Short Courses
July - December 2007

[ design ] [ computing & information technology ] [ multimedia ]

for wherever you’re headed
RMIT Single Courses are an excellent opportunity to experience study at RMIT University. For wherever you’re headed, consider an RMIT Single Course.

What exactly is an RMIT Single Course?
An RMIT Single Course is one subject from an RMIT Degree Program. Single Courses are offered from a range of undergraduate and postgraduate programs available at RMIT University. RMIT Single Course students are not enrolled in an RMIT Degree Program but do attend the same classes as RMIT University students.

Why should I consider an RMIT Single Course?
- sample an RMIT Degree Program before committing to long term study
- get a taste for studying at RMIT University
- missed out on a university place? Enrol and complete one or more Single Courses, re-apply for your program and once you have gained entry, apply for exemptions (conditions may apply)
- fast track your degree - current RMIT or other university students may be able to gain exemptions from Single Courses completed
- enhance career opportunities
- fulfill professional accreditation requirements
- take the opportunity to learn new skills and enhance your knowledge

Who can enrol?
RMIT Single Courses are open to anyone that is interested, is able to meet any prerequisites (if any) and is able to enrol and pay during the enrolment period.

Please note: International students must have a valid visa for the duration of the Single Course. RMIT International students must enrol through their RMIT home school.

Further Information
Phone 03 9925 8111
Email enquiries@rmit.edu.au
Web www.singlecourses.rmit.edu.au
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Telephone (03) 9925 8111
Fax (03) 9925 8134
Email enquiries@rmit.edu.au
Web www.shortcourses.rmit.edu.au
S320002 AutoCAD for Designers - Level II
**Autodesk Training Centre accreditation**
Developed for practitioners with basic AutoCAD skills, the course is aimed at refining and further developing drawing technique. Delivery is through a combination of demonstration and practical exercises. For on-site training, group bookings and/or company specific training please contact our AutoCAD Manager.
City Campus $580.00
Start Date 15/8/07 6:00pm - 9:00pm 8 sessions
Start Date 17/10/07 6:00pm - 9:00pm 8 sessions

S32101 AutoCAD Quickstart
**Autodesk Training Centre accreditation**
This course is a condensed introduction to AutoCAD to produce 2D drawings. The course is delivered in a variety of modes, including theory, demonstrations and practical exercises. Participants gain hands on experience of AutoCAD through a series of short practical exercises.
City Campus $295.00
Start Date 4/8/07 9:00am - 5:00pm 2 sessions

S320011 Career Discovery - Building Design and Drawing
The Building Designer is a professional who designs, presents and documents buildings. The Building Designer works from a client brief for a project to establish a design proposal, then prepares the documentation required to establish permits and approvals for the building project. This course is designed to give participants an overview of the building design profession by introducing some of the main activities a building designer could potentially encounter. The course will include a taster of the various types of drawing systems used by the designer including: design and development drawings, presentation drawings and an introduction to reading and interpreting building plans.
City Campus $390
Start Date 11/10/07 9:30am - 4:30pm 4 sessions

S130165 First Rate House Energy Rating Training
This course provides knowledge and skills to enable the participant to undertake the House Energy Raters Exam and become an accredited Energy Rater with the Sustainable Energy Authority of Victoria (SEAV). Prerequisites: There is no prerequisite required but a knowledge of residential building would be an advantage. Basic understanding of Windows 95 or later is needed. Experience in using software, i.e. spreadsheets, would be an advantage.
City Campus $470.00
Start Date 7/9/07 8:00am - 5:00pm 2 sessions
Start Date 26/7/07 8:00am - 5:00pm 2 sessions

S320013 Interiors -Design And Decoration For Living
This course is designed for people interested in interior decoration. The course provides an overview of major aspects of redecorating a home. Topics covered in the program include: decoration planning; space planning; elements and principles of interior decoration; colour planning; lighting, soft furnishing; furniture styles; renovation techniques; application of decorative materials; surface coatings selection.
City Campus $430.00
Start Date 17/7/07 6:00pm - 9:00pm 8 sessions
Start Date 11/10/07 6:00pm - 9:00pm 8 sessions

S320078 Introduction to Architectural Drawing Techniques
The program provides participants with an introduction to standard residential Building Design and Drafting procedures, conventions and documentation practices. Participants will be given the opportunity to participate in studio activity to develop an understanding of associated drawings and graphic techniques. The program incorporates lectures, discussions and practical working application of techniques.
City Campus $460.00
Start Date 17/7/07 6:00pm - 9:00pm 8 sessions
Start Date 9/10/07 6:00pm - 9:00pm 8 sessions

S315031 Architecture Career Discovery Short Course
This three day course will offer participants a sense of what it is like to study Architecture in a vibrant university environment. It will introduce students to the practice and process of study in Architecture and to the design process in a studio environment. During the three days, students will develop a directed body of work that will be presented in a culminating exhibition.
City Campus $300.00
Start Date 26/9/07 10:00am - 4:00pm 3 sessions

S320004 AutoCAD for Designers - 3D Modelling
**Autodesk Training Centre accreditation**
Developed for practitioners with basic 2D AutoCAD skills, the course is aimed at developing 3D drawing technique. The course is delivered in a variety of modes, including theory, demonstrations and practical exercises. The course provides participants with access to individual computers and experience using AutoCAD software. Participants gain hands on experience through a series of practical exercises. For on-site training, group bookings and/or company specific training please contact our AutoCAD Manager.
City Campus $300.00
Start Date 2/10/07 6:00pm - 9:00pm 8 sessions

S320001 AutoCAD for Designers - Level I
**Autodesk Training Centre accreditation**
This course is a comprehensive introduction to using AutoCAD to produce 2D drawings. The course is delivered through a combination of demonstrations and practical exercises. Participants will have access to individual AutoCAD workstations.
City Campus $390.00
Start Date 21/10/07 6:00pm - 9:00pm 8 sessions

S130165 Landscape Architecture Career Discovery Short Course
This three day course will offer the participants a sense of what it is like to study Landscape Architecture in a vibrant university setting. Students will be introduced to landscape architecture by working on exercises in a studio setting. During the week students will develop a directed body of work that will be presented in a culminating exhibition.
City Campus $300.00
Start Date 24/9/07 10:00am - 4:00pm 3 sessions

S320006 Revit - Level 1
**Autodesk Training Centre accreditation**
This course introduces Autodesk REVIT as an essential 3D modeller for architectural design and documentation. Delivered in a variety of modes, including theory, demonstrations and practical application, the course provide participants with access to individual computers and experience using the latest Autodesk REVIT software in a Windows environment. Participants gain hands on experience through a series of practical exercises.
City Campus $780.00
Start Date 7/8/07 6:00pm - 9:00pm 8 sessions

S320081 Revit - Level 2
**Autodesk Training Centre accreditation**
Autodesk REVIT is an advanced 3d modeller for the architectural and construction industry. This course explores the advanced productivity tools available in Autodesk REVIT. Delivered in a variety of modes, including theory, demonstrations and practical application, the course provide participants with access to individual computers and experience using the latest Autodesk REVIT software in a Windows environment. Participants gain hands on experience through a series of practical exercises.
City Campus $780.00
Start Date 24/9/07 9:00am - 5:00pm 4 sessions

City Campus: 03 9925 3388
www.shortcourses.rmit.edu.au

RMIT School of Design (TAFE) is an authorised Autodesk Training Centre. State of the art computer equipment, digital projectors and the latest release software make our Training Centre a cutting edge facility. Our trainers are registered Autodesk instructors who are industry experts in their fields. Courses include course notes and exercises. On completion of this course, participants are awarded an ‘Autodesk endorsed’ RMIT Statement of Participation. On-site and tailored training for Industry clients is also available.
CURRENT COURSE INFORMATION & BROCHURES, AVAILABLE AT www.shortcourses.rmit.edu.au

S330118 SolidWorks - Level 1
SolidWorks is highly regarded 3D mechanical design software with powerful 3D design capabilities. Students in this course will be introduced to basic 3D modeling, sketching exercises and assemblies using SolidWorks. They will explore the tools for detail drawing, 3D model construction and manipulation of computer generated models.

City Campus $780.00
Start Date 3/7/07 6:15pm - 9:15pm 8 sessions
Start Date 4/9/07 6:15pm - 9:15pm 8 sessions
Start Date 23/10/07 6:15pm - 9:15pm 8 sessions

S315011 Garden Design – Digital Imagery
This course focuses on the three dimensional representation of residential landscapes. Students will be introduced to methods and techniques used to communicate their design ideas with both manual drawing techniques and computers. Students will be introduced to techniques used commercially to develop and communicate design ideas 3 dimensionally. Students are not expected to have any previous training or artistic skill. Students will come away from this class with a folio of their work, which can be used to take to job interviews or to continue study.

City Campus $440.00
Start Date: July (date TBA) 2 hours x 8 sessions

S315006 Garden Design – Garden Design A
A Garden Design A focuses on design investigations, exploring issues involved in designing residential gardens. The student’s own home or a familiar garden provides a site focus for this course. It consists of lectures, hands-on design work and discussions about built projects. Areas of graphics, photography, design generation, documentation; client liaison and fee schedules are covered. Students will come away with a folio of work to take to job interviews or to continue study.

City Campus $610.00
Start Date: July (date TBA) 3 hours x 8 sessions

S315012 Garden Design – Plan Drafting
This course provides students with opportunity to develop skills in the convention of 2D landscape graphics and plan drafting using Auto CAD. Documentation methods, skills and knowledge will be developed through instruction in using Auto CAD. The course covers lectures, presentations of work and hands-on in class Auto CAD training. Students are not expected to have any previous knowledge in computers. This semester provides twelve weeks of drafting residential landscapes using Auto CAD.

City Campus $440.00
Start Date: July (date TBA) 2 hours x 8 sessions

S315008 Garden Design – Planting Design
This course provides specific knowledge about working-horticulture, planting design and botany in relation to gardens and planting design. Existing projects will be explored by students to provide an understanding of the design language utilised by a designer when carrying out projects. Students will develop a critical position in plant selection, implementation and plant identification in order to develop successful, sustainable landscapes. Students will have the opportunity of developing skills for employment, further study or simply to develop an insightful understanding of gardens.

City Campus $440.00
Start Date: July (date TBA) 5 hours x 13 sessions

S345104 3D Studio Max for Architects and Interior Designers
The aim of this course is to learn the use of 3D Studio Max as a rapid modelling and visualisation tool for architects and interior designers. Students will learn how to use 3D Studio Max as a rendering tool, as a tool used in the design process, create presentations of unparalleled quality and realism. Be able to modify volumes and spaces through all the design phases. No Auto CAD experience is required.

City Campus $970.00
Start Date 13/9/07 6:00pm - 9:00pm 12 sessions

S345139 Adobe After Effects – Motion Graphics
This course is designed for professionals aiming to acquire basic and intermediate skills in the creation & development of Motion Graphics and digital imaging using Adobe After Effects, Illustrator and Photoshop.

City Campus $550.00
Start Date 4/9/07 6:00pm - 9:00pm 8 sessions

S345223 Maya – An Introduction
This course serves as an introduction to one of the most widely used and respected 3D software packages currently available. Maya is the industry standard in film and computer game production. The course will provide instruction in modelling, texturing and rendering with Maya.

City Campus $550.00
Start Date 8/7/07 10:00am - 1:00pm 6 sessions

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

City Campus $550.00
Start Date 8/7/07 1:30pm - 4:30pm 6 sessions

S345193 Audio Production - Music Industry
An introductory course, designed to give an insight into the world of Audio Production in the music industry, with an emphasis on experiential learning. It gives an overview of both theory and practice of audio capturing techniques. Includes pre-production, use of microphones, mult track techniques and post production including introduction to digital editing. At the end of the course participants will record a musical performance, mix it and master it to CD-PA.

This course is an ideal introduction for those considering further studies in audio production. Ideal for folio development.

City Campus $491.00
Start Date 9/7/07 9:30am - 4:30pm 5 sessions
Start Date 24/9/07 9:30am - 4:30pm 5 sessions
Start Date 3/11/07 9:00am - 5:00pm 4 sessions

S345226 Resume Writing from Scratch to Finished Product
Participants in this course will leave you with resume writing skills and a hard copy of their professionally-finished resume. You will identify the strong points in your background/work history and learn how to construct a resume around those points. Once you have decided on the material you want to include, take it to the next phase and have it desktop published to an impressive finish, working with a designer to make it stand out from other job applicants’ resumes.

City Campus $350.00
Start Date 24/11/07 9:30am - 4:30pm 1 session

S345227 Travel Writing: Starting the Journey
This course introduces participants to travel writing. It examines the various forms of travel writing, its basic elements, choice of writing style and publication opportunities. Travel writing sounds easy, but the market is crowded. Get the skills and industry knowledge that will help to bring your writing to editors’ attention. Taught over six hours, the course includes theory and industry information but is very practical so participants can expect to undertake and workshop writing exercises and receive in-class feedback.

City Campus $260.00
Start Date 24/11/07 9:30am - 4:30pm 1 session

S350254 Bags and Accessories
This course is ideal for people who are interested in the craft of designing and making bags and accessories by hand.

