



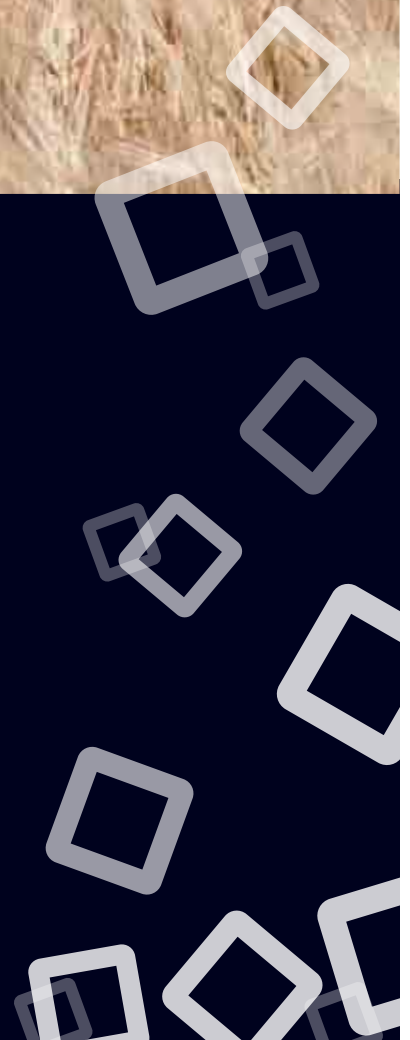
**BOX HILL
INSTITUTE**

Global Educators™



**Broaden your horizons
through short courses**

short courses
january - june 2012



Stay informed with Box Hill Institute



Did you know that you can stay in touch with Box Hill Institute in a number of different ways? Meet us at events

Chinese New Year celebrations – Box Hill

When: Saturday 21 January to
Sunday 22 January
Time: 3pm – 3am
Location: Box Hill

Age VCE Expo

When: Thursday 3 May, Friday 4 May,
Saturday 5 May and Sunday 6 May
Time: Thursday and Friday 9am - 3pm
Saturday and Sunday 10am - 4pm
Location: Caulfield Racecourse

Reinvent Your Career Expo

When: Saturday 16 June and Sunday 17 June
Time: 10am - 4pm
Location: Melbourne Exhibition Centre

Melbourne Careers Expo

When: Friday 27 July, Saturday 28 July and
Sunday 29 July
Time: Friday 10am – 3pm,
Saturday and Sunday 10am - 4pm
Location: Melbourne Exhibition Centre

Melbourne Trade Expo

When: Saturday 28 July and Sunday 29 July
Time: 10am – 4pm
Location: Melbourne Exhibition Centre.

Open Day

When: Sunday 26 August
Time: 10am - 3pm
Location: Elgar, Nelson and Whitehorse campuses

Speak with us

Call 1300 BOX HILL (1300 269 445) to speak with one of our customer service staff members from 8.00am to 6.00pm, Monday to Friday.

Connect with us



welcome!

from the CEO –
John Maddock

A short course at Box Hill Institute is the perfect stepping stone into a new career or hobby. Our wide range of course areas ensures that we have a course to suit everybody, from art and design to business through to language courses.

For this semester we are proud to introduce some new courses to the mix, including garden preparation and design, bread making and portrait photography.


Our new partnership with the Centre for Adult Education provides exciting short course opportunities; including new courses and study locations!

So with our various study options and wide range of course areas, we're bound to have a short course that is perfect for you. Visit our website at boxhill.edu.au or call 1300 BOX HILL (1300 269 445) to enrol today.

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new Offered for the first time

 Enrol online boxhill.edu.au/shortcourses

2nd Get a 2nd chance with IT related courses – refer to page 17 for full details

IT 10% IT Course Loyalty Discount – refer to pages 18 for full details

10% Get 10% off Office Application courses – refer to pages 8 and 17 for full details


 Courses with this symbol can be formally assessed allowing you to gain a Nationally Accredited unit towards a qualification

CH\$ Complete Hospitality courses with this symbol are eligible for government funding - refer to page 14 for full details and eligibility criteria

 Summer school

 Teacher

 Fee

 Code, date and times



adult literacy and general education

Biology - Summer School

For students wishing to enrol in VCE Biology at Unit 3 & 4 level. If you have not attended school for several years or science was not your strong subject, this short program will give an overview of some of the concepts in biology that are assumed as general knowledge. For information contact the Centre for Vocational Access & Education on (03) 9286 9645 or email vae@boxhill.edu.au.



\$ \$50.00 (GST Exempt)

🕒 CVC23 – Thu 1.30 - 5.30pm, one session
1DQ - 2 Feb

Mathematics - Summer School

Both General Maths and Maths Methods at Unit 1 & 2 level require a pass at Year 10 level. If you have not attended school for several years or maths was not your strong subject, this two session program gives you an excellent grounding in some of the concepts of mathematics. A good understanding of mathematics is assumed. For more information contact the Centre for Vocational Access & Education on (03) 9286 9645 or email vae@boxhill.edu.au.



\$ \$90.00 (GST Exempt)

🕒 CVC24 – Thu 9am – 1pm, one session
1FW - 2 Feb
CVC14 – Fri 9am - 1pm, one session
1FX - 3 Feb

animal studies

For further information please contact
Denise on (03) 8892 2051 or
d.hook@boxhill.edu.au.

Animal Nursing – Introduction

A course for those seeking employment as a veterinary nurse, or pet owners and animal breeders interested in exploring veterinary practice. Learn about dog and cat care, medical and surgical nursing, radiography and pharmacy.



👤 With Natalie Burns, Louise Cook

\$ \$600.00 (GST Exempt)

🕒 AS911 – Wed 6 - 9pm, eight sessions
1AC - 8 Feb
2C9 - 9 May

Dog Grooming Skills (Level 1) – Introduction

Are you interested in becoming a professional dog groomer? From running a successful business to personal skills, this course also includes a reference book on dog grooming techniques.

Prerequisites No dog grooming experience is needed, although animal handling skills are useful.



👤 With Michelle Warren

\$ \$1,000.00 (GST Exempt)

🕒 BAS06 – Sat 9am - 4pm, five sessions
1AD - 25 Feb (no class 10 Mar)
2CA - 26 May (no class 9 Jun)

Dog Grooming Skills (Level 2) – Professional

Further develop your dog grooming skills in this hands-on course. Practice grooming techniques and gain valuable experience with client interactions and daily functions of a working salon. Together with theory, revision and class discussion, this course will help you gain the skills and knowledge needed for employment as a professional Dog Groomer. Also includes a useful reference book on pet and breed clipping techniques. For further information please contact Denise on (03) 8892 2051 or d.hook@boxhill.edu.au.

Prerequisites Completion of 'Dog Grooming Skills (Level 1) - Introduction'



👤 With Michelle Warren

\$ \$1000.00 (GST Exempt)

🕒 BAS07

Reptile Keeping - Introduction

For those with an interest in keeping reptiles, this course covers licence requirements for Victoria, housing, maintenance, diet and disease prevention relating to a broad range of reptiles commonly kept in Victoria. Reptile groups covered will be divided into pythons, geckos and skinks, dragons and turtles.

This short course is delivered on demand. Please contact Denise on (03) 8892 2051 or email d.hook@boxhill.edu.au to register your interest and secure a place. The Centre for Biotechnology and Animal Sciences will contact you with a start date when sufficient registrations are received.



👤 With Jo Comber

\$ \$540.00 (GST Exempt)

🕒 BAS03

Wildlife Nursing and Management

A course for people working with wildlife. This course will teach you how to handle and nurse, rehabilitate, provide preventative medicine to and manage native animals.



👤 With Debra Dyson

\$ \$540.00 (GST Exempt)

🕒 AAS02

Zookeeping – Introduction

A general overview of the skills and knowledge required for working in the zookeeping industry. Learn about zoo operations, basic species management, animal behaviour and environmental enrichment. This information will be consolidated with a visit to the zoo.

Prerequisites An interest in the industry.



👤 With Jo Comber

\$ \$720.00 (GST Exempt)

🕒 AAS99 – Mon 6 – 9pm, eight sessions
39G – 30 Jul

art and design

Crafts

Jewellery Design and Construction Basics

Make traditional and contemporary rings, earrings and brooches using various materials. You'll learn about design, technical skills and suppliers. Open to all abilities.

With Monica Szwaja

\$310.00

MDA03 – Wed 6 - 9.30pm, four sessions
2BN - 6 Jun

Pottery Using the Wheel

Learn how to create pottery from clay to the glazed finished masterpiece. Learn the art of wheel based pottery under the guidance of a professional potter. Suitable for beginners.

With Lesley Ens

\$336.00

POT01 – Wed 6.30 - 8.30pm, seven sessions
2BO - 2 May

Interior Decorating

Interior Decoration

As an introduction to interior decorating, this course will teach you the basic principles of design, colour theory and styles. Learn about floor planning, lighting, materials and finishes and soft furnishings.

\$380.00

MDA02 – Tue 6.30 - 9.30pm, seven sessions
19Z - 7 Feb
2BU - 15 May

Interior Design and Decoration Folio Development

Make your home a unique and stylish place or pursue a career in interior design. Discover information about career paths available and receive practical advice about design folios, interviews and study options. Essential for the selection interview process if you are pursuing a career in this field.

\$508.00

IDD02 – Sat 9.30am - 1.30pm, four sessions
2BV - 5 May

Painting and Drawing

Drawing – Introduction

Get into drawing with pencil, charcoal and ink. Learn about perspective, positive and negative space and 3D effects. This course covers proportion and scale, tone, light and shade. A great way for beginners to build confidence in drawing.

With Farimah Eshraghi

\$290.00

MDA06 – Wed 7 - 9pm, seven sessions
2BY - 9 May

Drawing – Life Drawing 1

This is an intensive figure drawing course with a live model. The course covers the basic elements of drawing a human figure including artistic anatomy, structure and proportion, balance and dynamics. You will be assisted and encouraged to explore various techniques and media, such as pencil, charcoal, ink, pastels and more. Ideal for beginners or those with some experience wanting to refresh their techniques.

With Farimah Eshraghi

\$320.00

AA911 – Sat 1.30 - 5pm, four sessions
2BZ - 12 May

Painting – Oil, Introduction

Create vibrant works of art while discovering your own personal drawing ability. You will explore line, tone, colour and composition using an expressionistic style of painting. Take part in a whole range of creative exercises to motivate you to paint and develop your own style. Includes painting still life, landscape and portraits in oil or acrylic paints.

With Nadia Rigoni

\$310.00

MDA07 – Wed 7 - 9pm, seven sessions
1A3 - 15 Feb
2C0 - 9 May

Painting – Oil, Intermediate

Whether you use an abstract or realistic style, you will be assisted to develop your technique and ideas. For anyone who has participated in an introductory painting course or already has some experience with oils or acrylics.

Prerequisites Some painting experience.

With Nadia Rigoni

\$310.00

OPI02 – Thu 7 - 9pm, seven sessions
1A4 - 16 Feb
2C3 - 10 May



Photography

The Complete Digital SLR Camera Course

Learn how to customise your camera settings and operate the various modes of your digital SLR camera. Find out more about control, depth of field and perspective and optimise your images for print and the web. This practical course is fun, informative and not to be missed by the serious digital photographer.



With Moses Tan

\$354.00

AA062 - 7 - 9pm, seven sessions
1A7 - Mon 6 Feb (no class 12 Mar)
1A8 - Tue 7 Feb
1A9 - Wed 8 Feb
1AB - Thu 9 Feb
2C5 - Mon 14 May (no class 11 Jun)
2C6 - Tue 15 May
2C7 - Wed 16 May
2C8 - Thu 17 May

Digital Photography for Beginners

Need a few tips on how to make the most out of your digital camera? Improve your photography skills and learn about camera controls, menu options, mega pixels, image enhancement, exposure, focus control and more. For further information please contact (03) 9286 9861 or email ict@boxhill.edu.au.

2nd IT 10%

With Michael Fahey

\$275.00

CTN29 - Sat 10am - 4.30pm, two sessions
104 - 25 Feb
20F - 19 May

Manage Your Photos with Picasa

Have you collected thousands of images from many sources and need to manage them? Want to share photos with others as a slideshow, in an email or online? Need to improve your favourite photos before you print them? Google's free photo editing program, Picasa, can do all of this and more! Learn how to use Picasa with this course and managing images will never be a problem again. For further information please contact (03) 9286 9861 or email ict@boxhill.edu.au.

2nd IT 10%

With Michael Fahey

\$95.00

IE305 - Thu 6 - 10pm, one session
105 - 9 Feb
20G - 24 May
IE305 - Thu 12.30 - 4.30pm, one session
106 - 8 Mar
20H - 28 Jun

Portrait Photography

Ideal for the keen photographer wanting to increase their expertise in people-based photography. Explore a variety of approaches to wedding, art and portrait photography. Includes a four-hour Sunday location shoot.



With David Van Royen

\$354.00

PHO02 - Wed 6.30 - 9pm, five sessions
1A6 - 15 Feb (Sunday shoot 4 Mar 10 - 2pm)

Photoshop for Photographers

Learn how to use this powerful software program to optimise your images for print and web. You will marvel at how easily traditional camera and darkroom techniques can be achieved. Although this course is conducted on Macintosh computers, it is applicable for Windows PC users.

Prerequisites Basic computer skills would be an advantage.



With Moses Tan

\$354.00

PHO01 - Sat 10am - 5pm, two sessions
1A5 - 25 Feb
2C4 - 16 Jun

Photoshop Elements for the Home Photographer

Are you trying to manage thousands of digital photos? Want to improve photos before you print them? Got a collection of photos that you want turn into a DVD slideshow or a photo album? Learn how to use Photoshop Elements to perform basic to advanced editing tasks. If you take photography seriously then this program will become an indispensable tool. For further information please contact (03) 9286 9861 or email ict@boxhill.edu.au.

2nd IT 10%

With Michael Fahey

\$325.00

IE268 - Thu 1 - 4pm, four sessions
107 - 9 Feb
IE268 - Thu 6 - 9pm, four sessions
20I - 19 Apr

Photoshop Elements Image Editing

Do you need to improve the background on a photo of your daughter? Are you creating a full colour flyer for your club? Do you need to move a figure from one photo to another to make the perfect group shot? Is there an old photo in desperate need of rejuvenation? Learn to do these basic photo edits with Photoshop Elements and gain skills to create new projects in other graphics programs. For further information please contact (03) 9286 9861 or email ict@boxhill.edu.au.

2nd IT 10%

With Michael Fahey

\$325.00

IE318 - Thu 6 - 9pm, four sessions
108 - 8 Mar
IE318 - Thu 12 - 4pm, four sessions
20J - 17 May



Enrolments close seven days prior to the start date to allow for delivery of course materials.

LVT Administration LV (Light Vehicle)

This course covers the legal and administrative obligations of Licensed Vehicle Testing and is conducted by correspondence only over four weeks. May not be directly involved in hands-on roadworthy testing procedures. Trade qualifications are not required.

With NOTE: Enrolments close seven days prior to the start date to allow for delivery of course materials.

Prerequisites You must be a proprietor/owner or a director of the business applying to become a Licensed Vehicle Tester

💰 \$645.00 (GST Exempt)

🕒 AULVA - Study at home

18Z - 30 Jan
190 - 27 Feb
191 - 26 Mar
2AJ - 30 Apr
2AK - 28 May
2AL - 25 Jun

LVT Examiner LV (Light Vehicle)

Conducted by correspondence over six weeks.

With NOTE: Enrolments close seven days prior to the start date to allow for delivery of course materials.

Prerequisites Prior to enrolment you must contact (03) 9286 9035 or the enrolment will not be accepted. You must have completed either the 'LVT Administration and Examiner - Motorcycles' or 'LVT Administration and Examiner - Heavy Vehicles', and provide a photocopy of a current accreditation card from one of the above courses.

💰 \$865.00 (GST Exempt)

🕒 AULVE - Study at home

192 - 13 Feb
193 - 13 Mar
2AM - 16 Apr
2AN - 14 May
2AO - 12 Jun

LVT Administration and Examiner LV (Light Vehicle)

This course covers the legal and administrative obligations of Licensed Vehicle Testing and the technical roadworthy assessment standards for Light Vehicles, and is conducted by correspondence only over eight weeks.

With NOTE: Enrolments close seven days prior to the start date to allow for delivery of course materials.

Prerequisites For business proprietors who are qualified mechanics applying to become a Licensed Vehicle Tester, or to accredit mechanics to examine vehicles when employed by a Licensed Vehicle Tester.

