

# SHORT COURSE GUIDE

ISSUE 3 2023 / JUL-SEP



## CONTENTS

<u>ARTS</u>	3
<u>BUSINESS</u>	4
<u>COMPUTERS &amp; TECHNOLOGY</u>	4
<u>DIGITAL DESIGN</u>	5
<u>FASHION, SEWING &amp; STYLE</u>	6
<u>FITNESS &amp; SPORT</u>	7
<u>FLORISTRY</u>	6
<u>FOOD &amp; BEVERAGE</u>	7
<u>HEALTH &amp; WELLBEING</u>	8
<u>HISTORY &amp; PHILOSOPHY</u>	8
<u>HOME &amp; GARDEN</u>	7
<u>JEWELLERY</u>	9
<u>LANGUAGES</u>	9
<u>PERFORMING ARTS</u>	12
<u>PHOTOGRAPHY &amp; FILM</u>	13
<u>WALKING TOURS</u>	13
<u>WRITING &amp; EDITING</u>	14

## Welcome to the CAE Short Course Guide featuring our wide range of face-to-face and online courses.

Click on the links to see more courses on our website, subscribe to our eNews or contact us for further information. Courses take place at our City Campus unless specified otherwise.

### What do I need for an online course with CAE?

- > You need a computer or device with an internet connection and webcam. You may wish to use headphones but they are not essential.
- > Courses are conducted online via MS Teams, which can be accessed in your web browser or by downloading the app.
- > Course sessions are password-protected and can only be accessed by students enrolled in the course. You will receive login instructions after you enrol.
- > The sessions are live and interactive, and will be running at the times and dates specified.

All courses are subject to change. For the full range of courses and latest information visit [cae.edu.au](http://cae.edu.au)

## OUR LOCATIONS

CAE City Campus:  
253 Flinders Lane, Melbourne

**B** Box Hill Campus:  
465 Elgar Road, Box Hill

**L** Lilydale Lakeside Campus:  
Jarlo Drive, Lilydale

**O** Ola Cohn Centre:  
41-43 Gipps Street, East Melbourne



Every effort has been made to ensure the information contained in this publication is accurate at the date of production (Jul 2023). For the most up-to-date information, please refer to [cae.edu.au](http://cae.edu.au) before booking a course. © Box Hill Institute RTO 4687 IHE PRV12117 M4456

# ARTS



## CERAMICS

### Ceramics: Introduction

Make a start with clay. Learn the skills and techniques used in studio ceramics to make functional and decorative pieces.

5 x Sat 10am-12:30pm · Aug 5 to Sep 2 · \$440 · HXA01904C

5 x Tue 6-8:30pm · Sep 19 to Oct 17 · \$440 · HXA01905C

## DRAWING

### Botanical Drawing in Colour

Learn a variety of techniques to draw flowers and foliage using graphite and colour pencils. Students will be working with still life and photos. Suitable for all skill levels.

1 x Sun 10am-4pm · 13 Aug · \$220 · HXAX7803C

### 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.

4 x Wed 6-9pm · Aug 2 to Aug 23 · \$365 · HXM02004C

4 x Sat 10am-1pm · Oct 7 to Oct 28 · \$365 · HXM02005C

### Create a Comic in A Day

Illustrator Sarah Howell will inspire you to create your own six-page comic.

1 x Sat 10am-4pm · Oct 21 · \$215 · HXZ98502C

### Drawing: Beginners

This hands-on drawing course for beginners covers a range of drawing skills and materials required to produce representational drawings.

4 x Wed 6-8:30pm · Oct 25 to Nov 15 · \$345 · HXP68204C

### Drawing for Cartooning

A basic drawing class to get you on your feet for cartooning. Learn how to draw faces, gestures and simple perspective drawing.

5 x Thu 6-8:30pm · Aug 3 to Aug 31 · \$375 · HXS39803C

### Drawing: Intro

Using still-life arrangements in the studio, explore basic drawing principles such as composition, tone, shading and proportion. All materials are included.

1 x Sat 10am-3pm · Oct 28 · \$225 · HXW76204C

### Sketching in the Royal Botanic Gardens

Be inspired by Melbourne's famous gardens as you make descriptive sketches of the landscape, foliage and flowers. Focus on line drawing, tone, composition and perspective.

1 x Sat 10am-1pm · Oct 14 · \$125 · HXAL6702C

## PAINTING

### Landscapes in Watercolour

Through close observation of nature, learn the principles of perspective, colour and composition to create dynamic watercolour paintings full of life and energy.

1 x Sun 10am-4pm · Oct 15 · \$220 · HXAM6902C

### Oil Painting: For Beginners

Explore the many facets of oil painting: from paint application to surface preparation, mediums and finishings.

2 x Sat 10am-3pm · Sep 9 to Sep 16 · \$350 · HXD86605C

4 x Thu 6-8:30pm · Oct 26 to Nov 16 · \$350 · HXD86606C

### Painting: Abstract

Learn about composition, colour mixing, design and space.

6 x Thu 6-8:30pm · Jul 27 to Aug 31 · \$450 · HXA27304C

5 x Wed 10am-1pm · Sep 20 to Oct 18 · \$450 · HXA27305C

### Painting: Beginners

An introduction to a range of painting, colour mixing and application, tone, composition, still life, abstract and expressionist painting.

4 x Thu 6-8:30pm · Aug 17 to Sep 7 · \$350 · HXA26403C

### Painting & Drawing: Beginners

Get into painting and drawing using charcoal, ink, acrylic and pastels. The course will cover composition, representation, abstraction and colour theory.

4 x Fri 10am-1pm · Aug 11 to Sep 1 · \$380 · HXW84404C

5 x Thu 6-8:30pm · Oct 5 to Nov 2 · \$375 · HXW84405C

### Painting & Drawing with Mito Elias

Get into painting and drawing using charcoal, ink, acrylic and pastels. The course will cover composition, representation, abstraction and colour theory.

6 x Wed 6-8:30pm · Aug 9 to Sep 13 · \$435 · HXAZ9801C

### Watercolours: Beginners

Learn colour theory, develop techniques and experiment with a variety of watercolour painting methods.

6 x Tue 6-8pm · Jul 25 to Aug 29 · \$380 · HXAS6303C

5 x Tue 6-8:30pm · Oct 24 to Nov 28 · \$395 · HXAS6304C

### Watercolours: Intro

Develop confidence in mixing colours and practising a variety of watercolour painting techniques.

1 x Sat 10am-3pm · Sep 23 · \$235 · HXA30104C

## PICTURE FRAMING

### Picture Framing

Learn how to custom-frame using matting, frame, glass and backing board techniques.

4 x Wed 6-9pm · Aug 16 to Sep 6 · \$445 · HXA16104C

4 x Wed 6-9pm · Oct 25 to Nov 15 · \$445 · HXA16105C

All courses are subject to change.  
For the latest information visit [cae.edu.au](http://cae.edu.au)



# ARTS

## PRINTMAKING

### Linocuts for Beginners

Learn the process of developing and printing relief prints using lino. Explore block preparation, designing, transferring your image, carving techniques, paper handling and printing.

