

SINGLE COURSES

Another way to study

What are single courses?

Single courses are subjects from degree programs, available to you even if you're not enrolled as a university student. You take the same classes and complete the same assessment tasks as university students.

What do I need to know?

- Further course information including course descriptions, timetables, credit points and prerequisites are available at www.singlecourses.rmit.edu.au
- Some courses have prerequisites. Please ensure supporting documentation is provided with your application.
- Some courses will require approval from the relevant school at RMIT University before your application can be finalised.
- Ensure you are fully aware of the Terms and Conditions applicable to Single Courses before enrolling.
- On completion of a Single Course, RMIT Training will issue a result statement confirming your achievement. Your result statement can be used to obtain exemptions, this is not an automatic process and conditions may apply.
- RMIT local student applications must include written RMIT University approval.
- RMIT International students are not eligible to enrol in a Single Course offered through RMIT Training Pty Ltd. Please verify your enrolment process with your home school.
- Enrolment cancellation forms must be submitted to RMIT Training prior to the commencement of the third scheduled class to be eligible for a refund. A \$100 fee is retained for each cancellation. No refunds will be issued for enrolment cancellations submitted after the third scheduled class.

How much do they cost?

The Single Course fees quoted are based on local fees for Australian & New Zealand permanent residents (Local) and international for all international students (Int'l).

When can I start?

Spring Semester 2010

Enrolments

Open: 30 August 2010

Close: 1 week before the course starts

Classes

Courses run on various dates between 1st September and 31st December. Visit www.singlecourses.rmit.edu.au to check the starting date of your chosen Single Course.

How do I apply?

Mail	Complete the Single Course Application Form and mail to RMIT Training Pty Ltd including full payment. RMIT Training Pty Ltd PO Box 12058 A'Beckett Street Melbourne VIC 8006
Fax	Complete the Single Course Application Form including your credit card details (Visa / MasterCard accepted) or attach a company purchase order. Fax to (+61) 3 9925 8298
Online	Book online and pay by credit card on our website www.singlecourses.rmit.edu.au (Online option is not available to RMIT Students)

Contact details

Mail	RMIT Training P/L PO Box 12058, A'Beckett Street Melbourne VIC 8006
Phone	+61 3 9925 8111
Fax	+61 3 9925 8298
Email	enquiries@rmit.edu.au
Office hours	9.00 am – 5.00 pm Monday to Friday
Visit	Level 9, 501 Swanston Street, Melbourne
Web	www.singlecourses.rmit.edu.au

Business

Single Courses from Bachelor Degrees

Code	Course name	Local	Int'l	Refer legend
Business IT and Logistics				
ISYS2425	Introduction to Enterprise Systems	2100	2340	A
ISYS2452	Business Information Systems Analysis and Design 2	2100	2340	P, A

Single Courses from Master Degrees

Code	Course name	Local	Int'l	Refer legend
Business IT and Logistics				
BUSM2112	Business Background	2200	2640	A
INTE1032	e-Commerce Development	2200	2640	A
ISYS1015	Management of Computing Resources	2200	2640	P

Design and Social Context

Single Courses from Bachelor Degrees

Code	Course name	Local	Int'l	Refer legend
Art				
HUSO1072	New York Study Tour (12 Point)	600	1200	A
Global Studies, Social Science and Planning				
LANG1020	Italian 1	1125	2220	A
LANG1029	Advanced English Language 1	1125	2220	A
LANG1072	Chinese 5	1125	2220	P, A
LANG1073	Chinese 6	1125	2220	P, A
LANG1093	Japanese 1	1125	2220	A
LANG1094	Japanese 2	1125	2220	P, A
LANG1166	German 1	1125	2220	A
LANG1167	French 1	1125	2220	A
LANG1168	Spanish 1	1125	2220	A
LANG1178	Spanish 2	1125	2220	P, A
LANG1182	French 2	1125	2220	P, A

Single Courses from Master Degrees

Code	Course name	Local	Int'l	Refer legend
Global Studies, Social Science and Planning				
LANG1169	Japanese 1	1440	2340	A
LANG1170	German 1	1440	2340	A
LANG1174	Italian 1	1440	2340	A
LANG1176	French 1	1440	2340	A
LANG1177	Spanish 1	1440	2340	A
LANG1179	Spanish 2	1440	2340	P, A
LANG1183	French 2	1440	2340	P, A
LANG1217	Chinese 5	1440	2340	P, A
LANG1218	Chinese 6	1440	2340	P, A

Legend: A – RMIT school approval P – prerequisites apply

Looking for a Single Course not offered in Spring?

