Reinvent yourself
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Enquiries and Enrolments

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

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Every effort has been made to ensure the information contained in this publication is accurate at the date of printing. For the most up-to-date information, please refer to www.shortcourses.rmit.edu.au before booking a course. Published in June 2016.
Why RMIT?

RMIT is a global university of technology and design and Australia’s largest tertiary institution. The University enjoys an international reputation for excellence in practical education and outcome-oriented research.

RMIT courses are constantly updated to meet the changing needs of business and the broader community, and to provide you with specialised content relevant to professional and personal success in a rapidly changing world.

Taking a short 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

Many of our courses also provide pathways into further studies.

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.

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

Single Courses

RMIT also offers a range of single courses, which are subjects from degrees that are available for you to study even if you’re not enrolled as a university student. View our range of single courses at www.singlecourses.rmit.edu.au.

Enrol Online

You can enrol online for short courses at www.shortcourses.rmit.edu.au
## Architecture

### 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** • $575 • S320078
  - Tue 12.7.2016 6–9pm 8 sessions
  - Tue 4.10.2016 6–9pm 8 sessions

### AutoCAD – Level 1
You will be provided with a comprehensive introduction to creating 2D drawings using AutoCAD software. The course focuses on basic drafting techniques so will suit users across a broad range of industries. You will gain hands-on experience using AutoCAD through a series of practical exercises.

- **CITY** • $890 • S320001
  - Sat 2.7.2016 9am–5pm 4 sessions
  - Sat 30.7.2016 9am–5pm 4 sessions
  - Tue 9.8.2016 9am–5pm 4 sessions
  - Sat 3.9.2016 9am–5pm 4 sessions
  - Mon 19.9.2016 9am–5pm 4 sessions
  - Sat 8.10.2016 9am–5pm 4 sessions

### AutoCAD – Level 2
Developed for practitioners with existing AutoCAD skills, the course is aimed at refining and further developing drawing and drafting productivity techniques. Delivery is through a combination of demonstration and practical exercises.

- **CITY** • $890 • S320002
  - Sat 27.8.2016 9am–5pm 4 sessions
  - Mon 3.10.2016 6–9.15pm 8 sessions

### Revit Architecture – Level 1
You will be introduced to Revit Architecture, a powerful building modeller for architectural design and documentation in 2D and 3D. The course is delivered through theory, demonstrations and practical work. You will gain hands-on experience using Revit’s modelling and documentation commands.

- **CITY** • $1090 • S320080
  - Sat 30.7.2016 9am–5pm 4 sessions
  - Sat 5.11.2016 9am–5pm 4 sessions

### Revit Architecture – Level 2
You will explore Revit’s advanced productivity tools with an emphasis on families and custom elements. The course is delivered through theory, demonstrations and practical application. You will gain hands-on experience through practical exercises based on Australian conditions.

- **CITY** • $1090 • S320080
  - Sat 30.7.2016 9am–5pm 4 sessions
  - Sat 5.11.2016 9am–5pm 4 sessions

### Rhinoceros – Level 1: 3D Modelling with an Introduction to Grasshopper
You will be introduced to Rhinoceros 3D modelling. This course provides participants with a comprehensive understanding of a workflow for developing 3D models using Rhino command, including the creation of sculptural forms for 3D printing.

- **CITY** • $890 • S320194
  - Sat 20.8.2016 10am–5pm 4 sessions
  - Sat 5.11.2016 10am–5pm 4 sessions

### SolidWorks – Level 1
You will be introduced to 3D modelling, sketching and assembly creation using SolidWorks. You will learn how to create and manipulate 3D models and how to generate detail drawings. The course will include a practical guide to creating models for 3D printing and getting those files printed.

- **CITY** • $990 • S320118
  - Sat 23.7.2016 10am–5pm 4 sessions
  - Sat 8.10.2016 10am–5pm 4 sessions
  - Mon 21.11.2016 10am–5pm 4 sessions

## Craft

### Artist Books
In this course you will explore the papermaking and book techniques used for artist books’ presentation of visual information and ideas.

- **BRUNSWICK** • $520 • S320197
  - Tue 6.9.2016 6.30–9.30pm 10 sessions

### Book Repair and Restoration
You will undertake practical exercises in bookbinding and finishing to an intermediate/advanced level, depending on ability. You will work on your own projects under the supervision and direction of experienced staff.

- **BRUNSWICK** • $560 • S320178
  - Thu 7.7.2016 6–9pm 10 sessions

### Bookbinding – Introduction
You will undertake practical exercises in bookbinding and finishing. This course is designed for those interested in the introductory aspects of bookbinding, book restoration and gold blocking.

- **BRUNSWICK** • $650 • S320176
  - Tue 5.7.2016 6.30–9.30pm 8 sessions

### Bookbinding – Intermediate
This course complements Bookbinding – Introduction. You will undertake one major project for the duration of the course to consolidate existing skills and to learn new methods.

- **BRUNSWICK** • $500 • S320177
  - Tue 5.7.2016 6.30–9.30pm 8 sessions
Jewellery and Accessories Making
Learn to design and complete wearable works creating a variety of components for pendants, clasps, neckpieces, garment fixing, earrings or bangles. Be introduced to basic techniques in metal jewellery and accessory making and explore how different techniques such as hand sewing can be applied to metal.

**Adobe Photoshop for Fashion – Introduction**
The aim of this course is to introduce participants to the use of Adobe InDesign for the fashion and textile industry. The software can be used to develop range books, promotional presentations, digital and print publications and marketing materials. Prerequisites apply.

**Adobe Photoshop for Fashion – Introduction**
This course introduces the use of Adobe Photoshop software to develop artwork using hand drawings and photographic images relevant to the fashion and textile industry. This is a beginner-level course. Combine this course with the Adobe Illustrator for Fashion – Introduction for a discount.

Creative Business: Selling Your Work
Have you ever wanted to learn how to sell your fashion, design or craft wares in the retail marketplace? This course will prepare you for selling online, in brick and mortar stores and at markets. Come away with a realistic plan to take your creative talents to the next level.

Jewellery and Accessories: 3D Modelling and Printing
This course offers an introduction to Rhinoceros 3D modelling software and 3D printing, with an emphasis on designing and 3D printing a ring, clasp, button, garment fixing or small container. Prerequisites apply.

**Adobe InDesign for Fashion – Introduction**
This course gives an understanding of Adobe InDesign and its use in the fashion and textile industry. Participants will be introduced to the layout of range books and how different design elements are used to create, in print, digital designs and presentations. Prerequisites apply.

**Adobe Illustrator for Fashion – Introduction**
This course introduces the use of Adobe Illustrator. The course will include new techniques and skills used to develop artwork relevant to fashion and textile design. This is a beginner-level course. Combine this course with the Adobe Photoshop for Fashion – Introduction for a discount.

Digital Textiles Printing
Learn to produce digital prints in our state-of-the-art print studio. Be introduced to digital textiles and explore the diversity and range of outcomes you can create using your own designs.

Fashion and Textiles
Adobe Illustrator and Photoshop for Fashion – Introduction
This course introduces the use of Adobe Photoshop and Illustrator specifically for the fashion and textile industry. It will include new techniques and skills in the use of both these programs to develop artwork relevant to fashion and textile design. This is a beginner-level course.

**Adobe Illustrator for Fashion – Introduction**
This course introduces the use of Adobe Illustrator. The course will include new techniques and skills used to develop artwork relevant to fashion and textile design. This is a beginner-level course. Combine this course with the Adobe Photoshop for Fashion – Introduction for a discount.

Bag Making 1: Clutch Bag
This course will teach you to design and create a clutch bag in leather, as well as the introductory knowledge associated with bag making. Learn under the expert guidance of our tutor in our fully equipped leather working studio.

**Bag Making 2: Gusseted Hand Bag**
This course will teach you to design and create a gusseted hand bag, with strap and internal zip pocket, building on the skills already gained in the Bag Making 1: Clutch Bag course. Prerequisites apply.

**Bag Making 2: Tote Bag**
This course will teach you to design and create a tote bag, including design and pattern making, leather skiving and folding and attaching standard fittings. This course builds on the skills already gained in the Bag Making 1: Clutch Bag course. Prerequisites apply.

**Cosplay: Techniques for Costume Design and Fabrication**
Have you ever wanted to cosplay at Armageddon, Oz Comic Con or Supanova? Do you dream of winning best costume at the office Halloween party? Do you want to look better in armour? Learn fabrication and design techniques that will take your costume from 'pretty cool' to 'screen accurate' and beyond.

Jewellery and Accessories: Upcycling
Explore working with reclaimed materials and upcycling to create new jewellery and accessory wearables. Beginning with recycled elements, you will deconstruct items and redesign with addition of other found objects and materials using a variety of simple hand tools and cold joining techniques.

