

Programme: B.Sc.(Cyber Security & Digital Forensics)				Semester : II	
Course : Advanced Communication				Code:	
Academic Year: 2026-27 Batch: 2026-29					
Teaching Scheme			Evaluation Scheme		
Lectures	Practical	Tutorials	Credits	Internal Continuous Assessment (ICA) (weightage)	Term End Examinations (TEE) (weightage)
30	Nil	Nil	02	20 marks /40% of the total marks	30 marks /60% of the total marks
Particulars				%	
Class tests / Assignment / Project / Quiz etc. (three components- to be conducted at different instants of time)				40%	
Class test, Quiz/presentation/Viva-Voce (OR) Assignment/Project, Quiz and presentation/Viva-Voce				10+5+5=20 Marks	

Learning Objectives:	- To analyse how digital communication has reshaped interpersonal communication and organizational communication - To draft clear and concise messages after understanding the communication goals and the target audiences - To outline the key concepts related to digital communication, including social media, mobile communication and digital communication
Learning Outcomes :	- Learners will realize the concepts and relevance of digital communication in the context of digital age - Learners will be able to define their own thoughts effective usage of language - Learners will demonstrate proficiency in drafting objective oriented written correspondence
Pedagogy:	- Lecture - Presentation - Classroom interaction - Roleplays - Peer Learning - Group discussions / Debate

Each lecture session would be of one hour duration (30 sessions).

Module	Module Content	Module Wise Pedagogy Used	Module Wise Duration/ Lectures
I	Communication in Digital Age: - Introduction - Influence of digital media on interpersonal communication	Lecture, AV presentations	15

	• Concept of digital workspace, Communication in digital workspace and Communication Ethics • Reading and comprehension Skills • Thinking skills and mind mapping		
II	Writing Skills: • Paraphrasing • Summarization, Precis writing, Synopsis and Abstract • Technical Writing & Interpretation of infographics • Translation Skills • Drafting notice, agenda, emails, Circular, Minutes of the Meetings, Resolutions	Lecture / Classroom activities / peer learning	15

REFERENCE BOOKS

1. Smith, J. A. (2018). *Effective Communication: Strategies for Success* (2nd ed.). Pearson.
2. Hargie, O., Dickson, D., & Tourish, D. (2004). *Communication skills for effective management*.
3. Hanh, T. N. (2013). *The art of communicating*. Random House.
4. Kahlon, M. (2013). Art of speaking-An Impression of man: Analysing the need for communication and soft skills. *Pertanika Journal of Social Sciences & Humanities*, 21(2).
5. Garner, B. A. (2013). *HBR guide to better business writing (HBR Guide Series)*. Harvard Business Review Press.
6. McKay, M., Davis, M., & Fanning, P. (2009). *Messages: The communication skills book*. New Harbinger Publications.
7. Roman, K., & Raphaelson, J. (2010). *Writing that works: How to communicate effectively in business*. Harper Collins.
8. Andersen, P. A. (1999). *Nonverbal communication: Forms and functions* (2nd ed.). Mayfield Publishing Company.
9. Davis, P. Q. (Ed.). (2017). *Advanced Communication Techniques* (4th ed.). Oxford University Press.
10. Roeh, I. (2017). *Digital communication: Strategic and operational communication in the digital age*. Palgrave Macmillan.

Internal Continuous Assessment (ICA) Pattern

Sr No.	Examination Method	Marks
1	Project / Assignment	10
2	Viva / Presentation	5
3	Class Participation	5
	TOTAL	20

**Term End Examinations (TEE)
Question Paper Pattern**

Question No.	Description	Total Marks
1	Concept Based / Case Study	6
2	A. Full Length Theory Question OR B. Full Length Theory Question	12
3	Short Notes (3 out of 4)	12
	TOTAL	30