

# SUMMER SHORT COURSE GUIDE

January – March 2017

**\$49**

## SHORTIES:

Short, sharp, fun  
& informative courses  
for just \$49

## TUTOR PROFILE:

Rosemary Robenn  
Ballet tutor

## IN FOCUS: TRAVEL

Tips to beat jetlag

**INTERESTING COURSES FOR INTERESTING PEOPLE**

PLEASE DON'T LITTER / SHARE WITH A FRIEND

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For terms and conditions of enrolment visit [cae.edu.au](http://cae.edu.au). Every effort has been made to ensure the information contained in this publication is accurate at the date of printing (December 2016). For the most up-to-date information, please refer to [cae.edu.au](http://cae.edu.au) before booking a course.

CAE RTO 3737 | BHI RTO 4687



### A MESSAGE FROM THE CEO OF CENTRE FOR ADULT EDUCATION AND BOX HILL INSTITUTE

Welcome to the summer edition of the Centre for Adult Education (CAE) Short Course Guide, the start of new, exciting courses and the return of long-time favourites.

There is always lots happening in Melbourne during summer and plenty to inspire you to try your hand at a new skill, meet new people, and make the most of the extended daylight hours.

If trying something new is one of your New Year's resolutions or if you want to shake up your well-worn routine, CAE has a short course for you.

You could try one of our informative walking tours that will take you to hidden and not so hidden locations in and about Melbourne's alleyways. This is a great way to rediscover our city, learn about its history and cultural hotspots, or brush up on your photography skills.

Summer is also a time for entertaining, so perhaps this year you would like to participate in a cooking class before inviting friends or family over to show off your newfound talents. You could explore the tastes and scents of a different culture or brush up on your dessert making abilities.

CAE is part of the Box Hill Institute Group and we are proud to have recently won the 2016 Australian Training Awards' Large Training Provider of the Year award. This award clearly acknowledges the professionalism and passion of our staff who make such a difference to the lives of so many.

There is an abundance of opportunities available at CAE and I encourage you to explore our guide and find something new to try. You might even like one of our "shortie" courses.

We look forward to seeing you.

**Norman Gray AM**  
CEO of Centre for Adult Education  
and Box Hill Institute



Proud to be awarded  
2016 Australian Large  
Training Provider  
of the Year



### A MESSAGE FROM THE MINISTER FOR TRAINING AND SKILLS

Welcome to the CAE Summer Short Course Guide.

I congratulate the CAE on 70 years of providing our community with further education and training, and unique opportunities to learn and succeed.

The CAE has always supported those who love learning and want to challenge themselves. The Andrews Government is proud to support the CAE in this mission.

CAE continually evolves its wide range of programs and services to reflect the local community's interests and the changing needs of adult learners. Take a look inside this guide to see the hundreds of courses on offer – from vocational training and recreational learning to an extensive catalogue of languages – there is sure to be something that will appeal, and excite you to continue your educational journey.

The adult education sector in Victoria is the largest in Australia with more than 300 Learn Local adult education providers. These providers offer a wide range of options for students to build confidence and develop valuable skills. The Andrews Government recognises how crucial Learn Locals, like the CAE, are to communities, and the vital role they play in the vocational education system.

The Government will continue to support Learn Local in its new approach to training and TAFE. *Skills First* focuses on protecting the needs of students to ensure the training they receive is high quality and work-relevant, and maximises employment prospects. The Government believes regardless of age, background or postcode, there should be opportunities for all Victorians to train for a brighter future.

**The Hon. Gaule Tierney, MP**  
Minister for Training and Skills



# Photography

## DIGITAL DARKROOM

### Digital Darkroom: Photoshop for Photographers

Transform your photos from good to great as you learn how Adobe Photoshop can enhance your digital photography. Learn to create and manipulate images with colour, filters and masks while covering topics such as exporting and preparing images for print.

**C** Melbourne CBD

4 x Thu 6-9pm · Mar 23 to Apr 13 · \$330 · HDP14402C

### Digital Photography & Photoshop

Each class involves discussions of camera use, aspects of photography and hands-on Photoshop of students' image files. There will be development from basic image enhancement through to some special effects and retouching.

**C** Melbourne CBD

4 x Wed 6-9pm · Mar 1 to Mar 22 · \$330 · HDAD3001C

## POINT & SHOOT PHOTOGRAPHY

### Compact Camera Photography

It's not just the excitement of size, weight and convenience. These cameras benefit from being built specifically for the digital age. With compact cameras you preview changes in depth-of-field or in-built filters on-screen before you take the shot and a range of amazing capabilities if you know how.

**C** Melbourne CBD

2 x Sat 10am-1pm · Jan 28 to Feb 4 · \$179 · HDY67401C

2 x Sun 10am-1pm · Mar 5 to Mar 12 · \$179 · HDAD2901C

### Digital Photography for Seniors

Join Terry Murphy, who brings 25 years photography and teaching expertise to his class, and learn all about your digital camera. Terry will demonstrate and talk in layman's terms about the critical key elements to taking great photos – exposure, shutter, aperture, ISO, white balance, flash, lens selection and creative controls. Course includes a practical shoot activity and review.

**C** Melbourne CBD

5 x Wed 10:30am-12pm · Feb 22 to Mar 22 · \$159 · HDX74901C

### Smartphone Photography: Get the Most from Your Phone!

Smartphones offer the convenience and immediacy of taking fabulous photos, capturing the moment, delivering quality images and allowing you to use applications to enhance your photography. This practical course with experienced multimedia teacher Neil Cross (ex-BBC), provides all the information you need to use Instagram and related apps on your smartphone (iPhone, Android, Windows) to improve your practical photography, present pictures in their best possible form, then share and post them whilst learning how to grow an online audience and keep privacy under your control.

**C** Melbourne CBD

2 x Sat 10:30am-1:30pm · Mar 25 to Apr 1 · \$149 · HDY48502C

### Travel Photography

Hosted by travel photography guru Glenn Guy, this is a fun and informative introduction to taking great pictures while travelling. The course provides a comprehensive overview of travel photography with a digital camera.

**C** Melbourne CBD

1 x Sun 10am-4pm · Apr 02 · \$140 · HDAD3501C

## SLR CAMERA PHOTOGRAPHY

### Digital SLR Photography

Get the most from your digital SLR camera in one of Melbourne CBD's most photogenic areas. Combines classroom-based learning with practical shooting under the expert guidance of a professional photographer.

**C** Melbourne CBD

4 x Mon 6pm-9pm · Jan 23 to Feb 13 · \$340 · HDQ11102C

4 x Tue 6-9pm · Feb 7 to Feb 28 · \$340 · HDAD3101C

4 x Thu 6-9pm · Feb 16 to Mar 9 · \$340 · HDAD3102C

4 x Wed 6-9pm · Mar 8 to Mar 29 · \$340 · HDAD3103C

4 x Mon 6-9pm · Mar 20 to Apr 10 · \$340 · HDAD3104C

### Digital SLR Photography: Intensive

**C** Melbourne CBD

2 x Sat 10am-4pm · Jan 28 to Feb 4 · \$340 · HD539402C

2 x Sat 10am-4pm · Feb 11 to Feb 18 · \$340 · HDAD3201C

2 x Sat 10am-4pm · Feb 25 to Mar 4 · \$340 · HDAD3202C

2 x Sat 10am-4pm · Mar 18 to Mar 25 · \$340 · HDAD3203C

### Digital SLR Photography Advanced

Designed to help digital SLR photographers further expand their knowledge of photographic techniques. Participants will learn a variety of photo skills, ideas and approaches to foster creativity with their camera. Some experience with a digital SLR is essential.

**C** Melbourne CBD

4 x Mon 6-9pm · Feb 27 to Mar 27 · \$330 · HDAD3301C

2 x Sun 10am-4pm · Mar 12 to Mar 19 · \$330 · HDAD3302C

## STUDIO PHOTOGRAPHY

### Studio Photography with Terry Murphy: Product Photography **NEW!**

Join artist and photographer, Terry Murphy, at his well-equipped studio for a hands-on product workshop and shoot suitable for a range of tabletop items including craft, food, jewellery, miscellaneous 3D items and especially for those keen to sell items on-line. Terry will discuss, demonstrate and assist you with key technical pointers on light, colour and perspective, looking at natural and artificial light, image quality, style and composition. Terry will also cover post-shoot processing to prepare images for their destination - online, print or publication. BYO DSLR camera, available lenses and a tripod if you have one.

**X** Kommune Studio (Alphington venue)

1 x Sun 10am-1pm · Mar 26 · \$159 · HDAD7701C

### Studio Photography with Terry Murphy: How To Set Up a Studio **NEW!**

This hands-on workshop with artist and photographer Terry Murphy is held at his studio and introduces you to the resources you might consider when setting up your own studio. For example, the Kommune Studio offers window light, continuous light, (LED and tungsten,) and studio strobes (20 frame/sec Elinchroms). Terry will look at options with backgrounds, dealing with limited distances and height, and how to get big imagery from small spaces; as well as options for managing the nature of light through reflection and diffusion, and managing colour through custom white balance. This is a workshop that will guide you to the best choices for yourself, and ways to maximise what you already have. BYO camera and available lenses.

**X** Kommune Studio (Alphington venue)

1 x Sun 10am-1pm · Mar 19 · \$159 · HDAD7601C

## PHOTOGRAPHIC WALKING TOURS

### Photographing Melbourne: A Walking Tour with a Difference! Lanes & Arcades

Photographer and artist Terry Murphy shows you how to take creative photographs of Melbourne's laneways and arcades, both famous and hidden. Each location has its own history, both colourful and dark. Terry shows you how to see these sites from another angle so your photographic images have that something extra. It's sure to be an informative and entertaining session. Suitable for all levels and all camera types.

**C** Melbourne CBD

1 x Sat 10:30am-1:30pm · Jan 21 · \$85 · HDY14801C

1 x Sat 10:30am-1:30pm · Mar 4 · \$85 · HDY14802C

### Photographing Melbourne: A Walking Tour with a Difference!

Join photographer and artist Terry Murphy to learn how to create impressive photographs of Melbourne's historic and hidden sites; from famous CBD locations to back-lanes; from the colourful to the dark! Terry shows you how to see these sites from another angle so that your photographic images have that special something that could be turned into fantastic postcards and even calendars. Suitable for all levels and all camera types.

**C** Melbourne CBD

1 x Sat 1-4pm · Jan 28 · \$85 · HDX95101C

1 x Sat 1-4pm · Mar 25 · \$85 · HDX95102C

New courses  
added regularly.  
Visit [cae.edu.au](http://cae.edu.au)



## Film

### Filmmaking: Start to Finish

Make a short film. Learn basic skills in production, direction, camera operation and editing as you storyboard a script, find locations, shoot the film, then edit it with Final Cut Pro X (10).

**C** Melbourne CBD

6 x Sat 10am-4pm • Mar 4 to Apr 8 • \$670 • HDK86601C

### Introduction to Professional Editing – Final Cut Pro

This course covers everything needed to get started with Final Cut Pro X (10). Topics include Ingesting material, editing, trimming, adding transitions and effects, working in the timeline window, mixing audio, managing projects and media, outputting digital media. With a 'hands-on' approach, participants will work with several styles of footage.

**C** Melbourne CBD

5 x Tue 6-9pm • Feb 21 to Mar 21 • \$350 • HDQ59701C

### Introduction to Professional Editing – Final Cut Pro Intensive

This course covers the same content as Introduction to Professional Editing – Final Cut Pro but in two longer sessions.

**C** Melbourne CBD

2 x Sat 10am-5pm • Mar 25 to Apr 1 • \$350 • HDV91801C

See **Let's Talk Movies**  
on page 20

# Digital Design & Multimedia

## ADOBE CS6 SUITE

### Adobe Creative Suite: Introduction (Mac)

This course will not only give you a great overview of the main components of the Adobe Creative Suite but also how they work together. Perfect for people interested in the CS6 suite who aren't sure where to begin.

**C** Melbourne CBD

2 x Wed 10am-4pm • Feb 1 to Feb 8 • \$320 • HDV91301C

### Adobe Illustrator: Introduction (Mac)

This course will teach you everything you need to know to get started using Adobe Illustrator CS6. Learn how to create scalable vector graphics such as logos, illustrations and graphics and a whole lot more.

**C** Melbourne CBD

2 x Wed 10am-4pm • Jan 18 to Jan 25 • \$320 • HDV80001C

2 x Tue 10am-4pm • Mar 7 to Mar 14 • \$320 • HDV80002C

### Adobe Illustrator: Introduction (PC)

This course will teach you everything you need to know to get started using Adobe Illustrator CS6. Learn how to create scalable vector graphics such as logos, illustrations and graphics and a whole lot more.

**C** Melbourne CBD

4 x Mon 6-9pm • Feb 13 to Mar 6 • \$320 • HDV77601C

### Adobe InDesign: Introduction (Mac)

Learn the fundamentals of Adobe InDesign CS6, developing a greater understanding of this powerful application and its abilities. Perfect for those who need to create and design documents such as advertisement flyers, brochures and magazine layouts.

**C** Melbourne CBD

2 x Sat 10am-4pm • Feb 18 to Feb 25 • \$320 • HDV90901C

### Adobe InDesign: Introduction (PC)

Learn the fundamentals of Adobe InDesign CS6, developing a greater understanding of this powerful application and its abilities. Perfect for those who need to create and design documents such as advertisement flyers, brochures and magazine layouts.

**C** Melbourne CBD

2 x Sat 10am-4pm • Jan 21 to Jan 28 • \$320 • HDV76801C

4 x Thu 6-9pm • Mar 2 to Mar 23 • \$320 • HDV76802C

### Adobe Photoshop: Introduction (Mac)

An ideal course if you are interested in art and graphic design, and want to explore your digital illustration and painting skills. Learn to create unique bitmap (raster) illustrations and artwork, and edit photographic and scanned images.

**C** Melbourne CBD

4 x Wed 6pm-9pm • Feb 1 to Feb 22 • \$320 • HDV59701C



**Adobe Photoshop: Introduction [PC]**

Learn the fundamentals of Adobe Photoshop CS6. Develop a greater understanding of this powerful application and its ability to add impact to photography and illustration projects.

**C** Melbourne CBD

4 x Tue 6pm-9pm • Jan 24 to Feb 14 • \$320 • HDV59901C  
2 x Sat 10am-4pm • Mar 11 to Mar 18 • \$320 • HDV59902C

See our new course  
**An Introduction to Digital Sculpture/3D Modelling (Using Sculptris Software) on page 6**

See our new course  
**An Introduction to Revit Architecture Fundamentals on page 14**

**DIGITAL DESIGN & MULTIMEDIA**

**AutoCAD – Basic**

This AutoCAD course is designed for Architects, Engineers, Concrete, Steel and Timber Detailers, Landscape Designers and anyone involved with the preparation, editing and understanding of AutoCAD drawings. The course will equip you with all the basics to move you into your area of work with a strong feeling of confidence that will stand out, after just the first few lessons.

**B** Box Hill

4 x Mon 9am-4:30pm • Mar 20 to Apr 10 • \$545 • SRX46801E



**Create a Simple WordPress Website**

With around 65% of websites in the world now using WordPress, this course helps you decide whether you want to host a free website at WordPress.com or create your own website that is under your control using WordPress.org on your own hosting account. You will understand the essentials so that you can either create your own website from scratch or employ a website designer and only pay for what you need.

**C** Melbourne CBD

2 x Mon 10am-4pm • Jan 16 to Jan 23 • \$289 • SRZ42101C  
2 x Fri 10am-4pm • Mar 3 to Mar 10 • \$289 • SRZ42102C

**Graphic Design**

This hands-on graphic design course will introduce participants to all aspects of the graphic design process. It's suited for those keen on understanding design principles and how to apply them using Adobe InDesign.

**C** Melbourne CBD

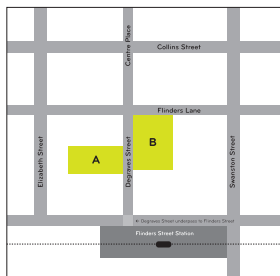
4 x Tue 6-9pm • Mar 7 to Mar 28 • \$320 • HDAD3401C

# ROOM HIRE

TRAINING & MEETING ROOMS, COMPUTER LABS, YOGA, DANCE AND ART STUDIOS, MESSAGE ROOMS, LECTURE HALLS, TEACHING KITCHENS AND CONFERRING FACILITIES

- Rooms from 2-195 capacity • Full day, half day or hourly rates from \$40/hour • Discounts available\* • Catering options available

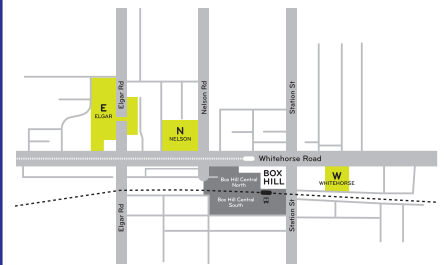
**CAE CITY – 253 Flinders Lane, Melbourne**  
(2 minute walk from Flinders Street Station)



**CATERING AVAILABLE**



**BOX HILL – 465 Elgar Road, Box Hill**  
(10 minute walk from Box Hill Station)



For more information or to make a booking please contact us:  
**8892 1623 | roomhire@cae.edu.au | cae.edu.au/room-hire**



\*Conditions apply

# The Arts

## CERAMICS & SCULPTURE

### Bijoux Porcelain

Bring your ideas and be inspired by the possibilities available with the inherent beauty and quality of porcelain in making jewellery. The natural translucence of this ancient material is complimented by the delicate beauty of Japanese Tissue Transfer decoration, giving your creations their own unique expression.

 Melbourne CBD

1 x Sat 10am-1pm • Mar 25 • \$99 • HVV03202C

1 x Sun 10am-1pm • Feb 5 • \$99 • HVV03201C

### Ceramics: Introduction

This is a great class for anyone wanting to make a start with clay. We cover simple techniques for making functional and decorative pieces. It's also a great start to confidently learn how to create and apply your own style of decoration. All materials including glazes are included in course fee.

 Melbourne CBD

5 x Wed 6-9pm • Mar 8 to Apr 5 • \$385 • HVA01902C

### An Introduction to Digital Sculpture/3D Digital Modelling (Using Sculptiris Software) **NEW!**

Artist Mila Faranov guides you in the use of digital functions and tools that enable you to sculpt in virtual clay. You push, pinch, stretch and manipulate the digital image as if it were clay and can even view in 360 degree rotations. Learn how to create your character, creature or portrait, save and paint your work. Mila also discusses external possibilities and applications including Photoshop and 3D printing. Basic Computer skills required.

 Melbourne CBD

5 x Wed 6-9pm • Mar 15 to Apr 12 • \$379 • HVAD6001C

### Sculpting a Bust from a Photographic Image **NEW!**

Your creative inspiration will be a series of photographic images of your choice. Drawing on these images, you will be introduced to the fundamentals of clay modelling and 3-dimensional work in the form of a bust or portrait as you create a plaster bust from a clay model. Experienced artist and tutor Mila Faranov covers tools, techniques, aesthetic elements including scale, proportion and texture and sculpting techniques. Students will learn mould making and casting techniques that enables creation of multiple versions – a valuable skill. No experience required.


 Melbourne CBD

6 x Tue 6-9pm • Feb 21 to Mar 28 • \$479 • HVAD6401C

## DRAWING

### Children's Book Illustration


From initial concepts to final artwork, create original characters, develop a storyboard and learn appropriate techniques for contemporary children's book illustration. Includes demonstrations and examples.

 Melbourne CBD

4 x Sat 10:30am-1:30pm • Mar 4 to Mar 25 • \$299 • HXM02001C

### Create a Comic: Image & Text

Comics are a popular and creative form of communication both in text and images. In this two session workshop, Sarah Howell, founding member of Squishface Studio, an open comic art studio, will inspire you to create your own six-page comic.

 Melbourne CBD

2 x Sun 10am-1pm • Mar 12 to Mar 19 • \$169 • HXZ98501C

### Drawing for Cartooning

A basic drawing class to get you on your feet for cartooning. Starting with a stick figure this class will teach you how to draw faces, gestures and simple perspective drawing while identifying stylistic features of other cartoonists and finding a personal style.

 Melbourne CBD

4 x Wed 6-9pm • Mar 8 to Mar 29 • \$319 • HXS39801C

### Drawing with Pastels

Pastel is an artist quality drawing medium of dry colour pigment formed into sticks which can be used in line work for sketching and in large areas of blended colour to create a pastel 'painting'. It is usually drawn onto coloured art paper, some of which may be visible in the finished artwork. Artist, Janet Hayes, will show you how you can use pastel to produce anything from quick impressionistic sketches to more finished pastel paintings.

 Melbourne CBD

4 x Sat 10am-12pm • Feb 25 to Mar 18 • \$259 • HXAB5201C

### Drawing: Intro

For absolute beginners, this course provides a relaxed and enjoyable introduction to some basic principles of drawing and materials. Students will draw from still-life arrangements in the studio and learn to draw 3D objects on a 2D picture plane, discovering how to plan and draw a simple composition. Explore line, tone, shading and proportion and discover easy and effective ways to build confidence and personal expression. No experience is necessary and all materials are included in the fee.