Brunswick Campus $770.00
Start Date 16/8/07 6:00pm - 9:00pm 14 sessions
Certificate of Calligraphy

Designed for anyone interested in the art of the written word, wanting to improve their handwriting or for a career change. Participants are required to complete four courses from the following:

S330208 Calligraphy for Beginners - Unit 1
S330207 Calligraphy Applied - Unit 2
S330208 Calligraphy Advanced Writing - Unit 3
S330206 Calligraphy Electives - Unit 4

S330208 Calligraphy for Beginners - Unit 1
Learn the art of western-style calligraphy. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give you the techniques and support necessary to practice your art. All units cover major lettering styles.
- Calligraphy Applied/Letterhead
- Roman capitals
- Invitations
- Layout methods

City Campus $450.00
Start Date 16/7/07 6:15pm - 8:45pm 15 sessions

S330207 Calligraphy Applied - Unit 2
Learn the art of western-style calligraphy. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give you the techniques and support necessary to practice your art. All units cover major lettering styles.
- Calligraphy cards/Letterhead
- Roman capitals
- Invitations
- Layout methods

City Campus $450.00
Start Date 16/7/07 6:15pm - 8:45pm 15 sessions

S330208 Calligraphy Advanced Writing - Unit 3
All units cover major lettering styles. The importance of quality lettering is always paramount but related book arts, lettering art and art techniques are also included to compliment and enhance the traditional lettering styles.
- Historic manuscript study
- Background techniques
- Versals
- Variety of illumination techniques

City Campus $450.00
Start Date 17/7/07 6:15pm - 8:45pm 15 sessions

S330206 Calligraphy Electives - Unit 4
Learn the art of western-style calligraphy. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give you the techniques and support necessary to practice your art. Unit 4 will cover: Toolmaking, lettering variations, bookbinding, gilding, innovative lettering.

City Campus $450.00
Start Date 17/7/07 6:15pm - 8:45pm 15 sessions

S345154 Camera and Darkroom 1
Discover the beauty of black and white photography in this hands-on program for beginners. Sessions cover camera use, film selection, image composition, film processing and the excitement of making enlargements. Participants will need a 35 mm SLR camera. Note: Limit of 10 participants per class.

City Campus $550.00
Start Date 3/7/07 6:00pm - 9:00pm 8 sessions
Start Date 28/8/07 6:00pm - 9:00pm 8 sessions

S345152 Camera and Darkroom 1 & 2
Camera and Darkroom 1 & 2 is a practical sixteen week hands-on program assuming no prior photographic knowledge. Sessions cover camera, film selection, image composition, black and white film processing and printing, enlargements, use of filters and exposure control. Students will also experiment with some more advanced printing techniques, retouching and print presentation. A brief introduction to studio photography and lighting is also included in this course. Note: Students will need to bring their own 35mm SLR camera. Class limit of 10 participants.

City Campus $1020.00
Start Date 16/7/07 6:00pm - 9:00pm 16 sessions
Start Date 2/8/07 6:00pm - 9:00pm 16 sessions

S345153 Camera and Darkroom 2
A practical 8 week course designed to build on the basic theory and practice acquired in Camera & Darkroom 1 (or equivalent) and to extend participants knowledge and skills in the key areas of camera operation, lighting, darkroom and print presentation.

City Campus $550.00
Start Date 4/9/07 6:00pm - 9:00pm 8 sessions
Start Date 15/10/07 6:00pm - 9:00pm 8 sessions

S345089 Clear Writing
This practical course develops clear writing skills by teaching the basics of how to write in a tight, meaningful style without waffle. Topics included in the course are planning and structure; avoiding writing pitfalls and overwriting.

Brunswick Campus $260.00
Start Date 11/10/07 10:00am - 5:00pm 1 session

S350257 Computer Design and Illustration for Media
This innovative course combines 21 hours of computer illustration with 9 hours of manual illustrative techniques. The designs developed will produce images suitable for a variety of media promotions.

Brunswick Campus $720.00
Start Date 24/9/07 6:00pm - 9:00pm 10 sessions

S345219 Concept and Character Development for Animation
Well developed characters and story are the basis of any good narrative – be it linear or interactive. This course will take you through the process of developing comprehensive characters, story and settings for games and animation. From the initial concept, storyboards, character and environment designs, finally through to animating one of your own characters. You will develop a visual diary and sketchbook of ideas throughout the course. This course is well suited to folio development and ideal for students wanting to undertake "Create a 2D Animation".

City Campus $360.00
Start Date 2/7/07 10:00pm - 3:00pm 4 sessions

S345096 Copy Editing - Part 1
In this introductory short course, you learn the basics of how to hard-copy edit fiction and non-fiction documents that are to be typset and published. You learn the standard editing marks and apply them to a familiarisation exercise and excerpts from typescripts of real-life documents such as a novel, a textbook, a report and letter. You also study the production process; the terminology used in publishing; the parts of a page and of a publication; the differences between editing and proofreading; how authors and contributors should present their typescript.

City Campus $260.00
Start Date 6/10/07 9:30am - 4:30pm 1 session

S345097 Copy Editing - Part 2
In this short course, you will prune someone else’s words for publication, and study style and convention; how to edit italics and numbers; how to apply editing specifics; and how to make your document presentable and consistent. It is not necessary to do part 1, but would help your understanding of copy-editing techniques.

City Campus $260.00
Start Date 21/7/07 9:30am - 4:30pm 1 session
Start Date 10/11/07 9:30am - 4:30pm 1 session

Interested in Folio preparation?

The School of Creative Media offers a range of short courses that are ideal for assisting in folio preparation.

See the following courses for more details:
S345216 - Develop Short Film Scripts
S345222 - Short Film Production
S345220 - Create a 2D Animation
S345219 - Concept and Character Development for Animation
S345193 - Audio Production-Music Industry
S234129 - Folio Preparation in Photography

Looking for something different over the summer holidays?

The School of Creative Media run a number of exciting workshops taught over summer, by top industry professionals.
S34518S Copywriting in Action
You can only learn to write well by writing and rewriting. This course is unique in that participants actively engage in ‘The Process’ of writing complete works of communication. Theory will be put into practice as we collaborate in generating ideas, articulating them into words and pictures, then writing the copy according to a tried and true formula that guarantees an engaging, convincing and persuasive piece of communication.
Brunswick Campus $330.00
Start Date 17/7/07 6:00pm - 9:00pm 8 sessions
Start Date 11/9/07 6:00pm - 9:00pm 8 sessions

S345220 Create a 2D Animation - Introduction
A practical introduction to traditional and digital techniques involved in 2D animation. The emphasis will be on using these techniques to tell a story. Participants will produce a small animation. This course will include drawing skills, creating story ideas and producing concept sketches. Ideal for folks development.
City Campus $360.00
Start Date 9/7/07 10:00am - 3:00pm 4 sessions

S345218 Create A Picture Book
Discover the unique storytelling possibilities that picture books offer. Craft engaging stories, create vibrant worlds and develop unforgettable characters. Participants will also examine ways of marrying text with pictures. In this course you will also examine current markets available for picture books.
City Campus $310.00
Start Date 13/9/07 6:00pm - 9:00pm 6 sessions

S345223 Criminology for Crime Writers
Fictional crime writing is an extremely popular genre, but how much do crime writers actually know about the mind of the offender? This course aims to give a practical and theoretical grounding in criminology which will enable participants to understand the causes of violent and anti-social behaviour. We will trace our way through the weird and wonderful history of criminology, from satanic possession through to modern psychological analyses.
The course requires no previous knowledge in crime or psychology and will be taught via lively small group discussion, interesting readings and thought-provoking documentaries. Participants will be given the opportunity to workshop their stories.
City Campus $410.00
Start Date 6/8/07 6:00pm - 9:00pm 8 sessions

S320130 Design Studies Series: Creative Graphic Design
The fundamental basis for effective design is sound and challenging ideas. This unit will provide the participants with a wide range of strategies to develop your own strong design resolutions. You will experiment with a variety of different approaches to concept development and explore creative thinking with reference to philosophers like De Bono and designers like Stefan Sagmeister. You will be surprised at how, when creative thinking is applied, your design outcomes are improved. Participants will generate outcomes using a variety of media that may include: Hand generated imagery, Collage techniques, Digital photography, digital film, photocopier, projections, mixed media, and computer software.
City Campus $550.00
Start Date 18/7/07 6:00pm - 9:00pm 16 sessions

S320131 Design Studies Series: Graphic Design Fundamentals
This unit explores the underlying principles and elements that are the foundation of design. Students gain an understanding of historical influences and contemporary trends and apply that to strategies around layout, composition and presentation. Participants will work with a variety of media; including collage, gouache, pencil and digital tools to produce outcomes that may include; magazine pages, book covers, editorial illustrations, promotional work – logos and corporate identity.
City Campus $550.00
Start Date 17/7/07 6:00pm - 9:00pm 16 sessions

S320132 Design Studies Series: 3D Design
3D offers an opportunity to experience the design process and apply it to industry style briefs. Participants will explore concept development, be introduced to approaches to concept drawings and planning roughs, as well as presentation drawing skills. Projects may include promotional packaging design and construction, latex forms, mould making, casting resin and model-making, as well as other production methods as required. Participants of 3D work in a practical workshop environment. This unit will develop your skills and understanding of how to design objects in 3 dimensions.
City Campus $550.00
Start Date 19/7/07 6:00pm - 9:00pm 16 sessions

S345221 Designing a Computer Game
Participants will learn basic Flash Action script that will be applied to the creation of a game intended for the Internet. This workshop covers simple programming constructs for participants to expand their gaming concepts.
City Campus $360.00
Start Date 16/8/07 6:00pm - 9:00pm 6 sessions

S350230 Designing and Making Footwear by Hand
This course is ideal for people who are interested in the craft of designing and making footwear by hand.
Brunswick Campus $770.00
Start Date 14/8/07 5:30pm - 8:30pm 14 sessions
Start Date 25/10/07 9:00am - 4:00pm 7 sessions

S350263 Designing and Producing Beading for Fashion
This course is ideal for people who are interested in the art of beading for evening wear and fashion garments.
Brunswick Campus $185.00
Start Date 23/11/07 10:00am - 4:00pm 1 session
Start Date 23/11/07 10:00am - 4:00pm 1 session

Cambridge CELTA
(Certificate in English Language Teaching to Adults)

RMIT English Worldwide

A widely recognised qualification administered by the University of Cambridge and delivered world-wide. The primary aim of the course is to develop communicative teaching and classroom management skills for people with little or no previous experience of English language teaching. Participants learn language awareness and familiarity with approaches and materials for developing proficiency in adult English learners.
IELTS – the International English Language Testing System is designed to measure the language proficiency of candidates who need to study or work where English is used as the language of communication. It is required for entry to university or college courses. RMIT English Worldwide is one of the largest IELTS test centres in Australia.

For more information about CELTA and IELTS visit www.rmitenglishworldwide.com, phone 9657 5800, or visit RMIT English Worldwide at Level 6, 393 Swanston Street, Melbourne. Current course information & brochures, available at www.shortcourses.rmit.edu.au
S350235 Designs of Drawing
This course will observe and explore areas associated with drawing using techniques involving the following: conte, charcoal, ink, pastels, coloured pencils, carbon pencils, graphite.
Brunswick Campus $415.00
Start Date 2/7/07 9:30am - 4:30pm 6 sessions
Start Date 9/7/07 9:30am - 4:30pm 6 sessions
Start Date 13/10/07 9:15am - 1:15pm 7 sessions
Start Date 24/9/07 9:30am - 4:30pm 5 sessions
Start Date 29/10/07 9:30am - 4:30pm 5 sessions

S345216 Develop a Short Film Script
In short film, every shot counts. Characters must not only come to life, but be involved in a riveting story, all within a few pages. This course will offer participants an opportunity to investigate the form, find stories appropriate for short film and discover techniques for telling them through visual means. Ideal for folio development.
City Campus $320.00
Start Date 8/9/07 9:30am - 4:30pm 3 sessions

S345114 Documentary Video Production - Introduction
This course introduces participants to a professional model of low budget documentary video making, not unlike the popular ABC TV Race Around Oz series in production method and values. The main theme of this course is to outline a systematic yet creative approach to documentary making.
City Campus $470.00
Start Date 17/7/07 6:00pm - 9:00pm 6 sessions
Start Date 8/10/07 6:00pm - 9:00pm 6 sessions

S320030 Drawing Techniques for Design
General drawing capabilities have become a prerequisite for a number of tertiary courses - this short course aims to build confidence in observational and analytical procedures, from rapid sketching through to finished artwork. Students will receive guidance and tuition in handling a variety of different mediums. This course is also suitable for building the drawing skills of people working in design related industries.
City Campus $420.00
Start Date 18/8/07 9:30am - 4:30pm 6 sessions
Start Date 8/10/07 9:30am - 4:30pm 6 sessions

S345224 Editing with Final Cut Pro
This workshop introduces participants to editing of digital video using Final Cut Pro in a methodical and professional approach. Learn how to edit footage to tell a story and create a visual style. Enhance your storytelling. Participants will need to bring their own headphones to this workshop. This workshop is ideal for those who have done Short Film Production.
City Campus $510.00
Start Date 2/8/07 6:00pm - 9:00pm 6 sessions

S350267 Fascinating Fashion
Drawing All Fashion Related Images This course will explore all areas of fashion design – from developing fashion figures to designing garments and accessories.
Brunswick Campus $415.00
Start Date 23/7/07 6:00pm - 9:00pm 8 sessions
Start Date 8/10/07 6:00pm - 9:00pm 8 sessions

