

SHORT COURSE GUIDE

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BOX HILL
INSTITUTE

CAE

ONLINE
COURSES
EDITION

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Every effort has been made to ensure the information contained in this publication is accurate at the date of production (November 2020). For the most up-to-date information, please refer to cae.edu.au before booking a course. © Box Hill Institute RTO 4687 M3320

Welcome to the CAE Short Course Guide featuring our wide range of online courses.

Follow the links that take you to more courses on our website, allow you to subscribe to our eNews or contact us for further information.

What do I need to do 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 Zoom, 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

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ARTS

CLICK HERE TO SEE ALL OF OUR ARTS COURSES

Unleash your creativity and develop a work of art at home. Whether you want to improve your artistry or simply try something new – why not join an interactive virtual classroom to brush up on your skills?

Calligraphy: Beginners

Learn how to craft lettering forms and to acquire pen skills based on traditional and contemporary techniques.

4 x Thu 6-8:30pm · Nov 12 to Dec 3 · \$235 · HXAV6903C

Cartoon Character Drawing

Learn how to draw faces, gestures and simple perspective drawing.

3 x Tue 5:30-8pm · Nov 10 to Nov 24 · \$225 · HXAV9702C

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 Tue 2-5pm · Nov 17 to Dec 8 · \$345 · HXAV0202C

Children's Picture Book Storyboards

Storyboarding is an essential part of developing a picture book. Learn about pace, composition and the relationship between words and text.

2 x Sat 10am-12:30pm · Nov 28 to Dec 5 · \$159 · HXAV9902C

Chinese Calligraphy

The practice of Tao Calligraphy encourages increased creativity and improved health.

5 x Thu 6:30-8:30pm · Nov 12 to Dec 10 · \$285 · HXAV9401C

Drawing: Intro

For absolute beginners, this course provides an introduction to some basic principles of drawing in a relaxed, online environment.

2 x Thu 5:30-8pm · Nov 19 to Nov 26 · \$159 · HXAV0503C

Drawing Pet Portraits

Learn how to draw your much-loved pet using charcoal or pencil. Techniques include proportion, shading and texture.

3 x Sun 2:30-4:30pm · Nov 29 to Dec 13 · \$185 · HXAW5602C

Eco-Printing

Discover the beautiful and sustainable art of eco-printing, using leaves and other plant matter to create stunning prints on paper.

1 x Sat 10am-12pm · Nov 21 · \$95 · HXAV1601C

Flower Painting

Explore the step by step process of painting flowers from start to finish, working from still life and photographs.

2 x Fri 2-4:30pm · Nov 27 to Dec 4 · \$159 · HXAW0202C

Introduction to Pastel

Discover how to use pastel quickly and easily to capture a variety of subjects and learn to express yourself in a variety of styles.

3 x Sat 3-5pm · Nov 14 to Nov 28 · \$185 · HXAV0703C

Line Drawing: Botanicals

Use different techniques to draw flowers accurately, working with photographs and still life. Suitable for all skill levels.

2 x Thu 6-8:30pm · Dec 3 to Dec 10 · \$159 · HXAV0403C

Line Drawing: Christmas Botanicals

Learn how to draw a variety of Christmas botanicals such as poinsettia flowers, holly, pine cones and more. Suitable for all skill levels.

1 x Tue 6-8:30pm · Dec 8 · \$100 · HXAX0201C

Still Life Drawing

This course provides an introduction to basic principles of drawing, using still life arrangements composed at home to explore composition, tone, shading and proportion.

2 x Sat 1:30-4pm · Dec 5 to Dec 12 · \$159 · HXAW0403C

Watercolours: Intro

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

3 x Sun 10am-12pm · Nov 22 to Dec 6 · \$185 · HXAW0503C

Zentangle Poetry

Zentangle drawing and poetry is a relaxing and easy-to-learn way of creating beautiful patterns and thoughts that are uniquely your own.

2 x Sun 1-3pm · Dec 6 to Dec 13 · \$145 · HXAW9901C

All courses are subject to change.
For the latest information visit
cae.edu.au



PERSONAL DEVELOPMENT

[CLICK HERE TO SEE ALL OF OUR PERSONAL DEVELOPMENT COURSES](#)

It can be hard to make time for yourself, but it's just as important as looking after others. Whether you want to work on self-improvement or extend your skill set we've got the course for you.