 Melbourne CBD

1 x Sat 10am-4pm • Feb 4 • \$189 • HWX76201C

1 x Sat 10am-4pm • Apr 1 • \$189 • HWX76202C



### Drawing: Intro (Daytime)


For absolute beginners, this course provides a relaxed and enjoyable introduction to some basic principles of drawing and materials. Students will draw from still-life arrangements in the studio and learn to draw 3D objects on a 2D picture plane, discovering how to plan and draw a simple composition. Explore line, tone, shading and proportion and discover easy and effective ways to build confidence and personal expression. No experience is necessary and all materials are included in the fee.

 Melbourne CBD

2 x Thu 10am-1pm • Feb 23 to Mar 2 • \$189 • HXZ09001C

### Drawing: Beginners

This course provides an introduction to a range of drawing skills and materials required to produce representational drawings. Fun and challenging exercises will encourage students to develop their skills and personal style in a supportive learning environment.

 Melbourne CBD

4 x Thu 6-9pm • Feb 16 to Mar 9 • \$299 • HXP68201C

4 x Thu 6-9pm • Apr 20 to May 11 • \$299 • HXP68202C

### Express Yourself Through Drawing – with Diane Hamilton

Take the first steps toward drawing confidently by using the design elements and principles to achieve a personal visual solution. Diane Hamilton introduces you to the basic skills of tone, proportion, texture and rendering are developed, while encouraging your personal expression. Hand-eye coordination is explored and visual perception is learned. Generate a wide range of techniques using grey lead and coloured pencils enabling students to start a new direction in the arts. This class is excellent for developing a folio of work or for beginners just starting to draw.

 Melbourne CBD

6 x Sat 10am-12pm • Feb 18 to Mar 25 • \$299 • HXK24301C

See our new course  
**Basic Colour Mixing: Exploring  
the Colour Wheel** on page 13

### iPad Art: An Introduction

Your iPad is, in reality, your own home studio, allowing you to create sketches and art work wherever and whenever you choose. All you need is the best art apps and you can be as creative as you like using a variety of styles including drawing, watercolour, oil, pastel and many other media.

Experienced artist Janet Hayes will show how to download art apps and explore the different media available to you – using, creating and, of course, having fun. Perhaps you are new to art and daunted by the cost of traditional art materials, possibly looking for a more convenient way to gather your thoughts and ideas in preparation for your core art work, or looking for a new totally new style of art, taking advantage of the exciting tools available via apps.

 Melbourne CBD

2 x Sat 10am-12:30pm • Apr 1 to Apr 8 • \$149 • HXAB5101C

### Life Drawing: Beginners

Gain an appreciation of the way the figure works with practical demonstrations and clear explanations of anatomy. Overcome mental blocks that prevent us from drawing what we see.

 Melbourne CBD

4 x Wed 6-9pm • Mar 8 to Mar 29 • \$399 • HXA29201C

### Life Drawing in a Day

An ideal introduction for beginners to explore drawing the human figure from life.

 Melbourne CBD

1 x Sat 10am-4:30pm • Feb 18 • \$209 • HXP33301C

### Unconventional Drawing

Melbourne based artist, Ben Sheppard challenges the way you think about drawing and art making in general. This course looks at alternative drawing processes and ways of developing ideas visually. A great taste of conceptual drawing practice for those interested in broadening their understanding of contemporary art.

 Melbourne CBD

4 x Tue 6-9pm • Mar 7 to Mar 28 • \$299 • HXY16801C

## PAINTING

### Chinese Painting: Continuing

This intermediate course is ideal if you already have some experience in Chinese Painting.

 Melbourne CBD

6 x Wed 9:30-11:30am • Apr 19 to May 24 • \$315 • HXW84802C



## The Arts (continued)

### Oil Painting 🖌️

Learn to use oil paint like a professional artist. This course will cover the many facets of oil painting techniques from paint application to surface preparation, mediums and finishing and glazing.

📍 Melbourne CBD

4 x Thu 6-9pm • Mar 16 to Apr 6 • \$309 • HXD86601C

### Painting & Drawing: Beginners 🖌️

Unsure whether to choose painting or drawing? Try both! Get into painting and drawing using charcoal, ink, acrylic and pastels. Beginning with black & white, then moving into an understanding of colour, students will explore basic aspects of representing an image, in a relaxed and supportive environment. Covers composition, representation, abstraction and colour theory.

📍 Melbourne CBD

5 x Wed 6-9pm • Mar 1 to Mar 29 • \$289 • HXW84401C

### Painting & Drawing Beginners: (Daytime) 🖌️

📍 Melbourne CBD

5 x Mon 10am-1pm • Jan 16 to Feb 13 • \$389 • HXX24501C

### Painting Level 2: The Versatility of Acrylics 🖌️

Join tutor Eleni Rivers as you experiment with the unique formal and technical possibilities of acrylic painting techniques and drawing. You will be encouraged to free your painting techniques by working in different styles of acrylic painting, ranging from traditional to expressive, investigate mixed media, mediums and additives. Master techniques ranging from a fluid watercolour like approach, through to glazing, textural layering, and impasto. Also covered will be collage and stencils.

📍 Melbourne CBD

1 x Sun 10am-4pm • Feb 26 • \$169 • HXX75501C

### Painting: Abstract 🖌️

Gain an understanding of the language of abstraction through paint. Learn about composition, colour mixing, design and space and explore individual expression. Abstract painting will be explained through 20th century modernist artists and movements such as Piet Mondrian, De Stijl, Jackson Pollock and Abstract Expressionism to the contemporary approaches of artists today. Looking briefly at modernist abstract painting at the beginning of each class will offer the student a reference point to practice non-representational abstract painting. Each class looks at a different aspect of abstract painting such as colour, texture, hard edge and contemporary methods.

📍 Melbourne CBD

4 x Tue 6-9pm • Feb 28 to Mar 21 • \$309 • HXA27301C



### Painting Abstract (Daytime) 🖌️

📍 Melbourne CBD

4 x Mon 10am-1pm • Mar 6 to Apr 3 • \$309 • HXAB4701C

### Painting: Intro 🖌️

Start from scratch and gain confidence as you are introduced to basic painting concepts and techniques through a series of practical exercises. Learn how to mix, apply and experiment with acrylic paint, incorporate colour and tone and create a simple composition. No experience needed.

📍 Melbourne CBD

1 x Sat 10am-4pm • Jan 28 • \$189 • HXW75701C

1 x Sat 10am-4pm • Mar 11 • \$189 • HXW75702C

### Painting: Intro (Daytime) 🖌️

📍 Melbourne CBD

2 x Thu 10am-1pm • Mar 9 to Mar 16 • \$189 • HXZ08901C

### Painting: Beginners – with Diane Hamilton 🖌️

Gain confidence in the technical application of oil or acrylic paints. Develop a personal art response through innovative exploration and experimentation with ideas, concepts and the painting medium. Learn new skills for achieving desired effects through realistic or abstract representation while improving your personal techniques.

📍 Melbourne CBD

6 x Sat 12:30-2:30pm • Feb 18 to Mar 25 • \$299 • HXV87801C

### Painting: Beginners 🖌️

This course provides an introduction to a range of painting styles, methods and techniques. Fun and challenging exercises will encourage students to develop their skills and personal style. Covers colour mixing and application, tone, composition, still life, abstract and expressionist painting.

📍 Melbourne CBD

4 x Wed 6-9pm • Feb 8 to Mar 1 • \$299 • HXA26401C

### Painting: Continuing – with Diane Hamilton 🖌️

Develop and explore new painting techniques and skills that are imaginative, expressive and show an individual style in painting. Paintings can be abstract, stylised or realistic.

📍 Melbourne CBD

7 x Sun 10am-12pm • Feb 12 to Mar 26 • \$319 • HXW88701C

### Watercolours: Intro 🖌️

This course is designed as an introduction to painting with watercolour. Students will develop confidence in mixing colour and gain skills in a variety of watercolour painting techniques. Watercolour materials will be discussed including a selection of basic colours in pans or tubes, brushes, watercolour papers, palettes and accessories. Develop an understanding of basic watercolour painting techniques including laying washes, colour glazing and lifting out. An opportunity to explore painting in a studio environment will be provided.

📍 Melbourne CBD

1 x Sat 10am-4pm • Feb 11 • \$169 • HXA30101C

1 x Sat 10am-4pm • Mar 25 • \$169 • HXA30102C

### Watercolours: Intro (Daytime) 🖌️

📍 Melbourne CBD

2 x Tue 10am-1pm • Jan 10 to Jan 17 • \$169 • HXZ91201C

### Watercolours: Continuing 🖌️

📍 Melbourne CBD

4 x Tue 6-9pm • Feb 28 to Mar 21 • \$319 • HXX26501C





**PICTURE FRAMING****Picture Framing** 🖐️

This class will cover frame-making, mat cutting, glass-cutting demonstration and fitting ready to hang. Learn techniques that can easily be replicated at home with basic equipment. Students will learn how to custom frame one or more works, using matting, frame, glass and backing board.

📍 Melbourne CBD

4 x Tue 6-9pm • Feb 21 to Mar 14 • \$339 • HVA16101C

**Picture Framing (Daytime)** 🖐️

📍 Melbourne CBD

4 x Mon 10am-1pm • Jan 23 to Feb 13 • \$339 • HVY46401C

Subscribe to our enews and receive updates, announcements and giveaway offers

[enquiries@cae.edu.au](mailto:enquiries@cae.edu.au)

**PRINTMAKING****Linocuts for Beginners** 🖐️

Be introduced to the process of developing and printing relief prints using Duraloid lino; a lino specifically designed for artists. We will explore block preparation, designing and transferring your image, carving techniques, paper handling and printing. Printing without the use of a press will also be included. No experience necessary.

📍 Melbourne CBD

2 x Sat 10am-4pm • Feb 18 to Feb 25 • \$369 • HXZ44801C

**Screen Printing Intensive** 🖐️

This is a 2 day weekend workshop where students will learn the basics in screen printing. The course will cover how to make designs using cut outs, oil pastels, photographic stencils and block out to print onto fabric, clothing or paper. The pace is a little fast and furious but by the end of the two days students will have produced multiple screen-printed designs onto clothing/fabric or paper as either a single colour print or a multi coloured print.

📍 Ola Cohn Centre (East Melbourne venue)

2 x Sat 10am-4:30pm • Feb 11 to Feb 18 • \$399 • HXP121010

**Linocuts: Margaret Preston** 🖐️

Explore the works of Margaret Preston and learn to make your own linocuts at CAE printmaking studios. Explore a range of traditional and contemporary linocut techniques and produce a limited edition of prints.

📍 Melbourne CBD

2 x Sat 10am-4pm • Apr 22 to Apr 29 • \$369 • HXP34201C

**ACCREDITED COURSES IN THE CITY****Further your studies in Visual Arts****Certificate III in Visual Arts** [CUA31115]

Certificate III in Visual Arts provides a variety of wonderful opportunities to explore a wide range of art techniques and methods. With practising artists as teachers, you will have a unique opportunity to realise your artistic goals. Study drawing, printmaking, sculpture, painting, art theory and history. You will also visit exhibitions, listen to artist talks, participate in workshops and develop an understanding of what it is to be a visual artist. This course is offered over three days per week full time. Part time options are also available.

**Certificate IV in Visual Arts** [CUA41315]

Certificate IV in Visual Arts is a one year, full time course. We also have a variety of part time options available. Our teachers are practising artists who can provide valuable mentoring, as well as practical experience. The Certificate IV will enable you to build on your conceptual and practical skills. You will undertake extensive studies in drawing, painting, printmaking and sculpture, listen to artists speak about their work and broaden your understanding of art history and theory.

**Diploma of Visual Arts** [CUA51115]\*

This course may help you to realise your creative aspirations by providing you with regular and detailed feedback to help you prepare for a career in the visual arts industry. You will explore and develop skills in specialist areas including painting, printmaking and sculpture and build on existing skills. Our visiting artist program ensures you develop a breadth of understanding of current trends in visual art. Studies in art theory and art business are integral to the Diploma.

You will select a major study in your choice of painting, printmaking or sculpture and at the end of the year will exhibit your works.

**It's not too late. Enrol now. Find out more call 1300 BOX HILL**

This training is provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments. For details visit [boxhill.edu.au](http://boxhill.edu.au)

\* Fee assistance (through Box Hill Institute) is available to eligible Diploma students.

Students undertaking these courses will be enrolled at Box Hill Institute (BHI). Upon completion, you will receive certification from Box Hill Institute. Box Hill Institute RTO Code: 4687 CRICOS Number: 02411J.



# Jewellery & Silversmithing

## JEWELLERY

### Acrylic Jewellery: Introduction 🖐️

Colourful, flat acrylic sheet (Perspex) is perfect for making a range of contemporary jewellery including earrings, pendants, brooches and bangles. Students will select a simple design to cut out, and, under the guidance of experienced jeweller, Vicki Mason, work through the various creative processes in order to complete a work to wear. Basic jewellery techniques, including transferring shapes to materials, sawing, filing, drilling holes and polishing, will be learned in order to work with this soft, eye-popping material. Basic materials included in course fee. It's suitable for beginners and the more experienced student.

📍 Melbourne CBD

2 x Tue 6-9pm • Mar 7 to Mar 14 • \$209 • HVAB1501C

### Bead & Pearl Stringing 🖐️

Learn professional threading techniques using beads and pearls. Create your own contemporary jewellery. Practice kit provided.

📍 Melbourne CBD

1 x Sat 10am-4pm • Feb 18 • \$209 • HVA15201C

### Jewellery Making 🖐️

Make traditional and contemporary jewellery and small-scale sculptures using sheet metal and wire. Covers ring-making, wire techniques and saw-piercing. Basic materials included in course fee.

📍 Melbourne CBD

4 x Thu 6-9pm • Mar 28 to Apr 18 • \$299 • HVA15001C

### Jewellery Making (Daytime) 🖐️

📍 Melbourne CBD

4 x Wed 10am-1pm • Jan 18 to Feb 18 • \$299 • HWY64501C

4 x Thu 10am-1pm • Mar 2 to Mar 23 • \$299 • HWY64502C

### Jewellery Making: Intensive 🖐️🖐️

📍 Melbourne CBD

2 x Sat 10am-4pm • Feb 4 to Feb 11 • \$299 • HVI76201C

### Jewellery: Precious Metal Casting 🖐️

Looking for a jewellery course that allows you to explore different forms and create beautiful pieces with minimal tools and experience? In this course students are encouraged to design and make their own jewellery using the lost wax casting technique. You will learn about the casting process and get hands-on experience in crafting jewellery and the techniques involved in finishing and polishing pieces. Pieces are cast in brass or silver. Small pieces cast in brass are covered by course fees; however silver pieces are paid for by students.

📍 Melbourne CBD

4 x Mon 6-9pm • Feb 6 to Feb 27 • \$349 • HVG24401C

### Make a Silver Ring in a Day 🖐️

Design and create a silver ring to take away the same day. Under expert guidance this course will show you ring sizing, filing, forming/bending, soldering and finishing. Silver provided for one ring.

📍 Melbourne CBD

1 x Sun 10am-4pm • Feb 26 • \$199 • HVT76601C



### Resin Jewellery: Intensive 🖐️

Learn resin casting and mould preparation techniques. Embed fabric, paper and various small objects to create unique jewellery objects.

📍 Melbourne CBD

2 x Sun 10am-4pm • Apr 02 to Apr 09 • \$339 • HWV81001C

### Silversmithing: Intensive 🖐️

This weekend course provides a practical introduction to fundamental silversmithing techniques. Traditional techniques of forging, raising and sinking, as well as general fabrication methods, will be used to create objects such as vessels, table ware or small sculptures in copper, brass or silver. These techniques can also be applied to making jewellery pieces if students wish.

📍 Melbourne CBD

2 x Sat 10am-4pm • Feb 25 to Mar 4 • \$299 • HWV59301C

Also see our other creative courses  
in Arts on page 6 and Home  
and Garden on page 13

# Fashion, Sewing & Style

## FASHION DESIGN & ILLUSTRATION

### Fashion Design: Introduction

Learn how to design and create your own fashion designs, gaining inspiration from a range of sources. Be introduced to different fabrics and how to design them into appropriately fabulous garments. Create working sketches and technical specifications.

**C** Melbourne CBD

4 x Tue 6-9pm • Feb 14 to Mar 7 • \$325 • HVZ54001C

## PATTERN MAKING

### Pattern Making from an Existing Garment

Learn how to take a pattern from an existing garment. Bring your favourite simple pieces such as a skirt, shirt or a simple dress and turn them into your own pattern so you can re-create that favourite time and time again!

**C** Melbourne CBD

1 x Sun 11am-4pm • Mar 5 • \$165 • HVP52401C

### Pattern Making

Feeling frustrated with commercial patterns that don't fit? Learn how to create blocks that can be adapted to create individual patterns and bring your own design ideas to life.

**C** Melbourne CBD

5 x Wed 6-9pm • Mar 8 to Apr 5 • \$369 • HVA10601C

### Pattern Making: Intensive

Learn all you need to know to create interesting and individual designs made to measure. Covers a range of professional pattern making techniques.

**C** Melbourne CBD

2 x Sun 10am-5pm • Feb 19 to Feb 26 • \$349 • HVQ08901C

### Pattern Making: By Draping (Moulage) **NEW!**

This is a hands-on introduction to the French Haute Couture technique of pattern-making known as *moulage*, which consists of draping directly onto the mannequin; an alternative to traditional flat pattern making. Learn a fast, creative and accurate way of turning a 2D design onto a 3D toile from scratch. In doing so, acquire the basic skills to replicate a design on a mannequin, be able to experiment and create your designs and make your own pattern based on a set of measurements by draping directly onto the mannequin.

**C** Melbourne CBD

Sat & Sun Mar 4 & 5 • 10am-4.30pm • \$329 • HVAD8201C

## SEWING

### Hemming: Fast & Easy **\$49**

Hemming is the one sewing task that everybody needs to tackle at some stage. Learn to prepare a hem for sewing in a simple 3-step process. Tutor Aphrodite Vasilikakis will then demonstrate different ways of securing the hem including machine blind stitch, machine top stitch, no sew method and a method of hand sewing hems that tailors use. Students will also gain an understanding of how fabric type and garment style determines the finish and width of the hem.

**C** Melbourne CBD

1 x Sat 12-3pm • Mar 11 • \$49 • HVZ98601C

### Machine Sewing: Intro

Never used a sewing machine before? No problem. Learn the basics in one easy class, taking home your own cute fashion bag. Session includes learning about machine controls, sewing accessories including bobbins and needles, as well as practical techniques such as threading, stitching and seams.

**C** Melbourne CBD

1 x Sat 10am-1pm • Feb 11 • \$99 • HWV75601C

### Machine Sewing: Beginners

An excellent introduction to machine sewing and making your own clothes with ease. Gain confidence in sewing and develop skills in garment construction and finishing techniques, whilst making a simple pair of pants. Includes machine set up and use, reading patterns and fabric suitability. Taught on user friendly domestic sewing machines in the CAE sewing studio.

**C** Melbourne CBD

4 x Tue 6-9pm • Feb 7 to Feb 28 • \$319 • HVC75901C

### Machine Sewing Beginners (Daytime)

**C** Melbourne CBD

4 x Thu 10:30am-1:30pm • Feb 16 to Mar 9 • \$319 • HV564201C

### Machine Sewing Beginners Intensive

Over two 6 hour sessions, this course is an introduction to the skills and techniques required to use a sewing machine and how to make your own clothes with ease. It covers machine set up and use, reading patterns, fabric suitability and finishing techniques.

**C** Melbourne CBD

2 x Sat 10am-4:30pm • Jan 28 to Feb 4 • \$319 • HWV60201C

2 x Sat 10am-4:30pm • Apr 1 to Apr 8 • \$319 • HWV60202C

### Overlocking

This one day course offers students supervised hands-on experience in using their own overlocker to its fullest capacity. Learn all aspects of overlocker use including threading, tension adjustment, seams and hems. BYO overlocker.

**C** Melbourne CBD

1 x Sat 10am-4pm • Feb 18 • \$169 • HVA08801C

### Zippers, Buttons & Buttonholes Workshop

Don't let zippers and buttonholes intimidate you anymore! Learn sewing machine feet options, stabilising techniques, various types of zippers – invisible, lapped and centred; various button holes – standard, square, keyhole; and correct application of horizontal and vertical buttonholes. Tutor, Aphrodite Vasilikakis also shows you how to easily sew buttons using a sewing machine and how to identify the correct position to prevent gapping in blouses.

**C** Melbourne CBD

1 x Sun 10am-4:30pm • Apr 09 • \$179 • HVZ98701C



## Fashion, Sewing & Style (cont)

### Shoe Making Intensive 🧡🧡

Learn to make your own leather shoes using hand stitching techniques. Basic pattern cutting, construction and hand finishing will be covered and all tools and materials will be provided. All techniques use easily replicated methods to ensure the perfect fit every time.

Please note: session times for this class are as follows: Fri 6:00-9:00pm Sat & Sun 10am-5:00pm

📍 Melbourne CBD

Fri 6-9pm, Sat & Sun – 10am-5pm • Mar 24 to Mar 26 • \$619 • HVV71601C

### PERSONAL STYLE

#### Fashion Styling: Introduction 🧡

Join experienced Fashion Designer and Product Manager, Michele Campbell and learn what a fashion stylist does and develop skills and techniques necessary to style for personal or industry requirements. Topics include the different areas fashion stylists work in, skills needed, how to apply body shapes, colours, sizes, shopping and wardrobe consulting. Looks at how to identify trends and develop visual presentations and includes a visit to city-based fashion houses.