2 x Sun 10am-4pm · Aug 27 to Sep 3 · \$425 · HXZ44803C

### Screen Printing

Make designs using cut outs, oil pastels and photographic stencils to print onto fabric, clothing or paper.

① 2 x Sat 10am-4:30pm · Oct 14 to Oct 21 · \$399 · HXP120030

## SCULPTURE

### Sculpting for Beginners

Explore the basics of sculpture and creating three-dimensional work through a variety of materials, including clay, wax and plasticine.

4 x Thu 6-8:30pm · Oct 5 to Oct 26 · \$380 · HXAS6203C

# COMPUTERS & TECH

## APPLE COURSES

### Apple Mac Basics and The Web

This Apple Mac course is a gentle introduction to both the Mac computer and basic internet usage.

1 x Thu 9:30am-4:30pm · Jul 20 · \$199 · SRAT9003C

1 x Thu 9:30am-4:30pm · Oct 26 · \$199 · SRAT9004C

## BASIC IT SKILLS

### Introduction to Personal Computers & the Internet

If using a computer seems scary, this course will teach you all the basics in a comfortable, friendly environment.

4 x Mon 9:30am-12:30pm · Aug 21 to Sep 11 · \$330 · SRZ42205C

## MICROSOFT OFFICE

### Microsoft Excel Introduction

A gently-paced introduction to Excel fundamentals for people who have not previously been involved in work or roles that depend on Excel.

2 x Wed 9:30am-4:30pm · Aug 9 to Aug 16 · \$385 · SRAX3503C

### Microsoft Word and Excel: Introduction

Improve your knowledge of workplace essentials Microsoft Word and Microsoft Excel.

5 x Tue 6-9pm · Oct 3 to Oct 31 · \$440 · SRX46604C



# BUSINESS

## FINANCIAL MANAGEMENT

### Bookkeeping: Introduction

This practical course will provide you with an insight and appreciation into why bookkeeping is one of the cornerstones of running a good business.

2 x Mon 9:30am-3:30pm · Oct 23 to Oct 30 · \$375 · SKH36003C

### Xero Cloud Accounting

Learn how to use the popular cloud-based accounting/bookkeeping software package Xero Accounting.

2 x Tue 9:30am-4:30pm · Sep 5 to Sep 12 · \$375 · SRAB6103C

## PERSONAL WEALTH

### Building Wealth with Real Estate

Learn the necessary skills and knowledge to successfully invest in real estate.

1 x Mon 9:30am-4:30pm · Sep 11 · \$235 · SKS23503C

### Introduction to Share Markets

Understand the Australian Stock Market and how to invest in it.

1 x Fri 9:30am-4:30pm · Oct 20 · \$235 · SKG09102C

## PROFESSIONAL DEVELOPMENT

### Born for Success: An Introduction to NLP

Reach your full potential by harnessing the power of Neuro-Linguistic Programming (NLP), and transform the way you think and act.

2 x Tue 6-9pm · Jul 18 to Jul 25 · \$190 · SKV37302C

### Building Your Self Esteem and Assertiveness Skills

Discover simple techniques that dramatically change how you feel about yourself. Learn the importance of self-acceptance and nurturing a sense of self.

1 x Wed 9:30am-4:30pm · Oct 11 · \$295 · SKT85403C

### Effective Body Language in the Workplace

Julie-Anne Black combines theory and a practical approach to provide a better understanding of key body language issues.

2 x Thu 6-9pm · Oct 12 to Oct 19 · \$190 · SKZ32203C

### Effective Cross-Cultural Communication

Gain a clear and practical understanding of how to communicate effectively with people from diverse cultures in the workplace.

1 x Thu 10am-4pm · Oct 26 · \$195 · SKAZ4803C

### The Minute Taker's Workshop

This workshop provides the best techniques for producing accurate minutes that include all the essential information.

1 x Tue 9:30am-4:30pm · Jul 25 · \$295 · SKT84003C

1 x Wed 9:30am-4:30pm · Sep 27 · \$295 · SKT84004C



# BUSINESS

## Powerful Presentation Skills

Learn to deliver a presentation which connects with the audience. Communicate clearly and speak with confidence.

2 x Tue 9:30am-4:30pm · Aug 29 to Sep 5 · \$375 · SKT73203C

## Time Management:

### Get Organised for Peak Performance

This one-day workshop is full of ideas for organising your work area, your paperwork and concentrating on the 'right' things.

1 x Tue 9:30am-4:30pm · Oct 17 · \$220 · SKT84203C

## PROJECT MANAGEMENT

### Project Management Fundamentals

Discover the most common terms and industry techniques to manage your projects to time and budget.

2 x Wed 9:30am-4:30pm · Sep 6 to Sep 13 · \$395 · SKT85303C

## SMALL BUSINESS

### Small Business: A Start-up Guide

Develop a flexible but disciplined process to validate your business ideas or review your current business.

1 x Sat 10am-4pm · Sep 9 · \$195 · SKZ57004C

### Small Business: How to be a Better Marketer

This course is designed for small business owners covering how good marketing positively impacts the business eco-system.

1 x Sat 10am-1pm · Jul 22 · \$115 · SKAY4703C

### Women in Business: Strategies for Success

Julie-Anne Black shares her formula for success, focused on confidence, communication and tapping into feminine power.

1 x Tue 10am-4pm · Sep 12 · \$190 · SKZ56003C



# DIGITAL DESIGN

## ADOBE CREATIVE CLOUD

### Adobe Illustrator: Introduction

Learn how to create scalable vector graphics such as logos, illustrations and other graphics using Adobe Illustrator CC.

Mac Classes

4 x Wed 6-9pm · Oct 11 to Nov 1 · \$330 · HDV80003C

PC Classes

4 x Wed 6-9pm · Jul 26 to Aug 16 · \$330 · HDV77602C

### Adobe InDesign: Introduction

Learn the fundamentals of Adobe InDesign CC and its ability to create and design documents such as flyers, brochures and magazine layouts.

Mac Classes

2 x Sat 10am-4pm · Jul 22 to Jul 29 · \$330 · HDV90902C

4 x Mon 6-9pm · Oct 9 to Oct 30 · \$330 · HDV90903C

PC Classes

4 x Wed 6-9pm · Aug 23 to Sep 13 · \$330 · HDV76803C

### Adobe Photoshop: Introduction

Learn the fundamentals of Adobe Photoshop CC and its ability to add impact to photography and illustration projects.

Mac Classes

4 x Wed 6-9pm · Sep 6 to Sep 27 · \$330 · HDV59703C

PC Classes

2 x Sat 10am-4pm · Aug 26 to Sep 2 · \$330 · HDV59903C

## DESKTOP PUBLISHING & GRAPHICS

### Beginner Animation: Creating a GIF

This course will allow you to explore new ways of creating a dynamic character from a basic shape. Students will explore and experiment with all the features that reflect human-like qualities in a character, including a character that communicates both movement and mood.

