers basic patternmaking techniques. You will develop basic style patterns from the provided basic/foundation blocks. A choice of Australian standard sizes 8 to 16 basic/foundation block patterns will be available.

- Brunswick: $655 + S350203
  - 05.02.13 6 – 9 pm 10 sessions
  - 30.04.13 6 – 9 pm 10 sessions

**Photoshop—Fundamentals**
You will be introduced to the fundamental functions and tools of Photoshop, the standard image manipulation tool for electronic publishing. Knowledge of the software is essential to quality publications. You will also look at saving images for web.

- Brunswick: $570 + S320183
  - 15.04.13 6 – 9 pm 7 sessions

**Portfolio Preparation in Graphic Design—Level 1**
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: $325 + S320082
  - 03.04.13 9.30 am – 4.30 pm 3 sessions

**PowerPoint 2010—Introduction**
You will be introduced to PowerPoint and learn to produce exciting and engaging multimedia presentations for business, workshops, social events and internet.

- City: $200 + S320169
  - 02.03.13 9.30 am – 4.30 pm 1 session
  - 13.04.13 9.30 am – 4.30 pm 1 session
  - 16.04.13 6 – 9 pm 2 sessions

**Product Knowledge Workshops in Textiles**
These workshops have been specifically designed for current and newly appointed TCF staff wishing to improve their technical knowledge and gain a wider appreciation of the many facets of the total textile pipeline from fibres to fashion.

- Brunswick: $370 + S350224
  - 19.06.13 9 am – 5 pm 1 session
  - 20.06.13 9 am – 5 pm 1 session
  - 21.06.13 9 am – 5 pm 1 session

**TCF Staff 2013**
These workshops are designed to provide TCF staff with an understanding of the textile industry from fibre to fashion.

- Brunswick: $370 + S350224
  - 19.06.13 9 am – 5 pm 1 session
  - 20.06.13 9 am – 5 pm 1 session
  - 21.06.13 9 am – 5 pm 1 session
### 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 undertake 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—Creative Lighting Applications
You will be introduced to the art of lighting for effect, with flair 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  $595  S320125
20.02.13  6 – 8.30 pm  15 sessions

#### Interior Decoration Design Series—Design Fundamentals for Interiors
If you want to learn the underpinning principles for interior decoration and design, this is an excellent course to begin with. You will practise resolving visual and spatial problems by applying design principles and elements in interior settings.

City  $595  S320126
19.02.13  6 – 8.30 pm  15 sessions

#### Interior Decoration Design Series—Foundation Colour
You will be introduced to the foundation of colour and the basic concepts of colour, through mixing and adjusting colours and applying the principles to an interior design scheme. You will complete a range of painting exercises and projects investigating colour and how it can be used.

City  $595  S320166
20.02.13  6.30 – 9 pm  15 sessions

#### Interior Decoration Design Series—Soft Furnishings and Client Presentation
You will explore fabric applications for interiors, including selection and specifications, estimating and quoting for applications ranging from drapes and window coverings to sofas and cushions, rugs, wallpapers and carpets. You will prepare materials boards for presentation to clients.

City  $595  S320129
11.02.13  6 – 9 pm  15 sessions

#### Interior Decoration Design Series—Design History 1—Introduction
You will explore major historic periods from classical through to 18th century European, which provide understanding and inspiration for current interior decoration and design ideas by interpreting elements such as pattern, colours and design motifs.

City  $595  S320127
19.02.13  6 – 8.30 pm  15 sessions

#### Interior Decoration Design Series—Drawing Simple Interior Perspectives
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 to indicate light direction.

City  $300  S320158
09.05.13  6 – 8.30 pm  8 sessions

#### Interior Decoration Design Series—Materials and Finishes for Interiors
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  $595  S320128
19.02.13  6 – 8.30 pm  15 sessions

### Screen Print Your T-shirt
You will learn 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 will be a four-colour screen printed T-shirt.

Brunswick  $350  S350285
01.05.13  6 – 9 pm  6 sessions

### Sewing
In this course you will learn to make your own trendy clothes that suit and actually fit your body. You will learn techniques of top designers. You will also learn how to fit and adjust commercial patterns to your size, so your garments look professionally made.

Brunswick  $565  S350234
29.01.13  6 – 9 pm  10 sessions
02.02.13  10 am – 1 pm  10 sessions
07.02.13  6 – 9 pm  10 sessions
16.04.13  6 – 9 pm  10 sessions
27.04.13  10 am – 1 pm  10 sessions

### Sewing (Summer School)
In this course you will learn to make your own trendy clothes that suit and actually fit your body. You will learn techniques of top designers. You will also learn how to fit and adjust commercial patterns to your size, so your garments look professionally made.

Brunswick  $340  S350252
23.01.13  10 am – 4.30 pm  3 sessions

### Styling for Food Photography
You will learn the basics of food styling and tips and tricks to preparing food for the ideal shot. A range of food themes will be investigated with styling and props to suit various themes.

City  $420  S320172
29.04.13  6 – 9 pm  6 sessions

### Styling for Photography
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 a hands-on brief with your own props.

City  $420  S320154
01.05.13  6 – 9 pm  6 sessions

### Styling Your Home—Introduction
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  $480  S320156
19.04.13  10 am – 4.30 pm  8 sessions
Video Editing Basics with Adobe Premiere
You will be introduced to video editing with Adobe Premiere (CS5 and above) and learn the software basics. You will be provided with exercise files for editing/working with, while also having the opportunity to bring your own video footage, images and audio.
City $320 - S320171
28.02.13 6 – 9 pm 6 sessions
02.05.13 6 – 9 pm 6 sessions

Visual Merchandising—Introduction
You will gain an understanding of the power and scope of visual merchandising in today’s world of retailing. You will be provided with an overview of the many aspects of visual merchandising affecting traders and retailers.
City $430 - S320089
13.02.13 6 – 9 pm 8 sessions
24.04.13 6 – 9 pm 8 sessions

Visual Merchandising—Product Presentation
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 merchandise for display.
City $595 - S320162
19.02.13 6 – 9 pm 15 sessions

Photography
Introduction to Photography—Technical and Aesthetic—Level 1
This is a practical course explaining the basics of digital SLR camera operation and exploring methods of creating more visually dynamic photographs. An introduction to post production and output to print is also considered.
City $620 - S345151
31.01.13 6 – 9 pm 8 sessions
16.03.13 9.30 am – 4.30 pm 4 sessions
16.04.13 6 – 9 pm 8 sessions
13.06.13 6 – 9 pm 8 sessions

Introduction to Photography—Level 2
A course for the DSLR enthusiast who understands the basics of exposure and camera operation. You will be guided through a range of common shooting scenarios to consolidate your camera skills and compositional understanding. Emphasis is on practical skill building in a fun, relaxed environment.
City $620 - S345294
31.01.13 6 – 9 pm 8 sessions
02.02.13 9.30 am – 4.30 pm 4 sessions
04.05.13 9.30 am – 4.30 pm 4 sessions

Melbourne Street Photography
Melbourne’s diverse laneways are the perfect location for street photography. Explore Melbourne’s most interesting locations for photography, learn how to appraise a scene, view the light and capture both the look and feel of an image. Finish with a debrief at one of the city’s great coffee spots.
City $95 - S345292
02.02.13 10 am – 1.30 pm 1 session
02.03.13 10 am – 1.30 pm 1 session
06.04.13 10 am – 1.30 pm 1 session
04.05.13 10 am – 1.30 pm 1 session
01.06.13 10 am – 1.30 pm 1 session

Michael Coyne Documentary Photography X Series—Intensive
Join world renowned documentary photographer Michael Coyne, for this unique five day intensive. In what is to be a highly hands-on and immersive course, you will work toward a key project based around a Melbourne iconic location, finishing with a large professionally printed image of your work.
City $2400 - S345293
14.01.13 9 am – 5 pm 5 sessions

People and Portrait Photography
You will learn the techniques for photographing people. The course includes choice of appropriate equipment, best use of lighting, location selection and technical considerations for formal and environmental portraits.
City $620 - S345183
29.01.13 6 – 9 pm 8 sessions
11.04.13 6 – 9 pm 8 sessions
18.06.13 6 – 9 pm 8 sessions

Travel and Landscape Photography
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. Learning will take place through explanation, demonstration, discussion and practical assignments.
City $590 - S345182
12.02.13 6 – 9 pm 8 sessions

Photoshop Introduction—The Fundamental Elements for Digital Photography
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 $590 - S345261
19.02.13 6.30 – 9.30 pm 6 sessions
23.04.13 6.30 – 9.30 pm 6 sessions

Photoshop Advanced—Specialist Techniques for Digital Photography
You will explore essential methods for adjusting and controlling 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 $590 - S345262
18.06.13 6.30 – 9.30 pm 6 sessions

