SHORT COURSES
LENGTHEN SKILLS
<table>
<thead>
<tr>
<th>Short Courses</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeships and traineeships</td>
<td>2</td>
</tr>
<tr>
<td>Architecture, building and planning</td>
<td>2</td>
</tr>
<tr>
<td>Art and design</td>
<td>3</td>
</tr>
<tr>
<td>Business</td>
<td>13</td>
</tr>
<tr>
<td>Community and social sciences</td>
<td>14</td>
</tr>
<tr>
<td>Computing and information technology</td>
<td>15</td>
</tr>
<tr>
<td>Education and training</td>
<td>18</td>
</tr>
<tr>
<td>Engineering and related technologies</td>
<td>19</td>
</tr>
<tr>
<td>Environment</td>
<td>22</td>
</tr>
<tr>
<td>Health and medical sciences</td>
<td>22</td>
</tr>
<tr>
<td>Manufacturing and printing</td>
<td>23</td>
</tr>
<tr>
<td>Media and communication</td>
<td>24</td>
</tr>
<tr>
<td>Enrolment form</td>
<td>31</td>
</tr>
<tr>
<td>Index</td>
<td>32</td>
</tr>
</tbody>
</table>

Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to www.shortcourses.rmit.edu.au before booking a course. Prepared June 2009.
The best time to invest in your future is now.

Focus on the job you have.

One of the best things to do during a recession is to concentrate on your current job and do your best to shine. RMIT runs a variety of short courses suitable for giving you the edge over your colleagues.

Maximise your opportunities and aspire to greater heights at your company.

Make it tough for your boss to carry on without you. Short and Single courses allow you to keep up with industry knowledge and enhance career opportunities.

Know your strengths, skills and talents.

Look at more than one type of course that you can do based on your skills. This may involve expanding employment options beyond what’s typical for you. See if there are possibly other interests you can pursue and consider where they could lead you.

Further information
Continuing Education
Tel. 03 9925 8111
Email: enquiries@rmit.edu.au
www.shortcourses.rmit.edu.au
Construction Induction Card (CI Card)

Course code: S130210
The Construction Induction Card (formally Red Card) course will enable participants to work safely in the construction industry. This course should be undertaken prior to entering any construction sites.

City campus
Cost: $170 (GST free)
Duration: 8 hours

AutoCAD for Designers—3D Modelling

Course code: S320004
This course was developed for practitioners with basic 2D AutoCAD skills to developing 3D drawing techniques using Autocad. The course is based on exercises and projects to show participants the potential of 3D using this software. Participants work with Autocad 2008 or higher and are supplied with course notes.

City campus
Cost: $620
Start date Time Sessions and duration
1/7/2009 9 am–5 pm 4 sessions x 8 hours
17/8/2009 9 am–5 pm 8 sessions x 3 hours
12/10/2009 9 am–5 pm 8 sessions x 3 hours

AutoCAD for Designers—Level 1

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

City campus
Cost: $620
Start date Time Sessions and duration
11/7/2009 9 am–5 pm 4 sessions x 8 hours
23/7/2009 9 am–5 pm 9 sessions x 3 hours
4/8/2009 9 am–5 pm 9 sessions x 3 hours
19/8/2009 9 am–5 pm 4 sessions x 8 hours
2/9/2009 9 am–5 pm 9 sessions x 3 hours
24/9/2009 9 am–5 pm 9 sessions x 3 hours
28/9/2009 9 am–5 pm 4 sessions x 8 hours
13/10/2009 9 am–5 pm 9 sessions x 3 hours
28/10/2009 9 am–5 pm 4 sessions x 8 hours
14/11/2009 9 am–5 pm 4 sessions x 8 hours
23/11/2009 9 am–5 pm 4 sessions x 8 hours
24/11/2009 9 am–5 pm 4 sessions x 8 hours

AutoCAD for Designers—Level 2

Course code: S320002
Developed for practitioners with existing basic AutoCAD skills, the course is aimed at refining and further developing drawing technique. Delivery is through a combination of demonstration and practical exercises.

City campus
Cost: $620
Start date Time Sessions and duration
6/7/2009 6–9 pm 8 sessions x 3 hours
12/10/2009 6–9 pm 8 sessions x 3 hours

AutoCAD Quickstart

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

City campus
Cost: $310
Start date Time Sessions and duration
12/8/2009 9 am–5 pm 2 sessions x 8 hours

Building Thermal Performance Assessment—FirstRate 5

Course code: S130205
This course provides knowledge and skills to enable the participant to become an accredited thermal performance assessor with Sustainability Victoria. Prerequisites: Participants must be able to read and interpret plans and specifications, be able to use advanced computer software and have a thorough knowledge of buildings and their methods of constructions including materials used.

City campus
Cost: $1200
Start date Time Sessions and duration
23/7/2009 8 am–5 pm 4 sessions x 8 hours
10/9/2009 8 am–5 pm 4 sessions x 8 hours
1/10/2009 8 am–5 pm 4 sessions x 8 hours
5/11/2009 8 am–5 pm 4 sessions x 8 hours
3/12/2009 8 am–5 pm 8 sessions x 8 hours

Building Thermal Performance Assessment—Theory Only

Course code: S130209
This course provides knowledge and skills to enable the participants to become accredited thermal performance assessors with Sustainability Victoria.

City campus
Cost: $600
Start date Time Sessions and duration
2/7/2009 8 am–5 pm 2 sessions x 8 hours
6/8/2009 8 am–5 pm 2 sessions x 8 hours
24/9/2009 8 am–5 pm 2 sessions x 8 hours
15/10/2009 8 am–5 pm 2 sessions x 8 hours
19/11/2009 8 am–5 pm 2 sessions x 8 hours
## Career Discovery—Building Design and Drawing

**Course code** S320011

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. It also includes a model-building component.

- **City campus**
- **Cost:** $390
- **Start date** 28/9/2009 9.30am–4.30pm 4 sessions x 7 hours

## Green Building and Design 2009—Green Materials

**Course code** S315057

The selection of materials in buildings has an impact on the environment, on human health and on construction costs. Regulatory requirements have to be complied with, consumer demand for healthy buildings needs to be met, and liability claims will need to be deflected when choosing products and materials for the built environment. Designers, manufacturers and regulators have been called upon to explore various options for green materials. Be it those produced from renewable or recycled materials or be it innovative high-tech products—evaluating the alternatives can be a real challenge for all concerned. Therefore, the conference will provide practical guidance on how to assess building materials. Site visits and the presentation of case studies will illustrate how theory has been put into practice and how practice can be used to refine theory.

- **Melbourne Convention and Exhibition Centre**
- **Cost:** $770 online or $1045 in-person
- **Start date** 9/9/2009 8.30am–5.30pm 2 sessions x 8 hours

## Home Sustainability Assessment

**Course code** S130211

This new course, developed in consultation with Sustainability Victoria, is an accredited program designed to provide students with the ability to undertake assessments of residential properties and make recommendations to improve domestic sustainability. The course consists of energy consumption, recycling and waste, water usage, garden and environments, customer service and workplace safety. Prerequisites: People who are considering a career in home sustainability assessment, tradespeople wanting to update their skills, and local government/council and utility companies seeking to offer home assessment services.

- **City campus**
- **Cost:** $1350
- **Start date**
  - 7/8/2009 9am–5pm 16 sessions x 7 hours
  - 2/10/2009 9am–5pm 16 sessions x 7 hours

## Architectural Drawing Techniques—Introduction

**Course code** S320078

The program provides participants with a solid introduction to standard residential building design and drafting procedures, conventions and documentation practices. Participants engage in drawing studio activities to develop an understanding of associated drawings and graphic techniques. The program incorporates lectures, discussions, demonstrations and practical working application of techniques.

- **City campus**
- **Cost:** $480
- **Start date**
  - 7/7/2009 6–9 pm 8 sessions x 3 hours
  - 6/10/2009 6–9 pm 8 sessions x 3 hours

## Revit—Level 1

**Course code** S320005

This course introduces Autodesk REVIT, a powerful building modeler for architectural design and documentation in 3D and 2D. The course is delivered through theory, demonstrations and practical work on Revit 9.1 or higher. Participants gain hands-on experience creating a small commercial project. The course material is written locally for Australian conditions.

- **City campus**
- **Cost:** $820
- **Start date**
  - 20/8/2009 9am–5pm 4 sessions x 8 hours
  - 8/10/2009 6–9 pm 9 sessions x 3 hours

## Revit—Level 2

**Course code** S320080

This course explores REVIT's advanced productivity tools with an emphasis on families. It is delivered through theory, demonstrations and practical application. Participants gain hands-on experience through a series of practical exercises based on Australian conditions.

- **City campus**
- **Cost:** $820
- **Start date**
  - 2/7/2009 9am–5pm 4 sessions x 8 hours
  - 29/10/2009 9am–5pm 4 sessions x 8 hours

## SolidWorks—Level 1

**Course code** S320118

SolidWorks is highly regarded 3D mechanical design software with powerful 3D design capabilities. Students in this course will be introduced to basic 3D modelling, 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**
- **Cost:** $820
- **Start date**
  - 18/8/2009 6.30–9.30 pm 8 sessions x 3 hours
  - 7/10/2009 6.30–9.30 pm 8 sessions x 3 hours

## 3D Studio Max for Architects and Interior Designers

**Course code** S345139

The aim of this course is to learn the use of 3D Studio Max as a rendering tool; as a tool used in the design process; to create presentations of unparalleled quality and realism; and to be able to modify volumes and spaces through all the design phases. No AutoCAD experience is required. Due to demand, more courses may be offered throughout the year. Please check at www.shortcourses.rmit.edu.au.

- **City campus**
- **Cost:** $1010
- **Start date**
  - 5/9/2009 10am–4pm 6 sessions x 6 hours

## Adobe After Effects—Motion Graphics

**Course code** S345138

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

- **City campus**
- **Cost:** $600
- **Start date**
  - 8/9/2009 6–9 pm 8 sessions x 3 hours

## Adobe Illustrator and Photoshop for Fashion and Textile Industry—Introduction

**Course code** S350210

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. This course is designed as a follow on to the Basic Photoshop and Basic Illustrator courses. The course content will give participants an introduction to those techniques which are predominantly used in the fashion and textiles industry. You will create imagery for textile artwork, garment illustrations and graphic presentations.

- **Brunswick campus**
- **Cost:** $895
- **Start date**
  - 14/7/2009 6–9 pm 12 sessions x 3 hours
  - 16/7/2009 6–9 pm 12 sessions x 3 hours
Advanced Photoshop—Specialist Techniques for Digital Photos

Course code  S345262
A six-week course demonstrating essential methods of adjusting and controlling colour and tonal information in an image. This course enables participants to develop advanced Photoshop techniques required to create high quality and artistic photographic images.

City campus
Cost: $590
Start date  Time  Sessions and duration
17/8/2009  6–9 pm  6 sessions x 3 hours
10/11/2009  6–9 pm  6 sessions x 3 hours

Audio Production—Music Industry

Course code  S345193
An introductory course designed to give you an insight into the world of audio production in the music industry, with an emphasis on experiential learning. It gives an overview of both the theory and the practice of audio capturing techniques. This includes pre-production, use of microphones, multi-track techniques and post production. At the end of the course you 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, or musicians wishing to record their own music.

City campus
Cost: $560
Start date  Time  Sessions and duration
19/9/2009  9 am–5 pm  5 sessions x 7 hours

Basic Block Construction and Grading (Patternmaking)—Introduction

Course code  S350274
This course is intended to show how to develop basic blocks from body measurements and as an overview to understanding the basic principles of grading from base size 12 master patterns, through a range of sizes from 8 to 16. Students will be given the opportunity to acquire the procedures required for constructing basic size 12 basic blocks (on card) and for understanding the basic principles of grading by manually developing master grades (on paper).

Knowledge learnt is also applicable to computer methods. At the end of the course, participants will have a set of card patterns for size 12. They will also have sheets of graded masters, with an option to transfer to card. This is for the skirt, bodice, sleeve and pant basic blocks, through a size range of 8 to 16.

Brunswick campus
Cost: $615
Start date  Time  Sessions and duration
10/9/2009  6–9 pm  12 sessions x 3 hours

Bookbinding—Introduction

Course code  S320106
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
Cost: $205
Start date  Time  Sessions and duration
28/9/2009  9.30 am–4.30 pm  3 sessions x 7 hours

Audio Production—Music Industry

Course code  S345262
A six-week course demonstrating essential methods of adjusting and controlling colour and tonal information in an image. This course enables participants to develop advanced Photoshop techniques required to create high quality and artistic photographic images.

City campus
Cost: $590
Start date  Time  Sessions and duration
17/8/2009  6–9 pm  6 sessions x 3 hours
10/11/2009  6–9 pm  6 sessions x 3 hours

Audio Production—Music Industry

Course code  S345193
An introductory course designed to give you an insight into the world of audio production in the music industry, with an emphasis on experiential learning. It gives an overview of both the theory and the practice of audio capturing techniques. This includes pre-production, use of microphones, multi-track techniques and post production. At the end of the course you 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, or musicians wishing to record their own music.

City campus
Cost: $560
Start date  Time  Sessions and duration
19/9/2009  9 am–5 pm  5 sessions x 7 hours

Bag Making—Gusseted Handbag

Course code  S350271
This course will teach you to design and create a gusseted handbag, with strap and internal zip pocket.

Brunswick campus
Cost: $450
Start date  Time  Sessions and duration
30/7/2009  6–9 pm  6 sessions x 3 hours

Bag Making—Clutch Bag (Introduction)

Course code  S350264
This course will teach you to design and create a clutch bag, as well as the introductory knowledge associated with bag making.

Brunswick campus
Cost: $450
Start date  Time  Sessions and duration
27/7/2009  6–9 pm  6 sessions x 3 hours
15/10/2009  6–9 pm  6 sessions x 3 hours

Bag Making—Tote Bag

Course code  S350273
This course will teach you to design and create a tote bag.