3 x Sat 10am-1pm · Oct 7 to Oct 21 · \$355 · HDAZ6403C

## DIGITAL DESIGN & MULTIMEDIA

### Creating Content for Social Media

Take your social media content to the next level and watch your audience grow.

2 x Tue 6-9pm · Oct 3 to Oct 10 · \$195 · HDAZ8502C

### Graphic Design

This hands-on course will introduce all aspects of the graphic design process.

4 x Tue 6-9pm · Aug 15 to Sep 5 · \$330 · HDAD3403C

All courses are subject to change.  
For the latest information visit [cae.edu.au](http://cae.edu.au)

# FASHION, SEWING & STYLE

## PATTERN MAKING

### Pattern Making for Beginners

Create, define and express your style. Learn to create interesting and individual designs made to measure, using a range of professional pattern-making techniques.

2 x Sat 10am-5pm · Jul 22 to Jul 29 · \$399 · HVAS7703C

2 x Sat 10am-5pm · Sep 16 to Sep 23 · \$399 · HVAS7705C

### Pattern Making from an Existing Garment

Bring your favourite basic pieces such as a skirt, shirt or a simple dress and turn them into a pattern you can re-create time and time again.

1 x Sat 11am-4pm · Aug 12 · \$185 · HVP52405C

1 x Sat 11am-4pm · Oct 21 · \$185 · HVP52406C

## SEWING

### Master Your Sewing Machine in a Day

Become an expert in a single day. This course covers everything from the basics, such as threading and tension adjustments, how and when to use the built-in stitches and presser feet that come with your machine to achieve professional results.

1 x Sun 10am-4:30pm · Oct 22 · \$215 · HVV19003C

### Overlocking

Master your overlocker by learning all aspects of the machine and overlocking techniques such as threading, tension adjustment, seams and hems. BYO overlocker.

1 x Sun 10am-4:30pm · Sep 10 · \$215 · HVA08803C

### Sewing Essentials:

#### Buttons, Buttonholes and Zippers

Don't let zippers and buttonholes intimidate you anymore! Learn to master sewing those tricky buttons, zippers and buttonholes, sewing machine feet options, stabilising techniques, and various types of zippers and buttonholes.

1 x Sat 10am-4:30pm · Sep 2 · \$215 · HVZ98703C

### Sewing: Beginners

An excellent introduction to making your own clothes with ease. Covers machine set-up and use, reading patterns, fabric suitability and finishing techniques.

2 x Sat 10am-4:30pm · Oct 7 to Oct 14 · \$335 · HVAS7507C

## TEXTILES & MATERIALS

### Book Repairs & Restoration for Beginners **NEW!**

It's time to restore your precious books to their former glory. Learn how to restore and repairing all elements of the book, from sewing spines to patching paper.

1 x Mon 2-5pm · Sep 11 · \$190 · HXA29901C

### Knitting Techniques

Learn how to read a pattern, understand the difference in needle types, choose the right yarn for your project, cast on and off, knit and purl.

4 x Mon 6:30-9pm · Aug 21 to Sep 11 · \$269 · HVS2403C

### Needle Felting

Use the needle felting process to create three-dimensional shapes and unique designs. Kit included.

1 x Sat 10am-3pm · Sep 16 · \$185 · HVZ52803C

### Simple Book Binding

Learn traditional bookbinding skills to create your own hardcover book with a soft spine.

1 x Sun 10am-4pm · Sep 10 · \$280 · HXT83102C

## FLORISTRY

### Floristry in a Day

In a single day you can learn flower arranging, including traditional and contemporary techniques. We introduce you to a variety of flowers and foliage widely available.

1 x Sat 10am-4pm · Jul 29 · \$305 · HVR502040


1 x Sat 10am-4pm · Sep 2 · \$305 · HVR502050

1 x Sat 10am-4pm · Oct 28 · \$305 · HVR502060



Subscribe to our eNews for announcements and giveaway offers [cae.edu.au](http://cae.edu.au)

All courses are subject to change.  
For the latest information visit [cae.edu.au](http://cae.edu.au)



# FITNESS & SPORT

## FITNESS

### Bone Boosters: Level 1

Regular resistance training has been shown to strengthen muscles, protect joints and optimise bone density.

9 x Thu 11:45am-12:45pm · Jul 20 to Sep 14 · \$215 · DJAB9202C

### Bone Boosters: Open Level

Improve bone strength through simple and safe bodyweight and resistance band exercises. All levels of experience are welcome to join this vitalising course with our fitness instructor.

9 x Fri 11:30am-12:30pm · Jul 21 to Sep 15 · \$215 · DJAT7303C

### Exercise For Wellbeing

Stretch and strengthen your body through safe and gentle exercises with Liz Ede, to provide a thorough workout.

9 x Thu 10:15-11:15am · Jul 20 to Sep 14 · \$215 · DJC40503C

## TAI CHI

### Tai Chi Yang: Beginners

This course introduces you to fundamentals of Yang-style Tai Chi. Take time to learn the slow gentle movements of Tai Chi and work towards harmony of mind and body.

9 x Sat 2-3pm · Jul 22 to Sep 16 · \$215 · DJAT0703C

### Tai Chi Yang: Continuing

Following on from the Beginners class, we add new forms of slow gentle movements of Tai Chi. Continue your journey towards harmony of mind and a supple body. Experience the restorative effects of careful exercise.

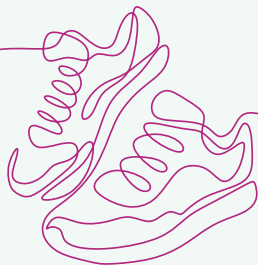
9 x Sat 12:30-1:30pm · Jul 22 to Sep 16 · \$215 · DJC41203C

## YOGA

### Yoga: Beginners & Continuing

Yoga has many benefits, including lower blood pressure and blood sugar, plus improved heart health and better moods!

10 x Wed 12-1pm · Oct 4 to Dec 13 · \$240 · DJW76704C



# FOOD & BEVERAGE

## HANDS-ON COOKING

### Kitchen Knife Skills:

#### Sharpening, Cutting, Deboning & Filleting

Chop, slice, julienne and dice your way to enhanced kitchen knife skills with Simone Mancin. Practise different cutting techniques, learn how to fillet a fish & debone a chicken.

8 x 1 x Sat 10am-3pm · Jul 29 · \$250 · DHW58802B

### Kitchen Boot Camp:

#### Hands on Cooking Skills for Beginners

Get up to speed with essential kitchen skills. Master basic techniques for creating terrific pastas, casseroles, stir fries and curries at home.

8 x 1 x Tue 6-9pm · Aug 22 · \$190 · DHY44603B

### Spanish Tapas & Paella Cooking Class

Learn how to make Spain's celebrated dish paella in three different varieties as well as a selection of tapas dishes.

