January to June 2016

Short Course Guide

Reinvent yourself
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Cover image: Kate Dillon,
Adobe Illustrator and Photoshop for Fashion – Introduction,
Bag Making 1: Clutch Bag and
Bag Making 2: Gusseted Hand Bag student

Every effort has been made to ensure the information contained in this publication is accurate at the date of printing. For the most up-to-date information, please refer to www.shortcourses.rmit.edu.au before booking a course. Published in December 2015.
Why RMIT?

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

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

Taking a short course with RMIT gives you access to:

- industry experts with a passion for excellence and innovation
- cutting-edge technology, equipment and facilities
- current and relevant course content
- convenient Melbourne locations.

Some of our courses also provide pathways into further studies.

Short Courses

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

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

Single Courses

RMIT also offers a range of single courses, which are subjects from degree programs that are available for you to study even if you’re not enrolled as a university student. View our range of single courses at [www.singlecourses.rmit.edu.au](http://www.singlecourses.rmit.edu.au)

Enrol Online

You can enrol online for short courses at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Art, Design and Architecture

Architecture

Architectural Drawing Techniques - Introduction
You will be introduced to standard residential building design and drafting procedures, conventions and documentation practices. You will engage in drawing studio activities to develop an understanding of associated drawings and graphic techniques.
City $575 · S320078
Tue 2.2.16 6–9pm 8 sessions

AutoCAD - Level 1
You will be provided with a comprehensive introduction to creating 2D drawings using AutoCAD software. The course focuses on basic drafting techniques so will suit users across a broad range of industries. You will gain hands-on experience using AutoCAD through a series of practical exercises.
City $890 · S320001
Sat 30.1.16 9am–5pm 4 sessions
Mon 1.2.16 9am–5pm 4 sessions
Wed 10.2.16 6–9.15pm 8 sessions
Sat 27.2.16 9am–5pm 4 sessions

AutoCAD - Level 2
Developed for practitioners with existing AutoCAD skills, the course is aimed at refining and further developing drawing and drafting productivity techniques. Delivery is through a combination of demonstration and practical exercises.
City $890 · S320002
Sat 12.3.16 9am–5pm 4 sessions
Wed 1.6.16 6–9.15pm 8 sessions

Revit Architecture - Level 1
You will be introduced to Revit Architecture, a powerful building modeller for architectural design and documentation in 2D and 3D. It is delivered through theory, demonstrations and practical work. You will gain hands-on experience using Revit’s modelling and documentation commands.
City $1090 · S320005
Sat 30.1.16 9am–5pm 4 sessions
Mon 1.2.16 9am–5pm 4 sessions
Tue 9.2.16 6–9.15pm 8 sessions
Sat 27.2.16 9am–5pm 4 sessions

Revit Architecture - Level 2
You will explore Revit’s advanced productivity tools with an emphasis on families and custom elements. The course is delivered through theory, demonstrations and practical application. You will gain hands-on experience through practical exercises based on Australian conditions.
City $1090 · S320080
Sat 23.4.16 9am–5pm 4 sessions

Rhinoceros - Level 1: 3D Modelling with an Introduction to Grasshopper
You will be introduced to Rhinoceros 3D modelling. This course provides participants with a comprehensive understanding of a workflow for developing 3D models using Rhino commands, including the creation of sculptural forms for 3D printing.
City $890 · S320194
Sat 20.2.16 10am–5pm 4 sessions
Sat 16.4.16 10am–5pm 4 sessions
Sat 18.6.16 10am–5pm 4 sessions

SolidWorks - Level 1
You will be introduced to 3D modelling, sketching and assembly creation using SolidWorks. You will learn how to create and manipulate 3D models and how to generate detail drawings. The course will include a practical guide to creating models for 3D printing and getting those files printed.
City $990 · S320118
Sat 6.2.16 10am–5pm 4 sessions
Sat 23.4.16 10am–5pm 4 sessions
Sat 11.6.16 10am–5pm 4 sessions

Craft

Artist Books
In this course you will explore the papermaking and book techniques used for artist books, including presentation of visual information and ideas.
Brunswick $520 · S320197
Tue 12.4.16 6–9pm 10 sessions

Book Repair and Restoration
You will undertake practical exercises in bookbinding and finishing on an intermediate to advanced level, depending on your ability. You will work on your own projects under the supervision and direction of experienced staff.
Brunswick $560 · S320178
Thu 25.2.16 6–9pm 10 sessions

Bookbinding - Introduction
You will undertake practical exercises in bookbinding and finishing. This course is designed for people interested in the introductory aspects of bookbinding, book restoration and gold blocking.
Brunswick $650 · S320176
Wed 2.3.16 6–9pm 13 sessions

Single Courses
A wide range of single courses is also available.
Find out more at www.shortcourses.rmit.edu.au/singlecourses
Bookbinding - Intermediate
This course complements Bookbinding --- Introduction. You will undertake one major project for the duration of the course to consolidate existing skills and to learn new methods.
Brunswick $500 - S320177
Tue 2.2.16 6–9pm 8 sessions

Jewellery and Accessories Making
Learn to design and complete wearable works creating a variety of components for pendant, clasp, necklace, garment fixing, earrings or bangles. Be introduced to jewellery and accessory-making in metal basic techniques and explore how different techniques such as hand sewing can be applied to metal.
Brunswick $545 - S350362
Mon 18.1.16 10am–4.30pm 4 sessions
Sat 6.2.16 10am–4.30pm 4 sessions
Sat 23.4.16 10am–4.30pm 4 sessions

Jewellery and Accessories: 3D Modelling and Printing NEW
This course offers an introduction to Rhinoceros 3D modelling software and 3D printing, with emphasis on designing and 3D printing a ring, clasp, button, garment fixing or small container. Prerequisites apply.
Brunswick $395 - S350363
Sat 2.4.16 10am–4.30pm 2 sessions

Jewellery and Accessories: Upcycling NEW
Explore working with reclaimed materials and upcycling to create new jewellery and accessory wearables. Beginning with recycled elements you will deconstruct items and redesign with addition of other found objects and materials using a variety of simple hand tools and cold joining techniques.
Brunswick $365 - S350364
Sat 21.5.16 10am–4.30pm 2 sessions

Adobe Illustrator and Photoshop for Fashion - Introduction
This course introduces the use of Adobe Photoshop and Illustrator specifically for the fashion and textile industry. It will include new techniques and skills in the use of both these programs to develop artwork relevant to fashion and textile design. This is a beginner level course.
Brunswick $850 - S350210
Mon 1.2.16 9.30am–4.30pm 5 sessions
Wed 17.2.16 5.30–8.30pm 10 sessions
Tue 5.4.16 5.30–8.30pm 10 sessions
Sat 21.5.16 9.30am–4.30pm 5 sessions
Mon 27.6.16 9.30am–4.30pm 5 sessions

Adobe Illustrator for Fashion - Introduction
This course introduces the use of Adobe Illustrator. The course will include new techniques and skills used to develop artwork relevant to fashion and textile design. This is a beginner level course.
Brunswick $710 - S350245
Sat 13.2.16 9.30am–4.30pm 4 sessions

Adobe Photoshop for Fashion - Introduction
This course introduces the use of Adobe Photoshop software to develop artwork using hand drawings and photographic images relevant to the fashion and textile industry. This is a beginner level course.
Brunswick $380 - S350244
Sat 2.4.16 9.30am–4.30pm 2 sessions

Bag Making 1: Clutch Bag
This course will teach you to design and create a clutch bag in leather, as well as the introductory knowledge associated with bag making. Learn under the expert guidance of our tutor in RMIT's fully equipped leather working studio.
Brunswick $490 - S350264
Wed 27.1.16 10am–4.30pm 3 sessions
Mon 1.2.16 6–9pm 6 sessions
Sat 9.4.16 10am–4.30pm 3 sessions
Thu 12.5.16 6–9pm 6 sessions
Sat 18.6.16 10am–4.30pm 3 sessions

Creative Business: Selling Your Work
Have you ever wanted to learn how to sell your fashion, design or craft wares in the retail marketplace? This course will prepare you for selling online, in brick and mortar stores and at markets. Come away with a realistic plan on how to take your creative talents to the next level.
City $485 - S350347
Wed 17.2.16 6–9pm 6 sessions

Digital Textiles Printing
Learn to produce digital prints in our state-of-the-art print studio. Be introduced to digital textiles and explore the diversity and range of outcomes you can create using your own designs.
Brunswick $520 - S350353
Sat 20.2.16 10am–4.30pm 3 sessions
Wed 25.5.16 6–9pm 6 sessions

Fashion Blogging: How to Create a Fashion Blog
The perfect introduction to fashion blogging with Lady Melbourne's, Phoebe Montague. Learn how to set up your own blog or finesse an existing one. Discover the art of fabulous image selection alongside writing and editing engaging content to keep your blog readers fashion-savvy and fashion-happy.
Brunswick $485 - S350344
Wed 22.6.16 6–8.30pm 6 sessions

Fashion Drawing
This course is designed to introduce beginners to fashion drawing. For those with creative ideas, this is the opportunity to learn how to draw a model and present your fashion design ideas in the most effective manner.
City $465 - S350296
Sat 12.3.16 12–5pm 4 sessions
Sat 28.5.16 12–5pm 4 sessions

Fashion Merchandising Planning
An introduction to the theories, concepts and practice of allocating fashion and textile merchandise to appropriate retail outlets/clients. Through analysing collected retail data you will design and develop retail strategies that would contribute to corporate financial planning.
Pre-requisites apply.
City $875 - S350343
Tue 23.2.16 6–9pm 10 sessions

Fashion Styling
An insider’s guide to the role of the stylist today. Learn about being an interpreter of fashion, from a professional industry-renowned stylist. Topics include photo shoots for fashion and homewares, coordinating fashion shows, wardrobe styling for television or film, and personal wardrobe styling.
Brunswick $695 - S350345
Sat 13.2.16 10am–4.30pm 3 sessions
Thu 7.4.16 6–9pm 6 sessions

Gerber - Pattern Making (PDS)
This course provides training in computer-aided techniques that are fundamental to the latest Gerber software. The emphasis of this course is on the development of patterns on screen. You will learn through practical activities, demonstrations and printed learning guides.
Prerequisites apply.
Brunswick $795 - S350247
Tue 8.3.16 6–9pm 10 sessions

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

Student Profile:
Kate Dillon

Kate Dillon was pursuing a career in law but decided it was time to follow her creative passions.

