



## SYLLABUS PRINCIPLES OF INFORMATION SECURITY (150-114)

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### INSTRUCTOR INFORMATION

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**Name** Gregg Husband

**E-mail Address** [husband@ntc.edu](mailto:husband@ntc.edu)



### INSTRUCTOR OFFICE INFORMATION

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**Campus** Wausau

**Office Phone** 675-3331 Ext. 1165

**Office Fax** 675-9776

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

## CLASS INFORMATION

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### DESCRIPTION

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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.



### TEXTBOOK

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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

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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

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### COMPETENCIES THIS COURSE WILL HELP YOU MASTER

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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

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### GRADING SCALE

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- 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

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- 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

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

## HOW TO SUCCEED IN THIS COURSE

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

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- 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

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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

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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:

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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:

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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:

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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:

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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:

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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:

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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:

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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

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If you feel you may need an accommodation or special services for this class, please see me or call the Caroline S. Mark Center for Disabilities at 715-675-3331 or 1-888-682-7144, Ext. 4085 or TTY 715-675-6341. Information regarding these services is available at [www.ntc.edu/students/student-services/disability.htm](http://www.ntc.edu/students/student-services/disability.htm)



## NTC POLICY

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Students with questions regarding affirmative action, equal opportunity, harassment, 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/about/policies.htm>



## APPROPRIATE USE OF COMPUTERS

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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](http://www.ntc.edu/ntclibrary/policies_infosecurity.htm)



## PERFORMANCE-BASED CURRICULUM

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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

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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

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This class is offered via net-meeting or online.

**I reserve the right to change this syllabus.**

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Time	M	T	W	R	F
8:00-8:50am			<a href="#">Net Admin2</a>	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	<a href="#">Trouble-shooting</a>	<a href="#">Net Admin1</a>	<a href="#">Trouble-shooting</a>		
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					

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