💰 \$1085.00 (GST Exempt)

🕒 AULVT - Study at home

194 - 23 Jan
195 - 6 Feb
196 - 13 Feb
197 - 20 Feb
198 - 5 Mar
199 - 13 Mar
19A - 19 Mar
2AQ - 2 Apr
2AR - 10 Apr
2AS - 16 Apr
2AT - 23 Apr
2AU - 7 May
2AV - 14 May
2AW - 21 May
2AX - 4 Jun
2AY - 12 Jun
2AZ - 18 Jun

LVT Administration MC (Motorcycle)

This course covers the legal and administrative obligations of Licensed Vehicle Testing, and is conducted by correspondence only over four weeks. May not be directly involved in hands-on roadworthy testing procedures. Trade qualifications are not required.

With NOTE: Enrolments close seven days prior to the start date to allow for delivery of course materials.

Prerequisites You must be a proprietor/owner or a director of the business applying to become a Licensed Vehicle Tester.

💰 \$645.00 (GST Exempt)

🕒 AUMCA - Study at home

19B - 30 Jan
19E - 27 Feb
19F - 26 Mar
2B0 - 30 Apr
2B1 - 28 May
2B2 - 25 Jun

LVT Examiner MC (Motorcycle)

Conducted by correspondence only over six weeks.

With NOTE: Enrolments close seven days prior to the start date to allow for delivery of course materials.

Prerequisites Prior to enrolment you must contact (03) 9286 9035 or the enrolment will not be accepted. You must have completed either the 'LVT Administration and Examiner - Light Vehicles' or 'LVT Administration and Examiner - Heavy Vehicles', and provide a photocopy of a current accreditation card from one of the above courses.

💰 \$865.00 (GST Exempt)

🕒 AUMCE - Study at home

19G - 13 Feb
19H - 13 Mar
2B3 - 16 Apr
2B4 - 14 May
2B5 - 12 Jun

LVT Administration and Examiner MC (Motorcycle)

This course covers the legal and administrative obligations of Licensed Vehicle Testing and the technical roadworthy assessment standards for motorcycles, and is conducted by correspondence only over eight weeks.

Prerequisites For business proprietors who are qualified mechanics applying to become a Licensed Vehicle Tester or to accredit mechanics to examine vehicles when employed by a Licensed Vehicle Tester.

💰 \$1085.00 (GST Exempt)

🕒 AUMCT - Study at home

19I - 23 Jan
19J - 6 Feb
19K - 5 Mar
2B6 - 10 Apr
2B7 - 7 May
2B8 - 4 Jun

Don't forget to sign up to our monthly short course eNewsletter

Visit
www.boxhill.edu.au/subscriptions
to register your details

LVT for LPGas

This course is for vehicle inspectors with limited knowledge of LPG who wish to learn the legal requirements for inspections of LPG vehicles, and is conducted by correspondence only over four weeks. This course does not provide accreditation with the AAFRB.

📌 \$425.00 (GST Exempt)

🕒 AULPG - Study at home

19L - 23 Jan
19M - 6 Feb
19N - 20 Feb
19O - 5 Mar
19Q - 19 Mar
2B9 - 2 Apr
2BA - 10 Apr
2BB - 23 Apr
2BC - 7 May
2BD - 21 May
2BE - 4 Jun
2BF - 18 Jun

LVT for Taxi

Conducted by correspondence only over four weeks.

Prerequisites Must have passed the LVT Administration & Examiner Course - Light Vehicle.

📌 \$425.00 (GST Exempt)

🕒 AUTXT - Study at home

19R - 30 Jan
19S - 27 Feb
19T - 26 Mar
2BG - 30 Apr
2BH - 28 May
2BI - 25 Jun

beauty

Waxing - Introduction

Wax on, wax off. Learn all the skills required to perform waxing services for your clients - half leg, full leg, bikini and under arm waxing as well as lip, chin and eyebrows.



📌 \$430.00

🕒 HDF04 – Wed 6 - 9pm, five sessions
2JC - 2 May

Health and Wellbeing

Relaxation Yoga and Practical Aromatherapy – Introduction

Enhance your state of relaxation, increase your core strength and refocus your mind. Learn light yoga stretches and correct posture to strengthen the inner core, and practical applications for popular essential oils and how to incorporate the aromas with breathing techniques.



📌 \$255.00

🕒 HDF05 – Tue 6 - 7pm
(1st session only 6 - 8pm), five sessions
1FU - 28 Feb

building

Asbestos Removal – Non Friable

This course is for construction or demolition workers involved in the safe removal and disposal of asbestos material. The course conforms to the Occupational Health and Safety (Asbestos) Regulations 2007. Students must pass the assessment on the day to receive a successful completion in this course. Please note: Enrolments must be completed five working days before the course commencement date. For further information contact the Centre for Building and Furniture Studies on (03) 9286 9205.

Prerequisites Applicants must have a reasonable level of English comprehension and writing skills to be able to pass the course.

📌 \$420.00 (GST Exempt)

🕒 TB002 0 Thu 8am - 5pm, one session
100 - 29 Mar
200 - 31 May
201 - 28 Jun

AutoCAD - Basic

A basic introduction to AutoCAD. This course will give you the basic skills to apply CAD to various drawing applications, and can lead to more studies in this area. No knowledge of CAD necessary. No student software issued.



📌 \$605.00 (GST Exempt)

🕒 CE911 – Wed 6 - 10pm, seven sessions
2BJ - 2 May

Rigging – Basic

Get your licence to perform High Risk Work in the basic rigging class with this course. This licence will allow you to do all dogging work, erect structural steel, fall arrest systems, safety nets and materials hoists.

Duration: Five days full-time. You will need the WorkSafe licence application fees and 100 points of identification to apply for this licence.

For more information and enrolment contact the Centre for Building and Furniture on (03) 9286 9083 or (03) 9286 9120.

Prerequisites You must be over 18 years old and have a good understanding of written and spoken English. You will need a Dogger's certificate and photo ID.

📌 \$712.00 (GST Exempt)

🕒 TLRBC

Rigging – Intermediate

Get your licence to perform High Risk Work in the intermediate rigging class with this course. This licence will allow you to do all dogging and basic rigging work, use load equalising gear and erect and dismantle cranes, conveyors, dredges, excavators, erect tilt slabs, and all hoist and self climbing jibs. You will also be able to supervise demolition work, erection of tilt slabs, and multiple crane lifts.

Duration: Five days full-time. You will need the WorkSafe licence application fees and 100 points of identification to apply for this licence. For more information and enrolment contact the Centre for Building and Furniture on (03) 9286 9083 or (03) 9286 9120.

Prerequisites You must be over 18 years of age and have a good understanding of written and spoken English. You will need a Doggers and Basic Rigging certificate and photo ID.

📌 \$475.00 (GST Exempt)

🕒 TLIRC



Better Business Skills

Bookkeeping – Basic

Learn basic bookkeeping procedures like keeping cash and credit journals, reconciling bank details, handling petty cash and customer records and understanding relevant GST issues.



\$ \$395.00 Concession \$370.00 (GST Exempt)

🕒 TD604 – Tue 6.30 - 8.30pm, seven sessions
1FY - 14 Feb

🕒 TD604 – Sat 9am - 5pm, two sessions
1G2 - 17 Mar

Bookkeeping – Advanced

Gain a real understanding of general ledgers, trial balance, GST issues, and learn how to prepare and analyse profit and loss and balance sheets for trading and service businesses.

Prerequisites 'Bookkeeping - Basic' or knowledge of journal entry and document preparation.



\$ \$395.00 Concession \$370.00 (GST Exempt)

🕒 TD605 – Tue 6.30 - 8.30pm, seven sessions
2JI - 1 May

🕒 TD605 – Sat 9am - 5pm, two sessions
2JJ - 16 Jun

Effective Communication Skills

Develop clear verbal and non-verbal communication styles that instil trust and confidence. Learn how to motivate people and how to improve workplace meetings and reports.



\$ \$220.00 (GST Exempt)

🕒 TDS16 – Fri 9am - 5pm, one session
2JK - 4 May

Minute Taking

Want to master meetings? Update your skills in preparing for meetings, taking minutes and writing accurate summaries. This is a practical program for personal assistants, administrators and club secretaries.

\$ \$220.00 Concession \$200.00 (GST Exempt)

🕒 TD894 – Thu 9am - 5pm, one session
1G3 - 8 Mar
2JL - 14 Jun

Write Your Own Business Plan

Learn how to brand and market your business and take financial control. Find out how to write your own business, marketing and promotion plan.



\$ \$99.00 (GST Exempt)

🕒 TDS80 – Wed 6 - 9pm, one session
1G4 - 29 Feb
2LM - 30 May

Small Business - Planning and Starting


Interested in starting your own small business? Then this introductory course is for you. Learn aspects of small business such as legal considerations, insurance, marketing, financial management, taxation and business planning.



\$ \$695.00 Concession \$650.00 (GST Exempt)

🕒 TDS81 – Fri 9am - 5pm, four sessions
1G8 - 9 Mar

Office Applications

Courses with  can be formally assessed to give you a Nationally Accredited unit towards a qualification. For further information please contact Business Programs on (03) 8892 2167

MYOB – Introduction

Develop your accounting skills using MYOB AccountRight. Intended for small to medium business owners, employees and those seeking a career change (upskilling) who wish to learn how to use MYOB AccountRight to administer business accounts, produce and manage purchase orders and invoices, manage accounts payable and accounts receivable, produce BAS documentation and payroll functions to set up and operate business payrolls. This course can be used as a pathway to the Certificate IV in Financial Services (Bookkeeping).

Prerequisites Basic computer Windows knowledge.



\$ \$500.00 Concession \$450.00 (GST Exempt)

🕒 BP866 - 9am - 5pm, four sessions
1ED – Tue to Fri 10 Jan

🕒 1EF - Sat 11 Feb
1EG - Mon 27 Feb (no class 12 Mar)
2I1 - Sat 21 Apr

🕒 BP866 - 9am - 12pm, ten sessions
2I0 – Thu 19 Apr

🕒 BP866 - 6.30 - 9.30pm, ten sessions
1EE - Wed 1 Feb
2HZ - Wed 18 Apr (no class 25 Apr)

MYOB – Advanced

Get the most from your MYOB investment. Discover more specialised operations such as customising MYOB and end-of-period reconciliation.

Prerequisites 'MYOB - Introduction' or equivalent knowledge. Basic computer file management skills and bookkeeping skills using a manual system required.



\$ \$440.00 Concession \$396.00 (GST Exempt)

🕒 BSP93 - 9am - 5pm, three sessions
1EH – Tue to Thu 17 Jan

🕒 1EJ - Sat 17 Mar
2I2 - Mon 16 Apr

🕒 BSP93 - 6.30 - 9.30pm, eight sessions
1EI - Thu 9 Feb
2I3 - Sat 19 May (no class 9 Jun)

Quickbooks for Windows

This course gives you an overview of QuickBooks features such as setting up a chart of accounts, creating invoices and purchase orders, tracking accounts payable and receivable, reconciling accounts and completing BAS requirements.

Prerequisites Computer file management skills beneficial and understanding of basic bookkeeping principles for a small business.

10%

\$ \$350.00 Concession \$315.00 (GST Exempt)

BSP47 - 6.30 - 9pm, five sessions
1EK - Mon 13 Feb (no class 12 Mar)
214 - Wed 18 Apr (no class 25 Apr)

BSP47 - 9am - 4.30pm, two sessions
1EL - Sat 25 Feb
1EM - Mon 19 Mar
215 - Sat 28 Apr

Quickbooks - Advanced

Find out how QuickBooks Plus allows you to manage your company files. Create and edit budgets, petty cash, credit card and point-of-sale transactions. Learn to create letters, labels and various end-of-period functions.

Prerequisites A good understanding of the basic operation of QuickBooks. Computer file management skills are imperative and an understanding of accounting principles is desirable.

10%

\$ \$350.00 Concession \$315.00 (GST Exempt)

BP848 - 9am - 4.30pm, two sessions
1EN - Sat 24 Mar
216 - Mon 16 Apr
217 - Sat 19 May
218 - Fri 8 Jun

Quickbooks Payroll

Spend more time on your business and less time on the books. QuickBooks Plus Payroll is an easy, time-saving payroll application that allows you to set up various payroll functions and perform end of period tasks for a small business.

Prerequisites 'Quickbooks for Windows' or equivalent knowledge. Computer file management skills imperative and understanding of accounting principles is desirable.

10%

\$ \$165.00 Concession \$149.00 (GST Exempt)

BP849 - 9am - 4.30pm, one session
1EO - Tue 6 Mar
1EQ - Sat 17 Mar
21A - Sat 12 May
21C - Fri 1 Jun

BP849 - 6.15 - 9pm, two sessions
219 - Mon 16 Apr
21B - Wed 30 May

Receive a 10% discount when you complete an Office Applications course marked as 10% and then enrol in any other Office Applications course offered that term. For further information please contact the Centre for Business Programs on (03) 8892 2167.

electrical and electronics

Disconnect/Reconnect Workers Licence

Need to carry out limited electrical maintenance in your workplace? Then this course can earn you a Disconnect/Reconnect Workers Licence as it covers correct procedures, circuit protection and more. Licences are issued via Energy Safe, (03) 9203 9700 or 1800 815 721. Please confirm your eligibility with Energy Safe prior to enrolment.

Prerequisites You must be employed in a primary work function where there is a need to disconnect/reconnect electrical equipment that is incidental to their primary function.

10%

With Frank Zahra

\$ \$795.00 (GST Exempt)

ETF73 - 5.30 - 9.30pm, sixteen sessions
18J - Tue 7 Feb
29Y - Thu 10 May

Electronics - Hobby Course

If gadgets, gizmos and electronic circuits give you a buzz, this course is for you! Get a solid grounding in circuit board production, electronic assembly, basic soldering, circuit wiring, component identification, and testing using the multimeter and oscilloscope. By course end you will have made a DC Power Supply.

2%

With Fergus Buckingham

\$ \$215.00

ECS49 - Sat 9am - 12pm, five sessions
116 - 25 Feb
215 - 26 May

Licensed Electrical Assessment (LEA) and Licensed Electricians Theory (LET)

Find out what you need to know to sit the Licensed Electricians Theory (LET).

Prerequisites To confirm eligibility to sit SWP, LEP and LET you must hold the required qualifications as laid down by the EPIC Training Board. These can be viewed on their website at www.electroskills.com.au.

10%

With Pat Maebus/Mike Hayes

\$ \$370.00 (GST Exempt)

ETF71 - Mon 8am - 4.45pm, four sessions
18K - 13 Feb
29Z - 23 Apr
2A0 - 28 May

ETF71 - Wed 5.30 - 9.30pm, eight sessions
1G0 - 8 Feb
2JH - 18 Apr

Licensed Electrical Assessment (LEA) - Safe Working Practice (SWP)

Find out what you need to know to sit the Safe Working Practice for Electricians Assessment (SWP).

Prerequisites Please note: To confirm eligibility to sit SWP, LEP and LET you must hold the required qualifications as laid down by the EPIC Training Board. These can be viewed on their website at www.electroskills.com.au.

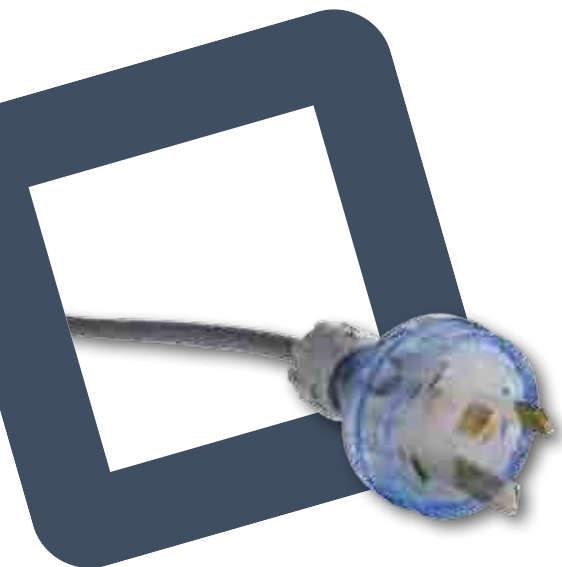
10%

With Mike Smith/Mike Hayes

\$ \$160.00 (GST Exempt)

ETF70 - Mon 8am - 4.45pm, one session
18L - 6 Feb
18N - 19 Mar
2A1 - 16 Apr
2A3 - 21 May

ETF70 - Mon 5.30 - 9.30pm, two sessions
18M - 20 Feb
2A2 - 7 May



Licensed Electrical Assessment (LEA) and Licensed Electricians Practice (LEP)

Get the skills and knowledge you will need to sit Licensed Electricians Practice (LEP). The LEP assessment is the third of three separate assessments towards the Licensed Electrician Assessment (LEA).