Brunswick campus
Cost: $450
Start date  Time  Sessions and duration
5/10/2009  6–9 pm  6 sessions x 3 hours

Basic Adobe Illustrator for Fashion and Textile Industry

Course code  S350209
The aim of this course is to introduce the use of basic program tools and functions to enable the participant to begin developing fashion and textile-related artwork in Adobe Illustrator.

Brunswick campus
Cost: $80
Start date  Time  Sessions and duration
2/7/2009  6–9 pm  1 session x 3 hours
5/8/2009  6–9 pm  1 session x 3 hours

Bookbinding and Restoration

Course code  S350570
In this course, participants will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level depending on ability. It is recommended but not necessary for students to have experience similar to that gained in Introduction to Bookbinding or similar. Students work on own projects under supervision and direction of experienced staff. Tools and equipment in the bindery are available to use as needed for projects.

Brunswick campus
Cost: $510
Start date  Time  Sessions and duration
23/7/2009  5.30–8.30 pm  15 sessions x 3 hours

Certificate of calligraphy

Discover the art of western-style calligraphy. Learn how to create beautiful work with the traditional tools of lettering in a small, friendly group. 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.

Calligraphy—Unit 1

Course code  S320083
This unit covers: learning to write the major calligraphic styles; common illumination techniques; ways to use calligraphy on cards, wrapping and invitations; and gaining confidence with your handwriting.

City campus
Cost: $465
Start date  Time  Sessions and duration
20/7/2009  6.15–6.45 pm  15 sessions x 2 hours
### Calligraphy—Unit 2  
**Applied**

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320084</th>
</tr>
</thead>
<tbody>
<tr>
<td>This unit covers business cards/letterhead, Roman capitals, invitations, layout methods and design.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $465</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>20/7/2009</td>
<td>6.15–8.45 pm</td>
</tr>
</tbody>
</table>

### Calligraphy—Unit 3  
**Advanced Writing**

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320085</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course will cover historic manuscript study background techniques, Versals, and a variety of higher level illumination techniques.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $465</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>21/7/2009</td>
<td>6.15–8.45 pm</td>
</tr>
</tbody>
</table>

### Calligraphy—Unit 4  
**Electives**

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320086</th>
</tr>
</thead>
<tbody>
<tr>
<td>This unit covers toolmaking, lettering, variations, bookbinding, gliding, and innovative lettering.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $465</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>21/7/2009</td>
<td>6.15–8.45 pm</td>
</tr>
</tbody>
</table>

### Calligraphy—Unit 5  
**Master Class**

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320148</th>
</tr>
</thead>
<tbody>
<tr>
<td>This unit covers toolmaking, lettering, bookbinding, gilding, and innovative lettering.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $465</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>22/7/2009</td>
<td>6.15–8.45 pm</td>
</tr>
</tbody>
</table>

### Camera and Darkroom 1

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345154</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. You will need a 35 mm SLR film camera. Note: For quality teaching purposes class sizes are limited to 10.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $600</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>11/8/2009</td>
<td>6–9 pm</td>
</tr>
</tbody>
</table>

### Camera and Darkroom 2

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345153</th>
</tr>
</thead>
<tbody>
<tr>
<td>A practical eight-week course designed to build on the basic theory and practice acquired in Camera and Darkroom 1 (or equivalent) and to extend your knowledge and skills in the key areas of camera operation, lighting, studio lighting darkroom and print presentation.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $600</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>6/10/2009</td>
<td>6–9 pm</td>
</tr>
</tbody>
</table>

### Camera and Darkroom 1 and 2

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345152</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camera and Darkroom 1 and 2 is a practical sixteen-week hands-on program for beginners. Sessions cover camera and film selection, image composition, black and white film processing and proofing, 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.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $1060</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>11/8/2009</td>
<td>6–9 pm</td>
</tr>
</tbody>
</table>

### Children's Books—Writing and Getting Published

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345256</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course will introduce you to the marketplace of children’s writing and focus on writing picture books for different ages, understanding the role of illustration, forming characters, language and plotting, an introduction to chapter books and how to prepare and submit manuscripts to a publishing house. Course leader Elise Hurst has been working in the industry for 12 years, has written five books and illustrated over 50. Her 2007 picture book The Night Garden was a shortlisted and notable book in the 2008 CBCA Book of the Year Awards.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $475</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>15/7/2009</td>
<td>6–9 pm</td>
</tr>
</tbody>
</table>

### Designing and Making Footwear by Hand

<table>
<thead>
<tr>
<th>Course code</th>
<th>S350230</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is ideal for people who are interested in the craft of designing and making footwear by hand.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $835</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>28/7/2009</td>
<td>5.30–8.30 pm</td>
</tr>
</tbody>
</table>

### Desktop Publishing for Office and Business

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355064</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course provides a practical overview of Photoshop, Illustrator and InDesign software (CS4) for the desktop publishing (DTP) environment. It is a great beginner’s course introducing the processes of combining text, illustration and images. Skills taught are used in practical projects, both set and personal. The course provides a broad overview of the major components and software commonly associated with professional desktop publishing.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $820</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>20/7/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>5/10/2009</td>
<td>6–9 pm</td>
</tr>
</tbody>
</table>
Flash CS4—Advanced

Course code  S345119
This course develops ideas touched on the Introductory Flash CS4 class as well as exploring the greater potential of Action Scripting (AS3) to create advanced interactive features. Please ensure you have completed the Flash CS4 Introduction course before starting this course.

City campus
Cost: $580
Start date  Time  Sessions and duration
2/1/2009  6–9 pm  6 sessions x 3 hours

Folio Preparation—Interior Decoration

Course code  S320012
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 design approach and gain experience in presentation techniques. The course provides a broad overview of some of the key areas relevant to interior decoration. Students will have the opportunity to improve their skills through a range of practical exercises, classroom demonstrations and lectures.

Students will also practice visual and oral presentation skills and develop a greater awareness of the industry.

City campus
Cost: $390
Start date  Time  Sessions and duration
28/9/2009  9.30 am–4.30 pm  4 sessions x 7 hours

Folio Preparation in 3D Product Design

Course code  S320038
If you like the idea of studying in a workshop surrounded by tools and models this course is for you. This program introduces 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 working drawings and models using a range of materials. The course also includes discussion on TAFE/tertiary programs available in the 3D area and an industry overview.

City campus
Cost: $420
Start date  Time  Sessions and duration
28/9/2009  9.30 am–4.30 pm  4 sessions x 7 hours

Folio Preparation in Digital Media (Adobe Photoshop and Illustrator)

Course code  S320105
This folio preparation program focuses on the digital aspects of producing artwork for design. The program uses practical projects to help course participants understand the tools, techniques and processes involved in the production of digital image making on the computer. Students work in a Macintosh lab on large format with flat screens and mainly use Adobe Creative Suite Photoshop and Illustrator to produce highly individual pieces for a folio.

Brunswick campus
Cost: $390
Start date  Time  Sessions and duration
21/9/2009  9.30 am–4.30 pm  4 sessions x 7 hours

Folio Preparation in Fashion Drawing and Fashion Design

Course code  S350229
A 15-week course to give an understanding of fashion drawing and aspects of fashion for application to tertiary study in fashion design.

Brunswick campus
Cost: $565
Start date  Time  Sessions and duration
23/7/2009  6–9 pm  15 sessions x 3 hours

Folio Preparation in Fashion Drawing and Fashion Design—Intensive

Course code  S350228
This intensive course will introduce students to principles of fashion drawing and fashion design before application to tertiary study in a fashion design course. The course is offered in school holidays and also on Saturdays.

Brunswick campus
Cost: $420
Start date  Time  Sessions and duration
6/7/2009  9.15 am–4.30 pm  5 sessions x 6 hours
25/7/2009  9.15 am–4.30 pm  7 sessions x 4 hours
21/9/2009  9.15 am–4.30 pm  5 sessions x 6 hours
28/9/2009  9.15 am–4.30 pm  5 sessions x 6 hours
10/10/2009  9.15 am–1.15 pm  7 sessions x 4 hours

Folio Preparation in Graphic Art

Course code  S320021
Graphic art focuses on the more technical electronic preparation and production aspects of design. Students will predominately work on computers in the production of work relevant to graphic art studies. Students work in a Mac lab using Adobe CS4—in particular InDesign—in the production of page layouts, posters and other related graphic arts projects. The course also includes an information component covering course structure, folio content and interview technique.

Brunswick campus
Cost: $390
Start date  Time  Sessions and duration
28/9/2009  9.30 am–4.30 pm  4 sessions x 7 hours
Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au

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

Course code S320082
This very popular course is an introduction to practical project-based graphic design in an energetic studio environment. The content focuses on idea generation, concept development and the creation of text and image design through short projects. Computers may be used for small components but are not the focus of this course. Students work to set briefs with teacher feedback and guidance. The course also includes discussion on courses in the study area, and an industry overview. It is the intention of the school to schedule a new course date if there is enough interest.

Brunswick campus

Cost: $390
Start date Time Sessions and duration
21/9/2009 9.30 am–4.30 pm 4 sessions x 3 hours
28/9/2009 9.30 am–4.30 pm 4 sessions x 7 hours

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

Course code S320087
This is an intermediate level course. It is a practical project-based course that focuses on idea generation, concept development and the creation of text and image design through longer, more in-depth projects than in Level 1. Students work to set briefs which are interpreted in an individual way with teacher guidance and feedback. This is not a computer course.

Brunswick campus

Cost: $390
Start date Time Sessions and duration
28/9/2009 6–9 pm 4 sessions x 3 hours

**Folio Preparation in Life Drawing**

Course code S320103
This course is for those who wish to gain more confidence in life drawing practices. It is specifically designed to make the first time learner feel comfortable in the life drawing environment. The class includes demonstrations in methods, materials, techniques, technical language and composition. It is suitable for students from Year 10 to 13 who want to develop skills and build a folio in an energetic studio environment. The class includes demonstrations in methods, materials, techniques, technical language and composition. It is suitable for students from Year 10 to 13 who want to develop skills and build a folio to apply for further study. Students will have their current folio assessed and an ongoing individual program set according to their personal needs. Please note that this course is designed for people who have already studied photography and already have the basis of a folio.

City campus

Cost: $600
Start date Time Sessions and duration
19/9/2009 9.30 am–4.30 pm 4 sessions x 7 hours

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

Course code S350262
This course is designed to give prospective students a good understanding of the folio requirements for entry into a VET or HE studio textile and design course. Textile designers are employed in Australian and overseas industries to design fabrics for interior, homeware, fashion, carpets and automotive applications.

Brunswick campus

Cost: $420
Start date Time Sessions and duration
8/7/2009 9.30 am–4.30 pm 5 sessions x 6 hours
21/9/2009 9.30 am–4.30 pm 5 sessions x 6 hours

**Folio Preparation in Visual Merchandising**

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

City campus

Cost: $390
Start date Time Sessions and duration
28/9/2009 9 am–4 pm 4 sessions x 7 hours

**Folio Preparation in Multimedia**

Course code S355146
Using a range of current software programs such as Dreamweaver, Flash and Adobe CS4, work on your own practical project for web design or point of purchase display materials/products with teacher guidance to produce finished graphic material. Practical exercises are followed by class discussion to highlight methods and solutions. Ideal for VCE students or adults interested in further study or employment in the printing technology and graphic arts industry.

Brunswick campus

Cost: $390
Start date Time Sessions and duration
28/9/2009 9 am–4 pm 4 sessions x 7 hours

**Folio Preparation in Painting**

Course code S345129
This informative and helpful course is designed to assist students in preparing a folio to apply for further study. Students will have their current folio assessed and an ongoing individual program set according to their personal needs. Please note that this course is designed for people who have already studied photography and already have the basis of a folio.

City campus

Cost: $600
Start date Time Sessions and duration
19/9/2009 9.30 am–4.30 pm 4 sessions x 7 hours

**Footwear Workshop Access Program**

Course code S350284
This workshop access program is designed for current, continuing or past footwear production students who wish to utilise the facilities and equipment of RMIT Brunswick’s Footwear Department.

Brunswick campus

Cost: $420
Start date Time Sessions and duration
16/7/2009 10 am–4 pm 10 sessions
16/7/2009 10 am–4 pm 20 sessions

**Garden Design Series**

If you want to learn more than the basics, the Garden Design Series of courses offers students a progression of design investigations into contemporary garden design in both a practical and theoretical setting. This rigorous and pleasurable program focuses on the urban residential garden and living space. Classes are scheduled in the evenings but incorporate a number of site visits on weekends as part of the program.

**Garden Design Series: Garden Design 1A**

Course code S320149
Garden Design 1A and continuation Garden Design 1B develop an understanding of how a site works to inform the design process. You will work through projects to gain skills in site analysis of form and function, concept development, design principles, hard and soft landscape materials, documentation, drawing conventions and communication with clients and contractors.

City campus

Cost: $565
Start date Time Sessions and duration
26/8/2009 6–9 pm 12 sessions x 3 hours

**Garden Design Series: Planting Design**

Course code S320151
Planting design focuses on how to integrate well selected plants as part of the overall structure of the space and as support for sustainable and environmentally responsible design. Classes are scheduled in the evenings but incorporate a number of site visits on weekends as part of the program.

