



**TENTATIVE—SUBJECT TO CHANGE**  
**CIST1602 Security Policies and Procedures**  
**COURSE SYLLABUS**  
**Online**  
**Summer Semester 2021 (202116)**

**COURSE INFORMATION**

Credit Hours/Minutes: **3/2250**

Campus/Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard**

Class Meets: **Via Internet for 9 weeks**

Course Reference Number (CRN): **60015**

Preferred Method of Contact: **Email – [John Taylor \(jtaylor@southeasterntech.edu\)](mailto:jtaylor@southeasterntech.edu)**

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: **Mr. John Taylor**

Email Address: **[John Taylor \(jtaylor@southeasterntech.edu\)](mailto:jtaylor@southeasterntech.edu)**

Campus/Office Location: **Vidalia Campus, Room 810 Medical Technology Building**

Office Hours: **2:00 – 4:30 Monday - Thursday**

Phone: **912-538-3116**

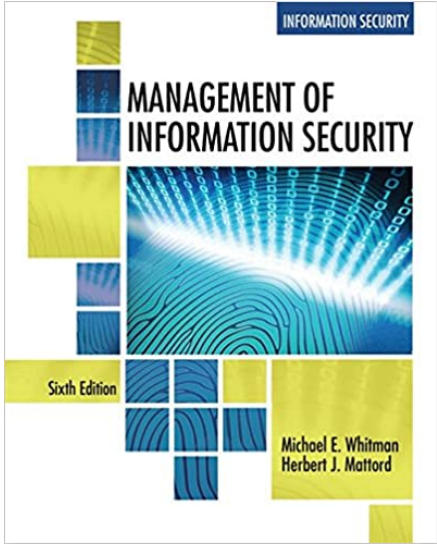
Fax Number: **912-538-3106**

Tutoring Hours: **Made by appointment with instructor**

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

## REQUIRED TEXT

Book Image	Book Information
	<p><b>Management of Information Security, 6<sup>th</sup> Edition</b></p> <p>Michael E. Whitman Herbert J. Mattord</p> <p>Book + MIndTap ISBN-13: 978-1-337-590846 <b>**Cengage Unlimited Purchase is Highly Recommended</b></p> <p>©2019 • Cengage • Paperback</p> <p>You can purchase from the STC bookstore <a href="http://Southeastern Technical College bookstore">Southeastern Technical College bookstore</a> <a href="mailto:stcbookstore@southeasterntech.edu">stcbookstore@southeasterntech.edu</a> or 912-538-3129</p>

**\*\*Students must have Mindtap (Cengage Online Course Resources) access.** Students can use the e-book and Mindtap for free if they have a valid Cengage Unlimited license ([www.cengagebrain.com](http://www.cengagebrain.com)), no need to repurchase. Depending on the subscription of your Cengage Unlimited, you can rent the book for free to have in your hands with a \$7.99 shipping handling fee. You can purchase the Cengage Unlimited from the [Southeastern Technical College bookstore](http://Southeastern Technical College bookstore) ([stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu)) or 912-538-3129. It is recommended you purchase the Cengage unlimited 2-year plan if you are a CIST beginning student. You will use the code for multiple classes and will not have to repurchase. **Students are required to have all books, codes, and supplies on the first day of class.**

## REQUIRED SUPPLIES & SOFTWARE

Internet access

**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 Blackboard nor Georgia Virtual Technical Connection (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.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

## MAJOR COURSE COMPETENCIES

1. Define problem solving and programming concepts

2. Develop structured solutions using the three logic structures
3. Develop structured solutions utilizing file processing concepts
4. Develop structured solutions using arrays.

## **PREREQUISITE(S)**

None

## **COURSE OUTLINE**

### **1. Security Policies**

1. Define risk assessment and risk management.
2. Discuss how to form a team for security analysis.
3. Identify assets and their values.
4. Identify threats, their probability and cost.

### **2. Organization Information Security**

1. List security concerns with hardware, software, data, and people.
2. List security issues with physical security, personnel, operating systems, communications, access, documentation and systems/software development.