In order to learn the craft from scratch, Ms Dillon completed several short courses and a single course at RMIT University.

Ms Dillon said she was privileged to learn the art of leather bag making from such a skilled technician as her tutor at RMIT, Andrew Smith.

“"The courses provided invaluable insight into leather, pattern making and stitch detailing, all of which greatly influenced my She Lion designs. The teacher also provided wonderful knowledge and tips about the handbag industry itself.”

Just 12 months after beginning her career as a fashion designer, she launched her handbag line ‘She Lion’ in Melbourne.

Ms Dillon hopes that she will inspire others, especially women, to pursue their goals.

• Adobe Illustrator and Photoshop for Fashion – Introduction
• Bag Making 1: Clutch Bag
• Bag Making 2: Gusseted Hand Bag
New Fashion and Textiles Courses Coming Soon

Shingo Sato Masterclass
Introduction to Weaving

Visit www.shortcourses.rmit.edu.au to search for courses.

Millinery NEW
Be introduced to the wonderful art of millinery in RMIT’s fully equipped design studio under the guidance of an expert tutor. Learn the artisanal fine skills of a milliner as you produce a cocktail hat for a special occasion, the spring carnival or adding that special touch to an everyday outfit.
Brunswick • $795 • S350360
Sat 13.2.16 • 10am–1pm • 8 sessions
Sat 28.5.16 • 10am–4.30pm • 4 sessions

Patternmaking
This course covers basic patternmaking techniques. You will develop basic shape patterns from the provided basic/foundation blocks. A choice of Australian standard sizes 8 to 20 basic/foundation block patterns will be available.
Brunswick • $695 • S350203
Mon 15.2.16 • 6–9pm • 10 sessions
Sat 2.4.16 • 10am–4.30pm • 6 sessions

Patternmaking 2: Draping Fabrics on the Stand to Make Patterns NEW
You will develop the skills and knowledge required to use draping techniques for creating a basic fitted foundation. This applies to the creation of fitted blocks such as a bodice and a skirt. Draping is conducted on a body form such as a mannequin or model to an everyday outfit.
Brunswick • $755 • S350371
Sat 7.5.16 • 10am–4.30pm • 5 sessions

Photographic Screen Printing
Learn the art of screen printing using the photo-emulsion method. You will be introduced to this technique and explore the diversity and range of outcomes you can create using your own designs printed on to paper or on to fabric, as you produce T-shirts, tote bags, pillow slips or tea towels.
Brunswick • $570 • S350356
Wed 27.1.16 • 10am–4.30pm • 3 sessions
Sat 30.1.16 • 10am–4.30pm • 3 sessions
Thu 11.2.16 • 6–9pm • 6 sessions
Sat 24.16 • 10am–4.30pm • 3 sessions
Tue 3.5.16 • 6–9pm • 6 sessions

Product Knowledge Workshops in Textiles
These workshops have been specifically designed for current and newly appointed TCF staff wishing to improve their technical knowledge and gain a wider appreciation of the many facets of the total textile pipeline from fibres to fashion.
Brunswick • $370 • S350224
Mon 6.6.16 • 9am–5pm • 1 session
Tue 7.6.16 • 9am–5pm • 1 session
Wed 8.6.16 • 9am–5pm • 1 session
Thu 9.6.16 • 9am–5pm • 1 session
Fri 10.6.16 • 9am–5pm • 1 session

Screen Printing 2: Multiple Colour Registration NEW
Screen print multiple colour prints from your own separated designs. Further your understanding of the fundamentals of screen printing processes and produce multiple colour (max four) prints onto fabrics or papers.
Brunswick • $650 • S350374
Sat 25.6.16 • 10am–4.30pm • 3 sessions

Screen Printing Length/Yardage NEW
Screen print fabric metreage using the photo-emulsion method. Learn the fundamentals of textile registration and screen printing processes as you produce up to 3 metres of fabric from your own artwork, using single or two colour designs.
Brunswick • $650 • S350373
Sat 7.5.16 • 10am–4.30pm • 3 sessions

Sewing
In this course you will learn to make your own trendy clothes that suit and actually fit your body. You will learn techniques of top designers. You will also learn how to fit and adjust commercial patterns to your size, so your garments look professionally made.
Brunswick • $655 • S350234
Thu 28.1.16 • 6–9pm • 10 sessions
Sat 30.1.16 • 10am–4.30pm • 10 sessions
Tue 2.2.16 • 6–9pm • 10 sessions
Wed 2.3.16 • 6–9pm • 10 sessions

Sewing Intensive
In this course, over five full days, you will learn to make your own trendy clothes that suit and actually fit your body. You will learn techniques of top designers as well as how to fit and adjust commercial patterns to your size, so your garments look professionally made.
Brunswick • $655 • S350357
Mon 18.1.16 • 10am–4.30pm • 5 sessions
Sat 24.1.16 • 10am–4.30pm • 5 sessions
Sat 18.6.16 • 10am–4.30pm • 5 sessions

Sewing 2: Alterations and Upcycling NEW
This course will teach you alteration tricks and tips to create unique and wonderful garments from your long forgotten wardrobe favourites and upcycled treasures. Bring along 2-3 garments of your own choice and transform them into new outfits that fit perfectly. Prerequisites apply.
Brunswick • $395 • S350358
Mon 25.5.16 • 6–9pm • 6 sessions

Sewing 2: BYU Project NEW
This course is for students who have completed the Sewing short course at RMIT (or equivalent) and would like to extend their practice. You are invited to bring in continuing projects and use the facilities at RMIT under the supervision and guidance of one of our experienced tutors. Prerequisites apply.
Brunswick • $395 • S350351
Mon 30.5.16 • 6–9pm • 6 sessions

Sewing 2: Introduction to Tailoring NEW
This course is for students who have completed the Sewing short course at RMIT (or equivalent) and would like to extend their practice. This course will introduce participants to the tailoring techniques found in bespoke and mass produced tailored jackets. Prerequisites apply.
Brunswick • $695 • S350372
Wed 27.4.16 • 6–9pm • 10 sessions

Shoe Making: Creating Footwear by Hand
This course is ideal for people who are interested in the craft of designing and making footwear by hand. Learn the art of shoe making with an industry expert and make yourself an amazing pair of low heeled ballet flats or unisex Derby simple lace ups in this 42-hour foundational footwear course.
Brunswick • $1045 • S350230
Mon 18.1.16 • 9.30am–4.30pm • 6 sessions
Tue 2.2.16 • 6–9pm • 14 sessions
Tue 24.5.16 • 6–9pm • 14 sessions

Shoe Making: Intensive - Derby
This course is for people who are interested in the craft of designing and making footwear by hand. Learn the art of shoe making with an industry expert and make yourself an amazing pair of unisex Derby simple lace ups in this intensive Saturday course over five weeks.
Brunswick • $845 • S350352
Sat 27.2.16 • 10am–4.30pm • 5 sessions

Fine and Visual Art

Art of Photography (Part A)
By joining an online classroom community you will be introduced to concepts informing contemporary fine art photography practice, whilst learning to use your camera as a medium for seeing, thinking and creating. Delivered in conjunction with the Centre for Contemporary Photography.
Online • $250 • S340164

Illustrating and Writing a Children’s Picture Book
This course is a practical project-based course designed to take you through the stages of planning, writing and illustrating for children. You will work on your own idea for a book.
Brunswick • $595 • S320040
Wed 27.4.16 • 6–9pm • 8 sessions

Illustration: Styles and Techniques
This project-based course is designed to develop an illustration folio using a variety of techniques, styles and media. You will explore collage, pen, brush and wash work for a range of contexts such as books, magazines, packaging and cards.
Brunswick • $570 • S320121
Wed 17.2.16 • 6–9pm • 6 sessions

Life Drawing: Investigate Drawing Materials and Processes (CUVDRA502A)
In this course you will learn the art of figure drawing, from a live model, as a form of creative expression and exploration. You will develop a range of drawings and observational techniques in comprehensive detail, in a professional studio setting.
City • $1146 • S340161
Thu 11.2.16 • 5.30–7.30pm • 32 sessions
Refine Drawing and Other Visual Representation Tools (CUVACD501A)
Over the course of an academic year, you will progress from beginners’ exercises to the confident use of a refined repertoire of materials and methods in observational drawing, and will learn to communicate concepts and emotions through your art practice.
City - $1146 • S340182
Mon 15.2, 16 5.30–7.30pm  31 sessions

Folio Preparation and Career Discovery

Career Discovery in Fashion and Textiles
You will be introduced to the world of fashion and textiles with a series of presentations/ workshops delivered by university and industry experts. Work produced in the workshops eg. design exploration, drawing and textile experimentation, may be suitable for inclusion in the student’s portfolio.
Brunswick • $295 • S350337
Wed 30.3, 31 8.45am–4pm  2 sessions