City campus

Cost: $565
Start date Time Sessions and duration
27/8/2009 6–9 pm 12 sessions x 3 hours
ART AND DESIGN

General Drawing
Course code S340020
This course is designed to develop observation skills and drawing techniques from a series of still life set-ups.
City campus
Cost: $360
Start date Time Sessions and duration
13/8/2009 6–9 pm 6 sessions x 3 hours
22/10/2009 6–9 pm 6 sessions x 3 hours

Gerber—Grading and Marker Making (CGMM)
Course code S350282
This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.
Brunswick campus
Cost: $795
Start date Time Sessions and duration
12/8/2009 6–9 pm 14 sessions x 3 hours

Gerber—Pattern Making (PDS)
Course code S350247
This course provides training in computer-aided techniques that are fundamental to the application of the latest Gerber software. Participants obtain learning opportunities by means of practical activities, demonstrations and printed learning guides.
Brunswick campus
Cost: $795
Start date Time Sessions and duration
3/8/2009 6–9 pm 14 sessions x 3 hours

Graphic Design—Creative Communication
Course code S320130
The fundamental basis for effective communication is sound and challenging ideas. This course will provide the participants with a wide range of strategies to develop your own strong communication resolutions for a range of common promotional projects. This course focuses on creative communication in the areas of advertising, marketing and promotion through graphic design. You will experiment with a variety of approaches to concept development, and explore creative thinking. You will be surprised at how, when creative thinking is applied, your communications outcomes are improved. Students work in a computer room for practical work and a classroom for discussion and lectures.
Brunswick campus
Cost: $565
Start date Time Sessions and duration
14/7/2009 6–9 pm 14 sessions x 3 hours

Graphic Design—Type and Image Fundamentals
Course code S320131
This course explores the underlying principles and elements that are the foundation of design. Students gain an understanding of the driving principles and apply them to strategies around layout, composition and presentation. Participants will work with a variety of projects that may include: including magazine pages; book covers; promotional items; logos and corporate identity. Students work in a computer room for practical work and a classroom for discussion and lectures.
Brunswick campus
Cost: $565
Start date Time Sessions and duration
15/7/2009 6–9 pm 15 sessions x 3 hours

Graphic Design—Typography and Layout
Course code S320132
Participants in this unit will explore effective communication through graphic information. Learn the basics of good typography and layout with contemporary graphic communications approaches, and apply them to industry style briefs. This may include items such as magazine layout, business identity, stationery and promotional materials, personal logos, newsletters and posters. A number of shorter and longer projects are completed during the course and students are encouraged to bring in and work on their own projects when practicable.
Brunswick campus
Cost: $565
Start date Time Sessions and duration
13/7/2009 6–9 pm 15 sessions x 3 hours

Illustrator—Fundamentals
Course code S355125
This course focuses on learning the tools and functions of Adobe Illustrator, the premier vector software for the creation of graphics. Logos, poster, packaging and digital illustrations are all ideal projects for Illustrator. It is also the perfect tool for character design and animation layout. Participants will learn to create graphic images through hands-on projects.
Course previously titled: Illustrator—Introduction
Brunswick campus
Cost: $540
Start date Time Sessions and duration
23/7/2009 6–9 pm 7 sessions x 3 hours
15/10/2009 6–9 pm 7 sessions x 3 hours

InDesign—Advanced
Course code S355135
This course follows on from InDesign—Fundamentals, exploring the potential of InDesign in depth, i.e. to efficiently create larger multiple page documents and master page styles.
Brunswick campus
Cost: $360
Start date Time Sessions and duration
6/10/2009 6–9 pm 4 sessions x 3 hours

InDesign—Fundamentals
Course code S355120
If you need to produce flyers, brochures or newsletters, or manipulate images like logos and photos but don’t know where to start - this is the introductory course for you. The classes provide a practical overview of Photoshop, Illustrator and InDesign software (CS4) for the desktop publishing (DTP) environment. It is a great beginner’s course introducing the processes of combining text, illustration and images. Skills taught are used in practical projects both set and personal.
The course provides a broad overview of the major components and software commonly associated with professional desktop publishing.
Brunswick campus
Cost: $540
Start date Time Sessions and duration
22/7/2009 6–9 pm 7 sessions x 3 hours
14/10/2009 6–9 pm 7 sessions x 3 hours
Interior Decoration Design Series

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

Interior Decoration Design Series—Colour for Interiors 1

Course code S320123
This unit offers an introduction to colour for interior decoration and design, and covers the source and structure of colour. 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
Cost: $565
Start date Time Sessions and duration
15/7/2009 6–9 pm 15 sessions x 3 hours

Interior Decoration Design Series—Colour for Interiors 2

Course code S320124
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
Cost: $565
Start date Time Sessions and duration
15/7/2009 6–9 pm 15 sessions x 3 hours

Interior Decoration Design Series—Creative Lighting Applications

Course code S320125
Participants of this unit are introduced to the art of lighting for effect with flair and style, 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. The aim of this unit is to provide participants with a practical approach to analysing, evaluating and planning artificial lighting for a range of spaces that will relate to interior decoration and design practice.
City campus
Cost: $565
Start date Time Sessions and duration
15/7/2009 6–9 pm 15 sessions x 3 hours

Interior Decoration Design Series—Design Fundamentals for Interiors

Course code S320126
This unit delivers the underpinning principles for interior decoration and design and is an excellent 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 resource and visual reference library for inspiration and ideas.
City campus
Cost: $565
Start date Time Sessions and duration
14/7/2009 6–9 pm 15 sessions x 3 hours

Interior Decoration Design Series—Design History for Interiors 1

Course code S320127
This unit can be taken independently from or following Design History for Interiors 1. It covers the main art and design movements in the period from 1840s Classicism, through mid-century Modern, and up to Post Modernism and Memphis in the 1980s, including Australian periods of note with an emphasis on interiors.
City campus
Cost: $565
Start date Time Sessions and duration
15/7/2009 6–9 pm 15 sessions x 3 hours

Interior Decoration Design Series—Design History for Interiors 2

Course code S320128
This unit students explore the amazing range of interior materials, hard finishes, and fixtures available to interior decorators. This 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
Cost: $565
Start date Time Sessions and duration
13/7/2009 6–9 pm 15 sessions x 3 hours

Interior Decoration Design Series—Materials and Finishes

Course code S320129
In this unit students explore the amazing range of interior materials, hard finishes, and fixtures available to interior decorators. This 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
Cost: $565
Start date Time Sessions and duration
13/7/2009 6–9 pm 15 sessions x 3 hours

Interior Decoration Design Series—Soft Furnishings

Course code S320130
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, polyurethanes) their fibres and production methods are evaluated and selected for interior products and finishes for domestic and commercial situations.
City campus
Cost: $565
Start date Time Sessions and duration
13/7/2009 6–9 pm 13 sessions x 3 hours
## Interior Design Career Discovery
### Short Course

<table>
<thead>
<tr>
<th>Course code</th>
<th>S315020</th>
</tr>
</thead>
<tbody>
<tr>
<td>The short course is a four-day intensive studio workshop in which students are introduced to a diverse range of concepts, processes and techniques significant to the practice of Interior Design. Students will be exposed to the potentials of the creative process that culminates in the design, presentation and exhibitiation of an interior space.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>21/9/2009</td>
<td>10am–5pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$395</td>
</tr>
</tbody>
</table>

## Interiors—Design and Decoration for Living

<table>
<thead>
<tr>
<th>Course code</th>
<th>S320013</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed for people with a personal interest 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.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>9/7/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>8/10/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$450</td>
</tr>
</tbody>
</table>

## Introduction to Adobe Illustrator for Fashion and Textile Industry

<table>
<thead>
<tr>
<th>Course code</th>
<th>S350245</th>
</tr>
</thead>
<tbody>
<tr>
<td>The aim of the course is to introduce the use of Adobe Illustrator to create fashion and textile images.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>22/10/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$515</td>
</tr>
</tbody>
</table>

## Introduction to Adobe Photoshop for Fashion and Textile Industry

<table>
<thead>
<tr>
<th>Course code</th>
<th>S350244</th>
</tr>
</thead>
<tbody>
<tr>
<td>The aim of this course is to introduce the use of Photoshop software to develop images relevant to the fashion and textile industry.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>20/10/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$515</td>
</tr>
</tbody>
</table>

## Lectra—Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S350215</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course aims to introduce the basic computer-aided pattern-making principles using the Lectra system. This is achieved via demonstrations, practical application and various handouts.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>20/8/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$685</td>
</tr>
</tbody>
</table>

## Life Drawing

<table>
<thead>
<tr>
<th>Course code</th>
<th>S340025</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course will focus on a series of exercises and instructions in drawing the human form.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>14/10/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$360</td>
</tr>
</tbody>
</table>

## Magazine Design and Production Series—Online Journalism

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345242</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course focuses on the skills and the knowledge required to develop material for web page or electronic publishing. Covering such content as e-newsletters, advertorials, publishing software, on-line archiving and research skills. Online Journalism is an elective within the Course in Magazine Writing, Editing and Production.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>10/9/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$700</td>
</tr>
</tbody>
</table>

## Manage and Market a Band

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345251</th>
</tr>
</thead>
<tbody>
<tr>
<td>You’re in a band and you have just recorded your first EP/album and you would like to promote it: what happens next? You have been asked to manage a band: what do you do next? This three-day workshop looks at the basics of band management including management, recording and publishing contracts, how to find your audience, and (importantly) how to promote music. You have the option of completing this course as a unit of competency, meaning it can be counted as credit towards further study in this area.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>17/10/2009</td>
<td>10 am–4 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$345</td>
</tr>
</tbody>
</table>

## Maya—An Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S345229</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 for film and computer game production. The course will provide instruction in modelling, texturing and rendering with Maya.</td>
<td></td>
</tr>
<tr>
<td>City campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>9/9/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$360</td>
</tr>
</tbody>
</table>

## Patternmaking

<table>
<thead>
<tr>
<th>Course code</th>
<th>S350203</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course covers basic pattern making techniques. Participants will develop base style patterns from the provided basic/foundation blocks. Participants will have the opportunity to learn pattern drafting principles and techniques for the development of basic silhouettes and style adaptations through practical application, demonstrations and reference notes.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>9/9/2009</td>
<td>6–9 pm</td>
</tr>
<tr>
<td>Cost</td>
<td>$615</td>
</tr>
</tbody>
</table>
People and Portrait Photography

Course code: S345183
We all like to take photographs of our family and friends but few do it well. This practical 8-week course explains equipment, material selection and techniques for photographing people. It covers formal and casual portraits, lighting, selection of location, and technical considerations of exposure and composition. Prerequisite: applicants should have a basic understanding of photography and access to an adjustable film or digital camera.

City campus

Cost: $510

Start date: 19/10/2009 6–9 pm
8 sessions x 3 hours

Start date: 17/8/2009 6–9 pm
8 sessions x 3 hours

Start date: 13/8/2009 6–9 pm
8 sessions x 3 hours

Photoshop—the Fundamental Elements for Digital Photos (Introduction)

Course code: S345261
This 6-week introductory course is designed to enable participants to develop the appropriate use of the various tools, in the Photoshop application, in order to manipulate and enhance digital images and produce constant quality photographic images.

City campus

Cost: $590

Start date: 8/7/2009 6–9 pm
6 sessions x 3 hours

Start date: 22/9/2009 6–9 pm
6 sessions x 3 hours

Photoshop—Fundamentals

Course code: S355123
In this course participants will be introduced to the fundamental functions and tools of Photoshop use in a printing environment. The Photoshop package is the standard image manipulation tool for electronic publishing; knowledge of the software is essential to quality publications for the industry. In this course the software will be evaluated and taught from the photographic perspective, the design perspective and for the preparation of images for print. Students will also look at saving images for web.

Brunswick campus

Cost: $540

Start date: 22/10/2009 6–9 pm
6 sessions x 3 hours

Photoshop—Introduction

Course code: S340064
This course provides an introduction to the foundations, tools and techniques of Adobe Photoshop CS. The workshop aims to provide participants with a solid understanding of how Photoshop works, and to lay the foundations that will form a base for further Photoshop imaging investigations.

City campus

Cost: $595

Start date: 13/8/2009 6–9 pm
6 sessions x 3 hours

Start date: 22/10/2009 6–9 pm
6 sessions x 3 hours

Principles of Dyeing and Printing

Course code: S350275
This short course covers: dyeing (application of dyes; types of dyes; chemicals used in dyeing; machinery; faults and problems); practical dyeing exercises will be undertaken to assist in the understanding of the processes) and printing (design preparation; types of printing including machines; colourants commonly used for printing garments and fabrics; printing faults and problems; practical exercises involving simple illustrations of the major print styles; common finishing processes for printed fabrics).

Brunswick campus

Cost: $595

Start date: 7/10/2009 5.30–8.30 pm
6 sessions x 3 hours

Product Knowledge Workshops in Footwear

Course code: S350231
Workshop content: construction (court, oxford, derby, welt, cement, veldt schoen); leather characteristics and materials (leather types, linings, surface materials, gr-indary accessories, eyelets/buckles/laces/hook and eye/studs); glues and 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 lasting).

Brunswick campus

Cost: $550

Start date: 13/8/2009 9 am–4 pm
2 sessions x 6 hours

Start date: 12/11/2009 9 am–4 pm
2 sessions x 6 hours

Product Knowledge Workshops in Textiles

Course code: S350224
These Textiles 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. Each day of these week-long workshops covers different topics. Go on to the web site to view the brochure for more details.

Sydney

Cost: $1825

Start date: 3/8/2009 9 am–5 pm
5 sessions x 7 hours

Melbourne

Cost: $1325

Start date: 28/9/2009 9 am–5 pm
5 sessions x 7 hours

For more details, check www.shortcourses.rmit.edu.au.
Production Lighting—
New Competency-based Course
Course code S345236
Are you interested in learning how to design and install a light show for live events? This course will teach you how to operate and create using the magic of production lighting techniques. This course is competency-based. These units can provide credit transfer towards a number of diploma qualifications in the audio visual industry, including the Diploma of Audio Visual Technology. The units of competency offered in this course are: Prepare, Install and Monitor Lighting Equipment CUFLGT04A; Operate Technology industry, including the magic of production lighting techniques. This course is competency-based. These units will teach you how to operate and create using the magic of production lighting techniques. The course covers: characterisation and backstory; the creation of a script treatment; narrative form; and the use of symbols. While learning these skills you will write and workshop your own short script.

