

Professional Communication Skills Course Syllabus

Description of Course:

The Professional Communication Skills course is designed to help students develop skills in project management, research methodologies, and presentation skills through practical applications and project-based learning.

Instructor and Contact Information:

Dr. Jane Smith

Office: Room 202, Academic Building

Phone: 987-654-3210

Email: janesmith@university.edu

Office Hours: Wednesday, 3-5 PM or by appointment

Course Goals & Objectives:

The goals for Professional Communication Skills include enhancing students' abilities in research, critical thinking, and professional communication. Objectives include completing a research project, developing a presentation, and participating in peer reviews.

Expected Learning Outcomes:

- Ability to conduct independent research
- Proficiency in project management
- Competence in academic writing
- Enhanced presentation skills

Assignments and Due Dates

Week	Topic	Assignments/Activities
------	-------	------------------------

Week 1	Course Introduction	Discussion Post due 1/11
Week 2	Project Proposal	Submit Proposal due 1/18
Week 3	Research Methods	Complete CITI Training due 1/25
Week 4	Data Collection	Submit Data Collection Plan due 2/1
Week 5	Analysis Techniques	Submit Analysis Plan due 2/8