Prerequisites A satisfactorily completed profile for the two competencies Install/Terminate LV Cables and Test Apparatus/Circuits. To confirm eligibility to sit SWP, LEP and LET you must hold the required qualifications as laid down by the EPIC Training Board. These can be viewed on their website at www.electroskills.com.au.



With Mike Smith/Mike Hayes

\$495.00 (GST Exempt)

ETF72 – Thu 8am - 4.45pm, three sessions
18O - 16 Feb
18Q - 15 Mar
2A4 - 26 Apr
2A5 - 24 May

ETF72 – Tue 5.30 – 9.30pm, six sessions
1FZ – 21 Feb
2JG – 1 May

Photovoltaic Grid Connect

Designed for electricians who wish to acquire the skills and knowledge to competently install a grid-connect PV system. On successful completion electricians can apply to the BCSE for accreditation to enable their customers to be eligible for Commonwealth Government Incentives.

Prerequisites Must hold a current A Class Electricians Licence to connect to the power grid.

NOTE: Appropriate solid leather footwear is a requirement for all classes (no sneakers or runners).

new

With Mike Smith/Geoff Wallace/Greg Pearson

\$615.00 (GST Exempt)

EPEPV – Mon 8am - 4.30pm, five sessions
1ER - 6 Feb
2A5 - 7 May

Registered Electrical Contractors Course

This course provides the necessary business skills and knowledge to help you start a new business in electrical contracting, and to qualify for your Electrical Contractors Registration.



With Rosie Johnston

\$520.00 (GST Exempt)

ETF13 - 5.30 - 9.30pm, ten sessions
18S - Thu 16 Feb
2A6 - Mon 16 Apr (no class 11 Jun)

Testing and Tagging of Portable Electrical Appliances

Learn how to correctly test and tag portable electrical equipment and identify faults using both visual inspection and electrical testing equipment. Engage in practical exercises using the manually operated insulation resistance tester and an appliance tester. By successfully completing this course you will receive a certificate with an awards number for your tags.



With Ken Lewis/Brian Barnes

\$280.00 (GST Exempt)

ETF02 – Fri 8am - 4.40pm and
Mon 5.30 - 7.30pm, two sessions
18T - 24 and 27 Feb
18U - 23 and 26 Mar
2A7 - 27 and 30 Apr
2A8 - 25 and 28 May
2A9 - 22 and 25 Jun

Professional Soldering

Group Training

Have staff that need training?
We can develop and deliver courses
for your organisation. For more
information about IT courses and
discount opportunities for group
bookings, contact us on (03) 9286 9861
or email ict@boxhill.edu.au for
more information.

Soldering Fundamentals

This two-day course covers a wide range of techniques for soldering connectors and through-hole and surface mount components and connectors. It will appeal to both the electronics professional and the serious hobbyist. The information and skills needed to create a reliable standards compliant joint are covered along with joint analysis, lead free solders, fluxes and solvents and more. A large range of connectors, through hole components and fine pitch surface mount components are soldered in this practical hands-on course. For further information please contact (03) 9286 9861 or email ict@boxhill.edu.au.



With Michael Fahey

\$399.00 (GST Exempt)

IND02 – Thu and Fri 8am - 4pm, two sessions
20K - 19 Apr
20L - 28 Jun

Telecommunications

Open Registration Telecommunications

Open Registration enables you to legally install all types of telecommunications and data cabling on the customer's side of the network boundary. By successfully completing this five-day course, you will receive a Statement of Attainment for Competency Certificate (NEEF002B), recognised by all ACA Registrars for Open Registration Cabling.

Prerequisites Suitable for qualified electricians and electronic/radio tradespersons, or people with equivalent qualifications such as carrier-trained technicians/linespersons. Applicants must have at least six months relevant work experience in Australia and provide evidence of this prior to enrolling.



With Geoff Newman/Ken Lewis

\$790.00 (GST Exempt)

ETF69 – Wed 5.30 - 9.30pm, ten sessions
18V - 8 Feb

Don't forget to sign up
to our monthly
short course eNewsletter

Visit
www.boxhill.edu.au/subscriptions
to register your details

Fibre Optic Testing and Commissioning

Gain a thorough understanding of testing, commissioning, and link evaluation of optical fibre systems to current Australian Standards. Topics covered include optical system and measurement fundamentals, using OTDRs, interpreting and evaluating OTDR data, and base-lining link quality. In practical testing exercises you'll use modern OTDRs, power meters, fibre test sets and network evaluation software. For further information please contact (03) 9286 9861 or email ict@boxhill.edu.au.



With Stephen Besford and Michael Fahey

\$425.00 (GST Exempt)

ECS43 – Tue 6 - 10pm, four sessions
20O - 17 Apr

Optical Fibres – Splicing and Terminating

Gain a practical understanding of the handling and installation of fibre optic cables. The skills and certification gained in this course will help you find employment in the industry deploying fibre optic networks including the NBN rollout. Through practical exercises you'll learn to prepare cables, layout splice trays, layout and waterproof enclosures, fit connectors, use fusion splicers and perform basic optical fibre system testing using a range of optical connectors, fusion splicers and optical fibre test equipment. The course covers singlemode and multimode fibres, cable construction, laser safety and general OHS, connector types and much more. For further information please contact (03) 9286 9861 or email ict@boxhill.edu.au.

With Stephen Besford and Michael Fahey

\$995.00 (GST Exempt)

ECS50 – Tue 6 - 10pm, ten sessions
18Y - 31 Jan
2AH - 15 May

ECS50 – Fri 8am - 4.30pm, five sessions
10X - 2 Mar
2AI - 25 May



engineering

Fitting and Machining, Basic

Develop the skills you will need for hand-fitting, lathe and milling work. During this course you'll manufacture a piece of equipment for your home workshop.

Prerequisites Steel capped safety boots, combination overalls and safety glasses.



\$545.00

MF939 – Mon 6 – 9pm, eight sessions
19U - 6 Feb (no class 12 Mar)

Welding - Basic

Learn basic electric arc and oxy/acetylene welding skills. Great for hobbyists with no welding experience. This course is conducted in mild steel.

Note: This course may run with the TIG & MIG Welding courses.

Prerequisites Steel capped safety boots, combination overalls and safety glasses.



\$545.00 (GST Exempt)

MF940 – Wed 6 - 9pm, eight sessions
19V - 8 Feb
2BK - 2 May

MIG Welding - Basic

Learn Metal Inert Gas (MIG) welding. Great for hobbyists with no MIG welding experience. This welding course is conducted in mild steel.

Note: This course may run with the Learn to Weld and TIG Welding courses.

Prerequisites Steel capped safety boots, combination overalls and safety glasses.



\$545.00 (GST Exempt)

MF941 – Wed 6 - 9pm, eight sessions
19W - 8 Feb
2BL - 2 May

TIG Welding - Basic

Learn Tungsten Inert Gas (TIG) welding. Great for hobbyists with no prior TIG welding experience. This welding course is conducted in mild steel.

Note: This course may run with the Learn to Weld & MIG Welding courses.

Prerequisites Steel capped safety boots, combination overalls and safety glasses.



\$545.00 (GST Exempt)

MF938 – Wed 6 - 9pm, eight sessions
19X - 8 Feb
2BM - 2 May

fashion

Dressmaking – Introduction

Learn basic sewing techniques and create a garment from a commercial pattern. You will also learn how to make basic alterations to garments. This course is suitable for anyone interested in the fashion industry or home dressmaking. No experience necessary, just a love of creativity.



With Barbara Niglio

\$295.00

DMI01 – Wed 6 - 9pm, six sessions
19Y - 22 Feb
2BQ - 23 May

Fashion Drawing

Are you interested in the fashion industry, perhaps going on to tertiary studies, or do you just like sketching and designing clothes? This course is offered by a very experienced fashion designer who will not only introduce you to the highly stylised art form of the fashion designer/illustrator, but also give you some insights into the fashion industry both here and abroad.

Prerequisites Some drawing ability would be an advantage.



\$354.00

CL006 – Sat 9am - 5pm, two sessions
2BR - 16 Jun

Fashion Drawing and Design Folio Development

Express your creative fashion ideas and take them from vision to reality. Learn techniques to assist you with folio preparation. This course is essential if you are interested in exploring fashion drawing and design at either VCE or tertiary level.



With Deepa Richmond

\$540.00

FDD01 – Thu 6 - 9pm, seven sessions
2BS - 12 Apr

floristry

Floristry - Introduction

This course is an introduction to commercial floristry. Explore the elements of good design and create table decorations, gift flowers and posies.



\$ \$335.00

🕒 **FLF20 - 6 - 9pm, seven sessions**
1FV - Wed 8 Feb
2JD - Thu 3 May

Floristry with a Twist

An introduction to floral design and floral art for the discerning! This hands-on course with experienced instructors covers the basic design elements of floristry. A supply of fresh flowers to work with will provide you with your own stunning arrangement for your home or office at the end of each session.

Prerequisites 'Floristry - Introduction' or working part time in a florist shop.

\$ \$398.00

🕒 **FLF30 – Tue 6.30 - 9.30pm, six sessions**
2JE - 1 May

Certificate III in Floristry

Become a florist without undertaking an apprenticeship. Our floristry course provides full-time tuition along with hands-on experience in our retail outlet 'Flowers on Elgar', which will give you all the essentials to help achieve your floristry career.

This course allows you to get involved in events such as the Melbourne International Flower Show and be part of an award winning team. Personal payment plans and flexible timetables are available. For more info contact the Centre for Hair, Beauty and Floristry on (03) 9286 9475.

\$ On application

🕒 **FLO28**

gardening

Garden Preparation and Design

Starting a garden or revitalising an existing one? During this course you'll discuss styles of gardens, soil preparation, hard landscaping, layout and plant selection and you'll even draw up plans for your own garden. Extensive notes provided.



👤 With John Galea

\$ \$250.00

🕒 **GAR01 – Wed 7 - 9pm, five sessions**
2BT - 30 May

hairdressing

Hair and Make-Up – Style Expert

Learn the tricks of the trade from the experts and look your best in half the time! Want to create volume or remove frizz, straighten, curl or blow dry? Or enhance your eyes or create a flawless complexion? These three fun and interactive sessions will teach you the basic principles of hair styling and make-up artistry.



\$ \$390.00

🕒 **HDF20 – Tue 6 - 8.30pm, three sessions**
2JF - 1 May

Certificate III in Hairdressing

If an apprenticeship isn't for you this certificate course might be just the thing. It covers all aspects of hairdressing and gives you the basic vocational skills required to work as a hairdresser. For more info contact the Centre for Hair, Beauty and Floristry on (03) 9286 9475.

\$ On application

🕒 **HHD52**

health

Medical Terminology - Interpret And Apply Appropriately

Improve your basic and advanced medical terminology. Understand and respond better to instructions, use appropriate written and verbal terminology, and communicate confidently with a range of medical professionals. This course includes the unit, BSBMED301B Interpret and Apply Medical Terminology appropriately. For further information or to enrol please contact the Centre for Business Programs on (03) 8892 2167.

\$ \$480.00 Concession \$440.00 (GST Exempt)

🕒 **TDS60**

Pharmacy Law – Introduction

Gain an understanding of the legislation that impacts on the practice of pharmacy. Learn about poison scheduling, the duties and limitations that apply to a hospital pharmacy technician, and the dispensing process.

For more information or to enrol contact the Centre for Health and Community Services on (03) 9286 9106 or email hacs@boxhill.edu.au. Application forms are available on www.boxhill.edu.au/hacs.

Prerequisites Suitable only for people who work as a hospital pharmacy technician or who are enrolled in the on-campus Certificate III in Hospital/Health Services Pharmacy Support.

\$ \$250.00 (GST Exempt)

🕒 **PHARM**

Surviving Clinical Placement: Strategies for Providing Clinical Support

This short course will provide you with the knowledge and skills to assist with the supervision of students while on clinical placements. This workshop will be delivered by a combination of face to face learning and practical application, and the course fee includes morning and afternoon tea, lunch and all materials. For more information or to enrol contact the Centre for Health and Community Services on (03) 9286 9106 or email hacs@boxhill.edu.au.

new

\$ \$250.00 (GST Exempt)

🕒 **SUCLP**

Certificate III in Business (Medical)

This nationally recognised course will assist you in developing skills and knowledge necessary to gain employment in medical administration positions. For more information or to enrol please contact the Centre for Business Programs on (03) 8892 2167 or email msbadmin@boxhill.edu.au.

Prerequisites Basic computer skills.

\$ On application

🕒 **TDM31**

Beverage

Coffee – Bravo Barista



This intensive and personalised program will have you skilled up for cafe work. Learn how to extract the perfect espresso and master the art of texturing milk. The course includes industry visits and gives you the opportunity to practice in our Barista's Own training room between classes.



☺ With Justin Metcalf World Barista Judge™
(and various guest presenters)

💰 \$1275.00 (GST Exempt)

🕒 HTBHI – Thu 6 - 9pm, ten sessions
1AF - 23 Feb

Coffee Appreciation

Discover the language of coffee and taste different coffees from around the world. Learn to appreciate the difference between a fresh grind and an older grind and identify the bean that best suits your palette.



☺ With Justin Metcalf World Barista Judge™

💰 \$115.00

🕒 HTCPP – Mon 7 - 9pm, one session
2CD - 23 Apr



Coffee – Espresso Essentials

Be introduced to a variety of topics including espresso based beverages and the art of frothing milk. At the end of the course you will be competent in operating an espresso machine and be able to make a variety of great espresso coffees.



☺ With Justin Metcalf World Barista Judge™

💰 \$115.00

🕒 HTEES – Mon 7 - 9.30pm, one session
1AG - 13 Feb
1AH - 19 Mar
2CE - 7 May
2CF - 28 May

Coffee Art

Impress your friends, family or customers with your creativity. Learn how to create some incredible milk designs in your lattes and perfect the art of texturing milk for delicious milk-based espresso.

Prerequisites The ability to operate an espresso machine.



☺ With Justin Metcalf World Barista Judge™

💰 \$115.00

🕒 HTCAR – Mon 7 - 9pm, one session
1AI - 20 Feb
1AJ - 26 Mar
2CG - 14 May
2CH - 4 Jun

SPECIAL OFFER
Enrol in both programs
and pay only \$195!
(Discount not available with
online enrolment, please contact
1300 269 445 to take advantage
of this great offer).

Coffee – Master Your Domestic Coffee Machine

Get the most from your home espresso machine. Learn to better extract your coffee, froth your milk, grind your beans and maintain your machine. Coffee menus will also be included in the session and be sure to bring your machine with you.



☺ With Justin Metcalf World Barista Judge™

💰 \$125.00

🕒 HTDCM – Mon 7 - 9pm, one session
1AK - 5 Mar
2CI - 18 Jun

Wine Appreciation – Basic

Explores Australian wine styles and grape varieties, how wine is made, the wine regions of Australia, wine and food, wine cellaring and how to evaluate wine. You will also get to taste up to six top quality wines per evening.



💰 \$245.00

🕒 HTBWA – Tue 7 - 9.30pm, four sessions
4C6 - 24 Apr

Cuisine

Cuisine – Cooking with a Wok

Master cooking with a wok. Using healthy ingredients like noodles, wholegrains, soy foods, and vegetables from land and sea, you will learn to use sauces and oils to enhance the flavours of simple and quick vegetarian meals. Skill, techniques and tastes are suitable for meat dishes too! This is a demonstration class with tastings and printed material included.



☺ With Sandra Dubs

💰 \$115.00

🕒 HTWCO – Tue 6.30 - 9.30pm, one session
2GY - 3 Apr
2CK - 22 May

Making Bread

Learn the techniques required to create a variety of basic breads you can easily make at home, the formulas required to make your mix, and have a go at kneading your dough ready to pop-in the oven. Yum!

🆕 new

💰 \$125.00

🕒 HTMBR – Sat 8.30am - 1.30pm, one session
1BQ - 17 Mar
2E6 - 16 Jun

Making Chutneys, Pickles and Relishes

Learn to make delicious condiments using seasonal fruits and vegetables. All the tricks required to ensure your home made chutneys, pickles and relishes are successful will be revealed in this short but intensive class. Adds herbs and spices to your recipe to create some exceptional flavours, and learn where to source ingredients and jars and how to best store your product.