Adobe Photoshop: Introduction (PC)

Develop a greater understanding of this powerful application and its ability to enhance photographic imagery and illustration projects.

4 x Tue 6-9pm · Nov 24 to Dec 15 · \$320 · HDAV3405C

Apple Mac Basics & the Web

Explore the Apple Mac computer through use and discussion of the various systems.

2 x Thu 9:30am-1pm · Nov 12 to Nov 19 · \$165 · HDAV3003C

Assertiveness for Everyday Life

Learn practical steps to negotiating with unpleasant or stubborn people without the need to turn into either bully or a doormat.

3 x Sat 10am-12pm · Nov 14 to Nov 28 · \$199 · DNAU7802C

Blog Basics

Discover why blogging is one of the easiest and most enjoyable ways to create an online presence.

2 x Wed 10am-1pm · Nov 11 to Nov 18 · \$165 · HAAV2905C

Confident Conversations & Social Etiquette

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

3 x Thu 7:30-9:30pm · Nov 19 to Dec 3 · \$199 · DNAU8002C

Film Editing with Adobe Premiere Pro

Get started with Adobe Premiere Pro. Learn editing, trimming, transitions and effects. Also includes managing projects, media, timelines and outputting digital media.

4 x Tue 6-9pm · Nov 24 to Dec 15 · \$365 · HDAV3704C

New Horizons: Life After Retirement

Discover how to create your best years yet and how to reinforce the philosophy that life gets better with age.

2 x Sat 10am-1pm · Dec 5 to Dec 19 · \$189 · DNAU8302C

Stand & Deliver: Public Speaking for Beginners

Learn techniques to overcome your anxiety about public speaking and how to get your point across with confidence and power.

3 x Wed 7:30-9:30pm · Nov 18 to Dec 2 · \$199 · DNAU8402C

Travel Photography

Learn how to make the most of light, colour and design opportunities to produce beautiful images while travelling.

2 x Sat 10am-1pm · Nov 21 to Nov 28 · \$140 · HDAV3204C



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HOME & LIFESTYLE

CLICK HERE TO SEE ALL OF OUR H&L COURSES

You may be spending a lot of time at home, but there's plenty you can do around the house. From food to Feldenkrais, we've got the course for you.

Feldenkrais: Good Posture, Naturally

Feldenkrais method is an educational alternative exercise therapy that can benefit anyone. Learn upright posture, feel freedom in your chest and have a natural ease and poise of your head, neck and shoulders.

1 x Sun 2-4pm · Dec 13 · \$70 · DJAW5802C

Fermenting Vegetables **NEW!**

Learn how to make fermented foods from scratch, including sauerkraut, kimchi and salsa, in this delicious and fun class.

1 x Fri 10am-12pm · Dec 11 · \$95 · DHAV1801C

Olives & Olive Oil: The Natural Way

Mark Dymiotis debunks myths about olives and olive oil, discusses quality and storage issues and how to put them into practice for the healthy, pro-environment and low-cost Mediterranean diet.

1 x Sat 10:30am-12:30pm · Nov 21 · \$99 · HXAV6703C

The Traditional Mediterranean Diet

Mark Dymiotis describes the traditional Mediterranean diet and discusses how natural flavours can be achieved using local natural and seasonal ingredients, food combinations and dispels misconceptions.

1 x Sat 10:30am-12:30pm · Nov 14 · \$99 · HXAV6803C

Yoga: Beginners & Continuing

Practise basic postures for fitness, stress relief and clarity of mind with our experienced yoga trainer.

5 x Wed 10:45-11:45am · Nov 11 to Dec 9 · \$125 · DJAV2103C

Christmas Eton Mess

INGREDIENTS

750g fresh mixed berries (strawberries, raspberries, blueberries, etc) and cherries

40-50g caster sugar

150-200g thickened cream, whipped

150-200g thick Greek yoghurt

75g or approx. ½ cup mixed nuts (almonds, hazelnuts, pistachios), chopped

4-6 meringue nests

Handful of extra fresh cherries, pitted and halved

50g dark chocolate, to grate

METHOD

1. Hull and quarter the strawberries and pit and halve the cherries.
2. Toss in a large bowl with remaining berries and some sugar. Set aside to allow juices to seep.
3. Roughly crush the meringue nests.
4. Combine the whipped cream and yoghurt then gently fold through the mixed fruit, nuts and crushed meringue until just combined.
5. Spoon into serving glasses and top with grated chocolate and extra cherry halves.



