NEW IN 2007

BACHELOR OF ARTS

MINOR IN PROFESSIONAL STUDIES

The Minor in Professional Studies is a 21-unit minor sequence within a Bachelor of Arts (It must be read in conjunction with the course rule for the BA).
Professional Studies will help you to develop the vocational knowledge and transferable skills relevant to the contemporary graduate workplace. The Minor provides the written, oral, interpersonal, critical reasoning and problem solving skills highly regarded by employers in today's competitive market.

Pre requisites: Professional English (ENGL1001) 4.5 Units (S1 & S2)

Plus one of the following 4.5 Unit Topics in 1st Year

COMP1101 Information Communication Technology 1A
LEGL1001 Australian Legal System
PHIL1060 Critical Reasoning

Plus 12 units from the following in 2nd and 3rd year

6 Units

COMP3100 Information Technology Practice
ENGL2110 Writing and Designing for the Web
ENGL2600 Publishing and Editing
LEGL2100 Small Business: Legal Issues
PHIL1060A Critical Reasoning
PHIL2345 Ethics for Professionals
PROF2101 Professional Writing
PROF2902 Interpersonal Communication Skills
SCRN2007 Multimedia Design

3 Units

LEGL2101 Small Business: Legal Foundations
LEGL2102 Small Business: Legal Applications
PROF2100 Project Marketing Principles and Practice
PROF2102 Business Planning for Projects
PROF2103 Managing Project Budgets
PROF2104 Finding Money: Researching and Submitting Grant Proposals
PROF2105 Tenders: Understanding the Tender Process
PROF2106 Preparing Professional Presentations
PROF2107 Project Management Essentials

First Year Topic Outlines

ENGL1001 Professional English (S1 & S2)
This topic helps students to develop their oral and written English language skills for use in the workplace. It gives practice in writing and interpreting documents of the kinds encountered in all areas of professional life.

COMP1101 Information Technology 1A (S1)
The topic will provide students with a consolidated knowledge of the basic fundamentals, key concepts and terminology of information technology. Students will gain basic familiarity with a PC and key PC software applications and with a multi-user, networked UNIX computer systems environment.

LEGL1001 Australian Legal System (S1 & S2)
This topic is an introduction to the Australian legal system and emphasises using or applying law in contemporary Australian society. The topic also critically examines many of the basic and essential features of the legal system including concepts of equality, fairness, justice, fault and individual and social rights.

PHIL1060 Critical Reasoning (S1)
The aim of this topic is to help students understand, evaluate and employ the different kinds of reasoning they will find in the natural sciences, social sciences and humanities. The topic focuses on: What is reasoning? How is reasoning used in the sciences? What is moral and legal reasoning?

Students completing LEGL2100 will not be permitted to enrol in LEGL2101 or LEGL2102.
Students completing PHIL1060 Critical Reasoning will not be permitted to enrol in PHIL1060A Critical Reasoning.
Students completing PROF2902 will not be permitted to enrol in PROF2902A.
Second Year Topic Outlines

LEGL2100 Small Business: Legal Issues (S2)
In this topic students will be introduced to legal issues such as taxation, agency, insurance and negligence, licensing, intellectual property, contracts and fair trade. The topic will provide a critical overview of the principles, policies and laws involved in running a small business, much of which can also be applied to running large businesses.

ENGL2110 Writing and Designing for the Web (S2)
This topic uses classroom instruction and hands-on experience in a computer lab. Areas covered include composing and editing text to appear on websites; specific screen-centred writing skills; sourcing text content and converting text documents to HTML; website design paying particular attention to Web communication issues, and hosting sites.

ENGL2600 Publishing and Editing (S1)
This topic considers a number of ethical, practical and theoretical matters such as censorship, the expression of national identity through public policy on literature, the role of the editor and publisher, and the place of small presses. The topic also covers the practice of editing. The impact of new technology is considered as well as research into aspects of the Australian publishing industry.

PHIL2345 Ethics for Professionals (S2)
Students study ethical principles governing professional practice, including those of care (duty of care); autonomy (independence) for clients and professional agents or providers; fidelity and honesty, confidentiality and accountability; integrity (including respect for lawful professional regulation); respect for cross-cultural values; moral and prudential responsibility.

PROF2100 Project Marketing Principles and Practice (S1)
The topic will be an introduction to the each stage of market planning, research and evaluation and to the development of an overall marketing strategy and its related marketing plan document.

PROF2101 Professional Writing (S1)
This topic allows students to acquire high level writing skills. Practice in developing and writing a range of outcomes-based organisational documentation will ensure that students can offer specialist writing skills to future and current employers.

PROF2102 Business Planning for Projects (S2)
This topic will be an introduction to each stage of business planning, including goal setting, situation analysis, organisational response and evaluation, leading to the development of an overall business plan suitable for a business or project in the relevant sectors.

PROF2103 Managing Project Budgets (S1)
This topic involves the development of a financial plan to support business viability. The skills and knowledge acquired will provide students with the opportunity to present financial recommendations with confidence as part of any management team.

PROF2104 Finding Money: Researching and Submitting Grant Proposals (S1 & 2)
This topic is designed to provide students with knowledge about a range of funding schemes in Australia and an overall understanding of funding processes. By working on a funding submission as the assessment component of this topic students will develop the necessary skills to write and submit successful funding applications.

PROF2105 Tenders: Understanding the Tender Process (S1 & 2)
By developing a tender submission as the assessment component of this topic students will develop skills in understanding and responding to tender documents.

PROF2106 Preparing Professional Presentations (S2)
Students will produce the written content as well as learn how to use various common software packages to create images, posters, presentations, and charts. At the end of the topic students should be comfortable preparing on-screen and printed presentations.

PROF2107 Project Management Essentials (S1)
This topic focuses primarily on understanding some of the basic tools used to plan and manage projects and the principles which guide successful projects to their fruition.

PROF2902 Interpersonal Communication Skills (S2)
This topic aims to provide both a theoretical basis for understanding interpersonal communication and an opportunity to develop effective verbal, non-verbal and group communication skills.

SCRN2007 Multimedia Design (S1)
The topic introduces fundamental principles of multimedia design for websites and other computer hypermedia. Students will learn to analyse, critique, and produce computer-based multimedia. A variety of production software will include Photoshop, Dreamweaver, and Flash.

COMP3100 Information Technology Practice (S2)
This topic focuses on professional practice in information technology with an emphasis in IT project management. Subjects covered may include project planning and development process design including plan documentation, resource and personnel management, scheduling and risk and change management.

If you require further information about this new minor, please contact:
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