📍 Melbourne CBD

1 x Sat 10am-4pm • Mar 11 • \$179 • HVZ33701C

#### Make-Up Make-Over 🧡

A draw full of expensive makeup that you don't use and not sure what you bought it for? In this workshop you will learn how to consciously purchase the right cosmetics products for YOU. Learn simple application techniques, colour, use of products, as well as a range of make-up looks from every day to special occasion. Look fabulous and boost your confidence with tried and true tricks of the trade. Explore new products on the market and assess which ones are best for you.

📍 Melbourne CBD

1 x Sat 10am-4:30pm • Mar 25 • \$199 • DNN23501C



## Floristry

### Floristry in a Day 🧡

Learn flower arranging using both traditional and contemporary techniques. This course will introduce participants to flower identification, preparation and maintenance techniques. Students will use a mixture of flowers and foliage which are widely available and used by floral designers.

📍 Ola Cohn Centre (East Melbourne venue)

1 x Sat 10am-4pm • Jan 21 • \$299 • HVR502010

### Floristry: Wedding Flowers: DIY 🧡

Learn how to make a simple wedding bouquet and other flower pieces for the wedding party. Basic techniques will be covered as well as an introduction to style, colour, and seasonal flowers using traditional and modern floral compositions.

📍 Ola Cohn Centre (East Melbourne venue)

1 x Sat 10am-4:30pm • Mar 4 • \$299 • HVAB06010

## ACCREDITED COURSES IN THE CITY

## Pursue your ultimate fashion retail career

### Bachelor of Fashion Merchandising

If you are creative, enjoy using social media and technology and are business minded, the Bachelor of Fashion Merchandising course offers an exciting program which provides career opportunities in the rapidly changing fashion retail industry. You will learn how to develop a fashion range as a buyer, market your brand using social media, and design and develop a fashion website.

**It's not too late. Enrol now.**

**Find out more call 1300 BOX HILL**

Fee assistance is available for eligible students.

Students undertaking these courses will be enrolled at Box Hill Institute (BHI). Upon completion, you will receive certification from Box Hill Institute. Box Hill Institute RTO Code: 4687 CRICOS Number: 02411J.



# Home & Garden

## HOME & GARDEN

### A Year in the Garden: Vegetable & Herbs

Tutor Mark Dymiotis has a standard suburban size home whose garden is regularly featured in the prestigious Australian Open Garden Scheme. Mark is passionate about home grown vegetables and herbs and will provide simple, cost effective and practical advice so that you can plan your garden all year round – topics include soil preparation, planting timing, support (stakes, trellises), weeding, composting, mulching, watering, storage, companion planting and rotation.

**C** Melbourne CBD

1 x Sat 11am-1pm • Feb 25 • \$89 • DNY15701C

1 x Sat 1-3pm • Mar 25 • \$89 • DNY15702C

### Basic Home Maintenance: For Beginners

They make it look so easy on TV and you know what? It is! Join us for an introduction to the basics of home maintenance and realise how easy it is to fix a dripping tap, a door that sticks or a hole in the wall. When given the right instruction and the right tool a beginner can confidently tackle a variety of household repairs. You will learn how to handle hand and power tools the right way and be told many tricks of the trade that will help in repairing many of those annoying defects around your home. No experience necessary.

**C** Melbourne CBD

1 x Sat 10:30am-4:30pm • Mar 25 • \$179 • DNZ44101C

### How to Build a Traditional Wood Fired Oven

Turn your backyard into an extension of your kitchen by learning how to design, plan, build and fire a classic wood fired oven using standard house bricks, mud bricks or clay. Expert Mark Dymiotis provides invaluable advice, plans and expertise, and even cooks a traditional roast on the day.

**X** Hampton venue

1 x Sat 10:30am-3:30pm • Mar 11 • \$169 • DNW56701C

## INTERIOR DESIGN & DECORATING

### Decorating on a Shoe-String Budget **S49**

Interior Decorator and Designer, Melissa Johnson will show you how to create your own decorative style on a modest budget using your existing furnishings and applying simple makeover techniques. Learn how to manipulate design elements to highlight your preferred decorative style while concealing needed items that don't necessarily fit that look.

**C** Melbourne CBD

1 x Sat 10am-1pm • Jan 28 • \$49 • HVZ92101C

### Interior Design: How to Create a Mood Board **S49**

Do you have some great home decorating and style ideas but don't know how to bring it all together? Learn how to create a Mood Board; the tools that designers use to convey their style and ideas. Melissa Johnson, Interior Decorator and Designer, will work with you and show you how to plan and transfer your ideas into a visual presentation that can include fabric, colour swatches, paint and paper, surface materials and even hard materials like tiles and timber.

**C** Melbourne CBD

1 x Sat 10am-1pm • Feb 18 • \$49 • HVZ92001C

### Interior Design: Introduction **S**

Creating highly functional interior spaces with added wow factor is no happy accident. Perhaps you want to create beautiful rooms for yourself or others. Or maybe you aspire to win The Block or be a contestant on House Rules. Either way, you need to learn the basics of good design. Join award winning artist and author Julee Latimer in these fun, informative classes that take you through these stages whilst re-designing your individual living space. This is the go-to, immersive course for all aspects of creating the wow that works. Can you afford to miss it?

**C** Melbourne CBD

2 x Sat 10am-3:30pm • Feb 4 to Feb 11 • \$289 • HVP13301C

2 x Sat 10am-3:30pm • Mar 25 to Apr 1 • \$299 • HVP13303C

### Interior Decoration: Introduction **S**

Interior Decorator & Designer, Melissa Johnson shows you the essentials of good decorating as you learn the steps to creating that great look you have always desired. These steps are the fundamentals of design and once mastered, you will be able to apply to any space. Learn how to manipulate design elements to emphasise your decorative style and gain an in-depth understanding. Run over two sessions beginning with an understanding of colour, tone and light.

**C** Melbourne CBD

2 x Sat 10am-3:30pm • Feb 25 to Mar 4 • \$299 • HVA49601C

### Interior Design: Working with Colour **S**

How can hot hues lower their temperature? Why do some colours make others vibrate? What exactly is the difference between monochrome and achromatic? Join your award winning artist and author Julee Latimer as these questions and many more will be answered when you immerse yourself in the exciting world of colour. Discover how colour can affect your emotions and your behaviour. Explore various methods of producing colour schemes. Dabble in the shape of colours as well as their many other associations. Open your eyes to this magical world and there will be no going back.

**C** Melbourne CBD

1 x Sun 10am-3pm • Feb 12 • \$169 • HVZ77102C

### Basic Colour Mixing: Exploring the Colour Wheel **NEW!** **S**

Learning to mix colours is certainly a benefit to the home decorator/ renovator, the aspiring artist and craftsperson. In this hands-on workshop, international artist and author, Julee Latimer will guide you around the colour wheel as you work on a series of paint mixing exercises to gain an understanding of primary, secondary and tertiary colours, achromatic gradients (free of colour) from white through grey to black, saturation – intensity of colour, value and tonal gradients, colour temperatures and home values.

**C** Melbourne CBD

1 x Sun 10am-4pm • Mar 26 • \$199 • HVAD6301C

## Home & Garden (continued)

### An Introduction to Revit Architecture Fundamentals **NEW!**

This introductory course is perfect for those with little or no 3D experience, providing comprehensive core knowledge of fundamental drafting tools and Revit methodologies required to successfully produce 2D and 3D designs and construction documentation for a project. Using a mix of demonstration and practical work, gain an understanding of Revit's capabilities and practical applications. Gain the skills and importantly, an edge if exploring employment in the design and construction industry. Prerequisite: basic computer skills and understanding of architectural design and drafting principles.

**C** Melbourne CBD

6 x Wed 6-9pm • Feb 22 to Mar 29 • \$549 • HXAD6901C



### Shibori: Indigo Dyeing Workshop

Indigo is one of the oldest and most magical of all the natural dyes. This workshop will explain the unique chemistry of indigo (powdered), principles of setting up and caring for a vat, fermentation and fructose using non-chemical and environmental friendly techniques as well as choice and preparation of the textile to be dyed. An introduction to Shibori resist patterning techniques which are suitable for use with indigo is included. Expect to dye several pieces – one scarf length and smaller samples.

**X** Ola Cohn Centre (East Melbourne venue)

1 x Sat 10am-3pm • Feb 25 • \$199 • HVZ776010

1 x Tue 10am-3pm • Jan 10 • \$199 • HVZ913010

### Interior Design: How to Mix & Match Styles Successfully **NEW!**

In this fun and interactive class you will be introduced to the endless possibilities of mixing and matching to reflect your personality regardless of your home's style or existing décor. It doesn't matter if you live in a modern, mid-century, art deco or other style, this session with Interior Designer Angela Costa illustrates how you can work with existing furniture and décor and introduce key pieces to make that special statement.

**C** Melbourne CBD

1 x Fri 10am-3pm • Mar 3 • \$169 • HVAD7301C

### Upcycled Rug Workshop: Using Braided T-Shirts

Old t-shirts – we all have them, don't we? Are you sick of old, out of style t-shirts cluttering up your wardrobe? Or maybe they are of great sentimental value but no longer wearable? Why not turn them into something unique and stylish? Artist and keen craft blogger, Cintia Gonzalez-Pell introduces you to age-old hand craft that results in a very useful and eco-friendly home decor item. Cintia will teach you the techniques to upcycle your old t-shirts into practical and very attractive rugs. Skills gained are transferable to other homeware projects such as placemats, wall hangings and storage baskets.

**C** Melbourne CBD

1 x Sat 10am-2pm • Mar 4 • \$139 • HVZ45001C

### DIY: Circular Lampshade

Can't find that lampshade that you know will finish your room perfectly? Why not make it yourself? Join artist Lucy Worsley in a day of creating or revamping using both up cycled and new materials – it's your choice. Bring along a new circular lamp frame or a tired old lamp you would like to make over plus that all-important special fabric. Lucy teaches both stitched and glued techniques that will take your lamp project from unfinished or tatty to a stylish and functional item that is sure to be a decorating feature in your home.

**C** Melbourne CBD

1 x Sun 10am-3pm • Mar 5 • \$159 • HVZ79901C

### Glass Blowing: Introduction

Experience the exciting and fluid medium of hot glass in a very hands-on way. An unique opportunity to explore the medium of glass blowing in a leading Melbourne glass studio. Learn a variety of ways to form appealing, functional and sculptural glass pieces and gain a personal insight into the material of glass.

**X** Mrodialloc venue

Sat + Sun 10am-5pm • Mar 18 to Mar 19 • \$669 • HVI24501C

### DIY: Envelope Cushion

Soft furnishings can make all the difference with your home decorating projects. Here's a chance for you to brighten up your home with this easy-to-create, envelope-style cushion cover. No zips, no fuss and adaptable to any size of cushion pad. Artist, Lucy Worsley shows you how to design and make a unique and personalised cushion for your home or perhaps as a gift that special someone. It's stylish, it's cost-effective, and, by selecting your own fabric, it's unique. And once learnt, you may continue to make more fashionable cushions at home.

**C** Melbourne CBD

1 x Sat 10am-2pm • Apr 1 • \$155 • HVZ80001C

### Kitchen Design Workshop **NEW!**

Are you thinking of renovating your kitchen and not sure where to start? Interior Designer Angela Costa explores colour, material and product options to assist you to move from thinking to action, regardless of budget considerations. Do bring along an image of your kitchen for exploring concepts and ideas.

**C** Melbourne CBD

1 x Sat 10am-3pm • Apr 22 • \$169 • HVAD7201C

### DESIGN WALKS

#### Interior Design Tour: Prahran to Hawksburn

This walking tour across the High Street precinct covers the stores that designers visit to create the famous Vogue style interiors. Experience the various design approaches – from the modern to the antique, made to order bespoke design to 'off the rack' design. Call in on a variety of store displays of paint, tiles, rugs and framing, engage in the mid-century classic style at Luke Furniture, the Mexican, Spanish and Italian home wares at Market Import, Armadale and the Japanese influence at Karzai in Malvern. Bring along an interior image to share with the group and with interior designer Maria Panettieri who will use this as inspiration to explore the venues.

**X** Prahran venue

1 x Sat 12-3pm • Mar 18 • \$89 • HVZ79001C

#### Fitzroy: Modern Classics, Vintage & Eclectic Arty

This walking tour covers the places that designers visit to create 'on trend' interiors that will inspire you to explore other style worlds. It's the difference that mixing exotic or retro 'one off' classic furniture pieces with a broad range of objects, lighting, found objects, wallpaper, flower arrangements and art makes for a friendly and special interior and not appear stiff or manufactured. Walk with interior designer Maria Panettieri to experience the new and preloved, and launch into hip styles at The Smith Street Bazaar, modern Danish design at Great Dane on Johnson Street and other cool stores. Bring a favourite interior image and understand how that unique look is created.

**X** Fitzroy venue

1 x Sat 12-3pm • Apr 29 • \$89 • HVZ78701C

See our new course **Basic Colour Mixing: Exploring the Colour Wheel** on page 13

# Food & Beverage

## COFFEE

### For the Love of Coffee – Barista Basics

Here's your opportunity to learn about quality coffee, with experienced barista, Eugenio Ginnotta. Eugenio provides an overview of the bean's journey from its origin and harvesting to its transformation in the cup. You'll learn how to prepare the perfect coffee, including texturing milk to make a variety of coffee-based beverages. Cleaning, maintenance and storage of equipment will also be covered.

**X** Ola Cohn Centre (East Melbourne venue)

1 x Sun 10am-1pm • Jan 22 • \$199 • DHAA64010

## DEMONSTRATION COOKING

### Celebrating Thai Cuisine: Stir Fries & Salads

Thai cuisine is just perfect for those warmer days, offering choice selections of both stir fries and salads. Chef Richard Biscoe creates a variety of delicious dishes including stir-fried chicken, red chillies and holy basil, stir-fried crispy pork with Chinese broccoli, sour green mango, grilled squid and peanut salad and salad of roast duck and lychee. Richard will also demonstrate how to best season a wok; an essential step in your Asian cooking activities.

**C** Melbourne CBD

1 x Tue 6:30-9pm • Feb 14 • \$139 • DHZ53201C

### Easter Treats: Hot Cross Buns & More!

Light, Fluffy buns made by you, simply delicious. There is something special about making your own Easter treats. Sooty Morrish will show you how to ensure your hot cross buns are simply delicious and indeed light and fluffy and other Easter delights.

**C** Melbourne CBD

1 x Wed 6:30-9pm • Mar 22 • \$139 • DHY17501C

### Seafood: For Beginners

Fresh seafood is ideal for all weather dining: it's easy to prepare, quick to cook and affords limitless options, from simple family meals to special occasion dinners. Chef Simone Mancin shows you how to prepare a variety of fabulous seafood dishes including crispy skinned fish, stuffed calamari, spaghetti with chili, crab and prawns, fish in cartoccio (cooked in a bag), butterflied fish in potato crust and steamed mussels in cider.

**C** Melbourne CBD

1 x Tue 6:30-9pm • Mar 14 • \$149 • DHT16501C

### Summer in Morocco

Every summer, Shlomo amazes us with a new menu of exotic flavours and aromas that will delight your family and guests. Learn cooking techniques and how to balance flavours that Morocco and the Middle East are renowned for. On the menu: fattoush salad, roasted butternut squash, red onion with tahini and za'atar; green tahini; corn kernels flavoured in roasted mustard and coriander seeds; sinia dish; Palestinian signature dish with roasted mince beef, onions, tomatoes and tahini; sweet filo cigars with mint leaf tea and pita bread.

**C** Melbourne CBD

1 x Sat 11am-1:30pm • Feb 4 • \$139 • DHT86801C

### Vietnamese Cuisine: For Great Summer Eating

Mouth watering flavours cooked to perfection. Learn about flavour combinations and techniques that will make your Vietnamese summer dishes authentic and impressive.

**C** Melbourne CBD

1 x Thu 6:30-9pm • Feb 2 • \$149 • DHAD4201C

## HANDS-ON COOKING

### Gluten Free **NEW!**

Planning and cooking gluten free isn't difficult at all. Wholesome Foodstore's, Rita Varelas teaches the tips and techniques in this hands-on class for successful gluten-free cooking. You will learn how to convert your traditional dishes, exploring great flavour combinations. Rita will introduce and demonstrate gluten-free flours and rice breadcrumbs to make breads, pastry dough, biscuits and to replace breadcrumbs in recipes; chia and pepita bread with homemade butter; savoury flatbread with roast capsicum dip; tagliatelle with beef ragu; sponge finger biscuits and tiramisu. All meals are gluten- and nut-free.

**C** Melbourne CBD

1 x Mon 6:30-9pm • Feb 20 • \$139 • DHAD4701C

### Boot Camp: Hands-on Cooking for Beginners

Get up to speed with essential kitchen skills in this hands-on cooking class for beginners. Whether you want to build your confidence in the kitchen or expand your cooking repertoire, this class will help you master basic techniques for creating terrific pastas, casseroles, stir fries and curries at home.

**C** Melbourne CBD

1 x Sun 10:30am-1:30pm • Feb 26 • \$149 • DHY44601C

### Classic Vietnamese Cuisine: Authentic & Tasty

Learn to create authentic recipes including healthy Vietnamese rolls prepared three different ways, baked, fried and crunchy fresh rice paper rolls; chicken skewers with noodle salad; Hanoi beef and rice noodle soup; pork dumplings with ginger soy dipping sauce.

**C** Melbourne CBD

1 x Thu 6:30-9pm • Jan 19 • \$149 • DHZ93801C

Also see **Culinary Walking  
Tours on page 30**

## Food & Beverage (continued)

### Dumpling Mania 🍡

Discover your inner dumpling maker in this deluxe hands-on class with Lou Wong. Learn the secrets of making translucent dough from scratch as well as mastering the techniques of pleating different shapes. Fillings include prawn as well as Asian vegetarian. You will also make savoury delicate meatballs steamed with a coating of rice and more. Small class sizes ensure abundant personal instruction. The class is an ongoing feast as we taste while we make.

📍 Melbourne CBD

1 x Sat 11am-3pm • Mar 25 • \$199 • DHY12701C

### Introduction to Basic Bread Making 🍞

Home-made bread making provides the home-cook with wholesome fresh products at minimal cost. This session will focus on white loaves, pizza dough, brioche dough and more where participants learn to knead, rest and bake dough for warm and delicious results. The class includes hands-on experience, recipes and notes to take home, and of course, tastings of your oven-fresh baked creations!

📍 Melbourne CBD

1 x Sat 10am-2:30pm • Mar 11 • \$189 • DHZ84901C

### Knife Skills, Sharpening & Poultry Carving 🍴

Chop, slice, julienne and dice your way to enhanced kitchen knife skills with chef Simone Mancin. Discover the different types of knives available, how to hold them correctly, sharpening, care and storage. Practise the variety of cutting techniques, from basic slicing to brunoise, and learn how to fillet a fish and debone a chicken. Knives supplied, however, bring your own for even more benefit.

📍 Melbourne CBD

1 x Sat 10:30am-3pm • Feb 18 • \$199 • DHW58801C

### Wonton Mania: An Introduction to Dumplings 🍡 **NEW!**

Wontons are all about creating delicious taste sensations, quickly – for almost instant meals or frozen for your convenience. In this session with Lou Wong, create and feast on steamed, boiled and fried dumplings, making use of the conveniently, ready-made wrappers. Lou delivers on taste with classic pork siu mai, Chinese 5 spice beef wonton served in soup and a delicious “moneybags” – using wonton wrappers and mixed fillings (turkey mince, corn and water chestnuts are just some examples), then deep-fried.

📍 Melbourne CBD

1 x Sun 11am-1:30pm • Jan 22 • \$139 • DHAB4601C



### Going Sugar Free

Not as easy as it sounds. It is not simply about replacing sugar with artificial sweeteners but in learning how to trade off processed sugars with natural and creating dishes that not only taste amazing but will reduce your dependency on the wrong sugars. This course teamed with a healthy life style is the start of a healthier you.

📍 Melbourne CBD

1 x Thu 6:30-9pm • Mar 23 • \$149 • DHAD3801C

### Cake Decorating: Level 1 **NEW!** 🍡

Experienced Pastry Chef, Sooty Morrish will teach you how to create cake decorations that bring your own personal touch to special events such as birthdays, weddings and anniversaries. Sooty will focus on creating fondant decorations such as flowers and floral arrangements to sit on and around cakes. You will learn the tricks and techniques of working with the fondant and moulding it into beautiful decorations.

📍 Melbourne CBD

3 x Mon 6-9pm • Feb 20 to Mar 6 • \$199 • DHAD7901C

### Cake Decorating: Level 2 **NEW!** 🍡

Join Pastry Chef, Sooty Morrish to learn how to design a cake and decorate it by bringing a baked cake to class or using a mock cake. Learn how to roll, ice, pipe and attach handmade decorations to create something magical.

📍 Melbourne CBD

3 x Mon 6-9pm • Mar 27 to Apr 10 • \$199 • DHAD8001C

### Cake Decorating: Level 3 **NEW!** 🍡

Chef Sooty Morrish will take you to a whole new level, literally. The focus of this course is to learn how to successfully create tiered cakes, the equipment to use and how to keep it all straight. You will design and decorate your own tiered cake to be proud of.

