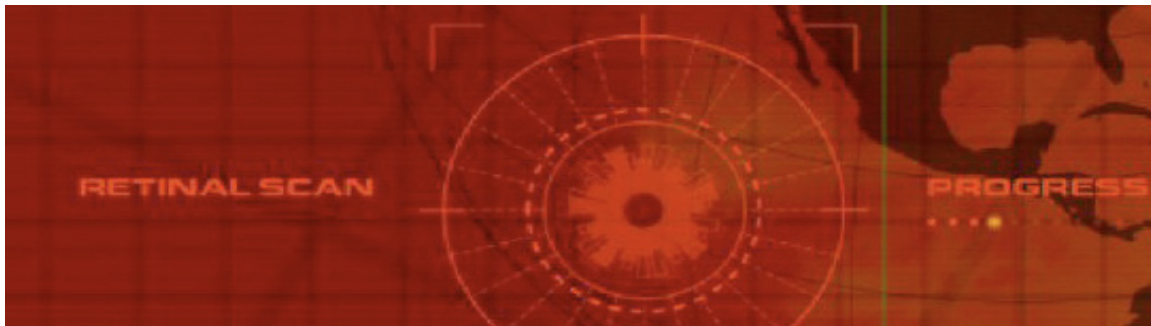




SYLLABUS

PRINCIPLES OF INFORMATION SECURITY (10-150-114)



INSTRUCTOR INFORMATION

Name Gregg Husband

E-mail Address husband@ntc.edu



INSTRUCTOR OFFICE INFORMATION

Campus Wausau, A113

Office Phone 675-3331 Ext. 1165

Office Fax 675-9776

Office Hours as posted in my office or just [Click Here](#)

CLASS INFORMATION



DESCRIPTION

This class is 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.



PREREQUISITES

None



TEXTBOOK

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

Edition: Third.

Publisher: Course Technology. Year: 2010.

ISBN: 13:978-1-4354-5414-9.

Required



SUPPLIES

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

- Internet: High-speed (DSL or Cable)
- Operating System: Windows XP Professional or Windows 7 Professional **(see note below)**
- Processor: 1.66 GHz Processor or better
- Memory: 1 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
- Firefox 9.0.1 or greater

It is recommended to have the following support programs installed:

- Latest Adobe Flash player (must be 9.0 or greater)
- Latest Adobe Acrobat Reader (X preferred)

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 7 Professional as a virtual machine using VMware Workstation to perform the lab work on. It is highly recommended to install this 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 them either at the school store or through virtual any vendor that sells computer equipment. You can probably get a 300+ GB hard drive for less than \$80.

EXIT LEARNING OUTCOMES ADDRESSED IN THIS COURSE



COMPETENCIES THIS COURSE WILL HELP YOU MASTER

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

GUIDELINES AND INFORMATION



GRADING SCALE

- 92% - 100% = A
- 90% - 91% = A-
- 87% - 89% = B+
- 83% - 86% = B
- 80% - 82% = B-
- 77% - 79% = C+
- 70% - 76% = C
- 60% - 69% = D
- Less than 60%=F



GRADES WILL BE WEIGHTED AS FOLLOWS

- 55% Lab Assignments
- 45% Tests

There will be a lab assignment and a test for each competency. All lab and homework assignments are required and will be due at the completion of each competency. **See sections below on late assignments and tests.**



SCHEDULE (SPRING 2012)

[Click here](#) to view the class timeline.

HOW TO SUCCEED IN THIS COURSE



DESIRED TRAITS THAT WILL ENHANCE YOUR SUCCESS IN THIS COURSE AND IMPROVE YOUR CHANCES OF EMPLOYABILITY:

- High interest in computers, current technology and continuous learning
- Possess good communication skills and enjoy working in a team environment
- Able to follow instructions and procedures
- Enjoy troubleshooting and solving technical problems
- Want to use technical skills creatively



NTC IT GOALS AND EXPECTATIONS

The IT programs at NTC are designed to meet the demand for IT professionals throughout Northcentral Wisconsin. Developed with a unique core of courses, you will receive a foundational understanding of the IT industry. Additionally, general education courses provide knowledge, skills and abilities that will enhance and support your education at NTC. As with any endeavor, students interested in IT should consider the requirements and expectations required to be successful in the industry. You will be challenged to meet the academic rigors of IT courses and expected to dedicate the time, effort and resources required to be successful in your learning.



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 CIS (Computer Information Systems) 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.
- No personal laptops will be allowed in class.



IT COURSE ATTENDANCE POLICY:

If this is a face-to-face course, the class will meet according to the schedule defined in this syllabus.

Learning plans, course work and due dates are all accessible through Blackboard. If you miss a class, it is your responsibility to get the notes from someone in the class. Also be sure to check Blackboard for any handouts you may have missed or 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 will 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 be dropped from the class.