S315018 Fashion Career Discovery Short Course
The Career Discovery Short Course - Fashion is an inspirational week long intensive program which incorporates lectures by experienced industry professionals and studio workshops. It enables participants to learn about the design process - how designers draw ideas from the world around them in order to develop original concepts and garments.
City Campus $395.00
Start Date 9/7/07 10:00am - 4:00pm 5 sessions
Start Date 24/9/07 10:00am - 4:00pm 5 sessions

S320012 Folio Preparation - Interior Decoration
This intensive program will give prospective students for Diplomas in Interior Decoration and Design an insight into the specific standards and requirements of the study area. The program will assist participants to refine their approach and gain experience in presentation techniques. Students will practice visual and oral presentation skills and will develop a greater awareness of the industry.
City Campus $390.00
Start Date 1/10/07 9:30am - 4:30pm 4 sessions

S320038 Folio Preparation in 3D Design
This program will introduce participants to various drawing and rendering techniques for planning and recording ideas for 3D projects, as well as concept development applicable to 3D design. Students work to set briefs with teacher feedback and guidance to produce simple models using a range of materials. The course also includes discussion on TAFE/tertiary programs available in the 3D area.
City Campus $420.00
Start Date 21/7/07 9:00am - 4:00pm 5 sessions
Start Date 24/9/07 9:30am - 4:30pm 5 sessions

S320105 Folio Preparation in Digital Media (Adobe Photoshop & Illustrator)
This course focuses on the digital aspects of producing artwork for design. The program uses practical exercises to help course participants understand the tools, techniques and processes involved in the production of digital image making on the computer. Students work on G5 iMacs with flat screens and use Adobe Creative Suite Photoshop and Illustrator.
Brunswick Campus $390.00
Start Date 24/9/07 9:30am - 4:30pm 4 sessions

S320029 Folio Preparation in Fashion Drawing and Fashion Design
This course is a 15 week course to give an understanding of Fashion Drawing and aspects of Fashion for application to tertiary study in Fashion Design.
City Campus $545.00
Start Date 23/8/07 6:00pm - 9:00pm 15 sessions
Start Date 23/8/07 6:00pm - 9:00pm 15 sessions

S320028 Folio Preparation in Fashion Drawing and Fashion Design - Intensive
This intensive course which introduces students to principles of fashion drawing and fashion design before application to tertiary study in a Fashion Design course. The course is scheduled for all school holidays at the Brunswick Campus and Saturday courses will be held at the City Campus. Please note: The course scheduled to start on the 18th of February has been altered. It was originally scheduled for 5 sessions x 6 hours (9.15am - 4.30pm). It is now 7 sessions x 4 hours (9.15am - 1.15pm), and the finishing date is now the 8th of April.
Brunswick Campus $420.00
Start Date 2/7/07 9:15am - 4:30pm 5 sessions
Start Date 9/7/07 9:15am - 4:30pm 5 sessions
Start Date 13/10/07 9:15am - 4:30pm 5 sessions
Start Date 24/9/07 9:15am - 4:30pm 5 sessions
Start Date 11/10/07 9:15am - 4:30pm 5 sessions
Start Date 13/10/07 9:15am - 1:15pm 7 sessions

S320021 Folio Preparation in Graphic Art
Graphic Art focuses on the preparation, production, and technical aspects of design. Students will be introduced to both manual techniques and basic computer experience in the production of work relevant to Graphic Art courses. Students work to set briefs with teacher feedback and guidance. The course also includes an information component covering course structure, folio content and interview technique. This is an introductory course.
Brunswick Campus $390.00
Start Date 24/9/07 9:30am - 4:30pm 4 sessions

S320082 Folio Preparation in Graphic Design - Level 1
This is an introductory course, it is a practical and project-based. The content focuses on idea generation, concept development and the creation of text and image for communication design. Students will be introduced to a range of manual techniques through short projects. Computers maybe used for small components but this is not the focus of this course. Students work to set briefs with teacher feedback and guidance. The course also includes discussion on TAFE/tertiary courses in the study area, and an industry overview.
Brunswick Campus $390.00
Start Date 2/7/07 9:30am - 4:30pm 4 sessions
Start Date 24/9/07 9:30am - 4:30pm 4 sessions
Start Date 11/10/07 9:30am - 4:30pm 4 sessions

S320087 Folio Preparation in Graphic Design - Level 2
This is an intermediate level course. It is a practical project based course that focuses on idea generation, concept development and the creation of text and image communication design through longer, more in-depth projects than in Level 1. Students work to set briefs which are interpreted in an individual way with teacher guidance and feedback.
Brunswick Campus $390.00
Start Date 1/10/07 9:30am - 4:30pm 4 sessions

S320103 Folio Preparation in Life Drawing
This course is designed for those who wish to gain confidence in life drawing practices. The class includes demonstrations in methods, materials, techniques, technical language and composition.
Brunswick Campus $170.00
Start Date 2/7/07 9:30am - 3:30pm 2 sessions

S320086 Folio Preparation in Graphic Design - Level 1
This is an introductory course, it is a practical and project-based. The content focuses on idea generation, concept development and the creation of text and image for communication design. Students will be introduced to a range of manual techniques through short projects. Computers maybe used for small components but this is not the focus of this course. Students work to set briefs with teacher feedback and guidance. The course also includes discussion on TAFE/tertiary courses in the study area, and an industry overview.
Brunswick Campus $390.00
Start Date 2/7/07 9:30am - 4:30pm 4 sessions
Start Date 24/9/07 9:30am - 4:30pm 4 sessions
Start Date 11/10/07 9:30am - 4:30pm 4 sessions

S320087 Folio Preparation in Graphic Design - Level 2
This is an intermediate level course. It is a practical project based course that focuses on idea generation, concept development and the creation of text and image communication design through longer, more in-depth projects than in Level 1. Students work to set briefs which are interpreted in an individual way with teacher guidance and feedback.
Brunswick Campus $390.00
Start Date 1/10/07 9:30am - 4:30pm 4 sessions

S320103 Folio Preparation in Life Drawing
This course is designed for those who wish to gain confidence in life drawing practices. The class includes demonstrations in methods, materials, techniques, technical language and composition.
Brunswick Campus $170.00
Start Date 2/7/07 9:30am - 3:30pm 2 sessions
**Folio Preparation in Photography**

This course is designed to assist students in preparing a folio in photography. It is assumed that students have prior photography skills and the basis of a folio. Students will have their current folio assessed and an ongoing individual program set according to need.

**City Campus** $575.00  
Start Date 2/7/07 9:30am - 4:30pm 4 sessions  
Start Date 9/7/07 9:30am - 4:30pm 4 sessions  
Start Date 28/8/07 6:00pm - 9:00pm 8 sessions  
Start Date 24/9/07 9:30am - 4:30pm 4 sessions

**Start Date** 10/10/07 6:00pm - 9:00pm 7 sessions

**S350260 Global Quality Management for the Fashion Industry (GQM)**

These workshops are aimed at fashion professionals responsible for the quality of products. It develops key competencies in the areas of, Management of the Quality Assurance function, Developing Australian and International Care Instructions, Meeting other Labelling Requirements, Product Evaluation consistent with end use, and Development of Quality Systems using ISO 9001.

Brunswick Campus $330.00  
Start Date 6/7/07 9:00am - 5:00pm 1 session  
21/8/07 9:00am - 5:00pm 1 session

**S345043 Grammar and Punctuation**

In this intensive course, you study parts of speech, construction of English and punctuation. The course notes include a summary of each part, a summary of the common grammatical problems and solutions, extensive reference material and a glossary of grammatical terms. You edit out the grammatical problems in sentence exercises, and participate in discussions about simple ways to identify and solve the problems. You address how to use more verbs in your writing to make the meaning clear, how to use fewer nouns, when to use the relative pronoun ‘that’ or ‘which’, how to identify the subject, verb/s and predicate; and when to use apostrophes, commas and hyphens.

City Campus $390.00  
Start Date 20/10/07 9:30am - 4:30pm 2 sessions

**S320041 Graphic Design - Introduction**

This program incorporates both theory and practice in many facets of graphic design. The skills acquired will help course participants understand the process of concept development; explore creativity, design and the practical application of these to the final visuals. Students will be exposed to current, contemporary and/or avant garde examples of design and visual communication in a variety of media.

Brunswick Campus $390.00  
Start Date 20/10/07 9:30am - 4:00pm 8 sessions  
Start Date 11/11/07 6:00pm - 9:00pm 8 sessions

**S350265 Hand Sketching, Adobe Illustrator and Photoshop for Footwear Design**

The aim of the course is to introduce and develop hand sketching techniques along with the basic tools, palettes and special effects of Photoshop/ Illustrator programs in the development of images and artwork relevant to footwear design.

Brunswick Campus $650.00  
Start Date 1/10/07 9:00am - 4:00pm 4 sessions

**S320121 Illustration: Styles and Techniques**

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

Brunswick Campus $390.00  
Start Date 9/10/07 6:00pm - 9:00pm 8 sessions

**S315021 Industrial Design Career Discovery Short Course**

An introductory short course will be offered over the September school break. Participation in the short course has no direct influence on selection into the undergraduate program but it may help you decide if this is the program you wish to study. The three-day Career Discovery course introduces the principles of industrial design and enables students to develop an appreciation of the professional practice of industrial design as a career. The course is presented as a combination of lectures and practical exercises in design for industry and is particularly useful for anyone interested in applying for the program in future years.

**City Campus** $300.00  
Start Date 24/9/07 10:00am - 4:00pm 3 sessions

**Interior Design Design Series**

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

**City Campus** $390.00  
Start Date 13/10/07 9:00am - 4:00pm 5 sessions  
Start Date 9/10/07 6:00pm - 9:00pm 5 sessions  
Start Date 1/10/07 9:00am - 4:00pm 4 sessions

**S320123**

**City Campus** $575.00  
Start Date 18/9/07 6:00pm - 9:00pm 6 sessions  
Start Date 24/9/07 6:00pm - 9:00pm 6 sessions  
Start Date 22/9/07 6:00pm - 9:00pm 5 sessions  
Start Date 24/9/07 6:00pm - 9:00pm 5 sessions  
Start Date 21/9/07 6:00pm - 9:00pm 5 sessions

**S320124 Interior Design Design Series: Creative Lighting Applications**

**City Campus** $390.00  
Start Date 1/10/07 9:00am - 4:00pm 4 sessions  
Start Date 18/10/07 9:00am - 4:00pm 4 sessions

**S320125 Interior Design Design Series: Design Fundamentals for Interiors**

**City Campus** $390.00  
Start Date 20/10/07 9:30am - 4:30pm 5 sessions

**S320126 Interior Design Design Series: Materials and Finishes**

**City Campus** $390.00  
Start Date 20/10/07 9:30am - 4:30pm 5 sessions

**S320138 Interior Design Design Series: Soft Furnishings**

**City Campus** $390.00  
Start Date 20/10/07 9:30am - 4:30pm 5 sessions

**S320128 Interior Design Design Series: Design History for Interiors 2**

**City Campus** $390.00  
Start Date 20/10/07 9:30am - 4:30pm 5 sessions

**S320139 Interior Design Design Series: Colour for Interiors 2**

**City Campus** $550.00  
Start Date 18/10/07 6:00pm - 9:00pm 16 sessions  
Start Date 20/10/07 6:00pm - 9:00pm 16 sessions

**S320122 Interior Design Design Series: Colour for Interiors 1**

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

**City Campus** $550.00  
Start Date 18/10/07 6:00pm - 9:00pm 16 sessions  
Start Date 20/10/07 6:00pm - 9:00pm 16 sessions

**S320124 Interior Design Design Series: Colour for Interiors 2**

In this unit students explore the psychology and meaning of colour to achieve maximum effect. It provides participants with a deeper level of appreciation for the impact and experience of colour applied in commercial and domestic environments such as apartments, corporate spaces and office fit-outs as well as in heritage and historical applications. A pass in Colour for Interiors 1 (or equivalent) is a pre-requisite for this course.

**City Campus** $550.00  
Start Date 18/10/07 6:00pm - 9:00pm 16 sessions
S320125 Interior Decoration Design Series: Creative Lighting Applications

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

City Campus
Start Date 19/7/07 6:00pm - 9:00pm 16 sessions
City Campus $550.00

S320126 Interior Decoration Design Series: Design Fundamentals for Interiors

This unit delivers the underpinning principles for interior decoration and design and is an excellent course to begin with. Students practice resolving visual and spatial problems through the application of design principles and elements in interior settings. Includes the introduction to practical exercises such as 2D presentation boards for visual balance, evaluation of design principles in action and the development of an individual environment.

City Campus $550.00
Start Date 17/7/07 6:00pm - 9:00pm 16 sessions

S320128 Interior Decoration Design Series: Materials and Finishes

In this unit students explore the amazing range of interior materials, hard finishes, and fixtures available to interior decorators. It includes exploring laminates, timbers, stone, glass and composite polymers and metals. Fixtures include desks, storage units and office fittings. Students investigate applications ranging from single storey residential buildings to multi storey commercial complexes to make informed selections of these items. This unit also covers the identification, assessment and control of chemical, physical, psychological and biological hazards and ergonomics in the work environment.

City Campus $550.00
Start Date 16/7/07 6:00pm - 9:00pm 16 sessions

S320130 Interior Decoration Design Series: Soft Furnishings

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

City Campus $550.00
Start Date 16/7/07 6:00pm - 9:00pm 16 sessions

S315020 Interior Design Career Discovery Short Course

The short course is a week long intensive studio workshop in which students are introduced to a wide range of concerns and skills relevant to Interior Design practice. During the week students are exposed to the potentials of the creative process and develop a directed body of work that culminates in the design and presentation of an interior space. An exhibition of the work is held at the conclusion of the course. The course will be organised around a series of design exercises and workshops to cover concept development, drawing, model-making, technical drawing, design history and theory, presentation techniques, portfolio and exhibition design. The short course is delivered by teaching staff and tutors from the Interior Design undergraduate degree program and is invaluable for those who are intending to apply to Interior Design at a University level.