Student profile: Nino Deomano
“I was very excited about the Photoshop Introduction—The Fundamental Elements for Digital Photography course and, as I anticipated, it was exactly what I was looking for as an aspiring photographer. The lecturer managed to set up a relaxing but conducive environment to teach this industry standard application. He also encouraged our individual creativity to shine through during the course, and I admired his respect for his students. I highly recommend this course to those who want to learn Photoshop for post-production and photo management.”
Business

Certificate IV in Bookkeeping
This course provides the necessary Tax Practitioners Board compliance and educational requirements to practise as a bookkeeper and/or BAS agent within Australia.
City  $1900  S650218
05.02.13  5.30 – 9.30 pm  14 sessions
06.04.13  9 am – 5 pm  7 sessions

Certificate IV in International Trade
This course offers contemporary education and training in the requirements of trading internationally—a value added knowledge and skill base for anyone working in an international business position.
City  $1500  S650211
27.02.13  5.30 – 8.30 pm  14 sessions

Certificate IV in Project Management
Project management is becoming a core skill set for managers, coordinators and team leaders in enterprises. These core capabilities will assist professionals responsible for organising, managing, monitoring and reviewing workflow to help increase productivity and overall effectiveness.
City  $1400  S650210
08.03.13  10 am – 4 pm  10 sessions

Recognition of Prior Learning—Information Session
Are you an experienced practitioner with no formal qualifications? Consider gaining recognition and learn about the recognition of prior learning methodology, procedure, evidence requirements and gap training for qualifications in management, logistics, information technology, financial planning, legal services and business administration.
City  Free  S650223
13.02.13  5.30 – 6.30 pm  1 session
13.03.13  5.30 – 6.30 pm  1 session
17.04.13  5.30 – 6.30 pm  1 session
15.05.13  5.30 – 6.30 pm  1 session
12.06.13  5.30 – 6.30 pm  1 session

Certificate IV in Small Business—Developing and Managing Your Small Business
Do you have technical skills that you would like to turn into a business venture? Learn from experienced business professionals what you need to do to make your business a success, and participate in practical activities to plan your business and operations.
City  $1620  S650208
13.03.13  9.30 am – 4.30 pm  12 sessions

Diploma of Financial Planning
Do you like dealing with people, building an investment portfolio and developing business relationships? This course provides the competencies required if you wish to enter the local and global world of financial services, build your own network of clients and/or your own business portfolio.
City  $1400  S650211
13.03.13  9.30 am – 4.30 pm  12 sessions

MYOB Complete Package
This course is ideal for people wanting to introduce MYOB into their accounting procedures. It covers the MYOB manuals: Setting Up version 19, Day to Day Processes version 19, Inventory Management version 19, End of Period Reconciliation and BAS version 19a, and Payroll Management version 19.
City  $3250  S650217
07.02.13  5.30 – 8.30 pm  6 sessions
21.03.13  5.30 – 8.30 pm  6 sessions
23.05.13  5.30 – 8.30 pm  6 sessions

Lecturer profile: Atila Akdeniz

Atila is a professional business and project management consultant with extensive industry experience. He has been teaching Diploma/Advanced Diploma of Business, Management and Project Management courses since 2008 and teaches various RMIT short courses.
Atila has worked in senior management and project management roles in large global companies for more than 20 years and he is highly regarded for his knowledge and expertise, especially in major telecommunications and infrastructure projects. He strives for excellence in facilitation skills and ensuring total customer satisfaction.
Atila holds a BSc. degree in Electrical (Electronics) Engineering and he has completed his Master of Business Administration (MBA) at RMIT.

BAS Agent Registration Skills Set
Are you seeking registration as a BAS agent under the Tax Agent Services Act 9? Under the current tax ruling, an approved course in GST/BAS taxation principles needs to be completed and this course is a self-paced learning program which meets these requirements.
Flexible enrolment  $495 for 1 unit, $690 for 2 units  S650205

Branding Your Business for Growth
The course educates business owners in the area of strategic brand management, experiential marketing and building a brand with an attractive proposition that sells.
City  $450  S650229
18.04.13  9 am – 4.30 pm  1 session
06.06.13  9 am – 4.30 pm  1 session

Business Writing for Maximum Impact
This course will help you to improve your business writing skills and improve the effectiveness of your emails and reports. You will learn to write business documents that achieve results and present a professional image.
City  $350  S345264
13.04.13  9.30 am – 4.30 pm  1 session
01.06.13  9.30 am – 4.30 pm  1 session

Short Courses
Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au or www.singlecourses.rmit.edu.au
Diploma of Management

Whether you already have management experience or you aspire to a management position, this practical course will provide key concepts and help you develop the skills to advance your career. You will obtain an accredited qualification on successful completion of all assessment requirements in the three courses.

Diploma of Management—Financial Management
Financial accountability is an essential management function and part of business success. Understanding financial reports is a key part of a management role and this course upskills participants in how to contribute to the planning, management and monitoring of organisational finances.
City $700 S650221
12.02.13 6 – 9 pm 5 sessions

Diploma of Management—Project and Risk Management Essentials
Anyone involved in project management needs to know the terminology and tools of contemporary project management to make sure projects come in on time, on budget and meet deliverables. This course covers elements of a project management methodology to ensure these outcomes are achieved.
City $950 S650219
02.06.13 6 – 9 pm 10 sessions

Diploma of Management—Recruit and Manage Staff
Learn about critical success factors in recruiting and managing staff to optimise performance and achieve business outcomes. This course will cover all elements of recruiting and retaining staff as part of an organisational workforce planning and development framework.
City $700 S650220
27.03.13 6 – 9 pm 5 sessions

Certificate IV in Business Administration
This series will provide participants with a comprehensive suite of skills to suit a wide variety of administrative contexts.

Certificate IV in Business Administration—Research, Records and Meetings
Knowing how to research information, establish and manage records and information, and organise meetings is a key part of any business administration job role. Enhance your job performance and gain transferable skills suited to a range of job roles in industry.
City $750 S650222
19.02.13 6 – 9 pm 6 sessions

Certificate IV in Business Administration—Workplace Relationships, Communication and Safety
Enhance your job performance and gain transferable skills. Understanding OHS in the workplace, working constructively as part of a team and knowing how to present information are key capabilities to improve job outcomes and this course teaches skills in these areas.
City $750 S650251
02.05.13 6 – 9 pm 6 sessions

Certificate IV in Business Administration—Writing and Designing Business Documents for Effect
Enhance your job performance and communication effectiveness, by building up your skills in business writing and the use of software to present information. This course teaches transferable skills that are useful to any job role in a range of industries.
City $750 S650252
27.03.13 6 – 9 pm 6 sessions

Diploma of Logistics
Logistics is becoming one of the most critical functions in business. You will develop logistics strategies and plans for real companies, incorporating transport and logistics systems, international distribution and purchasing, contract negotiation and business planning and effectiveness.

Diploma of Logistics—Environmental Management Skill Set
City $800 S650214
06.03.13 9 am – 4.30 pm 4 sessions

Diploma of Logistics—Operational Management Skill Set
City $600 S650215
13.02.13 9 am – 4.30 pm 3 sessions

Diploma of Logistics—People Management Skill Set
City $800 S650216
10.04.13 9 am – 4.30 pm 4 sessions

Diploma of Logistics—Strategic Planning Skill Set
City $1000 S650213
06.05.13 9 am – 4.30 pm 5 sessions

RG 146 Financial Compliance
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.

This course consists of the following modules:
Module 1—Financial Services Industry
Module 2—Manage Client Services
Module 3a—Superannuation
Module 3b—Life Insurance
Module 3c—Managed Investments
Modules 3d and 3e—Securities and Derivatives
Module 4—Financial Planning
Flexible enrolment $500 S650256

Sales Diagnostic Relationships—The New Strategic Selling Methodology
The world of selling has changed dramatically. Today’s competitive environment requires a more professional approach towards selling. Diagnostic Relationships takes average sales success and transforms it into extraordinary success.