Fashion Blogging: How to Create a Fashion Blog
The perfect introduction to fashion blogging with Lady Melbourne’s Phoebe Montague. Learn how to set up your own blog or finesse an existing one. Discover the art of fabulous image selection alongside writing and editing engaging content to keep your blog readers fashion-savvy and fashion-happy.

Costume Design/uni00A0and Fabrication
Do you dream of winning best costume at the office Halloween party? Do you want to look better in armour? Learn fabrication and design techniques that will take your costume from ‘pretty cool’ to ‘screen accurate’ and beyond.

Creative Business: Selling Your Work
Have you ever wanted to learn how to sell your fashion, design or craft wares in the retail marketplace? This course will prepare you for selling online, in brick and mortar stores and at markets. Come away with a realistic plan to take your creative talents to the next level.

"The course gave me a good understanding of the types of print processes used in commercial fashion design and the materials best suited to each process. We learnt everything from basic file and artwork set up right through to setting up the machines ourselves for print. I found the course to be very informative and I was happy to be able to take home a large selection of my own prints."

Carrie Retallack
Digital Textiles Printing student

More course dates, information, prerequisites and individual course flyers available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Facilitator Profile
Franco Shifilliti

Course: Fashion Styling

Franco has worked as a freelance fashion stylist for 14 years. Before this, he was a lifestyle stylist for Myer for 13 years, where he was responsible for styling their catalogues.

Franco has styled international supermodel Carmen Kass, Hollywood actress Bo Derek and Australian sporting icon Cathy Freeman, among others.

His creative talents are well displayed in the various fashion shows he has styled. These have included the RMIT Metamorphis show for the 2009 L’Oréal Melbourne Fashion Festival, various shows for Collins Place, Myer Melbourne and Melbourne Spring Fashion Week. He has worked with Chadstone Shopping Centre staging a Spring Racing fashion show, has styled the fashion shows for the Australian Sheep & Wool Show in Bendigo, and produced and styled the spring fashion launch for Burbside Village.

His corporate clients include Bulgari, Victoria Racing Club, Kenzo Homme and Replay Footwear.

Franco is currently one of the stylists at Chadstone Shopping Centre.

Fashion Business: Best Practice Marketing and PR

Be introduced to the major marketing channels available including PR, social and email, as well as content marketing and digital advertising. Perfect for fashion businesses wanting to find out how to manage their marketing more effectively to reach more customers and increase sales.

BRUNSWICK • $220 • S350383
Sat 2.7.2016 1–5pm 1 session
Fri 11.11.2016 1–5pm 1 session

Fashion Business: Customer Discovery and Marketing Channels

Starting a new fashion business and finding your dream customers requires clever use of modern marketing and PR methods. In this hands-on class you’ll learn the practical skills you need to discover who your target customer is and how to reach them.

BRUNSWICK • $180 • S350382
Sat 2.7.2016 9.30am–12.30pm 1 session
Fri 11.11.2016 9.30am–12.30pm 1 session

Fashion Business: Dealing with Offshore Manufacturers

An outline of what you need to know to work with overseas suppliers to source and develop new products. The course covers practical requirements as well as tips for getting the best product at the best price.

BRUNSWICK • $370 • S350378
Thu 23.6.2016 10am–4.30pm 1 session
Thu 17.11.2016 10am–4.30pm 1 session

Fashion Business: Specifications

Learn the importance of the specification or technical pack in the textiles, fashion and clothing industry, and how to write one.

BRUNSWICK • $370 • S350377
Wed 22.6.2016 10am–4.30pm 1 session
Wed 16.11.2016 10am–4.30pm 1 session

Fashion Business: Start Ups – What You Need to Know

What you need to know about product development (apparel or textile homewares) to start a new business. This course covers all elements of the product side of the business, from initial concept through to delivery into your warehouse.

BRUNSWICK • $370 • S350376
Tue 21.6.2016 10am–4.30pm 1 session
Tue 15.11.2016 10am–4.30pm 1 session
Pattern Drafting
You will learn how to draft and fit basic women’s blocks to your own measurements and develop the skills required to draft and fit made-to-measure garments for yourself or clients.

BRUNSWICK • $965 • S350324
Mon 18.7.2016 6–9pm 10 sessions

Patternmaking
This course covers basic patternmaking techniques. You will develop base style patterns from the provided basic/foundation blocks. A choice of Australian standard sizes 8 to 20 basic/foundation block patterns will be available.

BRUNSWICK • $695 • S350203
Sat 20.8.2016 10am–4.30pm 5 sessions
Mon 3.10.2016 6–9pm 10 sessions

Patternmaking 2: Draping Fabrics on the Stand to Make Patterns
You will develop the skills and knowledge required to use draping techniques for creating a basic fitted foundation. This applies to the creation of fitted blocks such as a bodice and a skirt. Draping is conducted on a body form such as a mannequin or model. Prerequisites apply.

BRUNSWICK • $755 • S350371
Sat 24.9.2016 10am–4.30pm 5 sessions

Patternmaking: Make a Pattern from Your Favourite Garment
Do you have a garment you love that you would like to replicate? This is a course for complete beginners who would like to learn how to make a pattern from an existing garment so that they can make the garment again themselves.

BRUNSWICK • $175 • S350385
Sat 6.8.2016 10am–4.30pm 1 session
Sat 5.11.2016 10am–4.30pm 1 session

Photographic Screen Printing
Learn the art of screen printing using the photo-emulsion method. You will explore the diversity and range of outcomes you can create using your own designs printed on to paper or fabric, as you produce T-shirts, tote bags, pillow slips or tea towels.

BRUNSWICK • $570 • S350356
Sat 25.6.2016 10am–4.30pm 3 sessions
Sat 5.11.2016 10am–4.30pm 3 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
Mon 21.11.2016 9am–5pm 1 session
Wed 23.11.2016 9am–5pm 1 session
Thu 24.11.2016 9am–5pm 1 session
Fri 25.11.2016 9am–5pm 1 session

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 • $655 • S350234
Sat 9.7.2016 10am–1pm 10 sessions
Tue 12.7.2016 6–9pm 10 sessions
Thu 14.7.2016 6–9pm 10 sessions
Wed 20.8.2016 6–9pm 10 sessions
Sat 24.9.2016 10am–1pm 10 sessions

Sewing 2: Alterations and Upcycling
In this course you will learn alteration tricks and tips to create unique and wonderful garments from your long-forgotten wardrobe favourites and upcycled treasures. Bring along two or three garments of your choice and transform them into new outfits that fit perfectly. Prerequisites apply.

BRUNSWICK • $395 • S350358
Mon 24.10.2016 6–9pm 6 sessions

Sewing 2: BYO Project
This course is for those who have completed the RMIT Sewing short course (or equivalent) and would like to extend their practice. Bring in continuing projects and use the facilities at RMIT under the supervision and guidance of one of our experienced tutors. Prerequisites apply.

BRUNSWICK • $395 • S350351
Sat 10.9.2016 10am–4.30pm 3 sessions

Sewing 2: Fabric Manipulations and Embellishments
You will be introduced to a range of fabric manipulations and surface embellishments that can be applied to fabrics, including folding, pleating, tucking, shirring and flower making. Develop a piece of fabric/trim that can be used as the starting point for a new garment. Prerequisites apply.

BRUNSWICK • $395 • S350361
Mon 18.7.2016 6–9pm 6 sessions

Sewing 2: Introduction to Tailoring
This course is for students who have completed the Sewing short course at RMIT (or equivalent) and would like to extend their practice. This course will introduce participants to the tailoring techniques found in both bespoke and mass-produced tailored jackets. Prerequisites apply.

BRUNSWICK • $695 • S350372
Wed 22.6.2016 6–9pm 10 sessions

Sewing Intensive
Over five full days, you will learn to make your own trendy clothes that suit and actually fit your body. You will learn techniques of top designers, as well as how to fit and adjust commercial patterns to your size so your garments look professionally made.

BRUNSWICK • $655 • S350357
Mon 27.6.2016 10am–4.30pm 5 sessions
Sat 5.11.2016 10am–4.30pm 5 sessions
Mon 21.11.2016 10am–4.30pm 5 sessions

Shoe Making – Intensive: Clog
Would you love to make your own pair of shoes/sandals? Want to make yourself a unique pair of Scandinavian-inspired clogs to wear this summer? Be introduced to making footwear by hand in our state-of-the-art leather working studio, under the tuition of an industry expert.

BRUNSWICK • $650 • S350365
Sat 24.9.2016 10am–4.30pm 4 sessions

Great course, with flexibility to be creative at your own pace.