City Campus $395.00
Start Date 24/9/07 10:00am - 4:00pm 5 sessions

S350210 Introduction to Adobe Illustrator and Photoshop for Fashion and Textile Industry

The aim of this course is to introduce new techniques and skills in the use of both these programs to develop artwork relevant to fashion and textile design. Prerequisite: Participants must have completed both the ‘Illustrator – Basics’ and ‘Photoshop – Basics’ courses, or have basic experience in the use of these two programs before enrolling in this short course.

Brunswick Campus $880.00
Start Date 24/7/07 6:00pm - 9:00pm 12 sessions
Start Date 26/7/07 6:00pm - 9:00pm 12 sessions

S350245 Introduction to Adobe Illustrator for Fashion and Textile Industry

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

Brunswick Campus $470.00
Start Date 25/10/07 6:00pm - 9:00pm 7 sessions

S350244 Introduction to Adobe Photoshop for Fashion and Textile Industry

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

Brunswick Campus $470.00
Start Date 23/10/07 6:00pm - 9:00pm 7 sessions

S320106 Introduction to Advertising

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

City Campus $290.00
Start Date 2/7/07 9:00am - 4:00pm 3 sessions
Start Date 11/10/07 9:30am - 4:30pm 3 sessions

S345151 Introduction to Photography - Technical and Aesthetic

A practical course explaining the basics of camera operation (film and digital) and exploring methods of creating visually more dynamic photographs. The course is designed for users of little or no photographic experience or knowledge. It is suitable for users of adjustable film or digital cameras. Note: Students will require their own 35mm SLR camera and will need to provide film as recommended and pay for processing and printing. Digital cameras should have adjustable exposure.

City Campus $460.00
Start Date 16/7/07 6:00pm - 9:00pm 8 sessions
Start Date 11/9/07 6:00pm - 9:00pm 8 sessions

Fashion & Textiles

In addition to popular courses such as Folio Preparation in Fashion and Illustrator/Photoshop, the School of Fashion and Textiles also offer:

- Designing and making Footwear by hand
- Bags and Accessories
- Beading
- Sewing

Responding to industry demand The School of Fashion and Textiles in Brunswick offer workshops to keep abreast of the changes and challenges faced in a globally-competitive fashion marketplace such as:

- Global Production Management
- Global Quality Management
- Leading and Managing New Product Development
- Garment Technology

Customised enterprise-based training is available, contact Jack Roosenboom on (03) 9925 9115.
Magazine Writing, Editing and Production Modules

Magazine Writing, Editing and Publishing was created to provide a taste for people interested in working in the magazine industry. The complete set of four modules provides the basket of skills required for the production of newsletters and company magazines.

**S345014 Magazine Editing & Sub editing**

Start Date: 18/7/07 8:00pm - 9:00pm 16 sessions

**S345015 Magazine Desktop Publishing**

Start Date: 21/7/07 8:00pm - 9:00pm 16 sessions

**S345016 Magazine Writing**

Start Date: 11/7/07 8:00pm - 9:00pm 16 sessions

**S345017 Magazine Publishing and Production**

Start Date: 15/8/07 8:00pm - 9:00pm 16 sessions

For more information on the courses, please visit www.shortcourses.rmit.edu.au
S350224 **Product Knowledge Workshops in Textiles**

The workshops have been specifically designed for current and newly appointed TCF staff wishing to improve their technical knowledge and gain a wider appreciation of the many facets of the total ‘textile pipeline’ from fibres to fashion. These workshops now have a new addition - ‘Garment Technology’. This day has been developed to help understand the issues associated with offshore production.

*Sydney $395.00*

- **Start Date 20/8/07** 9:00am - 5:00pm 1 session
- **Start Date 21/8/07** 9:00am - 5:00pm 1 session
- **Start Date 22/8/07** 9:00am - 5:00pm 1 session
- **Start Date 23/8/07** 9:00am - 5:00pm 1 session
- **Start Date 24/8/07** 9:00am - 5:00pm 1 session

*Brunswick Campus $275.00*

- **Start Date 1/10/07** 9:00am - 5:00pm 1 session
- **Start Date 2/10/07** 9:00am - 5:00pm 1 session
- **Start Date 3/10/07** 9:00am - 5:00pm 1 session
- **Start Date 4/10/07** 9:00am - 5:00pm 1 session
- **Start Date 5/10/07** 9:00am - 5:00pm 1 session

S345998 **Proofreading - Part 1**

In this short course, you learn the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You learn the standard proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a book chapter, a report, a journal article and an advertisement. You also study the production process; the terminology used in publishing; the parts of a page and of a publication; the differences between editing and proofreading; the difference between ‘straight’ and ‘blind’ proofreading; common proofreading slips.

*City Campus $260.00*

- **Start Date 18/8/07** 9:30am - 4:30pm 1 session
- **Start Date 11/12/07** 9:30am - 4:30pm 1 session

S345095 **Proofreading - Part 2**

In this short course, you will revise the standard proofreading marks and terms, and apply them to more complex, real-life proofs. You refine your proofreading skills by picking up both typographic errors and layout problems. You revise the methods involved in ‘straight’ and ‘blind’ proofreading. It is not necessary to have completed part 1.

*City Campus $260.00*

- **Start Date 1/9/07** 9:30am - 4:30pm 1 session

S350234 **Sewing**

The basic dressmaking class is designed to give all those who participate an understanding of all the basic techniques required to construct simple garments.

*Brunswick Campus $385.00*

- **Start Date 17/7/07** 6:00pm - 9:00pm 10 sessions
- **Start Date 26/7/07** 6:00pm - 9:00pm 10 sessions
- **Start Date 2/10/07** 6:00pm - 9:00pm 10 sessions

S345222 **Short Film Production (Digital)**

In this project-based workshop, participants will learn basic camera operation, composition and ways of directing actors and crew. The focus will be on the production of short films of about 3 minutes in small groups, using digital video. Students will then have the option of enrolling in Editing with Final Cut Pro to edit their film. Ideal for film development.

*City Campus $410.00*

- **Start Date 1/9/07** 9:30pm - 4:30pm 3 sessions

S320142 **Special Events - Christmas Theming:**

*From small gifts to grand trees*

Everybody loves Christmas. Learn how to make yours so much more beautiful and enjoyable by using a theme. Apply your selected theme to everything from your Christmas cards, to the gift wrapping to your Christmas tree decorations and the meal setting. It is sure to be noticed by all your friends and family. Learn how to create a wonderful home entrance with perfect lights and decorations for the door. Find out how to chose the right type and sized tree for your home and how to decorate it following tested design principles. What decorations do you choose so that you can change a theme from year to year without having to buy everything again? What decorations do you select that can be replaced if broken or damaged for years to come? Come and learn from the event theme professionals in this enjoyable and happy three hour seminar workshop.

*City Campus $90.00*

- **Start Date 24/10/07** 6:00pm - 9:00pm 1 session

S320141 **Special Events - Creating Table Centre Pieces**

A table setting is only half the story for that very special event, may it be Christmas for the whole family, an intimate dinner for two or a lunch with friends. An event needs a theme. For every beautifully set table there is the perfect table centre piece to go with it. Participants will be shown a number of techniques and ideas for creating contemporary table centre pieces for the home or office event.

*City Campus $90.00*

- **Start Date 10/11/07** 2:00pm - 5:00pm 1 session

S320140 **Special Events - Creative Table Settings**

For Christmas ideas and dinner party ideas, this three-hour workshop is a fantastic opportunity to learn the basics as well as the advanced tips and tricks from the professional experts. Find out what a creative table setting can add to your event, learn about types and styles of table settings, the common mistakes, some do’s and don’ts. How do you select the right setting for the right event and also the right setting for the right table? Get ideas for place cards, napkins and other accessories for your table. And all of this will be followed by a glass of champagne and finger food while you chat informally to the presenters. Participants will be shown a number of techniques and ideas for creating contemporary table settings for the home or office event.

*City Campus $90.00*

- **Start Date 10/11/07** 10:00am - 1:00pm 1 session

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**S345143 Portrait and People Photography**

We like to take photographs of our family and friends but few do it well. This practical 8 week course explains equipment and materials selection and the techniques for photographing people. It covers formal and casual portraits, lighting, selection of location and technical considerations of exposure and composition. Pre-requisite: Applicants should have a basic understanding of photography and access to an adjustable film or digital camera.

*City Campus $460.00*

- **Start Date 19/7/07** 6:00pm - 9:00pm 8 sessions

**S350231 Product Knowledge Workshop in Footwear**

Workshop content: Construction (court, oxford, derby, welt, cement, velted schoen), Leather Characteristics & Materials (leather types, linings, surface materials, grainy accessories, eyelets/ buckles/laces/hoop & eye/studs), Glues & Adhesives (compatibility of cements and solvents, TPR, PVC, PC, PU, rubber, leather), Quality (stitching, eyeletting, clinching, adhesives, sole laying, colour/shade, toe seat and side lastings).

*Brunswick Campus $550.00*

- **Start Date 30/8/07** 9:00am - 4:00pm 2 sessions
- **Start Date 29/11/07** 9:00am - 4:00pm 2 sessions

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**S350224 Performance Writing**

Set within a performance-making context, this course offers a collaborative approach to theatre writing. How can the writer work with the director and performers to create performance? The course will include skills development in creating dramatic conflict, shaping character and story telling. Participants will have an opportunity to workshop their writing.

*City Campus $360.00*

- **Start Date 18/8/07** 9:30pm - 4:30pm 3 sessions
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>S320134</td>
<td>Visual Merchandising Course Series - Product Presentation</td>
<td>13/10/07</td>
<td>10:00am</td>
<td>4:00pm</td>
<td>4 sessions</td>
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<tr>
<td>S320135</td>
<td>Visual Merchandising Course Series: Studio</td>
<td>25/7/07</td>
<td>6:00pm</td>
<td>9:00pm</td>
<td>8 sessions</td>
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<tr>
<td>S320136</td>
<td>Visual Merchandising Course Series: VM Market</td>
<td>23/8/07</td>
<td>6:00pm</td>
<td>9:00pm</td>
<td>7 sessions</td>
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<tr>
<td>S320137</td>
<td>Visual Merchandising Course Series: Lettering and Signage</td>
<td>8/10/07</td>
<td>6:00pm</td>
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<td>8 sessions</td>
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<tr>
<td>S320135</td>
<td>Visual Merchandising Course Series: Studio</td>
<td>25/7/07</td>
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Visual Merchandising Course Series

Designed for people wishing to learn the 2D and 3D aspects of display, design and the creation of merchandising and props. For those who wish to re-train for up-to-date skills or add new skills to their current industry practice, or those participants who may wish to pursue a career in Visual Merchandising and retail. Participants are required to complete the four courses:

- **S320134** Visual Merchandising Course Series: Product Presentation
- **S320135** Visual Merchandising Course Series: Studio
- **S320136** Visual Merchandising Course Series: VM Market
- **S320137** Visual Merchandising Course Series: Lettering and Signage

layout control with layers; adding interactivity and automation; uploading and maintenance.
City Campus | $ 900.00     | Start Date | 10/10/07 | 6:00pm - 9:00pm | 10 sessions |

S345215 Write for TV Drama - An Introduction
Encounter the basics of dramatic writing and story structure for television drama. Develop a concept for a TV series, devise basic story arcs and then workshop selected scenes. This course will also look at TV drama formats.
City Campus | $320.00     | Start Date | 6/10/07   | 10:00am - 4:00pm | 3 sessions |

S345162 Writing Creative Fiction - Introduction to Fiction Writing
The Writing Creative Fiction Program, recognising that writing is a lonely pursuit, offers you the opportunity to workshop your writing with similarly committed writers under the guidance of teachers who are practicing, published writers. The courses in this program will stimulate, craft your current skills and challenge you to take your writing to the next level.
Introduction to Fiction Writing teaches a basic understanding of a range of fiction writing styles and encourages participants to develop and apply basic fiction writing skills of construction and criticism. Embedded in this course is at least one session with an agent who will discuss the current state of the publishing industry into which participants hope to sell their work, and who will give individual feedback on your ideas.
Bruneck Campus | $640.00     | Start Date | 17/7/07   | 6:00pm - 9:00pm | 16 sessions |

S345093 Writing for the Web
Writing for the web is now recognised as a specialised skill. The web is a highly interactive and non-linear communication media, and therefore writing for it must suit its specialist requirements.
City Campus | $390.00     | Start Date | 18/7/07   | 6:00pm - 9:00pm | 4 sessions |
Start Date | 4/10/07   | 6:00pm - 9:00pm | 4 sessions |

S345228 Write the Perfect Proposal
Want your proposal to stand out from the pack? Is there work out there for the taking, or a contract on offer for the winning, or an opportunity that you really want to grab? Perhaps you have a book that needs a publisher or a film that needs some funding? A really great proposal might mean you finally get what you want. Those who want their proposals to shine will gain skills and insights to boost their chances of success. The course provides insights into making a professional approach and producing a strong, compelling document.
City Campus | $290.00     | Start Date | 10/11/07  | 9:30am - 4:30pm | 1 session |
Business

S345225 Designing A Brand For Small Business
A small business needs an edge for it to stand out from the crowd. In this workshop, you will consider your brand and how you want to present it to the world. What colours, fonts, graphics best convey your business’s nature, and how do you communicate its worth to the potential client? During the course you will design and create a business pack that includes stationary such as letter head and business cards, and create a web page image that commands a second look.