City $1100 S650207
18.03.13 9 am – 4.30 pm 2 sessions
22.05.13 9 am – 4.30 pm 2 sessions
27.06.13 9 am – 4.30 pm 2 sessions

Receive Course Updates
Receive our course news emails with the latest course information and updates.
To subscribe visit www.shortcourses.rmit.edu.au/newsletter
Communication and digital media

3D Studio Max for Architects and Interior Designers
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, and explore the processes involved in designing, rendering and animating your 3D model.
City • $1150 • S345139
23.02.13 9.30 am – 4.30 pm 5 sessions
04.05.13 9 am – 5 pm 5 sessions

Audio Production—Studio Recording for the Music Industry
Have you always wanted to record and produce music in a recording studio using the latest in recording technology? In this highly practical course you will record a live band using our state-of-the-art NEVE Genesys mixing desk. Edit, mix and produce recordings on Pro Tools and take home your final mix!
City • $620 • S345193
09.03.13 9 am – 5 pm 4 sessions
29.06.13 9 am – 5 pm 4 sessions

Adobe After Effects—Beginning Motion Graphics
This course will equip you with fundamental concepts and techniques to produce motion graphics and animation for digital video and interactive media.
City • $680 • S345138
05.02.13 6.30 – 9.30 pm 8 sessions

Building a Social Media Practice for Your Business
Mixing both social media and an entrepreneurial sense, this course will take you beyond merely establishing a social media presence into integrating social media as a working component of your professional practice. Learn the technique of social media while not forgetting why you need it in the first place.
City • $680 • S345279
16.02.13 9.30 am – 4.30 pm 3 sessions
02.05.13 6.30 – 9.30 pm 6 sessions

Clear Writing for Effective Communication
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 • $560 • S345089
16.03.13 9.30 am – 4.30 pm 2 sessions
15.06.13 9.30 am – 4.30 pm 2 sessions

Comedy Writing
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 • $420 • S345253
16.03.13 10 am – 5 pm 2 sessions
22.06.13 10 am – 5 pm 2 sessions

Copyediting—Introduction
This course introduces 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 • $350 • S345096
09.02.13 9.30 am – 4.30 pm 1 session
04.05.13 9.30 am – 4.30 pm 1 session

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16.03.13 9.30 am – 4.30 pm 2 sessions
15.06.13 9.30 am – 4.30 pm 2 sessions

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City • $420 • S345253
16.03.13 10 am – 5 pm 2 sessions
22.06.13 10 am – 5 pm 2 sessions

Copyediting—Introduction
This course introduces 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 • $350 • S345096
09.02.13 9.30 am – 4.30 pm 1 session
04.05.13 9.30 am – 4.30 pm 1 session
PR fast track—for people consolidating their career in PR
This series of industry-oriented courses will give you the skills to produce PR materials and implement PR activities. You will learn fundamental PR principles and practices, about the latest trends and what are the most in-demand skills to set you up for career success. Choose the course that suits, there are no prerequisites.

**PR Fast Track—Communicating with Social Media**
Discover how to use social media in modern PR and communication practice. You will study the evolution of social media and future projections on its impact on the way we communicate. Learn which tools work best for different outcomes, and how to engage with specific target audiences.
City: $1495 + S650248
09.04.13 6 – 9 pm 8 sessions*
*9.30 am – 5 pm session on 05.05.13

**PR Fast Track—Essential PR Writing Skills**
Writing is a valuable skill that anyone can master with the right tools. In PR circles it is regarded as gold. Learn the essentials of PR writing, and techniques to produce PR material including: annual reports, proposals, grants, backgrunderers and position papers, brochures and newsletters.
City: $1495 + S650249
28.05.13 6 – 9 pm 8 sessions*
*9.30 am – 5 pm session on 23.06.13

**PR Fast Track—PR Skills and Knowledge**
This course covers the basic knowledge needed to work in the PR industry including how to create building blocks for strong campaigns. Learn PR principles and practices, about emerging trends and the skills required to become an effective practitioner.
City: $1495 + S650247
12.02.13 6 – 9 pm 8 sessions*
*9.30 am – 5 pm session on 03.03.13

**PR Fast Track—Strategic PR Planning**
You will learn how to understand issues and trends and develop strategies to create and implement proactive campaigns. Plus how to translate an idea into a campaign, and how to research and evaluate the results.
City: $1495 + S650250
01.05.13 6 – 9 pm 8 sessions*
*9.30 am – 5 pm session on 25.05.13

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PR master class—for PR industry professionals
This series offers specialist training for professional communicators. As a leader in PR education, RMIT engages industry experts to provide you with the knowledge and skills to stay ahead of the field. You can choose just one course or several, depending on which area of specialisation or depth of knowledge you want.

**PR Master Class—Speech Writing—Words that Sway**
Speech writing sounds easy—until you have to do it. Learn how to ‘build’ a speech that resonates with the audience long after the speech has finished, and how to embed sound bytes and messages easy for sharing across mainstream media and social media platforms.
City: $495 + S650246
26.03.13 9.30 am – 5 pm 1 session

**PR Master Class—Crisis Management**
What happens when the worst-case scenario hits? Learn how to react quickly and effectively to contain a crisis, deal with social media and minimise damage to your organisation. Learn to develop a crisis management framework for a successful response, plus strategies to avoid a crisis culture.
City: $495 + S650242
14.05.13 9.30 am – 5 pm 1 session

**PR Master Class—Event Management Stage 1—Initiate and Create**
Do you have an event management role but little experience? Successful promotion and event management requires excellent planning and the ability to multi-task. Learn how to improve your organisational skills to maximise the impact of your events and generate media coverage.
City: $495 + S650236
07.05.13 9.30 am – 5 pm 1 session

**PR Master Class—Issue Minimisation**
Fail to plan and you plan to fail. With social media presenting new challenges for managing issues, it’s never been more important to have an effective issues management process. Learn to scan for, identify and prioritise issues, and how to differentiate between an issue and a crisis.
City: $495 + S650240
23.04.13 9.30 am – 5 pm 1 session

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**PR Master Class—Presentation Skills—Nailing the Pitch**
Learn how to nail a pitch by studying the techniques used by those who do it well, including how to generate ideas, prepare materials, content, messages and how to connect to different audiences.
City: $495 + S650239
16.04.13 9.30 am – 5 pm 1 session

**PR Master Class—Social Media Inside and Out**
Social media is just another channel but it’s unlike anything that’s been before. Discover how to use social media effectively in PR and communication practise both internally and externally. Analyse digital mediums including Web 2.0 and mobile media, and learn how to build them into your strategy.
City: $495 + S650233
04.06.13 9.30 am – 5 pm 1 session

**PR Master Class—Strategy Intensive**
Thought provoking and practical, this is a strategic planning intensive for experienced professionals. It examines engagement and execution, internal and external targets, impact and adjustment to meet environmental factors and market demands.
City: $495 + S650245
30.04.13 9.30 am – 5 pm 1 session

**PR Master Class—Writing with Influence**
Don’t waste a word. Or an opportunity to persuade your target audience. Hone your writing skills so that every word works quickly and effectively. This course focuses on brevity and clarity; understanding your audience and tailoring your message; and using good grammar, punctuation, spelling, style and syntax to help you write with influence.
City: $495 + S650243
18.06.13 9.30 am – 5 pm 1 session
Rohan Spong is an Australian independent filmmaker who graduated with Honours from Melbourne University.

His first feature documentary *T is for Teacher* (2009) was named by two Australian reviewers as amongst the best works to screen at Australian cinemas in 2009.

His latest project, *All the Way through Evening* (2011) has had a number of international festival screenings and won various prizes.

In addition to his documentary work, Rohan has exhibited photographic work, created projections for theatre, and shot and directed music videos for independent artists.

Rohan has taught film production and theory at tertiary institutions in Melbourne and Los Angeles. He now teaches the Documentary Video Production – Introduction course at RMIT and divides his time between Melbourne and New York.

**Copywriting in Action**
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.

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<th>City</th>
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<td>30.04.13</td>
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**Documentary Video Production—Introduction**
Would you like to experience the full process involved in making a television or film documentary? This course will take you through from beginning to end, from pre-production planning and treatment, production with digital video through to post-production non-linear editing using Final Cut Pro.

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<td>6.30 – 9.30 pm</td>
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**Grammar and Punctuation**
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.

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**iPhone and iPad Apps Creation for Beginners**
Would you love to be able to get an understanding of how to program your own app? You’re not a programmer, you don’t ‘eat code’ for breakfast but you do know your way around a computer? This course is a great way to get started leading to you building your own app from scratch!

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<th>City</th>
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<td>04.05.13</td>
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**iPhone and iPad App Development for Those with Some Programming Skills**
Would you love to be able to program your own iPhone or iPad app? You already have some experience in another computer language or development platform? This course will utilise your current programming knowledge and give you a detailed introduction to developing your own apps using Apple’s Xcode.

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<td>City</td>
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**Maya—An Introduction to 3D Creative Design**
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 2012.

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<tr>
<td>City</td>
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<td>13.03.13</td>
<td>6.30 – 9.30 pm</td>
<td>6 sessions</td>
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**Music Production—Creating Your Own Tracks**
You will 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 modification techniques to realise the best results for your project.

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<td>City</td>
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<td>29.06.13</td>
<td>9.30 am – 4.30 pm</td>
<td>3 sessions</td>
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**Pitching for Film and TV**
Many film and television projects fail at the final hurdle—the pitch. You’ve done the hard work, but if you can’t sell your ideas, you’re in trouble. Knowing how to ‘pitch’ your scripts and concepts is a vital skill for anyone aiming to work in the film and TV industries.