🆕 new

💰 \$125.00


🕒 HTMCH – Thu 6 - 9.30pm, one session
1AN - 22 Mar
2CM - 14 Jun

Making Pasta

Learn to make a variety of pastas including gnocchi, cannelloni and spaghetti, where to source the best ingredients and how to work your dough successfully every time. Simple pasta sauces are demonstrated also, but this class is all about making perfect pasta.

 new


 \$125.00


 **HTMPA – Thu 6 - 9.30pm, one session**
1AO - 15 Mar
2CN - 21 Jun

Making Sausages

Not as difficult as you think! We'll show you techniques to make good sausages and where to source the ingredients and equipment to make them at home. Learn how to get the right mix of meat, fat, salt and flavouring, and how to stuff your mixture into the skin ready for your new BBQ.

 new

 \$125.00

 **HTMSA – Thu 6 - 9.30pm, one session**
1AQ - 1 Mar
2CO - 31 May


Man Can Cook, Level 1

A fun and informative class for any bloke who would like to learn to cook. Master the basic skills required to prepare simple dishes and find out how to match food with wine and beer. The menu includes egg dishes, osso bucco, one-pan dishes and the classic Aussie roast, as well as desserts.



 With Andrew Sankey

 \$375.00

 **HTMC1 – Thu 6.30 - 9.30pm, four sessions**
2CQ - 3 May

Novelty Cake Design


A fun class that enables you to make a children's timeless classic for up-and-coming birthday celebrations. Learn how to bake and prepare the cake, work with the colouring and icing, and shape and mould Cat In The Hat characters.

Prerequisites Basic baking skills.



 With Marketta Gray

 \$350.00


 **HTCD1 – Mon to Wed 6 - 9pm, three sessions**
2CR - 2 Apr
2CS - 21 May

Petit Fours

Learn to how to make beautiful petit fours and miniature deserts. Impress your friends and family with delicate and delicious bite-size sweets you have assembled from sponges, biscuits, and a variety of sweet fillings.

 new

 \$125.00


 **HTPFO – Mon 10am - 3pm, one session**
1AR - 20 Feb
2CT - 14 May

Roll Your Own Sushi

Learn to cook sushi rice properly and discover traditional Japanese ingredients which are free of additives and preservatives. See how the fish is cut for a variety of nori rolls and sashimi, and know what to look for when buying ingredients. This is a demonstration class with limited hands-on experience. Tasting and printed material included.

 new

 \$115.00


 **HTRYO – Tue 6.30 - 9.30pm, one session**
1AS - 6 Mar
2CU - 15 May

Wholefood Cookery - Basics

Stock-up your pantry to support your good health. This seminar session is an introduction to health supportive wholegrains, legumes, vegetable from land and sea, good oils and condiments. Learn about the health benefits of ingredients and using foods as medicines. This discussion format includes some tastings and nutritional information handouts.

 new

 \$90.00

 **HTBWC – Tue 6.30 - 9.30pm, one session**
1AT - 28 Feb
2CV - 8 May


Wholefood Vegetarian

Be inspired by aromatic nutritional meals inspired by the healthy foods of Japan, Thailand, India, South America, and Italy in this demonstration course. Enjoy wholegrains, protein rich beans and calcium rich vegetables from land and sea, and a guilt-free dessert. Learn more about the health benefits of all ingredients, including how to cook without dairy and sugar with recipes that cater for wheat and gluten-free. All tastings and printed material included.



 With Sandra Dubs

 \$215.00

 **HTVCO – Tue 6.30 - 9.30pm, one session**
1AU - 20 Mar
2CW - 29 May

Food Safety


Hygiene for Food Handlers


Learn about personal hygiene, food hygiene, handling and storage, food spoilage and poisoning, pest control, cleaning and sanitising. The course contains the nationally accredited unit - Follow Workplace Hygiene Procedures (SITXOHS002a), which is one of the units necessary to obtain a Food Safety Supervisors Certificate.

Prerequisites A good understanding of written and spoken English.

 With Anthony Evans

 \$225.00 Concession \$175.00 (GST Exempt)

 **HTHFF – Mon 6 - 9pm, four sessions**
1AV - 6 Feb
2CY - 23 Apr

 **HTHFF – Wed and Thu 10am - 4pm, two sessions**
2CX - 11 Apr
2CZ - 27 Jun


Implement Food Safety Systems


This course will give you a detailed understanding of food safety plans. Topics include purchasing and receiving stock, hazard analysis, critical control points, staff training, cleaning schedules and recall. This course contains the nationally accredited unit SITXFSA001A - Implement Food Safety Procedures, which is the second of the two modules necessary to be a Food Safety Supervisor in the workplace.

Prerequisites Students must have successfully completed the unit 'Follow Workplace Hygiene Procedures' (SITXOH002a) and have a good understanding of written and spoken English.

 With Anthony Evans

 \$185.00 Concession \$130.00 (GST Exempt)

 **HTFSA – Mon 6 - 9pm, three sessions**
1AW - 5 Mar
2D3 - 21 May

 **HTFSA – Fri 9am - 5pm, one session**
2D0 - 13 Apr
2D4 - 29 Jun



Hospitality Service


The following courses are conducted from Complete Hospitality, Level 3, 28 Elizabeth Street, Melbourne. Please refer to our website www.boxhill.edu.au for course dates and online enrolment

Bartending and Gaming Course

Course is conducted from Complete Hospitality, Level 3, 28 Elizabeth Street, Melbourne City.

This course covers the practical skills necessary to find work in the hospitality industry – including cocktail bartending, silver service waiting, barista coffee making and coffee art. You'll receive a nationally accredited certificate for Responsible Service of Alcohol, Responsible Gaming Service and the food handling certificate. This course focuses on the hands-on skills necessary to secure employment and includes free refreshers for six months and a professional resume plus free access to our staffing service.

 **CH \$**

 \$700.00 (GST Exempt)

Day Sessions

 HTBGC – Mon to Fri 9am – 3 pm, ten sessions – a new class every week

Evening Sessions

 HTBGC - Mon to Wed, 6.30 - 9.30pm, twelve sessions – a new class every four weeks

Visit www.boxhill.edu.au/shortcourses for confirmation of dates and session times

Government Funding is available for this course and, if eligible, you can enrol at a significantly reduced fee. The criteria for this funding requires that you are - 19 years of age (or younger) and are an Australian permanent resident or citizen or 20 years of age (or over), an Australian permanent resident or citizen and do not have a qualification higher than a Certificate I. Contact Linda Steabben on (03) 9654 1554 to check your eligibility.


Cocktail Bartending Course


Course is conducted from Complete Hospitality, Level 3, 28 Elizabeth Street, Melbourne City.

Move over Tom Cruise! Learn how to prepare mixed drinks and advanced cocktails, how to dispense draught beer, all about glassware and equipment, and your legal responsibilities.

Prerequisites It is preferred for participants to be over 18.

 **CH \$**

 \$430.00 (GST Exempt)

 \$330.00 weekend refresher (GST Exempt)


Day Sessions

 HTBND - Mon to Fri, 9am - 3pm, five sessions - a new class every week

Evening Sessions

 HTBND - Mon to Wed, 6.30 - 9.30pm, six sessions - a new class every four weeks

Weekend Sessions

 HTBWE - Sat and Sun, 9am - 5pm, two sessions - a new class every four weeks


Visit www.boxhill.edu.au/shortcourses for confirmation of dates and session times

Responsible Gaming Service


Course is conducted from Complete Hospitality, Level 3, 28 Elizabeth Street, Melbourne City.

Gain the skills needed to get your Responsible Gaming Service licence. Subjects covered include problem gamblers, state and territory legislation, social impacts and counselling techniques. Applications for the Victorian Gaming Licence are distributed during the session. Note: cost of the licence is not included.




 \$70.00 (GST Exempt)

Day Sessions

 HTPRG – Tue 1.30 – 4.30pm, one session – fortnightly classes in Jan and Feb

HTPRG - Thu 12.30 – 3.30pm, one session – a new class every week Mar to Jul

Evening Sessions

 HTPRG - Mon 6.30 - 9.30pm, one session - a new class every four weeks


Visit www.boxhill.edu.au/shortcourses for confirmation of dates and session times

Responsible Service of Alcohol

Course is conducted from Complete Hospitality, Level 3, 28 Elizabeth Street, Melbourne City.

If you serve alcohol in your job, this course gives you the skills and knowledge required for the responsible service of alcohol under state/territory legislation.



 \$70.00 (GST Exempt)

Day Sessions – a new class every week

 HTRSL - Mon 10am - 2pm, one session


 HTRSL - Tue 9am - 1pm, one session

Weekend Sessions – a new class every four weeks

 HTRSL - Sat 9am – 1pm, one session

Evening Sessions

 HTRSL - Mon or Wed 6.30 – 10.30pm, one session - a new class every two weeks

 HTRSL - Thu 5 - 9pm, one sessions – a new class every week

Visit www.boxhill.edu.au/shortcourses for confirmation of dates and session times

Silver Service Waiting Course

Course is conducted from Complete Hospitality, Level 3, 28 Elizabeth Street, Melbourne City.


Want the skills of a top class waiter? Learn the art of silver service, table settings, serviette folding, and customer relations.

 **CH \$**

 \$220.00 (GST Exempt) day

 \$170.00 (GST Exempt) evening

Day Sessions


 HTSSW - Tue 9am – 3pm and Wed 9am - 12pm – a new session every week

Evening Sessions

 HTSS1 - Mon and Tue 6.30 - 9.30pm – a new class every four weeks

Visit www.boxhill.edu.au/shortcourses for confirmation of dates and session times

Computer Applications


Courses with  can be formally assessed to give you a Nationally Accredited unit towards a qualification. For further information contact the Centre for Business Programs on (03) 8892 2167.

Office 2010 Upgrade

This course is designed for anyone wanting to update their knowledge of Office Applications using Word, Excel, PowerPoint and Outlook, with a brief overview of upgrading and use of the new features from MS Office 2007 to MS Office 2010.

 **new** 

 \$130.00 Concession \$117.00 (GST Exempt)

 **BP869 – Wed 9am - 5pm, one session**
1ES - 8 Feb
2IE - 13 Jun

Computer Keyboarding

Are you a two-fingered typist? Learn to touch type and/or improve your speed and accuracy on the keyboard. Suitable for beginners of all ages.



 \$300.00 Concession \$270.00 (GST Exempt)


 **TD033 - 9.30 - 11.30am, six sessions**
1ET - Fri 24 Feb
1EU - Sat 25 Feb
2IF - Fri 20 Apr
2IG - Sat 26 May

Computers for Seniors including Internet and email

You are never too old to learn new skills. This course introduces you to computers and the Internet, and programs like MS Word, Excel, Publisher, Internet Explorer and Outlook using MS Office 2010.



 \$320.00 Concession \$288.00 (GST Exempt)


 **BSP59 – Fri 9.30am - 12pm, eight sessions**
1EW - 10 Feb
2IH - 20 Apr


Personal Computers and the Internet – Introduction

Conquer your fear of computers and learn the basics in a course which covers file management, Internet Explorer and MS Office applications such as Word, Excel, Access, PowerPoint and Outlook using MS Office 2010.



 \$440.00 Concession \$396.00

 **BP823 – Tue 9.30am - 12pm, eight sessions**
1EX - 7 Feb
2IJ - 8 May

 **BP823 – Sat 9am - 4.30pm, four sessions**
1EY - 11 Feb
2II - 21 Apr


Microsoft Access – Introduction

Are you having trouble keeping record details regarding employees, vehicles, suppliers, orders, equipment or contractors? Learn how to develop a database management system using MS Access 2010. No database experience necessary.


Prerequisites 'Personal Computers and the Internet – Introduction' or equivalent knowledge.



 \$350.00 Concession \$315.00 (GST Exempt)

 **BSP34 – Wed 6.30 - 9pm, five sessions**
1EZ - 15 Feb

2IK - 18 Apr (no class 25 Apr)

 **BSP34 – Sat 9am - 4.30pm, two sessions**
1F0 - 24 Mar
2IL - 26 May


Microsoft Access – Advanced

Now you have grasped the basics of database management, learn to create, edit, format and manipulate forms without using a wizard. Learn how to create more comprehensive reports and how to design macros using MS Access 2010.

Prerequisites 'Microsoft Access - Introduction' or equivalent knowledge.



 \$350.00 Concession \$315.00 (GST Exempt)

 **BSP35 – Sat 9am - 4.30pm, two sessions**
1F1 - 11 Feb
2IM - 21 Apr

 **BSP35 – Wed 6.30 - 9pm, five sessions**
1F2 - 15 Feb
2IN - 30 May

Microsoft Excel – Introduction


Discover how this widely used package simplifies the process of preparing worksheets and how it allows you to make informed decisions based on data analysis using MS Excel 2010 (see marked exceptions below).

Prerequisites 'Personal Computers and the Internet – Introduction' or equivalent knowledge.



 \$350.00 Concession \$315.00 (GST Exempt)

 **BSP30 - 9am - 5pm, two sessions**
1F3 - Mon 6 Feb
1F5 - Sat 25 Feb
2IQ - Mon 7 May
2IR - Sat 12 May (using MS Excel 2007)

 **BSP30 - 6.30 - 9.30pm, five sessions**
1F4 - Mon 20 Feb (no class 12 Mar)
(using MS Excel 2007)
2IO - Wed 18 Apr (no class 25 Apr)

Microsoft Excel – Advanced


Excel with Excel! Discover the advanced features of this powerful spreadsheet program by exploring data protection, labels, nesting, filters, validations, tables, linking, sharing, consolidation, recording macros and virus control using MS Excel 2010 (see marked exceptions below).

Prerequisites 'Microsoft Excel – Introduction' or equivalent knowledge.



 \$350.00 Concession \$315.00 (GST Exempt)

 **BSP31 - 6.30 - 9.30pm, five sessions**
1F6 - Wed 15 Feb
2IT - Wed 30 May

 **BSP31 - 9am - 5pm, two sessions**
1F7 - Mon 20 Feb (using MS Excel 2007)
1F8 - Sat 17 Mar
2IS - Mon 21 May (no class 11 Jun)
2IU - Sat 23 Jun



Microsoft Office – Introduction

Explore the features of MS Word, Access, Excel, PowerPoint, Publisher, Internet Explorer and Outlook. This course is ideal for those returning to work or wanting to update existing skills using MS Office 2010 (see marked exceptions below).

Prerequisites 'Personal Computers and the Internet - Introduction' or equivalent knowledge.



\$ \$670.00 Concession \$603.00 (GST Exempt)

🕒 BP833 - 9am - 5pm, seven sessions
1F9 – Tue and Thu 10 Jan (no class 26 Jan)

🕒 1FB - Sat 4 Feb (no class 10 Mar)
1FC - Wed 15 Feb (using MS Office 2007)

2IV - Thu 19 Apr
2IW - Sat 21 Apr

🕒 BP833 - 6.30 - 9.15pm, seventeen sessions
1FA – Thu and Tue 2 Feb

🕒 BP833 – 9.30am – 1pm, fourteen sessions
1FT – Wed and Mon 8 Feb (no class 12 Mar)

Microsoft Office – Advanced

This is a great way to further your skills. You will be guided through the advanced levels of MS Word, Excel, Access, PowerPoint, Publisher and Outlook using MS Office 2010.

Prerequisites Knowledge of 'Microsoft Office - Introduction' and intermediate levels in all the software packages required.



\$ \$670.00 Concession \$603.00 (GST Exempt)

🕒 BSP57 - 6.30 - 9.15pm, seventeen sessions
1FD - Thu and Tue 2 Feb

🕒 BSP57 - 9am - 5pm, seven sessions
1FE - Tue 7 Feb (no class 12 Mar)

1FF - Sat 18 Feb (no class 10 Mar)
2IX - Wed 18 Apr (no class 25 Apr)

2IY - Sat 21 Apr

🕒 BSP57 – 9.30am – 1pm, fourteen sessions
2JB – Mon and Wed 16 Apr

Microsoft Outlook for the Office

Use the MS Outlook application more effectively within a busy business environment. Manage your calendar, tasks and events, schedule meetings more efficiently, and learn many more features using MS Outlook 2010 (see marked exceptions below). Sign up for this one day course today!



\$ \$138.00 Concession \$124.20 (GST Exempt)

🕒 BP865 - 6 - 9.30pm, two sessions
1FG - Mon 6 Feb
2IZ - Mon 30 Apr
(using MS Outlook 2007)

🕒 BP865 - 9am - 5pm, one session
1FH - Thu 16 Feb
1FI - Sat 18 Feb
2JO - Sat 5 May

Microsoft PowerPoint

We will show you how to take advantage of PowerPoint's design and theme templates and how to format your own. Plus how to create slides incorporating images, graphs, text and animation to enhance your presentations using MS PowerPoint 2010).

Prerequisites 'Personal Computers and the Internet - Introduction' or equivalent knowledge.