City Campus $350.00
Start Date 03/11/07 9.30 am – 12.30 pm 2 sessions

S650179 Course in Property (Agents’ Representatives)
This seventy hour program is designed to provide people with the knowledge and skill required by law to be eligible for employment in real estate as an agents’ representative. The program introduces participants to the legislation, documentation and practice of selling and leasing properties and businesses. The program includes three units: Work Effectively in the Real Estate Industry, Address Legal and Ethical requirements of Property Sales, Address Legal and Ethical Requirements of Property Management. Delivery of the program will involve off-the-job training in a classroom situation. Teaching methods will vary, depending upon the learning outcome, and will include lectures and methods that encourage student participation, such as discussion, role-play and practical demonstrations. The program will be assessed by 4 assignments and 4 multiple-choice tests; all assessment tasks must be successfully completed. Online enrolments will not be accepted; please contact 03 99258111

City Campus $510.00
Start Date 28/8/07 9.30am – 5.00pm 10 sessions
Start Date 12/11/07 9.30am – 5.00pm 10 sessions
Start Date 31/7/07 5:30pm – 9:30pm 14 sessions
Start Date 11/9/07 5:30pm – 9:30pm 14 sessions
Start Date 31/7/07 5:30pm – 9:30pm 14 sessions
Start Date 25/10/07 5:30pm – 9:30pm 14 sessions

S155085 MYOB Complete Package
This course is aimed at people wanting to setup and use MYOB. Student will receive 5 MYOB Manuals on payment of the course fee. Each manual retails at $39.95 and are included with the course fee. For more information please contact Lauren at laurensia.herman@rmit.edu.au

City Campus $495.00
Flexible Enrolment
Start Date 17/07/07 5:30pm-8:30pm 3 sessions
Start Date 21/08/07 5:30pm-8:30pm 3 sessions

Community and Social Sciences

Professional Certificates in Criminal Justice
These professional certificate courses in Criminal Justice Administration are a non-award adjunct to the prestigious B.A. in Criminal Justice Administration, and are highly regarded in the Criminal Justice field.

City Campus $2880 or payment by 3 instalments is $2980, per semester Start Date 16/7/07

S210027 CJ06 Police Administration
This course examines the role of the police as a profession within a democratic system and the changing role of police and policing within modern society. Topic Areas: Philosophies, aims and objectives of police in Australia; ethics, accountability, independence, discretion; culture, supervision and management; occupational hazards; training and education; the nexus; specialist units, community policing; difficult areas in policing the community.

City Campus
Upfront fee is $720 or payment by 3 instalments is $745
Start Date 20/7/07 1:30 pm – 4:30 pm

S210023 CJ02 Crime and Information Technology
Provides students with an awareness of the impact of information technology on the criminal justice system and the types of crime being committed in the computer environment. It explores a range of issues including pornography and other offensive content, censorship, fraud, money laundering, hacking and ‘hactivism’.

City Campus
Upfront fee is $720 or payment by 3 instalments is $745
Start Date 17/7/07 3.30 pm – 5.30 pm + 1 hour Tute

S130041 CJ18 Professional Ethics and Conduct
This course defines and examines the nature, language, frameworks and concepts of morals and ethics as relating to standards of behaviour. The main emphasis of the course is on the determinants and development of moral and ethical behaviour. The approach taken in this exploration of ethics is that criminal justice professionals whether they work in law enforcement agencies, the court system, or correctional environment are placed in a unique position to protect or break the rights and privileges of citizens. This special position, or public trust, requires that those who have this type of power be especially sensitive to the ethical issues that may arise in their professional lives.

City Campus
Upfront fee is $720 or payment by 3 instalments is $745
Start Date 19/7/07 9.30 am – 12.30 pm

Computing and Information Technology

S130167 CCNA1 - Cisco Systems Networking Academy Program - Networking Basics
Students will learn to identify and describe the functions of each of the seven layers of the OSI reference model: describe physical and logical addresses and identify key differences between them; identify different network topologies, transmission media (copper, optical and wireless); signal losses; design networks; describe ethernet and gigabit ethernet operations; bridging and switching; describe the different classes of IP addresses and sub-netting; identify the functions of the TCP/IP protocol suite. Prerequisites: Participants should have a basic understanding of using Windows-based computers. It will be assumed that students have post school industry experiences, training, etc., and therefore, are mature, with a drive level to cope with this accelerated program. It would be helpful to have A+ Certification, Microsoft Office Skills, Introductory programming or multimedia courses, and introductory electronics.

City Campus $575.00
Start Date 7/7/07 8:00am - 5:00pm 5 sessions
Start Date 12/7/07 5:30pm-9:30pm 10 sessions

S130168 CCNA2 - Cisco Systems Networking Academy Program - Router and Routing Basics
Students will examine router elements (RAM, ROM, CDP); describe connection-oriented network service and connectionless network service; define flow control and describe the 3 basic methods used in networking; Identify the functions of the TCP/IP transport-layer protocols; control router passwords, identification and banner; check an initial configuration using the setup command; configure and verify IP addresses; configure Access-lists. Prerequisites: Successful completion of CCNA1.

City Campus $575.00
Start Date 11/8/07 8:00am - 5:00pm 5 sessions
Start Date 20/9/07 5:30pm-9:30pm 10 sessions

www.shortcourses.rmit.edu.au
**CCNA3 - Cisco Systems Networking Academy Program - Switching Basics**

Students will learn to configure VLSM and Routes of protocols (RIPV2, OSPF & EIGRP); configure physical & loopback interfaces; describe LAN switching theory and benefits of VLANs; Spanning Tree Protocol & Trunks; provide Level 1 troubleshooting service.

City Campus $578.00
Start Date 15/9/07 5:30pm - 9:30pm 5 sessions
Start Date 10/7/07 5:30pm - 9:30pm 10 sessions

**CCNA4 - Cisco Systems Networking Academy Program - WAN Technologies**

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

City Campus $575.00
Start Date 20/10/07 5:30pm - 9:30pm 5 sessions
Start Date 18/9/07 5:30pm - 9:30pm 10 sessions

**CCNP1 - Cisco Systems Networking Academy Program - Building Scalable Internetworks**

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

City Campus $1295.00
Start Date 11/7/07 5:30pm - 9:30pm 16 sessions

**CCNP4 ONT**

The course prepares for the CCNP exam called Optimizing Converged Cisco Internetworks (BCMSN 642-812) which is a qualifying exam for the Cisco Certified Network Professional CCNP. The student will gain knowledge and skills in implementing scalable multilayer switched networks. The course includes topics on Campus Networks, describing and implementing advanced spanning tree concepts, VLANs and Inter-VLAN routing, High Availability, Wireless Client Access, Access Layer Voice concepts, and minimizing service Loss and Data Theft in a Campus Network.

City Campus $1295.00
Start Date 18/7/07 5:30pm - 9:30pm 12 sessions

**Data Theft in a Campus Network**

This course focuses on the overall security processes in a network with particular emphasis on hands on skills in the following areas:
- Cisco Security technologies, products and solutions
- Firewall and secure router design and configuration
- AAA implementation using routers and firewalls
- Securing the network at both layer 2 and 3 of the OSI model

City Campus $895.00
Start Date 6/8/07 5:30pm - 9:30pm 6 sessions

**Other Courses and Certifications**

- **Introduction to Cisco Voice over IP**
  This course will focus on entry level skills required to implement IP Telephony in a SOHO (Small Office Home Office) environment. Students will study an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents Cisco solutions and implementation considerations to address those challenges. Topics include Cisco Call Manager Express (CME) architecture, components, functionality and features, Voice over IP (VoIP) and Quality of Service (QoS) technologies and applying them to a Cisco CME environment.

City Campus $895.00
Start Date 16/7/07 5:30pm - 9:30pm 6 sessions

- **CISCO Systems Academy Program A+ Training (IT Essentials 1)**
  This course is intended for students who want to pursue a career in information technology, or want to study the detail of how a computer works. It lays the foundation for the knowledge required to build and configure a computer and troubleshoot problems that may occur. Students will learn how to assemble, configure and troubleshoot computer hardware, operating systems and software. It is designed to prepare students to pass the CompTIA A+ certification exams. Students will complete a hands-on laboratory course and participate in the Hewlett Packard sponsored Cisco Systems Academy online program.

City Campus $850.00
Start Date 11/7/07 5:30pm - 9:30pm 15 sessions
S130054 Programmable Logic Control & 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). Prerequisites: Mechanical or electrical aptitude or background is desirable. All participants must purchase (not included in fee) Automation with programmable Logic Controllers and matching workbook by Peter Rohner. These are available from the RMIT Bookshop.
City Campus $450.00
Start Date 18/3/07 5:30pm - 9:30pm 6 sessions

130055 Programmable Logic Control & Automation Short Course 2
This course is designed to provide skills in designing sequential controls for typical industrial systems peripheral functions (routines), as well as designing programs of combinational nature and integrating the PLC with fluid power driven machinery. Prerequisites: All participants must have completed Programmable Logic Control & Automation Short Course No.1.
City Campus $450.00
Start Date 30/10/07 5:30pm-9:30pm 6 sessions

130056 Programmable Logic Control & 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, PLC to machine integration and fault debugging. Prerequisites: All participants must have completed Programmable Logic Control & Automation Short Course No.2.
City Campus $450.00
Start Date 12/6/07 5:30pm-9:30pm 6 sessions

S130057 Programmable Logic Control & Automation Short Course 4
This course is designed to provide skills in creating PLC programs for typical industrial applications with analog PLC signal input and output, arithmetic function processing and data acquisition (add, subtract, multiply, divide and data handling). This course is level 4 of a series of 4 consecutive courses (levels). Prerequisites: All participants must have completed Programmable Logic Control and Automation Short Course No. 3.
City Campus $450.00
Start Date 31/7/07 5:30pm - 9:30pm 6 sessions

S130176 SCADA - CITEC Software In Supervisory Control And Data Acquisition Systems
This course aims to provide personnel with ‘hands-on’ knowledge of SCADA systems and their applications. Emphasis will be placed on relating the course material to ‘real world’ control situations. Prerequisites: There are no prerequisites. This course is for Managers and Engineering and Technical Personnel involved in the development, design, programming, installation and maintenance of Supervisory Control and Data Acquisition Systems.
City Campus $495.00
Start Date 18/7/07 5:30pm - 9:30pm 6 sessions

S130196 Voice over IP (VoIP) Fundamentals
This course introduces you to the latest Voice over IP (VoIP) technologies and provides you the skills and techniques to configure & use IP telephony network. You will get hands on experience with Voice enabled Cisco Routers, Cisco Call Manager Express, Cisco IP phones and standard analog phones. On successful completion of this course you will have the knowledge and skills to participate in the design, development and deployment of IP based telephony systems for small to medium sized businesses. Prerequisites: CCNA certification or equivalent knowledge and skills would be advantageous.
City Campus $625.00
Start Date 30/7/07 5:30pm - 9:30pm 8 sessions

S260035 Australian Career Development Studies (ACDS) (Component 3)
Australian Career Development Studies (ACDS) (Component 3) is an online postgraduate certificate level unit appropriate for practitioners working in the career development area who have a tertiary qualification or equivalent, but no formal qualifications specifically in career development. However, career practitioners with formal qualifications in career development may also find this unit useful as a professional development activity. The unit is not in itself a formal qualification; rather it is designed as an introduction to the broad field of career development in preparation for further formal study. The Department of Education, Science & Training (DEST) own this course and information can be found on www.career.edu.au. Completion of ACDS Component 3 provides 25% credit towards fulfilment of RMIT’s Graduate Certificate in Careers Counselling. People interested in enrolling in ACDS and / or pursuing further postgraduate studies in career development must make contact with Michael Hastings, Acting Program Manager, on 03 9925 1747 or michael.hastings@rmit.edu.au in order to arrange additional resources and assessment details prior to commencing study.
Flexible Enrolment $300.00

S310127 Beginners Chinese
This course aims to introduce you to the basic skills of the Chinese language and to familiarise you with the formation of written Chinese. You will acquire basic understanding of some of the norms and values of Chinese society and obtain knowledge of the language and behavior as expressed in and reflected by the language. You will be equipped with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication.
City Campus $395.00
Start Date 18/7/07 6:00pm - 9:00pm 10 sessions
Start Date 21/7/07 10:00am - 1:00pm 10 sessions

S360037 Certificate IV in Training & Assessment (TAA40104)
The Certificate IV in Training and Assessment is a 12 day program which includes 14 units of competency. The program is conducted over a period of four weeks. This program is endorsed by Department of Education, Science & Training (DEST)
To keep the quality of your learning at a high level we have limited participation to no more than 13 participants per course date.
City Campus $3900.00
Start Date 4/7/07 9:30am - 4:30pm 12 sessions
Start Date 1/8/07 9:30am - 4:30pm 12 sessions
Start Date 3/9/07 9:30am - 4:30pm 12 sessions
Start Date 5/10/07 8:30am - 4:30pm 12 sessions
Start Date 7/11/07 9:30am - 4:30pm 12 sessions