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<tr>
<td>City</td>
<td>$480</td>
<td>S345284</td>
<td>2 sessions</td>
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<tr>
<td>27.04.13</td>
<td>10 am – 5 pm</td>
<td>2 sessions</td>
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**Production Lighting for Live Events**
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.

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<tr>
<th>City</th>
<th>Price</th>
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<th>Sessions</th>
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<tr>
<td>City</td>
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<td>S345236</td>
<td>3 sessions</td>
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<tr>
<td>12.04.13</td>
<td>9.30 am – 4.30 pm</td>
<td>3 sessions</td>
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**Proofreading—Introduction**
This course covers the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You will learn the standard proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a brochure, book chapters, and an advertisement.

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<tr>
<th>City</th>
<th>Price</th>
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<th>Sessions</th>
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<td>1 session</td>
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<tr>
<td>15.06.13</td>
<td>9.30 am – 4.30 pm</td>
<td>1 session</td>
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**Screenwriting—All You Can Eat Weekend**
Do you have an idea for a script or screenplay? In this intensive 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.

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<tr>
<th>City</th>
<th>Price</th>
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<th>Sessions</th>
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</thead>
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</tr>
<tr>
<td>15.06.13</td>
<td>10 am – 5 pm</td>
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Languages

Arabic—Beginners 1
This introductory course is for students with limited or no prior knowledge of Arabic. The course covers a range of topics designed to develop basic proficiency in spoken and written Arabic, as well as practical knowledge of Arabic culture in different personal and social contexts.
City $330 S365044
06.03.13 6 – 8 pm 10 sessions

Arabic—Beginners 2
This is the second level of the introductory course of the Arabic language. It prepares participants to use the Arabic language for travel, social and cultural engagement and/or workplace application. Delivered in a communicative and practical way the course stimulates applied skills.
City $330 S365076
07.03.13 6 – 8 pm 10 sessions

French—Conversation
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 can hold a conversation.
City $247.50 S365040
06.02.13 5.30 – 7 pm 10 sessions
01.05.13 5.30 – 7 pm 10 sessions

French—Beginners 1 (Intensive)
This course is for students who wish to learn French in an informal atmosphere for recreation or work. The course will introduce you to basic grammar and communication, and equip you with a basic knowledge of French culture for daily social situations.
City $330 S365029
07.03.13 6 – 8 pm 10 sessions

French—Beginners 2
This course follows French—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 continue to equip you for travel and communicating with French speakers in daily life.
City $330 S365037
07.03.13 6 – 8 pm 10 sessions

French—Intermediates 1
This course follows on from French—Beginners 2, 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 $330 S365038
04.03.13 6 – 8 pm 10 sessions

French—Intermediates 2
This course is for people who want to continue their study of French with an emphasis on developing their confidence and fluency in the language. The course will deepen your knowledge of the French culture, and give you the opportunity to develop your proficiency.
City $330 S365039
06.03.13 6 – 8 pm 10 sessions

French—Intermediates 3
This course is for people who want to develop their proficiency and fluency in French. Extensive listening practice and opportunities to converse on contemporary topics will further your knowledge of the French language and culture.
City $330 S365097
05.03.13 6 – 8 pm 10 sessions

Greek—Conversation
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.
City $330 S365075
07.03.13 6 – 8 pm 10 sessions

Greek—Beginners 1
This is a basic Greek course for people who want to learn the language in a practical and relaxed atmosphere, and use it for recreation, work or study. This course will provide the appropriate level to begin communicating in Greek and prepare you for travel to Greece and Cyprus.
City $330 S365052
06.03.13 6 – 8 pm 10 sessions

Indonesian—Beginners 1
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.
City $330 S365045
05.03.13 6 – 8 pm 10 sessions

Japanese—Beginners 1
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.
City $330 S365008
11.03.13 6 – 8 pm 10 sessions

Japanese—Beginners 2
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 kanji characters. Focus is on practical speaking, listening and socio-cultural communicative skills.
City $330 S365051
13.03.13 6 – 8 pm 10 sessions
10.06.13 6 – 8 pm 10 sessions

Japanese—Upper Intermediates 1
This is the first of a series of two upper intermediate courses of the Japanese language and aims to build on skills of the Japanese language. Focus is on practical speaking, listening and socio-cultural communicative skills.
City $330 S365060
12.03.13 6 – 8 pm 10 sessions

Japanese—Upper Intermediates 2
This is the second of a series of two upper intermediate courses of the Japanese language and aims to build on skills of the Japanese language. Focus is on practical speaking, listening and socio-cultural communicative skills.
City $330 S365061
11.06.13 6 – 8 pm 10 sessions

Spanish—Conversation
This course is designed to allow you to practise your conversational Spanish in an informal and friendly environment. It is aimed at those students who have a good knowledge of Spanish and can hold a conversation.
City $330 S365087
06.03.13 6 – 8 pm 10 sessions
12.06.13 6 – 8 pm 10 sessions

Spanish—Beginners 1
This is the first of a series of three Spanish language and culture introductory courses. It is designed for people who want to learn the language in a practical and relaxed atmosphere and use it for recreational and/or work and study related activities.
City $330 S365010
05.03.13 6 – 8 pm 10 sessions
13.06.13 6 – 8 pm 10 sessions
### Languages

#### Spanish—Beginners 2
This course is the continuation of Spanish—Beginners 1 and the second of a series of three introductory courses to the Spanish language and culture.

- City: 6 – 8 pm
- Duration: 10 sessions
- Price: $330
- Course Code: S365015

#### Spanish—Intermediates 1
This is the first of a series of two courses focused on consolidating the basic skills of the Spanish language. You will develop a range of practical content at the intermediate level tailored to your needs. There will be a focus on speaking and listening skills.

- City: 6 – 8 pm
- Duration: 10 sessions
- Price: $330
- Course Code: S365042

#### Spanish—Upper Intermediates 1
This is the first of a series of two upper intermediate courses for those students who aim to develop their knowledge of the Spanish language and culture.

- City: 6 – 8 pm
- Duration: 10 sessions
- Price: $330
- Course Code: S365043

#### Spanish—Intermediates 2
This is the second of a series of three courses focused on consolidating the basic skills of the Spanish language. You will develop a range of practical content at the intermediate level tailored to your needs. There will be a focus on speaking and listening skills.

- City: 6 – 8 pm
- Duration: 10 sessions
- Price: $330
- Course Code: S365044

#### Spanish—Upper Intermediates 2
This is the second of a series of two upper intermediate courses for those students that aim to develop their knowledge of the Spanish language and culture.

- City: 6 – 8 pm
- Duration: 10 sessions
- Price: $330
- Course Code: S365044

### Screenwriting

#### Screenwriting—Introduction
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: 620 – 930 pm
- Duration: 10 sessions
- Course Code: S345029

#### Screenwriting for Australian Television—Writing the TV Show
Do you want to write for television? From coming up with a concept for a show, to creating compelling characters, plotting an episode and getting it written. Run like a writers’ room, in this course you will learn what you need to know about becoming a writer in the Australian television industry.

- City: 630 – 830 pm
- Duration: 10 sessions
- Course Code: S345281

### Website Design

#### Website Design 1—The Full Overview
In this course you will acquire a solid overview of the skills 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: 630 – 930 pm
- Duration: 10 sessions
- Course Code: S345057

#### Website Design 2—Build Your Website
This course delves deep into how to achieve a multi-page website. Expanding on concepts introduced in Website Design 1—The Full Overview you will create more focused CSS and JavaScript. Adobe software tools, Dreamweaver, Flash and Photoshop will drive your techniques toward more creative design.

- City: 630 – 930 pm
- Duration: 10 sessions
- Course Code: S345271

### Writing Creative Fiction

#### Writing Creative Fiction—Introduction
Is it time to bring out the writer in you? In this course you will develop an understanding of a range of fiction writing styles. You will be encouraged to develop and apply fiction writing skills of construction and criticism. Emphasis is on development of short story and novel writing. Book early!

- City: 630 – 930 pm
- Duration: 12 sessions
- Course Code: S345162

#### Writing Creative Fiction—Going Further
Would you like to expand your experience in writing fiction? Emphasis is on taking risks, trusting your creative impetus and developing a writing practice. You will be breaking rules and reconstructing work with a refreshed outlook and a deeper understanding of fundamentals.

- City: 630 – 930 pm
- Duration: 8 sessions
- Course Code: S345275

### Writing for Children

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 publisher.

- City: 630 – 930 pm
- Duration: 8 sessions
- Course Code: S345256

### Writing for the Web

Writing for the web has now evolved into a specialist skill essential to getting the most out of your online presence. This course explores the principles for creating standout content for the web, introduces you to Search Engine Optimisation (SEO), content marketing and online branding.