Eleanor Sparks
Sewing student
Shoe Making – Intensive: Derby
This intensive is ideal for people interested in the craft of designing and making footwear by hand. Learn the art of shoe making from industry experts and make an amazing pair of low-heeled ballet flats or unisex Derby lace-ups in this intensive five-day (Saturday) course.

> BRUNSWICK • $845 • S350352
Sat 20.8.2016 10am–4.30pm 5 sessions

Shoe Making: Creating Footwear by Hand
This course is ideal for people interested in the craft of designing and making footwear by hand. Learn the art of shoe making from industry experts and make an amazing pair of low-heeled ballet flats or unisex Derby lace-ups in this 42-hour foundation course.

> BRUNSWICK • $1045 • S350230
Mon 5.9.2016 6–9pm 14 sessions

Textile Design: Botanical Drawing and Pattern Repeats
This course will give you fresh inspiration for your observational drawing and painting skills, tips and techniques about colour and how to paint in watercolour for textile designs. You will then work with Photoshop to create patterns and digitised print-ready images.

> BRUNSWICK • $550 • S350387
Sat 8.10.2016 10am–4.30pm 3 sessions

Fine and visual art

Fundamentals of Calligraphy
You will be introduced to this thriving art form, with a firm grounding in the historical alphabets using the broad pen. Lessons touch on history and give thorough in-depth instruction on creating each letter of each featured alphabet. Have fun while learning the craft.

> BRUNSWICK • $520 • S320220
Mon 1.8.2016 6–9pm 12 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 • $595 • S320040
Wed 5.10.2016 6–9pm 8 sessions

Illustration: Styles and Techniques
This project-based course is designed to develop an illustration folio using a variety of techniques, styles and media. You will explore collage, pen, brush and wash work for a range of contexts such as books, magazines, packaging and cards.

> BRUNSWICK • $570 • S320121
Wed 10.8.2016 6–9pm 6 sessions

Folio preparation and career discovery

Career Discovery in Fashion and Textiles
You will be introduced to the world of fashion and textiles with a series of presentations and workshops delivered by university and industry experts. Work produced in the workshops (design exploration, drawing, textile experimentation etc.) may be suitable for inclusion in your portfolio.

> BRUNSWICK • $295 • S350337
Wed 29.6.2016 8.45am–4pm 2 sessions
Wed 31.8.2016 8.45am–4pm 2 sessions

Portfolio Development in Fashion and Textiles
This course will be conducted by experienced RMIT practitioners. You will experiment in different media and in various aspects of fashion and textiles exploration and to document the ‘ideas generation’ process you have engaged in.

> BRUNSWICK • $595 • S350348
Sat 24.9.2016 10am–4.30pm 4 sessions

Portfolio Preparation in 3D Product Design
You will be introduced to some simple drawing techniques for planning and recording ideas for 3D projects, as well as introductory concept development applicable to 3D design. You will work to set briefs with teacher feedback and guidance to produce working drawings and models.

> CITY • $450 • S320038
Mon 26.9.2016 9.30am–4.30pm 4 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 • $450 • S320082
Mon 26.9.2016 9.30am–4.30pm 4 sessions

Portfolio Preparation in Graphic Design – Level 2
This is a practical project-based course that focuses on idea generation, concept development and the creation of text and image design through longer, more in-depth projects than in Level 1. You will work to set briefs interpreted in an individual way with teacher guidance and feedback.

> BRUNSWICK • $450 • S320087
Mon 26.9.2016 9.30am–4.30pm 4 sessions

Portfolio Preparation in Interior Decoration
You will get an insight into the specific standards and requirements of interior decoration. The course will help you refine your design approach and gain experience in presentation techniques. You will be provided with a broad overview of some of the key areas relevant to interior decoration.

> CITY • $450 • S320012
Mon 26.9.2016 9.30am–4.30pm 4 sessions

Portfolio Preparation in Visual Merchandising
You will gain skills in sketching techniques, studio workshop process and arranging merchandise. You will be involved in store display and design, exhibition design, photographic styling and theming, and work through your own practical visual merchandising project.

> CITY • $450 • S320044
Mon 26.9.2016 9.30am–4.30pm 4 sessions
Graphic and communication design

Adobe Illustrator – Level 1
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 • $620 • S320181
Wed 13.7.2016 6–9pm 7 sessions
Sat 16.7.2016 1.30–5.30pm 5 sessions
Sat 17.9.2016 9am–1pm 5 sessions
Wed 5.10.2016 6–9pm 7 sessions

Adobe InDesign – Level 1
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 • $620 • S320182
Wed 13.7.2016 6–9pm 7 sessions
Sat 16.7.2016 9am–1pm 5 sessions
Wed 5.10.2016 6–9pm 7 sessions

Adobe Photoshop – Level 1
In this course you will be introduced to the fundamental functions and tools of Photoshop. You will learn about layers and layer masks, transform techniques, photographic touching, enhancing images and using filters, file management, how images work on the web and more.

BRUNSWICK • $620 • S320183
Mon 25.7.2016 6–9pm 7 sessions
Sat 17.9.2016 1.30–5.30pm 5 sessions
Mon 3.10.2016 6–9pm 7 sessions

Adobe Suite for Design and Presentation – Level 1
This course will cover essential Adobe Illustrator, Photoshop and InDesign techniques that will allow you to produce professional graphic materials. The focus is on creating posters for your design presentations.

BRUNSWICK • $500 • S320179
Tue 19.7.2016 6–9pm 8 sessions
Thu 21.7.2016 6–9pm 8 sessions
Tue 6.9.2016 6–9pm 8 sessions

Adobe Suite for Design and Presentation – Level 2
If you know the basics of the Adobe Creative Suite and want to take your skills further, this course is for you. You will produce professional flyers, brochures and newsletters using industry-standard courseware and techniques.

CITY • $500 • S320180
Tue 8.11.2016 6–9pm 6 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 • $650 • S320132
Thu 14.7.2016 6–9pm 12 sessions

Graphic Design: Type and Image Fundamentals
You will explore the principles and elements that are the foundation of design. You will explore typography including an introduction to core principles of use, elements of type, overview of selected fonts and font designers, and practical applications of typography, both traditional and experimental.

BRUNSWICK • $650 • S320131
Tue 12.7.2016 6–9pm 12 sessions

Packaging Design
You will learn the elements of packaging design while covering a wide variety of packaging methods and materials. The focus of the course is on using the design process to create practical, commercially appropriate packaging designs.

CITY • $400 • S320216
Sat 27.8.2016 10am–3pm 4 sessions

Industrial, furniture and product design

3D Modelling Workshop
You will learn how models are made and how to make your own models. This will cover new technology available as well as traditional techniques. It will enable you to continue on to creating more complex models using a range of skills and equipment, including rapid prototyping.

CITY • $400 • S320174
Wed 20.7.2016 6–9pm 5 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 • $520 • S320030
Thu 14.7.2016 5.30–8.30pm 8 sessions
Sat 8.10.2016 9.30am–4.30pm 4 sessions

Furniture Design
You will develop your furniture designs from concept sketch to producing full documentation. Your design will be realised either by building a scale model or a 1:1 prototype. You will use SketchUp to produce 3D views and a combination of model-making materials to produce a physical model.

CITY • $420 • S320199
Wed 6.7.2016 6–9pm 6 sessions

Japanese Joinery – Level 1
Fascinated by the refined craftsmanship of Japanese joinery? This course is led by a traditionally trained Japanese craftsman and provides beginners with a hands-on introduction to Japanese joinery. Each session will involve both theory and practice preparing different Japanese joints.

CITY • $540 • S320208
Mon 22.8.2016 6–9pm 6 sessions
Mon 10.10.2016 6–9pm 6 sessions

More course dates, information, prerequisites and individual course flyers available at www.shortcourses.rmit.edu.au
Creative Lighting Design
Be introduced to the impact of light and architecture. The focus is on the art of lighting to create exciting, vibrant and functional environments. Explore lighting terminology, techniques and demands for interiors, commercial, urban, retail and domestic projects.

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.

Designing Bathrooms and Laundries
You will learn the fundamentals of bathroom and laundry design. Layout, trends in materials, finishes, fittings and fixtures will be explored. Whether you are renovating or building, learning how to approach the development of these rooms is a valuable tool and can make the process less daunting.

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.

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 furnishing, furniture styles, renovation techniques, application of decorative materials, and surface coatings selection.

Kitchen Design – Introduction
Are you about to renovate your kitchen? Would you like to design it yourself but don’t know where to start? This course teaches the basic principles of kitchen planning and design, current trends, materials selection, application of materials and the latest technology in kitchen appliances.

Wabi Sabi – Japanese Principles for Interior Design
Discover Wabi Sabi – the Japanese art of appreciating the imperfect. An aesthetic for finding a way of living with what you have, and finding ‘the new appreciation’ of what may not be ‘perfect’. It involves more than decorating – Wabi Sabi is an understanding of what ‘less is more’ means.