City campus
Cost: $500
Start date Time Sessions and duration
15/8/2009 9.30am–5.30pm 2 sessions x 8 hours

Screen Print Your Tshirt
Course code S350295
This is a course on how to create images for screens, how to prepare and register them, and how to print out film from a digital format printer. Your end product may be up to a four-colour screen printed tshirt.
Brunswick campus
Cost: $305
Start date Time Sessions and duration
12/8/2009 6–9 pm  6 sessions x 3 hours
14/10/2009 6–9 pm  6 sessions x 3 hours

Screenwriting—Introduction
Course code S345029
Develop the skills required to write dramatic screenplays and employ techniques used to heighten audience participation. The course covers: characterisation and backstory; the creation of a script treatment; narrative form; and the use of symbols. While learning these skills you will write and workshop your own short script.
City campus
Cost: $530
Start date Time Sessions and duration
4/8/2009 6–9 pm 16 sessions x 3 hours

Sewing
Course code S350234
Learn to make your own clothes that actually fit!
Brunswick campus
Cost: $450
Start date Time Sessions and duration
28/7/2009 6–9 pm  10 sessions x 3 hours
30/7/2009 6–9 pm  10 sessions x 3 hours
6/10/2009 6–9 pm  10 sessions x 3 hours
8/10/2009 6–9 pm  10 sessions x 3 hours

Short Film Production
Course code S345199
In this project-based workshop you will learn basic camera operation, blocking action for the camera and ways of directing actors and crew. This is a fun, practical course and minimal theory is involved.
City campus
Cost: $330
Start date Time Sessions and duration
19/9/2009 9.30am–4.30pm 3 sessions x 6 hours

Song Writing
Course code S345211
This is an introductory workshop on writing your own music. This workshop will cover lyric analysis and music writing, and will offer an opportunity to practice and perform your own work.
City campus
Cost: $545
Start date Time Sessions and duration
15/7/2009 6.30–9.30 pm  10 sessions x 3 hours

Travel and Landscape Photography
Course code S345182
This course is your chance to learn BEFORE you travel. The course is designed to help you select appropriate equipment, consider security and camera care, understand principles of lighting, composition and design to apply to photographing cities, landscapes, wildlife and local customs. Prerequisite: applicants should have a basic understanding of photography and access to an adjustable film or digital camera.
City campus
Cost: $440
Start date Time Sessions and duration
20/10/2009 6–9 pm  8 sessions x 3 hours

Visual Merchandising—Introduction
Course code S320089
This highly popular course aims to open up an understanding of the breadth and scope of visual merchandising in today’s world of retailing. It aims to assist the store owner, sales manager or staff to meet their objectives by increasing the average sale per customer. This course provides an overview of the many aspects of visual merchandising impacting on today’s traders and retailers.
City campus
Cost: $390
Start date Time Sessions and duration
9/7/2009 6–9 pm  8 sessions x 3 hours
8/10/2009 6–9 pm  8 sessions x 3 hours

Visual Merchandising Course Series—Product Presentation
Course code S320134
This unit covers the fundamentals of visual presentation of a range of product categories. Students are introduced to a variety of hands-on product presentation techniques and merchandising projects. Students produce their own displays and props using a range of merchandise such as cosmetics, home wares posters, books, food, DVD/video/CDs, accessories and fashion items, and display techniques in bays and other spaces that may include poster suspension, groupings, backdrops, logos, tickets and basic lighting. This unit is ideal to take in tandem with Studio. The techniques covered and the props made in the studio can be utilised in your displays in Product Presentation.
City campus
Cost: $565
Start date Time Sessions and duration
14/7/2009 6–9pm  15 sessions x 3 hours

Visual Merchandising Course Series—VM Market
Course code S320136
This unit exposes students to the wide scope of the visual merchandising industry. It looks at the broader use of visual merchandising in retail, service outlets, corporate settings and entertainment and social venues. It will focus on image, branding, market segments and lifestyles, customer profiling, VM fixtures and fittings and store layouts. These concepts are fundamental to the effective understanding of the industry and a vital addition to any practical application of knowledge. This is a theory-based unit, which includes industry visits and store observations in the student’s own time.
City campus
Cost: $565
Start date Time Sessions and duration
15/7/2009 6–9 pm  10 sessions x 3 hours
**Visual Merchandising Course Series—Lettering and Signage**

Course code **S320137**  
Students will learn lettering and layout skills which will enable them to produce a variety of signage and tickets for retail display. Participants will learn to write with a variety of tools and use up-to-date high tech methods to produce signage for display, retail and exhibition. Topics covered may include calligraphy, vinyl lettering and application, layout, lettering styles, hierarchy of text, ticket writing and signs for a range of commercial environments.

City campus  
Cost: **$565**  
Start date | Time | Sessions and duration  
--- | --- | ---  
16/7/2009 | 6–9 pm | 15 sessions x 3 hours

**Web Site Design and Authoring**

Course code **S345057**  
This course is ideal for professionals who are interested in getting up to speed with the most powerful and flexible HTML editor on the market. Over 10 weeks you will also put the theory into practice and design and develop your own web site. Basics that are covered: understanding key concepts; naming conventions, absolute and relative links, various protocols, colour, screen resolutions, browser versions; defining site architecture; working with content; working with images and rich media; designing layouts; formatting content with CSS; adding interactivity with java script; managing the web site; promoting your web site using SEO, and measuring the success of your web site (metrics and analytics).

City campus  
Cost: **$950**  
Start date | Time | Sessions and duration  
--- | --- | ---  
19/8/2009 | 6–9 pm | 10 sessions x 3 hours

**Visual Merchandising Course Series—Studio**

Course code **S320135**  
This unit involves students working in a practical workshop environment, in the design and manufacture of multi-purpose display props for visual presentation. Students will learn a variety of finishing techniques and work with a range of materials, such as foam, wire and card to produce props for displays. Projects may include the manufacture of a variety of risers for product display, classical columns, art deco screens and paint techniques. The unit will also cover occupational health and safety issues in a workshop.

City campus  
Cost: **$565**  
Start date | Time | Sessions and duration  
--- | --- | ---  
13/7/2009 | 6–9 pm | 15 sessions x 3 hours

**Writing for Children**

Course code **S345255**  
This course will introduce participants to the marketplace of children’s writing and focus on writing picture books for different ages, understanding the role of illustration, forming characters, language and plotting, an introduction to chapter books and how to prepare and submit manuscripts to a publishing house. There will be opportunities to workshop writing in class if desired.

City campus  
Cost: **$475**  
Start date | Time | Sessions and duration  
--- | --- | ---  
15/7/2009 | 6–9 pm | 6 sessions x 3 hours

**Writing for the Web**

Course code **S345093**  
Writing for the web requires a very different approach to writing for print or other media. Well written web content will be engaging and easily understood, whether it is static text or highly interactive and non-linear. Writing for the web is an open ended subject and the material covered will be partly determined by you to ensure the relevant area(s) are covered.

City campus  
Cost: **$440**  
Start date | Time | Sessions and duration  
--- | --- | ---  
2/9/2009 | 6–9 pm | 4 sessions x 3 hours  
6/10/2009 | 6–9 pm | 4 sessions x 3 hours

**Business**

**Agents’ Representatives**

Course code **S325004**  
This 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. It introduces participants to the legislation, documentation and practice of selling and leasing properties and businesses. The program consists of the following three units of competency:
- Work in the real estate industry  
- Identify legal and ethical requirements of property sales to complete agency work  
- Identify legal and ethical requirements of property management to complete agency work

The program will be assessed by 4 assignments and 4 multiple-choice tests. All assessment tasks must be successfully completed.

City campus  
Cost: **$710**  
Start date | Time | Sessions and duration  
--- | --- | ---  
27/7/2009 | 9.30 am–5 pm | 10 sessions x 7 hours  
21/8/2009 | 9.30 am–5 pm | 10 sessions x 7 hours  
9/11/2009 | 9.30 am–5 pm | 10 sessions x 7 hours  
7/7/2009 | 5.30–9.30 pm | 14 sessions x 4 hours  
25/8/2009 | 5.30–9.30 pm | 14 sessions x 4 hours  
13/10/2009 | 5.30–9.30 pm | 14 sessions x 4 hours

**Designing a Brand for Small Business**

Course code **S345225**  
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 stationery such as letterhead and business cards, and create a web page image that commands a second look.

City campus  
Cost: **$390**  
Start date | Time | Sessions and duration  
--- | --- | ---  
11/7/2009 | 9 am–5 pm | 1 session x 8 hours

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
MYOB Complete Package

Course code S155085
This course is aimed at people wanting to setup and use MYOB. Students will receive five MYOB manuals on payment of the course fee. Each manual retails from MYOB at $32.95 and are included with the course fee. For more information please contact Lauren at laurensia.herman@rmit.edu.au
City campus
Cost: $495
Start date Time Sessions and duration
14/7/2009 5.30–8.30 pm 6 sessions x 3 hours

PDF and Acrobat for the Business Environment

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

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

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

Brunswick campus
Cost: $240
Start date Time Sessions and duration
10/7/2009 9 am–5 pm 1 session x 7 hours
25/9/2009 9 am–5 pm 1 session x 8 hours

Community and social sciences

Professional Certificates in Criminal Justice

Course code S210021
The professional certificate courses in Criminal Justice are a non-award adjunct to the prestigious BA in Criminal Justice Administration, and are highly regarded in the criminal justice field. The courses provide education, professional development and enhance career skills for those intending to work in fields related to criminal justice, including police, corrections, health and community services, juvenile justice, courts administration, security and criminological research.

The Semester 2 2009 courses are:

CJ03 Foundations of Law
CJ17 Writing and Research in Justice
CJ18 Professional Ethics and Conduct
CJ19 Sociology of Behaviour

City campus
Cost:
Full-time: $2980 or payment by 3 instalments $2980, per semester.
Part-time: $720 or payment by 3 instalments $745, per subject, per semester.
Start date
Week commencing 20/7/2009

CJ03 Foundations of Law

Course code S210024
General aims: This unit is designed to introduce students to the concepts, theories and elements of law. The unit examines law in its historical, philosophical, social and political context and lays the foundations for an understanding of law and relationships between law and enforcement of morals. It elaborates on various approaches to statutory interpretations and judicial decision-making.

Topic areas: Theoretical aspects of law (natural vs positive law); law as commands; law and morality; common laws; statute interpretation; delegated legislation; legal reasoning.

CJ17 Writing and Research in Justice

Course code S210039
General aims: To assist students to make a transition from school or work to studying at university for the first time. This course raises awareness of the range of academic skills necessary to gain a qualification in justice and criminology. It provides guidance about the ways students may be assessed in those skills, and discusses many key issues related to study, effective writing, presentation skills and research.

Topic areas: The academic environment; types of assessment in justice/criminology; examining methods in effective writing including preparation for it, i.e. reading and note-taking, data collection, literary reviews, using references as well as guidance on undertaking a presentation, construction of bibliography; oral communication skills including developing reasoned arguments in formal presentations.

CJ18 Professional Ethics and Conduct

Course code S210041
General aims: The course defines and examines the nature, language, frameworks and concepts of morals and ethics as related 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.

Topic areas: Why study ethics? Morality, law and behaviour; determining and developing moral and ethical behaviour; ethical systems and theories of moral development; ethics of social control and law enforcement practices; ethics and legal professionals; ethics of punishment and corrections; policy-making in criminal justice, ethical leadership and individual decision-making.

CJ19 Sociology of Behaviour

Course code S210042
General aims: To acquaint students with the contribution of social psychology to our understanding of group processes; to examine the topics of aggression and altruism; to provide students with an opportunity to develop specific skills in assertive behaviour and the control of aggressive responses.

Topic areas: Group performance; decision-making and social influence; norm formation; social facilitation. Group function and structure; creativity and problem-solving. Roles, status and leadership in groups; bases of social power; types of interpersonal power and styles of interpersonal influence; traits of leadership. Conformity and obedience; factors affecting obedience to authority; group suggestibility and culturally induced hypnosis. Social exchange within and between groups; co-operation and competition; bargaining and negotiation; inter-group conflict. Altruism and helping behaviour; situational and social influences on helping; perception of social responsibility.
Understanding the Context of Contemporary Human Service Practice

Course code  S365031
This course is designed specifically for Anglicare employees to illustrate how workers can systematically approach developing and understanding of the context in which they are engaging. It involves scoping the ideological, political and legal context in which service delivery is undertaken, both within and between organisations, and in terms of the broader social context of a transforming welfare state.

City campus
Cost: $650
Start date  Time  Sessions and duration
11/8/2009  9.30 am–4.30 pm  4 sessions x 7 hours

CCNA Security—Introduction to Cisco Network Security

Course code  S155093
This course prepares students for Cisco CCNA (Security) 640-553 certification exam. Students completing this training will gain an introduction to core security technologies as well as how to develop security policies and mitigate risks. The 640-553 certification validates skills including installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and develops competency in the technologies that Cisco uses in its security structure.

City campus
Cost: $625
Start date  Time  Sessions and duration
17/9/2009  5.30–9.30 pm  8 sessions x 4 hours

CCNA TURBO

Course code  S155061
The first half of the course prepares for the Cisco CCNA certification exam 640-822 (CCENT). It includes topics on networking fundamentals; connecting to a WAN; basic security and wireless concepts; routing and switching fundamentals; the TCP/IP and OSI models; IP addressing; WAN technologies; operating and configuring IOS devices; configuring RIPv2, static and default routing; implementing NAT and DHCP; and configuring simple networks. The second half of the course prepares for the Cisco CCNA certification exam 640-816. It covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP; RSTP; OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to-point connections; and establishing Frame Relay connections.