8 x 1 x Tue 6-9pm · Oct 17 · \$190 · DHZ69702B

### Classic Italian Cooking for Beginners

Create classic Italian favourites, including Caprese salad, risotto, gnocchi, chicken cacciatore, veal saltimbocca and tiramisu.

8 x 1 x Thu 6-9pm · Sep 14 · \$190 · DHAS7402B



## HOME & GARDEN

## HOME & GARDEN

### How to Build a Traditional Wood Fired Oven

Discover how to cook the traditional way by turning your backyard into an extension of your kitchen - with popular celebrity gardener Mark Dymiotis.

1 x Sat 10:30am-3:30pm · Aug 19 · \$195 · DNW56703C

### Olives & Olive Oil: The Natural Way

Learn traditional ways of preserving olives by using natural and easy-to-follow methods - with popular celebrity gardener Mark Dymiotis.

1 x Sat 10:30am-12:30pm · Jul 22 · \$105 · DNW56803C

1 x Sat 10:30am-12:30pm · Oct 28 · \$105 · DNW56804C



# HEALTH & WELLBEING

## PERSONAL EFFECTIVENESS

### Assertiveness with Difficult People

Learn to be assertive even with unreasonable people. Jacquie Wise will show you how to say no without guilt, set boundaries, ask for what you want, be diplomatically firm, and more.

1 x Sun 10am-4pm · Aug 27 · \$199 · DNO05403C

### Building Resilience

Gain a clear and practical understanding of how to cope with stress, help build mental resilience, improve productivity, and stir consistent motivation and drive within yourself and your peers.

1 x Sat 10am-4pm · Oct 14 · \$195 · SKAZ4704C

### Critical Thinking

Enhance your skills in evaluating, reasoning and the presentation of ideas with Dr Doug Adeney.

4 x Wed 6-7:30pm · Oct 4 to Oct 25 · \$189 · DNAM2402C

### Confident Conversations & Social Etiquette

Learn how to move past shyness and anxiety, how to be more confident and to make more meaningful connections with others.

2 x Tue 6-9pm · Sep 5 to Sep 12 · \$199 · DNV83103C  
1 x Sun 10am-4pm · Oct 29 · \$199 · DNV83104C

### Declutter and Get Organised

Learn how to organise safe and functional storing, how to sort and prioritise personal papers, clothing, kitchen and other equipment.

1 x Sat 10am-4pm · Aug 26 · \$199 · DNZ69403C

### Overcome Procrastination: Develop New Habits for Life

Procrastination is a costly time-waster. Learn how to avoid procrastination and make your life more effective.

1 x Sun 10am-1pm · Sep 10 · \$169 · DNZ89001C

### Panic-Free Public Speaking for Nervous Beginners

For many people, public speaking is their number one fear. Learn how to overcome anxiety about public speaking and get your point across with confidence.

3 x Wed 6-8pm · Jul 19 to Aug 2 · \$199 · DNT50702C  
3 x Wed 6-8pm · Oct 4 to Oct 18 · \$199 · DNT50703C



# HISTORY & PHILOSOPHY

## HISTORY

### Australia from the Diggings to the Trenches: Finding a National Voice

4 x Fri 11:30am-1pm · Oct 6 to Oct 27 · \$189 · DNAZ9102C

### A Journey Through France: Cloisters, Cathars & Cathedrals

5 x Fri 11:30am-1pm · Aug 18 to Sep 15 · \$225 · DNAB3501C

### Revolutionary Theatre: Pioneers and Visionaries (Online) **NEW!**

5 x Wed 11:30am-1pm · Aug 16 to Sep 13 · \$225 · DNBA0301C

### Viva Verdi! The Man and His Music (Online)

**NEW!**  
5 x Wed 11:30am-1pm · Sep 27 to Oct 25 · \$225 · DNBA0201C

## PHILOSOPHY

### Five Modern Masters on the Good Life

A critical discussion of some key ideas in Kant, Mill, Nietzsche, Sartre, and Iris Murdoch.

5 x Tue 11am-12:30pm · Jul 25 to Aug 22 · \$225 · DNAY6301C  
5 x Tue 11am-12:30pm · Oct 3 to Oct 31 · \$225 · DNAY6302C

### The Morals of Machiavelli

Survey the life and times of Niccolò Machiavelli and consider a number of interpretations and ramifications of his views.

2 x Tue 11am-12:30pm · Aug 29 to Sep 5 · \$159 · DNAX8501C

### Philosophy & the Meaning of Life

If life has meaning, what is it? Dr. Doug Adeney examines Tolstoy, Camus, Nagel and Monty Python.

4 x Wed 6-7:30pm · Jul 26 to Aug 16 · \$189 · DNAD5002C  
4 x Wed 6-7:30pm · Aug 30 to Sep 13 · \$189 · DNAD5003C

### Religious Belief: Three Classic Approaches

Is religious belief supported by a rational case for its truth? Or by its potential benefits? Or by 'faith'?

3 x Wed 6-7:30pm · Aug 23 to Sep 6 · \$159 · DNAD5302C

### Three Great Greeks on the Good Life

How should we live? In this course we critically discuss some important ideas in Plato, Aristotle, and Epicurus.

4 x Tue 11am-12:30pm · Aug 29 to Sep 12 · \$159 · DNAY6202C

### Your Mind, Your Body, and You **NEW!**

What is the self or is there no underlying self at all? Explore some major questions about our nature with Dr Doug Adeney.

5 x Tue 11am-12:30pm · Oct 10 to Nov 14 · \$225 · DNZ82101C

All courses are subject to change.  
For the latest information visit [cae.edu.au](http://cae.edu.au)





# JEWELLERY

## JEWELLERY

### Acrylic Jewellery: Introduction

Students will focus on creating jewellery from an acrylic base. Our tutor Vicki Mason encourages students to be creative in both style and construction.

2 x Wed 6-9pm · Sep 6 to Sep 13 · \$329 · HVAB1504C

### Costume Jewellery Making

Explore fashion trends, create a mood board and set yourself up for future designs. Learn wiring techniques, how to use jewellery findings and what materials can be used.

1 x Sat 10am-4pm · Aug 19 · \$259 · HVAS9303C

### Jewellery Making: Radiating Brooch

Have fun making a radiating floral brooch using textile knotting techniques. Work with coloured hemp cord to knot a pile into a support structure. Then stitch a prefabricated brooch pin to this backing structure enabling you to wear your precious handmade pin home.

1 x Sat 10am-4pm · Oct 7 · \$259 · HVAY8704C

### Jewellery Making: Twisted Wire Workshop

Make a twisted wire bangle and ring from copper and brass with the potential to work with silver wire in this hands-on jewellery course. Brass and copper wire is included in course fee.

1 x Sat 10am-4pm · Jul 22 · \$259 · HVAY8803C

1 x Sun 10am-4pm · Sep 10 · \$259 · HVAY8804C

### Resin Jewellery Making

Experiment with colour using fast-setting resin to create unique pieces of jewellery.