Styling
Japanese Aesthetics: From Flower Arrangements to Contemporary Art
You will explore the world of Japanese aesthetics through theory and practical exercises. The first lessons focus on ikebana, the art of Japanese flower arranging. Later lessons involve group work, analysing a variety of Japanese aesthetic expressions – food, gardens, architecture and kimono.

Styling for Food Photography – Level 1
You will learn the basics of food styling and tips and tricks for preparing food for the ideal shot. A range of food themes will be investigated with styling and props to suit various themes.

Styling for Food Photography – Level 2
You will learn advanced components of styling for food photography. A variety of food themes, hero shots, styling and props will be explored. Professional cooking presentations, photography studio time, discussions and presentations are included to advance and explore the role of a stylist.

Styling for Photography
You will be introduced to the styling profession and take a behind-the-scenes look at the tips and tricks and plain hard work that goes into preparing a product for the perfect shot. You will explore food, fashion and interior styling and complete a hands-on brief with your own props.

Styling for Retail and Display – Level 1
This course builds on the Level 1 course and introduces mannequin styling and creating larger displays. You will create your own displays and props and will be encouraged to use wares from your workplace.

Styling for Retail and Display – Level 2
This course builds on the Level 1 course and introduces mannequin styling and creating larger displays. You will create your own displays and props and will be encouraged to use wares from your workplace.

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.

Visual Merchandising: Styling for Retail and Display – Level 1
You will learn the fundamentals of styling visual presentations for a range of product categories. You will be introduced to a variety of hands-on techniques to merchandise products, produce your own displays and props, and be exposed to a range of merchandise for display.

Visual Merchandising: Styling for Retail and Display – Level 2
This course builds on the Level 1 course and introduces mannequin styling and creating larger displays. You will create your own displays and props and will be encouraged to use wares from your workplace.

Gift Vouchers
RMIT Short Courses gift vouchers can be redeemed for any available courses and can make a unique gift.

For more information visit www.shortcourses.rmit.edu.au/page/gift_voucher
Building, Construction and Planning

Cabling – Open CPR Conversion Program for Electricians and Communication Cablers
This Cabling Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security and fire cablers to perform cabling activities beyond an approved device.

- **CITY** • **$900** • S130159
  - **Tue 2.8.2016**  8am–5pm  7 sessions

Cabling – Restricted Cabling Registration
This Cabling Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved device.

- **CITY** • **$480** • S130152
  - **Fri 12.8.2016**  8am–5pm  2 sessions

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

- **CITY** • **$150** • S130210
  - **Sat 6.8.2016**  8am–5pm  1 session
  - **Mon 3.10.2016**  8am–5pm  1 session

Electrical Contractor Registration Course – Part B Commercial
You will gain the required knowledge to pass the Part B Commercial written examination.

- **CITY** • **$630** • S130017
  - **Tue 6.9.2016**  5.30–9.30pm  10 sessions

Inspector 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** • **$470** • S130104
  - **Mon 18.7.2016**  8am–5pm  2 sessions

LEA Assessment – Safe Working Practice (SWP) for Electricians Coaching Course
This course prepares you for the SWP Licensing Assessment. It covers safe disconnection and reconnection of permanently wired electrical appliances to AS/NZ3000:2007 and testing of appliances prior to reconnection and commissioning.

- **CITY** • **$300** • S130183
  - **Sat 6.8.2016**  8am–5pm  1 session

Refrigeration and Air Conditioning – Service and Repair CO2 Refrigeration Systems
In response to 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** • **$960** • S130257
  - **Sun 4.9.2016**  9am–5pm  10 sessions

Restricted Electrical Worker’s Licence
The Restricted Electrical Licence courses are offered to maintenance and service personnel who wish to sit the UEENEE010A or UEENEE012A or UEENEE013A theory and practical examination. The program of study meets the requirements of Energy Safe Victoria. Contact ESV prior to enrolment.

- **CITY** • **$980** • S130090
  - **Mon 12.9.2016**  5.30–9.30pm  14 sessions

Restricted Electrical Worker’s Licence Class 1, Fault Finding
This course is for experienced technicians with Class II licence only. This course includes an external practical exam.

- **CITY** • **$670** • S130258
  - **Mon 5.9.2016**  8am–5pm  3 sessions

More course dates, information, prerequisites and individual course flyers available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Business

Accounting and finance

BAS Agent Registration Skills Set
Are you seeking registration as a BAS agent under the Tax Agent Services Act 2009? 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 that meets these requirements.

ONLINE • $690 • S650205
Flexible enrolment (monthly start dates)

Introduction to MYOB AccountRight Plus (v19.7)
This step-by-step course is for people who want to set up MYOB's computerised accounting package to maintain a company or personal accounting system. Each student receives a copy of educational resource MYOB AccountRight Plus version 19.7 (including DVD).

CITY • $575 • S650301
Sat 2.7.2016 9am–5pm 3 sessions
Sat 3.9.2016 9am–5pm 3 sessions
Sat 5.11.2016 9am–5pm 3 sessions

RG 146 Financial Compliance
RMIT is registered by ASIC to provide RG 146 training (Tier 1). All generic and skills requirements are covered in RMIT’s Specialist Financial Planning Advice Skill Sets. On successful completion you will gain a statement of attainment for the specialist skill set studied.

You can select from the ASIC specialist knowledge areas offered:
- life insurance
- superannuation
- managed investments
- securities
- derivatives
- financial planning

CITY • $625 PER SKILL SET • S650258
Flexible enrolment (monthly start dates)

Lean: Leadership and Visual Management
This course focuses on the development of visual stream maps (VSM) where all process touch points and stakeholders are chartered. You will apply VSM to ‘pull’ and ‘flow’ and set metrics as part of a continuous improvement cycle. Leadership and management of Lean projects are also covered.

CITY • $950 • S650290
Wed 19.10.2016 6–9pm 6 sessions

Small Business – Certificate IV: Small Business Management
This course is an accredited program BSB40415 Certificate IV in Small Business Management. It is targeted at people who are seeking to start or who have recently established their own small business. The program requires you to develop a business plan for either a real or simulated business idea.

CITY • $1950 • S650208
Mon 4.7.2016 9.30am–4.30pm 17 sessions

Sustainability for Business – How Simple Practices Can Have Great Business Impact
In this course you will learn the dimensions of sustainability, calculate your footprint and explore how sustainability practices are becoming essential for every business. You will learn how to draft a workplace sustainability policy as part of your business continuous improvement program.

CITY • $280 • S650328
Sat 24.9.2016 10am–4pm 2 sessions
Sat 29.10.2016 10am–4pm 2 sessions
Sat 26.11.2016 10am–4pm 2 sessions

Facilitator Profile

Hisham Attia
Course: Sustainability for Business – How Simple Practices Can Have Great Business Impact

An engineer, multimedia designer and a certified trainer, Hisham is also the director of Cortextual Pty Ltd, a professional services firm with a focus on sustainability, change management, continuous improvement and professional development.

Hisham’s focus is on sustainability and how it presents an opportunity for organisational change and business transformation. He designs and delivers continuous improvement programs to foster new ways of thinking using design-thinking and system-thinking methodologies. He also teaches business and design at different Australian universities.

In the past, Hisham held senior sales and marketing positions, mainly in the high-technology sector, across Europe and Australia. He worked for companies such as Siemens, Infineon Technologies and Giesecke & Devrient and has championed many projects, including the development of key smart card projects in several Asia-Pacific countries within the banking and financial services market.
Marketing, advertising and public relations

Public Relations Skills Series
Add skills, experience and options to your career with the RMIT PR Skills Series. These short courses offer 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 the depth of knowledge you require.

PR Skills Series: Effective PR Writing
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 • $290 • S650243
Wed 9.11.2016 6–8pm 3 sessions

PR Skills Series: Social Media to Boost Your Business
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 practice. Analyse digital mediums including Web 2.0 and mobile media, and learn how to build them into your communication strategy.
> CITY • $290 • S650233
Wed 5.10.2016 6–8pm 3 sessions

PR Skills Series: Fundraising and Sponsorship
This course will introduce you to the not-for-profit sector and the role of fundraising and sponsorship. It will practically detail how to create long-term and short-term strategies and highlight the role of donor motivations.
> CITY • $290 • S650331
Wed 13.7.2016 6–8pm 3 sessions

PR Skills Series: Social Media to Boost Your Business
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 practice. Analyse digital mediums including Web 2.0 and mobile media, and learn how to build them into your communication strategy.
> CITY • $290 • S650233
Wed 5.10.2016 6–8pm 3 sessions

Corporate Training
Would you like to run a tailored course at your company?
Register your interest at www.shortcourses.rmit.edu.au/corporate

More course dates, information, prerequisites and individual course flyers available at www.shortcourses.rmit.edu.au
Facilitator Profile
Dr Rachel Matthews

Course:
Writing Creative Fiction – Getting Started Weekend

Rachel Matthews is a Melbourne author, lecturer and teacher. Recently, she completed a PhD in creative writing. Her critically acclaimed debut novel Vinyl Inside received strong press reviews and was highly commended by the Australian Vogel Award judges.