All courses are subject to change.
For the latest information visit
cae.edu.au

TALKS

CLICK HERE TO SEE ALL OF OUR TALKS COURSES

Looking to expand your knowledge?
Our talks are delivered in an interactive online environment on a variety of topics and perspectives.

Australia: From the Diggings to the Trenches – Finding a National Voice NEW!

Richard Stone explores White Australian society, as revealed through art and literature, during the decades between the Gold Rush of the 1850s and the outbreak of War in 1914.

3 x Wed 11:30am-1pm · Dec 2 to Dec 16 · \$145 · DNAX0101C

A History of Singing (Part 1): Chants, Chansons & Choirs

Delve into the history of song with Richard Stone as he considers how medieval music was performed and its significance in everyday life.

4 x Tues 11:30am-1pm · Nov 10 to Dec 1 · \$189 · DNAW5401C

Medieval France: Cloisters, Cathars & Cathedrals NEW!

Journey through France with Richard Stone (circa 1100-1350AD) and discover the daily life of a monastery, the challenges facing the footsore pilgrim and the life and death struggles of the harassed heretic.

5 x Thu 11:30am-1pm · Nov 12 to Dec 10 · \$209 · DNAW5501C

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 in Melbourne and regional Victoria.

Interested? Visit www.cae.edu.au/book-groups/ or call us on 03 9652 0611 to find out more.

NEW
MEMBERS
FIRST
MEETING
FREE

WRITING

CLICK HERE TO SEE ALL OF OUR M&P COURSES

Remember that writing project you've always wanted to work on? Now is the time! Our tutors will guide you through the writing process with ease.

Beginning Creative Writing

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

6 x Mon 6-8pm · Nov 9 to Dec 14 · \$320 · HAAV2707C

Introduction to Screenwriting

Cover key aspects of writing for film. Explore narrative structure and film language, script format, layout, treatments and synopses.

6 x Mon 6-9pm · Nov 16 to Dec 21 · \$350 · HDAV7002C

Introduction to Stand-up Comedy: Writing & Performing Your First Routine

This course is highly interactive, taking you through all the steps of learning how to write, develop and perform your own stand-up routine. Learn from a professional with fellow aspiring stand-up comedians.

4 x Wed 6-8pm · Nov 11 to Dec 2 · \$249 · HWA0103C

Novel Writing

This practical course will teach you everything you need to know to begin on your novel journey, including character, plot development, structure, dialogue and description.

5 x Thu 6-9pm · Nov 19 to Dec 17 · \$380 · HAAV2205C

The Short Story

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

5 x Tue 6-9pm · Nov 17 to Dec 15 · \$348 · HAAV2504C

Writing Children's Picture Books

Learn practical steps to writing a children's picture book with author and illustrator Sue deGennaro. Consider the concept, story, characters, structure, audience, language and pictures.

3 x Sat 10am-1pm · Nov 28 to Dec 12 · \$255 · HAAV2305C

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BUSINESS

[CLICK HERE TO SEE ALL OF OUR BUSINESS COURSES](#)

Get down to business with our interactive online courses. We have a diverse range of courses to suit you and your professional needs.

Business Writing That Works ↗

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

2 x Tue 9:30am-4:30pm · Nov 17 to Nov 24 · \$335 · SKAV5003C

Create a Simple WordPress Website ↗

Learn how to create then host a self-hosted WordPress website including registering a domain, creating a site map, plugins, themes and more.

4 x Tue 10am-1pm · Nov 24 to Dec 15 · \$289 · SRAV4305C

How to Make Money by Building a Successful Online Business ↗

This two-part seminar details the five-step process to build a successful online business.