S001001 Certificate of Surface Coatings Technology by e-Learning
The Surface Coatings Association Australia Incorporated (SCAA) has been the provider of technical education to the coatings industry for many years, mainly via classroom-based courses in Melbourne and Sydney. SCAA has now developed its Certificate of Surface Coatings Technology course into a self-paced, distance-learning format. This course has been developed with assistance from the Australian Paint Manufacturers’ Federation, and contributory funding by the NSW Department of Education and Training. SCAA’s technical education programs are well accepted and valued by the coatings industry. Graduates can be assured of a solid grounding in the technology involved in the development and use of modern surface coatings. Having successfully completed the course, you will receive the SCAA Certificate of Surface Coatings Technology by e-Learning. For further information visit the website www.mitraining.com/scaa
Flexible Enrolment $1900.00

S130175 Laser Safety Officer
This course provides participants with the knowledge and skills to safeguard health and safety of others as well as their own in the workplace. To introduce participants to the preventative nature of health and safety in the workplace in relation to laser operation and use. Prerequisites: There are no prerequisites.
City Campus $255.00
Start Date 7/8/07 8:00am - 5:00pm 1 session
S150072 Manual Handling
This training program takes participants through the OHS (Manual Handling) Regulations 1999. It then uses the principles of Identification - Assessment - Control to evaluate HMH. Participants work through a series of practical exercises all relating to HMH using the guidance notes and Risk Assessment model provided in the Manual Handling Code of Practice. Solutions to the problem are sought using the Heirarchy of Control as listed in the Manual Handling Regulations. At the completion of the program participants should be able to conduct a Risk Assessment of HMH tasks in their workplace and recommend solutions.
Flexible Enrolment
Quote on Application

S150071 Occupational Health and Safety for Committee Members
This two day course is aimed at members of the Safety Committee. Its purpose is to build members of the Safety Committee into a team so that they can work together and be effective in promoting and guiding the OHS program at their workplace.
Flexible Enrolment
Quote on Application

S15009OHS 1 Day Refresher Program for H&S Representatives, Managers & Supervisors
The purpose of this one-day program is to provide Managers, Supervisors, Health & Safety Representatives, members of the Safety Committee and employees with an overview of their roles, responsibilities and opportunity to participate in managing Occupational Health & Safety as outlined in the Occupational Health & Safety Act 2004 (OHS Act). This will be achieved by reviewing the requirements imposed by the Legislation. The program will reinforce management’s personal responsibility, accountability, and liability for managing health & safety in the workplace. Specifically the program will focus on highlighting the consultative and participative approach, issue resolution procedures and the roles of Health & Safety Representative’s (HSR’s), deputy HSR’s including the issue of Provisional Improvement Notices. The role of the OHS Committee will also be outlined. The function and rights of entry of Authorised Representatives of Registered Employee Organisations (ARREO’s) will also be explained. In addition to the role of the Inspector, their powers and provisions for Reviewing inspectors decisions are discussed. The principles of Risk Analysis using OHS Best Practice i.e. Hazard Identification, Hazard Assessment & Hazard Control techniques and supporting procedures to achieve results will also be included as they now form part of the OHS Act. The program also shows participants how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues as part of the consultation process. This program is approved by the Victorian WorkCover Authority, WorkSafe Division.
City Campus $220.00
Start Date 27/8/07 9:00am - 5:00pm 1 session

S130013 Data/Coxial Cabling Techniques
The course is designed to provide practical skills necessary to identify, install, terminate and test various types of data communications cables used in Local Area Networks (LANs). Prerequisites: The course is directed at experienced electrical/electronics trades person, trades assistants, alarm installation personnel etc. A basic knowledge of electrical/electronics theory is assumed.
City Campus $460.00
Start Date 9/8/07 8:00am - 5:00pm 2 sessions
Start Date 25/10/07 8:00am - 5:00pm 2 sessions

S130090 Disconnect/Reconnect Workers Licence
The Restricted Electrical Licence courses are offered to maintenance and service personnel who wish to sit the NREL-1V and NREL-2V Examination. Holders of the Restricted Licence Class D are licenced to perform limited work for maintenance purposes only, in the disconnection and reconnection of 415V and 240V appliances. Prerequisites: Participants can undertake the course and sit for Theory and SECV Practical exams but they must be employed in an approved occupation to hold the Restricted Licence Class D. Persons who are considering obtaining a D/R Worker’s Licence should contact the Office of the Chief Electrical Inspector (CEI) on 9203 9700 or 1800 815 721 to confirm the suitability of their primary work function prior to commencing course work. It should be noted that a D/R Worker’s Licence will not be automatically issued to persons who have completed the D/R Worker’s Licence course work. Applicants must apply to the O CEI for the licence whereby the applicant must be able to demonstrate a suitable primary work function to obtain the licence.
City Campus $990.00
Start Date 4/7/07 8:00am - 5:00pm 7 sessions
Start Date 4/7/07 5:30pm - 9:30pm 14 sessions
Start Date 5/9/07 8:00am - 5:00pm 7 sessions
Start Date 5/9/07 5:30pm - 9:30pm 14 sessions
Start Date 24/10/07 8:00am - 5:00pm 7 sessions
Start Date 24/10/07 5:30pm - 9:30pm 14 sessions

S130017 Electrical Contractor Registration Course – Part B Commercial (Mod EA102)
The course assists participants to gain the required knowledge to pass B-Commercial written examination. On successful completion participants are issued with documentation indicating that Part B of the Electrical Contractors Registration course has been passed at a satisfactory standard as required by the OCEI. Prerequisites: All prospective course participants must hold an Unrestricted Class E Electrical Mechanics Licence (EML).
City Campus $470.00
Start Date 20/8/07 5:30pm - 9:30pm 10 sessions
Start Date 5/11/07 5:30pm - 9:30pm 10 sessions

S130102 Energy Smart Electricians
To provide course participants with work experience in Electrical Systems that include sustainable components. Prerequisites: This course is directed at personnel who are involved in electrical installations. A clear understanding of electrical circuits and the need to work safely is required. Electrical Apprentices and Tradesmen may apply.
City Campus $300.00
Start Date 1/9/07 8:00am - 5:00pm 2 sessions
Start Date 23/11/07 8:00am - 5:00pm 2 sessions

S130104 Inspection and Safety Testing of Electrical Equipment
The aim of this course is to provide Testing and Tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training. Prerequisites: Course participants should have some electrical knowledge.
City Campus $230.00
Start Date 23/7/07 8:00am - 5:00pm 2 sessions
Start Date 25/7/07 5:30pm - 9:30pm 3 sessions
Start Date 24/10/07 5:30pm - 9:30pm 3 sessions
Start Date 3/9/07 8:00am - 5:00pm 2 sessions
Start Date 15/10/07 8:00am - 5:00pm 2 sessions
Start Date 26/11/07 8:00am - 5:00pm 2 sessions
S355071 Achieving Quality Colour Reproduction for Digital Printing
Participants will learn how to establish and maintain a colour managed workflow, ensuring that their monitors will always give an accurate preview of what is going to print and all the colour managed devices in the workflow behave in a predictable way.
Bundoora Campus $650.00
Start Date 4/10/07 9:00am - 4:00pm 2 sessions

S355000 Adobe Acrobat - PDF Technology
This course will expose students to the full Adobe Acrobat software. It will provide skills necessary to learn how to create compact cross platform Portable Document Format (PDF) files specifically for high - end printing and how it can be effectively implemented into a graphical digital workflow.
Bundoora Campus $480.00
Start Date 30/7/07 6:00pm - 9:00pm 6 sessions
Start Date 15/10/07 6:00pm - 9:00pm 6 sessions

S355070 Bookbinding and Restoration
Participants will undertake practical exercises in bookbinding and finishing. They will be able to: set up and produce hand bound books, restore books, set up for and produce hand made boxes, and set up machines for basic flat bed die cutting or embossing. Prerequisite: Participants must have completed the ‘Introduction to Bookbinding’ short course.
Bundoora Campus $500.00
Start Date 9/8/07 5:30pm - 8:30pm 15 sessions

S355072 Capturing and Reproducing Quality Digital Images
This training program is for photographers, scanning operators, and design and reproduction professionals involved in capturing digital images. The new world of digital imaging can be confusing. This course will provide you with an understanding of the devices and principles involved in producing high quality digital images for digital colour printing.
Bundoora Campus $650.00
Start Date 9/10/07 9:00am - 4:00pm 2 sessions

S355106 Colour Evaluation and Measurement
This short course is designed for printers wanting to learn about colour evaluation and measurement.
Bundoora Campus $650.00
Start Date 26/9/07 9:00am - 4:00pm 2 sessions

S355064 Desktop Publishing for Printing Industry - Introduction
This course provides a broad overview of the major components and software commonly associated with professional desktop publishing in either PC or Macintosh environment. The course covers the use of the main text and manipulation software (InDesign), illustration application ( Illustrator) and graphic manipulation (Photoshop). Participants learn the basic skills and combine these into a practical assignment.
Bundoora Campus $800.00
Start Date 17/9/07 6:00pm - 9:00pm 12 sessions

S355017 Digital Printing - Introduction
This short course is an introduction to digital printing using the Fuji Xerox DocuTech 6135. During the course, participants will be introduced to the operational controls and the production capabilities of this high speed, mono colour, digital print engine.
Bundoora Campus $360.00
Start Date 17/10/07 6:00pm - 9:00pm 4 sessions

S355121 Direct Image Press (DI) - Introduction
This course is an introduction to direct image printing using the Heidelberg Direct Image Press (DI). Participants will be introduced to the operational controls and the production capabilities of this high speed, mono colour, digital print engine. Participants will receive demonstrations on an image-transfer system for production jobs from digital files.
Bundoora Campus $360.00
Start Date 24/10/07 6:00pm - 9:00pm 4 sessions

S355011 DocuTech 6135 - Basic Operator’s Course
This course has been designed and developed by Fuji Xerox, The Document Company. Together with the generous support of Fuji Xerox, RMIT Printing has delivered the program to more than one hundred local and interstate clients. Those attending will receive comprehensive individual instruction, use an advanced Computer Based Training simulation program and produce a range of production jobs that identifies the diverse production capabilities of this digital machine.
Bundoora Campus $1200.00
Start Date 16/8/07 6:00pm - 9:00pm 12 sessions

S355012 Electronic Publishing: Troubleshooting
The course will cover common faults that may occur in widely used programs such as InDesign, QuarkXpress, Photoshop and Illustrator and how to correct these for the Printing Industry.
Bundoora Campus $540.00
Start Date 11/10/07 6:00pm - 9:00pm 8 sessions

S355015 Flexographic Printing - Advanced
Flexographic printing is the fastest growing printing process. This course leads from Flexographic Printing - Introduction. In this advanced course, we will focus on issues such as: problem solving; advanced printing techniques; and advanced inking.
Bundoora Campus $500.00
Start Date 15/8/07 6:00pm - 9:00pm 6 sessions
Current course information & brochures, available at www.shortcourses.rmit.edu.au

S355020 Heidelberg GTO 52 Operation - Advanced
This advanced course will cover: problem solving; advanced printing techniques; and quality control. It is a hands-on follow-up to Heidelberg GTO 52 Operation - Introduction. Prerequisite: Completion of Heidelberg GTO 52 Operation - Introduction or practical experience on the Heidelberg GTO 52.
Brunswick Campus $380.00
Start Date 8/10/07 6:00pm - 9:00pm 4 sessions

S355019 Heidelberg GTO 52 Operation - Introduction
A specialised hands-on practical printing course covering ink setting, plate positioning, quality control, faults and remedies on the GTO 52 for qualified printing machinists and students who can demonstrate both knowledge and practical application of the basic principles of lithographic printing. The emphasis of the course is to give students a complete knowledge of the machine, along with hands-on experience, so that a printer with no prior knowledge of this machine will be able to operate it with sufficient skill to seek employment in the areas of: quick-print shops; instant printers; and small business. Prerequisite: Must have an understanding of lithography, eg. Introduction to Lithography or practical experience in the printing industry.
Brunswick Campus $480.00
Start Date 30/7/07 6:00pm - 9:00pm 6 sessions

S355067 Heidelberg Speedmaster SM 52 Digital Control
Do you want to operate a digital CP Tonic controlled four colour printing press using quality control systems? If so, this is the course for you. From the console, the operator can register all four colours at the touch of a button. All components such as autoplatten; wash-up facilities; remote inking; are at your finger tips.
Brunswick Campus $450.00
Start Date 29/8/07 6:00pm - 9:00pm 4 sessions

S355126 Illustrator - Advanced
This course is a continuation of the introductory course, covering the more complex aspects of the Illustrator program. All steps will be explained in both a PC and Mac context.
Brunswick Campus $300.00
Start Date 15/11/07 6:00pm - 9:00pm 4 sessions

S355125 Illustrator - Introduction
Participants will learn to create graphic images (vector based) through Adobe Illustrator. All steps will be explained in both a PC and Mac context.
Brunswick Campus $320.00
Start Date 2/8/07 6:00pm - 9:00pm 7 sessions

S355135 InDesign - Advanced
This course follows on from InDesign - Introduction, exploring the potential of InDesign in depth, i.e. to efficiently create larger multiple page documents and master page styles.
Brunswick Campus $300.00
Start Date 29/8/07 6:00pm - 9:00pm 4 sessions

S355120 InDesign - Introduction
This course reveals the nature of the program, covering basic to more advanced features of the application. All steps will be explained in both a PC and Mac context.
Brunswick Campus $320.00
Start Date 17/10/07 6:00pm - 9:00pm 7 sessions