Rachel has over 15 years’ experience as an educator within a diverse range of learning environments, including lecturing in RMIT’s Associate Degree in Professional Writing and Editing. Rachel is also an experienced presenter with the Victorian Association for Teachers of English.

SketchUp Intermediate
This course follows on from the SketchUp course and is suitable for people with prior 3D experience of other programs, and who have already learned some basic techniques in SketchUp. In this course, you will learn more techniques to gain a mastery of the program.

Creative, comedy and screen writing

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 comedy piece. Learn the skills needed to write stand-up or narrative comedy for film, TV and performing.

Screenwriting – Concept Hothouse
Do you have a concept for film or TV but struggle to make it through the first draft? Learn the mechanics of storytelling before investing all that energy. In this hands-on course you’ll build solid foundations for your script, create compelling characters and plot your story from start to end.

Screenwriting – Introduction
Do you have an idea for a script or screenplay? In this course you will learn the leading principles and practices for developing industry-quality film and TV scripts. This course builds your understanding of how to get projects written and on to the screen.
Digital marketing and advertising

Blogging for Business
A blog is an identity, a discussion, a community, and sometimes a way of life. Whether yours is a company or personal blog, or a blog for writing professionals to communicate with their online audience, you will emerge from this course with a fully functioning blog that is ready to gain attention.

> CITY • $290 • S345296
Sun 10.7.2016 9.30am–4.30pm 1 session

Mastering MailChimp
If you want to lift your email communications to the next level, and take advantage of the powerful capabilities and user-friendly interface of MailChimp, this is the course for you. It covers mailing lists, campaigns, the template designer, personalisation, custom HTML content, automation and more.

> CITY • $290 • S345315
Sat 10.9.2016 9.30am–4.30pm 1 session
Fri 2.12.2016 9.30am–4.30pm 1 session

Social Media and Digital Marketing for Fashion and Beauty
Style and trend is no longer defined by glossy pages. Consumers now look online for inspiration from style icons, sartorialists and influencers. Learn how to harness this change by developing strategies to create hype for your label, campaign or product on digital platforms.

> CITY • $480 • S345322
Wed 7.9.2016 6–9pm 5 sessions

Social Media Marketing – Introduction
Go beyond just establishing a social media presence to engaging your customers and community. This hands-on course shows you the way to build a strong community, develop online word-of-mouth and reach your marketing objectives.

> CITY • $580 • S345279
Mon 1.8.2016 6.30–9.30pm 4 sessions
Wed 26.9.2016 9.30am–4.30pm 2 sessions

Visual Ideation – Creative Strategy for Art and Copy
Does your idea need illustration or photography, a big, splashy headline or a logo? This course reveals the strategic and creative principles and processes involved in producing compelling visual ideas that engage the target audience.

> CITY • $480 • S345283
Sat 8.10.2016 9.30am–4.30pm 2 sessions

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 • $380 • S385044
Wed 20.7.2016 6–8pm 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 • $380 • S385076
Tue 19.7.2016 6–8pm 10 sessions

French – Conversation
This upper-intermediate level course allows you to practise your conversational French in an informal and friendly environment. It is aimed at students who have some knowledge of French and can hold a conversation.

> CITY • $285 • S385040
Wed 19.7.2016 5.30–7pm 10 sessions
Thu 27.9.2016 5.30–7pm 10 sessions

Greek – Beginners 2
This is the second level in the Greek for Beginners series. In this course, you will enhance your language skills in a practical and relaxed atmosphere for recreational, work or study-related activities.

> CITY • $380 • S385103
Tue 19.7.2016 6–8pm 10 sessions

Greek Intermediate
This is an intermediate-level course designed to allow you to practise and maintain your Greek language skills in an informal and friendly environment.

> CITY • $380 • S385075
Mon 18.7.2016 5–7pm 10 sessions

Italian Intermediate Conversation Course – Contemporary Patterns in Italian Culture
The course will provide you with the opportunity to further develop your conversational skills in informal and formal Italian in a friendly and relaxed environment. You will work on authentic written, video, and audio materials, while delving into modern trends of the Italian culture.

> CITY • $380 • S385122
Thu 21.7.2016 6–8pm 10 sessions
Music, sound and lighting production

Mixing in the Box – Mix and Master Tracks Ready for the Marketplace
Do you want to learn how to mix and master your own recordings and get them ready for the marketplace? In this practical course you will learn how to edit, mix and master recordings ‘in the Box’ on your own Avid Pro Tools equipped music production computer setup.

- **CITY • $480 • S345328**
  - Sat 9.7.2016 10am–5pm 2 sessions
  - Mon 26.9.2016 10am–5pm 2 sessions
  - Sat 5.11.2016 10am–5pm 2 sessions

Music Production – Creating Your Own Tracks
Create music with software synthesisers, samplers, looping and recording using Pro Tools, 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.

- **CITY • $530 • S345258**
  - Fri 1.7.2016 6–9pm 3 sessions*
  - Fri 7.10.2016 6–9pm 3 sessions*
  - Fri 9.12.2016 6–9pm 3 sessions*

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 how to mix colour and use different types of lighting to design and achieve creative lighting effects. Use the latest technology from Martin including M1 and M2GO.

- **CITY • $610 • S345182**
  - Fri 23.9.2016 9.30am–4.30pm 3 sessions
  - Fri 18.11.2016 9.30am–4.30pm 3 sessions

Recording – Capturing the Perfect Sound
Want to learn to capture the best possible sound using the latest in recording technology and practise recording a live band? You’ll learn everything from the basics of acoustics and setting up a recording session to recording a band using Avid Pro Tools.

- **CITY • $480 • S345193**
  - Sat 27.8.2016 10am–5pm 2 sessions
  - Sat 8.10.2016 10am–5pm 2 sessions

Photography and digital imaging

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 • $550 • S345261**
  - Tue 16.8.2016 6.30–9.30pm 6 sessions
  - Thu 10.11.2016 6.30–9.30pm 6 sessions

Adobe 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**
  - Tue 8.11.2016 6.30–9.30pm 6 sessions

Contemporary Travel Photography with Cam Cope
Join Cam Cope, Australian Travel Photographer of the Year 2014, in this six-week workshop course for enthusiasts and travellers. Your learning will be accelerated via shoot and review sessions – sharing and evaluating your images will be central to the learning method.

- **CITY • $620 • S345182**
  - Mon 22.8.2016 6.30–9.30pm 6 sessions
  - Sat 22.10.2016 10am–1pm 6 sessions

Food Photography
Learn how to capture those perfect food moments. Using real dishes ‘on location’, you will learn and practise different styles of food photography. This course will cover lighting tricks, the correct lenses, camera settings, and editing techniques for your food photos.

- **CITY • $320 • S345313**
  - Sat 26.11.2016 9.30am–4.30pm 1 session

Introduction to Photography – Level 1: Technical and Aesthetic
This practical course explains the basics of digital SLR camera operation and explores methods of creating more visually dynamic photographs. An introduction to post production and output to print is also considered.

- **CITY • $680 • S345151**
  - Sat 9.7.2016 9.30am–4.30pm 4 sessions
  - Tue 9.8.2016 6–9pm 8 sessions
  - Sat 10.9.2016 9.30am–4.30pm 4 sessions
  - Thu 6.10.2016 6–9pm 8 sessions
  - Sat 5.11.2016 9.30am–4.30pm 4 sessions

Introduction to Photography – Level 2: Technical and Aesthetic
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 • $740 • S345294**
  - Wed 5.10.2016 6–9pm 8 sessions

People and Portrait Photography
Learn the specific 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 • $680 • S345183**
  - Thu 4.8.2016 6–9pm 8 sessions
  - Tue 11.10.2016 6–9pm 8 sessions

Photojournalism
Photographs of people, places, things and events that convey meaning and context are the lifeblood of online and print communication. Suitable for complete beginners, this course prioritises image-making over photographic technique, and includes a hands-on documentary assignment.

- **CITY • $760 • S345326**
  - Tue 19.7.2016 6–9pm 8 sessions

The course was well delivered and the facilitator was wonderful.

Rajinder Nath
Music Production – Creating Your Own Tracks student
Professional writing and editing

Business Writing for Maximum Impact
This course will help to improve your business writing skills and enhance the effectiveness of your emails and reports. You will learn to write business documents that achieve results and present a professional image.