- City: 630 – 930 pm
- Duration: 4 sessions
- Course Code: S345093

- City: 930 am – 430 pm
- Duration: 2 sessions
- Course Code: S345093

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## Computing and information technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name and Description</th>
<th>City</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
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<td>05.03.13 5.30 – 9.30 pm</td>
<td>CCNA1—Cisco Systems Networking Academy Program—Networking Basics</td>
<td>City</td>
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<td>21.03.13</td>
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<td>04.06.13 5.30 – 9.30 pm</td>
<td>Dynamic Websites with PHP and MySQL</td>
<td>City</td>
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<td>S130169</td>
<td>20.04.13</td>
<td>8 am – 5 pm</td>
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<td>06.03.13 5.30 – 9.30 pm</td>
<td>CCNA2—Cisco Systems Networking Academy Program—Router and Routing Basics</td>
<td>City</td>
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<td>25.05.13 5.30 – 9.30 pm</td>
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<td>City</td>
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<td>CCNP4—Cisco Systems Networking Academy Program—WAN Technologies</td>
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<tr>
<td>20.05.13 8 am – 5 pm 5 sessions</td>
<td>CCNP3—TShoot</td>
<td>City</td>
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<td>04.06.13 5.30 – 9.30 pm</td>
<td>Cisco IP Telephony v8.0</td>
<td>City</td>
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<td>14.03.13 5.30 – 9.30 pm</td>
<td>CCNP2—Switch</td>
<td>City</td>
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### CCNA Security
This course introduces the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality and availability of data and devices.

### CCNA Voice v8.0 642-437
This course prepares for the exam 642-437 (CCNA Voice v8.0). It focuses on entry level SOHO (Small Office Home Office) environment.

### CCNA2—Cisco Systems Networking Academy Program—Router and Routing Basics
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; and configure and verify IP addresses.

### CCNA3—Cisco Systems Networking Academy Program—Switching Basics
You will learn to describe LAN switching theory and benefits of VLANs, Virtual Trunking Protocol, Spanning Tree Protocol and Level 1 troubleshooting service.

### CCNA4—Cisco Systems Networking Academy Program—WAN Technologies
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; and configure Access-lists.

### CCNP1—Route
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 and prepares for the CCNP exam (642-902).

### CCNP2—Switch
You will learn to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco’s Enterprise Architecture. This course also covers secure integration of VLANs, WLANs, voice and video into networks, and prepares for the CCNP exam (642-813).

### CCNP3—TShoot
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. The course will prepare you for the CCNP exam (642-832).

### CCNP4—Cisco Systems Networking Academy Program—WAN Technologies
You will learn to plan, configure and verify the WAN technologies required to create dynamic web pages using PHP server-side processing. Participants will learn the basics of the PHP language and how it can be used to create a customised browsing experience for the user.

### Dynamic Websites with PHP and MySQL
This course covers the skills and knowledge required to help meet the growing demand for entry-level information and communication technology (ICT) professionals.

### Cisco Systems Academy Program A+ Training (IT Essentials 1)
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 ICT professionals.

### Can’t find a course?
If you can’t find the exact course you’re looking for, we may be able to find a similar one.

Email enquiries@rmit.edu.au or call +61 3 9925 8111
Juniper Certification JNCIA—Junos Training
This course provides 40 hours of instructor-led training to provide you with the foundation knowledge required to work with the Junos operating system and to configure Junos devices. The course provides a brief overview of the Junos device families.
City: $650 = S130245
19.03.13 5.30 – 9.30 pm 10 sessions

MCITP 1 Training—70-646 Windows Server 8 Administrator
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to plan server deployments, infrastructure services, active directory deployment, application services, file and print services, storage solutions, high availability and more.
City: $750 = S130233
21.03.13 5.30 – 9.30 pm 10 sessions

MCTS Training—70-640 Windows Server 8 Active Directory, Configuring
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to configure and manage user accounts, group as well as computer accounts, implement and manage Active Directory, implement Group Policy and perform software installation.
City: $750 = S130241
19.03.13 5.30 – 9.30 pm 10 sessions

MCTS Training—70-642 Network Infrastructure Configuration
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to install Windows Server 2008, configure and manage DHCP server and DNS server, configure routing and remote access and file services.
City: $750 = S130242
20.03.13 5.30 – 9.30 pm 10 sessions

MCTS Training—70-680 Microsoft Windows 7 Configuring
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to expand your knowledge base and technical skills about Windows 7 Client. In this course, you will learn to install, upgrade, and migrate to Windows 7 Client.
City: $750 = S130246
18.03.13 5.30 – 9.30 pm 10 sessions

SCADA—Citect Software in Supervisory Control and Data Acquisition Systems
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: $495 = S130176
18.03.13 5.30 – 9.30 pm 6 sessions
20.05.13 5.30 – 9.30 pm 6 sessions

Structured Query Language (SQL)
In this course you will develop skills in the use of Structured Query Language (SQL). 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: $550 = S650194
07.03.13 5.30 – 7.30 pm 8 sessions

Utilisation of PowerPoint for Presentation
You will be able to develop and design PowerPoint presentations, including multimedia.
City: $260 = S130261
04.02.13 8 am – 5 pm 2 sessions

VMware Certification Training—VMware—VCP-410
This hands-on training course explores installation, configuration, and management of VMware vSphere™, which consists of ESX/ESXi and vCenter Server. The course is based on ESX/ESXi 4.1 and vCenter Server 4.1.
City: $750 = S130239
19.03.13 5.30 – 9.30 pm 10 sessions

Wireless LAN Training
Wireless networks are the culmination of radio frequency (RF) and networking technologies. The study of wireless networking will bring together these two fascinating worlds of technology, particularly all facets of 802.11 technologies. The course places emphasis on Wireless LAN set up.
City: $575 = S130200
19.03.13 5.30 – 9.30 pm 10 sessions

Hirschmann Certified Training
RMIT University and Belden Australia, through its brand Hirschmann, have partnered to offer training and certification in Industrial Ethernet skills.

Hirschmann Certified Training—Industrial Ethernet—CT1
In this Industrial Ethernet course you will learn details of the technical fundamentals and deployment objectives of the world’s most widely used LAN communication protocol. At the end of the course you will have a good understanding of Ethernet.
City: $1300 = S130247
28.01.13 8 am – 5 pm 2 sessions
24.06.13 8 am – 5 pm 2 sessions

Hirschmann Certified Training—Industrial Networking—CT2
This course builds on the experience gained from Industrial Ethernet (CT1), providing network experts with intensive theoretical and practical knowledge about TCP/IP, IP communication and multicasting. Emphasis is placed on deploying TCP/IP and multicasting in complex industrial environments.
City: $2000 = S130248
30.01.13 8 am – 5 pm 3 sessions
26.06.13 8 am – 5 pm 3 sessions

Hirschmann Certified Training—Industrial Routing—CT3
This course builds on the experience gained from Industrial Networking (CT2), providing network experts with intensive theoretical and practical knowledge about unicast and multicast routing. Special emphasis is placed on deploying routing protocols in complex industrial environments.
City: $1500 = S130249
04.02.13 8 am – 5 pm 2 sessions

Hirschmann Certified Training—Rail-family—Theory and Practice—CP1
In a professional environment, you will receive in-depth knowledge about the OpenRail, Open MICE, MACH, and OCTOPUS Layer 2 functionality. This includes installation, commissioning and supervision. Training is part theory and part practice.
City: $2000 = S130250
06.02.13 8 am – 5 pm 3 sessions

Hirschmann Certified Training—Network Management with Industrial HiVision—CP2
You will learn the functions of Industrial HiVision, and reinforce this knowledge with practical exercises. Following this two-day course, participants can make effective use of Industrial HiVision to supervise and configure any size of Ethernet network.
City: $1500 = S130251
11.02.13 8 am – 5 pm 2 sessions

Hirschmann Certified Training—Industrial Backbone Components—Theory and Practice—CP3
In a professional environment, you will receive in-depth knowledge about the MACH and PowerMICE Layer 3 functionality. This includes installation, commissioning and supervision. Training is part theory and part practice.
City: $2000 = S130252
13.02.13 8 am – 5 pm 3 sessions

VMware Certification Training—VMware—VCP-410
This hands-on training course explores installation, configuration, and management of VMware vSphere™, which consists of ESX/ESXi and vCenter Server. The course is based on ESX/ESXi 4.1 and vCenter Server 4.1.
City: $750 = S130239
19.03.13 5.30 – 9.30 pm 10 sessions

Wireless LAN Training
Wireless networks are the culmination of radio frequency (RF) and networking technologies. The study of wireless networking will bring together these two fascinating worlds of technology, particularly all facets of 802.11 technologies. The course places emphasis on Wireless LAN set up.
City: $575 = S130200
19.03.13 5.30 – 9.30 pm 10 sessions

Utilisation of PowerPoint for Presentation
You will be able to develop and design PowerPoint presentations, including multimedia.
City: $260 = S130261
04.02.13 8 am – 5 pm 2 sessions
Education and training