2 x Tue 9:45am-1:45pm · Nov 17 to Nov 24 · \$279 · SRAV5504C

Microsoft Excel 2016: Introduction ↗

Learn the fundamental concepts of Microsoft Excel such as navigating a worksheet, cell formatting, basic formulas, creating charts and sorting and filtering data.

4 x Fri 9am-12:30pm · Nov 20 to Dec 11 · \$345 · SRAV5906C

Microsoft Excel 2016: Intermediate ↗

The intermediate level covers more sophisticated functions such as formulas, creating and sorting tables, enhancing charts, popular worksheet functions, advanced formatting and more.

4 x Mon 9am-12:30pm · Nov 16 to Dec 7 · \$345 · SRAV5804C

Project Management Fundamentals ↗

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

2 x Tue 9:30am-4:30pm · Dec 1 to Dec 8 · \$395 · SKAV5204C

Search Engine Optimisation: The Key to Success ↗

Uncover key information about SEO that will ensure a successful outcome, in both strategy and use.

1 x Wed 10am-2pm · Dec 2 · \$109 · SRAV4504C

SEO Copywriting for Beginners ↗

Discover this essential business writing tool that helps websites get found on page one of Google.

2 x Tue 2-5pm · Nov 17 to Nov 24 · \$255 · SRAV5604C

Social Media Strategy for Business ↗

Start improving your organisation's marketing, branding and sales via social media.

2 x Mon 10am-1pm · Dec 7 to Dec 14 · \$195 · SRAV4608C

Time Management: Get Organised for Peak Performance ↗

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

2 x Tue 9:30am-1pm · Nov 17 to Nov 24 · \$260 · SKAV4105C

Understanding the Basics of Social Media:

Twitter, Instagram, Facebook & LinkedIn ↗

Sue Ellson explores social media fundamentals and the options available to you. Discover how they work and what works best.

1 x Wed 10am-2pm · Nov 18 · \$109 · SKAV4703C

DO YOU WANT TO BE A TRAINER?



Have you been working in your industry for at least 5 years and want a career change?
Our Training and Assessment courses can help you become an industry trainer.

CALL 1300 BOX HILL

All courses are subject to change.
For the latest information visit
cae.edu.au



LANGUAGES

[CLICK HERE TO SEE ALL OF OUR LANGUAGE COURSES](#)

Whether you want to learn a language for work, travel or personal interest, we design our courses to help you read, write and speak the language. Meet new people in our interactive online classrooms and discover new cultures!

ARABIC

Arabic: Elementary 1 ↗

11 x Mon 6-8pm · Nov 9 to Feb 1 · \$349 · DLAU3015C

Arabic: Elementary 2 ↗

9 x Tue+Thu 4-6pm · Nov 17 to Dec 15 · \$349 · DLAU3106C

Arabic: Elementary 3 ↗

9 x Sat 10am-12pm · Nov 28 to Feb 6 · \$349 · DLAU3205C

CHINESE (MANDARIN)