2 x Sat 10am-4pm · Aug 26 to Sep 2 · \$399 · HVAS9603C

### Repair Your Broken Costume Jewellery

Do you have broken costume and fashion jewellery in need of repair a refurbish, or total reworking? In these hands-on classes, we work together to fix or rework your old jewellery into something new. Keep your jewels out of landfill in this sustainably focused course.

3 x Tue 6-8pm · Aug 15 to Aug 29 · \$329 · HVAZ8402C

### Sustainable Jewellery

Discover how to utilise everyday materials, such as the many plastics that surround us, by using a variety of creative techniques. Learn to create a unique necklace and wearable art.

2 x Sat 10am-4pm · Sep 9 to Sep 16 · \$329 · HVAY2903C

Subscribe to our eNews for announcements and giveaway offers [cae.edu.au](http://cae.edu.au)



# LANGUAGES

## ARABIC

Embark on a transformative Arabic expedition, immersing yourself in a rich cultural tapestry, unlocking new perspectives, and connecting with millions of speakers worldwide.

### Arabic: Elementary 1

10 x Mon 6-7:30pm · Jul 17 to Sep 18 · \$329 · DLV72110C

8 x Tue 5:30-7:30pm · Aug 8 to Sep 26 · \$329 · DLV72111C

10 x Sat 10-11:30am · Sep 16 to Nov 18 · \$329 · DLV72112C

10 x Wed 6-7:30pm · Oct 4 to Dec 6 · \$329 · DLV72113C

### Arabic: Elementary 1 (Online)

10 x Wed 6-7:30pm · Jul 26 to Sep 27 · \$329 · DLAU3005C

## CHINESE (MANDARIN)

Immerse yourself in culture, connect with millions, and unlock endless opportunities for travel, business, and personal enrichment. From Chinese characters to global communication advantages, learning Mandarin opens doors to a world of possibilities.

### Mandarin: Elementary 1

10 x Mon 5:30-7pm · Jul 17 to Sep 4 · \$329 · DLV84007C

10 x Thu 5:30-7pm · Aug 17 to Oct 19 · \$329 · DLV84008C

8 x Tue 5:30-7:30pm · Sep 12 to Oct 31 · \$329 · DLV84009C

10 x Wed 5:30-7pm · Oct 11 to Dec 13 · \$329 · DLV84010C

## FRENCH

Learn how to go shopping, buy food, and greet people. Learn key phrases and insider techniques for communicating confidently and effectively with just a few words in almost any situation. Course fees includes booklet.

### French for Travellers

There is no additional charge for course materials.

6 x Mon 6-8pm · Aug 7 to Sep 11 · \$274 · DLB34510C

6 x Tue 6-8pm · Sep 5 to Oct 10 · \$274 · DLB34511C

6 x Sat 6-8pm · Oct 7 to Nov 11 · \$274 · DLB34512C

### French: Elementary 1

If you've ever wanted to learn more about the French language and the French-speaking world, or if you want to communicate with friends, family, colleagues, people in the local community, or people from other countries where French is spoken, this course is for you.

10 x Tue 5:30-7pm · Aug 8 to Oct 10 · \$329 · DLAT6416C

8 x Thu 6-8pm · Sep 7 to Oct 26 · \$329 · DLAT6417C

10 x Wed 5:30-7pm · Oct 4 to Dec 6 · \$329 · DLAT6418C

8 x Sat 10am-12pm · Oct 7 to Nov 25 · \$329 · DLAT6419C

# LANGUAGES

## French: Elementary 1 (Online)

10 x Tue 7-8:30pm · Aug 8 to Oct 10 · \$329 · DLAU3807C  
10 x Thu 8-9:30pm · Sep 7 to Oct 26 · \$329 · DLAU3808C  
10 x Wed 7-8:30pm · Oct 4 to Dec 6 · \$329 · DLAU3809C

## French: Elementary 3

Continue the journey of learning French for cultural insight, interaction, and enjoyment in Melbourne and beyond. Covers speaking, reading, writing, and listening for everyday situations.

10 x Tue 6-7:30pm · Jul 18 to Sep 19 · \$329 · DLAU1403C

## French: Elementary 3 (Online)

10 x Mon 7:30-9pm · Aug 14 to Oct 16 · \$329 · DLAU4001C

## French Continuing: Intermediate

9 x Tue 11am-1pm · Jul 25 to Sep 19 · \$399 · DLAE0903C

## GERMAN

This course will introduce you to the most spoken language in Europe. No matter if you are studying German for pleasure, travel, study or work, it is a wise move for your future.

### German: Elementary 1

10 x Tue 5:30-7pm · Aug 1 to Oct 3 · \$329 · DLV75410C  
8 x Mon 6-8pm · Sep 4 to Oct 23 · \$329 · DLV75411C  
10 x Wed 5:30-7pm · Oct 4 to Dec 6 · \$329 · DLV75412C

## GREEK

Learn about the origins of science, politics, and philosophy. It is a great incentive to visit Greece, to enjoy the blue sky and clear seas, to taste the Greek cuisine, to converse with caring locals and to rediscover the essence of life.

### Greek: Elementary 1

10 x Mon 5:30-7pm · Aug 14 to Oct 16 · \$329 · DLV76908C  
10 x Tue 5:30-7pm · Sep 12 to Nov 21 · \$329 · DLV76909C  
8 x Thu 6-8pm · Oct 12 to Nov 30 · \$329 · DLV76910C

### Greek: Elementary 1 (Online)

8 x Thu 6-8pm · Aug 3 to Sep 21 · \$329 · DLAU9102C

### Greek: Elementary 3

10 x Mon 5:30-7pm · Aug 21 to Oct 23 · \$329 · DLV77101C

Visit [cae.edu.au](https://cae.edu.au) for a comprehensive list of our language courses

All courses are subject to change. For the latest information visit [cae.edu.au](https://cae.edu.au)

## INDONESIAN

One of the easiest Asian languages to learn. Indonesia is also a popular tourist destination for Australians. Get ready to interact with the most friendly and hospitable people in the region.

### Indonesian: Elementary 1

10 x Mon 5:30-7pm · Aug 7 to Oct 9 · \$329 · DLV78808C  
10 x Wed 5:30-7pm · Sep 6 to Nov 8 · \$329 · DLV78809C  
10 x Tue 5:30-7pm · Oct 3 to Dec 12 · \$329 · DLV78810C

## ITALIAN

Love, food, culture, music, and fashion – just some of the reasons to learn the fourth most studied language in the world. Speak like a local during your next trip.

### Italian for Travellers

There is no additional charge for course materials.