Portfolio Development in Fashion and Textiles
This folio development course will be conducted by experienced RMIT practitioners. You will experiment in different media and in different aspects of fashion and textiles exploration and will be able to document the ‘ideas generation’ process you have engaged in.
Brunswick • $650 • S350348
Sat 30.4, 1 10am–4.30pm  4 sessions

Portfolio Preparation in 3D Product Design
You will be introduced to some simple drawing techniques for planning and recording ideas for 3D projects, as well as introductory concept development applicable to 3D design. You will work on short projects with teacher feedback and guidance to produce working drawings and models.
City • $450 • S320038
Mon 27.6, 16 9.30am–4.30pm  4 sessions

Portfolio Preparation in Graphic Design - Level 1
You will be introduced to practical project-based graphic design in an energetic studio environment. The content focuses on idea generation, concept development and creating text and image projects for communication design. You will learn manual techniques through short projects.
Brunswick • $450 • S320082
Mon 27.6, 16 9.30am–4.30pm  4 sessions

Portfolio Preparation in Interior Decoration
You will get an insight into the specific standards and requirements of the study area. The course will assist you to refine your design approach and gain experience in presentation techniques. You will be provided with a broad overview of some of the key areas relevant to interior decoration.
City • $450 • S320012
Mon 27.6, 16 9.30am–4.30pm  4 sessions

For over 20 years, Hisao has honed his training and skills through stringent and disciplined projects that have included building and restoration of historic Buddhist temples and landmark shrines.
In more contemporary environments Hisao has further extended his field of craftsmanship to domestic and commercial building and interior design upgrades and refinement.
Hisao runs Zen’s Studio, a Melbourne based business specialising in fine woodwork.

Portfolio Preparation in Visual Merchandising
You will gain skills in sketching techniques, studio workshop process and arranging merchandise. You will be involved in store display and design, exhibition design, photographic styling and theming. In this course you will work through your own practical visual merchandising project.
City • $450 • S320044
Mon 27.6, 16 9.30am–4.30pm  4 sessions

Adobe InDesign - Level 1
You will cover the fundamental features of InDesign, and also address some more advanced functions. You will learn how to assemble graphic elements into single or multiple pages for publishing, how to apply type and illustration controls, page make-up and formatting using Adobe InDesign.
Brunswick • $620 • S320182
Wed 10.2, 16 6–9pm  7 sessions
Wed 4.5, 16 6–9pm  7 sessions
Sat 14.5, 16 9am–1pm  5 sessions

Adobe Photoshop - Level 1
In this course you will be introduced to the fundamental functions and tools of Photoshop. You will learn about layers and layer masks, transform techniques, photographic touching, enhancing images and using filters, file management, how images work on the web and more.
Brunswick • $620 • S320183
Sat 5.3, 16 1.30–5.30pm  5 sessions
Mon 18.4, 16 6–9pm  7 sessions
Sat 14.5, 16 1.30–5.30pm  5 sessions

Adobe Suite for Design and Presentation - Level 1
This course will cover essential Adobe Illustrator, Photoshop and InDesign techniques that will allow you to produce professional graphic materials. The focus of the course is on creating posters for your design presentations.
City • $500 • S320179
Tue 9.2, 16 6–9pm  6 sessions
Thu 18.2, 16 6–9pm  6 sessions

Adobe Suite for Design and Presentation - Level 2
If you know the basics of the Adobe Creative Suite and want to take your skills further this course is for you. You will produce professional flyers, brochures and newsletters using industry-standard courseware and techniques.
City • $500 • S320180
Tue 28.4, 16 6–9pm  6 sessions

Graphic Design: Design and Layout
You will learn the basics of sound typography and layout with contemporary graphic approaches, and apply them to briefs. This may include items such as page layout, business identity stationary and promotional materials, personal logos, newsletters or posters.
Brunswick • $650 • S320132
Thu 25.2, 16 6–9pm  12 sessions

Graphic Design: Type and Image Fundamentals
You will explore the principles and elements that are the foundation of design. You will explore typography including an introduction to core principles of use, elements of type, overview of selected fonts and font designers, and practical applications of typography, traditional and experimental.
Brunswick • $650 • S320131
Tue 23.2, 16 6–9pm  12 sessions

Packaging Design
You will learn the elements of packaging design while covering a wide variety of packaging methods and materials. The focus of the course is in using the design process to create practical, commercially appropriate packaging designs.
City • $400 • S320216
Sat 28.5, 16 10am–3pm  4 sessions

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

3D Modelling Workshop
You will learn how models are made and how to make your own models. This will cover new technology available as well as traditional techniques. It will enable you to continue on to creating more complex models using a range of skills and equipment, including rapid prototyping.
City: $400  S320174
Wed 13.4.16  6–9pm  5 sessions

Drawing Techniques for Design
You will learn tips, tricks and shortcuts from the professionals to create understandable drawings. This could mean new products, improvements, alterations or inventions, spaces, structures or mechanisms.
City: $520  S320030
Thu 11.2.16  5.30–8.30pm  8 sessions
Sat 14.5.16  9.30am–4.30pm  4 sessions

Exhibition Design - Introduction
You will gain an understanding of the concept and practicalities of exhibition design as a career and a means of enhancing existing skills. You will be able to apply skills and knowledge to a range of spaces and increase expertise in design, 2D and 3D through a range of activities and presentations.
City: $400  S320170
Wed 4.5.16  6–9pm  5 sessions

Japanese Joinery - Level 1
Fascinated by the refined craftsmanship of Japanese joinery? This course is led by a traditionally trained Japanese craftsman and provides beginners a hands-on introduction to Japanese joinery. Each session will involve theory and also practice preparing different Japanese elements.
City: $540  S320208
Mon 1.2.16  6–9pm  6 sessions
Mon 2.5.16  6–9pm  6 sessions

Japanese Joinery - Level 2 NEW
This course builds on the content of the introductory course, with a continued focus on mastering the proper skills of hand tools. Practical activities will be different to those in level 1 and build on the skills developed there. Prerequisites apply.
City: $540  S320218
Sat 13.2.16  10am–3.15pm  4 sessions
Sat 25.6.16  10am–3.15pm  4 sessions

Interior Design

Creative Lighting Design
Be introduced to the impact of light and architecture. Focus is on the art of lighting to create exciting, vibrant and functional environments. Explore lighting terminology, techniques and demands for interiors, commercial, urban, retail and domestic projects.
City: $620  S320125
Wed 24.2.16  6–9pm  12 sessions

Design Fundamentals for Interiors
If you want to learn the underpinning principles for interior decoration and design, this is an excellent course to begin with. You will practise resolving visual and spatial problems by applying design principles and elements in interior settings.
City: $625  S320126
Tue 16.2.16  6–9pm  10 sessions
Tue 10.5.16  6–9pm  10 sessions

Designing Bathrooms and Laundries NEW
You will learn the fundamentals of bathroom and laundry design. Layout, trends in materials, finishes, fittings and fixtures will be explored. Whether you are renovating or building, learning how to approach the development of these rooms is a valuable tool and can make the process less daunting.
City: $400  S320219
Fri 8.4.16  9.30am–12.30pm  6 sessions

Designing Your Living Spaces
Are you about to embark on planning and decorating a room and don’t know where to start? This course specialises in applying design elements and principles to the space. You will consider use of colour and texture, lighting, materials, furniture styles and embellishing the living space.
City: $400  S320207
Fri 20.5.16  9.30am–12.30pm  5 sessions

Foundation Colour
You will be introduced to the foundation of colour and the basic concepts of colour, through mixing and adjusting colours and applying these principles to an interior design scheme. You will complete a range of painting exercises and projects investigating colour and how it can be used.
City: $600  S320166
Wed 24.2.16  6–9pm  10 sessions

Interiors - Design and Decoration for Living
You will learn about major aspects of redecorating a home, such as decoration, colour and space planning, elements and principles of interior decoration, lighting, soft furnishing, furniture styles, renovation techniques, application of decorative materials, and surface coatings selection.
City: $520  S320013
Fri 29.1.16  9.30am–12.30pm  8 sessions
Mon 1.2.16  6–9pm  8 sessions
Thu 4.2.16  6–9pm  8 sessions
Mon 11.4.16  6–9pm  8 sessions

Styling

Japanese Aesthetics: From Flower Arrangements to Contemporary Art
You will explore the world of Japanese aesthetics through theory and practical exercises. The first 3 lessons focus on Ikebana, the art of Japanese flower arranging. Later lessons involve group work analysing a variety of Japanese aesthetic expressions - food, gardens, architecture and kimono.
City: $450  S320193
Wed 3.2.16  6–9pm  6 sessions
Wed 27.4.16  6–9pm  6 sessions

Styling for Food Photography - Level 1
You will learn the basics of food styling and tips and tricks for preparing food for the ideal shot. A range of food themes will be investigated with styling and props to suit various themes.
City: $500  S320172
Mon 2.5.16  6–9pm  6 sessions

Styling for Photography
You will be introduced to the styling profession and take a behind-the-scenes look at the tips and tricks and just plain hard work that goes into preparing a product for the perfect shot. Areas covered are food, fashion and interior, and you will complete a hands-on brief with your own props.
City: $500  S320154
Tue 3.5.16  6–9pm  6 sessions

Visual Merchandising - Introduction
You will gain an understanding of the power and scope of visual merchandising in today’s world of retailing. You will be provided with an overview of the many aspects of visual merchandising affecting traders and retailers.
City: $500  S320089
Wed 10.2.16  6–9pm  8 sessions
Wed 27.4.16  6–9pm  8 sessions