Address Adult Language, Literacy and Numeracy Skills TAELLN401A
This course raises the awareness of vocational trainers to the language, literacy and numeracy skills (LLN) of their learners. With increasingly diverse learners entering training and the workforce at various points, you will learn to recognise the LLN demands of the material you deliver.
City * $580  S360053
13.03.13  9 am – 5 pm  2 sessions

Australian Career Development Studies (ACDS)—Component 3
This course is an online postgraduate certificate level unit appropriate for practitioners working in the career development area who have a tertiary qualification or equivalent, but no formal qualifications in career development.
Flexible Enrolment * $600  S360035

Certificate IV in Career Development (Australian Career Development Studies—Component 2)
This is a 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.
Flexible Enrolment * $5250  S360040

Enhance Your Presentation Skills
This is a professional development course for trainers and anyone who wishes to enhance their delivery of presentations.
City * $690  S360060
11.02.13  9.30 am – 4.30 pm  2 sessions
20.05.13  9.30 am – 4.30 pm  2 sessions

Grammar Fundamentals
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 * $300  S004008
19.02.13  6 – 8 pm  4 sessions

Health and safety training

OH&S Initial Level Five Day Course for Health and Safety Reps, Managers and Supervisors
This course will show you how to deal with requirements under the OHS Act 4 as well as give you the knowledge to develop the skills to carry out your OH&S responsibilities.
City * $990  S150070
04.02.13  9 am – 5 pm  5 sessions
05.02.13  9 am – 5 pm  5 sessions
18.03.13  8 am – 5 pm  5 sessions
02.04.13  9 am – 5 pm  5 sessions
08.04.13  9 am – 5 pm  5 sessions
02.05.13  9 am – 5 pm  5 sessions
20.05.13  9 am – 5 pm  5 sessions
17.06.13  9 am – 5 pm  5 sessions

OH&S One Day Refresher Program for Health and Safety Representatives, Managers and Supervisors
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 & Safety training as outlined in the OH&S Act 4 and under S67 of the Act.
City * $230  S150069
08.03.13  9 am – 5 pm  1 session
17.05.13  9 am – 5 pm  1 session

Courses approved by:

Delivery of the course is subject to the enactment of the WHS Bill and future approval provisions by WorkSafe of RMIT as an approved provider of training for HSRs.
Certificate IV in Training and Assessment

Certificate IV in Training and Assessment (TAE40110)—Intensive (Four Week Program)
This course is essential for those who are responsible for presenting and assessing accredited training to meet identified 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 = $2900 * S360041
12.06.13 9 am – 5 pm 10 sessions

Certificate IV in Training and Assessment (TAE40110) Enterprise Trainer and Assessor Skill Set
This is a skill set of four units taken from the Certificate IV Training and Assessment (TAE40110). It is suitable for people who are working in an organisation delivering and assessing training in their workplace, using the organisation’s own training plan, materials and assessment tools.
City = $1200 * S360042
15.05.13 9.30 am – 4.30 pm 4 sessions

Certificate IV in Training and Assessment (TAE40110) Module by Month
This course is essential for those who are responsible for presenting and assessing accredited training to meet identified 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 = $2900 * S360059
20.02.13 9 am – 5 pm 10 sessions

Certificate IV in Training and Assessment and Assessment—One Day a Week Program
This course is essential for those who are responsible for presenting and assessing accredited training to meet identified 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 = $2900 * S360052
05.02.13 9 am – 5 pm 10 sessions
12.04.13 9 am – 5 pm 10 sessions
23.04.13 9 am – 5 pm 10 sessions

Upgrade to Certificate IV TAE40110 for Holders of BSZ40198
This is a three day workshop covering changes in the VET system and units that the training package does not deem equivalent to Certificate IV TAE40110. Direction will be given for completion of an RPL folio and applicants will be provided with ongoing support, including one-on-one interview.
City = $1600 * S360055
06.02.13 9.30 am – 4.30 pm 3 sessions
10.04.13 9.30 am – 4.30 pm 3 sessions

Upgrade to Certificate IV TAE40110 for Holders of TAA40104
This course consists of a one day workshop covering changes in the VET system and units which the training package does not deem equivalent to Certificate IV TAE40110. Direction will be given for completion of an RPL folio and applicants will be eligible for ongoing support including one-on-one interview.
City = $800 * S360054
18.03.13 9.30 am – 4.30 pm 1 session
16.04.13 9.30 am – 4.30 pm 1 session

Student profile:
Mindy Chew

“I found the Certificate IV in Training and Assessment a stimulating, challenging and enjoyable course.

With extensive academic and professional industry experience, the lecturer was always there to provide guidance and answers. The small class size was just right to induce a good learning atmosphere and rich feedback interaction among classmates from various professions. The flexibility of course delivery allowed me to balance work and study commitments.

I gained more confidence and was able to look at myself from another perspective. The course has helped me in discovering myself creatively and I would definitely recommend it to others.”

IELTS preparation
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, learn more about the test and test taking strategies.

IELTS Preparation—Academic Reading and Writing
City = $395 * S004003
07.01.13 6 – 8.30 pm 8 sessions
04.02.13 6 – 8.30 pm 8 sessions
04.03.13 6 – 8.30 pm 8 sessions
02.04.13 6 – 8.30 pm 8 sessions
27.05.13 6 – 8.30 pm 8 sessions
24.06.13 6 – 8.30 pm 8 sessions

IELTS Preparation—Listening and Speaking
City = $395 * S004001
21.01.13 6 – 8.30 pm 8 sessions
18.02.13 6 – 8.30 pm 8 sessions
18.03.13 6 – 8.30 pm 8 sessions
15.04.13 6 – 8.30 pm 8 sessions
13.05.13 6 – 8.30 pm 8 sessions
11.06.13 6 – 8.30 pm 8 sessions

IELTS Preparation—General Training
City = $395 * S004002
07.01.13 6 – 8.30 pm 8 sessions
21.01.13 6 – 8.30 pm 8 sessions
04.02.13 6 – 8.30 pm 8 sessions
18.02.13 6 – 8.30 pm 8 sessions
04.03.13 6 – 8.30 pm 8 sessions
18.03.13 6 – 8.30 pm 8 sessions
02.04.13 6 – 8.30 pm 8 sessions
15.04.13 6 – 8.30 pm 8 sessions
29.04.13 6 – 8.30 pm 8 sessions
13.05.13 6 – 8.30 pm 8 sessions
27.05.13 6 – 8.30 pm 8 sessions
11.06.13 6 – 8.30 pm 8 sessions
24.06.13 6 – 8.30 pm 8 sessions
Engineering

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

City * $180 * S130210
18.02.13  8.30 am – 5 pm  1 session
18.03.13  8.30 am – 5 pm  1 session
23.03.13  8.30 am – 5 pm  1 session
22.04.13  8.30 am – 5 pm  1 session
20.05.13  8.30 am – 5 pm  1 session
25.05.13  8.30 am – 5 pm  1 session
17.06.13  8.30 am – 5 pm  1 session

Electrical Contractor Registration Course—Part B Commercial (Mod EA102)
This course will help you gain the required knowledge to pass the Part B Commercial written examination.

City * $500 * S130017
19.03.13  5.30 – 9.30 pm  10 sessions
28.05.13  5.30 – 9.30 pm  10 sessions

Hazardous Area Wiring for Trade or Trade Technicians
This course is designed to provide the skills in identifying and understanding what constitutes a hazardous area, the types of explosion protection techniques used and the selection, installation and maintenance of hazardous area equipment.

City * $2640 * S130190
18.03.13  8 am – 5 pm  7 sessions
13.05.13  8 am – 5 pm  7 sessions

Inspection and Safety Testing of Electrical Equipment
This course aims 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 * $320 * S130104
25.02.13  8 am – 5 pm  2 sessions
29.04.13  8 am – 5 pm  2 sessions
24.06.13  8 am – 5 pm  2 sessions

Installation of Solid Fuel Heating Appliances
This course provides participants with the skills and knowledge to safely install and maintain solid fuel heaters in domestic situations.

City * $1600 * S130260
25.02.13  8 am – 5 pm  14 sessions
06.05.13  8 am – 5 pm  14 sessions

Cabling Provider Rule Restricted
This cabling registration allows you 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 * $320 * S130152
26.04.13  8 am – 5 pm  2 sessions
24.05.13  8 am – 5 pm  2 sessions

Certificate II in Engineering—Split Systems Air Conditioning
This course will give you the knowledge and experience to install and commission residential split-system air conditioners.

City * $1500 * S130240
10.04.13  5.30 – 9.30 pm  14 sessions
19.06.13  5.30 – 9.30 pm  14 sessions

Coaxial Cabling Techniques
This course provides cabling personnel, experienced in telecommunications cabling, and the holders of an Open Cabling Registration (CPR) with theoretical knowledge and practical skills to receive an endorsement on their current CPR registration.