6 x Wed 6-8pm · Jul 19 to Aug 23 · \$274 · DLE16412C  
6 x Sat 10am-12pm · Aug 12 to Sep 16 · \$274 · DLE16413C  
6 x Thu 6-8pm · Sep 7 to Oct 12 · \$274 · DLE16414C

### Italian: Elementary 1

10 x Tue 5:30-7pm · Aug 8 to Oct 10 · \$329 · DLV80714C  
8 x Thu 6-8pm · Sep 7 to Oct 26 · \$329 · DLV80715C  
8 x Sat 10am-12pm · Oct 7 to Nov 25 · \$329 · DLV80716C

### Italian: Elementary 3

10 x Wed 5:30-7pm · Aug 9 to Oct 11 · \$329 · DLW15301C

## JAPANESE

Perfect if you want to communicate in simple Japanese with family and friends, at work, or on vacation; and for people who want to achieve a deeper understanding of Japanese culture and people.

### Japanese: Elementary 1

10 x Mon 5:30-7pm · Aug 7 to Oct 9 · \$329 · DLV81308C  
10 x Thu 5:30-7pm · Sep 7 to Nov 9 · \$329 · DLV81309C  
10 x Tue 6-7:30pm · Oct 3 to Dec 12 · \$329 · DLV81310C

### Japanese: Elementary 2

10 x Tue 6-7:30pm · Jul 18 to Sep 19 · \$329 · DLV81403C

GET YOUR FREE SKILLS CHECK

Subscribe to our eNews for announcements and giveaway offers [cae.edu.au](https://cae.edu.au)



# LANGUAGES

## KOREAN

Interested in K-pop and Korean dramas? Korean is becoming increasingly popular. It gives you the chance to experience a rich culture, expand your knowledge, and communicate with locals.

### Korean: Elementary 1

10 x Mon 5:30-7pm · Jul 17 to Sep 18 · \$329 · DLV65708C  
8 x Wed 6-8pm · Aug 16 to Oct 4 · \$329 · DLV65709C  
10 x Tue 5:30-7pm · Sep 5 to Nov 14 · \$329 · DLV65710C  
8 x Thu 6-8pm · Oct 5 to Nov 23 · \$329 · DLV65711C

## LATIN

Discover the captivating world of Latin and the roots of modern languages. Unravel ancient civilizations, explore rich literature, and broaden your horizons. Join us now to embark on an extraordinary journey into the beauty of Latin.

### Latin 01

10 x Thu 5:30-7pm · Aug 10 to Oct 12 · \$329 · DLB67708C  
10 x Mon 5:30-7pm · Sep 11 to Nov 13 · \$329 · DLB67709C  
10 x Wed 5:30-7pm · Oct 11 to Dec 13 · \$329 · DLB67710C

### Latin 03

10 x Wed 5:30-7pm · Aug 9 to Oct 11 · \$329 · DLP86801C

## ENGLISH AS AN ADDITIONAL LANGUAGE

### Business English - Speaking for Professionals

Gain confidence with your English when speaking in a professional environment.

8 x Tue 6-9pm · Aug 8 to Sep 26 · \$585 · SKR50803C

### Business English - Writing for Work

Develop your workplace writing, grammar, sentence construction and spelling. Practise all forms of writing from emails to memos and reports.

8 x Thu 6-8pm · Aug 3 to Sep 21 · \$495 · SKR51902C

## RUSSIAN

A remarkable culture with a vast territory to discover and plenty of opportunities to communicate not only in Russia but also around the world as it is a language spoken by more than 300 million people.

### Russian: Elementary 1

10 x Wed 5-6:30pm · Jul 19 to Sep 20 · \$329 · DLV73407C  
8 x Mon 6-8pm · Aug 14 to Oct 2 · \$329 · DLV73408C  
10 x Thu 6-7:30pm · Sep 14 to Nov 16 · \$329 · DLV73409C  
10 x Wed 6-7:30pm · Oct 11 to Dec 13 · \$329 · DLV73410C

## SPANISH

Immerse in Spanish: a vibrant language, rich culture, and global connections. Unlock new opportunities, from literature to communication, and embark on an exciting language adventure. Join us to embrace Spanish's beauty and open doors to a world of possibilities.

### Spanish for Travellers

There is no additional charge for course materials.

6 x Tue 6-8pm · Aug 1 to Sep 5 · \$274 · DLV75911C  
6 x Wed 6-8pm · Sep 6 to Oct 11 · \$274 · DLV75912C  
6 x Sat 10am-12pm · Oct 7 to Nov 11 · \$274 · DLV75913C

### Spanish: Elementary 1

8 x Tue 6-8pm · Aug 15 to Oct 3 · \$329 · DLV76718C  
10 x Thu 6-7:30pm · Sep 7 to Nov 9 · \$329 · DLV76719C  
10 x Wed 6-7:30pm · Oct 4 to Dec 6 · \$329 · DLV76720C  
8 x Mon 6-8pm · Oct 16 to Dec 4 · \$329 · DLV76721C

### Spanish: Elementary 3

10 x Wed 6-7:30pm · Aug 2 to Oct 4 · \$329 · DLW24402C

## VIETNAMESE

Embark on a captivating journey into the melodic world of Vietnamese. Immerse yourself in a vibrant culture, unlock new connections, and explore the beauty of a unique language. Learning Vietnamese will open doors to a world of discovery.

### Vietnamese: Elementary 1

10 x Tue 5:30-7pm · Aug 8 to Oct 10 · \$329 · DLV80407C  
10 x Wed 5:30-7pm · Sep 6 to Nov 8 · \$329 · DLV80408C  
10 x Thu 5:30-7pm · Oct 5 to Dec 7 · \$329 · DLV80409C

### Vietnamese: Elementary 3

10 x Mon 5:30-7pm · Jul 31 to Oct 2 · \$329 · DLW56903C

# PERFORMING ARTS

## ACTING

### Acting: Beginners

All the world's a stage - and you can light it up. Gain confidence working with scripts and learn acting techniques in a supportive and fun environment.

7 x Tue 6-8pm · Aug 1 to Sep 12 · \$375 · HWA36803C

### Acting to Camera **NEW!**

No matter your age or stage, acting is for everyone. Whether you want to be a professional (and I can help with that), or to explore your creative self, or improve your corporate presentations or to create a talking CV, this course is for you. Low stress, high enjoyment.

6 x Wed 5:30-9pm · Jul 19 to Aug 23 · \$455 · HWAZ9701C

6 x Sat 9:30am-1pm · Jul 22 to Aug 26 · \$455 · HWAZ9702C

## INSTRUMENTAL

### Blues Harmonica for Beginners **NEW!**

Together with guitar, the harmonica is an integral part of blues music. This course will introduce the beginning player to fundamentals of playing blues harmonica, including basic structure of blues songs, playing in key and essential riffs, and learning about blues masters.

6 x Thu 6-8pm · Aug 10 to Sep 14 · \$335 · HWAZ7202C

### Guitar - Beginners

Don't let that guitar gather dust, start playing! This hands-on course is for guitar lovers of all ages including teachers who may like to incorporate music and singing into their lessons. Learn chords, strumming and finger-picking, as well as how to read notes and tablature.