\$ \$350.00 Concession \$315.00 (GST Exempt)

🕒 BSP38 – Sat 9am - 5pm, two sessions
1FJ - 24 Mar

Microsoft Project – Introduction

Become a master project manager and increase your productivity. Using MS Project, you will learn how to plan tasks, assign resources, create Gantt Charts, track task progress, communicate project information, consolidate projects and create resource pools. For further information please contact Debra Hardy on (03) 9286 9861 or email ict@boxhill.edu.au.



\$ \$400.00 (GST Exempt)

🕒 CTN24 – Thu 6 - 9pm, five sessions
10N - 23 Feb
10O - 24 May

Microsoft Publisher

Do you need a marketing campaign that is affordable yet highly effective? Create company newsletters or invitations, business cards, advertising flyers, or eye-catching documents for distribution via the web, email or print using MS Publisher 2010.

Prerequisites Basic word processing skills and a working knowledge of Windows XP.



\$ \$350.00 Concession \$315.00 (GST Exempt)

🕒 BSP39 – Sat 9am - 4.30pm, two sessions
2J1 - 21 Apr
2J2 - 16 Jun

Microsoft Word – Introduction

Discover the benefits of MS Word. Create letters, save documents, work with files, edit text, print documents, proof read, work with tabs, create templates and tables, mail merge and much, much more using MS Word 2010.

Prerequisites 'Personal Computers and the Internet - Introduction' or equivalent knowledge.



\$ \$350.00 Concession \$315.00 (GST Exempt)

🕒 BSP23 – Sat 9am - 5pm, two sessions
1FK - 17 Mar
2H3 - 19 May

Microsoft Word – Advanced

Do you use MS Word to its full capacity? Learn to design graphics with special 3D effects and animated text. Employ features such as the table drawing tool, macros, Office Art, ClipArt and more using MS Word 2010.

Prerequisites Working knowledge of document creation in Word and must be able to use the merge and table features at a basic level.



\$ \$350.00 Concession \$315.00 (GST Exempt)

🕒 BSP29 – Sat 9am - 5pm, two sessions
1FL - 24 Mar
2J4 - 2 Jun (no class 10 Jun)



Microsoft Word and Excel – Introduction

Do you need to learn MS Word and Excel but do not have the time to learn them separately? Increase your knowledge and skills in half the time using MS Word and Excel 2010 (see marked exceptions below).

Prerequisites 'Personal Computers and the Internet – Introduction' or equivalent knowledge.



\$ \$440.00 Concession \$396.00 (GST Exempt)

BSP63 - 9am - 5pm, three sessions
1FM - Sat 11 Feb
1FO - Thu 23 Feb
2J5 - Tue 17 Apr
2J7 - Sat 16 Jun

BSP63 - 6.30 - 9.30pm, five sessions
1FN - Mon 13 Feb (no class 12 Mar)
(using MS Word and Excel 2007)
2J6 - Thu 19 Apr
(using MS Word and Excel 2007)

Microsoft Word and Excel – Advanced

Ready to take your skills to the next level? Get ahead quicker with this advanced combined course using MS Word and Excel 2010 (see marked exceptions below).

Prerequisites 'Microsoft Word and Excel – Introduction' or equivalent knowledge.



\$ \$440.00 Concession \$396.00 (GST Exempt)

BSP97 - 6.30 - 9.30pm, five sessions
1FQ - Tue 14 Feb
2J9 - Thu 31 May

BSP97 - 9am - 5pm, three sessions
1FR - Thu 15 Mar
(using MS Word and Excel 2007)
1FS - Sat 17 Mar
2J8 - Tue 8 May

Receive a 10% discount when you complete an Office Applications course marked as 10% and then enrol in any other Office Applications course offered that term. For further information please contact the Centre for Business Programs on (03) 8892 2167.

We'll give you a second chance!

Box Hill Institute has implemented a new policy for all IT related short courses marked as 2nd – “Paying students may re-do an IT course, if they choose, for free” (because let's face it, with IT, you don't always get it the first time around). This is, of course, subject to a few conditions:

- You must re-enrol within 12 months of your original enrolment
- It's in the same course (and version)
- You won't receive the materials again (because you will already have them!)
- This offer is subject to capacity (we need to have room for you)
- There will be a small admin fee (\$50 for a course worth \$300 or less, \$80 for everything above \$300)

But other than that - we're happy to offer you a second chance!



Project Management

ITIL V3 Foundation

Gain an understanding of the concepts and principles that make ITIL today's most widely accepted approach to IT service management. You will see how ITIL can improve day-to-day operations in IT and raise customer satisfaction.



With Dr. Andrew Barnden / David Brooks

\$ \$1095.00

SCIT1 – Wed to Fri 9am - 5pm, three sessions
20Q - 11 Apr

Prince 2 Foundation

This introductory course gives you the foundations of this process-based approach to project management. It provides an easily tailored and scalable project management methodology for management of all types of projects. The Certification exam is included in the course fee.



With Dr. Andrew Barnden

\$ \$1,750.00 (GST Exempt)

IE310 – Wed to Fri 9am - 5pm, three sessions
20R - 16 May

For more information about our Project Management courses, and discount opportunities for group bookings, contact (03) 9286 9861 or email ict@boxhill.edu.au

Don't forget to sign up to our monthly short course eNewsletter

Visit
www.boxhill.edu.au/subscriptions
to register your details


Database Administration

Database and SQL – Introduction

This program is an introduction to databases and the main language (SQL) used to access the data. This course will enable you to describe a relational database, describe database normalisation, communicate with a relational database using SQL, write advanced SQL queries using the main SQL commands, use special functions such as date, mathematical and aggregate, and export/import data.

 IT 10%

 \$395.00 (GST Exempt)


 IE309 – Mon 6 - 10pm, four sessions
20S - 7 May


Software Development

Java Programming – Introduction

This introductory program enables you to harness the power of Java whether you're developing web applications, games, interfacing to databases or creating animations.

 IT 10%

 \$395.00 (GST Exempt)


 IE307 – Tue 6 - 9pm, six sessions
10S - 21 Feb


Java Programming – Intermediate


Build on your Java programming skills with an expanded study of Revision of OOP concepts, Working with Java classes, Arrays, Collections; Lists, Maps (hash tables), Inheritance and Polymorphism, and GUI Application project.

Prerequisites 'Java Programming - Introduction'.

 IT 10%

 \$549.00 (GST Exempt)

 IE308 – Tue 6 - 9pm, six sessions
20T - 22 May

IT Course Loyalty Discount – be rewarded for your ongoing support. After completing an IT short course, enrol in another IT course within six months and receive a 10% discount off your next course. Look for this symbol  on eligible courses. To confirm your eligibility or to apply for a discount contact (03) 9286 9830 prior to enrolment. Note: cannot be used with any other discount offer including 2nd chance, or with online enrolment.

Apple Authorised Courses



Authorised Training Centre

Mac OS X Support Essentials v10.6 (Snow Leopard 101)

Focusing on functionality and troubleshooting for the Mac OS X desktop operating system, this course teaches the best practices in supporting users of Mac OS X systems.


Prerequisites You should have the following prerequisite knowledge prior to attending this course:


- Basic Mac OS X knowledge.
- Basic troubleshooting experience.

Alternatively you should have a solid understanding of Windows or Linux system configurations.

 IT 10%

 With Vijai Chhagan

 \$1,495.00 (GST Exempt)

 APL06 - 6 - 9.30pm, six sessions
10U - Wed 1 Feb
20U - Wed 2 May

 APL06 - 9am - 5pm, three sessions
10V - Sat 18 Feb
10W – Wed to Fri 14 Mar
20V - Sat 19 May
2CB – Wed to Fri 13 Jun

Mac OS X Server Essentials v10.6 (Snow Leopard 201)


Learn how to install and configure Mac OS X Server to provide network-based services, such as file sharing, authentication and printing. Tools for efficiently managing and deploying Mac OS X and software updates are also covered. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience.


Prerequisites You should have the following prerequisite knowledge prior to attend this course:

- Understanding of Mac OS X
- Experience with Mac OS X in a network environment
- Basic troubleshooting experience or Snow 101

 IT 10%

 With Vijai Chhagan

 \$2,150.00 (GST Exempt)

 APL07 – Tue to Fri 9am - 5pm, four sessions
10Y - 27 Mar
20W - 26 Jun

Apple


Apple Mac – Introduction


Are you able to use your shiny new Apple iMac computer? Do you rely on the kids to help you use your MacBook laptop? Are you a Windows user who is feeling a little lost using a Mac? This four-hour course will cover all the essential skills you need to take control of your Apple Mac and stop floundering around.

 IT 10%

 With Vijai Chhagan

 \$95.00

 APL20 – Thu 6 - 10pm, one session
10Z - 16 Feb
20Y - 31 May

 APL20 – Thu 12.30 - 4.30pm, one session
110 - 8 Mar
20X - 26 Apr
20Z - 21 Jun


Apple iMovie for Beginners


You have the footage but just how do you make the magic happen? We will show you how to create title sequences, how to add transitions, sound effects and music tracks and, importantly, how to prepare the finished movie for presentation on your iPod, Apple TV, YouTube and Apple iDVD.

 IT 10%

 With Vijai Chhagan

 \$95.00

 APL27 – Thu 6 - 10pm, one session
111 - 1 Mar
211 - 14 Jun

 APL27 – Thu 12.30 - 4.30pm, one session
112 - 29 Mar
210 - 10 May

Group Training

Have staff that need training? We can develop and deliver courses for your organisation. For more information about IT courses and discount opportunities for group bookings, contact us on (03) 9286 9861 or email ict@boxhill.edu.au for more information.

Apple iPhoto for Beginners

Snap happy? Apple iPhoto allows you to manage, rotate, and correct shots "just like a digital dark room" and then automatically organises your photos into a library based on events and dates. From there you can print your photos, add them to slideshows and photo books, or even publish them to web galleries.



With Vijai Chhagan

\$95.00

APL28 – Thu 6 - 10pm, one session
113 - 23 Feb
213 - 7 Jun

APL28 – Thu 12.30 - 4.30pm, one session
114 - 22 Mar
212 - 3 May

iPhone App Development and Programming

This program will introduce you the fundamentals of developing and programming an application for iPhone, iPod Touch or iPad.

Prerequisites You should have prior knowledge and some experience in:

- the use of the Apple Mac operating system
- experience with use of an iPhone, iPod Touch or iPad
- working knowledge of C programming language
- working knowledge of Objective-C programming language.

It is also beneficial, but not required, to have knowledge of:

- C++ programming language
- the Xcode application development environment



With Travis Matheson

\$495.00 (GST Exempt)

APL38 – Tue 6 - 10pm, four sessions
115 - 14 Feb
214 - 8 May

Cisco Specialisations

CCNA Voice

Learn basic IP telephony installation, configuration, and maintenance skills in a hands-on lab based environment. Course content aligns with the Cisco 640-460 IUC Implementing Cisco IOS Unified Communications exam, which is associated with the CCNA Voice certification. Also covers the first half of the requirements for the Cisco IP Communications Express Specialist Certification.

Prerequisites Completion of Cisco Academy CCNA course or current CCNA certification, or equivalent industry experience.



\$995.00 (GST Exempt)

ECS48 - 6 - 10pm, thirteen sessions
117 - Wed 1 Feb
216 - Mon 14 May

CCNA Wireless

The CCNA Wireless curriculum includes information and practice activities to prepare you for configuring, monitoring and troubleshooting basic tasks of a Cisco WLAN in SMB and Enterprise networks. After completing the subject, you should have the associate-level knowledge and skills to configure, implement and support of wireless LANs, specifically those networks using Cisco equipment. You will also be able to support a basic wireless network on a Cisco WLAN in a SMB to enterprise network.

Prerequisites CCNA or equivalent industry experience.



\$995.00 (GST Exempt)

ECS47 - 6 - 10pm, thirteen sessions
118 - Mon 30 Jan
217 - Tue 8 May

Have you finished a Cisco course
in the last 12 months?
Join a Cisco Specialist course
and receive a 10% discount

Cisco Systems Networking Academy Program



Certification Pathway – CISCO

Cisco Certification Pathways

CCENT Cisco Certified Entry Networking Technician

CCNA Cisco Certified Network Associate

CCNP Cisco Certified Network Professional

CCIP Cisco Certified Internetwork Professional

CCVP Cisco Certified Voice Professional

CCNA1 Exploration-Network Fundamentals (Version 4)

This module uses network protocol models to explain the layers of communications in data networks and teaches how to design, calculate and apply the correct IP addressing scheme. It also introduces Cisco CLI commands to perform basic router and switch configuration and verification and helps to develop skills in building up an Ethernet network using routers and switches.

Prerequisites A basic understanding of computers and networking is recommended.



\$649.00 (GST Exempt)

NA1E1 - 6 - 10pm, ten sessions
G11 – Tue 24 Jan
E11 – Mon and Wed 25 Jan
B21 – Tue and Thu 17 Apr
A21 – Wed 18 Apr
E31 – Mon and Wed 16 Jul
D31 – Thu 19 Jul
B41 – Tue and Thu 4 Oct

NA1E1 – 8.30am – 12.30pm, ten sessions
F11 – Sat 28 Jan

NA1E1 - 8.30am - 5pm, five sessions
H21 – Sat 21 Apr
H41 – Sat 13 Oct



CCNA2 Exploration-Routing Protocols and Concepts (Version 4)

This module introduces you to the various routing protocols including RIP, RIPv2, EIGRP and OSPF. It also focuses on the practical skills in programming routing protocols on Cisco routers.

Prerequisites CCNA1 Exploration - Network Fundamentals.

2nd

\$ \$649.00 (GST Exempt)

🕒 **NA2E1 - 6 - 10pm, ten sessions**
E12 – Wed and Mon 29 Feb
G22 – Tue 17 Apr
B22 – Thu and Tue 24 May
A32 – Wed 18 Jul
E32 – Mon and Wed 20 Aug
D42 – Thu 11 Oct
B42 – Tue and Thu 13 Nov

🕒 **NA2E1 - 8.30am - 5pm, five sessions**
H22 – Sat 26 May
H42 – Sat 17 Nov

🕒 **NA2E1 – 8.30am – 12.30pm, ten sessions**
F22 – Sat 21 Apr

CCNA3 Exploration-LAN Switching and Wireless (Version 4)

Introduces knowledge and skills in configuring, verifying and troubleshooting VLANs, interVLAN routing, VTP, trunking on Cisco switches and RSTP operation. Also enhances skills in troubleshooting common network problems using a layered model approach and setting up a secured wireless LAN.

Prerequisites CCNA1 Exploration - Network Fundamentals.

2nd

\$ \$649.00 (GST Exempt)

🕒 **NA3E1 - 6 - 10pm, ten sessions**
B13 – Tue and Thu 31 Jan
D13 – Thu and Wed 16 Apr
B33 – Tue and Thu 17 Jul
G33 – Tue 17 Jul
E43 – Mon and Wed 8 Oct
A43 – Wed 10 Oct

🕒 **NA3E1 - 8.30am - 5pm, five sessions**
H13 – Sat 28 Jan
H33 – Sat 21 Jul

🕒 **NA3E1 – 8.30am – 12.30pm, ten sessions**
F33 – Sat 21 Jul

CCNA4 Exploration-Accessing the WAN (Version 4)

Describes the impact of applications (Voice over IP and Video over IP) on a network and how ACLs are implemented to enhance network security and performance. It also provides hands-on introduction to basic WAN serial connection, PPP connection and Frame Relay between Cisco routers.

Prerequisites CCNA1 Exploration - Network Fundamentals. CCNA2 Exploration - Routing Protocols and Concepts. CCNA3 Exploration - LAN Switching and Wireless.

2nd

\$ \$649.00 (GST Exempt)

🕒 **NA4E1 - 6 - 10pm, ten sessions**
A14 – Wed 25 Jan
B14 – Tue and Thu 6 Mar
D24 – Thu 19 Apr
E24 – Wed and Mon 23 May
B34 – Tue and Thu 21 Aug
G44 – Tue 2 Oct
E44 – Mon and Wed 12 Nov

🕒 **NA4E1 - 8.30am - 12.30pm, ten sessions**
F44 – Sat 6 Oct

🕒 **NA4E1 - 8.30am - 5pm, five sessions**
H14 – Sat 3 Mar
H34 – 25 Aug

CCNA Security

Prepare for the Implementing Cisco IOS® Network Security (IINS) certification exam (640-553), leading to the CCNA Security certification. Gain the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented e-learning solution that emphasises practical experience. CCNA Security is a blended curriculum with both online and classroom learning.

Prerequisites You should have the following skills and knowledge:

- Basic PC skills such as typing, mouse, and desktop navigation skills
- Basic Internet navigation skills
- CCNA-level networking concepts and skills

You are encouraged to complete the CCNA Exploration course to acquire the fundamental CCNA-level routing and switching skills needed for success in this course.