City * $230 * S130013
03.04.13  8 am – 5 pm  1 session
05.06.13  8 am – 5 pm  1 session

LEA Assessment—Licensed Electrical Practical (LEP) Assessment Coaching Course
You will learn about testing, MEN systems, visual defects, RCDs and other components assessed in the LEP exam.

City * $500 * S130185
09.03.13  8 am – 5 pm  3 sessions
13.04.13  8 am – 5 pm  3 sessions
18.05.13  8 am – 5 pm  3 sessions
22.06.13  8 am – 5 pm  3 sessions

LEA Assessment—Licensed Electricians Theory (LET) Assessment Coaching Course
You will learn about electrical safety, code of practice for electrical work, low voltage electrical installation and other components assessed in the LET exam.

City * $500 * S130184
03.04.13  5.30 – 9.30 pm  6 sessions

LEA Assessment—Safe Working Practice (SWP) for Electricians Coaching Course
This course prepares you for the SWP (Safe Working Practice) Licensing Assessment.

City * $220 * S130183
02.03.13  8 am – 5 pm  1 session
18.03.13  5.30 – 9.30 pm  2 sessions
06.04.13  8 am – 5 pm  1 session
15.04.13  5.30 – 9.30 pm  2 sessions
04.05.13  8 am – 5 pm  1 session
13.05.13  5.30 – 9.30 pm  2 sessions
08.06.13  8 am – 5 pm  1 session

Lift Mechanics Cabling Provider Rule (CPR)
The aim of this course is to assist lift mechanics involved in connecting telecommunication services to lifts to gain the required knowledge to pass the RMIT Restricted Lift Cabling Provider Rule examination.

City * $240 * S130113
22.03.13  8 am – 5 pm  2 sessions
21.06.13  8 am – 5 pm  2 sessions

MCTS Training—70-662 Microsoft Exchange Server 2010, Configuring
This course provides the required knowledge and skills to configure and manage an Exchange Server 2010 messaging environment.

City * $750 * S130255
18.03.13  5.30 – 9.30 pm  10 sessions

Open CPR for Electricians and Telecommunication Cablers
The aim of this course is to provide knowledge, awareness and practical skills in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry.

City * $860 * S130159
05.03.13  8 am – 5 pm  7 sessions
05.03.13  5.30 – 9.30 pm  14 sessions
14.05.13  8 am – 5 pm  7 sessions
14.05.13  5.30 – 9.30 pm  14 sessions
Optical Fibre Cabling Techniques
You will gain an understanding of the installation of fibre optic cables and practical experience in splicing of cables, fitting of connectors, testing and a basic understanding of systems.
City = $500 + S130042
07.03.13 8 am – 5 pm  2 sessions
02.05.13 8 am – 5 pm  2 sessions
13.06.13 8 am – 5 pm  2 sessions

Optical Fibre Testing and Commissioning
You will gain understanding and thorough knowledge of testing fibre optic installations. This course and competence assessment meets the requirements for endorsement on the CPR (ICTTC013C—Perform an Accurate Cable System Test).
City = $260 + S130199
16.03.13 8 am – 5 pm  1 session
04.05.13 8 am – 5 pm  1 session
15.06.13 8 am – 5 pm  1 session

Programmable Logic Control and Automation Short Course 1
This course is designed to provide skills in identifying and programming logic functions, timers and counters on PLCs, programming and testing sequential controls and commissioning controls for their functionality. Actuators used are of fluid power nature (hydraulics and pneumatics).
City = $470 + S130054
18.02.13 5.30 – 9.30 pm  6 sessions
13.03.13 5.30 – 9.30 pm  6 sessions
11.04.13 5.30 – 9.30 pm  6 sessions

Programmable Logic Control and Automation Short Course 2
This course is designed to provide skills in designing sequential controls for typical industrial systems including peripheral functions (routines), as well as designing programs of combinational nature and integrating the PLC with fluid power drive machinery.
City = $470 + S130055
08.04.13 5.30 – 9.30 pm  6 sessions
24.04.13 5.30 – 9.30 pm  6 sessions
30.05.13 5.30 – 9.30 pm  6 sessions

Programmable Logic Control and Automation Short Course 3
This course is designed to provide skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading or offloading, and furthering skills in system diagnostics.
City = $470 + S130056
20.05.13 5.30 – 9.30 pm  6 sessions
05.06.13 5.30 – 9.30 pm  6 sessions

Optical Fibre Cabling Techniques
You will gain an understanding of the installation of fibre optic cables and practical experience in splicing of cables, fitting of connectors, testing and a basic understanding of systems.
City = $500 + S130042
07.03.13 8 am – 5 pm  2 sessions
02.05.13 8 am – 5 pm  2 sessions
13.06.13 8 am – 5 pm  2 sessions

Optical Fibre Testing and Commissioning
You will gain understanding and thorough knowledge of testing fibre optic installations. This course and competence assessment meets the requirements for endorsement on the CPR (ICTTC013C—Perform an Accurate Cable System Test).
City = $260 + S130199
16.03.13 8 am – 5 pm  1 session
04.05.13 8 am – 5 pm  1 session
15.06.13 8 am – 5 pm  1 session

Programmable Logic Control and Automation Short Course 1
This course is designed to provide skills in identifying and programming logic functions, timers and counters on PLCs, programming and testing sequential controls and commissioning controls for their functionality. Actuators used are of fluid power nature (hydraulics and pneumatics).
City = $470 + S130054
18.02.13 5.30 – 9.30 pm  6 sessions
13.03.13 5.30 – 9.30 pm  6 sessions
11.04.13 5.30 – 9.30 pm  6 sessions

Programmable Logic Control and Automation Short Course 2
This course is designed to provide skills in designing sequential controls for typical industrial systems including peripheral functions (routines), as well as designing programs of combinational nature and integrating the PLC with fluid power drive machinery.
City = $470 + S130055
08.04.13 5.30 – 9.30 pm  6 sessions
24.04.13 5.30 – 9.30 pm  6 sessions
30.05.13 5.30 – 9.30 pm  6 sessions

Programmable Logic Control and Automation Short Course 3
This course is designed to provide skills in designing sequential controls for complex but typical hydraulic and pneumatic control systems with three-position type valves, hydraulic system unloading or offloading, and furthering skills in system diagnostics.
City = $470 + S130056
20.05.13 5.30 – 9.30 pm  6 sessions
05.06.13 5.30 – 9.30 pm  6 sessions

Refrigeration and Air Conditioning—Service and Repair CO2 Refrigeration Systems
In response to the carbon tax and the drive for more environmentally responsible industries, this course was created to teach the principles needed to safely handle and apply a new environmentally friendly refrigerant, CO2 wherever required, as well as repair and service CO2 refrigeration systems.
City = $925 + S130257
03.04.13 8 am – 5 pm  2 sessions
20.06.13 8 am – 5 pm  2 sessions

Renewable Energy Grid Connect—Design and Installation
This course 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 install and design photovoltaic power systems that satisfy Clean Energy Council’s (CEC) accreditation.
City = $1650 + S130221
08.04.13 8 am – 5 pm  10 sessions
27.05.13 8 am – 5 pm  10 sessions

Renewable Energy Grid Connect—Design Only
This course is designed to provide licensed electricians and electrical engineers with the knowledge and practical skills to design photovoltaic power systems that satisfy Clean Energy Council’s (CEC) accreditation requirements. Course structure includes face-to-face delivery and practical tasks.
City = $1200 + S130219
08.04.13 8 am – 5 pm  7 sessions
27.05.13 8 am – 5 pm  7 sessions

Renewable Energy Grid Connect—Installation Only
This course is designed to provide licensed electricians with the knowledge and practical skills to install photovoltaic power systems that satisfy Clean Energy Council’s (CEC) accreditation requirements. It includes face-to-face delivery and practical tasks.
City = $980 + S130220
08.04.13 8 am – 5 pm  6 sessions
27.05.13 8 am – 5 pm  6 sessions

Restricted Electrical Workers Licence
This course is offered to maintenance and service personnel who wish to sit the 1B theory and practical examination. The program of study meets the requirements of Energy Safe Victoria.
City = $850 + S130090
04.02.13 5.30 – 9.30 pm  14 sessions
13.02.13 8 am – 5 pm  7 sessions
08.04.13 5.30 – 9.30 pm  14 sessions
10.04.13 8 am – 5 pm  7 sessions
03.06.13 5.30 – 9.30 pm  14 sessions
05.06.13 8 am – 5 pm  7 sessions

Restricted Electrical Workers Licence
Class 1, Fault Finding
This course is for experienced technicians with a Class II licence only. This course includes an external practical exam.
City = $400 + S130258
22.03.13 8 am – 5 pm  2 sessions
17.05.13 8 am – 5 pm  2 sessions

