

COURSE TITLE: PRINCIPLES OF INFORMATION SECURITY (10-150-114)

COURSE SYLLABUS



COURSE INFORMATION

COURSE NUMBER 10-150-114

CREDITS 2

START DATE September 4th, 2013 **END DATE** November 27th, 2013

MEETING TIME(S) DAY(S), HOURS Wednesday, 5:00PM, 3 hours

LOCATION(S) A110

INSTRUCTIONAL METHOD Face-to-Face

COURSE DESCRIPTION An introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.



INSTRUCTOR INFORMATION

INSTRUCTOR Gregg Husband

E-MAIL husband@ntc.edu

SKYPE NAME Gregg.Husband

OFFICE PHONE AND FAX (715) 803-1165, fax (715) 675-9776

OFFICE LOCATION Wausau

OFFICE HOURS

Time	M	T	W	R	F
8:00- 8:50am		<u>Net</u> <u>Admin2</u>		Office A113	Online Office
9:00- 9:50am		A105		Office A113	Online Office
10:00- 10:50am		A105	Team Time	Office A113	Online Office
11:00- 11:50am		A105	Team Time		
12:00- 12:50pm		<u>Trouble- shooting</u>		<u>Database</u> <u>Concepts</u>	
1:00- 1:50pm		A104		A111	
2:00- 2:50pm		A104		A111	
3:00- 3:50pm		A104	Office A104	A111	
4:00- 4:50pm		A104	Office A104	<u>Net</u> <u>Admin1</u>	
5:00- 5:50pm		A104	<u>POIS</u>	A105	
6:00- 6:50pm			A110	A105	
7:00- 7:50pm			A110	A105	

INSTRUCTOR CONTACT

Please feel free to email or call me using the contact information provided. I will respond to your message within 24 hours during the week days. When leaving a phone message, please speak slowly, include your name, course, return number and reason for calling. All emails should include a detailed, professional message. Email subject lines MUST include student last name, course & section #, LP/assignment or subject reference.

Please note in my calendar table above that I am providing online office hours on Friday morning. I will not be in the office at this time. You can contact me during this time by emailing me or by contacting me via Skype.



ADDITIONAL COURSE INFORMATION

COURSE PRE/CO-REQUISITES

None

TEXTBOOK

Mark Ciampa. Security Awareness: Applying Practical Security in Your World.

Edition: Fourth.

Publisher: Course Technology. Year: 2014, 2010.

ISBN: 13:978-1-133-69294-2.

This book may be purchased at NTC's bookstore.

SUPPLIES

It is recommended to have a personal computer with the following criteria:

Internet: High-speed (DSL or Cable)

Operating System: Windows 7 Professional **(see note below)**

Processor: 64bit

Memory: 4 GB RAM or better

Video card: Capable of displaying high resolution (1024x768).

It is recommended to have the following browsers:

Internet Explorer 8.0 or greater

The latest version of Firefox

It is recommended to have the following support programs installed:

Latest Adobe Flash player

Latest Adobe Acrobat Reader

Note: Your lab work will require you to install programs and make changes to an operating system. Since these changes could possibly have a negative effect on your personal operating system and/or cannot be implemented on NTC lab computers, you will be required to install Windows 8 Professional as a virtual machine using VMware Workstation to perform the lab work on. It is highly recommended to install the Windows 8 Professional virtual machine onto an **external USB hard drive** to minimize the consumption of your personal disk space and to enable the operating system to be portable (enabling you to use the operating system at home or at school). The operating systems that you will install in the virtual environment will be made available to you free of charge; however, the VMware Workstation software will be made available to you for just the duration of the semester. A how-to-video and the necessary software will be made available to you during the first week of class. If you do not already have a USB hard drive, you can get one either at the school store or through local vendors.

COURSE COMPETENCIES

Competencies are what learners will be able to do as a result of the learning experience. In this course, the competencies that you must demonstrate are:

1. Assess the meaning and relevancy of security.
2. Explore common attacks directed at users and their personal security.
3. Investigate desktop computer system security and access controls.
4. Explore common breaches and defenses of Internet security.
5. Manage mobile device security.
6. Implement an enterprise security policy.