Visual Merchandising: Styling for Retail and Display - Level 1
You will learn the fundamentals of styling visual presentations for a range of product categories. You will be introduced to a variety of hands-on techniques to merchandise products, produce your own displays and props, and be exposed to a range of merchandise for display.
City: $500  S320162
Tue 16.2.16  6–9pm  8 sessions

Visual Merchandising: Styling for Retail and Display - Level 2
This course builds on the introductory course and introduces mannequin styling and creating larger displays. You will create your own displays and props and will be encouraged to use wares from your workplace.
City: $500  S320203
Thu 28.4.16  6–9pm  8 sessions
Building and Trades

Cabling - Open CPR Conversion Program for Electricians and Communication Cablers
This Cabling Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security and fire cablers to perform cabling activities beyond an approved device.
City: $900 • S130159
Tue 1.3.16 8am–5pm 7 sessions
Tue 3.5.16 5.30–9.30pm 14 sessions

Cabling - Restricted Cabling Registration
This Cabling Registration allows the cabler to perform cabling activities in typical domestic premises. It will also allow security, fire and computer cablers to perform cabling activities beyond an approved device.
City: $480 • S130152
Fri 15.4.16 8am–5pm 2 sessions

Construction Induction (White Card)
The Construction Induction Card (formally Red Card) course will enable you to work safely in the construction industry. This course should be undertaken prior to entering any construction sites.
City: $180 • S130210
Mon 7.3.16 8am–5pm 1 session
Sat 12.3.16 8am–5pm 1 session
Mon 6.6.16 8am–5pm 1 session

Electrical Contractor Registration Course - Part B Commercial
You will gain the required knowledge to pass the Part B Commercial written examination.
City: $630 • S130017
Tue 12.4.16 5.30–9.30pm 10 sessions

LEA Assessment - Licensed Electrical Practical (LEP) Assessment Coaching Course
You will learn about testing, MEN systems, visual defects, RCDs and other components assessed in the LEP exam.
City: $600 • S130185
Sat 4.6.16 8am–5pm 3 sessions

Construction Induction (White Card)
You will learn about electrical safety, code of practice for electrical work, low voltage electrical installation and other components assessed in the LEP exam.
City: $260 • S130184
Fri 26.2.16 9am–12.30pm 8 sessions

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

BAS Agent Registration Skills Set
Are you seeking registration as a BAS agent under the Tax Agent Services Act 2009? Under the current tax ruling, an approved course in GST/BAS taxation principles needs to be completed and this course is a self-paced learning program which meets these requirements.
Online  ·  $690  ·  S650205
Flexible enrolment (monthly start dates)

RG 146 Financial Compliance
RMIT is registered by ASIC to provide RG 146 training (Tier 1). All generic and skills requirements are covered in RMIT’s Specialist Financial Planning Advice Skill Sets. On successful completion you will gain a statement of attainment for the specialist skill set studied. Prerequisites apply. You can select the ASIC specialist knowledge areas offered:
• life insurance
• superannuation
• managed investments
• securities
• derivatives
• financial planning
City  ·  $625 per skill set  ·  S650258
Flexible enrolment (monthly start dates)

Computer Skills

Introduction to MYOB AccountRight Plus (v19.7)
This step-by-step course is for people who want to set up MYOB’s computerised accounting package to maintain a company or personal accounting system. Each student receives a copy of educational resource “MYOB AccountRight Plus version 19.7” (including DVD).
City  ·  $575  ·  S650301
Sat 13.2.16  ·  9am–5pm  ·  3 sessions
Sat 24.2.16  ·  9am–5pm  ·  3 sessions

Management and Leadership

Anne Gregory Masterclass - The Changing Role of the Government Communicator
The purpose of this course is two-fold. Firstly, it introduces a new way of thinking about the role of communication in Government and shaping strategy and decision-making. Secondly, it reinforces the principles of strategic planning to align policy and communication.
City  ·  $895  ·  S345325
Fri 29.4.16  ·  9am–4pm  ·  2 sessions

Can’t find a course?
Let us know if you can’t find the course you’re looking for.
Give us your feedback at www.shortcourses.rmit.edu.au/contact
Public Relations Skills Series

Add skills, experience and options to your career with the RMIT PR Skills Series. These short courses offer specialist training for professional communicators. As a leader in PR education, RMIT engages industry experts to provide you with the knowledge and skills to stay ahead of the field. You can choose just one course or several, depending on which area of specialisation or the depth of knowledge you require.

<table>
<thead>
<tr>
<th>PR Skills Series: Effective PR Writing</th>
<th>PR Skills Series: Managing Crisis with PR</th>
<th>PR Skills Series: Social Media to Boost Your Business</th>
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<tbody>
<tr>
<td>PR Skills Series: Effective PR Writing&lt;br&gt;hone your writing skills so that every word works quickly and effectively. This course focuses on brevity and clarity; understanding your audience and tailoring your message; and using good grammar, punctuation, spelling, style and syntax to help you write with influence.&lt;br&gt;City: $290 • S650243&lt;br&gt;Mon 6.6.16 6–8pm 3 sessions&lt;br&gt;Wed 9.11.16 6–8pm 3 sessions</td>
<td>PR Skills Series: Managing Crisis with PR&lt;br&gt;What happens when the worst-case scenario hits? Learn how to react quickly and effectively to contain a crisis, deal with social media and minimise damage. Learn how to develop a crisis management framework for a successful response, plus how to implement strategies to avoid a crisis culture.&lt;br&gt;City: $290 • S650242&lt;br&gt;Wed 9.3.16 6–8pm 3 sessions</td>
<td>PR Skills Series: Social Media to Boost Your Business&lt;br&gt;Social media is just another channel but it’s unlike anything that’s been before. Discover how to use social media effectively in PR and communication practice. Analyse digital mediums including Web 2.0 and mobile media, and learn how to build them into your communication strategy.&lt;br&gt;City: $290 • S650233&lt;br&gt;Wed 4.5.16 6–8pm 3 sessions&lt;br&gt;Wed 5.10.16 6–8pm 3 sessions</td>
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<td>PR Skills Series: Fundraising and Sponsorship&lt;br&gt;The Public Relations fundraising and sponsorship course will introduce participants to the not-for-profit sector and the role of fundraising and sponsorship. It will detail practically how to create long and short term strategies and highlight the role of donor motivations.&lt;br&gt;City: $290 • S650331&lt;br&gt;Wed 24.2.16 6–8pm 3 sessions</td>
<td>PR Skills Series: PR Strategy Planning&lt;br&gt;Strategic planning is key to creating top results for your organisation so it is important to get it right from the start. This course looks at essential steps in high-level strategy planning and implementation to improve organisation problem-solving skills, know-how and abilities.&lt;br&gt;City: $290 • S650245&lt;br&gt;Wed 6.4.16 6–8pm 3 sessions</td>
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Diploma of Business (Public Relations)

To complete the full Diploma of Business (Public Relations) all three clusters must be completed. Each individual cluster runs for a period of 8-12 weeks and will consist of up to three face-to-face workshops and regular online sessions.

<table>
<thead>
<tr>
<th>Diploma of Business (Public Relations) - Cluster One: PR Strategy and Planning</th>
<th>Diploma of Business (Public Relations) - Cluster Two: PR Campaigns</th>
<th>Diploma of Business (Public Relations) - Cluster Three: PR Communications and Applications</th>
</tr>
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<tr>
<td>An effective public relations project and associated campaign relies on a thorough understanding of the industry as well as detailed planning. This section of the program focuses on the skills and knowledge required to plan a public relations project and associated campaign.&lt;br&gt;City: $1750 • S650316&lt;br&gt;Mon 22.2.16 Self-paced 8 weeks</td>
<td>In planning an effective public relations campaign, it is important to have an understanding of the marketplace in which you operate. This section of the program looks at the characteristics of your target market and their buying patterns. It combines online workshops and two Saturday workshops.&lt;br&gt;City: $1750 • S650292&lt;br&gt;Mon 2.5.16 Self-paced 8 weeks</td>
<td>This section of the program is designed to provide the skills associated with the implementation and evaluation of the public relations campaign including developing effective public relations documents and using appropriate technology. The course combines online sessions and Saturday workshops.&lt;br&gt;City: $1750 • S650294&lt;br&gt;Sun 7.8.16 Self-paced 8 weeks</td>
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Project Management

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<thead>
<tr>
<th>Project Management Practice - Certificate IV (BSB41513)</th>
<th>Sales and Customer Service</th>
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<tr>
<td>Project management is becoming a core skill set for managers, coordinators and team leaders in enterprises. This course covers the capabilities to assist professionals responsible for organising, managing, monitoring and reviewing workflow to help increase productivity and overall effectiveness.&lt;br&gt;City: $2300 • S650210&lt;br&gt;Fri 4.3.16 10.30am–5.30pm 11 sessions&lt;br&gt;Sat 5.3.16 10am–5pm 11 sessions</td>
<td>Customer Service - Managing for Quality&lt;br&gt;Organisations today seek a competitive advantage by meeting and exceeding customer service expectations. This course will focus on strategies to manage organisational systems to ensure products and services are delivered and maintained to standards agreed by the organisation.&lt;br&gt;City: $495 • S650333&lt;br&gt;Tue 3.5.16 6–8pm 7 sessions</td>
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</table>
Communication and Digital Media

3D Modelling, Games and Animation

2D Character Animation in TVPaint
Over the sessions you will explore the core concepts of 2D animation in this practical introductory course using TVPaint. You will learn how to bring your characters to life through lip synching, walk cycles and expressions and weave a story around the character.