Satellite TVRO Installation
The aim of this course is to provide personnel in the TV service industry with an introduction to Satellite TVRO systems, their operation and installation.
City = $220 + S130060
18.03.13 8 am – 5 pm  1 session
03.06.13 8 am – 5 pm  1 session

Solar Awareness for Non Electricians
This course will provide you with the knowledge and skills to be able to recognise and safely disconnect solar installations.
City = $190 + S130253
15.04.13 8 am – 5 pm  1 session
17.06.13 8 am – 5 pm  1 session

SolidWorks
You will be introduced to basic 3D modelling, sketching exercises and assemblies using SolidWorks. You will explore the tools for detail drawing, 3D model construction and manipulation of computer generated models.
Brunswick = $980 + S320118
01.05.13 6 – 9 pm  8 sessions

Structured Cabling Techniques
This is the aim of this course is to assist and provide cabling personnel experienced in telecommunications cabling, and the holders of an Open Cabling Registration (CPR), with the theoretical knowledge and practical skills to be able to receive an endorsement on their CPR.
City = $460 + S130109
09.03.13 8 am – 5 pm  2 sessions
04.05.13 8 am – 5 pm  2 sessions

TV Antenna Systems Planning, Design and Installation
This course provides personnel in the TV antenna installation industry with the skills and knowledge necessary to design and install small and large TV antenna receiving systems (MATC/CATV).
City = $220 + S130069
25.03.13 8 am – 5 pm  1 session
17.06.13 8 am – 5 pm  1 session

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au or www.singlecourses.rmit.edu.au
Environment and planning

**Solar Awareness for Electricians**
This course will provide participants with the knowledge and skills to be able to recognise and safely connect solar installations.

City  * $290  * S130236  
15.04.13  8 am – 5 pm  1 session

**Solar Inspection for Electrical Inspectors**
This course will provide you with the knowledge and skills to safely prepare, conduct and report on the detailed inspection and testing of wiring systems and accessories, installed to provide control and protection of standby or co-generation electricity supply systems and standalone power systems.

City  * $695  * S130227  
18.03.13  8 am – 5 pm  2 sessions  
27.05.13  8 am – 5 pm  2 sessions

Health and medical sciences

**Food as Medicine in Practice**
This course provides a 30 hour introduction to the use of food as medicine and the evidence base underpinning selected therapeutic/functional foods. It is online and can be completed at your own pace.

Bundoora  * $750  * S150075  
25.02.13  Self-paced  30 hours  
25.03.13  Self-paced  30 hours

**Positive Psychology in Practice**
Positive Psychology focuses on understanding and cultivating flourishing and achievement in individuals, groups, and organisations. In this course, you will learn how to apply interventions designed to enhance psychological wellbeing and resilience.

Bundoora  * $750  * S150094  
25.02.13  Self-paced  30 hours  
25.03.13  Self-paced  30 hours

**Transfusion Science Workshop—Intermediate**
This five day workshop is designed for medical scientists and technicians working in blood banks as part of staff rotations, or as a refresher program for individuals returning to practice.

Bundoora  * $1800  * S160014  
04.02.13  9 am – 5 pm  5 sessions

**Venepuncture**
This is a practical hands-on course in a small group environment. It includes an overview of risks associated with blood collection and relevant first aid, infection control and occupational health and safety precautions when performing vacutainer, needle, syringe and butterfly collection methods.

City  * $180  * S155103  
22.02.13  10 am – 4 pm  1 session  
29.03.13  10 am – 4 pm  1 session  
03.05.13  10 am – 4 pm  1 session
Short course enrolment form

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

Course name | Course code | Start date | Fee
---|---|---|---

Your details

Client number (if known) | Date of birth | Male | Female

Title | First name(s)

Last name

Company (if applicable)

Postal address

Suburb | State | Postcode

Email

Mobile | Phone

How did you hear about the course(s)?

Billing details

☐ Same address as above | ☐ Alternative billing address (complete details below)

Company | Contact name

Postal address

Suburb | State | Postcode

Phone | Email

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

☐ Healthcare/Pensioner card (copy must be provided with enrolment form) | ☐ RMIT student | ☐ RMIT alumni | ☐ RMIT staff

Provide your RMIT number for verification

Payment details

☐ Visa | ☐ Cheque/Money Order (payable to RMIT Training Pty Ltd)

☐ MasterCard | ☐ Invoice (please attach a company purchase order/letter of authority)

Card number

Expiry date | CVV (the last three digits on the back of your card)

Cardholder’s name

Signature

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.

☐ I accept these terms and conditions | Signature | Date

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 calling +61 3 9925 8111.

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

Enrol online at
www.shortcourses.rmit.edu.au
Email enrolment form to
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

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au or www.singlecourses.rmit.edu.au
A different study pathway

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

A single course could be ideal for you 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 a first year single course from an RMIT degree program, you may be able to reapply at the next intake and obtain exemptions after enrolling.

For more information and to enrol visit www.singlecourses.rmit.edu.au or call +61 3 9925 8111.

Student profile:
Krystal Caruana

“I chose Computational Mathematics to further extend my mathematical knowledge and allow me to pursue a career in teaching and pass my knowledge to others. This course exceeded my expectations. It was easy to follow and related to ‘real world issues’. I find it easier to learn when you know why you are learning it. The topics covered can be directly transposed to the workforce.

I would recommend this course to those who seek careers in engineering, computer science, applied science and teaching. The overall single course experience was a positive one and has reinforced my passion for mathematics and teaching.”
<table>
<thead>
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<th>Credit points</th>
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**College of Science, Engineering and Health**

**School of Aerospace, Mechanical and Manufacturing Engineering**

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Legend: UG Undergraduate, PG Postgraduate, R Research, P Prerequisites, A University approval required, C City campus, B Bundoora campus, B Brunswick campus

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

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**Legend:**
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- **PG**: Postgraduate
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- **P**: Prerequisites
- **A**: University approval required
- **C**: City campus
- **B**: Bundoora campus
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Single course application information
Semester 1 2013

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 RMIT 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.

What else do I need to know?
» Further information including 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.

» If you are a current local RMIT student you 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 and 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.
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.

Dates
<table>
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<th>Semester</th>
<th>Enrolment Period</th>
<th>Teaching Period</th>
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<td>Summer</td>
<td>Opens 26 Nov*</td>
<td>1 Jan – 31 Mar</td>
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<td>Semester 1</td>
<td>4 – 22 Feb</td>
<td>4 Mar – 31 May</td>
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<tr>
<td>Semester 2</td>
<td>1 – 19 Jul</td>
<td>22 Jul – 18 Oct</td>
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*Enrolments are taken until a week prior to the course commencement 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 8006

Online
Enrol online
www.shortcourses.rmit.edu.au

Email application form to 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
Single course application form

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

Please use one application form per course.

Course name

Your details

<table>
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<th>Course code</th>
<th>Semester</th>
<th>Fee</th>
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Client number (if known) Date of birth  
Male  Female

Title  First name(s)

Last name

Company (if applicable)

Postal address

Suburb  State  Postcode

Email

Mobile  Phone

How did you hear about the course(s)?

Billing details

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<th>Alternative billing address (complete details below)</th>
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Company  Contact name

Postal address

Suburb  State  Postcode

Phone  Email

Are you eligible for a discount?

RMIT alumni  RMIT staff

Provide your RMIT number for verification

Payment details

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<th>Visa</th>
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<th>MasterCard</th>
<th>Invoice (please supply a company purchase order/letter of authority)</th>
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Card number

Expiry date  CVV (the last three digits on the back of your card)

Cardholder’s name

Signature

Citizenship details

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<th>Citizen of Australia or New Zealand/Permanent Resident of Australia (evidence must be supplied on request)</th>
<th>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.)</th>
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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, and that conditions may apply. I have read and accepted RMIT Training Pty Ltd’s single course terms and conditions.

Signature  Date

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 calling +61 3 9925 8111.
Current course information and individual course flyers are available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au) or [www.singlecourses.rmit.edu.au](http://www.singlecourses.rmit.edu.au).
### Enquiries and Enrolments

Tel: +61 3 9925 8111  
Fax: +61 3 9925 8298  
Email: enquiries@rmit.edu.au

www.shortcourses.rmit.edu.au  
www.singlecourses.rmit.edu.au

### RMIT Campus Locations

City | Brunswick | Bundoora

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### Interact with RMIT

You can now interact with RMIT through several web, mobile and social networking tools listed at www.rmit.edu.au/interact

- [www.facebook.com/RMITUniversity](http://www.facebook.com/RMITUniversity)
- [http://twitter.com/rmit](http://twitter.com/rmit)
- [www.youtube.com/user/rmitmedia](http://www.youtube.com/user/rmitmedia)