Absences defined: not present in F2F class | No login AND submission in BB 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 May 2nd for Spring 2012.



MISSED TESTS:

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.



COMMUNICATION:

When sending an E-mail to your instructor, use the following guide:

The subject line **MUST** include **student last name, course & section #, LP/assignment or subject reference**. Emails without a subject in the subject line will be deleted unread.

Since email is a staple of business communications, you need to start honing your skills at writing appropriate business-style emails, beginning with communications to me/your instructor.

The body of the message **MUST** include:

- Greeting
- Clear and concise description of problem, including any information such as page number in book, problem, learning plan reference, etc.
- The steps you have already taken to try to resolve the issue
- What you expect the instructor to do about problem

Any e-mail not formatted appropriately or containing texting language/spelling will be disregarded.

Voicemail messages:

- Your name
- Short description of the problem

- Your phone number and/or contact info
- Repeat your phone number



QUALITY OF 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.



A COMMITMENT ON YOUR PART:

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 3 credit IT class, this means about 9 hours of outside work, including reading a minimum of one chapter of the book per week as well as weekly homework. This work is to be **completed** PRIOR to class.

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.



OUR COMMITMENT TO YOU:

Emails with Urgent in the subject line will be responded to within 24 hours when received Mondays-Fridays.

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



ADA STATEMENT

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 POLICY

Students with questions regarding affirmative action, equal opportunity, harassment, computer use policy or information about any other NTC policies may refer to the current NTC catalog or student handbook available in Student Services or at this website: <http://www.ntc.edu/current-students/student-opp-admin-guidelines>



ADMINISTRATIVE GUIDELINES FOR TOBACCO USE ON NTC DISTRICT PREMISES

These guidelines are part of Northcentral Technical College's commitment in promoting the safety and health of its staff, students, visitors, and general public. It also establishes parameters for those who choose to smoke or use smokeless tobacco products.

It is the guideline of the Northcentral Technical College District that smoking or use of smokeless tobacco products by employees, students, and visitors is prohibited on all District premises, with the exception of three designated smoking shelters on the Central Campus in Wausau. Regional campuses and the Campus Farm do not have smoking shelters: they have designated smoking areas. This applies to all campus property and parking lots.

At the Wausau Campus, smoking and/ or use of smokeless tobacco products is restricted to the smoking shelters located in the Courtyard, on the Northwest

corner of the Center for Health Science Building, and adjacent to the gated entrance to the H Building.

Repeat Violations will result in code of conduct violations or monetary fines.



APPROPRIATE USE OF COMPUTERS

Successful learners must practice acceptable computer etiquette. Read more about NTC's Computing, Networking and Information Resource "Acceptable Use" at http://www.ntc.edu/ntclibrary/policies_infosecurity.htm



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 via e-mail at studenthelp@ntc.edu or call 715-803-1160, press option #1, or 1-888-682-7144, Ext. 1160, press option #1. 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.



ACADEMIC SUPPORT AT NTC

NTC is committed to supporting your academic success. NTC's Learning Center provides affordable, instructor-led academic support to students who require additional help with reading, writing and math skills in general education and degree specific courses. To learn more about NTC's Learning Center, visit

<http://www.ntc.edu/current-students/learning-center.html> or stop by your campus Learning Center!

Peer-led Tutoring is another great resource available to you at NTC. Tutoring Services offers Drop-In, small group and on-line tutoring to NTC students. Tutoring Services are available to students on all NTC campuses. To locate Drop-In Tutoring schedules and to learn more about tutoring options, please visit:
<http://www.ntc.edu/current-students/tutoring>



PERFORMANCE-BASED CURRICULUM

This is a performance-based course. It is designed around 11 basic competencies. Your grade will be based on your performance of those competencies according to the criteria outlined in the lab documents.



CORE ABILITY STATEMENT

Core Abilities are broad outcomes or skills that every graduate of an NTC program is expected to achieve. These skills go beyond the content of a specific course or program and are the skills employers tell us they expect employees to have. NTC has identified ten Core Abilities that are important in every area of learning. Three of these Core Abilities have been identified as important in this course:

- Communicate clearly
- Think critically and creatively
- Apply technology appropriately



DISTANT LEARNING

This class is offered via net-meeting or online.

[Return to top.](#)

Time	M	T	W	R	F
8:00-8:50am			Net Admin2	Prep/Online	Prep/Online
9:00-9:50am	Office	Office	A104		
10:00-10:50am	Office	Office	A104		
11:00-11:50am	Office	Office	A104		
12:00-12:50pm	Trouble-shooting	Net Admin1	Trouble-shooting		
1:00-1:50pm	A104	A105	A104		
2:00-2:50pm	A104	A105	A104		
3:00-3:50pm		A105			
4:00-4:50pm					
5:00-5:50pm					
6:00-6:50pm					
7:00-7:50pm					

[Return to top.](#)