📍 Melbourne CBD

3 x Mon 6-9pm • May 1 to May 15 • \$199 • DHAD8101C



## Build your team spirit

Looking for a fun way to engage with your staff and clients, build your team spirit or show your appreciation?

Why not check out what the CAE can offer?

We've got lots of short activities to choose from like masterclass cooking to wine appreciation.

Visit [cae.edu.au](http://cae.edu.au)





# Performing Arts

## ACTING

### Acting: Beginners

Focus on the stage, gain confidence in approaching test and acting techniques in a supportive, fun environment.

**C** Melbourne CBD

7 x Tue 6:15-8:15pm • Feb 14 to Mar 28 • \$299 • HWA36801C

### An Introduction to Drama

Be introduced to all aspects of drama including physical body use and warm-up, voice, basic script reading and improvisation. It's perfect for those keen to develop self-esteem and confidence for personal or work related purposes, or wanting to develop further drama skills.

**C** Melbourne CBD

5 x Thu 6-7:30pm • Mar 2 to Mar 30 • \$189 • HWZ69301C

### Magic Tricks to Impress

Welcome to the world of illusion. Impress your friends and family with a variety of tricks using balls, cards and other magic media. Melbourne Magician, Terry McSweeney shows you how to make things appear, disappear and multiply. Practice these tricks to perfection to qualify as a "magician's apprentice" and use your new found skill for fun, entertaining family and friends, starring at parties and even for ice-breakers at business meetings.

**C** Melbourne CBD

3 x Wed 6-8pm • Mar 1 to Mar 15 • \$169 • HWZ43501C

## BALLET

### Classical Ballet: Beginners

Rosemary Robenn, who until recently was Senior Teacher at Elancé Adult Ballet School, will take you on a journey from basic techniques involving exercises barre work, body strengthening, centre practice, poise, flexibility and fitness through to an understanding of movement with music, improved deportment and body placement, and an appreciation and understanding of classical theatrical dancing.

**C** Melbourne CBD

7 x Mon 6-7:30pm • Jan 30 to Mar 13 • \$199 • HWA32601C

### Classical Ballet: Beginners Barre

Classical Ballet: Beginners Barre is designed to teach classical ballet from the very beginning. Fundamental ballet movements and basic ballet principles will be explored and explained. The course covers basic ballet barre work, through a series of exercises, each of which has the function of strengthening certain parts of the body, in preparation for centre work. These will be studied at a very basic level, with an emphasis on developing correct motor patterns and alignment. Steps and movements are drawn from primary and grade 1 ballet levels, but the exercises are designed for adult bodies.

**C** Melbourne CBD

8 x Mon 7:30-9pm • Feb 6 to Mar 27 • \$199 • HWZ68201C

### Classical Ballet: Level 1

This course is for people who have completed the Beginners course and want to consolidate their knowledge before moving to Level 2. It is also suitable for past ballet students returning after a long break. Emphasis will be on extending the barre exercises learned in Beginners, consolidating knowledge of arm and body positions, and learning new port de bras, simple pirouettes (turns) and allegro steps (jumps). This course is excellent for improving posture, flexibility and fitness as well as an gaining understanding of anatomy through the practice of ballet.

**C** Melbourne CBD

8 x Thu 6:30-7:30pm • Feb 9 to Mar 30 • \$199 • HWZ42001C

### Classical Ballet: Level 2

This course is suitable for continuing students who have done Level 1 and/or Level 2 previously or for those who have completed at least six months of Beginners ballet, have consolidated their ballet techniques, and are ready for a new challenge, improve technical accuracy, coordination of movement, technique and dance quality.

**C** Melbourne CBD

8 x Thu 7:30-8:30pm • Feb 9 to Mar 30 • \$199 • HWA32701C

### Classical Ballet: Level 3

In this higher level class you will continue to develop your skills and knowledge as you focus on technical accuracy, coordination of movement, improved technique and dance quality. This class will benefit those with prior dance training or those who have completed Classical Ballet: Level 2 or equivalent.

**C** Melbourne CBD

8 x Tue 6:30-7:30pm • Feb 7 to Mar 28 • \$199 • HWY14701C

## Performing Arts (continued)

### Classical Ballet: Pre Pointe


In this higher level class you will learn a range of exercises to strengthen the feet and lower legs in preparation for pointe work. The principles of pointe work will be introduced, and simple pointe steps will be learned off pointe. Adult ballet students who want to understand and experience pointe work are encouraged to enrol in this class.

 Melbourne CBD

8 x Tue 7:30-8pm • Feb 7 to Mar 28 • \$129 • HWZ28901C

### Classical Ballet: Vision Through Dance: A Program for Blind & Visually Impaired Students **NEW!**

This course is designed to bring the benefits of learning ballet to blind and vision impaired students, giving students the joy of the dance experience, as well as improved posture, muscle tone and confidence. No previous dance experience is required as the course has been specifically designed to teach students slowly and carefully from the very basics. Discover the joys of dance with experienced tutor, Rosemary Robenn!

 Melbourne CBD

9 x Fri 11am-12:30pm • \$159 • Feb 10 to Apr 7 • HWAD7801C


10 x Fri 11am-12:30pm • \$176 • Apr 28 to Jun 30 • HWAD7802C



### INSTRUMENTAL

#### Basic Guitar: Beginners

This course covers basic chords, strums and finger picking through folk, pop, classical and rock songs. Become competent in basic chords, strum rhythm to suit a variety of songs, Learn to read notes and tablature. BYO guitar.

 Melbourne CBD

6 x Sat 10:30am-12:30pm • Feb 11 to Mar 18 • \$299 • HWA45601C

6 x Wed 6-8pm • Feb 13 to Mar 20 • \$299 • HWA45602C

### Introduction to Jazz Piano


Expand on your basic piano skills and learn how to play jazz style! This course explores the practices and improvisation inspired by the jazz greats.

 Melbourne CBD

6 x Tue 6-7:30pm • Feb 14 to Mar 21 • \$225 • HWZ07102C

### Piano & Keyboard: For Beginners (Day)

Kick start your playing and build your confidence as you develop your playing skills in a relaxed, small group environment. Use the Music Logic approach where you will learn to read and play more quickly and efficiently than conventional lessons. Suitable for both piano and keyboard enthusiasts.

 Melbourne CBD

8 x Wed 12-1pm • Feb 8 to Mar 29 • \$219 • HWZ68601C

### Piano & Keyboard: For Beginners (Evening)

 Melbourne CBD

8 x Wed 6-7pm • Feb 8 to Mar 29 • \$219 • HWZ89301C

### Piano: Level 2 (Day)

This course is perfect for students who have completed the Piano Beginners class and are keen to expand their playing ability beyond the basics.

 Melbourne CBD

8 x Wed 2-3pm • Feb 8 to Mar 29 • \$239 • HWA47401C

### Piano: Level 2 (Evening)

 Melbourne CBD

8 x Wed 7-8pm • Feb 8 to Mar 29 • \$239 • HWZ89401C

### Piano: Level 3 (Day)

This course is perfect for students who have completed the CAE Piano: Level 2 course or have equivalent piano playing experience and wish to continue to improve on their playing ability.

 Melbourne CBD

8 x Wed 1-2pm • Feb 8 to Mar 29 • \$219 • HWA47501C

### Piano: Level 3 (Evening)

 Melbourne CBD

8 x Wed 8-9pm • Feb 8 to Mar 29 • \$219 • HWZ89601C

### Piano: Level 4

This course is perfect for students who have completed the CAE Piano: Level 3 course or have equivalent piano playing experience and wish to continue to improve on their playing ability.

 Melbourne CBD

8 x Wed 11am-12pm • Feb 8 to Mar 29 • \$219 • HWA47601C

### TUTOR PROFILE

#### ROSEMARY ROBENN CAE BALLET TUTOR

CAE and Short Courses are excited to introduce Ballet tutor Rosemary Robenn.

Rosemary has a lifelong passion for ballet and teaching and sharing what she has learnt in her 40 years of teaching experience. Rosemary began teaching when training with BBO examiner Pamela Shield in Sydney after leaving school. In 1970, she joined Queensland Ballet Company for a schools' tour of Coppélia Act 2, which is where she met her husband, NZ Ballet Company dancer Wayne Robenn.

She has operated her own ballet schools in NSW and Tasmania, choreographing and producing several full length ballets. In 1986 she gained her RAD teaching certificate during the several years she taught for RAD examiner, Prudence Bowen. In 2003-2004, Rosemary was invited to teach at Kondo Ballet Studio in Japan. An amazing experience that was shared as after moving back to Australia she has been invited back many times as a guest teacher.

On returning from Japan, Rosemary held the position of Senior Teacher at Elancé Adult Ballet School in Melbourne for 12 years. As part of her philosophy that the joy of ballet should be available to everyone, she is developing an innovative program for blind students and has found working with them an inspiration. This inspiration and innovation is exciting and CAE is keen to support and develop the program. Along with being a tutor for several of our mainstream Classical Ballet courses Rosemary will be tutoring our Vision for Dance course for Blind and Visually Impaired students. We are perfectly situated within the mobility/navigation training area of the CBD and next to Ross house.





### Ukulele for Beginners (Evening)

It's fun, easily portable and cheap to purchase – what more could you want? Learn the basic techniques to get you quickly playing the four-stringed ukulele: fingering chords, simple strumming patterns and "The Groove". Traditional as well as contemporary songs will be used to explore these techniques.

**C** Melbourne CBD

6 x Mon 6-7:30pm • Feb 13 to Mar 20 • \$199 • HWY98901C

## SINGING

### Beginner's Choir

Ever wanted to explore singing in a choir? This is a great place to start. Join professional choir director, Stephanie Payne, and sing songs by artists like the Beatles, Van Morrison and Pink. Come and get hooked on harmonies in the safety of a supportive group.

**C** Melbourne CBD

9 x Tue 5:30-6:30pm • Feb 7 to Apr 4 • \$259 • HWZ31601C

### Introduction to Singing Jazz

This comprehensive class conducted by Helen Ryder covers everything from anatomy, vocal warm ups and techniques to the history of jazz and the singers who have made this style so enduring. The first class briefly covers the blues and gospel with group singing before progressing to singing individually a jazz standard each week in a relaxed and supportive environment. This class is suitable for all levels of singers.

**C** Melbourne CBD

6 x Wed 7:30-9:30pm • Feb 15 to Mar 22 • \$279 • HWY82801C

### Singing: For Beginners Only

This is the perfect start for the inexperienced singer. In a relaxed and supportive environment, learn the basic techniques of singing with experienced teacher and performer Steph Payne. Develop confidence and explore your voice.

**C** Melbourne CBD

8 x Tue 6:30-7:45pm • Feb 7 to Mar 28 • \$279 • HWN89901C

### The Fundamentals of Singing

Join Helen Ryder in an introduction to singing that covers everything you've ever wanted to know about how to sing with ease and confidence; including anatomy, vocal warm ups, phrasing, rhythm and vocal techniques. Each week sing a contemporary song; in the first class sing a song as a group before progressing to individual singing in a relaxed and supportive environment with positive feedback. This class is suitable for all levels of singers.

**C** Melbourne CBD

6 x Wed 5:30-7:30pm • Feb 15 to Mar 22 • \$279 • HWZ52601C

### An Introduction to Group Singing **NEW!** \$49

Recording artist and tutor Helen Ryder introduces you to the basics of singing in a relaxed group environment. Drawing from well-known popular songs, Helen will cover vocal warm up, singing with rhythm, exploring phrasing and interpretation, countering pre-performance nerves, and importantly, having fun. Suitable for guys n' gals and no experience is necessary.

**C** Melbourne CBD

1 x Wed 6-9pm • Mar 29 • \$49 • HWAD6101C



## ACCREDITED COURSES IN THE CITY

# Be a Star

### Diploma of Musical Theatre (CUA50213)\*

This course is designed to help you develop your creative talents in singing, dancing and acting in musical theatre including cabaret and small theatre shows. The musical theatre program is offered with an optional dual qualification with Diploma of Music Industry (performance). Subject areas will include: original show creation, vocal development, dance and movement, acting & scene into song, auditioning, freelance services & promotion and production management. The culmination of the course will involve developing an original show, rehearsing and event management – all leading to a public performance of the show in the final weeks of the course.

### Diploma of Music Industry (performance) (CUA50815)\*

This course is offered as an optional dual qualification with the Diploma of Musical Theatre (CUA50213).

## It's not too late. Enrol now.

## Find out more call 1300 BOX HILL

This training is provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments. For details visit [boxhill.edu.au](http://boxhill.edu.au)

\* Fee assistance (through Box Hill Institute) is available to eligible Diploma students.

Students undertaking these courses will be enrolled at Box Hill Institute (BHI). Upon completion, you will receive certification from Box Hill Institute. Box Hill Institute RTO Code: 4687 CRICOS Number: 02411J.



# Talks

## ART, DESIGN & FILM HISTORY

### Art, The Viewer

A wonderful opportunity to join Helen Brack, celebrated Melbourne artist, whose work is exhibited at the NGA, NGV, Art Gallery South Australia and in many private collections. Engage with the content of art, discuss and investigate select art works. Sessions two and three held at the NGV.

**C** Melbourne CBD

3 x Sat 2-3:30pm • Feb 25 to Mar 11 • \$99 • DNI73101C

### Let's Talk Movies

Passionate about cinema? Join a group of like-minded people who enjoy viewing and discussing contemporary film, mainstream and art house. Students view a set movie in preparation for the weekly discussion with tutor Peter Hourigan. Movie tickets not included in fee.

**C** Melbourne CBD

6 x Thu 6:30-8pm • Mar 2 to Apr 6 • \$225 • HWV73701C

## MUSIC APPRECIATION

### The Concerto: Part 3 **NEW!**

The Concerto as we know it has its origins in the period of Bach and Handel. Some think it reached its high point with Haydn and Mozart, Beethoven, Brahms and Tchaikovsky. But it has re-invented itself many times. Today it is as vital a form as ever, whether for keyboard, woodwinds, violin, cello and even double bass, all with orchestra. Peter Larsen returns to further explore the theme in the final of his three examinations.

**C** Melbourne CBD

4 x Fri 12:30-2pm • Mar 17 to Apr 7 • \$129 • HWAB9601C

## HISTORY

### Australia: From Colonial Outpost to Federated Nation **NEW!**

We explore the art and literature that emerged during the first century of European settlement – from early attempts to refashion an alien land, through periods of adjustment and acceptance, to the rise of a nationalistic spirit and celebration of Australia's uniqueness. Artists will include John Glover, Eugene Von Guerard, Tom Roberts, Arthur Streeton, Banjo Patterson, John Glover, Henry Kendall and others, while the literary styles will include neo classical, pastoral, socialist and more.

**C** Melbourne CBD

3 x Tue 11:30am-1pm • Feb 28 to Mar 14 • \$99 • DNAD4301C

### Germany Between the Wars **NEW!**

We explore the extraordinary life and times of the German people from 1918 to the outbreak of war in 1939. Political events, the persuasive methods of charismatic leaders and cultural highs and lows are all considered as we journey through the difficult, but productive Weimar years and the dark decade that witnessed Hitler's rise to power and preparations for war.

**C** Melbourne CBD

4 x Tue 11:30am-1pm • Mar 21 to Apr 11 • \$139 • DNAD4901C

### Introduction to the Bible & Christianity **NEW!**

We explore the uniqueness of the Bible and its many differences from other religious texts. In doing so, we examine its translation, authors and contents in an intriguing and informative journey through this Book of Books.

**C** Melbourne CBD

4 x Wed 11am-12:30pm • Feb 22 to Mar 15 • \$109 • DNAD4801C

### Florence Nightingale: The True Story **NEW!** \$49

Less than two years of her long life were spent nursing British soldiers in the Crimea. The rest was dedicated to improving nursing, maternal and child health care, hospital design and law reform. Helen Webberley examines the scientific, social and gender contributions of this remarkable woman.

**C** Melbourne CBD

1 x Wed 10.30am-12noon • Mar 15 • \$49 • DNAD7501C

### The Spanish Civil War 1936-39 **NEW!** \$49

The war between the Republicans and Nationalists was a battle between freedom and tyranny that impacted on all sections of the Spanish community, as well as many foreigners. Helen Webberley explores the critical Catalonian Offensive that decided the fate of the Republicans, as well as the civil war's impact on religion, the arts and the political Establishment.

**C** Melbourne CBD

1 x Wed 2-3:30pm • Mar 15 • \$49 • DNAD7401C

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enquiries@cae.edu.au

## ANCIENT EGYPTIAN HISTORY

### Ancient Egyptian Medicine **NEW!**

Ancient Egyptian medical texts refer to coughs, colds, contraception, setting of broken bones, various diseases and spells. Join leading Forensic Egyptologist, Dr Janet Davey and discover the methods used by ancient doctors to cure the sick, predict pregnancy or attempt to treat angina with herbal remedies.

**C** Melbourne CBD

3 x Tue 11.30am-1pm • Mar 14 to Mar 28 • \$149 • DNAD7001C

### Ancient Egyptian Battles: From Soldiers to Pharaohs **NEW!**

Ancient Egyptian armies repelled invaders, campaigned into neighbouring countries and controlled trade routes. Learn about the soldiers, their equipment and weapons, and the bravery of their leaders in the face of almost sudden death. Discover how wounded soldiers were treated and what their expectations were if they died outside Egypt.

**C** Melbourne CBD

3 x Tue 11.30am-1pm • April 4 to April 18 • \$149 • DNAD6701C

### Ancient Egypt: Women & Children **NEW!**

Did ancient Egyptian women enjoy equality or were they treated as chattels by their husbands? Did children survive disease, environmental hazards or overwork? What was the reality for rich who married into royal families or for the concubines who lived in the royal harems? Join Forensic Egyptologist Janet Davey and discover the real lives of women and children in ancient civilisation and how they lived their lives along the Nile Valley and in the oases.

**C** Melbourne CBD

1 x Tue 11:30am-1pm • Mar 7 • \$49 • DNAD5801C

### Ancient Egyptian Gardens **NEW!**

Gardens and pools in palaces, temples and private homes were places of leisure and enjoyment. The list of flowers grown for pleasure, religious ceremonies, formal functions and burials were extensive, while representations of magnificent floral tributes may be seen on temple and tomb walls. Join leading Forensic Egyptologist Dr. Janet Davey and learn about Ancient Egyptian gardens, including how some plants were used for medicinal or mind-altering experiences.

**C** Melbourne CBD

1 x Tue 11am-1:30pm • Feb 28 • \$49 • DNAD5901C

## PHILOSOPHY

### Five Big Philosophical Ideas: From Plato to Sartre **NEW!**

Plato argues that the soul has three important parts. Aristotle holds that we are by nature political animals. Thomas Hobbes paints a frighteningly contrary picture of the 'state of nature'. Immanuel Kant bases morality on the rationality of the 'categorical imperative'. Jean-Paul Sartre argues that our existence 'precedes our essence', giving us great responsibility. Join Dr Douglas Adeney to consider these famous ideas and some of their implications.

**C** Melbourne CBD

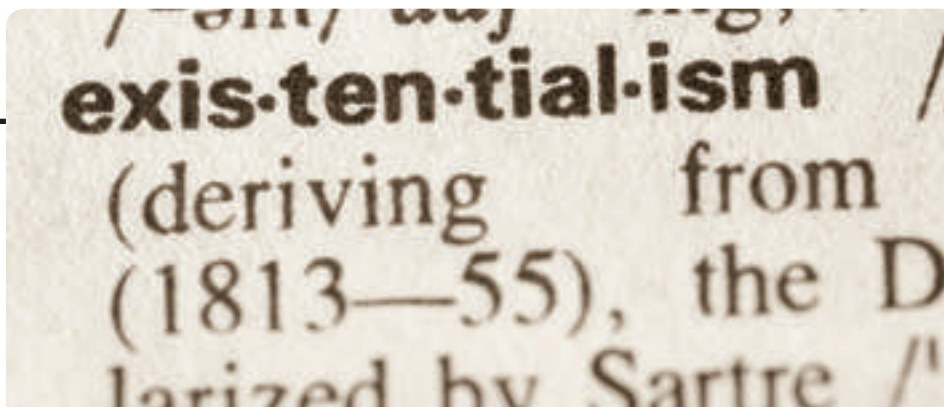
5 x Wed 6-7:30pm • Feb 15 to Mar 15 • \$189 • DNAD4601C

### Moral Philosophy: Acquisition & Avarice **NEW!** \$49

Many of us would say that the good life includes the acquisition and enjoyment of material wealth – with limits. What limits, and how are they to be set? Is it a matter of the means by which we seek wealth, or the amount of it we seek, or what else we ought to be seeking too? Join Dr Doug Adeney to consider various significant lines of thought.

**C** Melbourne CBD

2 x Wed 6-7:30pm • Jan 18 to Jan 19 • \$49 • DNAB6001C



### Moral Philosophy: Aspects of Anger **NEW!** \$49

Anger is a troubling emotion, with frequent bad consequences and sometimes tragic ones. Dr Doug Adeney will investigate its nature, and related concepts such as vengeance and loss of self-control. But many moralists have held that anger is sometimes healthy and desirable. Are they right, and how?