Mandarin: Elementary 1 ↗

9 x Wed 6-8pm · Nov 11 to Jan 20 · \$349 · DLAU6013C

CROATIAN

Croatian: Elementary 1 ↗

9 x Wed 6-8pm · Nov 11 to Jan 20 · \$349 · DLAW7103C

DUTCH

Dutch: Elementary 1 ↗

9 x Mon 6-8pm · Nov 9 to Jan 18 · \$399 · DLAU3410C

FRENCH

French: Basic Communication for Beginners ↗

6 x Sat 9:30-11:30am · Nov 14 to Dec 21 · \$274 · DLAW1206C

French: Elementary 1 ↗

11 x Mon 6-8pm · Nov 9 to Feb 1 · \$419 · DLAU3817C

French: Elementary 2 ↗

9 x Thu 6-8pm · Nov 26 to Feb 4 · \$349 · DLAU3905C

French: Elementary 3 ↗

9 x Mon 6-8pm · Nov 30 to Feb 8 · \$349 · DLAU4003C

French: Elementary 5 ↗

9 x Wed 6-8pm · Nov 25 to Feb 3 · \$349 · DLAX0301C

French Continuing: Proficient ↗

18 x Fri 10:30am-12pm · Nov 27 to Feb 5 · \$519 · DLAW3402C

GERMAN

German: Elementary 1 ↗

11 x Mon 6-8pm · Nov 9 to Feb 1 · \$349 · DLAU8716C

German: Elementary 3 ↗

9 x Tue 6-8pm · Nov 24 to Feb 9 · \$349 · DLAU4304C

German: Intermediate 3 ↗

6 x Mon 6-8pm · Nov 9 to Dec 14 · \$234 · DLAW6002C

German: Intermediate 4 ↗

13 x Fri 1-3pm · Dec 4 to Mar 26 · \$519 · DLAX0001C

German Continuing: Intermediate ↗

6 x Mon 10:30am-12:30pm · Nov 9 to Dec 14 · \$234 · DLAU8603C

German: Deutsch im Alltag ↗

16 x Mon 11:30am-1pm · Nov 9 to Mar 15 · \$439 · DLAW3502C

GREEK

Greek: Elementary 1 ↗

9 x Wed 6-8pm · Nov 11 to Jan 20 · \$349 · DLAU9113C

Greek: Elementary 2 ↗

9 x Mon 6-8pm · Nov 16 to Feb 1 · \$349 · DLAU4504C

Greek: Advanced 1 ↗

13 x Thu 6-8pm · Nov 26 to Mar 4 · \$519 · DLAX0601C

GET YOUR FREE SKILLS CHECK

LANGUAGES

CLICK HERE TO SEE ALL OF OUR LANGUAGE COURSES

INDONESIAN

Indonesian: Elementary 1

9 x Wed 6-8pm · Nov 11 to Jan 20 · \$349 · DLAU4704C

ITALIAN

Italian: Elementary 1

9 x Mon 6-8pm · Nov 9 to Jan 18 · \$349 · DLAU4814C

Italian: Elementary 2

9 x Mon 6-8pm · Nov 9 to Dec 21 · \$349 · DLAU4904C

JAPANESE

Japanese: Elementary 1

9 x Thu 6-8pm · Nov 12 to Jan 21 · \$349 · DLAU9613C

Japanese: Intermediate 3

9 x Sat 10am-12pm · Nov 21 to Jan 30 · \$349 · DLAX0401C

KOREAN

Korean: Elementary 1

9 x Mon 6-8pm · Nov 9 to Jan 18 · \$349 · DLAU5314C

Korean: Elementary 5

9 x Tue 6-8pm · Nov 10 to Jan 12 · \$349 · DLAU5603C

Korean: Advanced 1

13 x Mon 6-8pm · Nov 9 to Feb 8 · \$519 · DLAW6602C

Korean: Proficient 3

13 x Tue 6-8pm · Nov 24 to Mar 9 · \$519 · DLAX0701C

LATIN

Latin 01

9 x Wed 6-8pm · Nov 11 to Jan 20 · \$349 · DLAW1006C

Latin 02

12 x Mon 4-5:30pm · Nov 30 to Mar 1 · \$349 · DLAV8202C

RUSSIAN

Russian: Elementary 1

9 x Wed 6-8pm · Nov 11 to Jan 27 · \$349 · DLAU9713C

Russian: Elementary 2

9 x Mon 6-8pm · Nov 9 to Jan 18 · \$349 · DLAU6204C

SPANISH

Spanish: Basic Communication for Beginners

6 x Sat 9:30-11:30am · Nov 14 to Dec 21 · \$274 · DLAW1704C

Spanish: Elementary 1

9 x Mon 6-8pm · Nov 9 to Jan 18 · \$349 · DLAU6516C

Spanish: Elementary 2

9 x Thu 6-8pm · Nov 26 to Feb 4 · \$349 · DLAU6604C

Spanish: Elementary 6

9 x Thu 6-8pm · Nov 12 to Jan 21 · \$349 · DLAW9601C

Spanish: Expert 2

13 x Mon 6-8pm · Nov 16 to Feb 22 · \$519 · DLAX0801C

SWEDISH

Swedish: Elementary 1

9 x Wed 6-8pm · Nov 11 to Jan 20 · \$349 · DLAU9808C

UKRAINIAN

Ukrainian: Elementary 1

9 x Mon 6-8pm · Nov 9 to Jan 18 · \$349 · DLAX0501C



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