- **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 and writing copy according to the Anatomy of Body Copy.
  - **CITY • $750 • S345185**
    - Tue 26.7.2016 6.30–9.30pm 8 sessions
    - Tue 11.10.2016 6.30–9.30pm 8 sessions

- **Proofreading – Advanced**
  - This advanced course builds on your experience and familiarity with basic proofreading in order to develop your speed, accuracy, efficiency, versatility, confidence and thoroughness.
  - **CITY • $380 • S345099**
    - Sat 12.11.2016 9.30am–4.30pm 1 session

- **Feature Writing with Sian Prior**
  - Media editors are always looking for freelance content, especially travel articles, opinion pieces, personal columns, profiles and informative features. In this course we will introduce you to the basics of feature writing and show you how to pitch your work for publication.
  - **CITY • $710 • S345332**
    - Wed 21.9.2016 6.30–9.30pm 6 sessions

- **Clear Writing for Effective Communication**
  - In this practical, experiential and interactive course you will learn and practise the process of clear writing. You will develop your skills by rewriting case studies into concise, compelling and engaging communication.
  - **CITY • $560 • S345089**
    - Thu 22.9.2016 9.30am–4.30pm 2 sessions
    - Wed 16.11.2016 9.30am–4.30pm 2 sessions

- **Copywriting – 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 • $360 • S345096**
    - Tue 22.11.2016 9.30am–4.30pm 1 session

- **Grammar and Punctuation**
  - This two-day intensive course revises the eight parts of speech, sentence structure and standard punctuation marks. You will identify and fix common problems in writing and learn the principles of plain English.
  - **CITY • $620 • S345043**
    - Fri 26.8.2016 9.30am–4.30pm 2 sessions
    - Sat 22.10.2016 9.30am–4.30pm 2 sessions
    - Wed 30.11.2016 9.30am–4.30pm 2 sessions

- **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 proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a brochure, book chapters and an advertisement.
  - **CITY • $360 • S345098**
    - Sat 15.10.2016 9.30am–4.30pm 1 session

- **Situation vs Story – Finding the Angle in Your Writing with Sian Prior**
  - If you want to craft an authentic, engaging piece of non-fiction writing, you need to find the ‘story’ at the heart of the ‘situation’ you’re exploring. In this hands-on course, you’ll learn how to convert a bunch of facts into a gripping tale to grab your audience or your customers.
  - **CITY • $360 • S345330**
    - Sat 10.9.2016 10am–5pm 1 session

- **Feature Writing with Sian Prior**
  - Media editors are always looking for freelance content, especially travel articles, opinion pieces, personal columns, profiles and informative features. In this course we will introduce you to the basics of feature writing and show you how to pitch your work for publication.
  - **CITY • $710 • S345332**
    - Wed 21.9.2016 6.30–9.30pm 6 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 • $360 • S345096**
    - Tue 22.11.2016 9.30am–4.30pm 1 session

- **Proofreading – Advanced**
  - This advanced course offers discussion of the principles and challenges of copyediting, and practical exercises for revising and correcting a range of complex written material to make it suitable for typesetting and publication. It considers the distinct needs of readers, authors and publishers.
  - **CITY • $380 • S345097**
    - Sat 9.7.2016 9.30am–4.30pm 1 session
    - Sat 26.11.2016 9.30am–4.30pm 1 session

- **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 • $560 • S345093**
    - Fri 9.9.2016 9.30am–4.30pm 2 sessions
    - Thu 6.10.2016 9.30am–4.30pm 2 sessions
    - Sat 5.11.2016 9.30am–4.30pm 2 sessions
    - Wed 14.12.2016 9.30am–4.30pm 2 sessions

- **Creative Non Fiction Writing with Sian Prior**
  - This course will introduce you to some of the essential skills required to write publishable works of non fiction. From essays to memoirs and autobiographies, from personal columns to self-help books, the ingredients remain the same: well-planned and focused research, a clear and convincing voice, and a persuasive publishing proposal.
  - **CITY • $710 • S345331**
    - Mon 12.9.2016 6.30–9.30pm 6 sessions

- **Proofreading – Advanced**
  - This advanced course builds on your experience and familiarity with basic proofreading in order to develop your speed, accuracy, efficiency, versatility, confidence and thoroughness.
  - **CITY • $380 • S345099**
    - Sat 12.11.2016 9.30am–4.30pm 1 session

More course dates, information, prerequisites and individual course flyers available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Documentary Video Production – Introduction
Would you like to experience the full process involved in making a documentary for film or television? From treatment, pre-production and planning to production with digital video and post-production editing (with Premiere Pro or Final Cut Pro), this course will take you through the full process.

CITY • $710 • S345114
Thu 14.7.2016 6.30–9.30pm 6 sessions
Thu 13.10.2016 6.30–9.30pm 6 sessions

Short Video: Production Essentials for Online
In this course you will learn how to produce short videos for the web. Working on your own project in a workshop environment, you will learn how to use simple techniques and at-hand equipment and software to make quality videos that can engage your online audience.

CITY • $390 • S345323
Sat 16.7.2016 10am–6pm 1 session
Sat 23.7.2016 10am–6pm 1 session
Sat 22.10.2016 10am–6pm 1 session

Video Editing with Adobe Premiere CC – Introduction
You will be introduced to video editing with Adobe Premiere CC 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 • $500 • S320171
Thu 21.7.2016 6–9pm 6 sessions
Thu 6.10.2016 6–9pm 6 sessions

Build a Website with Adobe Muse
Adobe Muse lets you build websites without a single line of code. Muse is aimed at graphic designers who don’t want to learn how to write HTML, CSS and JavaScript. You will be guided on how to build and publish your own site using your own images, content and ideas.

CITY • $290 • S345317
Sat 2.7.2016 9.30am–4.30pm 1 session
Sat 5.11.2016 9.30am–4.30pm 1 session

Building Responsive HTML Emails
Do you want to create responsive HTML emails that look great on all types of devices and platforms? For those who already have some web design skills, this course is a great way to jump in and learn how to code your own HTML emails and coding techniques for responsive design.

CITY • $290 • S345314
Sat 23.7.2016 9.30am–4.30pm 1 session
Sat 15.10.2016 9.30am–4.30pm 1 session

iPhone and iPad Apps Creation for Beginners – Level 1
Would you love to know 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.

CITY • $960 • S345272
Sat 13.8.2016 10am–5pm 5 sessions
Sat 29.10.2016 10am–5pm 5 sessions
Mon 5.12.2016 10am–5pm 5 sessions

Website Design 1 – The Full Overview
Exploring a broad range of web development techniques and software, with HTML and the use of Dreamweaver you will soon have a comprehensive understanding of how to design and create a website.

CITY • $975 • S345057
Sat 6.8.2016 9.30am–4.30pm 5 sessions
Wed 5.10.2016 6.30–9.30pm 10 sessions

Website Design 2 – Responsive Design
Building web pages that look great and function perfectly on mobile devices and desktops is not only essential, but exciting! Learn how to use modern frameworks to build web pages quickly and efficiently. Use your time during the course to start building your own site with expert guidance.

CITY • $780 • S345312
Sat 13.8.2016 10am–5pm 4 sessions
Tue 4.10.2016 6.30–9.30pm 8 sessions

Prior to enrolling in the short courses at RMIT, my knowledge of web design was minimal. I have now completed three web design short courses and my understanding of HTML, CSS and JavaScript has grown considerably. The course facilitators took the time to go through each class project thoroughly and to provide tips and tricks that I found invaluable. Since completing the courses, I have been able to successfully work with a team of developers to build an entire website from scratch.

Kim Huynh
Website Design 1 – The Full Overview, Website Design 2 – Responsive Design and Building Responsive HTML Emails student

Receive Course Updates
Receive our e-newsletter with the latest course information and updates.
To subscribe visit www.shortcourses.rmit.edu.au/newsletter
Cisco systems

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.

> CITY • $1200 - $130225
Tue 5.7.2016 5.30–9.30pm 15 sessions

CCNA1 – Cisco Systems Networking Academy Program: Introduction to Networks
You will understand how to communicate in a network-centric world. You will also gain knowledge and skills to describe the functions of the seven layers of the OSI reference model, describe physical and logical addresses and identify key differences between them.

> CITY • $590 - $130167
Sat 17.9.2016 8am–5pm 5 sessions

CCNA2 – Cisco Systems Networking Academy Program: Routing and Switching Essentials
You will understand the architecture, components and operations of routers and switches in a small network, configure a router and a switch for basic functionality, troubleshoot routers and switches, resolve common issues with RIPv1, RIPng, OSPF, LANs and inter-VLAN routing in IPv4, IPv6.

