



CIST 1601 Information Security Fundamentals COURSE SYLLABUS

Online

Fall Semester A 2015 Fiscal Year 201612
Aug 17, 2015 – Oct 8, 2015 Mini Semester A
****TENTATIVE – SUBJECT TO CHANGE**

Semester: Fall 2015 201612
Course Title: Information Security Fundamentals
Course Number: CIST 1601
Credit Hours/ Minutes: 3 / 3000
Class Location: GVTC/Online via Angel
Class Meets: Via Internet / 7 ½ weeks
CRN: 20061
Class Code: 20061

Instructor: Ms. Stephanie Moye
Office Phone: 912-538-3161
FAX: 912-538-3106
Office Hours: 2:00 – 4:30 Monday - Thursday
Office Location: 813
Email: smoye@southeasterntech.edu
Tutoring Hours: By Appointment

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT:

Security+ Guide to Network Security Fundamentals, 5th Edition

Mark Ciampa, Course Technology, ISBN-10: 1-305-09391-7, ISBN-13: 978-1-305-09391-1



LabConnection for Security+ Version 3.0

ISBN-10: Published by Course Technology

You can purchase from the STC bookstore stcbookstore@southeasterntech.edu or 912-538-3129.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

REQUIRED SUPPLIES & SOFTWARE: Internet Access required. Internet browser as IE 7 or higher or Mozilla Firefox 2.0 or higher.



COURSE DESCRIPTION: This course provides students with a broad overview of information security.

MAJOR COURSE COMPETENCIES/OUTLINE: Information Security Terminology; Information Security, Legal, Ethical, and Professional Issues in Information Security, Security Policy and Procedures, Information Security Components, Identification, Assessment and Control of Risks Related to Information Security.

PREREQUISITE(S): None

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Online): Students are expected to complete all tests and assignments by the due dates. Assignments will be saved **via the Labconnection and Angel learning system**. Assignments are given with numerous days to complete; therefore **no assignment will be accepted late. After the due date a grade of zero will be given.** Students are responsible for policies and procedures included in the *STC E-Catalog*. Exceptions to the due dates of

assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. **CIST program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (time) on (Monday, Tuesday, or Wednesday) of each week. (Instructors...fill in the time and choose a day that assignments are due each week). Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board grading rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

CHECKING GRADES: A grade book is made available in the ANGEL course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

EMAILS: Preferred method of communication should be through OWL MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. **For example: CIST1601 Moye**

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine

any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (September 23, 2015), (2:00), (Room 818 in Med Tech Gillis Bldg.) and Swainsboro Campus, (September 24, 2015), (2:00), (2103 Bldg. 2).

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and Lab assignments **will result in a grade of zero. There will be no makeup of TESTS, Review Questions, or Labs.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. **Note:** If student notifies instructor about exam problems because of technical issues after the due date or on the last day of the semester, the student will **NOT** be allowed to make-up the exam. **No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. ALL Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Monday and end on Sunday with assignments due on Monday at midnight. See Lesson Plan.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY STATEMENT: <i>The Technical College System of Georgia (TCSG) guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>
Discussion Board Topics	15%	A: 90-100	Excellent	
Labs	20%	B: 80-89	Good	
Chapter Exams	20%	C: 70-79	Satisfactory	
Proctored Exam	20%	D: 60-69*	Poor	
Final Exam	25%	F: 0-59*	Failing	
Total				
* Grade of D or below results in student repeating the class				

****Disclaimer Statements****

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****

Discussion Board Project/Problems Grading Rubric					
Performance	Exceptional 100	Proficient 90	Satisfactory 80	Limited 70	Poor 60
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
Posts & Word Count	<ul style="list-style-type: none"> • Posts early to allow others time to read and reply to 4 or more posts • 125 - 150 words in main thread 	<ul style="list-style-type: none"> • Posts early to allow others time to read and reply to 3 posts • 80 – 124 words in main thread 	<ul style="list-style-type: none"> • Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts • 50 – 79 words in main thread 	<ul style="list-style-type: none"> • Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 posts • 25-49 words in main thread 	<ul style="list-style-type: none"> • Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies • 0 – 24 words in main thread
Scope of Solution NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource.	<ul style="list-style-type: none"> • Content provides a thorough frame of reference for comprehending the solution; • an original solution is provided. • Numerous Resources listed 	<ul style="list-style-type: none"> • Content provides appropriate factual data but is not original or complete to solve problem or topic. • Resources listed 	<ul style="list-style-type: none"> • Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. • Few resources listed 	<ul style="list-style-type: none"> • Content is not realistic solution to problem or topic. • One resource listed 	<ul style="list-style-type: none"> • Content fails to offer a conscientious solution to selected problem or topic. • No resource listed
Explanation	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.