6 x Sat 12:30-2:30pm · Jul 29 to Sep 2 · \$335 · HWA45603C

### Piano & Keyboard: For Beginners Day

Always wanted to play piano but never had the courage to try? Classes are run in small groups where students take turns at the piano keyboard. There is no prerequisite for enrolling in this course. Suitable for beginners. Learn in 9 weeks what might normally take 9 months.

8 x Wed 12-1pm · Jul 19 to Sep 13 · \$258 · HWZ68603C

### Piano & Keyboard: For Beginners Evening

8 x Wed 5-6pm · Jul 19 to Sep 13 · \$258 · HWZ89303C

### Piano: Level 2 Day

This course is ideal for students who have completed our Piano Beginners class and are eager to develop their playing ability further.

8 x Wed 2-3pm · Jul 19 to Sep 13 · \$258 · HWA47403C

### Piano: Level 2 Evening

8 x Wed 6-7pm · Jul 19 to Sep 13 · \$258 · HWZ89403C

### Piano: Level 3 Day

8 x Wed 1-2pm · Jul 19 to Sep 13 · \$258 · HWA47503C

### Piano: Level 3 Evening

8 x Wed 7-8pm · Jul 19 to Sep 13 · \$258 · HWZ89603C

### Piano: Level 4 Day

8 x Wed 11am-12pm · Jul 19 to Sep 13 · \$258 · HWA47603C

### Ukulele for Beginners

Ukulele is a fun, portable, affordable and seriously musical instrument. Learn techniques so you can quickly start playing.

6 x Sat 10:30am-12pm · Jul 29 to Sep 2 · \$275 · HWZ30005C

6 x Tue 6-7:30pm · Aug 1 to Sep 5 · \$275 · HWZ30006C

## SINGING

### FUNDamentals of Singing

Perfect start for the inexperienced but passionate singer. In a relaxed environment, learn basic vocal techniques, develop singing confidence and experience the joy of contemporary pop/rock songs, supported by a professional singer and tutor. Put the FUN into Fundamentals.

6 x Mon 5:30-7:15pm · Aug 7 to Sep 11 · \$299 · HWZ52602C

### Singing the Blues and Jazz

Learn how to sing the music of great Blues and Jazz singers, with a professional tutor and singer.

6 x Mon 7:30-9:15pm · Aug 7 to Sep 11 · \$299 · HWAS8903C

### Vocal Workshop **NEW!**

Over two consecutive Saturdays explore your singing voice in a fun and supportive workshop learning the fundamentals of vocalising by performing songs as a group and individually with guidance and positive feedback.

2 x Sat 11:30am-2:30pm · Sep 9 to Sep 16 · \$299 · HWAZ8902C



## BECOME A TRAINER IN YOUR FIELD

If you've been working in your industry for at least 5 years, why not consider becoming a trainer? It could be time for a career change. Our Certificate IV in Training & Assessment (TAE40116) is a great way to start – it's part of the government-funded Free TAFE initiative\*.

## CALL 1300 BOX HILL

\*For eligible students





# PHOTOGRAPHY & FILM



# WALKING TOURS

## FILMMAKING & EDITING

### Film Editing with Adobe Premiere Pro

This course covers everything needed to get started with Adobe Premiere Pro.

4 x Tue 6-9pm · Aug 8 to Aug 29 · \$360 · HDAT4203C

### iPhone Video Making Workshop: Shoot, Edit, Share

Learn core filming techniques and essential camera movements necessary to make the perfect video using your iPhone.

3 x Sun 10am-2pm · Aug 20 to Sep 3 · \$330 · HDAL9503C

## POINT & SHOOT PHOTOGRAPHY

### Advanced Smartphone Photography: Masterclass

Expand on the fundamentals of smartphone photography by delving deeper into the art of creative composition and image design principles.

1 x Sun 10:30am-3:30pm · Oct 8 · \$150 · HDAR8104C

### Get in my Lens!

#### Melbourne Photography Walking Tour

Capture impressive photographs of Melbourne's historic and hidden sites, from CBD landmarks to popular lanes and alleyways.

1 x Sat 10am-1pm · Oct 14 · \$115 · HDX95104C

## SLR CAMERA PHOTOGRAPHY

### Digital SLR Photography

Get the most from your Digital SLR camera with a combination of classroom learning and practical shooting under the expert guidance of an expert photographer.

2 x Sat 10am-4pm · Jul 29 to Aug 5 · \$340 · HDAD3108C

4 x Thu 6-9pm · Aug 24 to Sep 14 · \$340 · HDAD3109C

2 x Sat 10am-4pm · Sep 9 to Sep 16 · \$340 · HDAD3110C

2 x Sun 10am-4pm · Oct 22 to Oct 29 · \$340 · HDAD3111C

### Landscape Photography **NEW!**

Learn how to capture dynamic landscape photos and take your photographic images to the next level.

1 x Sun 10am-3pm · Sep 17 to Sep 17 · \$155 · HDBA0001C

### Portrait Photography **NEW!**

Ideal for anyone interested in capturing engaging portraits, in this course you will discover how to get the most out of your subject.

1 x Sat 10am-3pm · Oct 28 to Oct 28 · \$155 · HDBA0101C

## CULINARY WALKS & TOURS

### Exploring Jewish Culture & Cuisine

Shlomo Zimmer shares his knowledge of Jewish history, culture and cuisine on this exploration of Balaclava.

1 x Sun 10am-12:15pm · Oct 22 · \$125 · DNX23903C

## DESIGN WALKS

### Over the Edge: Exploring Melbourne's Architecture, Circa 19thC - 21stC.

Join award-winning architect Nicholas Gioia and tour Melbourne CBD's North and Eastern borders to ponder the clash of 19th and 21st century architecture, the buildings and the fascinating stories.

1 x Sun 10am-1pm · Sep 10 · \$115 · DNAE0602C

## HISTORICAL WALKS

### Carlton Historical Walking Tour

Discover Carlton's fascinating past, including gracious terrace houses, the site of the first Children's Hospital, Medley Hall, beautiful Macarthur and Murchison Squares and much more.

1 x Sun 10am-12:30pm · Sep 17 · \$110 · DNZ68402C

### Fitzroy Historical Walking Tour

Join Isabel Simpson as she explores the history of Melbourne's first suburb Fitzroy, originally known as 'New Town'.

1 x Sun 10am-12:30pm · Jul 30 · \$115 · DNAY3201C

### Melbourne's Lanes & Arcades Tour

Isabel Simpson takes you to visit the oldest and grandest arcades during a walking tour through a network of fascinating lanes and alley.

1 x Sun 10am-12:30pm · Aug 20 · \$110 · DNK39702C

## LEARN TO GUIDE

### Become a Melbourne Walking Tour Guide

Build your knowledge of the city and learn the skills to become a walking tour guide in the Melbourne CBD.

4 x Sat 10am-3pm · Oct 07 to Oct 28 · \$630 · DNAZ8802C

All courses are subject to change.  
For the latest information visit [cae.edu.au](http://cae.edu.au)

Subscribe to our eNews for announcements  
and giveaway offers [cae.edu.au](http://cae.edu.au)

# WRITING & EDITING

## FICTION

### Beginning Creative Writing: Advanced

Broaden and refine your skills through further workshoping and writing exercises in a supportive and constructive environment.

