

# 2009 Course Summary Sheet

## ▪ Graduate Certificate in Professional Communication (KK64)

**Attention Prospective Students:** From Semester 1, 2009, this course will not be on offer to new, incoming students. A similar coursework program will be available: KK86 - Graduate Certificate of Creative Industries (Professional Communication).

To obtain detailed information on the structure of the new coursework program, please refer to the KK86 Course Summary Sheet.

This document will assist you with the selection of your study program and completion of your enrolment. Other useful information can be found on the Student Services website <http://studentservices.qut.com/>, which can also be accessed via the Online Enrolment portlet.

**Location:** Kelvin Grove campus

**Course Duration:** 1 semester full-time or 2 semesters part-time

**Total Credit Points:** 48

**Standard Credit Points per Full-Time Semester:** 48

**Coordinator:** Dr Glen Thomas

**Enquiries:** [j.clare@qut.edu.au](mailto:j.clare@qut.edu.au)

### IMPORTANT COURSE SPECIFIC ENROLMENT ADVICE

**Students are expected to enrol as per the standard structure outlined on this Course Summary Sheet, and are responsible for ensuring their unit selection is correct. Failure to do so may result in financial and academic penalties.**

**Underloads** – it is not expected that a student should underload – i.e. undertake less credit points than the standard semester load. If, however, your circumstances require you to undertake fewer units than the standard load, it may lead to difficulties in undertaking units in a timely manner later in the course. Students should also be aware of potential problems with Austudy if they choose to underload.

**Overloads** – it is not expected that a student should overload – i.e. undertake more credit points than the standard semester load. If, however, your circumstances require you to overload you should be aware of the possible academic consequences of an increased study load. Students should also be aware of problems that may arise in the future with Austudy if they elect to overload.

**Course Progression** – students should attempt to follow the standard course progression as outlined on the Course Summary Sheet. Failure to do so could result in difficulties in unit selection. It is a student's responsibility to ensure they have met pre-requisite and co-requisite requirements when they select their enrolment program.

**Commencing Students** – commencing students are required to enrol as specified in the University's letter of offer in regards to their course, attendance mode, campus, and where applicable, major. Commencing Students are not permitted to overload in their first semester of study.

Limits on grades of 3: A new policy concerning grades of 3 comes into effect from 1 January 2009 (QUT MOPP C/9.2). With effect from this date grades of 3 will no longer be considered a conceded or low pass but will be classified as a fail grade. Any grades of 3 awarded prior to 1 January 2009 will retain the conceded pass status and will be counted for graduation purposes up to the maximum number of grades of 3 permitted for your course. Grades of 3 incurred in units that commence after 1 January 2009 will not count towards your degree. The maximum number of pre-2009 grades of 3 permitted for this course can be found [here](#).

**Important Note: Please ensure you select the correct teaching period, class and location code for all units you are enrolled in. All units in this course have a location of Kelvin Grove and a class of Internal.**

		Credit Points	Location Code	Hours per week	Previous Unit Code	Semester of offer
<b>FULL TIME COURSE STRUCTURE</b>						
KCB103 <sup>1</sup>	Strategic Speech Communication	12	KG	3	KCB213	1,2
KCP407 <sup>23</sup>	Applied Professional Communication	12	KG	See footnote		1,2
<i>Plus choose two of the following:</i>						
KJP401	Newswriting	12	KG	3	KJP120	1,2
KWP402	Persuasive Writing	12	KG	3	KWP315	1
KWP405	Corporate Writing and Editing	12	KG	3.5	KWP314	2
<b>PART TIME COURSE STRUCTURE</b>						
<b>Year 1, Semester 1</b>						
KCB103 <sup>1</sup>	Strategic Speech Communication	12	KG	3	KCB213	1,2
<i>Plus choose one of the following:</i>						
KJP401	Newswriting	12	KG	3	KJP120	1,2
KWP402	Persuasive Writing	12	KG	3	KWP315	1
KWP405	Corporate Writing and Editing	12	KG	3.5	KWP314	2
<b>Year 1, Semester 2</b>						
KCP407 <sup>23</sup>	Applied Professional Communication	12	KG	See footnote		1,2
<i>Plus choose one of the following:</i>						
KJP401	Newswriting	12	KG	3	KJP120	1,2
KWP402	Persuasive Writing	12	KG	3	KWP315	1
KWP405	Corporate Writing and Editing	12	KG	3.5	KWP314	2

<sup>1</sup> Incompatible with KJB180

<sup>2</sup> KCB103 must be taken as either a prerequisite or a corequisite.

<sup>3</sup> 2 hours per week for weeks 1-8, followed by individual consultations with a project supervisor.