**CIST 1601 – Information Security Fundamentals
Fall Semester 2015 Lesson Schedule (Fiscal Year 2016)**

*****TENTATIVE – SUBJECT TO CHANGE*****

Date	Chap / Less	Content	Assignments & Tests Due	Comp. Area
Week 1 (Assignments due midnight Aug 24)				
Aug 17-24		Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage	Logon to STUDENT MAIL: Send email to Instructor Reply to any Instructor email. Login to ANGEL: 08/21/12 Complete Personal Introduction on Angel Complete STC Acknowledgement, Student Information & Policy Packet on Angel Review ANGEL, IDS, and Discussion Board coverage	
	1	Introduction to Information Security	Read Chapter 1	1,2 a, c
			Complete Discussion Board #1 on Angel	1,2 a, e
			Take Chapter 1 Exam on Angel	1,2
	2	Malware and Social Engineering Attacks	Read Chapter 2	1,2 a, c
			Complete LabConnection Chapters 1 and 2 Labs	1,2 a, c
			Review for Chapter exam	1,2 a, c
		Take Chapter 2 Exam on Angel	1,2	
Week 2 (Assignments due midnight Aug 31)				
Aug 25 -31				
	3	Application and Network-Based Attacks	Read Chapter 3	1,2 a, c
			Complete LabConnection Chapter 3 Labs	1,2 a, c
			Take Chapter 3 Exam on Angel	1,2
	4	Host, Application and Data Security	Read Chapter 4	1,2 a, c
			Complete LabConnection Chapter 4 Labs	1,2 a, c
			Review for Chapter exam	1,2 a, c
		Take Chapter 4 Exam on Angel	1,2	
Week 3 (Assignments due midnight Sep 7)				
Sept 1 - 7	5	Basic Cryptography	Read Chapter 5	1,2,5 a, c
			Complete LabConnection Chapter 5 Labs	1,2,5 a, c
			Complete Discussion Board #2 on Angel	1,2,5 a, c
			Take Chapter 5 Exam on Angel	1,2,5
	6	Advanced Cryptography	Read Chapter 6	1,2,5, a, c
			Complete LabConnection Chapter 6 Labs	1,2,5 a, c
			Review for Chapter exam	1,2,5 a, c
H	LABOR DAY – HOLIDAY (September 7)		Take Chapter 6 Exam on Angel	1,2,5

Week 4 (Assignments due midnight Sept 14)

Sep 8 - 14	7	Network Security Fundamentals	Read Chapter 7	1,2,4 a, c
		SEMESTER A MID-TERM (September 14)	Complete LabConnection Chapter 7 Labs	1,2,4,a,c
			Complete Discussion Board #3 on Angel	1,2,4 a, c
			Take Chapter 7 Exam on Angel	1,2,4
	8	Administering a Secure Network	Read Chapter 8	1,2,4,5,a-c
		Voucher order deadline.	Complete LabConnection Chapter 8 Labs	1,2, a, c
			Take Chapter 8 Exam on Angel	1,2, a, c
		a time to come on campus to take ProctoredExam!	1,2	

Week 5 (Assignments due midnight Sept 21)

Sept 15- 21	9	Wireless Network Security	Read Chapter 9	1,2,6, a, c
			Review for Chapter exam	1,2,6,a,c
			Complete LabConnection Chapter 9 Labs	1,2,6,a,c
			Take Chapter 9 Exam on Angel	1,2,6
	10	Mobile Device Security	Read Chapter 10	1,2,4, a, c
			Complete LabConnection Chapter 10 Labs	1,2,4,a,c
			Review for Chapter exam	1,2,4,a,c
		Take Chapter 10 Exam on Angel	1,2,4	

Week 6 (Assignments due midnight Sept 28)

Sept 22 - 28	11	Access Control Fundamentals	Read Chapter 11	1,2,5,a,c
			Complete LabConnection Chapter 11 Labs	1,2,5,a,c
			Review for exam	
			Review for exam	1,2,5
			Review for Proctored Exam	1,2,5
			Take Proctored Exam (Chapter 11) on Campus! Schedule Exam time with Instructor See Syllabi information on Proctored Exam. Available on Wed Sept 23rd or Thurs Sept 24th at 2:00 pm	1,2,5
				1,2,5

Week 7 (Assignments due midnight Nov 17)

Sept 29 - Oct 5	12	Authentication and Account Management	Read Chapter 12	1,2,5,a,c
			Complete Course Evaluation on Banner Web	
			Complete Discussion Board #4 on Angel	
			Complete LabConnection Chapter 12 Labs	1,2,5,a,c
			Take Chapter 12 Exam on Angel	1,2,5
	13	Business Continuity	Read Chapter 13	1,2,3,4,a,c
			Complete Discussion Board #5 on Angel	
		Complete Course Evaluation on Banner Web		
		Complete LabConnection Chapter 13 and 14 Labs	1-4,a,c	
		Take Chapter 13 Exam on Angel	1,2,3,4	

Week 8 (Assignments due by 12:00 NOON Dec 8)

Dec 6 - 8			Review for Final Exam.	1-6, a-c
			Review for Final Exam.	1-6, a-c
		December 8th Last Day of Semester	Take Final Exam THU DEC 8TH	1-6, a-c

COMPETENCY AREAS:

1. Information Security Terminology
2. Information Security
3. Legal, Ethical, and Professional Issues in IS
4. Security Policy and Procedures
5. Information Security Components
6. Identification, Assessment and Control of risks
Related to Information

GENERAL EDUCATION CORE COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.