> CITY • $590 - $130168
Sat 22.10.2016 8am–5pm 5 sessions

CCNA4 – Cisco Systems Networking Academy Program: Connecting Networks
You will learn the WAN technologies and network services required by converged applications in a complex network, including the selection criteria of network devices and WAN technologies to meet network requirements. You will also learn how to configure and troubleshoot network devices and resolve issues.

> CITY • $590 - $130170
Sat 6.8.2016 8am–5pm 5 sessions

Commercial and industrial control applications

Programmable Logic Control and Automation Short Course 1
In this course you will create, document and test simple programs and troubleshoot software and hardware problems. You will apply analysis techniques to decompose complex automation systems into subsystems, and design interfacing requirements for these subsystems.

> CITY • $580 - $130049
Wed 14.9.2016 5.30–9.30pm 6 sessions

Programmable Logic Control and Automation Short Course 2
On successful completion of this course, you will have a solid understanding of programming sequence control, process optimisation, process visualisation, implementing failsafe function requirements, and fault diagnosis.

> CITY • $630 - $130055
Wed 11.5.2016 5.30–9.30pm 6 sessions

Programmable Logic Control and Automation Short Course 3
Upon successful completion of this course, you will have a good understanding of programming analogue values, logging production data, implementing quality control requirements, implementing distributed safety requirements, and fault diagnosis.

> CITY • $630 - $130056
Mon 4.7.2016 5.30–9.30pm 6 sessions

Programmable Logic Control and Automation Short Course 4
In this course you will gain sound knowledge in motion control and integrated motion with PLC and safety for industrial Ethernet networks. You will be able to effectively apply systems analysis techniques; create, document and test programs; and specify, configure and maintain industrial networks.

> CITY • $630 - $130057
Wed 27.7.2016 5.30–9.30pm 6 sessions
Mon 15.8.2016 5.30–9.30pm 6 sessions

Database and information systems

Excel for Engineers, Project Managers and Related Professions
This course is designed for engineers, project managers, building and construction and other professionals looking to improve their basic skills and use of Microsoft Excel.

> CITY • $390 - $130224
Sat 15.10.2016 9am–5pm 1 session

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 practical control situations.

> CITY • $600 - $130176
Wed 5.10.2016 5.30–9.30pm 6 sessions

Structured Query Language (SQL)
In this course you will develop skills in the use of Structured Query Language (SQL). You will use SQL to create, populate and manipulate databases within a client-server database system, as well as to retrieve data in a variety of ways.

> CITY • $800 - $650194
Tue 12.7.2016 5.30–7.30pm 8 sessions
Thu 14.7.2016 5.30–7.30pm 8 sessions

Microsoft certified training

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 Windows 7 Client knowledge base and technical skills. In this course, you will learn how to install, upgrade, and migrate to Windows 7 Client.

> CITY • $850 - $130246
Mon 29.8.2016 5.30–9.30pm 10 sessions

More course dates, information, prerequisites and individual course flyers available at www.shortcutscourses.rmit.edu.au
Education and Teaching

English as an additional language

General English – Pre-Intermediate Level
General English classes are taught by our Cambridge CELTA Certificate trainees as part of their teacher training program. Classes are open to anyone interested in practising/improving their English skills. Students are required to have at least an average/good knowledge of English.

> CITY • $20 • S004009
Wed 10.8.2016 6–8pm 20 sessions
Mon 21.11.2016 1–3pm 17 sessions

General English – Upper-Intermediate Level
General English classes are taught by our Cambridge CELTA Certificate trainees as part of their teacher training program. Classes are open to anyone interested in practising/improving their English skills. Students are required to have an intermediate/above average knowledge of English.

> CITY • $20 • S004010
Wed 10.8.2016 6–8pm 20 sessions
Mon 21.11.2016 1–3pm 22 sessions

English exam preparation

IELTS Preparation – Academic Reading and Writing
This course is designed to give IELTS candidates an overview of the IELTS Academic Reading and Writing components, as well as detailed strategies and tips to maximise target band scores. You will receive personalised feedback on both Writing and Reading components from an expert IELTS teacher.

> CITY • $395 • S004003
Mon 4.7.2016 6–8.30pm 8 sessions
Mon 29.8.2016 6–8.30pm 8 sessions
Mon 24.10.2016 6–8.30pm 8 sessions
Mon 21.11.2016 6–8.30pm 8 sessions

IELTS Preparation – General Training Reading and Writing
This course is designed to give IELTS candidates an overview of the IELTS General Reading and Writing components as well as detailed strategies and tips to maximise target band scores. You will receive personalised feedback on both Writing and Reading components from an expert IELTS teacher.

> CITY • $395 • S004002
Mon 15.8.2016 6–8.30pm 8 sessions
Mon 10.10.2016 6–8.30pm 8 sessions
Mon 5.12.2016 6–8.30pm 8 sessions

IELTS Preparation – Listening and Speaking
This course gives IELTS candidates an overview of the IELTS Listening and Speaking components and strategies to maximise target band scores. You will receive feedback from an expert teacher on listening and speaking, with particular attention to fluency, coherence, vocabulary and pronunciation.

> CITY • $395 • S004001
Mon 18.7.2016 6–8.30pm 8 sessions
Mon 12.9.2016 6–8.30pm 8 sessions
Mon 7.11.2016 6–8.30pm 8 sessions

Teacher education

Cambridge CELTA Certificate
The course aims to enable you to acquire essential subject knowledge and familiarity with the principles of effective teaching, gain a range of practical skills for teaching English to adult learners, and demonstrate the ability to apply your learning in a real teaching context.

> CITY • $3100 • S004011
Mon 8.8.2016 5–9pm 30 sessions
Mon 21.11.2016 9am–5pm 22 sessions

Grammar Fundamentals
RMIT English Worldwide Grammar Fundamentals workshops aim to build your confidence in using and describing English grammar. Tutors are experienced English language professionals who are well equipped to give you the basics of English grammar upon which to build your skills and knowledge.

> CITY • $395 • S004008
Tue 12.7.2016 6–8pm 4 sessions
Tue 8.11.2016 6–8pm 4 sessions

Training and assessment

Certificate IV in Training and Assessment – one day a week (11 weeks)
This course is essential for those who are responsible for presenting and assessing accredited training to meet identified competency requirements in vocational education and in the workplace. It also provides workplace trainers and assessors with a range of delivery and assessment skills.

> CITY • $3000 • S360052
Tue 12.7.2016 9.30am–4.30pm 11 sessions
Wed 3.8.2016 9.30am–4.30pm 11 sessions
Thu 19.8.2016 9.30am–4.30pm 11 sessions
Healthcare and Biomedical Sciences

Dental and oral health

Construct and Insert an Implant Retained Overdenture
This accredited course will provide you with the skills, knowledge and performance required to construct and insert an aesthetic and functional implant retained overdenture, treat patients in need of an implant overdenture and add this valuable practical skill to your daily patient practice.

*CITY* • $3500 • S155118
Wed 17.8.2016 9am–4pm 4 sessions

Construct Custom Impression Trays
This short course is designed to equip dental assistants with the skills and knowledge required to competently construct custom impression trays ‘in-house’ in your dental surgery to a clinical standard suitable for insertion in the mouth.

*CITY* • $225 • S155130
Wed 13.7.2016 9am–4pm 1 session
Wed 10.8.2016 9am–4pm 1 session
Wed 14.9.2016 9am–4pm 1 session
Wed 12.10.2016 9am–4pm 1 session

Construct Models
This short course is designed to equip dental assistants with the skills and knowledge required to competently construct dental models from patient impressions ‘in-house’ in your dental surgery.

*CITY* • $200 • S155129
Wed 6.7.2016 9am–12.30pm 1 session
Wed 3.8.2016 9am–12.30pm 1 session
Wed 7.9.2016 9am–12.30pm 1 session
Wed 5.10.2016 9am–12.30pm 1 session

Construct Thermoformed Appliances – Bleaching Trays, Occlusal Splints and Mouthguards
This course is designed to equip dental assistants with the skills and knowledge required to competently construct bleaching trays, splints and mouthguards ‘in-house’ in your dental surgery, using a thermoforming machine to a clinical standard suitable for insertion in the mouth.

*CITY* • $250 • S155131
Wed 20.7.2016 9am–4pm 1 session
Wed 17.8.2016 9am–4pm 1 session
Wed 21.9.2016 9am–4pm 1 session
Wed 19.10.2016 9am–4pm 1 session

Infection Control for Dental Practices including Cardio-Pulmonary Resuscitation (CPR)
This comprehensive course covers major areas of concern relating to infection control in dentistry. This is an excellent course to ensure that you comply with the Australian Standards and ADA guidelines.

