

2012 COURSE STRUCTURE

Graduate Certificate in Professional English Communication
Course Code: ATEC

Campus	Footscray Park
School	Communication and the Arts
Course Coordinator	Paul Bronson; Ph: 9919 4776, email: paul.bronson@vu.edu.au Location: Building E, Room E.206, Footscray Park Campus
Study Mode	Full-time and Part-time
Duration	One semester if full time
Fee Type	Commonwealth Supported Places - Fee information available from http://www.vu.edu.au/courses/fees-and-scholarships
Application Method	Direct Application to Victoria University http://www.vu.edu.au/courses/applying/how-to-apply
Timetable	Faculty (Arts Education & Human Development): www.vu.edu.au/Faculties/aehd/Timetables/
Course Requirements	To qualify for the award of Graduate Certificate in Professional English Communication students must successfully complete the three core units (48 credit points)
Further Information	Unit (subject) and course information is available from the University course search site at http://www.vu.edu.au/courses/search

The following course structure is designed to help students track their progress through the course. Use the 'Record of Completion' column to record the year and semester a unit is satisfactorily completed.

Unit Code	Unit Title	Campus	Semester	Credit Points	Prerequisites	Your Record of Completion
ACG5001	Professional English for Non-Native Speakers of English	FP	1 or 2	12	Nil	
ACG5002	Interacting in the Professional Workplace	FP	1 or 2	12	Nil	
ACG5003	Professional Practice in the Workplace	FP	1 or 2	24	Nil	
		TOTAL	0.5 YR	48		