City campus
Cost: $1690
Start date  Time  Sessions and duration
14/7/2009  5.30–9.30 pm  18 sessions x 4 hours

CCNA Voice—Introduction to Cisco Voice over IP

Course code  S155094
This course prepares for the exam 640-460 CCNA(Voice). It 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
Cost: $625
Start date  Time  Sessions and duration
16/7/2009  5.30–9.30 pm  8 sessions x 4 hours

CCNA1—Cisco Systems Networking Academy Program—Networking Basics

Course code  S130167
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) and signal losses; design networks; describe ethernet and gigabit ethernet operations; bridging and switching; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP protocol suite. 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
Cost: $575
Start date  Time  Sessions and duration
25/7/2009  8 am–5 pm  5 sessions x 8 hours
23/7/2009  5.30–9.30 pm  10 sessions x 4 hours
A short course is designed for quick consumption to fit in with a hectic lifestyle. It’s the perfect professional development or refresher if you work in an industry where staying up to date with technology and short term trends is important. Or you may find a course to nurture a new talent and extend your creativity.
### CCNA2 — Cisco Systems Networking Academy Program — Router and Routing Basics

<table>
<thead>
<tr>
<th>Course code</th>
<th>S130168</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>Networking Academy Program — Router and Routing Basics</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S130168</td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$575</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>29/8/2009 8 am-5 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>5 sessions x 8 hours</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sessions and duration</strong></td>
<td>1/10/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>10 sessions x 4 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course code</th>
<th>S130169</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>Networking Academy Program — Switching Basics</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S130169</td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$575</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>21/7/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>10 sessions x 4 hours</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sessions and duration</strong></td>
<td>3/10/2009 8 am-5 pm</td>
</tr>
<tr>
<td><strong>5 sessions x 8 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course code</th>
<th>S130170</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>Networking Academy Program — WAN Technologies</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S130170</td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$575</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>29/9/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>10 sessions x 4 hours</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sessions and duration</strong></td>
<td>5/11/2009 8 am-5 pm</td>
</tr>
<tr>
<td><strong>5 sessions x 8 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CCNP1 BSCI (Advanced Routing)

<table>
<thead>
<tr>
<th>Course code</th>
<th>S155084</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>CCNP1 BSCI (Advanced Routing)</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S155084</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$790</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>13/7/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>9 sessions x 4 hours</td>
</tr>
</tbody>
</table>

### CCNP2 ISCW

<table>
<thead>
<tr>
<th>Course code</th>
<th>S155092</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>CCNP2 ISCW</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S155092</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$790</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>15/7/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>9 sessions x 4 hours</td>
</tr>
</tbody>
</table>

### CCNP3 MultiLayer Switching (BCMSN)

<table>
<thead>
<tr>
<th>Course code</th>
<th>S155069</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>CCNP3 MultiLayer Switching (BCMSN)</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S155069</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$790</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>14/9/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>9 sessions x 4 hours</td>
</tr>
</tbody>
</table>

### CCNP4 ONT

<table>
<thead>
<tr>
<th>Course code</th>
<th>S155095</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>CCNP4 ONT</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S155095</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$790</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>16/9/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>9 sessions x 4 hours</td>
</tr>
</tbody>
</table>

### SCADA — Citect Software in Supervisory Control and Data Acquisition Systems

<table>
<thead>
<tr>
<th>Course code</th>
<th>S130176</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>SCADA — Citect Software in Supervisory Control and Data Acquisition Systems</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
<td>S130176</td>
</tr>
<tr>
<td><strong>City campus</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>$495</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>4/8/2009 5.30-9.30 pm</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>6 sessions x 4 hours</td>
</tr>
</tbody>
</table>

Current course information and individual course flyers are available at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Certificate IV in Career Development (Australian Career Development Studies Component 2)

Course code  S360040

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

Flexible enrolment
Cost: $1210

Certificate IV in Training and Assessment (TAA40104)

Course code  S360037

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 the Department of Education, Employment and Workplace Relations (DEEWR). 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
Cost: $2900

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7/2009</td>
<td>9.30 am–4.30 pm</td>
<td>12 sessions x 7 hours</td>
</tr>
<tr>
<td>6/8/2009</td>
<td>9.30 am–4.30 pm</td>
<td>12 sessions x 7 hours</td>
</tr>
<tr>
<td>3/9/2009</td>
<td>9.30 am–4.30 pm</td>
<td>12 sessions x 7 hours</td>
</tr>
<tr>
<td>8/10/2009</td>
<td>9.30 am–4.30 pm</td>
<td>12 sessions x 7 hours</td>
</tr>
<tr>
<td>5/11/2009</td>
<td>9.30 am–4.30 pm</td>
<td>12 sessions x 7 hours</td>
</tr>
</tbody>
</table>

Certificate of Surface Coatings Technology by e-Learning

Course code  S001001

The Surface Coatings Association Australia Inc (SCAA) has been the provider of technical education to the coatings industry for many years, mainly via classroom-based courses in Melbourne and Sydney. SCAA has now developed its Certificate of Surface Coatings Technology course into a self-paced, distance-learning format.

This course has been developed with assistance from the Australian Paint Manufacturers’ Federation, and contributory funding by the NSW Department of Education and Training. SCAAs 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.scaa.org.au.

Cost: $2500

OHS Initial Level 5-Day Course for Health and Safety Reps, Managers and Supervisors

Course code  S150070

This practical skills-oriented program is designed to provide health and safety representatives (and their deputies), managers and supervisors, as entitled under S.6(1) to attend a course of their choice, with the necessary skills and knowledge to complement their roles in the workplace. The program will show participants how to carry out their respective functions. The program also shows participants how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues. New provisions relating to Authorised Representatives from Registered Employee Organisations (ARREOs) are also included. This OHS training program is approved by WorkSafe Victoria. Early Bird Rate: Payment made a fortnight prior to the program commencement date, or for 2 or more people registered from the same organisation, is $800.

Cost: $890

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/8/2009</td>
<td>9 am–5 pm</td>
<td>5 sessions x 8 hours</td>
</tr>
<tr>
<td>12/10/2009</td>
<td>9 am–5 pm</td>
<td>5 sessions x 8 hours</td>
</tr>
<tr>
<td>23/11/2009</td>
<td>9 am–5 pm</td>
<td>5 sessions x 8 hours</td>
</tr>
</tbody>
</table>

Flexibility

- **Start date**: 5/11/2009 9.30 am–4.30 pm 12 sessions x 7 hours
- **Time**: 9.30 am–4.30 pm
- **Sessions and duration**: 12 sessions x 7 hours
Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au

**Engineering and related technologies**

**Coaxial Cabling Techniques**

**Course code** S130013

The course is designed to provide practical skills necessary to identify, install, terminate and test all types of coaxial cables. Prerequisites: The course is directed at experienced electrical/electronics trades personnel, trades assistants, alarm installation personnel etc. A basic knowledge of electrical/electronics theory is assumed.

**City campus**

**Cost:** $230

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10/2009</td>
<td>8 am–5 pm</td>
<td>1 session x 8 hours</td>
</tr>
</tbody>
</table>

**CPR Restricted Registration Course**

**Course code** S130152

This Cabling Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved device. Prerequisites: The course participant must have cabling experience, either in a typical domestic or in security, fire and computer cabling environment.

**City campus**

**Cost:** $320

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/8/2009</td>
<td>8 am–5 pm</td>
<td>2 sessions x 8 hours</td>
</tr>
<tr>
<td>2/10/2009</td>
<td>8 am–5 pm</td>
<td>2 sessions x 8 hours</td>
</tr>
</tbody>
</table>

**Disconnect/Reconnect Workers Licence**

**Course code** S130090

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 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 Energy Safe Victoria Office (ESV) of the Chief Electrical Inspector 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 ESV for the licence whereby the applicant must be able to demonstrate a suitable primary work function to obtain the licence.

**City campus**

**Cost:** $700

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/8/2009</td>
<td>8 am–5 pm</td>
<td>7 sessions x 8 hours</td>
</tr>
<tr>
<td>21/10/2009</td>
<td>8 am–5 pm</td>
<td>7 sessions x 8 hours</td>
</tr>
<tr>
<td>26/8/2009</td>
<td>8 am–5 pm</td>
<td>7 sessions x 8 hours</td>
</tr>
<tr>
<td>21/10/2009</td>
<td>8 am–5 pm</td>
<td>7 sessions x 8 hours</td>
</tr>
<tr>
<td>24/8/2009</td>
<td>5.30–9.30 pm</td>
<td>14 sessions x 4 hours</td>
</tr>
<tr>
<td>19/10/2009</td>
<td>5.30–9.30 pm</td>
<td>14 sessions x 4 hours</td>
</tr>
</tbody>
</table>

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

**Course code** S130017

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 ESV. Prerequisites: All prospective course participants must hold an Unrestricted Class E Electrical Mechanics Licence (LEA) or work with someone who has their Electrical Licence.

**City campus**

**Cost:** $470

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/7/2009</td>
<td>5.30–9.30 pm</td>
<td>10 sessions x 4 hours</td>
</tr>
</tbody>
</table>

---

**OHS 1 Day Refresher Program for Health and Safety Representatives, Managers and Supervisors**

**Course code** S150069

The purpose of this one-day program is to provide managers, supervisors, health and safety representatives, members of the safety committee, and employees with an overview of their roles and an opportunity to participate in Occupational Health and Safety as outlined in the OHS Act 2004. 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 and safety in the workplace. Specifically the program will focus on highlighting the consultative and participative approach. Issue resolution procedures and the roles of health and safety representatives (HSRs), deputy HSRs 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 (ARREOs) will also be explained. In addition 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 and 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 WorkSafe Victoria.

**City campus**

**Cost:** $170

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/9/2009</td>
<td>9 am–5 pm</td>
<td>2 sessions x 8 hours</td>
</tr>
</tbody>
</table>

**Professional Practice in Laboratory Medicine**

**Course code** S160020

This course is intended for students who are currently enrolled in, or who have recently graduated i.e. in the previous year, from the Graduate Diploma in Laboratory Medicine. The course consists of up to 3 months full-time or part-time equivalent, placement in a diagnostic or medical research laboratory to acquire the professional and workplace skills of a medical scientist. In general placements are undertaken between December and February but may also be conducted at other times suitable to both the student and the laboratory.

**Bundoora campus**

**Cost:** $160

---

**Coaxial Cabling Techniques**

**Course code** S130013

The course is designed to provide practical skills necessary to identify, install, terminate and test all types of coaxial cables. Prerequisites: The course is directed at experienced electrical/electronics trades personnel, trades assistants, alarm installation personnel etc. A basic knowledge of electrical/electronics theory is assumed.

**City campus**

**Cost:** $230

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10/2009</td>
<td>8 am–5 pm</td>
<td>1 session x 8 hours</td>
</tr>
</tbody>
</table>

---

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

**Course code** S130017

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 ESV. Prerequisites: All prospective course participants must hold an Unrestricted Class E Electrical Mechanics Licence (LEA) or work with someone who has their Electrical Licence.

**City campus**

**Cost:** $470

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/7/2009</td>
<td>5.30–9.30 pm</td>
<td>10 sessions x 4 hours</td>
</tr>
</tbody>
</table>
When you think of RMIT, you tend to think of Design, Business, Engineering, Architecture, Fashion, Communication, Art, Technology, Community Services, Health… the list goes on. With more than 67,000 students, RMIT University is one of Australia’s largest institutes of education. It’s also one of Australia’s oldest, having opened its doors in 1887.

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

Many of RMIT’s short courses allow you to use state-of-the-art equipment and facilities not commonly available, particularly in the areas of technology, engineering and design.
Inspection and Safety Testing of Electrical Equipment
Course code S130104
The aim of this course is to provide testing and tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training.
Prerequisites: Course participants should have some electrical knowledge.
City campus
Cost: $230
Start date Time Sessions and duration
13/7/2009 8 am–5 pm 2 sessions x 8 hours
14/9/2009 8 am–5 pm 2 sessions x 8 hours
16/11/2009 8 am–5 pm 2 sessions x 8 hours
16/9/2009 5:30–9:30 pm 3 sessions x 4 hours
11/11/2009 5:30–9:30 pm 3 sessions x 4 hours

Optical Fibre Cabling Techniques
Course code S130042
The 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. On successful completion, 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 cabling industry. No prior 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
Cost: $500
Start date Time Sessions and duration
13/8/2009 8 am–5 pm 2 sessions x 8 hours
24/9/2009 8 am–5 pm 2 sessions x 8 hours
29/10/2009 8 am–5 pm 2 sessions x 8 hours
26/11/2009 8 am–5 pm 2 sessions x 8 hours

Lift Mechanics Cabling Provider Rule (CPR)
Course code S130113
The aim of this course is to assist lift mechanics involved in connecting telecommunication services to lifts, to gain the required knowledge to pass RMIT Restricted Lift Cabling Provider Rule Examination. Prerequisites: Participants must be an electrical trades person and have a Certificate 3 in Electrical, or equivalent certificate, or have an electrical Unrestricted Licence, or a Restricted Licence based on the completion of at least the 20 core electrical modules of the Certificate 3 in Electrical which is part of an Electrical Apprenticeship.
City campus
Cost: $240
Start date Time Sessions and duration
17/7/2009 8 am–5 pm 1 session x 8 hours
16/10/2009 8 am–5 pm 1 session x 8 hours

Open CPR for Electricians and Telecommunication Cables
Course code S130159
The aim of this course is to provide knowledge, awareness and practical knowledge in the Australian Communications and Media Authority (ACMA) regulations on the telecommunications cabling industry. Prerequisites: Course participants must have an A Grade licence or have completed 20 core modules of electrical apprenticeship or have six months relevant cabling experience.
City campus
Cost: $790
Start date Time Sessions and duration
21/7/2009 5:30–9:30 pm 14 sessions x 4 hours
28/9/2009 8 am–5 pm 7 sessions x 8 hours
22/9/2009 5:30–9:30 pm 14 sessions x 4 hours