PROGRAM OUTCOMES

This course is a required course for the IT-Networking/Unified Communications program. The program outcomes that have been defined for the IT-Networking/Unified Communications program are as follows:

- Conceptualize network as a whole
- Categorize network into definable objects
- Adapt network project management skills

CORE ABILITIES

Core Abilities are broad outcomes or skills that every graduate of an NTC program is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. For you to meet these demands, NTC has identified 7 Core Abilities that are important to every area of learning. In this course we will focus on:

1. Communicate Clearly

2. Think Critically and Creatively
3. Apply Technology Appropriately



ASSESSMENT INFORMATION

Final course grades can be viewed by going to www.ntc.edu, clicking on "my>NTC" and following the instructions listed. For more information on grading and academic procedures please review the NTC Policies and Guidelines on this syllabus.

This course is a performance-based course, designed for your success. Learning plans will be studied over the course of the semester. Each learning plan will have assessment activities or tasks, called PATs (Performance Assessment Tasks), which will evaluate your performance of the course competencies. To earn a passing grade, all competencies must be demonstrated successfully.

In this course your performance will be assessed in the following methods:

Assessment Type	Required to Pass*	Weight
Lab Activities	100%	55%
Quizzes & Tests		45%
Total		100%

** Note: Even if your raw score would otherwise yield a grade of "C" or better, you must complete the listed percentages of assessment activities in each category to receive a passing grade in this course.*

The lab assignments for this class will give you the opportunity to perform numerous hands-on activities. There will be one or more lab assignments for each competency, all of which are required by the specified due dates. For information pertaining to the assignments and due dates please refer to Blackboard.

Each competency will also require that you take an online study guide objective quiz and an objective test. All quizzes and tests are required. Both the quizzes and the tests will be due at the completion of each competency. For information pertaining to the quizzes and test due dates please refer to Blackboard.

Your education is your job so I expect you to have a willingness to work. There may be a time when you find yourself struggling to comprehend or complete your work. Please ensure you have done your due diligence to resolve the issue at hand, however, keep in mind the 15 minute rule. Don't spend more than 15 minutes "being stuck." After that, send an e-mail.

You should expect to spend about 3 hours outside of class for each IT class credit. For a 2 credit IT class, this means about 6 hours of outside work, including reading a minimum of one chapter of the book per competency as well as weekly homework. This work is to be **completed** PRIOR to your instructor discussing the material in class (face-to-face only)

It is your responsibility to attend class, complete your work and get it submitted on time. You must develop a Plan B to complete work if "something comes up". Therefore, we recommend you

identify an alternative to your regular method of completing your schoolwork in case you have an unforeseen problem, including technical issues, transportation difficulties, childcare and other family responsibilities and so on.

Since you are required to perform numerous duties for this class, I too will be on top of your grading to provide you with timely feedback. Assignments submitted on time will be graded in as timely a manner as possible, given the nature of the assignment. As we near the semester end, it may take longer to grade your work. If there will be a significant delay in reviewing your assignments, I will post an announcement to that effect online. Typically my grading days will be on Friday, Saturday and Sunday.

Please note, if you wish to get quick Email response from me (within 24 hours) include the word "Urgent" at the beginning of the subject line; urgent emails will only be responded to in such a manner if the urgent Emails are sent to me during the week days, however.

ATTENDANCE AND PARTICIPATION

Consistent attendance and participation in this course is essential for your success! Demonstrating these behaviors will help you meet NTC's core abilities and will help prepare you for future employment. As your instructor, I will make reasonable allowances for personal illness, legitimate absences which accommodate the Americans with Disabilities Act (ADA) and absences for sincerely held religious beliefs. Whenever possible, please contact me prior to an absence to make arrangements for missed course work. Unexcused or excessive absences, however, will have a negative impact on your success in this course.

If this is an online class the work that you will be doing throughout the semester should precisely reflect the schedule defined in this syllabus. If this is a face-to-face course, this class will meet every week based on the schedule.

Learning plans, course work and due dates are all accessible through Blackboard. If you miss a class, it is your responsibility to understand the material covered in class via required course readings and labs. Also be sure to check Blackboard for any announcements you may have missed or extra course work that may be due.

You must notify your instructor in advance/ASAP about any absences or tardiness. Extenuating circumstances aside, if you have an unexcused absence: (2)/(3) consecutive weeks – you may be contacted by your instructor and/or an NTC representative regarding your desire to remain enrolled in the class. If you have an unexcused absence for four weeks total throughout the semester you will not likely pass the class.

Absences defined: not present in face-to-face class | No login AND submission in Blackboard for online classes

Excused absence: You have notified the instructor in advance/ASAP about missing class.

Unexcused absence: You have missed class without notifying the instructor.

LATE ASSIGNMENTS

Assignments that are submitted late will incur the following penalties: 20% of the points will be deducted when the assignment is submitted up to two weeks late; assignments submitted more than two weeks past the due date will not receive any credit.