2nd IT 10%

\$ \$995.00 (GST Exempt)

🕒 **ECS46 - 6 - 10pm, thirteen sessions**
119 - Tue 31 Jan
218 - Wed 9 May

CCNP ROUTE: Implementing IP Routing

Learn how to implement, monitor, and maintain routing services in an enterprise network. You will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

Prerequisites CCNA Academy Program: CCNA-level knowledge and skills required.

2nd IT 10%

\$ \$1,299.00 (GST Exempt)

🕒 **NPR01 - 6 - 10pm, fifteen sessions**
R11 - Thu 2 Feb
R21 - Tue 22 May

CCNP SWITCH: Implementing IP Switching

Learn how to implement, monitor, and maintain switching in converged enterprise campus networks. You will learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. Comprehensive labs emphasise hands-on learning and practice to reinforce configuration skills.

Prerequisites CCNA Academy Program. CCNA-level knowledge and skills required.

2nd IT 10%

\$ \$1,299.00 (GST Exempt)

🕒 **NPS01 - 6 - 10pm, fifteen sessions**
S12 - Tue 24 Jan
S22 - Wed 16 May

Group Training


Have staff that need training?
We can develop and deliver courses for your organisation. For more information about IT courses and discount opportunities for group bookings, contact us on (03) 9286 9861 or email ict@boxhill.edu.au for more information.


CCNP TSHOOT: Maintaining and Troubleshooting IP

Learn how to monitor and maintain complex, enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, based on systematic and industry recognised approaches. Extensive labs emphasise hands-on learning and practice to reinforce troubleshooting techniques. This exam maps to the 642-832 TSHOOT exam.

Prerequisites Both CCNP ROUTE/BSI and CCNP SWITCH/BMSN Courses.

 IT 10%

 \$1,299.00 (GST Exempt)

 **NPT01 6 - 10pm, fifteen sessions**
T13 - Wed 25 Jan
T23 - Thu 24 May

PEARSON VUE EXAM

To book a Cisco exam via Pearson Vue, please visit at www.vue.com and select the Box Hill Institute testing centre.

PROMETRIC EXAM

To book all Microsoft exams via Prometric, please visit at www.prometric.com
Box Hill Institute's venue code is AS36.

Microsoft
CERTIFIED

Trainer

MCP/MCTS, MCDST, MCSA, MCSE, MCITP Certifications

Beginning at the entry level Microsoft Certified Professional, all the way through to the Microsoft Certified Systems Engineer, Box Hill Institute offers many paths to Microsoft Certification.

A comprehensive Official Microsoft Curriculum program includes modules across Windows XP Professional, Windows Vista, Windows Server and Microsoft Specialist Technologies. Map out your Microsoft Certification with your choice of instructor led classes, designed to establish your skills and credentials with Microsoft products.

Microsoft Certified Professional (MCP)

The MCP is the initial step to take when beginning a Microsoft Certification Program. MCP candidates are required to pass one current Microsoft Certification exam in the MSCA/MCSE series.

Microsoft Certified System Administrator (MCSA)

Provides candidates with the skills you need to manage and troubleshoot network environments running Windows 2000 and Windows Server 2003 platforms. The MCSA is the intermediate step to the Microsoft Certified Systems Engineer (MCSE). To earn your MCSA on Windows Server 2003 certification, you must pass four exams: two core exams on networking systems, one core exam on client operating systems and one elective exam.

Microsoft Certified Systems Engineer (MCSE)

This is the premier certification for professionals who analyse business requirements, design and implement infrastructure for business solutions based on Microsoft Windows 2000 and Windows Server 2003 platforms. By earning the MCSE credential, individuals are demonstrating that they have the skills necessary to lead organisations in the successful design, implementation and administration of the most advanced Windows operating systems and Microsoft 2003 Servers. MCSE candidates are required to pass five core exams and two electives.

Microsoft Certified Technology Specialist (MCTS)

Participation across these certifications enable professionals to target specific cutting-edge technologies such as Windows Vista, Server 2008, .NET or SQL Server 2005. Candidates can gain their MCTS by passing one or two current Microsoft Certification exams. Multiple MCTS certifications can lead to the MCITP Certification.

Microsoft Certified IT Professional (MCITP)

Obtaining this credential validates that an individual has the comprehensive set of skills necessary to perform a particular job role, such as database administrator or enterprise messaging administrator. MCITP certifications build on the technical proficiency measured in the Microsoft Certified Technology Specialist (MCTS) certifications. Therefore, you will earn one or more MCTS certifications on your way to earning an MCITP credential.

Box Hill Institute is currently offering training that prepares you for the following MCITP Certifications:

MCITP: Consumer Support Technician (Windows Vista)

MCITP: Enterprise Support Technician (Windows Vista)

MCITP: Enterprise Desktop Administrator 7 (Windows 7)

MCITP: Server Administrator (Windows Server 2008)

MCITP: Enterprise Administrator (Windows Server 2008)

MCITP: Enterprise Messaging Administrator (Exchange 2007)

MCITP: Database Administrator (SQL Server 2005)

MCITP: Database Developer (SQL Server 2005)

Don't forget to sign up to our monthly short course eNewsletter

Visit
www.boxhill.edu.au/subscriptions
to register your details

IT Course Loyalty Discount – be rewarded for your ongoing support. After completing an IT short course, enrol in another IT course within six months and receive a 10% discount off your next course. Look for this symbol **IT 10% on eligible courses. To confirm your eligibility or to apply for a discount contact (03) 9286 9830 prior to enrolment. Note: cannot be used with any other discount offer including 2nd chance, or with online enrolment.**


Windows 7 Enterprise Desktop Support Technician


Using Microsoft Official Course 6293, this six session instructor-led course will teach IT Professionals how to support the operating system and solve technical troubleshooting problems in a Windows 7 and Windows Server 2008 R2 networking environment. This course also directly supports the EDST exam.

Prerequisites Before attending this course refer to course information on our website.

 **IT 10%**

 With David Brooks

 \$1,095.00 (GST Exempt)

 **MCT05 – Mon 6 - 10pm, six sessions**
11E - 13 Feb
219 - 16 Apr
21E - 28 May


Windows 7, Enterprise Desktop Administrator


Prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. Using Microsoft Official Course 6294A, this five-day instructor-led course is intended for desktop administrators who want to specialise in desktop deployment, configuration, and management. Learn how to plan and deploy Windows 7 desktops in large organisations and how to design, configure and manage the Windows 7 client environment.

Prerequisites Before attending this course refer to course information on our website.

 **IT 10%**

 With David Brooks

 \$1,795.00 (GST Exempt)

 **M6294 - 6 - 10pm, ten sessions**
11F - Tue 31 Jan
21F - Wed 18 Apr


MCTIP Server/Enterprise Administration


Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services

Prepare for the Microsoft Exam 70-640: TS: Windows Server 2008 Active Directory, Configuring. Using Microsoft Official course 6425, this instructor-led course will provide Active Directory Technology Specialists with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

Prerequisites It is recommended that before attempting Exam 70-640 you should have completed Course 6426A - Configuring and Troubleshooting Identity and Access Solutions with Windows Server 2008 Active Directory.

 **IT 10%**

 \$1,795.00 (GST Exempt)

 **M6425 - 6 - 10pm, ten sessions**
11G - Tue 31 Jan
21G - Wed 18 Apr


Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure


Prepare for the Microsoft Exam 70-642, and Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Network Infrastructure, Configuring. Using Microsoft Official Course 6421A this course provides you with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Learn to implement and configure secure network access, implement fault tolerant storage technologies and gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. You will also learn how to secure servers and maintain update compliance.

Prerequisites Before attending this course you should have:

- Working experience with Windows Server 2003.
- Basic knowledge of Active Directory.
- An understanding of security concepts and methodologies (for example, corporate policies).
- Basic knowledge of DHCP and Ipsec.

 **IT 10%**

 \$1,795.00 (GST Exempt)


 **M6421 - 6 - 10pm, ten sessions**
11K - Tue 31 Jan
21J - Wed 18 Apr

Configuring, Managing and Maintaining Windows Server 2008 Servers

Prepare for Microsoft technical specialist exam 70-640 TS: Windows Server 2008 Active Directory, Configuring. Using Microsoft Official Course 6419, this instructor-led course combines five days worth of instructor-led training content from the Network Infrastructure Technology Specialist, Active Directory Technology Specialist, and IT Professional Server Administrator courses of Windows Server 2008. This course provides you with the knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2008 environment. Also covers the core skills required by anyone working with Windows Server 2008 Servers.

Prerequisites Before attending this course refer to course information on our website.

 **IT 10%**

 \$1,795.00 (GST Exempt)


 **M6419 - 6 - 10pm, ten sessions**
11L - Tue 31 Jan
21K - Wed 18 Apr

Deploying Windows Server 2008

Prepare for the Microsoft Exam 70-643: TS: Windows Server 2008 Applications Infrastructure, Configuring. Using Microsoft Official Course 6418, special emphasis is given to upgrading common server configurations and using the Microsoft Deployment Toolkit. This course also counts as credit toward Microsoft Certified IT Professional (MCITP): Enterprise Administrator.

Prerequisites Intended for IT professionals who are experienced with Windows Server 2000 or Windows Server 2003, and who hold an MCSE or MCSA certification and/or equivalent knowledge.

 **IT 10%**

 \$1,095.00 (GST Exempt)

 **M6418 - 6 - 10pm, six sessions**
11M - Mon 13 Feb
21L - Mon 16 Apr
21M - Mon 28 May


Fundamentals of Windows Server 2008 Active Directory


Using Microsoft Official Course 6424, this instructor-led course provides Active Directory Technology Specialists an introduction to Active Directory server roles in Windows Server 2008. Intended for entry level students who want to get familiar with the Active Directory server roles and their basic functionality.

Prerequisites Before attending this course you should have:

- Basic understanding of networking and network operating systems.
- Basic knowledge of server hardware. A+ or equivalent knowledge (not required but expected).

 **IT 10%**


 \$1,095.00 (GST Exempt)


 **M6424 – Mon 6 - 10pm, six sessions**
11Q - 13 Feb
21N - 16 Apr
21O - 28 May

Fundamentals of Windows Server 2008 Network and Applications Infrastructure

Using Microsoft Official Course 6420, this instructor-led course introduces you to network and applications infrastructure concepts and configurations provided by Window Server 2008. You will acquire a fundamental understanding as preparation for pursuing advanced certification in the network and applications infrastructure areas.

 **IT 10%**

 \$1,795.00 (GST Exempt)


 **M6420 - 6 - 10pm, ten sessions**
11R - Tue 31 Jan
21Q - Wed 18 Apr


Planning and Administering, Windows Server 2008 Servers

Using Microsoft Official Course 6430, this instructor-led course provides you with the knowledge and skills to plan, manage, and maintain Windows Server 2008 servers. Prepare for the Microsoft certification Exam 70-646: Pro: Windows Server 2008, Server Administrator, and also counts as a credit towards Microsoft Certified IT Professional (MCITP): Server Administrator certification.

Prerequisites Before attending this course refer to course information on our website..

 **IT 10%**

 \$1,259.00 (GST Exempt)

 **6430M - 6 - 10pm, ten sessions**
11S - Tue 31 Jan
21R - Wed 18 Apr

Microsoft Certifications


Windows 7, Configuring

Prepare for the Microsoft certification exam 70-680 MCTS: Windows 7, Configuration. Using Microsoft Official Course 6292, this instructor-led course provides you with the knowledge and skills to install and configure Windows 7 desktops. This is the first course in the Windows 7 curriculum and will serve as the entry point for other Windows 7 Technology Specialist courses. Also counts as credit toward the following certification(s): MCITP: Enterprise Administrator, MCITP: Enterprise Desktop Administrator 7, MCITP: Enterprise Desktop Support Technician 7.

Prerequisites Before attending this course refer to course information on our website.

 **IT 10%**

 With David Brooks

 \$1,095.00 (GST Exempt)


 **M6292 – Mon 6 - 10pm, six sessions**
11T - 13 Feb
21S - 16 Apr
21T - 28 May

Virtualisation Technology

Deploying and Managing Microsoft System Center Virtual Machine Manager

Prepare for the Microsoft Exam 70-403: TS: System Center Virtual Machine Manager 2008, Configuring. Using Microsoft Official Course 6331A, this instructor-led course teaches you how to implement a Microsoft System Center Virtual Machine Manager V2 solution in an organisation, and discusses how to install, configure, and deploy VMM.

 **IT 10%**

 \$1,095.00 (GST Exempt)

 **M6331 – Mon 6 - 10pm, six sessions**
11U - 13 Feb
21U - 16 Apr
21V - 28 May


Implementing and Managing Windows Server 2008 Hyper-V


Using Microsoft Official Course 6422, this instructor-led course will teach you how to implement and manage Windows Server 2008 Hyper-V and also how to manage Hyper-V with Solution Centre Virtual Machine Manager (VMM) and with PowerShell.

Prerequisites In addition to their professional experience you should have technical knowledge in the following areas:

- Windows Server 2000/2003 System Administration
- Server Virtualisation using Virtual Server 2005 or Virtual PC

 **IT 10%**

 \$1,095.00 (GST Exempt)


 **M6422 – Mon 6 - 10pm, six sessions**
11W - 13 Feb
21W - 16 Apr
21X - 28 May


VMware vSphere Install, Configure, Manage

This hands-on training course explores installation, configuration, and management of VMware vSphere™, which consists of ESX/ESXi and vCenter Server. The course is based on ESX/ESXi 4.1 and vCenter Server 4.1. Completion of this course satisfies as a prerequisite to take the VMware Certified Professional 4 exam.


Prerequisites System administration experience on Microsoft Windows or Linux operating systems. Some networking experience would also be beneficial but not essential.

 **IT 10%**

 With David Brooks / Frank Mentiplay

 \$1,995.00 (GST Exempt)

 **VM001 - 6 - 10pm, ten sessions**
10K - Wed 1 Feb
20M - Tue 17 Apr

 **VM001 - 8am - 5pm, five sessions**
10L - Sat 25 Feb
20N - Fri 25 May

IT Course Loyalty Discount – be rewarded for your ongoing support. After completing an IT short course, enrol in another IT course within six months and receive a 10% discount off your next course. Look for this symbol **IT 10% on eligible courses. To confirm your eligibility or to apply for a discount contact (03) 9286 9830 prior to enrolment. Note: cannot be used with any other discount offer including 2nd chance, or with online enrolment.**

Microsoft Online eLearning Courses

An exciting new Box Hill Institute initiative sees the launch of our new Microsoft eLearning programs. These official Microsoft eLearning courses are designed for the self-motivated and self-disciplined. Microsoft Certified Trainers will mentor you, with face to face support available in regular sessions throughout the year. Access to software to create your own virtual training labs will also be provided. eLearning will be held across the following disciplines:

Office Applications

- E5259 - Core Training for Microsoft Excel 2007.
- E5263 - Core Training for Microsoft Office Access 2007.
- E5260 - Core Training for Microsoft Office PowerPoint 2007.
- E5258 - Core Training for Microsoft Office Word 2007.
- E5261 - Core Training for Microsoft Outlook 2007.

Software Development

IT 10%

- E2541 - Core and Advanced Data Access with Microsoft Visual Studio 2005.
- E5160 - Core and Advanced Development with the Microsoft NET Framework 2.0 Foundation.
- E2548 - Core and Advanced Distributed Application Development - Microsoft Visual Studio 2005.
- E2543 - Core and Advanced Web Application Technologies with Microsoft Visual Studio.
- E2546 - Core and Advanced Windows Client Development with Microsoft Visual Studio 2005.

MCTIP Server/Enterprise Administration Server 2008

IT 10%

- E6421 - Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure.
- E6427 - Configuring and Troubleshooting Internet Services 7.0 in Windows Server 2008.
- E6425 - Configuring Windows Server 2008 Active Directory Domain Services.
- E6435 - Design Network Infrastructure in Windows Server 2008.
- E6437 - Designing a Windows Server 2008 Applications Infrastructure.
- E6436 - Designing Active Directory Infrastructure and Services in Windows Server 2008.
- E6420 - Fundamentals of a Windows Server 2008 Network Infrastructure and Applications Platform.
- E6424 - Fundamentals of Windows Server 2008 Active Directory.
- E6517 - Updating your Active Directory Technology Skills to Windows Server 2008.
- E7245 - Updating Your Windows Server 2003 Server Administrator Skills to Windows Server 2008.

SharePoint

- E5404 - Implementing Microsoft Office SharePoint Server 2007.
- E5266 - Training for Windows SharePoint Services 3.0.