**C** Melbourne CBD

2 x Wed 11am-12:30pm • Jan 18 to Jan 19 • \$49 • DNAB5901C

### Philosophy & Religious Belief: Three Classic Approaches **NEW!**

Some people hold that the existence of God can be rationally proved. Others say that while this is not possible, religious belief is well worth having because of the benefits it may bring. A third view is that religious belief is respectable as a matter of faith rather than reason. Join Dr Doug Adeney to consider some famous lines of thought within each of these approaches.

**C** Melbourne CBD

3 x Thu 11am-12:30pm • Mar 23 to Apr 6 • \$109 • DNAD5301C

### Philosophy: What is it & What Good is it? **NEW!**

Join Dr Doug Adeney to consider these questions, and others. Are we ultimately motivated by self-interest, as is often held? Is the good life a life of pleasure? In teaching the young, should we provide education rather than indoctrination, and what exactly is the difference?

**C** Melbourne CBD

5 x Thu 11am-12:30pm • Feb 16 to Mar 16 • \$189 • DNAD5401C

### Philosophy & the Meaning of Life **NEW!**

Some say that human life is meaningless, or absurd. How so? If this is true, how should we feel, and what should we do about it? On the other hand, if life has or can have a meaning, what is it, and how do we find it? Join Dr Doug Adeney to examine these questions and consider various responses including those of Leo Tolstoy, Albert Camus, Thomas Nagel and Monty Python.

**C** Melbourne CBD

3 x Wed 6-7:30pm • Mar 22 to Apr 5 • \$109 • DNAD5001C

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## CAE BOOK GROUPS

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- a meeting venue of your choice – private home, café or library

Victorian Fees

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Website: [cae.edu.au](http://cae.edu.au)

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# SHORTIES ★ \$49

## HEALTH & WELLBEING

### Make 2017 Your Best Year Ever **NEW!**

Don't bring your 'gonnas' from 2016 into 2017 and later look back with regret. Grab this chance with Master Coach Jacquie Wise to redefine your priorities and goals, make difficult decisions with ease and adopt realistic action plans that you can follow with confidence. Learn practical and easy-to-follow strategies for keeping on track and transforming your life. Yes, you CAN build in a guarantee of success to your 2017 goals!

📍 Melbourne CBD

1 x Sat 10am-1pm • Jan 28 • \$49 • DNAB5501C



## FASHION

### Hemming: Fast & Easy 🖐️

Hemming is the one sewing task that everybody needs to tackle at some stage. Learn to prepare a hem for sewing in a simple 3-step process. Tutor Aphrodite Vasilikakis will then demonstrate different ways of securing the hem including machine blind stitch, machine top stitch, no sew method and a method of hand sewing hems that tailors use. Students will also gain an understanding of how fabric type and garment style determines the finish and width of the hem.

📍 Melbourne CBD

1 x Sat 12-3pm • Mar 11 • \$49 • HVZ98601C

## PERFORMING ARTS

### An Introduction to Group Singing **NEW!**

Recording artist and tutor Helen Ryder introduces you to the basics of singing in a relaxed group environment. Drawing from well-known popular songs, Helen will cover vocal warm up, singing with rhythm, exploring phrasing and interpretation, countering pre-performance nerves, and importantly, having fun. Suitable for guys n' gals and no experience is necessary.

📍 Melbourne CBD

1 x Wed 6-9pm • Mar 29 • \$49 • HWAD6101C

## BUSINESS

### Impromptu – Speaking Off the Cuff

Join experienced speaker and business trainer, Andrew Monaghan, and learn how to make a good impression at work and socially when you have to speak unexpectedly.

📍 Melbourne CBD

1 x Sat 1-4pm • Mar 25 • \$49 • SKAB9701C



### Understanding Asian Business Culture **NEW!**

If your business has an Asian presence or you plan on expanding your business to the Asian markets, you need more than just a good business model and strategies in place. Equally important is your innate understanding of the Asian business etiquette and culture. It is a competitive advantage that can often help you to close the deal and build a lasting relationship with your Asia business partners. Keat Chiew, who has spent more than 15 years working in an Asia Pacific environment with diverse business stakeholders across major markets such as China, Japan, Korea, India and in the South-East Asia countries, will share his unique experience and the essential cultural understanding to equip you to better communicate with your Asian counterparts and establish your business footprint in Asia."

📍 Melbourne CBD

1 x Tue 6-9pm • Mar 28 • \$49 • SKAA9801C



## HOME & GARDEN

### Decorating on a Shoe-String Budget 🖐️

Interior Decorator and Designer, Melissa Johnson will show you how to create your own decorative style on a modest budget using your existing furnishings and applying simple makeover techniques. Learn how to manipulate design elements to highlight your preferred decorative style while concealing needed items that don't necessarily fit that look.

📍 Melbourne CBD

1 x Sat 10am-1pm • Jan 28 • \$49 • HVZ92101C

### Interior Design: How to Create a Mood Board 🖐️

Do you have some great home decorating and style ideas but don't know how to bring it all together? Learn how to create a Mood Board; the tools that designers use to convey their style and ideas. Melissa Johnson, Interior Decorator and Designer, will work with you and show you how to plan and transfer your ideas into a visual presentation that can include fabric, colour swatches, paint and paper, surface materials and even hard materials like tiles and timber.

📍 Melbourne CBD

1 x Sat 10am-1pm • Feb 18 • \$49 • HVZ92001C



### TALKS

#### Florence Nightingale: The True Story **NEW!**

Less than two years of her long life were spent nursing British soldiers in the Crimea. The rest was dedicated to improving nursing, maternal and child health care, hospital design and law reform. Helen Webberley examines the scientific, social and gender contributions of this remarkable woman.

**C** Melbourne CBD

1 x Wed 10.30am-12noon • Mar 15 • \$49 • DNAD7501C

#### The Spanish Civil War 1936-39 **NEW!**

The war between the Republicans and Nationalists was a battle between freedom and tyranny that impacted on all sections of the Spanish community, as well as many foreigners. Helen Webberley explores the critical Catalonian Offensive that decided the fate of the Republicans, as well as the civil war's impact on religion, the arts and the political Establishment.

**C** Melbourne CBD

1 x Wed 2-3.30pm • Mar 15 • \$49 • DNAD7401C

#### Moral Philosophy: Acquisition & Avarice **NEW!**

Many of us would say that the good life includes the acquisition and enjoyment of material wealth – with limits. What limits, and how are they to be set? Is it a matter of the means by which we seek wealth, or the amount of it we seek, or what else we ought to be seeking too? Join Dr Doug Adeney to consider various significant lines of thought.

**C** Melbourne CBD

2 x Wed 6-7:30pm • Jan 18 to Jan 19 • \$49 • DNAB6001C

#### Moral Philosophy: Aspects of Anger **NEW!**

Anger is a troubling emotion, with frequent bad consequences and sometimes tragic ones. Dr Doug Adeney will investigate its nature, and related concepts such as vengeance and loss of self-control. But many moralists have held that anger is sometimes healthy and desirable. Are they right, and how?

**C** Melbourne CBD

2 x Wed 11am-12:30pm • Jan 18 to Jan 19 • \$49 • DNAB5901C

### POETRY & LITERATURE

#### Literature and the First World War **NEW!**

We explore the various roles that the written and spoken words played during these turbulent times, drawing on examples from a diverse range of private and public forums. Although a particular focus is placed on poetry, we also consider private letters, personal accounts, published books, newspapers, trench journalism, propaganda, posters and even popular songs of the day.

**C** Melbourne CBD

2 x Thu 11:30am-1pm • Mar 30 to Apr 6 • \$49 • DNAD5101C

#### Portraits in Words **NEW!**

Joanne Lee Dow has selected passages from Johnson, Pope, Dickens and Bronte to prompt discussion and understanding of different approaches to the presentation of people in literature.

**C** Melbourne CBD

2 x Fri 12-1:15pm • Mar 31 to Apr 7 • \$49 • DNAB8701C



### WRITING & EDITING

#### Writing: Plotting Workshop **NEW!**

Much-published author, Beverley Eikli is here to help you to tease out characters' external and internal motivation, get the pacing right and the ends neatly tied up. Indeed, how you can torture your character and make the reader care!

**C** Melbourne CBD

1 x Sat 12-3pm • Feb 4 • \$49 • HAAB5701C

#### Spelling Made Easy **NEW!**

Join Bronwen Hickman, author of 'Spelling Well', and gain spelling confidence in a relaxed and friendly atmosphere. Bronwen outlines some simple guidelines and rules that are sure to help you including, when we need double letters, when 'y' changes to 'i', and how to never get the spelling of 'diarrhoea' wrong again.

**C** Melbourne CBD

1 x Sat 10am-1pm • Apr 1 • \$49 • HAAD4501C

#### Introduction to Memoir Writing

Everybody has a story to tell, however, the key is how you turn your life events into a readable, informative and entertaining tale for family, friends and readers in general. Join author, writing tutor and mentor Lee Kofman for an informative session.

**C** Melbourne CBD

1 x Wed 6-9pm • Feb 1 • \$49 • HAAB5801C



Whet your  
appetite. Have  
a taste of our  
Short Courses!

### WALKING TOURS

#### Exploring Melbourne's Famous Lanes & Arcades @ Twilight **NEW!**

Melbourne is a fascinating city during the day but takes on a whole new persona once the light begins to fade. Let Isabel Simpson guide you through the lanes and arcades while revealing Melbourne's history and secrets.

**C** Melbourne CBD

1 x Fri 7-9pm • Feb 24 • \$49 • DNZ91601C

# Poetry & Literature

## English Romantic Literature: Wordsworth, Coleridge, Blake, Byron, Keats & The Shelleys **NEW!**

This is an introduction to the life and work of seven celebrated late 18th and early 19th Century English writers. Discover how shifting attitudes towards the nature of man, his place in society and relationship to the natural world prompted diverse and innovative approaches. The result was a rich legacy of Literature in the form of autobiographical reflections, sublime flights of imagination and even social criticism.

**C** Melbourne CBD

5 x Thu 11:30am-1pm • Feb 23 to Mar 23 • \$189 • DNAD4401C

## Humour, Poetry & Power in Brief **NEW!**

From Thea Astley to Tobias Woolf writers have created short stories that have resonated with the reader long after they've been read. This course in the short story looks at how writers create memorable short stories, focusing on character, structure and style. We'll compare writers from the past with some very contemporary Australian work. The first session will look at flash fiction or short shorts and discuss what makes a memorable short story. Join Catherine Bateson for a lively exploration of this popular and enduring form. All material supplied.

**C** Melbourne CBD

3 x Fri 1:30-3pm • Jan 27 to Feb 10 • \$99 • DNAB5601C

## Literature and the First World War **NEW!** \$49

We explore the various roles that the written and spoken words played during these turbulent times, drawing on examples from a diverse range of private and public forums. Although a particular focus is placed on poetry, we also consider private letters, personal accounts, published books, newspapers, trench journalism, propaganda, posters and even popular songs of the day.

**C** Melbourne CBD

2 x Thu 11:30am-1pm • Mar 30 to Apr 6 • \$49 • DNAD5101C

## Macbeth **NEW!**

Explore this great tragedy as a written play with Joanne Lee Dow. Sessions one and two will focus on Act 1, and then discussion will continue with one more act in each of the four remaining sessions.

**C** Melbourne CBD

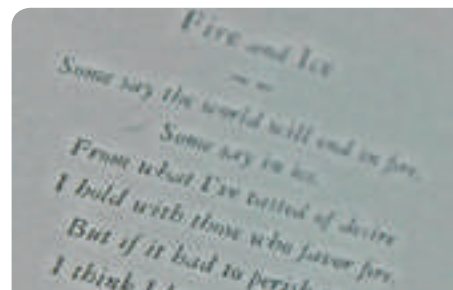
6 x Fri 12-1:15pm • Feb 17 to Mar 24 • \$99 • DNAB8902C

## Portraits in Words **NEW!** \$49

Joanne Lee Dow has selected passages from Johnson, Pope, Dickens and Bronte to prompt discussion and understanding of different approaches to the presentation of people in literature.

**C** Melbourne CBD

2 x Fri 12-1:15pm • Mar 31 to Apr 7 • \$49 • DNAB8701C



## Robert Frost: One Acquainted with the Night **NEW!**

Frost's poetry manifests an art both demanding and accessible. He positioned himself outside the fashionable modernisms that dominated early 20th century tastes. He once likened free verse to playing tennis without a net. Yet his reputation has grown only more imposing in the years since his death in 1963. Dr Bob Di Napoli will read and discuss a representative selection of Frost's poems from a reader produced for the course.

**C** Melbourne CBD

6 x Fri 10:30am-12noon • Apr 21 to May 26 • \$189 • DNAD5601C

## Walt Whitman's Song of Myself **NEW!**

Whitman's Leaves of Grass is an astounding landmark of American literature, in which he crafted poetry, both intensely personal, and at the same time, visionary and expansive enough to take in the whole world. Song of Myself is its most celebrated piece, which Dr Bob Di Napoli will read and discuss with students, using a handout text.

**C** Melbourne CBD

6 x Fri 10:30am-12pm • Feb 24 to Mar 31 • \$189 • DNAD5501C

## Genre-bending Fiction **NEW!**

Join Catherine Bateson in an exploration of fiction which defies genre-classification. Two sessions will be devoted to exploring Rings of Saturn, by W. G. Sebald, of whose work Susan Sontag, in a 2000 essay in the Times Literary Supplement, declared to be one of the few examples of 'literary greatness'. The third session will be devoted to some contemporary examples of genre-bending pieces – these will be supplied in the first class.

**C** Melbourne CBD

3 x Fri 12noon-1.30pm • Apr 14 to 28 • \$99 • DNAD5201C

## Literature for Pleasure **NEW!**

Join Joanne Lee Dow and adult participants who love to read. The photocopied passages will offer contemporary and earlier literature for delighted understanding. Writers include Kelly (2016) and Thien (2016), as well as Shakespeare, Yeats, Lawrence and others.

**C** Melbourne CBD

6 x Fri 12noon-1pm • May 5 to Jun 9 • \$99 • DNAB8801C





# CAE Languages Centre of Excellence

You've made the decision to learn a language! Fantastic, but what's the next step? Firstly, ignore the apps and head straight to the CAE, where our Languages Centre of Excellence has the teachers and know-how to get your language journey started in the best possible way!

Nestled in the vibrant heart of Melbourne's laneways, CAE offers one of Victoria's largest language programs, with over 20 languages to choose from and all levels catered for, from beginners to advanced students. In a friendly environment dedicated to learning, our experienced, world class teachers provide language courses where students truly develop their skills. Our comprehensive classes use real-life social situations to learn – perfect for travellers heading off on that big trip – while the skills you develop and the friends you make provide a rock-solid foundation for future learning, in any language you choose to explore.

And, if your previous language knowledge has slipped a little, don't fret. Just get in touch and we can advise you on a course that's right for you.

Assess your skills today, contact us for a skill check on

**9652 0611**

## Pick the right course for you

### Travellers

The big trip's all planned, and your airfares are booked. But how will you communicate when you get off the plane? CAE's Language for Travellers courses will sort you out! In fun, friendly classes, you will learn everything you need to communicate and travel in style. You may even meet some travel buddies along the way!

- Spanish for Travellers
- French for Travellers
- German for Travellers
- Italian for Travellers
- Japanese for Travellers
- Portuguese for Travellers
- Russian for Travellers
- Thai for Travellers
- Last Minute Language for Travellers:
  - Croatian
  - French
  - Italian
  - Spanish

### Elementary

Getting started with a new language doesn't need to be tough. CAE's experienced, knowledgeable teachers know how to kick off your language learning in the best possible way. Our Elementary languages courses offer a friendly, encouraging environment that lays down solid foundations and facilitates further language development.

- Arabic
- Danish
- Croatian
- Dutch
- French
- German
- Ancient Greek
- Greek
- Hindi
- Indonesian
- Italian
- Japanese
- Korean
- Mandarin
- Portuguese
- Russian
- Spanish
- Swedish
- Thai
- Turkish
- Vietnamese

### Intermediate and Advanced

If it's time to take the next step in your language learning, CAE's Intermediate and Advanced language courses are designed just for you. In fun, vibrant classes you'll sharpen your existing language skills and deepen your understanding of the language. You will develop your ability to speak, read and write and gain confidence with communicating in more formal situations. And if you're just itching to turn off those pesky movie sub-titles, our Intermediate and Advanced language courses can help you do that and more!

- French
- German
- Ancient Greek
- Italian
- Japanese
- Korean
- Latin
- Mandarin
- Spanish
- Swedish
- Vietnamese



## CUSTOMISED LANGUAGE CLASSES FOR BUSINESSES

If you or your employees travel for work, it can really help to have a basic grasp of the language. Our fast-tracked language for business class is perfect for the budding professional polyglot. Classes cover the essentials, from greetings right through to negotiating conventions and business etiquette. Our teachers are all highly qualified professionals and we can tailor our classes to suit your specific needs.

**Book a customised session for your group today.**

**Call us on 03 9652 0611 or 03 9652 0677**



Centre for Adult Education

RTO 3737

### PROFILE

## Kyungok Cho

### CAE LANGUAGE TEACHER

#### Please tell us a little about your teaching philosophy:

I believe learning should be fun. Learning a foreign language is a long-term process and to reach your goal you have to stay motivated. In my experience, students are very keen to learn new languages for their own interests. Many give up for various reasons as they go along so I like to encourage them to keep up their work by making it fun. To create a fun class I try to be a comedian, to develop interesting worksheets, and to present visual and aural materials. Also, I try to balance language and culture during class because I believe language emerges from the culture.

#### What do you teach at the CAE and how long have you been with us?

I have been teaching Korean since July 2010.

#### What do you like most about teaching at the CAE?

I like teaching evening class even though students can be very tired after a long day of work. I am very happy when students say they are so excited to learn something new and don't feel tired at all at class. These comments are very rewarding. The mixture of adults is interesting, such as gender, ages, professions and nationalities providing a variety of knowledge and ideas. Another good thing is the wrap-up party at the end of class when we eat and drink together and become good friends.

#### Why do you think the CAE is such an important part of the Melbourne community?

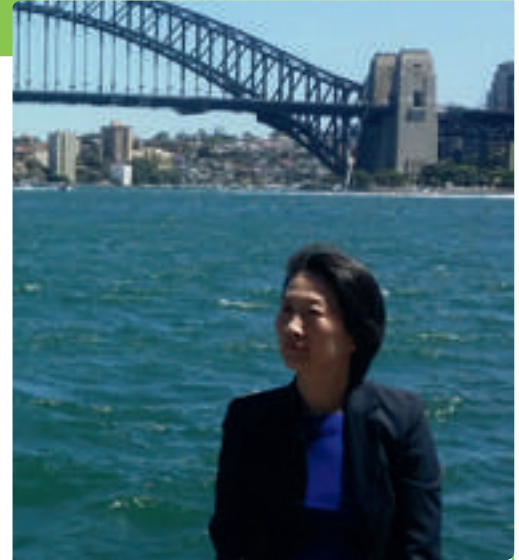
CAE provides a variety of courses for students to develop their skills and hobbies. Also CAE is located in CBD where is very easy to access by public transport. Moreover, CAE is the only organisation to providing Korean classes for adults in Melbourne.

#### How many languages do you speak?

My mother tongue is Korean, and English is my second language. I speak a little Chinese, but I am trying to learn Mandarin on my own.

#### What is your top tip for learning a language?

I wish I had a short cut to learn a language, but there is no such a thing. However, I can suggest that students should not be afraid of making mistakes as through mistakes, students remember better. Spending 10 or 20 minutes every day repeating words or sentences, or listening to audio material and watching visual material can help students remember more. Learning a language starts with listening, so I strongly recommend students listen a lot.



#### Do you ever get confused and end up conversing in multiple languages at the same time?

Yes, I do sometimes, especially in elementary class. It usually happens in "yes", or "no", or numbers as well as idioms and short expressions. Also, I do get mixed when I talk from one person to another in Korean and English.

#### What's the most embarrassing language error you've ever made and what happened?

I do not swear at all, but some words come out sounding like swear words during class because it is really hard for me to pronounce the 'e' sound, as in 'sheet' and 'beach'. Students giggle even though they know what I mean. When I first started teaching at CAE, I was embarrassed and wanted to hide, but now I enjoy their giggles as a joke.

#### What super power would you choose?

Multi-lingual interpretation! I sometimes find it hard to explain grammar in English for non-English students. I wish I could explain it better in their language.

#### The best Korean restaurant in Melbourne can be found at...?

Near La Trobe and Flinders Streets, and King and Exhibition Streets, you will see many Korean restaurants offering simple snacks to authentic meals. The most famous Korean food nowadays is Korean Fried Chicken (KFC) and cool beer, called 'Chi-Mac'. Try it while you are in CBD!

#### Is there anything else you'd like to share with us?

Learning Korean at CAE is a great chance to satisfy your curiosity about Korea. See you there.

**"I believe language emerges from the culture."**

# WE LOVE LANGUAGES



Put your language skills to good practice at these upcoming Melbourne cultural events

- » **Chinese New Year**  
23-29 January (Chinatown)  
2-7 February (Federation Square)
- » **Wonderful Indonesia Beach Fest**  
21-22 January
- » **Asia Pop Fridays**  
3-24 February
- » **Japanese Summer Festival**  
26 February
- » **Lankan Festival**  
26 February
- » **Cultural Diversity Week**  
18-26 March
- » **Melbourne Latin Festival**  
7, 8 & 9 April

## Coming February 2017

### French: Echange de Vues

This course is suitable for people who have a very good knowledge of French and who have the ability to speak, understand, read and write French on a wide range of topics. It is ideal for those who wish to spend time in French-speaking countries in work-related, social or travel situations. Students read about, discuss and debate issues of 21st century society and culture. Grammar can be revised and written work is encouraged. The course affords an ideal leisure activity and creates the opportunity to share similar goals and interests with others in the class.