Any assignments due during the last two weeks of the semester must be submitted not later than the assignment due date. In other words, late work will not be accepted the last two weeks of the semester. In accordance, the date after which late work will not be accepted this semester is November 13th for Fall 2013.

If you are going to miss a test deadline, you need to notify me of such prior to the deadline or else 20% will be deducted from your test grade. You may reschedule a test, without penalty, only once during the semester. If you miss the deadline for a second test, you may still take the test, but will receive a 20% penalty. You may only reschedule two tests for this class. If you miss the deadline for more than two tests, you will not be allowed to take the test. A rescheduled test needs to be taken before our next class meeting or you will not be allowed to take the test.

NO SHOW/DROP/CEASE TO ATTEND

Students who do not attend the first session of class will be considered a 'No Show' and will be removed from the course. If you wish to drop this course once it is underway, you may do so within the first 80% of the course. Please follow the information under the Student Procedures Guidelines to officially drop the course. If you cease to attend and do not "officially" drop a course before the course is 80% complete, you may receive an "F" for this course.

GRADING SCALE

Letter Grade	% or points needed to achieve grade
* All competencies must be met to earn a C or above	
A	92%-100% and has met all course competencies
A-	90%-91% and has met all course competencies
B+	87%-89% and has met all course competencies
B	83%-86% and has met all course competencies
B-	80%-82% and has met all course competencies
C+	77%-79% and has met all course competencies
C	70%-76% and has met all course competencies
D	60%-69% and/or has not met all course competencies
F	less than 60% and has not met all course competencies

Please note that the letter grade shown in the chart above represents NTC's grading policy and also note that there are no C-, D+ or D- values.

GRADES

Final course grades can be viewed by going to www.ntc.edu, clicking on "my>NTC" and following the instructions listed. For more information on grading and academic procedures, please review

the NTC Policies and Guidelines below.

TECHNICAL SKILLS ATTAINMENT

In addition to assessing each course competency, your instructors will assess your ability to demonstrate each program outcome. This assessment, called Technical Skill Attainment (TSA), is important because it objectively measures your ability to meet industry-recognized skills. When you complete the TSA for your program, you will demonstrate what you know and can do. You can then share this information with prospective employers.

Please note, the TSA may not be applied for this class at this time, your instructor will tell you how and when your program TSA will be done, if it will be applied.



GUIDELINES FOR YOUR SUCCESS

NTC IT GOALS AND EXPECTATIONS

The IT programs at NTC are designed to supply IT professionals to Northcentral Wisconsin businesses and are guided by local employers to ensure relevance.

IT courses in your chosen program will both give a general overview of the IT industry and a deeper coverage of your program area, to provide foundational knowledge upon which to build an IT career. General education courses enhance the program by developing essential “soft skills” which will improve employability.

EMPLOYABILITY AND SUCCESS IN THE IT FIELD

If enrolling in an IT program, you should consider the requirements and expectations required to be successful in the industry. You will be challenged to meet academic and technical standards throughout your program, and are expected to dedicate the time, effort, and resources required to be successful in your learning.

While not all of the following personality traits are essential, you will have a greater chance of a rewarding IT career if you:

- Have an interest in computers and current technology
- Want to creatively use your technical skills
- Enjoy troubleshooting and solving technical problems
- Have an attention to detail
- Are driven to pursue continuous learning
- Possess good communication skills
- Are comfortable working in a team environment
- Can follow instructions and procedures
- Are reliable and can meet deadlines

NTC STUDENT GUIDELINES AND PROCEDURES

Please review all of the NTC student guidelines and procedures found at this website:

<http://www.ntc.edu/current-students/guidelines-procedures>. Topics include:

Student Behavior Guidelines (Including)

Academic Honesty	Safety and Security
Children on Campus	Student Code of Conduct
Computer Use Policy	Student Due Process
Discrimination and Harassment	Tobacco-Free Campus
Drugs and Alcohol	

Student Academic Procedures (Including)

Academic Appeal	Grades and Grading System
Academic Retake	Refunds
Add/Drop a Class	Transcripts

General Information (Including)

Academic Calendar	Religious Accommodations for Students
Emergency School Closing	Student Catalog and Handbook
Equal Opportunity	Student Bill of Rights
Privacy Policies	Student Printing Procedure

ACADEMIC SUPPORT

Please visit the following sites to learn more about these services.