City · $700 · S345327
Mon 1.2.16  9.30am–4.30pm  4 sessions
Sat 25.6.16  9.30am–4.30pm  4 sessions

3DS Max for Architects and Designers
3DS Max is the current, state-of-the-art rapid modelling and visualisation tool for architects and interior designers. You will learn how to transform your designs into 2D and 3D visual representations, and explore the processes involved in designing, rendering and animating your 3D model.

City · $1150 · S345139
Sat 5.3.16  9.30am–4.30pm  5 sessions

Adobe After Effects - Beginning Motion Graphics
This course will equip you with fundamental concepts and techniques to produce motion graphics and animation for digital video and interactive media.

City · $780 · S345138
Tue 22.2.16  6.30–9.30pm  8 sessions

Maya - An Introduction to 3D Creative Design
Maya is an industry standard in film and computer game production. This course serves as an introduction, providing instruction in modelling, texturing and rendering with Maya.

City · $480 · S345229
Wed 6.4.16  6.30–9.30pm  6 sessions

SketchUp
You will learn how to use SketchUp, a free 3D modelling program that’s fun and fast to use. Design buildings, furniture and everyday objects easily and quickly. This course will focus on modelling buildings and other everyday objects that are useful, practical and easy to understand.

City · $715 · S345297
Sat 16.4.16  9.30am–4.30pm  3 sessions
Sat 4.6.16  9.30am–4.30pm  3 sessions

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

City · $360 · S345321
Sat 7.5.16  9.30am–4.30pm  1 session

Digital Marketing and Advertising

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

City · $290 · S345314
Sat 5.3.16  9.30am–4.30pm  1 session
Sat 14.5.16  9.30am–4.30pm  1 session

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

City · $580 · S345279
Thu 3.3.16  6.30–9.30pm  4 sessions
Mon 6.6.16  9.30am–4.30pm  2 sessions

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

City · $715 · S345322
Wed 3.2.16  6–9pm  6 sessions
Wed 6.4.16  6–9pm  6 sessions

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

City · $480 · S345283
Sat 14.5.16  9.30am–4.30pm  2 sessions

Fiction, Comedy and Screen Writing

Comedy Writing
Would you like to learn the skills needed to write stand-up or narrative comedy? Build characters, devise stories and apply principles of comedy writing to make your own stand-up routine, comedy film or sitcom. Learn the skills needed to write stand-up, narrative comedy for film, TV and performing.

City · $460 · S345253
Thu 7.1.16  10am–5pm  2 sessions
Sat 27.2.16  10am–5pm  2 sessions
Sat 14.5.16  10am–5pm  2 sessions

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

City · $290 · S345315
Sat 21.5.16  9.30am–4.30pm  1 session
Writing Creative Fiction - Getting Started Weekend
Is it time to bring out the writer in you? In this condensed weekend course you will be encouraged to explore a range of fiction writing styles. This weekend is all about getting you writing on that project you have been meaning to get started for all this time!
City • $460 • S345285
Sat 13.2.16 10am-5pm 2 sessions

Writing Creative Fiction 1 - Introduction
Is it time to bring out the writer in you? In this course you will develop an understanding of a range of fiction writing styles. You will be encouraged to develop and apply fiction writing skills of construction and criticism. Emphasis is on development of short story and novel writing. Book early!
City • $790 • S345162
Wed 27.1.16 6-9pm 10 sessions
Wed 13.4.16 6-9pm 10 sessions

Writing Creative Fiction 2
Focus on nurturing the creative impulse and investigate how it can be shaped through crafting the elements of pace (e.g., ‘showing’ in scenes, dialogue, fine-tuning syntax, managing time and tensions). You’ll be invited to deepen the texture of your writing and sail the seas of imagery and metaphor.
City • $710 • S345275
Wed 27.4.16 6-9pm 8 sessions

Writing for Children
This course will introduce you to the children’s book industry and focus on writing picture books. You will look at language, pacing, targeting different ages, chapter books, and how to prepare and submit manuscripts to a publisher.
City • $595 • S345256
Wed 24.2.16 6.30-9.30pm 8 sessions

Languages
Arabic - Beginners 1
This introductory course is for students with limited or no prior knowledge of Arabic. The course covers a range of topics designed to develop basic proficiency in spoken and written Arabic, as well as practical knowledge of Arabic culture in different personal and social contexts.
City • $380 • S365044
Friday 4.3.16 6-8pm 10 sessions

Greek - Beginners 1
This is a basic Greek course for people who want to learn the language in a practical and relaxed atmosphere, and use it for recreation, work or study. This course will provide the appropriate level to begin communicating in Greek and prepare you for travel to Greece and Cyprus.
City • $380 • S365052
Tuesday 1.3.16 6-8pm 10 sessions

French - Conversation
This upper-intermediate level course is designed to allow you to practise your conversational French in an informal and friendly environment. It is aimed at those students who have some knowledge of French and can hold a conversation.
City • $285 • S365040
Wed 3.2.16 5.30-7pm 10 sessions
Wed 20.4.16 5.30-7pm 10 sessions

Music, Sound and Lighting Production
Mixing in the Box
Do you want to learn how to mix and master your own recordings ‘In the Box’ using the latest hardware and software? In this practical course you will learn how to edit, mix and master recordings on your own Avid Pro Tools equipped music production computer setup.
City • $480 • S345328
Sat 14.5.16 10am-5pm

Music Production: Creating Your Own Tracks
Create music with software synthesisers, samplers, looping and recording using Pro Tools, while exploring the world of digital audio editing and instrument and audio processing plug-ins. The emphasis will be on learning sound modification techniques to realise the best results for your project.
City • $530 • S345258
Wed 13.1.16 9.30am-5.30pm 3 sessions
Fri 6.5.16 9.30am-5.30pm 3 sessions
First session runs from 6-9 pm and other sessions run from 9.30am-5.30pm.

Production Lighting for Live Events
Over three full days you will learn how to set up, record and operate lighting cues and effects. You will explore how to mix colour and use different types of lighting to design and achieve creative lighting effects. Use the latest technology from Martin including M1 and M2GO.
City • $610 • S345236
Fri 29.1.16 9.30am-4.30pm 3 sessions

Photography and Digital Imaging
Adobe Photoshop - Introduction: The Fundamental Elements for Digital Photography
In this six-week introductory course you will begin to develop the appropriate use of various tools in Photoshop. Focusing on the needs of photographers, you will learn how to manipulate and enhance digital images and reliably produce high quality photographic images.
City • $550 • S345261
Tue 26.4.16 6.30-9.30pm 6 sessions

Adobe Photoshop - Advanced: Specialist Techniques for Digital Photography
You will explore essential methods for adjusting and controlling colour and tonal information within images. Through a heightened attention to colour management, monitor calibration and use of the RAW file format you will learn to take your images to a new level of control and expression.
City • $590 • S345262
Tue 14.6.16 6.30-9.30pm 6 sessions

Contemporary Travel Photography with Cam Cope
Join Cam Cope, Australian Travel Photographer of the Year 2014, in this six-week workshop course for enthusiastic photographers and travellers. Your learning will be accelerated via shoot and review sessions - sharing and evaluating your images will be central to the learning method.
City • $620 • S345182
Wed 27.1.16 9.30am-4.30pm 3 sessions
Tue 5.4.16 9.30am-4.30pm 3 sessions
Wed 28.6.16 9.30am-4.30pm 3 sessions

Contemporary Travel Photography with Cam Cope
Cam Cope is the 2014 Australian Travel Photographer of the Year, and an experienced travel photojournalist with an infectious passion for engaging with different cultures and sharing knowledge.

His work is regularly published in magazines such as Australian Geographic, The Weekend Australian, Gat Lost, International Traveller, Royal Auto, TravelTalk and others.
Cam also maintains documentary and art practices, exhibits widely, presents publicly on his work, has published several book titles and has work in the permanent collection of the Melbourne Museum.

• Contemporary Travel Photography with Cam Cope

Food Photography
Learn how to capture those perfect food moments. Using real dishes ‘on location’, you will learn – and practice - different styles of food photography. This course will cover lighting tricks, the correct lenses, camera settings, and editing techniques for your food photos.
City • $320 • S345313
Sat 5.3.16 9.30am-4.30pm 1 session

Introduction to Photography - Level 1: Technical and Aesthetic
This is a practical course explaining the basics of digital SLR camera operation and exploring methods of creating more visually dynamic photographs. An introduction to post production and output to print is also considered.
City • $680 • S345151
Thu 4.2.16 6-9pm 8 sessions
Sat 27.2.16 9.30am-4.30pm 4 sessions
Tue 5.4.16 6-9pm 8 sessions
Sat 9.4.16 9.30am-4.30pm 4 sessions

Introduction to Photography - Level 2: Technical and Aesthetic
A course for the DSLR enthusiast who understands the basics of exposure and camera operation. You will be guided through a range of common shooting scenarios to consolidate your camera skills and compositional understanding. Emphasis is on practical skill building in a fun, relaxed environment.
City • $840 • S345294
Wed 17.2.16 6-9pm 8 sessions
Sat 5.5.16 9.30am-4.30pm 4 sessions
People and Portrait Photography
You will learn the techniques for photographing people. It includes choice of appropriate equipment, best use of lighting, location selection and technical considerations for formal and environmental portraits.
City • $660 • S345183
Tue 9.2.16 6–9pm 8 sessions
Thu 7.4.16 6–9pm 8 sessions
Tue 14.6.16 6–9pm 8 sessions

Photography
Photographs of people, places, things and events that convey meaning and context are the lifeblood of online and print communication. Suitable for complete beginners, this course prioritises image-making over photographic technique and includes a hands-on documentary assignment.
City • $760 • S345326
Tue 3.3.16 6–9pm 8 sessions