*THE ROYAL DENTAL HOSPITAL* • $190 • S155126
Sat 13.8.2016 9am–4pm 1 session
Sat 5.11.2016 9am–4pm 1 session

Older Patients’ Special Needs, Issues and Management
This course addresses the common oral diseases and conditions of older and aged-care patients and provides comprehensive ways to address these issues from proven evidence-based approaches.

*THE ROYAL DENTAL HOSPITAL* • $290 • S155128
Sat 10.9.2016 9am–4pm 1 session

Nursing and allied health

Comprehensive Health Assessment of the Older Person (CHA)
This four-day course is designed to assist healthcare workers to gather, analyse and make informed evidence-based decisions about older patients’ care needs and action a person-centred intervention strategy that is based on sound data.

*CITY* • $790.00 • S155114
Tue 6.9.2016 9.30am–4pm 4 sessions

Provide Myofascial Dry Needling Treatment (VU21418)
Upon successful completion of this 60-hour course, you will be awarded with the unit of competency from the Advanced Diploma of Myotherapy: VU21418 Provide Myofascial Dry Needling (MDN) Treatment. It includes face-to-face tuition, assessments and independent learning, projects and activities.

*CITY* • $230 • S155112
Sat 3.9.2016 1–5pm 8 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* • $230 • S155103
Fri 15.7.2016 10am–4pm 1 session
Sat 30.7.2016 10am–4pm 1 session
Fri 26.8.2016 10am–4pm 1 session
Sat 3.9.2016 10am–4pm 1 session
Fri 16.9.2016 10am–4pm 1 session
Fri 14.10.2016 10am–4pm 1 session

More course dates, information, prerequisites and individual course flyers available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Workplace health and safety

Auditing, Preparing for, Participating in or Conducting Audits
This course helps managers, supervisors and employees to understand, prepare for and participate in workplace audits. By providing an understanding of the processes undertaken, the course assists organisations to streamline activities and effectively and efficiently provide external or internal auditors with the evidence they require.

CITY • $210 • S155120
Tue 13.9.2016 9am–4.30pm 1 session

Safety in School Laboratories (Chemical and Laboratory Safety) – 1 day
This one-day course provides secondary school staff with the opportunity to learn more about the Australian Standards relating to safety in laboratories and how they apply in secondary schools, as well as practical experience in setting up experiments and undertaking risk assessments.

CITY • $640 • S135002
Mon 21.11.2016 8.30am–5.30pm 1 session

OHS for Managers and Supervisors
This course covers the skills and knowledge required by managers and supervisors to provide advice about the legislative duties, rights and obligations of individuals and parties as prescribed in Work Health and Safety (WHS) legislation.

CITY • $450 • S155121
Mon 12.9.2016 9am–4.30pm 2 sessions

Provide Cardiopulmonary Resuscitation (HLTAID001)
This hands-on course includes practice on adult manikins and infant. You will be given adequate time to demonstrate your skills by our experienced instructor. You will also understand how and when to use an automated external defibrillator, which is a device used by many people to save the lives of others.

CITY • $70 • S155132
Thu 8.9.2016 9am–12pm 1 session
Thu 15.9.2016 9am–12pm 1 session

Provide First Aid (HLTAID003)
This course provides participants with sound first aid skills that can be applied at home, work or in any environment. Classroom activities include practical scenario tasks that simulate real-life situations. The first aid theory should be completed prior to the session.

CITY • $190 • S155122
Thu 8.9.2016 9am–4.30pm 1 session

Provide Advanced First Aid (HLTAID006)
This course is designed to develop the skills required to provide an advanced first aid response, life support and management of casualties, the incident and other first aiders, in a range of situations – including home, workplace or community settings – until the arrival of medical or other assistance.

CITY • $350 • S155123
Thu 15.9.2016 9am–4.30pm 1 session

Facilitator Profile
Mark Soar
Courses:
Provide Cardiopulmonary Resuscitation (HLTAID001), Provide First Aid (HLTAID003) and Provide Advanced First Aid (HLTAID006)

Mark’s multifaceted career is unique and includes delivery for universities, industry groups and the community sector.
Mark has a Certificate IV in Work Health and Safety, a Diploma of Work Health and Safety, a Certificate IV in Training and Assessment, as well as Provide Advanced First Aid qualifications.

He has a thorough understanding of first aid, extensive vocational competence and an easy-going delivery approach that engages participants.

HSR Initial OHS Training Course – a WorkSafe Approved Training Course
This aim of this WorkSafe approved training is to provide HSRs and Deputy HSRs with the knowledge, skills and confidence to enable them to represent members of their designated work group and to help make their workplace safer.

CITY • $990 • S150070
Mon 25.7.2016 9am–6pm 5 sessions
Wed 24.8.2016 9am–5pm 5 sessions
Mon 19.9.2016 9am–5pm 5 sessions
Mon 17.10.2016 9am–5pm 5 sessions
Mon 14.11.2016 9am–5pm 5 sessions
Mon 5.12.2016 9am–5pm 5 sessions

Provide Cardiopulmonary Resuscitation (HLTAID001), Provide First Aid (HLTAID003) and Provide Advanced First Aid (HLTAID006)

Provide First Aid (HLTAID003)

HSR Refresher OHS Training Course – a WorkSafe Approved Training Course
This WorkSafe approved HSR Refresher course is an opportunity to revisit aspects of the HSR Initial OHS Training Course and refresh your knowledge of the learning outcomes covered.

CITY • $290 • S150069
Fri 8.7.2016 9am–5pm 1 session
Fri 21.10.2016 9am–5pm 1 session
Fri 2.12.2016 9am–5pm 1 session

Delivery of courses is subject to the enactment of the WHS Bill and future approval provisions by RMIT as an approved provider of training for health and safety representatives (HSRs).
Short Course Enrolment Form

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

Course Name

<table>
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<tr>
<th>Course Name</th>
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Student 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 ☐ MasterCard ☐ Cheque/Money Order (payable to RMIT Training Pty Ltd) ☐ 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

1. For individuals, the course fee is payable at the time of enrolment.
2. For organisations, we will issue an invoice when a purchase order or letter of authority is received by us. The invoices must be paid in full either within seven days of the invoice date or prior to course commencement, whichever comes first.
3. Promotional codes may only be redeemed once per person during the relevant promotional period to provide a course fee discount. The total amount of all applicable discounts may not exceed 25% of the course fee. You must tell us prior to payment if you are eligible for any discounts.

Transfers

1. You may transfer to another available course at no cost, provided you make a request at least five business days before the course starts. An administration fee of 10% of the course fee will apply if a request is made after that time but before the course starts.
2. We will not accept any changes in enrolments, including transfers, after the course starts.
3. If you are unable to attend the course you are enrolled in, another person may attend the course in your place for the entire course at no extra charge, provided that:
   a. you let us know in writing before the course starts; and
   b. you and that person respectively agree to any terms and conditions which may apply in this case.

Cancellations

1. You may cancel your course booking provided you make a request at least five business days before the course starts. RMIT Training may request that you forward refund requests to us in writing. Refunds will only be credited to the original funding source or via other means as agreed by RMIT Training. An administration fee of 50% of the course fee will apply if a request is made after that time but before the course starts.
2. There will be no refunds after the course starts.
3. Note: If you have previously transferred from another course, then the course start date will be the start date of the course you were first enrolled in.

General

1. Full course fee is payable for non-attendance.
2. We may change the course details or cancel any course including those with insufficient enrolments or because of circumstances beyond our reasonable control. A refund or alternative courses will be offered to you in these circumstances.
3. Additional conditions of enrolment may apply to some courses including online, flexible, blended and distance delivery courses.
4. Visit our website for additional terms and conditions specific to your course.
5. Our privacy policy outlines information relating to the collection and handling of your personal information by us. A copy of the policy is available on our website and to you on request.
6. Nothing in these terms and conditions will affect your statutory rights, and nothing in these terms and conditions will limit or exclude our liability for death or personal injury arising through negligence, fraudulent misrepresentation, or anything else that cannot be excluded or limited by us by law.
7. To the extent permitted by law, we are not liable for any indirect, special, incidental or consequential damages or otherwise (including without limitation loss of income or revenue, loss of business, loss of profits or contracts, loss of opportunity, loss of anticipated savings, loss of data, loss of goodwill), however arising and whether caused by tort, breach of contract or otherwise, even if we have been advised of the possibility of such damages.

☐ 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 8171.

Online

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

Email enrolment form to enquiries@rmit.edu.au

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

Fax Fax enrolment form to +61 3 9925 8298

More course dates, information, prerequisites and individual course flyers available at www.shortcourses.rmit.edu.au

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Single Courses

RMIT also offers a wide range of single courses. Single courses are subjects from degrees 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
- obtain credits or exemptions when applying or reapplying for an undergraduate or postgraduate degree (after successfully completing a relevant single course) – not applicable to all single courses.