Tutoring: <http://www.ntc.edu/current-students/tutoring>

Learning Center: <http://www.ntc.edu/current-students/learning-center.html>

SPECIAL NEEDS/ADA ACCOMMODATIONS

NTC is committed to providing reasonable accommodations that allow students with disabilities to fully participate in the technical college environment. If you are a student with a documented disability and believe you could benefit from academic accommodations, please contact the Student Success Center at 715.803.1469 or visit our website <http://www.ntc.edu/current-students/disability-services>

NTC STUDENT E-MAIL

Email is NTC's official communication tool with students. Please check your NTC email often. All college and course communication will be through NTC student email and Blackboard. Please use professional communication at all times.

STUDENT HELP DESK INFORMATION

NTC has a 24-hour Student Help Desk to provide technical support for our online students.

Requests for help may include login and password problems, course software use, software technical problems, and browser questions. If you have questions or need assistance when you are working on your course, you can contact the NTC Student Help Desk by calling 715-803-1160, press option #1, or 1-888-682-7144, Ext. 1160, press option #1. You can also submit a help ticket online at <http://www.ntc.edu/helpdesk>. Please provide the following information: name of course, your student ID number, what you were trying to do, any error messages you may have received, and how to contact you.

COURSE REVISIONS

In this syllabus I have provided course information and a tentative schedule to guide your learning. I do, however, reserve the right to revise this information so that I may offer you the most current content and effective educational experiences. I will communicate any syllabus or schedule changes to you in a timely manner to support your success in this course.

STUDENT INTEGRITY

Because you are preparing for a position of responsibility dealing with confidential material, it is extremely important for you to exhibit high personal integrity. Therefore, a student who is found to have been dishonest in this course will be dismissed from the course with a grade of "F". A memo describing the incident will be placed in the student's file in student services, and the student will be placed on "DISCIPLINARY PROBATION". Another incident in any other course may result in dismissal from the CIT (Computer Information Technology) program and NTC.

Computing, Networking, and Information Resource Policy

No files, software programs, or games may be downloaded or installed on NTC lab computers.

Internet access is provided for education and research purposes only.

During class lectures, students are expected to only have related software and hardware active.

QUALITY OF WORK

Being successful in IT requires a great deal of attention to detail and care in completing tasks. Points may be taken off of assignment grades for sloppy/careless work.

It is expected that you will use complete sentences as well as full and correct spelling. This means no text language! Use the spell-check function of your word processor or email program.

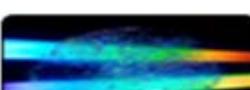
Fully developed answers are required in order to earn credit for work you are submitting for a grade. I expect your answers to show that you understand the course concepts and that you have added your own ideas about the topic as well. You should strive to make your work acceptable to any employer in the IT field.

DISTANCE LEARNING

If this course is face-to-face it is offered to remote campuses via Adobe connect and remotely installed routers and switches.

TENTATIVE COURSE SCHEDULE

POIS Timetable Fall 2013 - F2F

Mission Plan	Start Date	Due Date (Midnight)
Getting Started with POIS (MP0)	9/4/2013	
Assignment(s)	9/4/2013	9/10/2013
		
Assess the meaning and relevancy of security (MP1)	9/11/2013	
Assignment(s)	9/11/2013	9/17/2013
		
Tutorial Quiz/Study Guide	9/11/2013	9/17/2013
Objective Test		9/17/2013
Explore common attacks directed at users and their personal security (MP2)	9/18/2013	
Assignment(s)	9/18/2013	10/1/2013
		
Tutorial Quiz/Study Guide	9/18/2013	10/1/2013
Objective Test		10/1/2013
Investigate desktop computer system security and access controls (MP3)	10/2/2013	
Assignment(s)	10/2/2013	10/15/2013
		
Tutorial Quiz/Study Guide	10/2/2013	10/15/2013
Objective Test		10/15/2013
Explore common breaches and defenses of Internet security (MP4)	10/16/2013	
Assignment	10/16/2013	10/29/2013
		
Tutorial Quiz/Study Guide	10/16/2013	10/29/2013
Objective Test		10/29/2013
Manage mobile device security (MP5)	10/30/2013	
Assignment(s)	10/30/2013	11/12/2013
		
Tutorial Quiz/Study Guide	10/30/2013	11/12/2013
Objective Test		11/12/2013



Implement an enterprise security policy (MP6)	11/13/2013	
Assignment(s)	11/13/2013	11/27/2013
Tutorial Quiz/Study Guide	11/13/2013	11/27/2013
Objective Test		11/27/2013