Professional Writing and Editing

Business Writing for Maximum Impact
This course will help to improve your business writing skills and enhance the effectiveness of your emails and reports. You will learn to write business documents that achieve results and present a professional image.
City • $360 • S345264
Wed 10.2.16 9.30am–4.30pm 1 session
Sat 9.4.16 9.30am–4.30pm 1 session
Tue 28.6.16 9.30am–4.30pm 1 session

Clear Writing for Effective Communication
In this practical, experiential and interactive course you will learn and practise the process of clear writing; and develop the skills by rewriting case studies into concise, compelling and engaging communication.
City • $560 • S345089
Wed 24.2.16 9.30am–4.30pm 2 sessions
Sat 30.4.16 9.30am–4.30pm 2 sessions

Copyediting - Introduction
This course introduces the principles, techniques, tips and tricks used in revising and correcting written material. You will learn the fundamentals of copyediting and the application of editing marks to hard copy in a range of practical exercises.
City • $360 • S345096
Sat 27.2.16 9.30am–4.30pm 1 session
Sat 16.4.16 9.30am–4.30pm 1 session
Tue 21.6.16 9.30am–4.30pm 1 session

Copywriting in Action
You will collaborate as a team in ‘the process’ of writing complete works of copy. Theory, strategy and creativity are put into practice in workshops generating ideas, articulating them into words and writing copy according to the Anatomy of Body Copy.
City • $750 • S345185
Tue 16.2.16 6.30–9.30pm 8 sessions
Tue 26.4.16 6.30–9.30pm 8 sessions

Grammar and Punctuation
This two-day intensive course revises the eight parts of speech, sentence structure and standard punctuation marks. You will identify and fix common problems in writing; and learn the principles of plain English.
City • $620 • S345043
Tue 19.1.16 9.30am–4.30pm 2 sessions
Sat 20.2.16 9.30am–4.30pm 2 sessions
Sat 30.4.16 9.30am–4.30pm 2 sessions
Wed 29.6.16 9.30am–4.30pm 2 sessions

Proofreading - Introduction
This course covers the basics of how to proofread fiction and non-fiction documents that are to be typeset and published. You will learn the proofreading marks and apply them to a familiarisation exercise and proofs of real-life documents such as a brochure, book chapters and an advertisement.
City • $360 • S345098
Sat 21.5.16 9.30am–4.30pm 1 session

Proofreading - Advanced
This advanced course builds on your experience and familiarity with basic proofreading in order to develop your speed, accuracy, efficiency, versatility, confidence and thoroughness.
City • $380 • S345099
Sat 14.5.16 9.30am–4.30pm 1 session

Writing for the Web
Writing for the web has now evolved into a specialist skill essential to getting the most out of your online presence. This course explores the principles for creating standout content for the web, introduces you to Search Engine Optimisation (SEO), content marketing and online branding.
City • $560 • S345093
Mon 15.2.16 9.30am–4.30pm 2 sessions
Sat 2.4.16 9.30am–4.30pm 2 sessions
Thu 30.6.16 9.30am–4.30pm 2 sessions

Video, Film and Television

Documentary Video Production - Introduction
Would you like to experience the full process involved in making a documentary for film or television? This course will guide you from treatment, pre-production and planning, to production with digital video and post-production editing (with Premiere Pro or Final Cut Pro).
City • $710 • S345114
Thu 18.2.16 6.30–9.30pm 6 sessions
Thu 28.4.16 6.30–9.30pm 6 sessions
Mon 27.6.16 10am–5pm 3 sessions

Screenwriting - Introduction
Do you have an idea for a script or screenplay? Screenwriting for film or television is a complex and competitive process. It can be hard to know how to develop projects or break into the industry.
City • $680 • S345029
Tue 9.2.16 6.30–9.30pm 10 sessions
Thu 31.3.16 6.30–9.30pm 10 sessions
Tue 21.6.16 6.30–9.30pm 10 sessions

Short Video: Production Essentials
In this course you will learn how to produce short videos for the web. Working on your own project in a workshop environment, you will learn how to use simple techniques and off-the-shelf equipment and software to make quality videos that can truly engage your online audience.
City • $710 • S345323
Sat 16.4.16 10am–5pm 3 sessions

Video Editing with Adobe Premiere CC - Introduction
You will be introduced to video editing with Adobe Premiere CC (Creative Cloud) and learn the software basics. You will be provided with exercise files for editing/working with, while also having the opportunity to bring your own video footage, images and audio.
City • $500 • S320171
Thu 3.3.16 6–9pm 6 sessions
Thu 5.5.16 6–9pm 6 sessions

Web and App Development

Build a Website with Adobe Muse
Adobe Muse lets you build websites without a single line of code. Muse is aimed at graphic designers who don’t want to learn how to write HTML, CSS and JavaScript. You will be guided on how to build and publish your own site using your own images, content and ideas.
City • $440 • S345317
Sat 2.4.16 9.30am–4.30pm 2 sessions
Sat 27.5.16 9.30am–4.30pm 2 sessions

iPhone and iPad Apps Creation for Beginners - Level 1
Would you love to be able to get an understanding of how to program your own app? You’re not a programmer, you don’t ‘eat code’ for breakfast but you do know your way around a computer? This course is a great way to get started, leading to you building your own app from scratch.
City • $960 • S345272
Mon 11.1.16 10am–5pm 5 sessions
Sat 2.4.16 10am–5pm 5 sessions
Sat 11.6.16 10am–5pm 5 sessions

iPhone and iPad Apps Creation for Beginners - Level 2
Would you love to be able to program your own iPhone or iPad app? You already have experience in iOS (equivalent to that gained in iPhone and iPad Apps Creation for Beginners Level 1). Using Apple’s Xcode software you will continue building your app development knowledge.
City • $960 • S345291
Mon 1.2.16 10am–5pm 5 sessions
Sat 7.5.16 10am–5pm 5 sessions

Website Design: The Full Overview
Exploring a broad range of web development techniques and software, with html and the use of Dreamweaver you will soon have a comprehensive understanding of how to design and create a website.
City • $975 • S345057
Mon 18.1.16 10am–5pm 5 sessions
Wed 10.2.16 6.30–9.30pm 10 sessions
Thu 11.2.16 6.30–9.30pm 10 sessions
Mon 2.5.16 6.30–9.30pm 10 sessions
Wed 4.5.16 6.30–9.30pm 10 sessions
Thu 5.5.16 6.30–9.30pm 10 sessions

Website Design: Responsive Design
Building web pages that look great and function perfectly on mobile devices and desktops is not only essential, but exciting! Learn how to utilise modern frameworks to build web pages quickly and efficiently. Utilise your time during the course to start building your own site with expert guidance.
City • $780 • S345312
Wed 10.2.16 6.30–9.30pm 8 sessions
Tue 3.5.16 6.30–9.30pm 8 sessions
Cisco Systems

CCNA1 - Cisco Systems Networking Academy Program: Introduction to Networks
You will understand how to communicate in a network-centric world. You will also gain knowledge and skills to describe the functions of the seven layers of the OSI reference model, describe physical and logical addresses and identify key differences between them.
City: $590 · S130167
Sat 16.4.16 8am–5pm  5 sessions

CCNA2 - Cisco Systems Networking Academy Program: Routing and Switching Essentials
You will understand the architecture, components and operations of routers and switches in a small network, configure a router and a switch for basic functionality; troubleshoot routers and switches, resolve common issues with RIPv1, RIPv2, OSPF, EIGRP, STP and VLANs; and implement VLAN routing in IPv4, IPv6.
City: $590 · S130168
Sat 21.5.16 8am–9pm  5 sessions

CCNA3 - Cisco Systems Networking Academy Program: Connecting Networks
You will understand architecture, components, and operations of routers/switches in complex networks; configure routers and switches for advanced functionality and troubleshooting; resolve OSPF, EIGRP and STP issues in both IPv4 and IPv6 networks; and implement VLANs in a small-to-medium network.
City: $590 · S130169
Sat 6.2.16 8am–5pm  5 sessions
Sat 25.6.16 8am–5pm  5 sessions

CCNA4 - Cisco Systems Networking Academy Program: Connecting Networks
You will learn the WAN technologies and network services required by converged applications in a complex network, including the selection criteria of network devices and WAN technologies to meet network requirements. Also learn how to configure and troubleshoot network devices and resolve issues.
City: $590 · S130170
Sat 12.3.16 8am–5pm  5 sessions

CCNP1: Route
You will learn to plan, configure and verify the implementation of secure enterprise LAN and WAN routing solutions using a range of routing protocols. This course also covers configuration of solutions to support branch offices and mobile workers and prepares for the CCNP exam (642-902).
City: $1200 · S130195
Wed 4.5.16 5.30–9.30pm  15 sessions

CCNP2: Switch
You will learn to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco’s Campus Enterprise Architecture. This course also covers secure integration of VLANs, WLCs, vQoS, and voice and video into campus networks, and prepares for the CCNP exam (642-813).
City: $1200 · S130223
Tue 3.5.16 5.30–9.30pm  15 sessions

CCNP3: TShoot
You will learn to plan and perform regular maintenance on complex enterprise routed and switched networks, and use technology-based practices and a systematic ITIL-component approach to perform network troubleshooting. The course will prepare you for the CCNP exam, TSHOOT (642-832).
City: $1200 · S130202
Mon 2.5.16 5.30–9.30pm  15 sessions