Be added to the Mailing list

- Single Courses are offered Semesters 1 and 2, Spring and Summer Semesters.
- To keep up to date with Single Courses, you can request a Single Course Listing to be posted or emailed to you.
- Call +61 3 9925 8111 or email enquiries@rmit.edu.au

Request your preferred Single Course

- If you'd like to do a Single Course that is not being offered, you are encouraged to request it.
- The Client Service Officer taking your query will contact the school, who is offering the Single Course, to check its availability.
- To request your preferred Single Course, call +61 3 9925 8111 or email enquiries@rmit.edu.au

How to apply

Mail	Complete the Single Course Application Form and post back to RMIT Training Pty Ltd including full payment. RMIT Training Pty Ltd, PO Box 12058, A'Beckett Street, Melbourne VIC 8006
Fax	Complete the Single Course Application Form including your credit card details (Visa / MasterCard) or attach a company purchase order. Fax to (+61) 3 9925 8298
Online	Book online and pay by credit card via www.singlecourses.rmit.edu.au (Online option is not available to RMIT Students as written approval by home school is required)

Application checklist

- Ensure your personal/billing details are correct and written clearly
- Ensure course and payment details are correct. Note: Cheques are made payable to 'RMIT Training Pty Ltd'
- Include your Client Number issued by RMIT Training if you are a previous Single Course student
- Ensure you have met any course prerequisites and that you are eligible to apply for your chosen single course
- International applicants must have a visa valid for the duration of the single course (RMIT International students cannot enrol in a single course)
- Current local RMIT students must submit written approval from your home school

On request supporting documentation must be supplied including

- evidence of satisfaction of prerequisites
- evidence of current visa or residency status

Applications will not be processed unless all required information and full payment is provided.

Single Course Terms and Conditions

1. Quotas may apply to offered courses. Applications are processed in order of receipt.
2. All applications are subject to final RMIT University School approval. Applications accepted and confirmed are issued with a Tax Invoice. Course fees will not be processed for unsuccessful applications.
3. A non-refundable late fee of \$50 will apply for each Single Course application received after commencement of Semesters 1 & 2 or first class for Spring & Summer Semesters.
4. Enrolment cancellation forms must be submitted prior to the commencement of the third scheduled class to be eligible for a refund. A \$100 fee is retained for each cancellation. No refunds will be issued for enrolment cancellations submitted after the third scheduled class.
5. Transfers between Single Courses or semesters and/or deferrals will not be accepted.
6. It is the responsibility of all students to ensure that their home university will grant exemptions for courses undertaken.
7. RMIT reserves the right to cancel a Single Course. In the event of a course cancellation, course fees paid will be refunded in full.

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Single Course Application Form Spring Semester 2010

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



Course details

Course Code _____ Course Name _____ Course Fee \$ _____

Please use one application form per course

Your details

Client Number (if known) _____ Company Name (if applicable) _____

Title _____ First Name/s _____ Surname _____

Postal Address _____ Suburb _____ State _____ Postcode _____

Phone (1) _____ Phone (2) _____

Email Address _____ Date of Birth / / _____

Gender _____ Male / Female _____ How did you hear about the course? _____

Billing address

Same as above Alternative billing address

Contact Name _____ Position _____

Company Name _____ Phone (1) _____

Postal Address _____ Suburb _____ State _____ Postcode _____

Payment details

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

Card Number / / / Expiry Date / CCV Number

Cardholder's Name _____ Signature _____

Invoice (Available only to organisations supplying purchase order/letter of authority with enrolment form. Invoice to be paid in full within 7 days and prior to course commencement.)

Citizenship details

- Citizen of Australia or New Zealand/Permanent Resident of Australia (Evidence must be supplied on request)
 Temporary Resident Visa/Student Visa (It is the applicant's responsibility to ensure the visa is valid for the course duration. Evidence must be supplied on request)

RMIT University status

Only complete if applicable

- I am a current RMIT student I am an RMIT Alumni Graduate I am an RMIT staff member

Student no. _____ Student no. _____ Staff no. _____

Satisfaction of prerequisites

- I satisfy the criteria required to undertake this single course.
Where prerequisites apply, attach evidence of prerequisite satisfaction or discuss below (evidence must be supplied on request).
Where RMIT approval is required to finalise your single course application, discuss reasons for application below.

Declaration

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in cancellation of any offer of enrolment by RMIT. I acknowledge that while I am an enrolled Single Course student, I am subject to the regulations and rules of RMIT and to lawful instruction of the authority of the University. I also acknowledge that successful completion of a "Single Course" will allow me to apply to RMIT University for credit towards and RMIT award, conditions may apply. I have read and accepted RMIT Training Pty Ltd's Single Course Terms and Conditions.

Signature _____ Date _____

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