3 x Sat 10am-2pm · Aug 26 to Sep 9 · \$325 · HAAD2802C

### How to Write, Publish & Market Your Genre Novel: Romance, Mystery, YA, Historical, Crime

Learn about genre expectations so your book hits the mark with a defined audience, how (and where) to pitch to agents and editors, as well as the process of formatting, editing, and marketing your book yourself.

4 x Tue 6-9pm · Oct 3 to Oct 24 · \$325 · HAAZ6103C

### The Short Story

Discover what techniques will craft wonderfully imaginative short stories that will appeal to readers and hold their attention.

5 x Thu 6-9pm · Jul 20 to Aug 17 · \$353 · HAP35403C

### Writing Children's Picture Books

A fun and informative course for people interested in creative writing but are unsure how to get started. Consider the concept, story, characters, structure, audience, language and pictures.

3 x Sat 10am-4pm · Aug 26 to Sep 9 · \$385 · HAE66103C

## NON-FICTION

### Intro to Creative Non-Fiction

Apply the techniques of creative writing to write biography, travel, memoir, reportage and many other forms of non-fiction.

4 x Wed 6-9pm · Aug 23 to Sep 13 · \$325 · HAZ41903C

## WRITING FOR WORK

### Business Writing That Works

Learn to capture thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete and correct.

2 x Tue/Wed 9:30am-4:30pm · Aug 22 to Aug 23 · \$385 · SKT98103C

### Grammar

If it's been years since you studied grammar in school and are feeling rusty, Bronwen Hickman will quickly refresh you in this comprehensive grammar short course.

6 x Thu 6-8pm · Aug 10 to Sep 14 · \$325 · HAI47504C

### Introduction to the Craft of Copywriting

You'll find the craft of copywriting an excellent entry point to all other forms of writing.

2 x Thu 9:30am-4:30pm · Aug 24 to Aug 31 · \$600 · HAV23303C

### Writing Clearer Briefs

How to write the most effective briefing papers for ministerial or legal purposes. Learn from a master communicator how to make your words reach their audience in concise and efficient ways.

1 x Thu 9:30am-4:30pm · Sep 7 · \$280 · HAAZ6003C

## WRITING INSPIRATION

### Life Writing Workshop

Start writing your autobiography or biography. Learn fundamental storytelling elements, creative exercises and receive constructive feedback.

6 x Wed 10am-12pm · Aug 9 to Sep 13 · \$325 · HAT13703C

### Poetry Writing

Established Australian poet Claire Gaskin will take you on a journey into the wonderful world of composing poetry.

5 x Wed 6-9pm · Aug 16 to Sep 13 · \$353 · HAN20803C

### Ways of Seeing:

#### Finding Inspiration in What We Read **NEW!**

In this course we will analyse short extracts from the work of published writers in order to deepen and enrich our own writing and bring our characters to life.

6 x Tue 6-8pm · Jul 25 to Aug 29 · \$325 · HAAZ6203C

## WRITING SKILLS

### Beginning Creative Writing

A fun and informative course for people who are interested in creative writing but are unsure how to get started.

3 x Sat 10am-2pm · Aug 5 to Aug 19 · \$325 · HAG59005C

### Grammar Clinic

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

1 x Sat 10am-4pm · Sep 16 · \$169 · HAT75703C

### Novel Writing

This practical course will teach you everything you need to know to begin your novel journey.

5 x Thu 6-9pm · Aug 17 to Sep 14 · \$380 · HAL00403C

### Punctuation Clinic

Join Bronwen Hickman in a relaxed environment as she explores key punctuation rules, practical application and provides you with fear-free exercises on the day.

1 x Sat 10am-4pm · Jul 29 · \$169 · HAX23202C

1 x Sat 10am-4pm · Oct 21 · \$169 · HAX23203C

### Structural Editing and Copy Editing

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

2 x Sat 9:30am-3:30pm · Oct 7 to Oct 14 · \$325 · HAT55103C

All courses are subject to change.  
For the latest information visit [cae.edu.au](http://cae.edu.au)

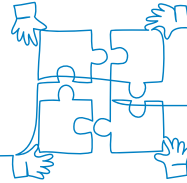
# UPSKILL, LEARN AND CONNECT WITH YOUR WORK TEAM AT CAE

## Does your organisation want to help your teams connect and develop professionally?

Conveniently located for city office workers and commuters alike, the Centre for Adult Education (CAE) has been serving businesses and the community for more than 75 years.

Our teachers are industry professionals, offering more than 200 short courses day and night, and on weekends. Surrounded by the city's famous café scene, your teams can learn, upskill and collaborate in a diverse range of tailored half, full and multiple-day programs.

Classes in Business, Technology, Wellbeing, Arts and Languages are popular in the Melbourne business community. As are an array of our team-building activities, including Food and Beverage workshops, Art classes, Walking Tours, Business Development courses, Performing Arts and Fitness classes.



**If your organisation is looking to bring your colleagues together and build professional capacity, CAE is the perfect choice.**

**Popular courses include:**

### **BUSINESS ENGLISH WRITING FOR WORK**

This course is for non-native English speakers who are currently working in a professional English-speaking environment or preparing to join one.

Business writing can be challenging when it's not in your native tongue. This course will provide your staff with the skills necessary to improve their English writing skills in the workplace. It will help them develop their workplace writing to express themselves clearly and quickly. Grammar, sentence construction and spelling are also covered. Participants will practise all forms of writing from emails to reports and proposals.

### **BUSINESS WRITING FOR PROFESSIONALS**

Well-written communication is crucial when dealing with internal and external stakeholders across all levels. Learning to capture thoughts in a clear, concise, complete and persuasive manner is a skill that must be acquired and reinforced through practice.

Participants will be given the opportunity to present examples from their work life, and to seek feedback and guidance in improving their communication skills.

### **MICROSOFT EXCEL**

Learn the Microsoft Excel skills you need to improve productivity in the workplace. Whether your staff are beginner, intermediate or advanced Excel users, the training will be tailored to match their skill level and workplace tasks.



# GIFT VOUCHER

The gift of life-long learning



## CAE LANGUAGES CENTRE OF EXCELLENCE

A wide range of languages taught by our qualified tutors – for all levels from conversational classes and elementary to advanced. Offered online and face-to-face.

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

## DO YOU LOVE READING?

Maybe it's time to join a book group.

Book Groups is Australia's largest book club. We have hundreds of book groups operating around Australia.

Interested?

Visit [www.cae.edu.au/book-groups/](http://www.cae.edu.au/book-groups/)  
or call us on **03 9652 0611** to find out more.



Course details are current at the time of printing, however due to unforeseeable lockdown restrictions, some courses may transition online. Please check our website [www.cae.edu.au](http://www.cae.edu.au) for the most up-to-date information.