Optical Fibre Testing and Commissioning
Course code S130199
To give course participants an understanding and thorough knowledge of testing fibre optic installations. The participants will be able to successfully perform the relevant tests according to AS/NZS3080:2003 requirements, keep accurate records and commissioning an installation. The participants will be using different test equipment and recording documentation. Prerequisites: This course is intended for the communication and electrical industry. All participants must have done a fibre optics cabling course, have extensive fibre optics cabling installation experience or have an endorsement on the Open Cabling Provider Rule Registration (Open CPR).
City campus
Cost: $260
Start date Time Sessions and duration
17/8/2009 8 am–5 pm 1 session x 8 hours
28/9/2009 8 am–5 pm 1 session x 8 hours

Programmable Logic Control and Automation Short Course 3
Course code S130056
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 of offloading, and to further skills in system diagnostics, PLC to machine integration and fault debugging. This course is level 3 of a series of 4 consecutive courses (levels). Prerequisites: All participants must have completed Programmable Logic Control and Automation Short Course No. 2. All participants must purchase (not included in fee) Industrial Hydraulic Control by Peter Rohner. This book is available from the RMIT Bookshop.
City campus
Cost: $450
Start date Time Sessions and duration
29/7/2009 5:30–9:30 pm 6 sessions x 4 hours
2/9/2009 5:30–9:30 pm 6 sessions x 4 hours

Programmable Logic Control and Automation Short Course 4
Course code S130057
This course is designed to provide skills in creating PLC programs for typical industrial applications with analogue PLCs 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
Cost: $450
Start date Time Sessions and duration
26/7/2009 5:30–9:30 pm 6 sessions x 4 hours
16/9/2009 5:30–9:30 pm 6 sessions x 4 hours
21/10/2009 5:30–9:30 pm 6 sessions x 4 hours

Structured Cabling Techniques
Course code S130109
The aim of this course is to assist cabling personnel experienced in telecommunications cabling and the holders of an Open Cabling Registration (CPR) to provide the theoretical knowledge and practical skills to be able to receive an endorsement on their CPR or when their current registration is due for renewal. Prerequisites: This course is directed at experienced trade personnel and Open CPR holders. A basic knowledge of electrical/electronics theory will be assumed. If seeking an endorsement the participant must be a holder of an Open CPR.
City campus
Cost: $460
Start date Time Sessions and duration
20/8/2009 8 am–5 pm 2 sessions x 8 hours
22/10/2009 8 am–5 pm 2 sessions x 8 hours
19/11/2009 8 am–5 pm 2 sessions x 8 hours
Telecommunication Regulatory Framework 2—NTC004

Course code S130065
The aim of this course is to provide knowledge and awareness of the Australian Communications and Media Authority (ACMA) regulations of the telecommunications cabling industry. Prerequisites: Participants must have an A Grade Licence or be telecommunications technicians with extensive telecommunication cabling experience. Telecommunication technicians must also undertake an RPL (recognition of prior learning) process for the six Competency Standards as developed by TITAB to be eligible for the Open Cabling Registration. A Grade Licence holders will obtain credits in the conversion program. This short course must be undertaken by experienced cablers that have an expired registration or licence.

City campus
Cost: $320
Start date Time Sessions and duration
17/8/2009 8 am–5 pm 3 sessions x 8 hours
19/10/2009 8 am–5 pm 3 sessions x 8 hours
18/8/2009 5.30–9.30 pm 6 sessions x 4 hours
20/10/2009 5.30–9.30 pm 6 sessions x 4 hours

Telecommunications Cabling Techniques—NTC111

Course code S130067
The course provides knowledge and practical skills to tradespersons, trade assistant or anyone associated with telecommunication cable installation and their earthing requirements. Prerequisites: Strongly recommended for computer technicians, electrician cablers, trades assistants, electrical wholesalers, supervisors, etc.

City campus
Cost: $460
Start date Time Sessions and duration
27/7/2009 8 am–5 pm 3 sessions x 8 hours
5/10/2009 8 am–5 pm 3 sessions x 8 hours
28/7/2009 5.30–9.30 pm 6 sessions x 4 hours
6/10/2009 5.30–9.30 pm 6 sessions x 4 hours

Environment

Exam in Support of Competency
Unit: RABQSA-DW Mgt Sys for Drinking Water Quality

Course code S001003
RABQSA International has developed a Drinking Water Quality Management System (QMS) Auditor Certification Scheme in collaboration with the Department of Human Services (Victoria) (DHS), the Victorian Water Industry Association and the Water Services Association of Australia. This scheme is national and will have applicability for drinking water audits around Australia.

Certification under this scheme is a mandatory requirement for auditors seeking approval to conduct a regulatory audit in Victoria, in accordance with the Safe Drinking Water Act 2003. The use and audit of drinking water quality risk management plans will also be mandated by legislation in NSW and Queensland.

The scheme certification requirements are managed by RABQSA International. To be certified under this scheme, individuals will be required to demonstrate that they currently meet education and work experience requirements.

Brisbane
Cost: $130
Start date Time Sessions and duration
3/8/2009 10.15 am–1 pm 1 session x 3 hours

LCA - Introduction

Course code S310131
Life Cycle Assessment (LCA) is a method of evaluating the potential environmental impacts of products and services. This evaluation is based on the whole life cycle of the product/service, or a ‘cradle-to-grave’ approach, with typical stages including extraction of raw materials, processing, manufacturing, packaging and distribution, use, and waste disposal including landfill, reuse and recycling. The LCA course is a detailed introductory course starting from the basics of LCA and then providing participants with practical experience working with LCA and an appreciation for the major methodological issues to be worked through when reading, reviewing or undertaking LCA.

City campus
Cost: $1045
Start date Time Sessions and duration
TBA (2 days) 9 am—5 pm 2 sessions x 7 hours

Health and medical sciences

Advanced Transfusion Science
Workshop

Course code S160023
This three-day workshop will be conducted at an advanced level and cover complex antibody investigations including mixtures and HTLA. The workshop will cover molecular genotyping and include a practical exercise using real time PCR. Participants will be introduced to the rarer blood groups, factors influencing their clinical significance in transfusion, techniques used in resolving complex antibody mixtures and HTLA, transfusion strategies for the difficult patient, principles of molecular genotyping using real time PCR, and the application of real time PCR in blood transfusion.

Other sessions will consist of problem-based practical exercises that allow participants to gain practical skills in the techniques used to investigate complex antibody mixtures and HTLA. Both tube and column agglutination techniques will be employed during the practical component of the workshop. Participants will be introduced to real time PCR and be able to type themselves for one or more “blood group” genes.

Bundoora campus
Cost: $160
## Manufacturing and printing

### Digital Printing—Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355017</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is an introduction to digital printing using the Fuji Xerox DocuTech 6135 and Digipath—a computerised network-based system to capture, store, retrieve and manipulate images for production on a Xerox production publisher such as the DocuTech 6135. 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 scanning, printing, finishing and a range of production jobs both from hard copy and digital files.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $360</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>7/10/2009</td>
<td>6-9 pm</td>
</tr>
</tbody>
</table>

### Direct Image Press (DI)—Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355121</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $360</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>8/10/2009</td>
<td>6-9 pm</td>
</tr>
</tbody>
</table>

### Flexographic Printing—Advanced

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355015</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is a follow up from Flexographic Printing - Introduction. It focuses on more advanced areas of the printing process, and participants will have the opportunity to work on a practical level on the machines under supervision of the teacher. It is designed for participants wishing to enhance their knowledge and skills of flexographic printing. Course content includes problem solving, advanced printing techniques, advanced inking and metering system and quality control.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $520</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>11/8/2009</td>
<td>6-9 pm</td>
</tr>
<tr>
<td>10/11/2009</td>
<td>6-9 pm</td>
</tr>
</tbody>
</table>

### Heidelberg GTO 52 Operation—Introduction

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355019</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a specialised lithographic printing course, covering ink setting, plate positioning, quality control, faults and remedies on the GTO 52, for printing machinists and students who can demonstrate knowledge and practical application of the basic principles of lithographic printing. The course will focus on gaining a complete knowledge of the GTO 52 machine, and participants will have the opportunity to put their skills into practice. A printer with no prior knowledge of this machine will be able to seek employment in the areas of quick-print shops, instant printers and small business on completion.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $530</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>5/10/2009</td>
<td>6-9 pm</td>
</tr>
</tbody>
</table>

### Heidelberg Speedmaster SM 52 Digital Control

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355067</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 auto plate wash-up facilities, and remote inking are at your fingertips. Participants will also gain the knowledge to operate a Heidelberg Digital Control Press safely.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $480</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>7/10/2009</td>
<td>6-9 pm</td>
</tr>
</tbody>
</table>

### Label Printing—Introduction (Narrow WEB)

<table>
<thead>
<tr>
<th>Course code</th>
<th>S355024</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is mainly theory-based but also provides participants with a practical introduction to the label printing process. The Introduction of the new Mark Andy Narrow Web label-printing machine at the Centre of Graphic Technology (CGT) Brunswick has created exciting opportunities for printers to upgrade their skills into a sector of the industry with record levels of growth and demand, both locally and internationally.</td>
<td></td>
</tr>
<tr>
<td>Brunswick campus</td>
<td></td>
</tr>
<tr>
<td>Cost: $420</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Time</td>
</tr>
<tr>
<td>5/10/2009</td>
<td>6-9 pm</td>
</tr>
</tbody>
</table>
**Print Awareness**

**Course code** S355038  
This is a highly popular short course aiming to introduce participants to production procedures from plate to press in easy-to-understand language. There is hand-on interaction with samples and tools in a small group environment. Participants tour the various printing departments gaining a first hand view of the equipment variety, uses, and their production activities.

**Brunswick campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/9/2009</td>
<td>9 am–4 pm</td>
<td>3 sessions x 7 hours</td>
</tr>
<tr>
<td>30/11/2009</td>
<td>9 am–4 pm</td>
<td>3 sessions x 7 hours</td>
</tr>
</tbody>
</table>

| Cost: $650 |

**Shinohara Using CtP (Polyester)**

**Course code** S355102  
This course leads on from Introduction to Shinohara. This is an advanced course and will focus on using polyester plates.

**Brunswick campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9/2009</td>
<td>6–9 pm</td>
<td>3 sessions x 3 hours</td>
</tr>
</tbody>
</table>

| Cost: $370 |

**Stitching, Folding and Guillotine Operating**

**Course code** S355104  
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. The stitching and Folding section will cover topics including use of 4 hopper, feeder and stapling unit, 3-knife trimming unit on stitching machine, 4 and 8 pages, 16-page performing and scoring. The guillotine operating section will cover topics including: programming computer operated guillotines, label cutting, paper subdivision, paper substrates and knife changing.

**Brunswick campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/8/2009</td>
<td>5.30–8.30 pm</td>
<td>22 sessions x 3 hours</td>
</tr>
</tbody>
</table>

| Cost: $330 |

**Copywriting in Action**

**Course code** S345185  
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.

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2009</td>
<td>8 am–5 pm</td>
<td>5 sessions x 8 hours</td>
</tr>
</tbody>
</table>

| Cost: $1875 |

**Copywriting in Action—Part II**

**Course code** S345249  
This new course is a response to the many requests by participants for more sessions of Copywriting In Action. In Part 2, you will apply the principles of clear, engaging and precise communication to an extended range of media commonly used for commercial and social marketing. These include brochure, e-newsletter, media release, the professional letter and email. What remains consistent throughout is the process. Copywriting in Action II provides further opportunity to practise this process repeatedly so that it becomes instinctive and intuitive.

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/7/2009</td>
<td>6–9 pm</td>
<td>8 sessions x 3 hours</td>
</tr>
</tbody>
</table>

| Cost: $580 |

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

**Course code** S345259  
Non-fiction offers great opportunities for creativity. True stories are fascinating because they tell us about ourselves and our world, but they must be told with style. Whether you are writing true crime stories, life experiences, autobiographies, biographies or any other form of non-fiction, you can make the words sing off the page, the ideas soar—without sacrificing the truth in your story. During the intense tutorials, writing exercises and workshops you will discover how to wield creative tools at your disposal to best effect, and how to lift your writing to a higher level.

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/8/2009</td>
<td>10 am–4 pm</td>
<td>2 sessions x 6 hours</td>
</tr>
</tbody>
</table>

**Contemporary Digital Radio Technologies**

**Course code** S130191  
The main course objective is to educate the public in new digital wireless technologies. Prerequisites: Experience in communications is recommended. Participants should also have experience using Windows-based computers.

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2009</td>
<td>8 am–5 pm</td>
<td>5 sessions x 8 hours</td>
</tr>
</tbody>
</table>

| Cost: $580 |

**French for Beginners 1**

**Course code** S365029  
French for Beginners 1 is for students who wish to learn French in an informal atmosphere for recreation and/or work related purposes. The course will introduce you to the basic skills of French grammar and communication, and equip you with a basic knowledge of French culture for daily social situations. By the end of the course, you will be able to go shopping for food and clothes, request and give personal information, and ask for directions. In addition, you will have acquired basic grammatical structures, as well as a range of vocabulary including numbers, the alphabet, nationalities, and occupations.

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/7/2009</td>
<td>6–8 pm</td>
<td>10 sessions x 2 hours</td>
</tr>
<tr>
<td>24/8/2009</td>
<td>6–8 pm</td>
<td>10 sessions x 2 hours</td>
</tr>
</tbody>
</table>

| Cost: $265 |

**French for Beginners 2**

**Course code** S365037  
This course follows on from French for Beginners 1, and is aimed at people who want to learn more of the language in a relaxed atmosphere, for recreation or work. The course will build on your previous French studies and will continue to equip you for travel and communicating with French speakers in daily life. By the end of the course, you will be able to use a range of tenses, make hotel bookings, order food, ask for and give help. You will also have expanded your knowledge of grammatical structures, and increased your vocabulary to include months and seasons, cuisine, holidays, and weather.