**C** Melbourne CBD

16 x Tue 11.45am-1.15pm • Feb 7 to May 30 • \$399 • DLL85201C

### French: Enrichissement

Take this opportunity to extend and consolidate your linguistic skills and explore contemporary French culture and society by reading about, listening to and discussing contemporary themes. Grammar is revised and written work encouraged.

**C** Melbourne CBD

16 x Tue 11.45am-1.15pm • Feb 7 to May 30 • \$399 • DLJ03201C

### French: Savoir-Faire

This course is designed for students who can converse in French and who wish to maintain their linguistic skills. It is suitable for those who wish to use the language in travel, work or social situations, to explore contemporary French society and culture or to proceed to a highly advanced level of study. Grammar is revised when needed and written work is encouraged.

**C** Melbourne CBD

16 x Tue 11.45am-1.15pm • Feb 7 to May 30 • \$399 • DLL85201C

### German Advanced

The aim of the course is to enjoy classes conducted exclusively in the language, expanding German speaking, listening, reading and writing skills. Reading extracts and conversation will be linked to German literature, history and modern issues. Grammar revision will arise from the chosen texts, videos and TV programmes. Students will be consulted so the topics reflect their interests. It is expected that students have done four years of German part-time study.

**C** Melbourne CBD

16 x Sat 10-11.30am • Feb 4 to 10 Jun • \$399 • DLB63601C

### German: Deutsch im Alltag

Take this opportunity to improve your language skills in a very friendly class with a relaxed environment. There is ample opportunity to practise your German conversation and to improve your reading, writing and listening skills. Grammar is revised as the need arises, based on class texts, newspaper articles and the internet. Suitable for those who have done 4 years of German at school or 300 hours of CAE German.

**C** Melbourne CBD

16 x Mon 11.30am-1pm • Feb 6 • \$399 • DLW02001C

### Russian Continuing: Advanced

This course is designed to complement the Numnikotski 'Troika' program. Following the program's interactive language approach, the lessons will cover various themes which allow for considerable discussion in Russian, along with the consolidation of grammatical concepts already studied; and the introduction of finer aspects of the Russian language. Topics covered will include Russian history: past and present, social and cultural conventions, literature and the arts.

**C** Melbourne CBD

Starting in February

For information about these courses and more visit [cae.edu.au](http://cae.edu.au)

## PROFILE

## Delphine Marie

CAE LANGUAGE TEACHER



### 1. Please tell us a little about your teaching philosophy and experience:

I believe my role as a teacher is to guide and encourage the students in their learning journey. Every student's personal experience, knowledge and skills, contributes to their learning process. I encourage students to share their knowledge and help each other as when students are at ease with each other they learn from each other and improve as a whole. I like to focus my teaching on my student's needs, likes and what will be most useful to them. Languages are firstly for communication so I want my students to be able to use what they learn in the classroom outside too.

I have been teaching for five years and have found just learning a language is not enough. One also needs to be interested in the culture as they work hand in hand.

### 2. What do you teach at CAE and how long have you been with us?

I teach French and EAL (English as an Additional Language) and hopefully one day Spanish. I have been working with CAE for about 20 months.

### 3. What do you like most about working at CAE?

CAE is a great place to work because they value personal development. I always feel like I am growing, which is important to me. My colleagues are very helpful and friendly, and I truly treasure that. Of course I can't forget the students who are so motivated and enthusiastic.

### 4. Why do you think CAE is such an important part of the Melbourne community?

Melbourne is the cultural capital of Australia and I think CAE reflects this cosmopolitan culture through the range of courses. They touch on various areas and push students to always improve their skills and knowledge.

### 5. How many languages do you speak?

I speak four languages and have basic knowledge of another two, which I plan to study at CAE once I complete my master's degree.

### 6. What is your top tip for learning a language?

Don't be afraid of making mistakes, and always find a way to make learning fun. One student said recently, doing your grocery shopping and writing the list in French can be fun, and you might actually retain more that way than just doing repetitive exercises.

**“Don't be afraid of making mistakes, and always find a way to make learning fun.”**

### 7. Do you ever get confused and end up conversing in multiple languages at the same time?

Euh oui ça m'arrive... Oh sorry yes it does happen! Some years back it was more apparent but I am getting slightly better. I am more aware of what I'm saying. The course I am doing at university has also helped me be more aware of those slips and remain focused.

### 8. What is the most embarrassing language error you've ever made and what happened?

My first year in Melbourne I went to dinner with some family and friends. I ordered "buffalo wings". In French the stress is on the second syllable, whereas in English it's on the first, back then I didn't realise. When it was my turn to order the waiter didn't have a clue what I wanted and even presumed it was not on their menu. Shyly I showed him the meal, before he went "oh 'buffalo!'". This shows how important word stress is.

### 9. What super power would you choose?

At the moment with work and studies I always feel like I am short on time, so it would probably be the ability to extend the day to 36 hours. Apart from that I am happy with what I have.

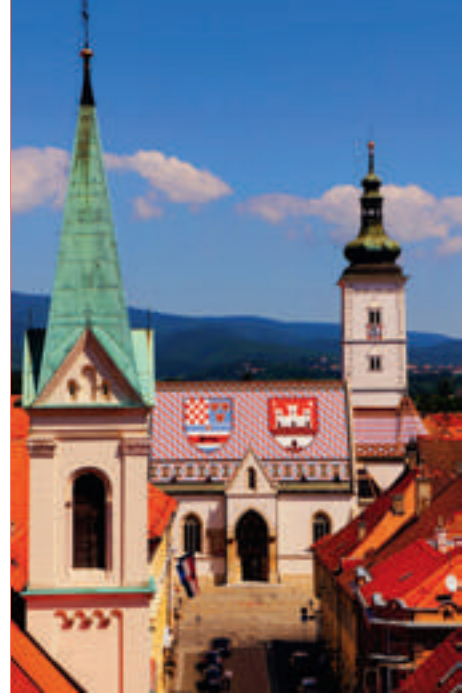
### 10. The best coffee in Melbourne can be found at...?

I love coffee and can be very particular about my latte. A good coffee depends on the beans and the perfect temperature for the milk. I always listen to the way the barista froths the milk. If it's too noisy I look for another place. The one I go to near CAE is Kuaizi Bar – friendly staff and good muffins!

### 11. Is there anything else you'd like to share with us?

I really enjoy working at CAE, the staff and the coordinators are real gems. I also like the fact they always support and encourage the tutors. There are not many places out there that promote adult education in so many streams such as arts, photography, cooking, language and many more.

## New languages for 2017



#### CROATIAN

Planning to binge-watch Game of Thrones over Christmas? Why not learn some Croatian and head to Dubrovnik to see the real-life Kings Landing! CAE's brand new Croatian: Elementary 1 is just the ticket to get you there, the true king of our language courses.

#### THAI

When it's time to go, go to the Ko! Ko Samui that is or Ko Tao or any one of Thailand's beautiful beaches. And, helping you get there in style is CAE's brand new Thai for Travellers course, purpose built to endure your summer break's a good one.

**LEARN A  
LANGUAGE.  
ENROL TODAY  
cae.edu.au**

# Travel

## Camino: Walking the Camino de Santiago

Experienced Camino trekker, Karen Manwaring, provides practical advice about how to prepare for the terrain, accommodation, food, culture and language plus what to pack and when to go.

**C** Melbourne CBD

1 x Sat 12:30-4:30pm • Mar 4 • \$129 • DNN23901C

## LANGUAGE FOR TRAVELLERS

### French

**C** Melbourne CBD

8 x Tue 7:30-9pm • Jan 24 to Mar 14 • \$249 • DLB34502C

6 x Mon 6-8pm • Jan 30 to Mar 6 • \$249 • DLB34503C

6 x Wed 6-8pm • Feb 15 to Mar 29 • \$249 • DLB34504C

### Italian

**C** Melbourne CBD

6 x Thu 6-8pm • Feb 9 to Mar 16 • \$249 • DLE16402C

6 x Sat 10:30am-12:30pm • Feb 18 to Mar 25 • \$249 • DLE16403C

### Japanese

**C** Melbourne CBD

6 x Sat 1-3pm • Feb 25 to Apr 1 • \$249 • DLK14002C

### Portuguese

**C** Melbourne CBD

6 x Mon 6:30-8:30pm • Jan 30 to Mar 6 • \$249 • DLG47201C

6 x Thu 6:30-8:30pm • Feb 9 to Mar 16 • \$249 • DLG47202C

### Spanish

**C** Melbourne CBD

8 x Tue 7:30-9pm • Jan 24 to Mar 14 • \$249 • DLV75902C

6 x Mon 6-8pm • Jan 30 to Mar 6 • \$249 • DLV75903C

6 x Wed 6-8pm • Feb 15 to Mar 29 • \$249 • DLV75904C

6 x Thu 6-8pm • Feb 23 to Mar 30 • \$249 • DLV75905C

### Thai

**C** Melbourne CBD

6 x Tue 6-8pm • Jan 17 to Feb 21 • \$249 • DLAB2201C

6 x Thu 6-8pm • Feb 16 to Mar 23 • \$249 • DLAB2202C

## LAST MINUTE LANGUAGE FOR TRAVELLERS

### French

**C** Melbourne CBD

1 x Sat 1-5pm • Feb 11 • \$99 • DLR04202C

### Italian

**C** Melbourne CBD

1 x Sat 1-5pm • Feb 11 • \$99 • DLR04302C

### Spanish

**C** Melbourne CBD

1 x Sat 1-5pm • Feb 11 • \$99 • DLR42002C

## Tips to beat jetlag

Don't let jetlag or desynchronosis overshadow your holiday. Symptoms can include disrupted sleep patterns, headaches, fatigue and digestive upsets. Pack these handy travel tips next time you're changing timezones.

### Before you go:

- Change your sleep patterns according to your destination: Going west? start going to bed a little earlier. Going east? Start going to bed a little later one day for each timezone you will be crossing.
- Plan a stopover if you can to help your body adjust gradually.
- For short trips, stay on home time.

### On your flight:

- Time your meals and sleep according to the local time at your destination. Use earplugs and eye shades to make it easier to sleep.
- Drink plenty of water and make sure to walk around the cabin and stretch.
- Limit or avoid caffeine, alcohol and sleep medications which disrupt your natural sleep patterns.

### Upon arrival:

- Get plenty of daylight or bright light. This helps your body adjust naturally to the local time.
- Get at least 4 hours of 'anchor sleep' during the local night and try to recover lost sleep by taking short naps during the day when sleepy to make up the hours you would normally rest during a 24 hour period.
- Get in the local groove from the get-go and eat and sleep according to the time zone you're in.

Bon voyage!



# Walking Tours

## ART GALLERY & CULTURAL WALKS

### Melbourne CBD: City Gallery Arts Tour

Join Andrew Gaynor and find the latest offerings at Melbourne's most exciting galleries and artist run initiatives. The tour incorporates some of the most dynamic contemporary art galleries hidden within the inner-city, as well as key public artwork and street art.

**C** Melbourne CBD

1 x Sat 12-2:30pm • Mar 11 • \$75 • DNX92801C

## CULINARY WALKS & TOURS

### East Meets West Foodies Tour

Join your host, local foodie Dominic Yu, on an exploration of Melbourne's most authentic Asian fresh food market at Centro Box Hill and take the opportunity to visit the individual stores, meet the traders, sample the produce and learn about the exotic ingredients on offer. A classic Asian lunch is provided for you, as well as a take-home goodie bag to value of \$50.

**B** Box Hill

1 x Sat 11am-2pm • Jan 21 • \$79 • DHX75601W

1 x Sat 11am-2pm • Feb 18 to Feb 19 • \$79 • DHX75602W

1 x Sat 11am-2pm • Apr 1 • \$79 • DHX75603W

### Exploring Jewish Culture & Cuisine

Join Shlomo Zimmer for a pleasant Sunday exploration of Jewish culture and cuisine. This is an opportunity for you to visit classic Jewish bakeries, delis, bookstores and gift shops, guided by Shlomo, and his extensive cultural and culinary knowledge.

**X** Balaclava venue

1 x Sun 11am-1pm • Mar 19 • \$79 • DNX23902C

## HISTORICAL WALKS: MELBOURNE CBD

### Discovering Bearbrass

Visit sites of the original places of the 1835 European settlement of Melbourne (Bearbrass) including town square, settlers' homes, indigenous sites, gaols, pubs, docks, churches, hospital and more.

**C** Melbourne CBD

1 x Sun 10:30am-1pm • Jan 29 • \$75 • DNT36201C

1 x Sun 10:30am-1pm • Feb 19 • \$75 • DNT36202C

### Exploring Melbourne's Famous Lanes & Arcades @ Twilight NEW! \$49

Melbourne is a fascinating city during the day but takes on a whole new persona once the light begins to fade. Let Isabel Simpson guide you through the lanes and arcades while revealing Melbourne's history and secrets.

**C** Melbourne CBD

1 x Fri 7-9pm • Feb 24 • \$49 • DNZ91601C

Also see our **Photographic Walking Tours** on page 3

### Highlighting Melbourne's Architectural Secrets

Melbourne offers many outstanding architectural highlights. Join interior designer Maria Panettieri for a fascinating tour of the CBD – from Federation Square, to hidden architectural gems. Maria helps you to appreciate just what makes the architecture in Melbourne unique.

**C** Melbourne CBD

1 x Sun 10am-12:30pm • Mar 5 • \$75 • DNZ32501C

### Melbourne's Lanes & Arcades Tour

Join Isabel Simpson and experience the first in the series – visit the oldest and grandest arcades, walk through a network of fascinating lanes and alleys. Commencing at Bank Place with its unique tavern, touch the edge of the legal precinct, heading northwards. Where was the mansion "Rostella?" Where was the first synagogue in the CBD? We discover treasures of the 1850s and conclude at the Cathedral Arcade in Swanston Street.

**C** Melbourne CBD

1 x Sun 10am-12:30pm • Mar 5 • \$75 • DNK39701C

1 x Sun 2-4:30pm • Mar 19 • \$75 • DNK39702C





## HISTORICAL WALKS: MELBOURNE INNER SUBURBS

### A History of Jewish Settlement in Melbourne

Join your host Shlomo Zimmer at the St. Kilda Jewish Museum for a guided tour and learn about Jewish settlers, from First Settler convicts, to Holocaust survivors and Post WW2 refugees. Shlomo will talk about contributions and traditions of the Jewish community before leading students across the road to St. Kilda Shule, a beautiful and historic synagogue, dating from 1871. Enjoy a tour of the Synagogue and learn more about its history and importance to the Jewish community. Includes entry of the Jewish Museum of Australia and the St. Kilda Synagogue.

**X** St Kilda venue

1 x Sun 10:30am-1pm • Feb 26 • \$99 • DNZ53801C



### Black Rock: Half Moon Bay Dreaming

Join leading guide, Meyer Eidelson, author of a number of books including Melbourne Dreaming: A Guide to Aboriginal Places in Melbourne and learn about the settlement history and geography of Black Rock's spectacular beaches, bushland and cliffs. Explore sites used by the Boon Wurrung people for thousands of years for camping, water, ceremony and cooking. Harvest traditional Koori foods, medicine, tools and decorations from the landscape.

**X** Black Rock venue

1 x Sun 10am-12:30pm • Mar 5 • \$75 • DNZ48501C

### Exploring Art Deco in St. Kilda

Architect Jo Lettieri takes you on a captivating and informative walk along the St. Kilda foreshore to explore the delightful art deco residential buildings, including parts of beautiful Elwood. Learn more about this influential design style.

**X** St Kilda venue

1 x Sat 10am-12:30pm • Mar 25 • \$75 • DNZ60501C

### Exploring Carlton's Heritage

Surveyed and planned in 1852, Carlton was the favoured sites for the Melbourne's first University, Trades Hall Council, and Royal Exhibition Building. Carlton also has a rich history of Italian and Jewish communities who settled here and created many businesses. Indeed, it still remains one of Melbourne's most important Italian areas. Your host Isabel Simpson leads you on a fascinating tour recounting stories of the past as you pass gracious terrace housing and the site of the first Children's Hospital, the old weather bureau, Medley Hall, churches, and beautiful Macarthur and Murchison Squares, and site of scoundrel Squizzy Taylor's demise. See countless former pubs and the site of the famous Ball & Welch store. Music professors, artists like McCubbin, Roberts and Buvelot, and writers had connections with Carlton and we conclude at the unique "La Mama" theatre.

**X** Carlton venue

1 x Sun 10am-12:30pm • Feb 26 • \$75 • DNZ68401C

Also see our **Interior Design  
Walking Tours** on page 14

## VCE YOUR WAY

National Code: VCE0000001

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  - Further Maths

For further information regarding times and other dates, visit [cae.edu.au](http://cae.edu.au) or [boxhill.edu.au](http://boxhill.edu.au) or submit an enquiry to [boxhill.edu.au/contact-us/](http://boxhill.edu.au/contact-us/) or [cae.edu.au/contact-us/enquiries/](http://cae.edu.au/contact-us/enquiries/)

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# Writing & Editing

## FICTION

### Beginning Creative Writing

A fun and informative course suited to people interested in writing but are unsure how to get started. In a relaxed and encouraging environment, you'll talk, workshop and complete exercises with like-minded people, gaining the confidence and ability to express yourself through words. This course has a focus on generic writing skills without focusing on any one particular genre. Those skills can then be applied to a range of styles, from poetry and short stories to personal narratives, while having lots of fun along the way.

**C** Melbourne CBD

6 x Tue 6pm-8pm • Jan 17 to Feb 21 • \$320 • HAG59001C

3 x Sat 10am-2pm • Feb 18 to Mar 4 • \$320 • HAG59002C

6 x Tue 6-8pm • Mar 14 to Apr 18 • \$320 • HAG59003C

### Beginning Creative Writing Advanced

Broaden your creative writing skills by exploring the craft through workshoping and writing exercises in a supportive environment. Learn more about creating characters, writing dialogue, structuring a plot and other writing skills as you continue to develop your own work. This course is a continuation of CAE's very popular Beginning Creative Writing but may also be suitable to those who already possess some writing experience.

**C** Melbourne CBD

3 x Sat 10am-2pm • Mar 18 to Apr 1 • \$320 • HAAD2801C

### Writing: Plotting Workshop **NEW!** \$49

Much-published author, Beverley Eikli is here to help you to tease out characters' external and internal motivation, get the pacing right and the ends neatly tied up. Indeed, how you can torture your character and make the reader care!

**C** Melbourne CBD

1 x Sat 12-3pm • Feb 4 • \$49 • HAAB5701C

### Novel Writing

Don't simply dream about writing a novel, do something about it! This practical class will give you a thorough overview of the key elements to finally write that novel, covering everything from character and plot development to point of view, voice, structure, dialogue and description. With an emphasis on workshoping, motivation and practical writing, bring along your ideas and watch as that blank page is soon brimming with exciting opportunities!

**C** Melbourne CBD

5 x Tue 6pm-9pm • Jan 17 to Feb 14 • \$348 • HAL00401C

5 x Thu 6-9pm • Mar 9 to Apr 6 • \$380 • HAL00402C

### An Introduction to Writing Romance

Do you want to write a romance novel? Do you have a manuscript or two gathering dust? Multi-published and award-winning romance author Beverley Eikli will help you develop that kernel of an idea that sells a romance. Learn practical devices to improve plot, pacing and presentation, as well as how to pitch to traditional publishers, e-publishers, independents and small press. Beverley will also discuss self-publishing, changing markets and what editors are looking for.

**C** Melbourne CBD

4 x Sat 10am-1pm • Mar 18 to Apr 8 • \$320 • HAY34602C

### Poetry Writing

Established Australian poet Judith Rodriguez will take you on a journey into the wonderful world of poetry. Whether you are just starting out or are simply curious, this hands-on course will not only discuss the various style and features of existing poems but students will be encouraged to write their own, for sharing and discussion.

**C** Melbourne CBD

5 x Tue 6pm-9pm • Jan 24 to Feb 21 • \$340 • HAN20801C

5 x Tue 6-9pm • Mar 21 to Apr 18 • \$340 • HAN20802C





**The Short Story**

This practical course will teach you techniques to craft wonderfully imaginative short stories that will not only appeal to readers but hold onto their attention. Learn how to get ideas, develop characters, write believable dialogue, plotting and a whole lot more.

**C** Melbourne CBD  
 5 x Tue 6pm-9pm • Jan 24 to Feb 21 • \$348 • HAP35401C  
 5 x Tue 6-9pm • Mar 21 to Apr 18 • \$348 • HAP35402C

**Writing Children's Picture Books**

Learn practical steps to writing a picture book with author and illustrator Sue deGennaro. Consider the concept, story, characters, structure, audience, language, and pictures. Picture books have become an art form where story telling is an integration of the text and the pictures. They appeal to all ages and range from the very simple to sophisticated and complex works of art. Covers all aspects of writing a children's picture book. Explore concept, story, character, structure, audience, language and pictures and discover what publishers are looking for.