Microsoft Technical Specialist (MCTS)

IT 10%

- E6292 - Installing and Configuring Windows 7 Client.
- E5103 - Windows Vista Professional Support Technician.
- E6319 - Configuring Hyper-V in Windows Server 2008.

MCSA/MCSE Server 2003

IT 10%

- E2274 - Managing and Maintaining a Microsoft Windows Server 2003 Environment.
- E2276 - Implementing a Microsoft Windows Server 2003 Network Infrastructure - Network Hosts.
- E2277 - Implement, Manage and Maintain a Microsoft Windows Server 2003 Network Infrastructure Network Services.
- E2278 - Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure.
- E2279 - Planning, Implementing and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure.
- E2830 - Designing Security for a Microsoft Windows Server 2003 Network.

Microsoft Exchange Server

IT 10%

- E5093 - Installing and Configuring Microsoft Exchange Server 2007.
- E5094 - Managing Microsoft Exchange Server 2007.
- E5095 - Designing the Microsoft Exchange Server 2007 Infrastructure.
- E5098 - Deploying the Microsoft Exchange Server 2007 Infrastructure.
- E5051 - Monitoring and Troubleshooting Microsoft Exchange Server 2007.
- E5097 - Upgrading Core Skills to Microsoft Exchange Server 2007.

SQL Server

IT 10%

- E2778 - Microsoft SQL Server 2005 (Core Training).
- E2786 - Microsoft SQL Server 2005 Database Administrator.
- E2781 - Microsoft SQL Server 2005 Database Developer.
- E6369 - Microsoft SQL Server 2008 Core Training.

🕒 Mon 6pm - 8pm, one session

31 Jan	13 Mar	24 Apr	19 Jun
14 Feb	27 Mar	8 May	5 Jun
28 Feb	10 Apr	22 May	

Please visit www.boxhill.edu.au/shortcourses for further information.

A+ Certification

A+ Training (CISCO IT Essentials - PC Hardware and Software)

Designed to prepare you for the Industry recognised CompTIA A+ certification. Run over twenty sessions totalling over 80 hours of training, and utilising the latest Cisco Systems Networking Academy Program, this course presents an in-depth exposure to computer hardware, peripherals and operating systems. Assemble and configure a computer, associated peripheral devices and install and configure basic wired and wireless networks.

Prerequisites You should have some experience using Windows-based computers.

🕒 2nd IT 10%

👤 With Martin Tran / Jatinder Warraich / David Brooks

💰 \$1,495.00 (GST Exempt)

🕒 ECS45 – Thu 4 - 10pm, twenty sessions
18E - 2 Feb



language

Take on the challenge of learning a new language and experience the satisfaction of acquiring new skills. Whether a beginner planning a holiday abroad or a more experienced speaker striving for fluency, highly qualified language instructors to help you meet your goals.

Level 1

🕒 \$245.00 Concession \$221.00
two hours x eight sessions

Level 2 and above

🕒 \$275.00 Concession \$248.00
two hours x eight sessions

Classes offered each term from Beginners to Advanced Levels – check our website for Advanced Level dates and enrolment.

Arabic Level 1

🕒 VC027
1DW - Mon 6 Feb, 7 - 9pm
2HG - Thu 26 Apr, 7 - 9pm

Auslan Level 1

🕒 VC968
1DX - Wed 8 Feb, 7 - 9pm
2HH - Sat 28 Apr, 10am - 12pm

Cantonese Level 1

🕒 VC955
1DY - Wed 8 Feb, 7 - 9pm
2HI - Tue 26 Jun, 7 - 9pm

French Level 1

🕒 VC916
1DZ - Wed 8 Feb, 7 - 9pm
2HJ - Mon 23 Apr, 7 - 9pm

German Level 1

🕒 VC901
1E0 - Wed 8 Feb, 7 - 9pm
2HK - Thu 26 Apr, 7 - 9pm

Greek Level 1

🕒 VC918
1E1 - Tue 7 Feb, 7 - 9pm
2HL - Mon 23 Apr, 7 - 9pm

Indonesian Level 1

🕒 VC920
159 - Sat 11 Feb, 10am - 12pm
2HM - Thu 26 Apr, 7 - 9pm

Italian Level 1

🕒 VC905
1E2 - Thu 9 Feb, 7 - 9pm
2HN - Wed 25 Apr, 7 - 9pm

Japanese Level 1

🕒 VC908
1E3 - Thu 9 Feb, 7 - 9pm
2HO - Wed 25 Apr, 7 - 9pm

Korean Level 1

🕒 VC026
1E4 - Mon 6 Feb, 7 - 9pm
2HQ - Tue 24 Apr, 7 - 9pm

Mandarin Chinese Level 1

🕒 VC914
1E5 - Thu 9 Feb, 7 - 9pm
1E6 - Sat 11 Feb, 10am - 12pm
2HR - Wed 25 Apr, 7 - 9pm

Spanish Level 1

🕒 VC912
1E7 - Wed 8 Feb, 7 - 9pm
2HS - Tue 24 Apr, 7 - 9pm

Thai Level 1

🕒 VC953
1E8 - Mon 6 Feb, 7 - 9pm
2HT - Tue 24 Apr, 7 - 9pm

Vietnamese Level 1

🕒 VC949
1E9 - Wed 8 Feb, 7 - 9pm
2HU - Mon 23 Apr, 7 - 9pm

library skill sets

Library Skill Sets – An Introduction to Cataloguing

Learn the basics of copy cataloguing, downloading records from several databases, updating catalogue descriptions to meet your users' needs, and organising catalogue records for easy searching in a library database. This short course uses tools such as SCIS database and subject headings, Libraries Australia, Dewey Decimal Classification Scheme and AACR2. For further information please contact Debra Hardy on (03) 9286 9861 or email ict@boxhill.edu.au.



🕒 \$390.00 (GST Exempt)

🕒 LS001 – Wed 9.30am - 4.30pm, three sessions
1AE - 7 Mar
2CC - 9 May

management

Team Leadership

Effective leadership is at your fingertips. We will show you all the skills and strategies you need to manage your team successfully and improve productivity.



🕒 \$395.00 Concession \$370.00 (GST Exempt)

🕒 TD593 – Wed 9am - 5pm, one session
2JN - 11 Apr

music

Guitar – Introduction

Do you have a guitar sitting in a cupboard somewhere that you've never learnt to play? Keen to become a novice or professional musician? Perfect for beginners, the Guitar Introduction short course covers chords, how to play melody and read music.

Prerequisites You will need your own guitar.



🕒 With Jeff Burstin

🕒 \$352.00 Concession \$315.00

🕒 VMU15 – Tue 6.30 - 8.30pm, seven sessions
1A1 - 21 Feb

Guitar – Advanced

For those people who have done 'Guitar - Introduction', this advanced short course enables you to extend your guitar skills. Learn chord structure, finger picking styles and rhythm options. Expand your musical styles with expert tuition from one of Australia's leading guitarists.

Prerequisites 'Guitar - Introduction' or equivalent proficiency. You will also need your own guitar.



🕒 With Jeff Burstin

🕒 \$352.00 Concession \$315.00

🕒 VMU17 – Tue 6.30 - 8.30pm, seven sessions
2BX - 17 Apr

Musicianship Preparation Studies 1

Prepare yourself for entry into a music program in this short course by learning music theory and gaining acoustic skills. Whether you have been making music and want to become more formal or you are an absolute beginner, this is the short course for you.



🕒 With Monty Mackenzie

🕒 \$370.00 Concession \$315.00 (GST Exempt)

🕒 MPS01 – Tue 6 - 8pm, seven sessions
1A2 - 6 Mar

occupational and work preparation

Police Entry – Occupational Preparatory Course

Get ready for Police Entrance Examination success. Be fully prepared for exactly what you will be tested on. The rest is up to you.



\$ \$395.00 Concession \$370.00 (GST Exempt)

🕒 **CWL15 – Mon to Fri 9am - 4pm, five sessions**
1G5 - 16 Jan
1G7 - 20 Feb
NEW - 14 May

🕒 **CWL15 – Mon to Thu 9am - 4pm, five sessions**
2JO - 2 Apr (no class 6 and 9 Apr)

🕒 **CWL15 – Wed 6 - 9pm, ten sessions**
1G6 - 1 Feb
2JQ - 2 May

Victoria Police Education Entrance Exam

Box Hill Institute is an official testing venue for the Victoria Police Education Entrance Exam. Exam dates are as follows:

🕒 **Fri 20 Jan**
Fri 24 Feb
Fri 23 Mar
Fri 20 Apr
Fri 18 May
Fri 22 Jun

\$ \$90.00 first sitting of complete exam,
\$35.00 per test (resits only) (GST Exempt)

For further information on the exam (not the course), exam cost, or to enrol contact Helen Reilly on (03) 9286 9566 or Julie George on (03) 9286 9400.

* For further information on the **Preparatory Course** and please see separate entry above.

* **Enrolments close seven days prior to each exam. Exam size is limited and enrolments will be taken in order of receipt, so it is advisable to enrol early.**

occupational health and safety

Work Safely in the Construction Industry

Understand on-site OHS legislation, hazards and control measures, communication and reporting processes and incident response procedures in this introductory course. Mandatory for building site workers and visitors to building and construction sites. Work Safe Victoria ID card issued on successful completion (recognised interstate).

Please Note: Enrolments close at 12.30pm on the day PRIOR to the start date. No further enrolments will be taken after 12.30pm the day before the class is scheduled to run.

Prerequisites Formal photo identification is required on the day of the class, ie Drivers' Licence or Passport. Students presenting without appropriate photo ID will be unable to commence the course.



\$ \$225.00 (GST Exempt)

🕒 **BDC11 – Sat 9am - 3pm, one session**
101 - 11 Feb
102 - 25 Feb
103 - 17 Mar
205 - 31 Mar
207 - 21 Apr
208 - 5 May
209 - 19 May
20A - 2 Jun
20B - 16 Jun
302 - 30 Jun

psychology

Psychology – Introduction

Explore the inner workings of the human psyche. Study the complexities of man's behaviour. Get a great introduction to basic psychology - online, anytime!



\$ \$180.00 (GST Exempt)

🕒 **VC928**

real estate

Real Estate for Agents' Representative – Off Campus

This Distance Education course is the first step in establishing your career in real estate by becoming an Agents' Representative, enabling you to perform a variety of real estate roles under the supervision of a licensed Estate Agent. The course runs over a period of six months or less and materials and assessments are sent to you by mail. The course includes the following subjects –

- CPPDSM4080A Work in the real estate industry.
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work.
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work.

This program is assessed by four tests and four assignments, and you will be supported in your studies by a qualified Real Estate Tutor. The course cost is all inclusive and includes all books and mail costs For further information or to enrol contact OFF CAMPUS - Distance Education on (03) 9286 9916 or email occ@boxhill.edu.au

Prerequisites You must be 18 years of age or older and meet other requirements for eligibility as stated by the Estate Agents Act.

\$ \$480.00 (GST Exempt)

🕒 **DE126**

Real Estate – Course in Property (Agents' Representative)

This short course comprises three units from CPP07 Certificate IV in Property Services (Real Estate).

- CPPDSM4080A Work in the Real Estate Industry.
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work.

Prerequisites None

\$ \$490.00 Concession \$460.00 (GST Exempt)

🕒 **TDS68 – Mon to Fri 9am - 5pm, five sessions**
1G9 - 16 Jan, 9am - 5pm
2JV - Mon 14 May

🕒 **TDS68 – Mon to Thu 9am - 5pm, five sessions**
2JS - Mon 2 Apr (no class 6 and 9 Apr)

🕒 **TDS68 – Tue and Thu 6 - 9.30pm, ten sessions**
1GA - Tue 14 Feb
2JU - Tue 1 May
2JW - Tue 12 Jun

🕒 **TDS68 – Mon and Wed 6 - 9.30pm, ten sessions**
2JT - Mon 16 Apr (no class 25 Apr)

refrigeration

Split Air Conditioning Systems up to 18KW – Installation and Commissioning

Please note: Eligibility to be registered or licensed by the Plumbing Industry Commission Victoria (1300 815 127) is the responsibility of the student.

Prerequisites Tradespeople in the mechanical/electrical trades. It is an Australian Refrigeration Council requirement that your supervisor has a minimum qualification Certificate II in Air Conditioning Split Systems to enable your trainee licence application. Before enrolling you must contact Lyn Fawcett on (03) 9286 9210 to confirm your eligibility.

📍 \$1475.00 (GST Exempt)

🕒 MER40 – Thu 5.30 - 9.30pm, twelve sessions
18W - 9 Feb

🕒 MER40- Sat 8am - 4.30pm, six sessions
18X - 11 Feb
2AC - 5 May

Screen and Digital Media



Pro Tools 101 – Introduction

The Pro Tools 101 Introduction short course covers basic Pro Tools principles, and provides everything you need to complete a Pro Tools project from initial set up to final mixdown. The course focuses on Pro Tools 8 software and covers a multitude of new functions and feature enhancements. Whether your project involves recording live instruments, MIDI sequencing of software synthesizers, or audio editing or region looping, this short course will give you the basic skills to succeed.

Prerequisites Basic computer skills, some audio recording knowledge and some Pro Tools familiarity (via Pro Tools FREE software).



🎧 With Laurence Maddy

📍 \$1070.00 (GST Exempt)

🕒 PT101 – Sat 9am - 5pm, three sessions
1A0 - 17 Mar (no class 7 Apr)

Pro Tools 110 Production 1

The Pro Tools 110 Production 1 short course offers a more in depth and detailed exploration of the Pro Tools software. Over three full day sessions you will become familiar with the key concepts and skills needed to operate the Pro Tools system. The course provides the foundation for the later 200-series Pro Tools Music Production and Post Production courses.

Prerequisites Completion of 'Pro Tools 101 Introduction' short course and online examination.

🎧 With Laurence Maddy

📍 \$1010.00 (GST Exempt)

🕒 PT110 – Sat 9am - 5pm, three sessions
2BW - 28 Apr

Pro Tools 201 Production 2

Want to get a detailed understanding of ProTools? The Pro Tools 201 Production 2 short course steps it up again - this time we are getting professional. Learn the core concepts and skills you need to operate a Digidesign Pro Tools/HD system in a professional studio environment. With this course you are on your way to making a career out of your Pro Tools capabilities!

Prerequisites Completion of the 'Pro Tools 101 Introduction' and 'Pro Tools 110 Production 1' short courses. Access to certification exams is only available when previous exams have been passed.

📍 \$1610.00 (GST Exempt)

🕒 PT201

Pro Tools 210M Music Production Techniques

Learn the techniques you need to work with Pro Tools systems in a professional music production environment. This course is for professional music producers.

Prerequisites Completion of the Pro Tools 101 Introduction, Pro Tools 110 Production 1, and Pro Tools 201 Production 2 short courses. Access to certification exams is only available when previous exams have been passed.

📍 \$1610.00 (GST Exempt)

🕒 PT21M

Pro Tools 210P Post Production Techniques

Looking to move your Pro Tools skills into the post production area? Pro Tools 210P Post Production Techniques will get you there. Learn professional Pro Tools techniques. Get the know-how you need to work in the post production environment.

Prerequisites Completion of the Pro Tools 101 Introduction, Pro Tools 110 Production 1, and Pro Tools 201 Production 2 courses. Access to certification exams is only available when previous exams have been passed.

📍 \$1610.00 (GST Exempt)

🕒 PT21P

Multimedia

Animation and 3D Modelling

The Introduction to 3D Modelling and Animation school holiday program is designed to offer you a chance to work with high-end 3D software, and be introduced to the basics of what can be achieved. The program also covers applications of these skills beyond video games and animated movies, discussing applications in industries such as industrial design, architectural pre-visualisation, advertising and medicine. This exciting program also provides you with the opportunity to achieve a Certificate I in Information Technology.

📍 new 2nd

📍 \$245.00

🕒 IE320 - 9am - 5.30pm, four sessions
109 – Mon to Thu 2 Apr
10F – Tue to Fri 10 Apr

Web Design

Dreamweaver

Are you expanding your graphic design business to include website design? Are you moving your design skills from print to the web? This three-day course takes you from the basics through to the construction of a modern, media rich website. It covers many topics such as accessibility and Google optimisation and emphasises the use of cascading style sheets (CSS) to format and layout the webpage in line with modern web design techniques (database driven websites are not covered). For further information contact (03) 9286 9861 or email ict@boxhill.edu.au.

📍 2nd IT 10%

🎧 With Michael Fahey

📍 \$675.00 (GST Exempt)

🕒 IE242 – Fri 8am - 4pm, three sessions
18G - 10 Feb
29V - 27 Apr





Dreamweaver Fundamentals

Are you a small business owner who needs a brochure website to promote your business? Do you have the responsibility to update and maintain a website? Do you need to understand the web to make informed business decisions? This two-day course will show you how to create and maintain a brochure type website and suggest ways you can make it more Google friendly. For further information contact (03) 9286 9861 or email ict@boxhill.edu.au.