**City campus**

<table>
<thead>
<tr>
<th>Start date</th>
<th>Time</th>
<th>Sessions and duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/7/2009</td>
<td>6–8 pm</td>
<td>10 sessions x 2 hours</td>
</tr>
<tr>
<td>22/9/2009</td>
<td>6–8 pm</td>
<td>10 sessions x 2 hours</td>
</tr>
</tbody>
</table>

| Cost: $265 |
### Fiction Writing—Introduction

**Course code** S345260

Writing is a lonely pursuit; this course offers you the opportunity to workshop your writing with similarly committed writers under the guidance of a teacher who is a practicing, published writer. The courses in this program will stimulate ideas, craft your current skills and challenge you to take your writing to the next level.

- **City campus**
- **Cost:** $600
  - Start date: 11/8/2009
  - Time: 6–9 pm
  - Sessions and duration: 16 sessions x 3 hours

---

### Home Audio Production Series

#### Recording Studio Set Up and Digital Audio Workstations

**Course code** S335009

This short course will provide you with an understanding of what factors should be considered when setting up a home recording and mixing space, whether it be a dedicated studio or space in your bedroom! Participants will gain a thorough understanding of currently available audio recording and editing equipment, plus will learn how to make the most of their available resources. Attendees will also gain an insight into operating Pro Tools—the leading industry digital audio workstation.

- **City campus**
- **Cost:** $295
  - Start date: 1/11/2009
  - Time: 9.30 am–5.30 pm
  - Sessions and duration: 2 sessions x 8 hours

### Home Audio Production Series 2: Mixing and Mastering, an Introduction

**Course code** S335010

This short course will provide participants with an understanding of how to mix then master songs, radio stories etc. The course also explains the processes of audio mastering and gives an understanding of what to expect or lookout for when hiring a mastering engineer. Students have a hands-on opportunity to work on the main elements of the mix, such as compression, equalisation, effects and mastering. Limitations of home studio spaces will be discussed, as well as how to improve home acoustics—usually the studio’s weakest link.

- **City campus**
- **Cost:** $295
  - Start date: 16/11/2009 (2 options)
    - Time: 2–5 pm
    - Sessions and duration: 12 sessions x 3 hours
    - 16/11/2009 (2 options)
    - Time: 6–9 pm
    - Sessions and duration: 12 sessions x 3 hours

---

### Greek for Beginners 1

**Course code** S365033

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

- **City campus**
- **Cost:** $265
  - Start date: 3/9/2009
  - Time: 6–8 pm
  - Sessions and duration: 10 sessions x 2 hours

---

### Greek for Beginners 4

**Course code** S365039

This course is the last in the series for Beginners, and is primarily aimed at people who want to continue their study of French with an emphasis on developing their confidence and fluency in the language. The course will deepen your knowledge of the French culture, and give you the opportunity to develop your proficiency further in the language. By the end of the course, you will be able to use a variety of tenses and grammatical structures, apply for jobs and take part in an interview, express your wishes, and talk about hypothetical situations.

- **City campus**
- **Cost:** $265
  - Start date: 21/9/2009
  - Time: 6–8 pm
  - Sessions and duration: 10 sessions x 2 hours

---

### Hands-On Clear Writing

**Course code** S345089

In this practical, experiential and interactive course you will (a) learn and practice the process of clear writing and (b) develop the associated skills by rewriting case studies into concise, compelling and engaging communication. Participants are encouraged to bring a sample of their own writing to work on.

- **City campus**
- **Cost:** $500
  - Start date: 28/7/2009
    - Time: 9.30 am–4.30 pm
    - Sessions and duration: 2 sessions x 7 hours
  - Start date: 19/9/2009
    - Time: 9.30 am–4.30 pm
    - Sessions and duration: 2 sessions x 7 hours

---

**Short Courses**

Current course information and individual course flyers are available at www.shortcourses.rmit.edu.au
Japanese—2009 JLPT Level 4 Preparation Workshop

Course code  S365005
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 6 December 2009 (TBC). Results are sent from Japan in March 2010, with an international grading of your Japanese language ability which is often necessary for the purposes of employment or further studies.

City campus
Cost: $220
Start date  Time  Sessions and duration
17/10/2009  10 am–1 pm  5 sessions x 3 hours

Japanese—Beginners Level 1

Course code  S365008
This course aims to introduce you to the basic skills of the Japanese language and to familiarise you with the formation of written Japanese. 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 behaviour 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
Cost: $395
Start date  Time  Sessions and duration
15/7/2009  6–9 pm  10 sessions x 3 hours

Japanese—Beginners Level 2

Course code  S365013
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 behaviour as expressed in and reflected by the language.

City campus
Start date  Time  Sessions and duration
16/7/2009  6–9 pm  10 sessions x 3 hours
8/10/2009  6–9 pm  10 sessions x 3 hours

Japanese—Beginners Level 3

Course code  S365017
This course aims to build on the basic skills of the Japanese language, consolidating your knowledge of the hiragana and katakana scripts. You will learn up to 50 basic kanji characters. You will acquire increased understanding of some of the norms and values of Japanese society and obtain knowledge of the language and behaviour as expressed in and reflected by the language.

City campus
Start date  Time  Sessions and duration
14/7/2009  6–9 pm  10 sessions x 3 hours
6/10/2009  6–9 pm  10 sessions x 3 hours

Japanese—Intermediate

Course code  S365003
This course aims to consolidate and integrate your knowledge of the Japanese language acquired at a beginners level. You will further develop practical conversation skills to communicate more effectively, as well as acquire further skills in reading and writing. Taught by a native speaker, this course is conducted in an informal atmosphere allowing you to maintain and extend your language skills. This course will enable you to use Japanese in a more advanced, natural and culturally appropriate manner. Up to 50 new kanji will be introduced. You will be assessed through on-going assessment tasks (optional).

City campus
Cost: $395
Start date  Time  Sessions and duration
13/7/2009  6–9 pm  10 sessions x 3 hours
5/10/2009  6–9 pm  10 sessions x 3 hours
Public Relations CPE

Can you afford not to be informed and proactive in today’s best practice public relations market? RMIT University, an Australian leader in public relations education, provides practitioners and students of public relations with the opportunity to build their skill-base and knowledge with hands-on workshops and trainings.

CPE—Crisis Management

Course code S200028
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. Presenter: Andrew Kilbey, Manager, Corporate Affairs, Kraft Australia and New Zealand.

Cost: $295
City campus

Start date Time Sessions and duration
3/8/2009 9.30 am–5 pm 1 session x 8 hours

CPE—Dealing with Difficult Situations

Course code S200071
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. Presenters: Alan Mason, Master NLP Practitioner, and Maggie Walsh, MA (Hons), MPRIA, Master NLP Practitioner.

Cost: $295
City campus

Start date Time Sessions and duration
14/7/2009 9.30 am–5 pm 1 session x 8 hours

CPE—Managing the Angry Mob—Community Engagement

Course code S200068
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: Rose Thomas

Cost: $295
City campus

Start date Time Sessions and duration
10/9/2009 9.30 am–5 pm 1 session x 8 hours

CPE—Media Release and PR Writing

Course code S200062
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. Presenter: Maree Curtis, RMIT Lecturer, Former Editor, Herald Sun Sunday Magazine

Cost: $295
City campus

Start date Time Sessions and duration
9/7/2009 9.30 am–5 pm 1 session x 8 hours
17/10/2009 9.30 am–5 pm 1 session x 8 hours
2/12/2009 9.30 am–5 pm 1 session x 8 hours

CPE—New Media

Course code S200080
This workshop looks at the range of new (or digital) media available to communicators, with particular emphasis on the Web 2.0 suite. It looks at the place and relevance of each media in today’s context, the importance of strategic development as well as creative and production requirements. It emphasises the importance of approaching new media from the audience or customers’ perspective, examining ways for this to be achieved. Presenter: David Schloeffel

Cost: $195
City campus

Start date Time Sessions and duration
2/7/2009 5.30–9.30 pm 1 session x 4 hours

CPE—PR Media Training

Course code S200047
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, Publisher and Editor, RACV RoyalAuto magazine, and Doug Weller, Director, Corporate Media Services.

Cost: $295
City campus

Start date Time Sessions and duration
10/10/2009 9.30 am–5 pm 1 session x 8 hours

CPE—Strategy Planning—Focussing Your Strategy for Outstanding Outcomes

Course code S200069
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

Cost: $295
City campus

Start date Time Sessions and duration
30/8/2009 9.30 am–5 pm 1 session x 8 hours

CPE—The Keys to Event Management

Course code S200053
How are major events such as festivals, sporting events and conferences effectively pulled together? The principles that apply to large events carry through to smaller events. This training will help you initiate and organise events that produce top results. Successful promotion and event management requires highly developed, multi-tasking skills and clever planning. Learn how to maximise the impact of your event and successfully obtain the media coverage you need. Presenter: Kerrie Milburn-Clark, communication consultant

Cost: $295
City campus

Start date Time Sessions and duration
26/8/2009 9.30 am–5 pm 1 session x 8 hours

CPE—Writing Influential Speeches

Course code S200074
A brilliantly written speech can sway an audience and win favour for the presenter. Flow, logic, structure, timing and choice of natural words are vital. Learn how to draw verbal pictures, use smooth transitions and avoid complicating sentences so that people hear clearly and really consider what you’re trying to say. Masterful speechwriting is an art—one that can carry you far in your career. Presenter: Geoff Kelly, Director, Kelly Strategic Influence

Cost: $295
City campus

Start date Time Sessions and duration
23/10/2009 9.30 am–5 pm 1 session x 8 hours
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 (Victoria). The 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 can be assured of a sound introduction to the fundamental skills and knowledge required to develop a career in public relations.

Public Relations Certificate—Media Relations

Course code S200016
This course covers: how the media work; media language; media releases; media conferences, contacts, events; print, radio, TV, how they differ; workshop on interview skills; radio workshop; television interviews; television workshop; the print interview; preparing others for interviews. Benefit - students will experience the real-life aspects of creating publicity.

City campus
Cost: $1425
Start date Time Sessions and duration
4/8/2009 5.30-9.30pm  8 sessions x 4 hours

Public Relations Certificate—PR Principles and Practices

Course code S200017
This course covers: what PR is about and industry trends; basic concepts; identifying key stakeholders; communication processes; public relations as a four step process; public opinion/attitude change; communication tools - written, visual and spoken; ethics and law in public relations; social responsibility and professionalism. Benefit - students will cover the basic principles of public relations and their applications in our current society.

City campus
Cost: $1425
Start date Time Sessions and duration
29/7/2009  5.30-9.30pm  9 sessions x 4 hours

Public Relations Certificate—PR Writing

Course code S200019
This course covers: basic public relations writing; grammar, spelling and punctuation review; resources; different approaches to NEWS; the media release; newsletter writing; backgrounder and fact sheets; brochures; speeches; scripts; writing a proposal; writing for the Internet. Benefit - students will become familiar with and develop the key writing skills used in public relations.

City campus
Cost: $1425
Start date Time Sessions and duration
30/7/2009 5.30-9.30pm  9 sessions x 4 hours

Public Relations Certificate—Strategic PR and Planning

Course code S200018
Prerequisite: PR Principles and Practices. Strategic PR analysis and management tools: using those tools, case studies will be presented in organisational environment; industry analysis; mission, values and culture; leadership; internal communication issues; crisis management; media relations; government relations and lobbying; issue management; labour relations; risk communication. Benefit - by experiencing actual cases students will gain a strong insight into the way public relations gets results.

City campus
Cost: $1425
Start date Time Sessions and duration
14/10/2009 5.30-9.30pm  8 sessions x 4 hours

Spanish for Beginners I

Course code S365010
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
Cost: $265
Start date Time Sessions and duration
7/7/2009 6-8pm  10 sessions x 2 hours

Spanish for Travellers

Course code S365032
This is a basic course that will introduce you to the Spanish language, focusing in the oral practice. It will provide you with the basic conversational and cultural skills needed to perform basic day-to-day duties when travelling in a Spanish speaking country.

City campus
Cost: $265
Start date Time Sessions and duration
9/7/2009 6-8pm  10 sessions x 2 hours

Spanish Dele (Intermediate Level)

Course code S365016
This qualification validates sufficient linguistic ability to get by in average day-to-day situations in normal communication circumstances, which do not require specialised use of the language. The aim of the course is to familiarise students with all aspects of the final exam. They will reinforce and acquire knowledge in the written, spoken, oral and listening comprehension activities targeted by the exam.

City campus
Cost: $318
Start date Time Sessions and duration
17/9/2009 6-9pm  8 sessions x 3 hours
Writing Series

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

Copyediting—Advanced

Course code S345097
In this advanced short course you will practice pruning someone else’s words for publication, to suit particular readerships, house styles and publication types. This will include how to develop and standardise formats, heading hierarchies and paragraph styles ready for typesetting and publication. You will also investigate how to clarify and apply a copyediting brief, and discuss practical issues arising in the editor/author and editor/publisher relationship, and other members of the publishing team. It is not essential to do the Copyediting—Introduction beginners course, but it is assumed that you are familiar with the standard copyediting marks and their application.

City campus

Cost: $300
Start date Time Sessions and duration
14/11/2009 9.30 am–4.30 pm 1 session x 6 hours

Copyediting—Introduction

Course code S345096
In this introductory 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 their application. The course also covers 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

Cost: $300
Start date Time Sessions and duration
31/10/2009 9.30 am–4.30 pm 1 session x 6 hours

Grammar and Punctuation

Course code S345043
In this intensive course you will study parts of speech and the 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 will 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

Cost: $440
Start date Time Sessions and duration
22/8/2009 9.30 am–4.30 pm 2 sessions x 6 hours
17/10/2009 9.30 am–4.30 pm 2 sessions x 6 hours

Proofreading—Advanced

Course code S345099
In this short course you will revise the standard proofreading marks and terms and apply them to more complex, real-life proofs. You will refine your proofreading skills by picking up both typographic errors and layout problems; revise the methods involved in ‘straight’ and ‘blind’ proofreading and participate in both a case study and group discussion in order to identify and solve more difficult proofreading problems. Please ensure you have completed the Proofreading—Introduction course or you have the equivalent knowledge.