**C** Melbourne CBD  
 3 x Sat 10am-4pm • Mar 11 to Mar 25 • \$375 • HAE66102C

**Graphic Novels**

Learn to create characters and design stories using striking black and white drawings – the graphic novel. Discover which medium and drawing style suits your story. This course gives you a basic understanding of characterisation, drawing development, design and storytelling.

**C** Melbourne CBD  
 4 x Wed 6-9pm • Mar 8 to Mar 29 • \$299 • HXW30101C

**NON FICTION**

**Introduction to Memoir Writing** \$49

Everybody has a story to tell, however, the key is how you turn your life events into a readable, informative and entertaining tale for family, friends and readers in general. Join author, writing tutor and mentor Lee Kofman for an informative session.

**C** Melbourne CBD  
 1 x Wed 6-9pm • Feb 1 • \$49 • HAAB5801C

**Life Writing Workshop**

A friendly, informative course focusing on how to start writing an autobiography or biography. Includes fundamental story-telling elements, creative exercises and constructive feedback.

**C** Melbourne CBD  
 6 x Wed 10am-12pm • Mar 15 to Apr 19 • \$283 • HAT13702C

**Intro to Creative Non-Fiction**

Are you interested in writing about real life subjects or situations? Creative non-fiction can include biography and autobiography, travel, memoir, oral history and reportage, and many other forms of non-fiction writing. It involves writing about your own experiences or those of others using the skills and techniques of creative writing, such as narrative, setting, dialogue, plot and point of view.

**C** Melbourne CBD  
 6 x Wed 6-8pm • Mar 15 to Apr 19 • \$320 • HAZ41901C

**SCRIPTWRITING & SCREENPLAY**

**Introduction to Screenwriting**

Cover key aspects of writing for film to help you turn your ideas into vivid and compelling screen stories. Explore narrative structure and film language, as well as script format and layout, treatments and synopses. Through a combination of analysis and practical exercises the aim is to explore and develop your creative ideas without resorting to by-the-book formulas.

**C** Melbourne CBD  
 6 x Wed 6-9pm • Mar 1 to Apr 5 • \$350 • HDJ64601C

**WRITING FOR WORK**

**How to Write a How-to Book**

Turn your expert knowledge or expertise into a book with an author of many 'how-to' books. Learn how to approach publishers with a winning proposal, plan and structure the book and write it fast.

**C** Melbourne CBD  
 1 x Fri 10am-4pm • Mar 10 • \$154 • HAJ34101C

**Business Writing That Works**

For those who must write as part of their job, being able to write well can play a crucial role when dealing with both internal and external stakeholders across every level. Learning how to capture thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete and correct is a skill that must be acquired and then reinforced through practice. Due to its workbook based coaching, writing in this workshop is viewed as a process rather than a collection of factual and procedural knowledge.

**C** Melbourne CBD  
 Tue + Wed 9:30am-4:30pm • Mar 7 to Mar 8 • \$335 • SKT98101C

**Blog Basics**

Blogging is one of the easiest and most enjoyable ways to create an online presence. Whether you wish to share your photos with the world, or relate your tall travel tales and adventures, your teacher will show you how to quickly get started. From posting tips to becoming familiar with several of the most popular blogging sites, you will walk away inspired and eager to create your own!

**C** Melbourne CBD  
 1 x Sat 10am-4pm • Mar 18 • \$165 • HDV63401C

**Blogging: The Next Steps** NEW!

So you've got your blog online – now what? Writer and prolific blogger Karen Andrews will build on your working knowledge of blogging and help you to further develop your online platform. Throughout the workshop Karen will focus on how to conceive and implement an effective editorial schedule, explore various content including marketing tools available and discuss methods to monetise your blog. Further develop your skills and confidence, identify ways to grow your audience and forging potential new career pathways via blogging.

**C** Melbourne CBD  
 1 x Sat 10am-4pm • Apr 22 • \$165 • HAAD8301C

**WRITING SKILLS**

**Copywriting Masterclass**

This masterclass is designed and delivered for content marketing, communications and social media practitioners (bloggers) as well as those interested in learning the craft of copywriting in all media and search engine optimisation (SEO) for online. The course takes you into the strategic and creative process of defining, articulating and constructing an effective communication piece and user experience, directly revealing the theory and practice of clear, concise and compelling writing (even when SEO is involved).

**C** Melbourne CBD  
 2 x Thu 9:30am-4:30pm • Mar 16 to Mar 23 • \$600 • HAV23301C

**Grammar**

If it's been years since you studied grammar in school and are feeling rusty, you are definitely not alone! Bronwen Hickman will demonstrate topics such as correct noun and verb use to active and passive voice, sentence construction and clear expression.

**C** Melbourne CBD  
 6 x Thu 6-8pm • Mar 16 to Apr 20 • \$245 • HAI47502C

## Writing & Editing (cont)

### Grammar Clinic

Improve your noun and verb use, sentence construction and clear expression.

**C** Melbourne CBD

1 x Sat 10am-4pm • Mar 25 • \$159 • HAT75701C

### Publish Your eBook

The world of publishing has changed forever. Electronic books are selling in unprecedented numbers while E-readers are more readily available than ever before. Authors are suddenly presented with a myriad of options that doesn't involve waiting years to be accepted by a mainstream publisher, but the big question is where to begin? This course, presented by author, publishing and marketing consultant Julie Postance, will discuss how you can get your book into the electronic publishing world for devices such as the Kindle, iPad and Kobo. You will learn about preparation, publishing and marketing strategies.

**C** Melbourne CBD

2 x Tue 6-9pm • Feb 21 to Feb 28 • \$169 • HAZ41201C

### Spelling Made Easy NEW! \$49

Join Bronwen Hickman, author of 'Spelling Well', and gain spelling confidence in a relaxed and friendly atmosphere. Bronwen outlines some simple guidelines and rules that are sure to help you including, when we need double letters, when 'y' changes to 'i', and how to never get the spelling of 'diarrhoea' wrong again.

**C** Melbourne CBD

1 x Sat 10am-1pm • Apr 1 • \$49 • HAAD4501C

### Structural Editing and Copy Editing

Learn how to structure, copy-edit and proofread non-fiction documents to communicate your message more effectively.

**C** Melbourne CBD

2 x Sat 9:30am-3:30pm • Jan 28 to Feb 4 • \$283 • HAT55101C

2 x Sat 9:30am-3:30pm • Mar 4 to Mar 11 • \$283 • HAT55102C

### Write, Publish & Promote Your Book

Self-publishing is booming and you will be amazed at the opportunities available to budding authors that simply weren't possible through traditional publishing channels. If you have even an inkling of interest in this field, this course is highly recommended! This step by step course, presented by author, publishing and marketing consultant Julie Postance, will take you from initial concept right the way through to self-published paperback. Publishing your own book establishes you as an expert and can bring you career acceleration, money and opportunities beyond your wildest dreams. Bypass rejection letters from publishers, learn how to write, edit and get your book out there!

**C** Melbourne CBD

4 x Tue 6-9pm • Mar 7 to Mar 28 • \$275 • HAZ41301C

# English as an Additional Language

## Business English – Speaking for Professionals

Want to improve your articulation, enunciation and diplomatic speaking? Do you use the telephone at work and want to be fully understood as well as understand others? This course will show you how to build your facial muscles, refine and polish your pronunciation and give you confidence speaking and communicating in large groups, one on one and on the telephone. For people who speak English as a second language at a reasonably fluent level.

**C** Melbourne CBD

8 x Wed 6pm-9pm • Jan 18 to Mar 8 • \$490 • SKR50801C

8 x Tue 6-9pm • Feb 28 to Apr 18 • \$490 • SKR50802C

## Business English – Writing for Work

Business writing in a non-native language can be challenging, this course will provide you with skills necessary to improve. Develop your workplace writing, grammar, sentence construction and spelling. Practice all forms of writing from emails to memos and reports.

**C** Melbourne CBD

8 x Thu 6-9pm • Mar 23 to May 11 • \$490 • SKR51901C



## ACCREDITED COURSES IN THE CITY

# Pursue your passion for writing!

Write the next great Australian novel, freelance as a journalist, turn an idea into a short story, edit a magazine, enrich your current career or take a gap year to enhance your tertiary education. Whatever the field, develop skills for the writing, editing and publishing industry.

## Certificate IV in Professional Writing and Editing (22203VIC)

This course provides an overview of the writing and editing industry as well as practical skills in writing fiction and non-fiction, editing and proof reading, research and word processing. It is suitable for those who want to focus on a career in writing and/or editing as well as those who want to develop skills for their ongoing employment in any field. It also fits neatly into a gap year between school and university, and develops research, writing and study skills of great value to tertiary education in any area.

## Diploma of Professional Writing and Editing (22091VIC)\*

This course provides professional skills and knowledge in the writing and editing industry. It is suitable for those who want to focus on a career in writing and/or editing as well as those who want to develop professional skills for their ongoing employment in any field. It is particularly suitable for adults who can work independently and have particular projects in mind. Students can expect to make major progress on a non-fiction project and a novel as well as develop practical skills in professional editing and providing services as a freelance writer and editor.

**It's not too late. Enrol now.**

**Find out more call 1300 BOX HILL**

This training is provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments. For details visit [boxhill.edu.au](http://boxhill.edu.au)

\* Fee assistance (through Box Hill Institute) is available to eligible Diploma students.

Students undertaking these courses will be enrolled at Box Hill Institute (BHI). Upon completion, you will receive certification from Box Hill Institute. Box Hill Institute RTO Code: 4687 CRICOS Number: 02411.J.





# Business

## FINANCIAL MANAGEMENT

### Bookkeeping: Introduction

Learn how to organise your financial information through accurate bookkeeping which complies with Australian taxation law. Aimed at the cash business.

**C** Melbourne CBD

6 x Wed 6-9pm • Feb 22 to Mar 29 • \$435 • SKH36001C

### MYOB AccountRight Version 19: Complete

The skills and knowledge acquired in this course will allow the user to produce and manage purchase orders and invoices, manage accounts payable and accounts receivable, and produce BAS documentation.

**C** Melbourne CBD

3 x Fri 9:30am-4:30pm • Mar 17 to Mar 31 • \$496 • SRV81801C

### Xero Cloud Accounting

Cloud accounting software will allow your business to work smarter and faster, provide a better overview and reduce the tedious and time consuming day-to-day elements. This course focuses on the world-wide popular Xero system that allow you to gain skills in this popular cloud-based accounting/bookkeeping software package. Topics include setting up, processing, reconciling and end of month reports, payroll set up and processing. Students will be provided with a manual at no additional cost.

**C** Melbourne CBD

2 x Thu 10am-5pm • Mar 16 to Mar 23 • \$335 • SRAB6101C

See our new course **An Introduction to Revit Architecture Fundamentals** on on page 14

## BUSINESS COMMUNICATION

### Impromptu – Speaking Off the Cuff <sup>\$49</sup>

Join experienced speaker and business trainer, Andrew Monaghan, and learn how to make a good impression at work and socially when you have to speak unexpectedly.

**C** Melbourne CBD

1 x Sat 1-4pm • Mar 25 • \$49 • SKAB9701C

## PROFESSIONAL DEVELOPMENT

### Building Wealth with Real Estate

Building wealth from real estate is not difficult. The difficult part is to convince yourself that you can do it. To achieve this you need to have confidence in your ability to make a decision. The objective of this course is to explain in simple terms the necessary skills and knowledge you will need to have, if you intend to invest in real estate.

**C** Melbourne CBD

1 x Mon 9:30am-4:30pm • Feb 27 • \$265 • SKS23501C

### Building Your Self Esteem and Assertiveness Skills

Building your self-esteem is essential for confidence and success, and it all begins with you. Of all the judgments you make in life, none is as important as the one you make about yourself. Without some measure of self-worth, life can be enormously painful. During this workshop you will discover some simple techniques that dramatically change how you feel about yourself. You will learn how to recognize the importance of learning self-acceptance and nurturing your sense of self.

**C** Melbourne CBD

1 x Thu 9:30am-4:30pm • Mar 9 • \$295 • SKT85401C

## Diplomacy and Influence in the Workplace

Personal power enhances your work success. Jacquie Wise covers principles of diplomacy, power-plays, clear and convincing communication for different personalities, handling objections and the fine art of persuasion.

**C** Melbourne CBD

1 x Mon 9:30am-4:30pm • Mar 20 • \$295 • SKK26401C

## Executive Personal Assistant

The Executive Personal Assistant is a critical link between the executive and the internal and external customers. The workshop explores the boundaries of this person's authority and responsibility and how to negotiate their role to manage a multiple manager situation if necessary.

**C** Melbourne CBD

Thu + Fri 9:30am-4:30pm • Mar 16 to Mar 17 • \$395 • SKE87901C

## Introduction to Share Markets

The course is structured for participants wishing to gain an understanding of the Australian Stock Market and subsequently to invest in it. No prior knowledge of the market is needed.

**C** Melbourne CBD

1 x Mon 9:30am-4:30pm • Jan 23 • \$265 • SKG09101C

## Powerful Presentation Skills

One of the top requirements for professional advancement today is the ability to deliver a presentation in which one connects with the audience, communicates clearly, and demonstrates the ability to speak with confidence and power.


**C** Melbourne CBD

2 x Thu 9:30am-4:30pm • Mar 16 to Mar 23 • \$290 • SKT73201C

## Business (continued)

### The Minute Taker's Workshop

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. And meeting are costly, even if held in a company boardroom. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if the minutes of a meeting are not accurate, the meeting may just as well not have taken place. If people can't remember or agree on what actually occurred at a meeting, how can the group effectively accomplish its objectives? This workshop helps minute-takers understand their role and the best techniques of producing minutes that include all the essential information needed.

 Melbourne CBD

1 x Tue 9:30am-4:30pm • Mar 7 • \$295 • SKT84001C

### PROJECT MANAGEMENT

#### Project Management Fundamentals

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take extra assignments-and to get that additional job done well, done under budget, and done on time. This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, these two days will familiarize you with the most common terms and the most current thinking about projects.

 Melbourne CBD

2 x Thu 9:30am-4:30pm • Feb 23 to Mar 2 • \$395 • SKT85301C

### SMALL BUSINESS

#### Running a Bed and Breakfast

In this one day hands-on work shop, you will learn how to start, operate and promote a B&B. Discover how to register your business, food handling and insurance requirements, financials and business planning. You will also learn about kitchen and bedroom set up, working with suppliers, marketing, promotional material, sales, guest relations and management.

 Melbourne CBD

1 x Wed 9:30am-4:30pm • Mar 15 • \$195 • SKA68501C

#### Small Business: Getting Started

Are you thinking of starting a small business and not sure where to start? It's a big decision whether a new, established or franchise business with many critical questions to resolve to ensure success. Join experienced small business operator and tutor Keat Chiew as he discusses and examines key issues: being passionate about starting your own business and making a difference, entrepreneurship, learn and develop a flexible but disciplined process to validate your business ideas or review your current business that will help build your business foundation for success and discover critical business elements and learn to make informed decision that will enhance your probability of success in business and finance.

 Melbourne CBD

1 x Sat 10am-4pm • Jan 21 • \$199 • SKZ57001C

1 x Sat 10am-4pm • Mar 4 • \$199 • SKZ57002C

#### Small Business: The Essential Framework

If you aspire to start-up your own business; or are presently running your own small business but would like to take it to the next level, it is important to understand the key levers that can positively influence the intended outcome. Commencing with an overview of the basics in this course, experienced business operator and tutor, Keat Chiew will also provide an in-depth discussion, dissection and provide clarity on how to analyse business situation analysis, develop your business model and hone your business strategy.

 Melbourne CBD

4 x Mon 6-9pm • Mar 20 to Apr 10 • \$299 • SKZ85801C

## ACCREDITED COURSES IN THE CITY

# Get job ready with a Box Hill Institute Commerce Degree

**Bachelor of Commerce (Applied)** (0008BDC02)

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Box Hill's CPA and ICAA accredited commerce programs are designed to meet the emerging demands of business and the broader community. you will be exposed to realistic business problems and environments, and you will be part of a learning community that provides the necessary support to help you achieve your goals. Your qualification is designed to be wholly relevant to the national and global marketplace.



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Develop skills in key areas, including:

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- finance
- management
- marketing
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- law
- economics
- communication
- international business

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**Find out more call 1300 BOX HILL**

Fee assistance is available for eligible students.

Students undertaking these courses will be enrolled at Box Hill Institute (BHI). Upon completion, you will receive certification from Box Hill Institute. Box Hill Institute RTO Code: 4687 CRICOS Number: 02411J.



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[enquiries@cae.edu.au](mailto:enquiries@cae.edu.au)



**Understanding Asian Business Culture** NEW! \$49

If your business has an Asian presence or you plan on expanding your business to the Asian markets, you need more than just a good business model and strategies in place. Equally important is your innate understanding of the Asian business etiquette and culture. It is a competitive advantage that can often help you to close the deal and build a lasting relationship with your Asia business partners. Keat Chiew, who has spent more than 15 years working in an Asia Pacific environment with diverse business stakeholders across major markets such as China, Japan, Korea, India and in the South-East Asia countries, will share his unique experience and the essential cultural understanding to equip you to better communicate with your Asian counterparts and establish your business footprint in Asia.

**C** Melbourne CBD  
1 x Tue 6-9pm • Mar 28 • \$49 • SKAA9801C

**SOCIAL MEDIA FOR BUSINESS**

**Facebook for Business**

This course will teach you how to develop and build online traffic, reputation and increased profits of your business using Facebook.

**C** Melbourne CBD  
1 x Tue 9:30am-4:30pm • Mar 14 • \$275 • SRV93401C

**Google AdWords for Business**

Google AdWords has become a crucial component to any successful online business and in this course, social media expert Stuart McGill will show you exactly how it's done. Display small ads online to appear in search engines, other sites and to prior visitors of your own site. Take advantage of this major form of modern, successful marketing, affordable to organisations of all sizes.

**C** Melbourne CBD  
1 x Sat 9am-3pm • Apr 1 • \$219 • SRZ71901C

**LinkedIn for Business: Introduction**

Join experienced social media trainer Dr Stuart McGill as he teaches you how to navigate the world's largest professional networking site, LinkedIn. Learn how to manage your professional identity online by building a credible LinkedIn profile, target relevant industry groups, connect with other professionals, review users looking at your profile and more!

**C** Melbourne CBD  
1 x Sat 10am-4:30pm • Mar 4 • \$219 • SRY39101C

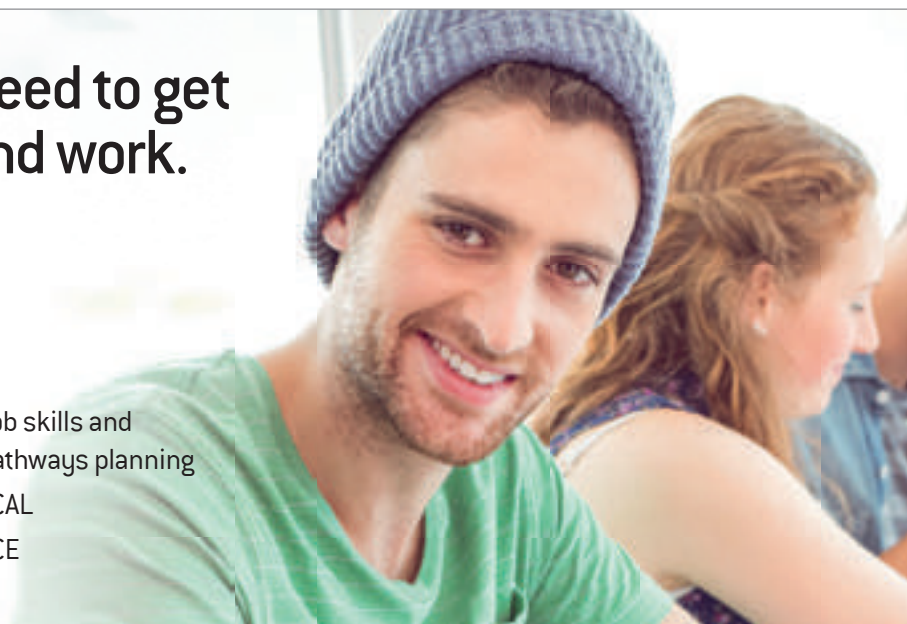
**Social Media Strategy for Business**

Learn to start or improve your organisations marketing, branding and sales via social media with experienced social media trainer, Dr Stuart McGill. Stuart has 25 years' experience in sales and marketing and relies on social media to promote his own business. Stuart will discuss choosing the right platforms, generating engaging content, creating social media policies and guides, push and pull marketing strategies and much more!

**C** Melbourne CBD  
1 x Sat 9am-3:30pm • Jan 21 • \$195 • SRY39201C  
1 x Sat 9am-3:30pm • Mar 18 • \$195 • SRY39202C

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\*for eligible students  
RTO 3737



# Computers & Technology

## Twitter: Introduction

Twitter is one of the fastest growing social networking platforms and it's easy to be left behind if you don't know how to use it. Experienced social media trainer Dr Stuart McGill will teach you how to set up your twitter page, write tweets, create conversations, find and maintain followers and use apps to manage tweeting. This course is suitable for recreational or business purposes.