 **IT 10%**

 With Michael Fahey

 \$395.00 (GST Exempt)


 **IE319 – Thu 8am - 4pm, two sessions**
18H - 22 Mar
29W - 14 Jun


Flash

Do you need to add some Flash videos to your website? Are you creating a short animation and don't know how to use Flash? Has a client asked you to add Flash to the website you built? This two-day course will show you how to do all this and more. For further information contact (03) 9286 9861 or email ict@boxhill.edu.au.

 **IT 10%**

 With Michael Fahey

 \$475.00 (GST Exempt)

 **IE244 – Fri 8am - 4pm, two sessions**
29X – 18 May

training, assessment and education

TAE40110 Certificate IV in Training and Assessment

Becoming a qualified trainer is an exciting and meaningful career move. The new Certificate IV in Training and Assessment is considered a valuable qualification by employers and organisations, and absolutely essential if you wish to become a teacher at any Australian TAFE Institute, VET in Schools program or at a Private Registered Training Organisation.

This program is offered:-

- January Summer school – 10 days
- Night classes – 20 classes
- Saturday classes – 10 days
- Weekday classes – 10 days
- Distance and online learning – self paced

For more information please contact the Centre for Industry Education and Training on (03) 9289 9696 or visit our website.


 Fee \$1,850.00 Concession \$784.00 (GST Exempt)

transport and warehousing

Crane – Mobile

Obtain a Licence to perform High Risk Work in the class of C2 slewing mobile crane up to 20 tonnes, including non slewing mobile crane and vehicle loading crane. Duration: seven days full-time. WorkSafe licence application fees and 100 points of identification are applicable when applying for the Licence to perform High Risk Work. For more information and enrolment form contact the Centre for Building and Furniture on (03) 9286 9083 or (03) 9286 9120.

Prerequisites Must be over 18 years of age. A good understanding of written and spoken English is required to understand the regulations and undertake the written test. Photo identification required. Driving experience necessary.


 \$475.00 (GST Exempt)

 **TLM2C**

Dogging

Obtain your licence to perform High Risk work in the class of dogging. All theoretical and practical aspects of dogging operations are covered in this course. The licence assessment procedure is also fully explained. Duration: five days full-time. WorkSafe licence application fees and 100 points of identification are applicable when applying for the Licence to perform High Risk Work. For an enrolment form contact the Centre for Building and Furniture on (03) 9286 9083 or (03) 9286 9120.

Prerequisites Must be over 18 years of age. A good understanding of written and spoken English is required to understand the regulations and undertake the written test. Photo identification required. Driving experience is necessary.


 \$475.00 (GST Exempt)

 **TLDCA**

Forklift

Gain a licence to perform High Risk Work in the class of forklift. Both theoretical and practical aspects of forklift operation are covered and the licence assessment is fully explained. Duration: five days full-time. WorkSafe licence application fees and 100 points of identification are applicable when applying for the Licence to perform High Risk Work. For an enrolment form contact the Centre for Automotive, Transport and Engineering on (03) 9286 9083 or (03) 9286 9120.

Prerequisites Must be over 18 years of age. A good understanding of written and spoken English is required to understand the regulations and undertake the written test. Photo identification required. A Vic Roads driver's licence is not required for this course.

 \$355.00 (GST Exempt)

 **TLFLC**

Driving Instruction

This course is a pre-requisite for people wishing to gain employment as a Driver Instructor. Upon completing this course you should have the necessary pre-requisite qualifications to gain employment within the Driver Training Industry. Weekend course available at an additional cost. For more information please contact the Centre for Automotive, Transport and Engineering on (03) 9286 9083.

Prerequisites Enrolments cannot be accepted until a numeracy and literacy test has been successfully undertaken. Contact (03) 9286 9083 or email mvd@boxhill.edu.au to arrange attendance at an information session prior to enrolment. You must hold a full Victorian or interstate motor car driver's licence, pass a literacy test, be proficient in written and spoken English and have access to the internet.

 \$1200.00 Concession \$900.00 (GST Exempt)

 **TLM4CA**

writing and editing

The Creative Writer

Is the great Australian novel burning inside you? Take the first step - online! Unlock the secrets of engaging readers, plotting, characterisation and editing. Improve your writing. Gain confidence. Learn the techniques. Hone your skills! Great for every experience level!



 \$275.00 Concession \$248.00

 **VTM62 – Wed 7.30 - 9.30pm, eight sessions**
1EC - 8 Feb
2HY - 25 Apr



Discover a world of career options at Open Day!

With activities and teaching staff available at all campuses, Open Day is the perfect opportunity to find what you are looking for. Speak to staff about your course options or find out about the range of services available to Box Hill Institute students.

Make Box Hill Institute's Open Day YOUR day!

Sunday 26 August

10am – 3pm

- All campuses
- All courses
- All welcome

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The information contained in this publication is correct at the time of publication (December 2011).
Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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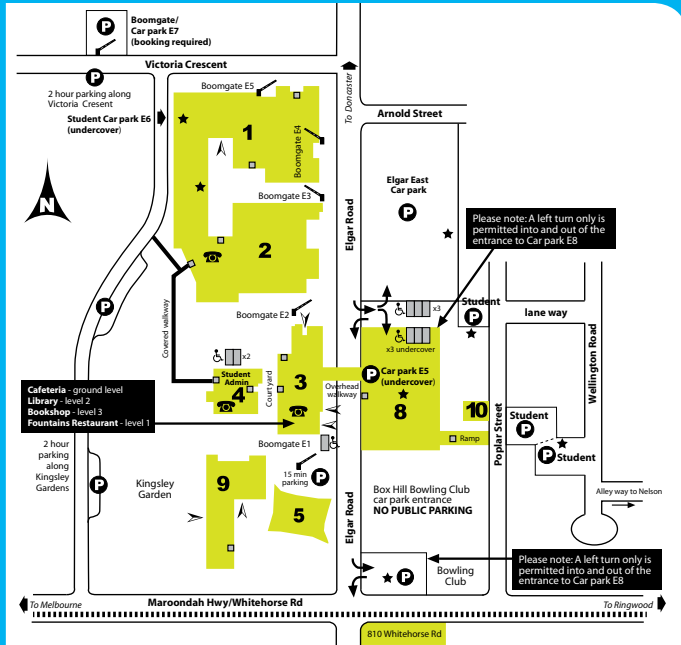
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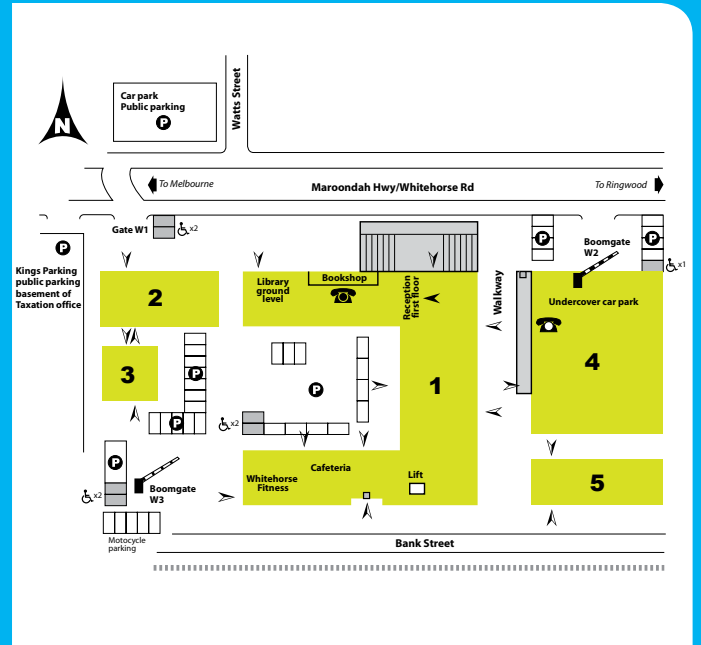
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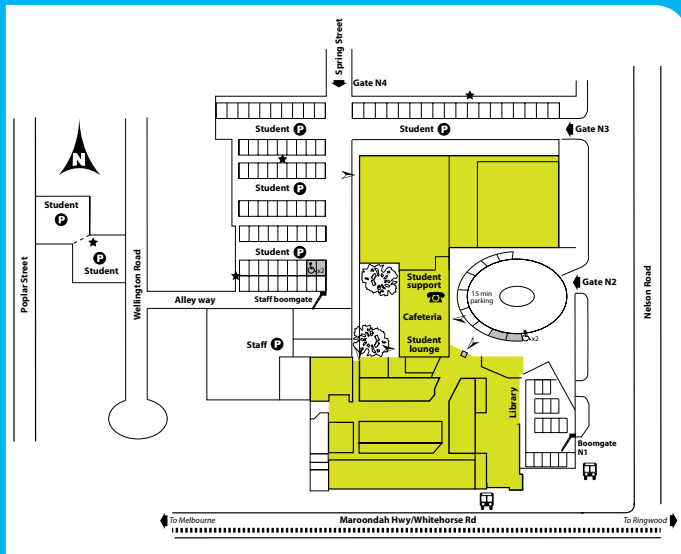
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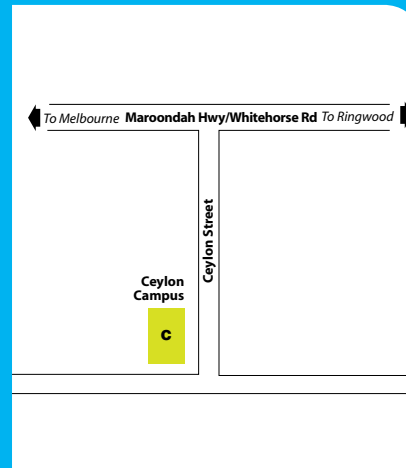
Elgar Campus
465 Elgar Road Box Hill



Whitehorse Campus
1000 Whitehorse Road Box Hill



Nelson Campus
853 Whitehorse Road Box Hill



Ceylon Campus
30-32 Ceylon Street
Nunawading

Key

- Campus reception
- Entrances
- Boomgate (Restricted Parking)
- Bus Stop
- Available parking areas
- Disabled parking
- Wheelchair access
- Public Telephone
- Train route
- Tram route
- Student on-campus carpark entry
- Ticket machine
- Entrances with disabled access

Main campus locations are detailed, however other locations may be used in some instances. Please carefully check your confirmation of enrolment letter for location details.

WHITEHORSE FITNESS



**FREE
MEMBER
GIFT PACK!**
Valued at \$50

*Conditions Apply

Put your best foot forward!

Let our friendly staff help you achieve your fitness goals!

Services include personal training, pilates, yoga, zumba, circuit classes, weight loss/toning and dietary advice.

For more information call Whitehorse Fitness on 9286 9705
or view our brochure on boxhill.edu.au/whitehorsefitness
or visit us at Bank Street, Box Hill 3128.



Global Educators™

Short Course Application and Enrolment Form

Cash Register Imprint

HAVE YOU EVER ENROLLED AT BOX HILL INSTITUTE BEFORE? NO YES BOX HILL STUDENT ID No.

SURNAME (FAMILY NAME): DATE OF BIRTH: 19

GIVEN NAMES: SEX: Male Female

NAME ORDER: (Write your full name in the order you wish it to appear on official results / certificates. ie: John James Smith)

LOCAL ADDRESS: Number & Street

Suburb/Town Postcode

Home Phone Work Phone

Mobile Phone Fax

Email

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?

- Completed Year 12 (HSC/VCE/Form 6/Senior VCAL)..... 12
 - Completed Year 11 (Leaving/Form 5/Intermediate VCAL)..... 11
 - Completed Year 10 (Intermediate/Form 4)10
 - Completed Year 9 or equivalent09
 - Completed Year 8 or equivalent08
 - Did not attend school02
- (write no. in box)

IN WHICH YEAR DID YOU COMPLETE THAT SCHOOL LEVEL?

ARE YOU STILL ATTENDING SECONDARY SCHOOL? Y N

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

- Bachelor Degree or Higher Degree1
 - Advanced Diploma or Associate Degree2
 - Diploma (or Associate Diploma)3
 - Certificate IV (or Advanced Certificate/Technician)4
 - Certificate III (or Trade Certificate)5
 - Certificate II6
 - Certificate I7
 - Certificates other than the above8
- (write no. in box)

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS?

- Full-time employee1
 - Part-time employee2
 - Self employed - not employing others3
 - Employer4
 - Employed - unpaid worker in a family business... 5
 - Unemployed - seeking full-time work6
 - Unemployed - seeking part-time work7
 - Not employed - not seeking employment8
- (write no. in box)

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION?

- Y N
- If YES, then please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one area.)
- Hearing/Deaf 11
 - Physical 12
 - Intellectual 13
 - Learning 14
 - Mental Illness 15
 - Acquired Brain Impairment 16
 - Vision 17
 - Medical Condition 18
 - Other 19
 - Unspecified 99

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

- No N
 - Yes, Aboriginal A
 - Yes, Torres Strait Islander T
 - Yes, Aboriginal AND Torres Strait Islander B
- (write no. in box)

IN WHICH COUNTRY WERE YOU BORN? (Please tick)

Australia Other (Please specify)

If other, YEAR you arrived in Australia

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? (Please tick)

English Other (Please specify)

HOW WELL DO YOU SPEAK ENGLISH?

- Very well 1
 - Well 2
 - Not well 3
 - Not at all 4
- (write no. in box)

COURSE NAME

COURSE ID GROUP START DATE FEE \$

Concessions (if applicable) No Yes (Complete details below) Card Number

Health Care Card Senior's Card Pension Card Expiry Date (Please enclose a copy of Concession documentation)

PAYMENT DETAILS - ENROLMENTS CANNOT BE ACCEPTED WITHOUT PAYMENT

Mail Enrolment Payment Details: (mail enrolments only)

Cash Cheque Moneyorder Visa Mastercard

Card Number Exp CCV

Cardholder's Name Cardholder's Signature

Or Invoice Company - minimum amount \$500 and AUTHORISATION LETTER OR PURCHASE ORDER REQUIRED

Company Name Contact Name

Company Address Suburb Post Code

Phone Fax

- BY FAX**
Fax to (03) 9286 9930
Payment by credit card or invoice to company
- BY MAIL**
Box Hill Institute
Short Course Centre
Private Bag 2014
Box Hill Vic 3128
- BY TELEPHONE**
1300 BOX HILL
(1300 269 445)
Mon-Fri 8.00am-6.00pm
- IN PERSON**
Student Administration
Building 4 Ground Level
465 Elgar Road Box Hill
Mon-Fri 8.00am-5.00pm

All enrolments will receive a confirmation letter giving details of the venue and car parking.

Condition of Enrolment (Short Courses)

By enrolling in this Short Course at Box Hill Institute, you are agreeing to abide by the policies, procedures, regulations and Student Code of Conduct of the Institute. This includes agreement with the refund policy stated below, and agreement to your personal information being disclosed in accordance with Box Hill Institute's Privacy Collection Statement, viewable at www.boxhill.edu.au/privacy. You are also providing confirmation that the information you have provided to enrol above, is complete and correct. Further application and enrolment information is viewable at www.boxhill.edu.au

Refund Policy (Short Courses)

Course Withdrawal and Refunds: Fee refunds will only be issued if a course withdrawal request is received at least five (5) working days prior to the date of course commencement. A 25% administration fee will be charged. No refunds will be issued for withdrawal requests received after this time.
Course Transfers: Students wishing to transfer to a future start date of the same course will be accepted if a request is received at least five (5) working days prior to the date of course commencement, and providing a suitable future course offering is available. For all transfer requests, a \$35 transfer fee will apply.

Course Cancellation by the Institute: Where a course is cancelled due to unforeseen circumstances, a full refund will be issued. Processing of refunds takes a minimum of twelve (12) working days. All refunds will be made directly to the payee, and will be mailed to the payee's address as shown on the application form.

For Office Use Only

	Initials	Date
Smart entered	<input type="checkbox"/>	_____
Smart payment	<input type="checkbox"/>	_____
Conf printed	<input type="checkbox"/>	_____
Conf sent	<input type="checkbox"/>	_____

Short Crs (0-99 hrs) GST Exempt: (SMART Fee Type: SGN)
 Onestop Transaction: 940 Cash Register Code: course +.SA
 (Account Code: N Centre_____ Course _____ - 1385)
 Short Crs (0-99 hrs) GST Inclusive: (SMART Fee Type: SGY)
 Onestop Transaction: 945 Cash Register Code: course +.SG
 (Account Code: N Centre_____ Course _____ - 1315)