City campus

Cost: $310
Start date Time Sessions and duration
11/7/2009 9.30 am–4.30 pm 1 session x 6 hours
28/11/2009 9.30 am–4.30 pm 1 session x 6 hours

Proofreading—Introduction

Course code S345098
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 will learn the standard proofreading marks and their application. The course also covers 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; and the common proofreading slips. Follow on with Proofreading—Advanced.

City campus

Cost: $310
Start date Time Sessions and duration
11/7/2009 9.30 am–4.30 pm 1 session x 6 hours
28/11/2009 9.30 am–4.30 pm 1 session x 6 hours
Looking for something more than a short course? Gearing up to start a university degree? Single courses are subjects from degrees, available to you even if you’re not enrolled as a university student. You take the same classes and complete the same assessment tasks as uni students.

Taking a single subject allows you to:

- treat the study as a trial (if you are considering starting a university degree)
- increase your chances of gaining a place at university by demonstrating that you are a capable student
- gain deeper knowledge of a subject area in a formal learning environment.
# Short Course Enrolment Form

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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Start Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Your details**

- **Client Number (if known)**
- **Company Name (if applicable)**
- **Title**
- **First Name/s**
- **Surname**
- **Postal Address**
- **Suburb**
- **State**
- **Postcode**
- **Phone (1)**
- **Phone (2)**
- **Fax**
- **Email Address**
- **Date of Birth**

**Billing address**

- [ ] Same as above
- [ ] Alternative billing address

- **Contact Name**
- **Position**
- **Company Name**
- **Phone (1)**
- **Fax**
- **Postal Address**
- **Suburb**
- **State**
- **Postcode**

**Payment details**

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

- **Card Number**
- **Expiry Date**
- **Cardholder’s Name**
- **Signature**

- [ ] Invoice (refer to payment terms below)

**Other information**

- How did you hear about the course?
- Are you eligible for a discount? Discounts do not apply to all short courses, please check with us if you are unsure.
- [ ] Healthcare/pensioner card (proof must be provided with enrolment form)
- [ ] *RMIT Student  [ ] *RMIT Alumni  [ ] *RMIT Staff  [ ] Provide your RMIT number for verification

## Short Course Terms and Conditions

**Payment**

- Course fee payable at time of enrolment. Organisations can be invoiced on presentation of purchase order/letter of authority. Invoices to be paid in full within 7 days and prior to course commencement.
- Transfers notified less than 5 full working days prior to the course commencement date will incur a transfer fee equal to 10% of the full course fee.
- Cancellations notified less than 5 full working days prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.
- No refunds will be issued after course commencement.
- In courses where prerequisites do not apply, a substitute may be sent in your place if you are unable to attend. RMIT Training must be notified of this prior to course commencement.
- No refunds will be issued for non-attendance.
- RMIT reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances. A full refund or alternative courses will be offered in these circumstances.
- Flexible delivery courses may have different conditions of enrolment.

- [ ] I accept these Terms and Conditions

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

## Enquiries and Enrolments

**Phone**  
9am - 5pm weekdays  
+61 3 9925 8111

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

**Online**  
Web  
[www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)

**Email**  
enquiries@rmit.edu.au

**Fax**  
Fax enrolment form to  
+61 3 9925 8298
A
Adobe Illustrator—Introduction for Fashion and Textile Industry 10
Adobe Photoshop—Introduction for Fashion and Textile Industry 10
Advanced Photoshop—Specialist Techniques for Digital Photos 4
Advertising—Introduction 4
Adobe After Effects—Motion Graphics 3
Adobe Illustrator and Photoshop for Fashion and Textile Industry—Introduction 3
Advanced Transfusion Science Workshop 22
Agents’ Representatives 13
Architectural Drawing Techniques—Introduction 3
Audio Production—Music Industry 4
Australian Career Development Studies (ACDS) (Component 3) 18
AutoCAD for Designers—3D Modelling 2
AutoCAD for Designers—Level 1 2
AutoCAD for Designers—Level 2 2
AutoCAD Quickstart 2
B
Bag Making—Gusseted Hand Bag 4
Bag Making—Clutch Bag—Introduction 4
Bag Making—Tote Bag 4
Basic Adobe Illustrator for Fashion and Textile Industry 4
Basic Block Construction and Grading (Patternmaking)—Introduction 4
Bookbinding and Restoration 4
Bookbinding—Introduction 4
Building Thermal Performance Assessment—First Rate 5
Building Thermal Performance Assessment—Theory Only 2
C
Calligraphy—Unit 1 Beginners 4
Calligraphy—Unit 2 Applied 5
Calligraphy—Unit 3 Advanced Writing 5
Calligraphy—Unit 4 Electives 5
Calligraphy—Unit 5 Master Class 5
Camera and Darkroom 1 5
Camera and Darkroom 1 and 2 5
Camera and Darkroom 2 5
Career Discovery—Building Design and Drawing 3
Career Discovery—Fashion Career Discovery 6
Career Discovery—Interior Design Career Discovery 10
CCNA Security—Introduction to Cisco Network Security 15
CCNA TURBO 15
CCNA Voice—Introduction to Cisco Voice over IP 15
CCNA1—Cisco Systems Networking Academy Program—Networking Basics 15
CCNA2—Cisco Systems Networking Academy Program—Router and Routing Basics 17
CCNA3—Cisco Systems Networking Academy Program—Switching Basics 17
CCNA4—Cisco Systems Networking Academy Program—WAN Technologies 17
CCNP1 BSCI (Advanced Routing) 17
CCNP2 ISCW 17
CCNP3 MultiLayer Switching (BCMSN) 17
CCNP4 ONT 17
Certificate IV in Career Development (Australian Career Development Studies Component 2) 18
Certificate IV in Training and Assessment (TAA40104) 18
Certificate of Surface Coatings Technology by e-Learning 18
Children’s Books—Writing and Getting Published 5
Coaxial Cabling Techniques 19
Comedy Writing 5
Construction Induction Card (CI Card) 2
Contemporary Digital Radio Technologies 24
Copyediting—Advanced 29
Copyediting—Introduction 29
Copywriting in Action 24
Copywriting in Action—Part II 24
CPR Restricted Registration Course 19
Create Your Own Web Site 5
Creative Non-Fiction: Telling True Stories with Style 24
Criminal Justice CJO3 Foundations of Law 14
Criminal Justice CJO7 Writing and Research in Justice 14
Criminal Justice CJO8 Professional Ethics and Conduct 14
Criminal Justice CJO9 Sociology of Behaviour 14
D
Designing and Making Footwear by Hand 5
Desktop Publishing for Office and Business 5
Designing a Brand for Small Business 13
Disconnect/Reconnect Workers Licence 19
Digital Printing—Introduction 23
Direct Image Press (DI)—Introduction 23
DocuTech 6135—Basic Operator’s Course 23
An introduction to DJing 4
Documentary Video Production—Introduction 6
Drawing Techniques for Design 6
E
Electrical Contractor Registration Course—Part B Commercial (Mod EA102) 19
Exam in Support of Competency Unit: RABQSA-DW Mgt Sys for Drinking Water Quality 22
F
Fascinating Fashion 6
Fiction Writing—Introduction 25
Flash CS4—Introduction 4
Flash CS4—Advanced 6
Flexographic Printing—Advanced 23
Folio Preparation—Interior Decoration 6
Folio Preparation in 3D Product Design 6
Folio Preparation in Digital Media (Adobe Photoshop and Illustrator) 6
Folio Preparation in Fashion Drawing and Fashion Design 6
Folio Preparation in Fashion Drawing and Fashion Design—Intensive 6
Folio Preparation in Graphic Art 6
Folio Preparation in Graphic Design—Level 1 7
Folio Preparation in Graphic Design—Level 2 7
Folio Preparation in Life Drawing 7
Folio Preparation in Multimedia 7
Folio Preparation in Photography 7
Folio Preparation in Studio Textiles and Design—Intensive 7
Folio Preparation in Visual Merchandising 7
Folio Preparation in Visual/Fine Art—Intensive 7
Footwear Workshop Access Program 7
French for Beginners 1 24
French for Beginners 2 24
French for Beginners 3 25
French for Beginners 4 25
G
Garden Design Series: Garden Design 1A 7
Garden Design Series: Planting Design 7
General Drawing 8
Gerber—Grading and Marker Making (CGMM) 8
Gerber—Pattern Making (PDS) 8
Grammar and Punctuation 29
Graphic Design: Creative Communication 8
Graphic Design: Type and Image Fundamentals 8
Graphic Design—Typography and Layout 8
Greek for Beginners 1 25
Green Building and Design 2009—Green Materials 3
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Hands-On Clear Writing</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Heidelberg GTO 52 Operation—Advanced</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Heidelberg GTO 52 Operation—Introduction</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Heidelberg Speedmaster SM 52 Digital Control</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Home Audio Production Series 1: Recording Studio Set Up and Digital Workstations</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Home Audio Production Series 2: Mixing and Mastering, an Introduction</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Home Sustainability Assessment</td>
<td>3</td>
</tr>
<tr>
<td>I</td>
<td>Illustration—Styles and Techniques</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Illustrator—Fundamentals</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>InDesign—Advanced</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>InDesign—Fundamentals</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Inspection and Safety Testing of Electrical Equipment</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Design Series—Colour for Interiors 1</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Design Series—Colour for Interiors 2</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Design Series—Creative Lighting Applications</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Design Series—Design Fundamentals for Interiors</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Design Series—Design History for Interiors 2</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Design Series—Materials and Finishes</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Design Series—Soft Furnishings</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Interiors—Design and Decoration for Living</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>iPhone/iPod Touch Game Development</td>
<td>25</td>
</tr>
<tr>
<td>J</td>
<td>Japanese—2009 JLPT Level 4 Preparation Workshop</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Japanese—Beginners Level 1</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Japanese—Beginners Level 2</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Japanese—Beginners Level 3</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Japanese—Intermediate</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>3D Studio Max for Architects and Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>L</td>
<td>Label Printing—Introduction (Narrow WEB)</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>LCA—Introduction</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Lectra—Introduction</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Life Drawing</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Lift Mechanics Cabling Provider Rule (CPR)</td>
<td>21</td>
</tr>
<tr>
<td>M</td>
<td>Magazine Design and Production Series—Online Journalism</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Magazine Design and Production Series—Professional Practice</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Manage and Market a Band</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Maya—An Introduction</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>MYOB Complete Package</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>OHS Initial Level 5 Day Course for Health and Safety Reps, Managers and Supervisors</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>OHS 1 Day Refresher Program for Health and Safety Representatives, Managers and Supervisors</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Optical Fibre Cabling Techniques</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Optical Fibre Testing and Commissioning</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Patternmaking</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>PDF and Acrobat for the Business Environment</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>People and Portrait Photography Photography—Technical and Aesthetic (Introduction)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Photoshop—the Fundamental Elements for Digital Photos (Introduction)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Principles of Dyeing and Printing</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Product Knowledge Workshops in Footwear</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Product Knowledge Workshops in Textiles</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Production Lighting—New Competency Based Course</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Professional Practice in Laboratory Medicine</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Programmable Logic Control and Automation Short Course 2</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Programmable Logic Control and Automation Short Course 3</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Programmable Logic Control and Automation Short Course 4</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Proofreading—Advanced</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Proofreading—Introduction</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Public Relations Certificate—Media Relations</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Public Relations Certificate—PR Principles and Practices</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Public Relations Certificate—PR Writing</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Public Relations Certificate—Strategic PR and Planning</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—Crisis Management</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—Dealing with Difficult Situations</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—Managing the Angry Mob—Community Engagement</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—Media Release and PR Writing</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—New Media</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—PR Media Training</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—Strategy Planning—Focussing your strategy for outstanding outcomes</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—The Keys to Event Management</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Public Relations CPE—Writing Influential Speeches</td>
<td>27</td>
</tr>
<tr>
<td>R</td>
<td>Revit—Level 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Revit—Level 2</td>
<td>3</td>
</tr>
<tr>
<td>S</td>
<td>SCADA—Citc Software in Supervisory Control and Data Acquisition Systems</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Screen Print Your Tshirt</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Screenwriting—Introduction</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sewing</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Shinohara Using CtP (Polyester)</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Short Film Production</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>SolidWorks—Level 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Song Writing</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Spanish dele (intermediate level)</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Spanish for Beginners I</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Spanish for Travellers</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Stitching, Folding and Guillotine Operating</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Structured Cabling Techniques</td>
<td>21</td>
</tr>
<tr>
<td>T</td>
<td>Telecommunication Regulatory Framework 2—NTC004</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Telecommunications Cabling Techniques—NTC111</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>3D Studio Max for Architects and Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Travel and Landscape Photography</td>
<td>12</td>
</tr>
<tr>
<td>U</td>
<td>Understanding the Context of Contemporary Human Service Practice</td>
<td>15</td>
</tr>
<tr>
<td>V</td>
<td>Visual Merchandising—Introduction</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Visual Merchandising Course Series—Product Presentation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Visual Merchandising Course Series—VM Market</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Visual Merchandising Course Series—Lettering and Signage</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Visual Merchandising Course Series—Studio</td>
<td>13</td>
</tr>
<tr>
<td>W</td>
<td>Web Site Design and Authoring</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Writing for Children</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Writing for the Web</td>
<td>13</td>
</tr>
</tbody>
</table>