Cisco - CVoice v8.0
Implementing Cisco Unified Communications Voice over IP and QoS (CVoice v8.0) is the exam associated with the CCNP Voice certification. Learners can prepare for the exam by taking CVoice v8.0 Implementing Cisco Unified Communications Voice over IP and QoS v8.0 (CVoice v8.0) 642-437 course.
City: $980 · S130224
Mon 7.3.16 5.30–9.30pm  10 sessions

Cisco Systems Academy Program A+ Training (IT Essentials 1)
The IT Essentials: PC Hardware and Software curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professions.
City: $980 · S130188
Thu 14.4.16 5.30–9.30pm  10 sessions

Computer Engineering

MCITP Training: 70-646 Windows Server 2008 Administrator
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to plan server deployments, infrastructure services, active directory deployment, application services, file and print services, storage solutions, high availability and more.
City: $850 · S130233
Thu 9.6.16 5.30–9.30pm  10 sessions

More available course dates, information, prerequisites and individual course flyers at www.shortcourses.rmit.edu.au
 Receive Course Updates
Receive our e-newsletter with the latest course information and updates.
To subscribe visit www.shortcourses.rmit.edu.au/newsletter
MCTS Training: 70-640 Windows Server 2008 Active Directory, Configuring
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to configure and manage user accounts, group and computer accounts, implement and manage Active Directory, implementing Group Policy and performing software installation.
City $850 S130241
Thu 9.6.16 5.30–9.30pm 10 sessions

MCTS Training: 70-642 Network Infrastructure Configuration
This course provides 40 hours of instructor-led training to provide you with the required knowledge and skills to install Windows Server 2008, configure and manage DHCP server and DNS server, configure routing and remote access and file services.
City $850 S130242
Wed 8.6.16 5.30–9.30pm 10 sessions

MCTS Training: 70-662 Microsoft Exchange Server 2010, Configuring
This course provides the required knowledge and skills to configure and manage an Exchange Server 2010 messaging environment.
City $850 S130255
Mon 6.6.16 5.30–9.30pm 10 sessions

Hirschmann Certified Training
RMIT University and Belden Australia, through its brand Hirschmann, have partnered to offer training and certification in Industrial Ethernet skills. Practical and product expertise are offered on the Hirschmann platform, allowing students to obtain the Hirschmann Industrial Systems Engineer (HiSE) certification.

Hirschmann Certified Training: Industrial Ethernet - CT1
In this Industrial Ethernet course you will learn details of the technical fundamentals and deployment objectives of the world’s most widely used LAN communication protocol. At the end of the course you will have a good understanding of Ethernet.
City $1500 S130247
Mon 11.4.16 5.30–9.30pm 2 sessions

Hirschmann Certified Training: Industrial Networking - CT2
This course builds on the experience gained from Industrial Ethernet (CT1), providing network experts with intensive theoretical and practical knowledge about TCP/IP, IP communication and multicasting. Emphasis is placed on deploying TCP/IP and multicasting in complex industrial environments.
City $1500 S130248
Wed 13.4.16 8am–5pm 3 sessions

Hirschmann Certified Training: Industrial Routing - CT3
This course builds on the experience gained from Industrial Networking (CT2), providing network experts with intensive theoretical and practical knowledge about unicast and multicast routing. Special emphasis is placed on deploying routing protocols in complex industrial environments.
City $1500 S130249
Mon 18.4.16 8am–5pm 2 sessions

Hirschmann Certified Training: Rail-Family - Theory and Practice - CP1
In a professional environment, you will receive in-depth knowledge about the OpenRail, Open MICE, MACH, and OCTOPUS Layer 2 functionality. This includes installation, commissioning and supervision. Training is part theory and part practice.
City $1500 S130250
Wed 20.4.16 8am–5pm 3 sessions

Hirschmann Certified Training: Rail-Family - Theory and Practice - CP2
You will learn the functions of Industrial HiVision, and reinforce this knowledge with practical exercises. Following this two-day course, participants can make effective use of Industrial HiVision to supervise and configure any size of Ethernet network.
City $1500 S130251
Mon 2.5.16 8am–5pm 2 sessions

Hirschmann Certified Training: Industrial Backbone Components - Theory and Practice - CP3
In a professional environment, you will receive in-depth knowledge about the MACH and PowerMICE Layer 3 functionality. This includes installation, commissioning and supervision. Training is part theory and part practice.
City $1500 S130252
Wed 4.5.16 8am–5pm 3 sessions

Database and Information Systems
SCADA - Citect Software in Supervisory Control and Data Acquisition Systems
This course aims to provide you with hands-on knowledge of SCADA systems and their applications. Emphasis will be placed on relating situations.
City $600 S130176
Wed 20.4.16 5.30–9.30pm 6 sessions

Structured Query Language (SQL)
In this course you will develop skills in the use of Structured Query Language (SQL). SQL will be used to create, populate and manipulate databases within a client-server database system, as well as to retrieve data in a variety of ways.
City $800 S650194
Tue 1.3.16 5.30–7.30pm 8 sessions
Thu 3.3.16 5.30–7.30pm 8 sessions

Microsoft Systems
Excel for Engineers, Project Managers and Related Professions
This course is designed for engineers, project managers, building and construction and other professionals looking to improve their basic skills and use of Microsoft Excel.
City $375 S130274
Sat 11.6.16 8am–5pm 1 session
## English as an Additional Language

**General English - Pre-Intermediate Level**

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

**City**: $20 · S004009

- **Mon 8.2.16**: 1–3pm 20 sessions
- **Wed 16.3.16**: 6–8pm 20 sessions
- **Mon 27.6.16**: 1–3pm 20 sessions

**General English - Upper-Intermediate Level**

General English classes are taught by Cambridge CELTA Certificate trainees as part of their teacher training program. Classes are open to anyone interested in practicing/improving their English skills. Students are required to have an intermediate/above average level of English knowledge.

**City**: $20 · S004010

- **Mon 8.2.16**: 1–3pm 20 sessions
- **Wed 16.3.16**: 6–8pm 20 sessions
- **Mon 27.6.16**: 1–3pm 20 sessions

## Teacher Education

**Cambridge CELTA Certificate**

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

**City**: $3100 · S004011

- **Mon 8.2.16**: 9am–5pm 20 sessions
- **Tue 15.3.16**: 5–9pm 30 sessions
- **Mon 27.6.16**: 9am–5pm 25 sessions

## IELTS Preparation

**IELTS Preparation**

Whether enrolling in an Australian university or completing a permanent residency application, RMIT’s IELTS Preparation part-time courses will get you ready for your next challenge. These courses are suited to candidates who want to improve particular skills, and learn more about the test and test-taking strategies.

### IELTS Preparation - Academic Reading and Writing

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

**City**: $395 · S004003

- **Mon 4.1.16**: 6–8.30pm 8 sessions
- **Mon 18.1.16**: 6–8.30pm 8 sessions
- **Mon 1.2.16**: 6–8.30pm 8 sessions
- **Mon 15.2.16**: 6–8.30pm 8 sessions
- **Tue 29.3.16**: 6–8.30pm 8 sessions
- **Mon 11.4.16**: 6–8.30pm 8 sessions
- **Mon 9.5.16**: 6–8.30pm 8 sessions
- **Mon 23.5.16**: 6–8.30pm 8 sessions
- **Mon 6.6.16**: 6–8.30pm 8 sessions

### IELTS Preparation - General Training Reading and Writing

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

**City**: $395 · S004002

- **Mon 4.1.16**: 6–8.30pm 8 sessions
- **Mon 1.2.16**: 6–8.30pm 8 sessions
- **Mon 29.2.16**: 6–8.30pm 8 sessions
- **Mon 11.4.16**: 6–8.30pm 8 sessions
- **Mon 9.5.16**: 6–8.30pm 8 sessions
- **Mon 20.6.16**: 6–8.30pm 8 sessions

### IELTS Preparation - Listening and Speaking

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

**City**: $395 · S004001

- **Mon 18.1.16**: 6–8.30pm 8 sessions
- **Mon 15.2.16**: 6–8.30pm 8 sessions
- **Mon 29.2.16**: 6–8.30pm 8 sessions
- **Tue 29.3.16**: 6–8.30pm 8 sessions
- **Tue 26.4.16**: 6–8.30pm 8 sessions
- **Mon 23.5.16**: 6–8.30pm 8 sessions
- **Mon 20.6.16**: 6–8.30pm 8 sessions

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More available course dates, information, prerequisites and individual course flyers at [www.shortcourses.rmit.edu.au](http://www.shortcourses.rmit.edu.au)
Grammar Fundamentals
These workshops aim to build your confidence in using and describing English grammar. RMIT’s tutors are experienced English language professionals who are well equipped to give you the basics of English grammar on which to build your skills and knowledge.
City - $395 - S04008
Tue 19.1.16  6–8pm  4 sessions
Tue 23.2.16  6–8pm  4 sessions
Tue 14.6.16  6–8pm  4 sessions

Training and Assessment
Certificate IV in Training and Assessment (TAE40110) - Intensive (4 Weeks)
This course is essential for those who are responsible for presenting and assessing accredited training to meet identified competency requirements in VET and in the workplace. It is also designed to provide workplace trainers and assessors with a range of delivery and assessment skills.
City - $3000 - S360051
Thu 2.6.16  9.30am–4.30pm  11 sessions

Engineering

Electrical and Electronic Engineering
Engineering - Certificate II: Split Systems Air Conditioning
This course will give you the knowledge and experience to install and commission residential split-system air conditioners.
City - $1500 - S130240
Wed 9.3.16  5.30–9.30pm  14 sessions
Wed 11.5.16  5.30–9.30pm  14 sessions