**C** Melbourne CBD

1 x Sat 9am-3:30pm • Mar 25 • \$219 • SRY39301C

## BASIC IT SKILLS

### Apple Mac and Internet: Introduction (Mac)

Apple computers are well known for their simplistic design and ease of use though to someone unfamiliar there's a definite learning curve. This course will teach you practical knowledge of the Apple Mac computer through use and discussion of the various systems. Become familiar with the most common applications and the way they integrate with the internet.

**C** Melbourne CBD

2 x Thu 9:30am-4:30pm • Feb 23 to Mar 2 • \$365 • SRN26201C

### Introduction to Personal Computers & the Internet

If using a computer seems scary, then this practical course will help you with the basics of email and how to set up an account, Google, word processing, spread sheets in Excel, social media – discussing twitter, Facebook, LinkedIn, downloading and storing photos and online shopping, both buying and selling (e.g. eBay, Gumtree).

**C** Melbourne CBD

4 x Wed 9:30am-12:30pm • Feb 22 to Mar 15 • \$279 • SRZ42201C

### iPad for Seniors

This hands-on course will help you get up and running with your iPad, teaching you how to make the most of the many features available and understand exactly what makes this incredibly useful piece of technology so popular.

**C** Melbourne CBD

1 x Thu 9:30am-3:30pm • Mar 2 • \$195 • SRV56401C

### Learn to Touch Type

Learn the practical skills of touchtyping on a PC using the alphabetic and numeric keyboards. Learn keyboarding theory, PC familiarity and theoretical knowledge.

**C** Melbourne CBD

8 x Tue 10am-12pm • Mar 14 to May 9 • \$345 • SRA64901C

## MICROSOFT OFFICE

### Microsoft Access 2010: Introduction

The skills and knowledge covered in this program are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.

**C** Melbourne CBD

2 x Tue 9:30am-4:30pm • Mar 7 to Mar 14 • \$345 • SRU08001C

### Microsoft Excel 2010: Intermediate

Microsoft Excel 2010: Intermediate is the second of a 3-Level study program for Microsoft Excel 2010. This level extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

**C** Melbourne CBD

2 x Fri 9:30am-4:30pm • Mar 10 to Mar 17 • \$345 • SRV84201C

2 x Thu 9:30am-4:30pm • Mar 23 to Mar 30 • \$345 • SRV84202C

### Microsoft Excel 2010: Introduction

This course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques, and sound formatting and design principles.

**C** Melbourne CBD

2 x Thu 9:30am-4:30pm • Feb 16 to Feb 23 • \$345 • SRV82701C

2 x Sat 9:30am-4:30pm • Mar 18 to Mar 25 • \$345 • SRV82702C

### Microsoft Word 2010: Introduction

This course aims to give the learner a very good basic grounding in the use of Microsoft Word 2010 to create everyday documents required either at work or at home. The course begins by showing the user how to navigate around Microsoft Word 2010. It quickly gets the user to create a new document before getting into features such as formatting, printing and even creating tables.

**C** Melbourne CBD

2 x Mon 9:30am-4:30pm • Feb 20 to Feb 27 • \$345 • SRV81901C

2 x Wed 9:30am-4:30pm • Mar 22 to Mar 29 • \$345 • SRV81902C

### Microsoft Word and Excel: Introduction

Improve your knowledge of Microsoft Word and Excel in half the time! Consolidate your knowledge of basic functions of word processing and spreadsheets and develop further skills and understanding of some advanced features.

**C** Melbourne CBD

5 x Tue 6-9pm • Mar 21 to Apr 18 • \$440 • SRX46601C

### Project Management: Using Microsoft Project 2010 Introduction

Learn how to manage your projects using the features of Microsoft Project 2010.

**C** Melbourne CBD

3 x Tue 9:30am-4:30pm • Mar 14 to Mar 28 • \$490 • SRV87901C

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[enquiries@cae.edu.au](mailto:enquiries@cae.edu.au)





## Fitness & Sport

### FELDENKRAIS

#### Feldenkrais – Free the Neck

Gentle, intriguing and pleasant exercises for the neck and whole body. Learn how to replace stiffness, restriction and pain with smoothness, grace and freedom – safely and enjoyably. Acquire techniques for ongoing self maintenance. Suitable for adults of all ages and all levels of fitness (or unfitness!).

**C** Melbourne CBD

1 x Sun 10am-1pm • Feb 19 • \$99 • DJV02501C

#### Feldenkrais: Good Posture, Naturally

Reverse the tendency to stoop with rounded shoulders, hollow chest and slumped back with Feldenkrais trainer, Ralph Hadden. Learn an easy upright posture, feel freedom in your chest and breathing and have a natural ease and poise of your head, neck and shoulders. Suitable for all ages and levels of fitness.

**C** Melbourne CBD

1 x Sun 10am-1pm • Mar 19 • \$99 • DJY65401C

### FITNESS

#### Bone Boosters: Level 1

Physical activity and, in particular, weight bearing exercise and resistance training has been shown to improve bone strength and help in the prevention of osteoporosis. In this beginner's course with Liz Ede, enjoy learning how to use hand weights and build up a repertoire of safe and functional exercises.

The emphasis is on correct technique and includes simple bodyweight and resistance band exercises. It's suitable for beginners and those wishing to brush up on their technique.

**C** Melbourne CBD

89 x Mon 10:15-11:15am • Jan 30 to Apr 3 • \$165 • DJAB9201C

#### Bone Boosters: Level 2

Liz Ede has designed a follow-on course for the experienced student, designed to stimulate the mind and body by learning a variety of exercises using dumbbells to help strengthen muscles and protect joints. Learn a variety of exercises that will help strengthen muscles and boost bone density. Challenge yourself further with more complex exercises that combine strength, coordination and balance. The emphasis is on safety and correct technique.

**C** Melbourne CBD

9 x Mon 11:45am-12:45pm • Jan 30 to Apr 3 • \$165 • DJAB9301C

9 x Fri 11:15am-12:15pm • Feb 3 to Mar 31 • \$165 • DJAB9302C

#### Exercise for Wellbeing

Stretch, strengthen and energise the body through safe and gentle exercises that provide a very thorough body workout. Work at your own level in a non-competitive & encouraging atmosphere.

**C** Melbourne CBD

9 x Thu 10:15-11:15am • Feb 2 to Mar 30 • \$165 • DJC40502C

#### Exercise With Ease (No Floor Work)

A gentler exercise pace for beginners and those with arthritis or back problems. Improve joint health with exercise.

**C** Melbourne CBD

9 x Tue 11:45am-12:45pm • Jan 31 to Mar 28 • \$165 • DJE80901C

#### Keep Fit Stay Active

Join Liz Ede and benefit from gentle exercises set to music that will help to promote muscle tone, healthy joints and an active mind. You may work at your own pace with sessions providing safe exercises specifically designed for the older student.

**C** Melbourne CBD

9 x Thu 11:45am-12:45pm • Feb 2 to Mar 30 • \$165 • DJC42301C

## Fitness & Sport (continued)

### TAI CHI

#### Introduction to Tai Chi Yang

Tai Chi is a system of exercise devoted to physical and mental wellbeing, its origins drawing upon Chinese martial arts. This course introduces you to many of the fundamental movements of Yang style Tai Chi, as well as the ancient Chinese exercises known as Ba Duan Jin. Using a series of slow movements and postures called forms, you utilise slow, flowing movement to develop your intrinsic energy. Gain awareness of the motions of muscles and joints, breathing and movement and experience the restorative effects of mindful exercise. Take time to learn the slow gentle movements of Tai Chi and work towards harmony of mind and a supple body.

**C** Melbourne CBD

8 x Sat 2-3pm • Feb 11 to Apr 1 • \$165 • DJZ85701C

#### Tai Chi Yang: Continuing

Leng Chaiwatanatorn adds new forms of the slow gentle movements of Tai Chi. Continue your journey towards harmony of mind and a supple body. Gain awareness of the motions of muscles and joints, breathing and movement of the diaphragm. Experience the restorative effects of careful exercise.

**C** Melbourne CBD

8 x Sat 12:30-1:30pm • Feb 11 to Apr 1 • \$165 • DJC41201C

### YOGA

#### Gentle Yoga: Beginners & Continuing

Yoga is an ancient Indian system of training the body and mind. Hatha yoga involves precise movements and postures called asanas which strengthen and relax muscles, improve posture, skin and muscle tone and help you look good and feel great! Suitable for beginners and the more experienced. A gentle, progressive course which includes: limbering, relaxation and classic yoga. The mind, body and the 'inner' are brought into balance to promote healing, health and a return to wholeness. The classes will conclude with either deep relaxation or five minutes of meditation.

**C** Melbourne CBD

8 x Tue 10:30-11:30am • Feb 7 to Mar 28 • \$179 • DJC41401C

#### Lunchtime Yoga

Kym Wilson helps you take time out from your busy day to relax, stretch, clear and focus your mind. Feel refreshed, re-energised and ready for the afternoon.

**C** Melbourne CBD

8 x Mon 12:30-1:30pm • Feb 6 to Mar 27 • \$149 • DJJ61001C



#### Lunchtime Yoga (Casual)

Take time out from your busy day to relax and rejuvenate. Practice basic postures for stretching and strengthening, breath work and relaxation to suit individual body types. Enrol in the full course or casually for \$20 per session (Tuesdays until March 27). Please pay at CAE in 21 Degraeves Street before the start of each session.

**C** Melbourne CBD

1 x Mon 12:30-1:30pm • Feb 6 • \$20 • DJK80201C

#### Yoga: Beginners & Continuing Mid-Morning

Tutor Elaine Haby will take students through a series of activities and techniques over the 9 sessions. This course is suitable for both beginners and the more experienced yoga enthusiast.

**C** Melbourne CBD

9 x Wed 10:30-11:30am • Feb 1 to Mar 29 • \$169 • DJZ89501C

#### Evening Yoga

Complete the day with an evening Yoga class. Your tutor, Leanne Gillies, will use classic yoga techniques to reduce stress, improve fitness and bring a sense of clarity to your day. Yoga is a non-competitive activity; each of us has differing body types, needs and life experiences. Every class will cater for the needs of the individual. With this in mind it is important to practise with awareness; informing the tutor if you have any particular injuries or ailments.

**C** Melbourne CBD

8 x Tue 6:30-7:30pm • Feb 7 to Mar 28 • \$169 • DJW76401C

8 x Wed 6:30-7:30pm • Feb 8 to Mar 29 • \$169 • DJW76402C



# Health & Wellbeing

## GAMES & HOBBIES

### Creating a Family History Book

You have spent much time researching your family history and obtained all this fascinating information. But how do you record it safely in an attractive style that you can enjoy and share with others? In this session you will learn the skills to prepare and compile information, documents and photos into a bound photobook that includes a table of contents, pedigree and descendant chart.

**C** Melbourne CBD

1 x Sun 1-4pm • Feb 26 • \$169 • DNY48101C

## HEALING & PERSONAL DISCOVERY

### Nutrition & Whole Food for Wellbeing

Wholefood Nutritionist Sandra Dubs, reveals the guiding principles of good nutrition using food as medicine, complementary medicines and environmental influences on health.

**C** Melbourne CBD

4 x Sat 10:30am-2:15pm • Feb 25 to Mar 18 • \$289 • DJS17501C

## MEDITATION

### Mindfulness Meditation: Beginners & Continuing

**C** Melbourne CBD

5 x Thu 6:30-8pm • Feb 23 to Mar 23 • \$189 • DJAD4101C



## PERSONAL EFFECTIVENESS

### Assert Yourself: Confidently **NEW!**

Master coach Jacquie Wise provides you with a personal insight into the ways in which you respond to different people, situations and events. With a strong focus on communication and behaviour, Jacquie provides you with the tools and techniques to effectively and confidently manage your responses and express your views, while retaining mutual respect and enhancing relationships.

**C** Melbourne CBD

1 x Sun 10am-5pm • Apr 2 • \$179 • DNAD7101C

### Positive Thinking for Positive Results **NEW!**

Positive thinking is infectious and leads to a 'can do' attitude within an individual, a team and an organisation. However, negative thinking can also be infectious but damaging to all-round success. Master coach Jacquie Wise focuses on how you can challenge negative thoughts and replace them with positive ones that, importantly, may be sustained for ongoing happiness and success.

**C** Melbourne CBD

1 x Sun 10am-5pm • Apr 23 • \$179 • DNAD6801C

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[enquiries@cae.edu.au](mailto:enquiries@cae.edu.au)

## Health & Wellbeing (continued)



### Stand & Deliver: Public Speaking for Beginners

Does speaking in front of an audience terrify you? Learn techniques to overcome the fear of public speaking and develop the confidence to entertain an audience with experienced public speaker and life coach, Jacquie Wise.

 Melbourne CBD

3 x Thu 6-8:30pm • Feb 16 to Mar 2 • \$199 • DNT50701C

Also see our **Personal Style** courses on page 12

### Time Management: Get Organised for Peak Performance

Time is money, the adage goes, and lots of it gets lost in disorganisation and disruption. Get a grip on your office space, organize your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people. This one-day workshop helps you organize and prioritize for greater workplace efficiency. The workshop is full of ideas for organizing your work area, your paperwork and working on the "right" things. Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

 Melbourne CBD

1 x Thu 9:30am-4:30pm • Mar 9 • \$260 • SKT84201C

### Conversation & Social Etiquette

Good conversation skills are an essential ingredient to improving friendships or intimate relationships and to avoiding physical or emotional health problems caused by tension and feelings of isolation. At work, the ability to make relaxed conversation is essential to impress at interviews, winning clients, gaining information, making teams more effective through rapport, trust and good communication. Join Jacquie Wise as she helps you to develop these important skills.

 Melbourne CBD

1 x Sun 10am-5pm • Mar 19 • \$179 • DNV83101C

### Make 2017 Your Best Year Ever NEW! \$49


Don't bring your 'gonnas' from 2016 into 2017 and later look back with regret. Grab this chance with Master Coach Jacquie Wise to redefine your priorities and goals, make difficult decisions with ease and adopt realistic action plans that you can follow with confidence. Learn practical and easy-to-follow strategies for keeping on track and transforming your life. Yes, you CAN build in a guarantee of success to your 2017 goals!

 Melbourne CBD

1 x Sat 10am-1pm • Jan 28 • \$49 • DNAB5501C

### Self Defence Skills for Women

Personal safety is a constant issue of concern in the community. Tutor Howard Kimber, from Fight Back Self Defence has spent a lifetime in the fitness/martial arts industry and has much experience in teaching basic self-defence techniques to women and children. Learn simple, practical and effective self-defence techniques so you can have confidence in what you do, where you go and who you are with. No experience necessary and suitable for all ages and levels of fitness.

 Melbourne CBD

1 x Sat 10-1pm • Feb 15 • \$96 • DJZ71001C

1 x Sat 10-1pm • Mar 25 • \$96 • DJZ71002C



# CUSTOMER INFORMATION

Classes fill quickly, so enrol early to secure your spot. Further terms of enrolment can be found at cae.edu.au

## ENROL ONLINE

Visit us online at cae.edu.au

## ENROL BY PHONE

Phone 9652 0611 or 1800 601 111 toll free outside Melbourne (TTY 9652 0748) Our phones are staffed from: 8.30am-6pm, Mon-Thu 8.30am-5pm, Fri 8.45am-1.45pm, Sat

## ENROL IN PERSON

Level 2, 253 Flinders Lane 8.30am-8pm, Mon-Thu 8.30am-5pm, Fri 8.45am-1.45pm, Sat 9.30am-12.30pm, Sun

## ENROL BY MAIL

Fill out the enrolment form on this page and send to CAE, 253 Flinders Lane, Melbourne VIC 3000

## CAE LOCATIONS

Building A:  
21 Degraeves Street, Melbourne  
Building B:  
253 Flinders Lane, Melbourne  
Ola Cohn Centre:  
41 Gipps St, East Melbourne

## BOX HILL INSTITUTE LOCATIONS

Box Hill – Elgar Rd, Nelson Rd, Whitehorse Rd, (18 kms from Melbourne CBD)  
Lilydale – John St, Lakeside (36 kms from Melbourne CBD)  
Melbourne CBD – Flinders Lane, Degraeves Street

See cae.edu.au for location maps.

Concession rates may apply. For further information contact 9652 0611.

Photography of the Summer Short Course Guide by Terry Murphy, Hayley Wilson, or care of course tutor unless otherwise stated.

A healthier place to work and learn – Box Hill Institute is a smoke-free campus.



Cash Register Imprint

# SHORT COURSE ENROLMENT FORM

Mail 253 Flinders Lane Melbourne Victoria 3000 | Phone 9652 0611 | Fax 9654 7840 | Centre for Adult Education – ABN 84 434 201 64

## PERSONAL DETAILS

Have you enrolled at CAE or Box Hill Institute before?  Yes  No Learner number: \_\_\_\_\_

Surname/Family name: \_\_\_\_\_ Given names: \_\_\_\_\_

Residential address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (if different from above): \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email: \_\_\_\_\_ Gender:  Male  Female

Date of birth\* (Mandatory): \_\_\_\_\_

Highest level of education completed: \_\_\_\_\_

\*Learners must be 16 years or over. Some exceptions apply.

## COURSE DETAILS

| Course code (eg. HXA27387) | Course name | Start date | Fee |
|----------------------------|-------------|------------|-----|
|                            |             |            | \$  |
|                            |             |            | \$  |
|                            |             |            | \$  |

## PAYMENT DETAILS

Full payment is required on enrolment. Concessions – If eligible, you must provide a photocopy of your concession entitlement. Concessions do not apply when payment is made by your employer or government agency. If you are eligible for concession, please enrol in person. If paying by cheque and enrolling in a Box Hill Institute course **B** or Lilydale course **L**, please make your cheque payable to Box Hill Institute. If enrolling in a CAE course **C** or **X** please make your cheque payable to Centre for Adult Education.

Visa  Mastercard  Cheque  Money Order

Total amount \$: \_\_\_\_\_ Card No: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_ CW No: \_\_\_\_

Cardholder's name: \_\_\_\_\_ Cardholder's signature: \_\_\_\_\_

Business/Third party name: \_\_\_\_\_ ABN: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## MEDICAL INFORMATION

Please provide the details of an emergency contact:

Contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact phone 1: \_\_\_\_\_ Contact phone 2: \_\_\_\_\_

Please provide details of medical conditions, injuries or special needs (allergies etc.) the participant undertaking the course may have:

If you have advised of a medical condition and still wish to undertake the course, you are advised to discuss this matter with your teacher.

I wish to consult the Access and Disability Officer as I consider myself as having a relevant disability or condition and may therefore require adjustments in order to participate on the same basis as other students.

## CONDITIONS OF ENROLMENT

**WITHDRAWALS** If you need to withdraw from a course, you are required to give at least four working days notice prior to the start date of the course. A \$55 withdrawal fee applies. Refunds may take up to 15 working days. No refunds, transfers or credit notes will be issued for withdrawals when less than four working days notice is given. Please contact our customer service staff on 9652 0611 regarding course withdrawals.

**TRANSFERS** If you wish to transfer between courses, you are required to give at least four working days' notice prior to the start date of the course in which you have enrolled. Please contact our customer service staff on 9652 0611 regarding course transfers.

**COURSE CANCELLATIONS** CAE & Box Hill Institute reserve the right to cancel any scheduled course. In the event of a cancellation, students will be notified two days before the scheduled start date and refunds will be provided. Refunds may take up to 15 working days. Classes are subject to sufficient enrolment numbers.

**COURSE ALTERATIONS** CAE & Box Hill Institute make every effort to ensure that information is correct at the time of publication. CAE & Box Hill Institute reserve the right to change or postpone courses, and to alter course schedules, locations, fees and teachers due to unforeseen circumstances.

**MEDICAL ATTENTION** In the event of a personal emergency, sudden illness or accident you authorise CAE & Box Hill Institute to seek medical, hospital or ambulance services on your behalf and at your expense where CAE & Box Hill Institute (at their absolute discretion) consider it to be necessary or appropriate to do so. You agree that you will be solely responsible for any expenses associated with the provision of such services.

**PRIVACY POLICY** Protecting your privacy and personal information is important to CAE. Our Privacy Policy supports and endorses the national and state privacy standards. Our Privacy Policy is available at [www.cae.edu.au/about](http://www.cae.edu.au/about) or phone 9652 0611. Its contents are incorporated by reference into these terms and conditions. Box Hill Institute's Privacy Collection statement (Enrolment) is viewable at [www.boxhill.edu.au/privacy](http://www.boxhill.edu.au/privacy). By using this enrolment form, you consent to the collection and use of personally identifiable information about you in accordance with the CAE and Box Hill Institute Privacy Policies.

**JURISDICTION** These terms and conditions will be governed by and construed in accordance with the laws in force in the State of Victoria and you submit to the non exclusive jurisdiction of the courts of that State.

If you do not wish to receive any marketing communications from us, please tick here:

Class ticket and Receipt Options (please tick one): Send by email:  Mail by post:

I \_\_\_\_\_ (PRINT NAME) agree to the conditions of enrolment.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

| For Office Use Only | Initials                 | Date               |
|---------------------|--------------------------|--------------------|
| S1 entered          | <input type="checkbox"/> | ____ / ____ / ____ |
| S1 payment          | <input type="checkbox"/> | ____ / ____ / ____ |
| Conf printed        | <input type="checkbox"/> | ____ / ____ / ____ |
| Conf sent           | <input type="checkbox"/> | ____ / ____ / ____ |



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