S355115 Introduction to 3D Animation (Lightwave 3D)
Aimed at first time users of the software who have an interest in learning the basics of 3D animation. This hands-on practical course introduces students to the fundamental principles of 3D modelling, texturing, lighting, and animation using Newtek Lightwave 3D.
Brunswick Campus $1080.00
Start Date 24/9/07 9:00am - 4:00pm 9 sessions

S355119 Introduction to Bookbinding
Participants will undertake practical exercises in bookbinding and finishing.
Brunswick Campus $500.00
Start Date 8/8/07 5:30pm - 8:30pm 15 sessions

S355116 Introduction to Dreamweaver
Aimed at first time users of the software who have an interest in Web page creation, this hands-on practical course introduces students to the basics of Dreamweaver, a professional visual editor for creating and managing web pages. At the end of the course most students will be able to create Web pages without having to learn HTML. Insert images, create tables and lists, make live links, and more! Upon completion of this course, you should be able to insert images, display information in a table, create lists, link to other pages, create a Web form, open pages in a new window, create a style for your entire site using Cascading Style Sheets, and use Dreamweaver's site management tools to more effectively manage your site.
Brunswick Campus $750.00
Start Date 9/7/07 9:00am - 4:00pm 5 sessions

S355112 Introduction to Flash
Aimed at first time users of the software, this hands-on practical course shows students how to produce and deliver high-impact Web sites with Flash. Flash allows Web developers to create resizeable, small and compact navigation interfaces, animations, and other great effects for Websites.
Brunswick Campus $810.00
Start Date 9/10/07 9:00am - 4:00pm 6 sessions

S355113 Introduction to Flash Action Scripting
Learn how to extend Flash's interactivity through scripting. Advanced interactivity methods introduced, include: data handling, gaming, entertainment and education - user feedback; and interactive navigation. Grammatical and conceptual understanding of its programming/scripting language. Action Scripting, will be treated as an extension of fundamental interactive capabilities (through Frame Actions, object-oriented Actions, media and movie control, and using variables and expressions to act on dynamic conditions). Previous experience using Flash required.
Brunswick Campus $960.00
Start Date 26/11/07 9:00am - 4:00pm 8 sessions

S355122 Introduction to JavaScript
This course will provide the skills necessary to incorporate JavaScript into a website, giving the web designer the means to enhance the design, function and interactivity of their web pages. With JavaScript, the student will be able to incorporate rollovers, pop-up windows, alert boxes, drop down menus etc into their web pages as well as process data and validate forms.
Brunswick Campus $480.00
Start Date 8/8/07 6:00pm - 9:00pm 6 sessions

S355111 Introduction to Macromedia Director
Explore components of Director and learn to author multimedia using the basic concepts of Lingo, Director's native scripting language to program greater interactivity into your projects.
Brunswick Campus $750.00
Start Date 11/10/07 9:00am - 4:00pm 5 sessions

S355109 Introduction to Macromedia Fireworks
Macromedia Fireworks provides Web Designers / Graphic Creators with the knowledge and hands-on practice needed to create rich Web graphics. You will learn how to use tools in Macromedia Fireworks to create/edit Web graphics with both vector and bitmap images, work with layers, build buttons, add rollovers, slice images, and optimise and export graphics, this course introduces basic Macromedia Fireworks integration with Macromedia Dreamweaver.
Brunswick Campus $540.00
Start Date 24/9/07 9:00am - 4:00pm 3 sessions

S355107 Introduction to Multimedia
This introductory course is aimed at those who have an interest in developing a basic grounding in multimedia and currently have little or no experience of multimedia. With a hands-on approach, the course aims to give students a range of skills in digital image manipulation and multimedia application development using industry standard software applications.
Brunswick Campus $540.00
Start Date 24/9/07 9:00am - 4:00pm 3 sessions

S355101 Introduction to Shinnohara
This course is designed for people with a knowledge of single colour printing. The course will introduce the participants to the understanding of a 2 colour printing press with a perfecting unit.
Brunswick Campus $350.00
Start Date 24/7/07 6:00pm - 9:00pm 3 sessions

Multimedia Courses
RMIT offer a variety of short courses to develop your multimedia skills.

S355107 Introduction to Multimedia is aimed at the beginner, and designed to develop a range of skills in digital image manipulation and multimedia application development.

For computer based graphics classes consider InDesign, Illustrator or Photoshop.

Potential web designers will find a range of helpful courses, for both specific programs such as S355116 Introduction to Dreamweaver, or the comprehensive S345057 Web Site Design and Authoring.

If it is content, and not technical details that interests you, consider booking into S345093 Writing for the Web.

Check out www.shortcourses.rmit.edu.au for the full range of multimedia courses available.
S355073 Managing Files and Digital Printing Systems
A training program for graphic and production professionals responsible for outputting files to a digital colour printer and managing the Raster Image Processor (RIP). Participants learn techniques for file preparation and formatting to produce error-free files for digital output. The course includes teaching on Xerox Digital Colour RIPs. Very, splash management.
Brunswick Campus $650.00
Start Date 1/10/07 9:00am - 4:00pm 2 sessions

S355124 Photoshop - Advanced
This course aims to cover additional features and expand the skills and knowledge a step further from Photoshop - Introduction, while still focusing on print requirements. All steps will be explained in both a PC and Mac context.
Brunswick Campus $300.00
Start Date 17/7/07 6:00pm - 9:00pm 4 sessions
Start Date 3/11/07 6:00pm - 9:00pm 4 sessions

S355123 Photoshop - Introduction
Participants will be introduced to the functions and tools of Photoshop useful in a printing environment. All steps will be explained in both a PC and Mac context.
Brunswick Campus $520.00
Start Date 28/8/07 6:00pm - 9:00pm 7 sessions

S355038 Print Awareness
Don’t be embarrassed by those questions about the printing processes constantly being asked by your clients. Get the answers! A special course directed at persons employed in the Printing Industry who may not have a technical background, yet may be expected to handle enquiries and provide information to clients and support staff. The aim is to introduce you to production procedures, from plate to press. This overview covers the press areas of printing and includes: plate/image types; ink components types; colour separation; and print identification. Students will tour the flexographic, gravure, lithographic, letterpress, screenprinting and pre-press areas to gain a first-hand view of the variety of equipment used and their production activities. Upon completion of the course, students will feel more confident through familiarity with terminology used. Class size is limited so reserve your position now!
Brunswick Campus $560.00
Start Date 22/10/07 9:00am - 4:00pm 3 sessions
Start Date 25/10/07 6:00pm - 9:00pm 6 sessions

S355128 QuarkXpress - Advanced
This course follows on from QuarkXpress - Introduction, exploring the potential of QuarkXpress in depth, ie. to efficiently create larger multiple page documents and master page styles. All steps will be explained in both a PC and Mac context.
Brunswick Campus $300.00
Start Date 11/10/07 6:00pm - 9:00pm 4 sessions

S355045 Quoting and Jobbing
This time-consuming creation of manually produced estimates is rapidly in decline. To cater for this change, the department is offering a course utilising Prism WIN, the premium estimating package currently available to the Printing Industry. The course is designed for people wanting to be estimators, who are working in the production area, or who want to improve their skills and knowledge of computer-based estimating. Participants who have completed the Planning & Estimating manual course will find this course advantageous. Participants need to bring a calculator from the first night.
Brunswick Campus $700.00
Start Date 21/8/07 6:00pm - 9:00pm 12 sessions

S355105 Scanning and Digital Photography, Input for Print
This short course is for printers to learn to scan and input digitally for output. Brunswick Campus $650.00
Start Date 17/9/07 9:00am - 4:00pm 2 sessions

S355046 Scanning, Colour Measurement and Digital Output
This course generally covers the following units: introduction to scanning and digital output devices; calibration of devices; computer imaging variables; colour theory; colour measurement and colour correction; graduation; grey balance; and imaging standards for printing.
Brunswick Campus $480.00
Start Date 7/8/07 6:00pm - 9:00pm 6 sessions

S355102 Shinohara Using CTP
This course leads on from Introduction to Shinohara. This is an advanced course and will focus on using polyester plates.
Brunswick Campus $350.00
Start Date 16/10/07 6:00pm - 9:00pm 3 sessions

S355104 Stitching, Folding and Guillotine Operating
Participants will concentrate on the practical use of the Five-Station-Gather machine with support from theoretical information provided by the teacher as well as learning from hands on experience in the use of programming of computer operated guillotines.
Brunswick Campus $800.00
Start Date 3/9/07 9:30pm - 10:30pm 10 sessions

S355047 Systems Management
This course is for people in the printing and graphic arts industry wanting an hands-on approach to setting up and configuring a computer workstation suitable for manipulation of images. Topics covered: computer components; installation of operating system and software; font technology; anti-virus technology; cross-platform issues; postscript technology; optimising computer components for the graphic industry; and back-up and retrieval methodologies. Students pull apart and reconstruct a computer system, and identify the components and the configuration between the components. They install relevant software and discuss other additions and devices specific to the industry.
Brunswick Campus $750.00
Start Date 24/9/07 9:00am - 4:00pm 5 sessions

S366011 Advanced Chinese
This course increases graduate capabilities to occupy professional roles in a variety of international business contexts. Projects (individual and group) may be utilised to assess student competence across different units. Opportunities are also provided for students to apply skills and knowledge in real (or simulated) workplace situations, e.g., work placement, interviews of company staff, case studies and role plays.
City Campus $395.00
Start Date 18/7/07 6:00pm - 9:00pm 10 sessions

Media and Communications
S365008 Beginners Japanese
This course aims to introduce you to the basic skills of the Japanese language and to familiarise you with the formation of written Japanese. You will learn the hiragana script. You will acquire basic understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behavior as expressed in and reflected by the language. You will be equipped with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication.
City Campus $395.00
Start Date 9/8/07 6:00pm - 9:00pm 10 sessions

S365013 Beginners Japanese 2
This course aims to build on the basic skills of the Japanese language, consolidating your knowledge of the hiragana script. You will learn the katakana script. You will acquire increased understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behavior as expressed in and reflected by the language.
City Campus $395.00
Start Date 8/8/07 6:00pm - 9:00pm 10 sessions

S365010 Beginners Spanish
This course introduces students to basic skills of the Spanish language. Students will acquire essential understanding of Hispanic cultures and societies, as expressed in and reflected by the language. The course will equip students with basic knowledge for cross-cultural situations within the framework of language and associated non-verbal communication. Students will be encouraged to reflect upon the dynamics of the language in its various cultural contexts. This course will prepare students for further study of Spanish, and for engagement with Hispanic peoples: from Spain or Latin America.
City Campus $395.00
Start Date 18/7/07 6:00pm - 9:00pm 10 sessions

S200071 CPE - Dealing with Difficult Situations
Afraid you might lose the upper hand in a difficult situation with a client or boss? Learn techniques to ensure that you maximise your chances of maintaining control and achieving your outcomes in the most trying situations. Discover how to lead management, clients or peers to win/win results. Find out how to focus on building instant rapport and breaking down barriers. See how objections can be easily overcome by simply choosing the right responses to challenge pre-conceived ideas. Explore ways of building and maintaining effective long-term relationships.
City Campus $195.00
Start Date 23/7/07 5:30pm - 9:30pm 1 session

S200068 CPE - Managing the Angry Mob - Community Engagement
Dealing with an angry public and building good community relations can challenge anyone. This training looks at issues that arise and proposes solutions to prevent projects from being swamped by negative community opinion. It focuses on the keys to identify and anticipate trouble spots, meaningful communication that allows everyone to be heard and tips to ensure success. Presenter: David Hawkins, FPRIA, Director, SOCOM.
City Campus $195.00
Start Date 30/8/07 5:30pm - 9:30pm 1 session

S200062 CPE - Media Release & PR Writing
How can you improve your media release writing skills to ensure your organisation gets the best coverage? Good writing skills are essential – and you must know what editors and journalists are looking for. Learn how to create well-written media kits that produce top results.
City Campus $295.00
Start Date 11/10/07 9:30am - 5:00pm 1 session
Start Date 27/10/07 9:30am - 5:00pm 1 session

S200028 CPE - Oh F***! It’s Happened! Crisis Management
What happens in a company when the worst-case scenario hits? Public relations practitioners have been the traditional managers of crises in organisations – but company protocols and policies must be in place before a crisis erupts. Classic and contemporary crisis events in Australia have parallels in other countries, establishing useful lessons for organisations wanting to design their own Crisis Communication Plan. This workshop explores the design of realistic programs to plan for and handle crises, plus practical exercises that demonstrate how to minimise damage to your organisation.
Course Presenter - Andrew Kitsby, Manager, Corporate Affairs, Kraft Australia and New Zealand.
City Campus $195.00
Start Date 6/8/07 5:30pm - 9:30pm 1 session

S200047 CPE - PR Media Training
How can you be totally confident when dealing with the media? Build your skills and knowledge with this practical full-day training, being coached and guided by media experts. Learn how and when to proactively approach the media with success. Feel in control when the media turns on the pressure. This training is a must for anyone who suspects they will one day face either the print or electronic media in their career.
Presenters: Neil Spark, Managing Editor, Melbourne Weekly Magazine & Doug Weller, Director, Corporate Media Services.
City Campus $295.00
Start Date 6/10/07 9:30am - 5:00pm 1 session

