**CSC7313: Communications for Cybersecurity Professionals**

**CSEC Cybersecurity Graduate Certificate**

**Winter 2025**

Instructor: Janice Cordeiro

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Course Schedule: Thursdays @ 5:00 pm to 7:50 pm

Room: In-person Room: 1451 and Virtual (Zoom link on Moodle)

Office Hours: Virtual, by appointment

Course Description

In this course, students will explore the role of communicating between the IT team and corporate management. Students use appropriate business communication techniques such as report writing, presentation skills, and client relationship building plan and create effective corporate IT policies to protect corporate data and users in their day-to-day work.

Learning outcomes for the course are as follows:

1. Identify professional strategies for effective communication in modern workplaces.
2. Identify the business writing process to create clear, concise, and effective messaging in the workplace.
3. Compose professional informative, persuasive, and negative messaging in multiple formats to target different audience types.
4. Write negative messages for internal situations (e.g., employee bad news).
5. Develop effective presentation skills.
6. Identify traditional and digital job-search techniques and create persuasive cover letters and resumes to apply for positions at companies.

Required Texts/Materials

1. Mary Ellen Guffey, Dana Loewy, Richard Almonte, Essentials of Business Communication 10th Edition eBook, 10th, Cengage ISBN: 9780176909765
2. Mary Ellen Guffey, Dana Loewy, Richard Almonte, ePack: Essentials of Business Communication 10CE + MindTap Instant Access (Multi-Term), 10th, Cengage ISBN: 9780176947965

Assessment Scheme/Dates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Evaluation Method | Frequency | Weightage | Value |
| February 20, 2025 | Mid-Term Exam | 1 | 15% | 15% |
| April 17, 2025 | Final Exam | 1 | 15% | 15% |
| Throughout the course | Weekly Assignments | 12 | 4% | 48% |
| April 10, 2025 | IT Policy Assignment | 1 | 22% | 22% |
|  | Total |  |  | 100% |

Course Schedule

**Please note that the schedule of the course, assignment and test dates, etc., is subject to change at the discretion of the instructor due to unforeseen circumstances, class progression with course work, etc. Students will be given ample notice should important dates change.**

|  |  |  |
| --- | --- | --- |
| Week | Class Date | Course Work |
| 1 | January 09, 2025 | **Course Introduction** |
| 2 | January 16, 2025 | Unit 1: Communicating in Today’s Workplace |
| 3 | January 23, 2025 | Unit 2: Planning Your Message |
| 4 | January 30, 2025 | Unit 3: Organizing and Drafting Your Message |
| 5 | February 6, 2025 | Unit 4: Revising Your Message |
| 6 | February 13, 2025 | Unit 5: Writing Daily Messages |
| 7 | February 20, 2025 | Unit 6: Writing to Persuade + **Mid Term Exam.** |
| 8 | February 27, 2025 | **Study Week: No Classes** |
| 9 | March 6, 2025 | Unit 7: Writing to Give Bad News |
| 10 | March 13, 2025 | Unit 8: Informal Reports |
| 11 | March 20, 2025 | Unit 9: Proposals and Formal Reports |
| 12 | March 27, 2025 | Unit 10: Communicating Professionally in Person |
| 13 | April 03, 2025 | Unit 11: Business Presentations, |
| 14 | April 10, 2025 | Unit 12: Job Search/Applications/Interviews/Follow-Up +**IT Policy Assignment** |
| 15 | April 17, 2025 | **Final Exam** |

Attendance

Regular attendance of the course is strongly recommended and expected. With distance learning via Zoom, this may occasionally require students to engage on camera with both audio and visuals. Please be always prepared for this possibility. Attendance also includes various forms of participation at the instructor’s discretion.

Academic Policies

A full list of Cambrian College’s **Academic Policies** is available on myCambrian as well as Cambrian’s Official website. Please take the time to familiarise yourself with the same.

The following policies apply to this course and will be enforced at the discretion of the instructor.

Students will receive a “0” on any **missed tests** or **in-class assignments** (those with pre-determined dates). If you are aware that you will miss a class on a pre-determined test or assignment date for an **appropriate reason**, it is your responsibility to contact the instructor and make arrangements **prior** to the test or assignment. This rule may be changed or adapted in the event of an emergency, or any other circumstances deemed exceptional by the instructor.

Any students caught **cheating** will receive a “0” on the assignment or test, no exceptions. This includes, but is not limited to, **sharing or copying** another student’s answers without express permission from the instructor, **plagiarism or misrepresentation** of facts, **talking during a test** or consulting with others during a test or individual assignment, etc. No exceptions.

**Electronic policies and etiquette** are to be followed in this course. Due to the online nature of the course, students have more freedom when it comes to using their phones and other devices during class time. With this in mind, students should still pay attention and participate when appropriate in class. Students should also remain muted on Zoom unless otherwise instructed in order to keep audio disruptions to a minimum. This is respectful not only to the instructor, but also to other students.

When corresponding with the instructor via **email**, students are expected to be respectful and informative. Emails must contain a **subject line**, as well as the **course code**, **student name**, etc. Proper spelling, full sentences, grammar, etc., are also expected. Contacting the instructor via the **Cambrian College email address** (as listed at the top of the syllabus) is preferred to Moodle messaging. Please use this method.

**Students are responsible for knowing and following all academic policies regarding plagiarism, cheating, use of electronics, etc. No exceptions.**