Graduate Certificate In Professional Communication (KK64)

Year offered: 2010
Admissions: No
CRICOS code: 062078J
Course duration (full-time): 1 semester
Course duration (part-time): 2 semesters
Domestic fees (indicative): 2010: Full fee tuition $8,000 (indicative) per semester
International Fees (indicative): 2010: $10,500 (indicative) per semester
Domestic Entry: February and July
Total credit points: 48
Standard credit points per full-time semester: 48
Standard credit points per part-time semester: 24
Course coordinator: Dr Glen Thomas
Campus: Kelvin Grove

Entry Requirements
A bachelor degree with an overall grade point average of 4.5 or above (on a 7-point scale). Applicants without the requisite entry requirements may be considered for special entry. Please contact the Creative Industries Faculty for information.

If requested, supply documentation of professional work experience as detailed in Completing the PG Form.

Overview
Professional communication is an integral aspect of all work environments, and highly developed skills in this area are much sought after by employers. This course will hone your workplace communication skills, giving you the professional edge needed to communicate successfully at all levels of an organisation.

You will gain full advantage of QUT’s expertise in communication, writing and journalism as you will combine study in professional and persuasive writing, speaking and presentation skills, and leadership and team skills. The course will be of most benefit to those whose undergraduate degree is in an area other than communication.

You will develop your skills in professional writing and speaking, leadership and teamwork, and work communication practices, and apply these skills to teamwork environments and work-based projects.

This course will be of interest if you seek communication skills to further your existing career—whether you work in management, policy, research and analysis, administration, customer service, sales, or consulting. Alternatively, you may use this course to begin a career in professional communication—including as a professional writer, organisational trainer, or communication officer.

Course Structure
Students will complete four of five available units in Professional Communication.

Professional Membership
Graduates may be eligible for membership of the Society of Business Communicators (Qld).

Course structure for students who commenced in 2008 or earlier

Important Notice
Students who commenced this course in 2008 or earlier should contact their faculty (using the Discipline Contact email address above) for relevant course enrolment advice.

Potential Careers:
Administrator, Advertising Professional, Arts Administrator, Government Officer, Information Officer, Marketing Officer/Manager, Media Industry Specialist, Public Relations Officer/Consultant, Public Servant, Publishing Professional.