S200069 CPE - Strategy Planning - Focussing your strategy for outstanding outcomes
Good strategy relies on a particular way of thinking – with a combination of clarity and creativity. Strategic thinking adds excellence to proposals, campaigns and promotional events - it is usually the element that clients and CEOs are seeking. Learn how to plan strategically so that your professionalism and success rates soar. This training will use case studies and reveal hard-won secrets to ensure that participants identify, develop and focus their own strategies. Presenter: Noel Turnbull, RMIT Adjunct Professor; Former Director, Turnbull Porter Novelli.
City Campus $295.00
Start Date 24/9/07 9:30am - 5:00pm 1 session

S200053 CPE - The Keys to Event Management
How are major events such as the Commonwealth Games pulled together? The principles that apply to large events carry through to smaller events. This training aims to help you understand and organise events that produce top results. Successful promotion and management requires highly developed, multi-tasking skills and clever planning. Learn how to maximise the impact of your event and successfully obtain media coverage you need.
City Campus $195.00
Start Date 20/8/07 5:30pm - 9:30pm 1 session

S200076 CPE - Turning No-go’s into Go’s - Working for Non Government Organisations
Turning No-Go’s into Go’s – Working with NGOs Nongovernmental organisations (NGOs) are seen publicly to be more credible on controversial issues than the media, government or corporations. In getting their message across through the Internet, e-mail and public demonstrations, NGOs call for corporate social responsibility and transparency. Ignoring them could be perilous. How should they be approached? Discover the guidelines in communicating with NGOs. Presenter: David Hawkins, SOCOM.
City Campus $195.00
Start Date 5/7/07 9:00am - 1:00pm 1 session

S130152 CPR Restricted Registration Course
The CPR Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved network termination device. Prerequisites: The course participant shall have cabling experience, either in a typical domestic, or in security, fire and computer cabling.
City Campus $320.00
Start Date 20/7/07 8:00am - 5:00pm 2 sessions
Start Date 28/9/07 8:00am - 5:00pm 2 sessions
Start Date 30/11/07 8:00am - 5:00pm 2 sessions

S365004 Japanese Language Proficiency Test 07 Preparation Workshop For Level 3
This course aims to help you to reach your potential in the preparation for level 3 of the Japanese Language Proficiency test, the only test that is a universally recognised qualification for your Japanese language skills. The test is conducted annually in Melbourne in December, this year on Sunday December 2nd 07 (TBC). Results are sent from Japan in March 2008 with an international grading of your Japanese language ability which is often necessary for the purposes of employment or further studies.
City Campus $220.00
Start Date 20/10/07 2.00pm - 5.00pm 5 sessions

S365005 Japanese Language Proficiency Test 07 Preparation Workshop For Level 4
This course aims to help you to reach your potential in the preparation for level 4 of the Japanese Language Proficiency test, the only test that is a universally recognised qualification for your Japanese language skills. The test is conducted annually in Melbourne in December, this year on Sunday December 2nd 07(TBC). Results are sent from Japan in March 2008 with an international grading of your Japanese language ability which is often necessary for the purposes of employment or further studies.
City Campus $220.00
Start Date 20/10/07 10:00am - 1:00pm 5 sessions

Current course information & brochures, available at www.shortcourses.rmit.edu.au
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Public Relations Certificate

The Public Relations Certificate consists of four units:
- PR Principles and Practices, PR Writing, Media Relations and Strategic PR and Planning. The course is officially endorsed by the Public Relations Institute of Australia (Vic). This course is designed for people working in PR or related jobs or those who wish to enter the industry. Those who undertake the Public Relations Certificate will be assessed in an informal atmosphere allowing you to maintain your natural and culturally appropriate manner. Up to 50 new kanji will be introduced. You will be assessed on the following principles:

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<td>City Campus $1350 per unit</td>
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<td>5:30pm - 9:30pm 8 sessions</td>
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<td>S20017</td>
<td>Public Relations Certificate - PR Principles &amp; Practices</td>
<td>City Campus $1350</td>
<td>Start Date 8/8/07</td>
<td>5:30pm - 9:30pm 9 sessions</td>
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<td>Public Relations Certificate - Strategic PR &amp; Planning</td>
<td>City Campus $220</td>
<td>Start Date 24/10/07</td>
<td>5:30pm - 9:30pm 8 sessions</td>
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Electrotechnology and Building Services

The RMIT School of Infrastructure, Electrotechnology and Building Services (SIEBs) is a leader in the field of Electrotechnology and Building Services, using trainers with extensive practical experience and state of the art technology.

First Rate Training
Energy Smart electricians
Open & Restricted Cabling Provider Rule
Satellite TVRO Installation
Optical Fibre & Structured cabling
TV Antenna System – Planning, Design & Installation
Electric Motor Control
Cisco A+ Training
Code of Practice for Safe Electrical Work
Cisco CCNA 1 – 4
D Licence
Cisco CSCP 1 & 2
Electrical Contractor’s Part B
Microsoft Courses
How to run and organise a small business
VoIP Voice over IP
Lighting for electricians
Wireless technologies
PLC 1 - 4
Contemporary Digital Radio Technologies (CRDT)
SCADA
For more information please contact the SIEBs Short Course office on 03 9925 4921 or 9925 4386.

S13019 Open CPR for Electricians and Communication Cablers

The aim of this course is to provide knowledge, awareness and practical experience in ACA’s regulations on the telecommunications cabling industry. Prerequisites: Course participants must have an E Grade licence or completed 20 core modules of electrical apprenticeship or have six months relevant cabling experience.

City Campus $790.00
Start Date 3/8/07 8:00am - 5:00pm 7 sessions
Start Date 12/10/07 8:00am - 5:00pm 7 sessions
Start Date 30/7/07 5:30pm - 9:30pm 14 sessions
Start Date 8/10/07 5:30pm - 9:30pm 14 sessions

S13004 Optical Fibre Cabling Techniques

This course is designed to give course participants an understanding of the installation of fibre optic cables and provide practical experience in splicing of cables, fitting of connectors, testing and basic understanding of systems. The participant will be able to successfully perform fusion and mechanical splicing, fitting of connectors and testing of the system. Prerequisites: This course is intended for the Electrical Industry. No proper knowledge of the field is necessary. All trades personnel including technicians and technical officers may apply. Provides endorsement for an Open CPR. If seeking an endorsement, the participants must be a holder of an Open CPR.

City Campus $500.00
Start Date 5/7/07 8:00am - 5:00pm 2 sessions
Start Date 4/10/07 8:00am - 5:00pm 2 sessions

S36503 Practical Intermediate Japanese

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

City Campus $395.00
Start Date 6/8/07 6:00pm - 9:00pm 10 sessions
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Refer a friend to receive great discounts on your next course

your friend benefits too…

15% off for you!
10% off for your friend!

how it works

1. Attend an RMIT Short Course.
2. Refer your friend to us by returning the attached referral form to the address below.
3. Your friend will be sent a special offer letter with information about our short courses.
4. Your friend benefits as they will receive 10% off their short course enrolment.
5. When your friend enrols, we will also thank you by crediting you with a discount of 15% off your next short course enrolment.

Return Referral Form to:
RMIT Training Continuing Education
Refer a Friend
Reply Paid 12058
Abeckett Street VIC 8006

RMIT respects your right to privacy. Information provided in this Referral Form will only be used for the purpose in which it was collected.

terms and conditions

1. The Refer a Friend offer is ongoing however RMIT Training reserves the right to withdraw or suspend the offer without notice.
2. RMIT Training reserves the right to withdraw the offer to an individual where conditions are breached.
3. This offer applies to participating short courses only.
4. Course fees must be paid in full before discounts are accrued.
5. There is no limit to the number of referrals that can be made.
6. Discounts are not transferable between individuals.
7. Discounts are valid for 6 months from date of your friend’s enrolment.
8. Standard Short Course Terms and Conditions apply.
9. In the event of a dispute, the decision of RMIT Training is final.
10. The promoter is RMIT Training Pty Ltd.

ABOUT YOU:

Your first name
Your last name
Your course name
Your course date
Your postal address
Your email address
Your mobile

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Your friend’s first name
Your friend’s last name
Your friend’s postal address
Your friend’s email address
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<td>Writing for the Web</td>
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<td>Write the Perfect Proposal</td>
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Current course information & brochures, available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
How to Enrol in a Short Course

The RMIT University Customer Service Team is open for telephone enquiries and enrolment from 9am - 5pm, Monday to Friday. You can submit your enrolment to RMIT Training a number of ways:

- PHONE
  Credit Card details are required (Bankcard, MasterCard, Visa).
  Phone the RMIT Customer Service Team on (03) 9925 8111, 9am - 5pm weekdays.

- PHONE
  Send the completed enrolment form on the following page (page 24) with either Credit Card details, Money Order or Cheque (payable to RMIT Training Pty Ltd) or a company purchase order to: RMIT Training Pty Ltd, PO Box 12058, A’Beckett Street, Melbourne, VIC, 8006.

- IN PERSON
  You can apply in person at Level 3, 449 Swanston Street, Melbourne VIC 3000, 9am - 5pm weekdays.

- FAX
  Credit Card details are required (Bankcard, MasterCard, Visa or company purchase order). Fax the completed enrolment form on the following page (page 27) to RMIT Training on (03) 9925 8134.

- ONLINE
  RMIT also provides an online Short Course enrolment facility. It provides you with an easy, quick and safe alternative to booking over the telephone or through a fax. Visit www.shortcourses.rmit.edu.au or email: enquiries@rmit.edu.au

  Easy - You can search by keyword or interest area, our full course range, to find the course you want. Courses matching your search criteria will be displayed in detail, clearly showing session dates, venues and prices. At any stage, you can print a hard copy of the participant or billing information entered to check that every detail provided is correct. If you have any enquiries, call our Short Courses Centre on (03) 9925 8111 or email: enquiries@rmit.edu.au

  Quick - Within minutes of submitting an enrolment, including credit card details, you will receive an email receipt confirming payment. RMIT guarantees that participants will receive further confirmation of their enrolment in a course within 5 working days from the date of the original submission.

  Safe - Any personal information that you submit will be used purely to process orders and is protected by RMIT’s secure server. RMIT may also use this information to notify you of any important changes or any special promotions that may be of interest to you. RMIT is not involved in any selling, trading or alternative use of customer’s personal information. RMIT guarantees that your personal details will not be passed on to any other organisations.

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

* All course details contained in this directory are current at time of publication and may be subject to change.
For current course information and individual course brochures, refer to www.shortcourses.rmit.edu.au
# Short Course Enrolment Form

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Start Date</th>
<th>Fee</th>
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<table>
<thead>
<tr>
<th>Your Details</th>
<th>Client Number (if known) ____________________________</th>
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<tbody>
<tr>
<td>Title _______</td>
<td>First Name/s __________________________________________</td>
</tr>
<tr>
<td>Postal Address ______________________________________</td>
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</tr>
<tr>
<td>Suburb ___________________________</td>
<td>State_____________________</td>
</tr>
<tr>
<td>Phone 01 __________________________</td>
<td>Phone 02 __________________________</td>
</tr>
<tr>
<td>Email Address ______________________________________</td>
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<table>
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<th>Billing Address</th>
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<tr>
<td>Company Name _______________________________________________________________________</td>
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<tr>
<td>Contact Person: First Name/s ______________________________________________________</td>
<td>Surname ______________________</td>
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<tr>
<td>Postal Address ________________________________________________________________</td>
<td>Suburb ______________________</td>
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<tr>
<td>State_____________________</td>
<td>Postcode _____________</td>
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<table>
<thead>
<tr>
<th>Payment Details</th>
<th>Please note: We cannot accept cash payments, Diners or Amex cards</th>
<th>Amount Due $ ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheque (payable to RMIT Training Pty Ltd)</td>
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<td>Money Order</td>
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<td>Visa</td>
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<td>Mastercard</td>
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<td>Expiry Date ___ ___ / ___ ___</td>
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<td>Cardholder’s Name ______________________________________</td>
<td>Signature ______________________________________</td>
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| Invoice (only available to companies that provide a purchase order or letter of authority with enrolment form) | ☐ |

<table>
<thead>
<tr>
<th>Other Information</th>
<th>How did you hear about this course? _______________________________________________________________________</th>
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<tbody>
<tr>
<td>RMIT University respects your right to privacy. If you do not wish to be informed of future courses and specials please tick this box ☐</td>
<td>Are you eligible for a discount? Discounts do not apply to all short courses, please check with us if you are unsure. ☐</td>
</tr>
<tr>
<td>Healthcare/Pensioner Card Proof must be provided with enrolment form</td>
<td>☐ RMIT Student* ☐ RMIT Alumni* ☐ RMIT Staff* * Please provide your RMIT number for verification ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terms and Conditions</th>
<th>I accept these Terms and Conditions Signature __________________ Date __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. We require 5 full working days notice if you are unable to attend the course.</td>
<td></td>
</tr>
<tr>
<td>2. Transfers made less than 5 full working days prior to course commencement will incur an administrative fee of 10% of the full course fee.</td>
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<tr>
<td>3. Cancellations made less than 5 full working days prior to course commencement will incur a cancellation fee equal to 50% of the full course fee.</td>
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<tr>
<td>4. In courses where prerequisites do not apply you may send a substitute in your place if you are unable to attend. Please advise us prior to course commencement.</td>
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<tr>
<td>5. Full fee is payable for non-attendance.</td>
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<tr>
<td>6. No refunds will be issued after course commencement.</td>
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<tr>
<td>7. We reserve the right to cancel any course that does not have the required enrolment numbers.</td>
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<tr>
<td>8. Flexible delivery courses may have different conditions of enrolment.</td>
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