Inspection and Safety Testing of Electrical Equipment
This course aims to provide testing and tagging skills to persons required to test electrical appliances, tools and apparatus. The course involves theory and hands-on training.
City - $470 - S130104
Mon 14.3.16  8am–5pm  2 sessions

Programmable Logic Control and Automation Short Course 1
In this course you will create, document and test simple programs and troubleshoot software and hardware problems, apply analysis techniques to decompose complex automation systems into subsystems and interfacing requirements for these subsystems.
City - $580 - S130054
Tue 15.3.16  5.30–9.30pm  6 sessions

Programmable Logic Control and Automation Short Course 2
On successful completion of the course you will have a good understanding of programming sequence control, process optimisation, process visualisation, implementing failsafe function requirements, and fault diagnosis.
City - $630 - S130055
Tue 26.4.16  5.30–9.30pm  6 sessions

Programmable Logic Control and Automation Short Course 3
On successful completion of the course you will have a good understanding of programming analogue values, logging production data, implementing quality control requirements, implementing distributed safety requirements, and fault diagnosis.
City - $630 - S130056
Mon 8.2.16  5.30–9.30pm  6 sessions
Tue 14.6.16  5.30–9.30pm  6 sessions

Programmable Logic Control and Automation Short Course 4
In this course you will gain sound knowledge in motion control and integrated motion with PLC and safety for industrial Ethernet networks. You will be able to effectively apply systems analysis techniques; create, document and test programs; and specify, configure and maintain industrial networks.
City - $630 - S130057
Mon 26.3.16  5.30–9.30pm  6 sessions

Refrigeration and Air-conditioning - Service and Repair CO2 Refrigeration Systems
In response to the carbon tax and the drive for more environmentally responsible industries, this course was created to teach the principles needed to safely handle and apply a new environmentally friendly refrigerant, CO2 where required, as well as repair and service CO2 refrigeration systems.
City - $960 - S130257
Tue 16.2.16  8am–5pm  17 sessions

Mechanical and Automotive Engineering
Installation of Solid Fuel Heating Appliances
This course provides you with the skills and knowledge to safely install and maintain solid fuel heaters in domestic situations.
City - $1850 - S130260
Mon 22.2.16  8am–5pm  7 sessions

KNX (Basic) Accredited Training Course
This course provides you with the knowledge and skills to become a basic level accredited KNX building automation technician. The full KNX accreditation requires successful completion of the basic and advanced training courses.
City - $2200 - S130267
Mon 11.4.16  8am–5pm  4 sessions
**Dental and Oral Health**

**Basics of Dentures, Practical**  
TREATMENT PLANNING AND RECORD KEEPING  
Revisit your dental prosthetist’s techniques required to successfully achieve functional restorations and enhance your knowledge and skills. An expert will guide you through practical record keeping improvements to enhance your business operations.  
City: $350 · S155127  
Sat 25.6.16 9am–4pm 1 session

**Construct and Insert an Implant Retained Overdenture**  
This accredited course will provide you with the skills, knowledge and performance required to construct and insert an aesthetic and functional implant retained overdenture, treat patients in need of an implant overdenture and add this valuable practical skill to your daily patient practice.  
City: $3500 · S155118  
Wed 4.5.16 9am–4pm 4 sessions

**Evaluating the Oral Health Condition**  
Evaluating the oral health condition can be difficult to diagnose and treat. This course will give participants an understanding of the various health problems and provide practical experience in analysing, prevention and management.  
City: $290 · S155108  
Sat 27.2.16 9am–4.30am 1 session

**Infection Control and CPR for Dental Practices**  
This comprehensive course covers major areas of concern relating to infection control in dentistry. This is an excellent course to ensure that you comply with the Australian Standards and ADA guidelines.  
City: $190 · S155126  
Sat 28.5.16 9am–4pm 1 session

**Older Patient’s Special Needs, Issues and Management**  
This course addresses the common oral diseases and conditions of older and aged care patients and provides comprehensive ways to address these issues from proven evidence-based approaches.  
City: $290 · S155128  
Sat 19.3.16 9am–4pm 1 session

**OPG Panoramic Imaging**  
This practical supervised course will provide you with the knowledge and skill to conduct an OPG panoramic or wide view X-ray of the lower face that may be requested for the planning of orthodontic treatment, for assessment of wisdom teeth or for a general overview of the teeth and the bone which supports the teeth.  
City: $650 · S155124  
Fri 4.3.16 9am–4pm 2 sessions

**Partial Denture (RPD) and CAD/CAM Dentistry**  
This course will provide practical evidence-based theory and concepts that practitioners working with removable partial dentures must hold. The course is a CPD must and is presented by Dr John Pearson, John Heron and other RPD experts. It includes a presentation from CAD/CAM technology providers.  
City: $350 · S155125  
Sat 16.4.16 9am–4pm 1 session

RMIT is proud to offer a unique opportunity for you to learn from prominent and experienced dental professionals. Our expert presenters include:  
Dr John R Pearson BDSc. (Qld), MDSc. (Melb), LDS. (Vic), FRACDS., MRACDS (Pros)

Dr Pearson has practised as a specialist prosthodontist since 1986. He has a special interest in removable prosthodontics and implant related dentistry, and has been invited to deliver many presentations within Australia and overseas on the two topics.

He is currently a member of the International College of Prosthodontists, Australian and New Zealand Academy of Prosthodontics, a past President of the Australian Prosthodontic Society Victorian Branch, the Australian Osseointegration Society and other non-prosthodontic societies.

- Partial Denture (RPD) and CAD/CAM Dentistry
- Basics of Dentures, Practical Treatment Planning and Record Keeping
**Dental Assistants Seminar Series**

**A series of seminars that provide important skills for dental assistants will be offered every month in 2016.**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Course Code</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construct Custom Impression Trays</td>
<td>S155114</td>
<td>Design and construct custom impression trays suitable for insertion in the mouth.</td>
<td>$490</td>
</tr>
<tr>
<td>Construct Models</td>
<td>S155123</td>
<td>Design and construct models of objects for insertion in the mouth.</td>
<td>$250</td>
</tr>
<tr>
<td>Construct Thermoformed Appliances</td>
<td>S155130</td>
<td>Design and construct thermoformed appliances for insertion in the mouth.</td>
<td>$200</td>
</tr>
</tbody>
</table>

**Nursing and Allied Health**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Course Code</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Health Assessment of the Older Person (CHA)</td>
<td>S150049</td>
<td>Assess and document the health of older persons.</td>
<td>$780</td>
</tr>
<tr>
<td>Interpret and Apply Medical Terminology Appropriately (BSMED030)</td>
<td>S150050</td>
<td>Apply medical terminology accurately.</td>
<td>$490</td>
</tr>
</tbody>
</table>

**Workplace Health and Safety**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Course Code</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing, Preparing for, Participating in or Conducting Audits</td>
<td>S155120</td>
<td>Conduct workplace audits.</td>
<td>$210</td>
</tr>
<tr>
<td>OHS for Managers and Supervisors</td>
<td>S155121</td>
<td>Understand OHS requirements for managers and supervisors.</td>
<td>$450</td>
</tr>
<tr>
<td>Provide Advanced First Aid (HTAID006)</td>
<td>S155122</td>
<td>Provide advanced first aid skills.</td>
<td>$190</td>
</tr>
</tbody>
</table>

**Health and Safety Representatives OHS Training**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSR Initial OHS Training Course - a WorkSafe Approved Training Course</td>
<td>Provide OHS training for HSRs and Deputy HSRs.</td>
<td>$990</td>
</tr>
<tr>
<td>HSR Refresher OHS Training Course - a WorkSafe Approved Training Course</td>
<td>Refresh HSR knowledge.</td>
<td>$290</td>
</tr>
</tbody>
</table>

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

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

Course Name | Course code | Start date | Fee |
--- | --- | --- | --- |
| | | | |

Student Details

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

Title | First name(s) |
--- | --- |

Last name |

Company (if applicable) |

Postal address |

Suburb | State | Postcode |
--- | --- | --- |

Email |

Mobile | Phone |
--- | --- |

How did you hear about the course(s)?

- [ ] Same address as above
- [ ] Alternative billing address (complete details below)

Company |

Postal address |

Suburb | State | Postcode |
--- | --- | --- |

Phone | Email |
--- | --- |

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

- [ ] Healthcare/Pensioner card (copy must be provided with enrolment form)
- [ ] RMIT student
- [ ] RMIT alumni
- [ ] RMIT staff

Provide your RMIT number for verification

Payment Details

- [ ] Visa
- [ ] MasterCard
- [ ] Cheque/Money Order (payable to RMIT Training Pty Ltd)
- [ ] Invoice (please attach a company purchase order/letter of authority)

Card number |

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

Cardholder's name |

Signature

Short Course Terms and Conditions

Payment

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

Transfers

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

Cancellations

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

General

1. Full course fee is payable for non-attendance.
2. We may change the course details or cancel any course including those with insufficient enrolments or because of circumstances beyond our reasonable control. A refund or alternative courses will be offered to you in these circumstances.
3. Additional conditions of enrolment may apply to some courses including online, flexible and distance delivery courses.
4. Visit our website for additional terms and conditions specific to your course.
5. Our privacy policy outlines information relating to the collection and handling of your personal information by us. A copy of the policy is available on our website and to you on request.

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

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Single Courses

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

A single course could be ideal for you if you wish to:

• gain experience as a university student
• check if you really like the subject matter before committing to a degree
• undertake a single course to complement your degree
• obtain credits or exemptions when applying or reapplying for an undergraduate or postgraduate program (after successfully completing a relevant single course – not applicable to all single courses).