### **3. Security Plan**

1. Discuss at least one published security model (such as ISO, VISA or NIST).
2. Discuss contents of a general organizational security program statement or policy.
3. List types of security policies that are issue specific and distributed to users (such as passwords, e-mail, and acceptable/remote use).
4. List types of security standards and procedures that are used to configure or maintain a system (such as access control lists and configuration rules).
5. Discuss items included in: Incident Reporting Plan, Disaster Recovery Plan and a Business Continence Plan.

### **4. Implement and Maintain a Security Plan**

1. Discuss importance of security training and education.
2. Discuss security management model (such as ISO network management model or security systems development life cycle).
3. Discuss issues involving compliance and enforcement.

### **5. Information Security Policy Development**

1. Prepare a general security policy for a business that supports the mission, vision, direction of the business and sets the tone of security efforts within the organization.

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

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

## **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all work required by the instructor. Students will have at least one week to

complete tests and assignments. All tests and assignments are **due at midnight on Wednesday of each week**. All programming assignments must be keyed in using a text editor, saved with .py extension, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a **minimum of 4 hours per week** during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## 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" (Failing 0-59) 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 midnight on Wednesday** of 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.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

## 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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may

result in a grade of “F” (Failing 0-59) being assigned.

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

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

### **ONLINE PROCTORED EVENT WITHDRAWALS**

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

### **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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 by the instructor of the course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times:

**Vidalia, July 21, 2:00 PM Gillis Building Room 812 or Swainsboro, July 22, 2:00 PM Building 2 Room 2106**

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

#### **1. 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.

#### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

#### **3. 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 third 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**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the

Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a>

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

**ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

**TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT**

*The Technical College System of Georgia 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.*

**GRADING POLICY**

Assessment/Assignment	Percentage
Discussion Forums	15%
Quizzes	25%
Tests	25%
Labs	15%
Final Exam (Proctored)	20%



## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
*D	60-69
*F	0-59

\*Grade of D or below results in student repeating the class

## DISCLAIMER STATEMENT

**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. 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 GRADING RUBRIC**

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment <u>if</u> the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a two point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.

**CIST1602 Security Policies and Procedures**  
**LESSON PLAN**  
**Summer Semester 202116 Lesson Plan**  
**May 17, 2021 – July 28, 2021**

**WEEK 1**

Date	Module	Content	Assignments & Test Due Dates	Competency Area
May 17 - 23		Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage  <b>Pre-Course Assessment and Lab Assessment</b>	<b>Logon to the course on BLACKBOARD.</b>  Complete <b><u>Pledge, Student Introduction, COVID 19 Presentation Acknowledgement, and Syllabus Quiz</u></b> on Blackboard.  <b>These 4 tasks must be completed no later than May 19, 2021 to remain in this class.</b>  Login to Blackboard and click on Lessons link and Setup Cengage account or verify you can log into your existing account to access this new MindTap course.  Read and review sections: <b><i>Welcome to Your Course</i></b> , and <b><i>Course Readiness Resources</i></b> in MindTap.  Complete the <b><u>Pre-Course Assessment Quiz</u></b> in MindTap course.  Complete the <b><u>Live Virtual Machine Lab Prerequisite</u></b> in Mindtap course.	a,c

**\*Week 1 assignments must be completed and turned in before midnight May26.**

## WEEK 2

Date	Module	Content	Assignments & Test Due Dates	Competency Area
May 24 - 30	1	<b>Introduction to the Management of Information Security</b>	Read and complete all activities in <b>Module 1 – Introduction to the Management of Information Security</b> (MindTap).  Watch: Information Security Terminology Video (MindTap)  Complete <b>Module 1 Quiz</b> (MindTap).  Complete <b>Discussion Topic 1</b> (Blackboard).	1,2 a,b,c
	2	<b>Compliance: Law and Ethics</b>	Read and complete all activities in <b>Module 2 – Compliance: Law and Ethics</b> (MindTap).  Watch: Intellectual Property Video (MindTap)  Complete <b>Lab 2-1: Understanding the Digital Forensics Profession and Investigations</b> for Module 2 (MindTap).  Complete <b>Module 2 Quiz</b> (MindTap).  Complete <b>Test1</b> (Blackboard).	

**\*Week 2 assignments must be completed and turned in before midnight June 2.**

### WEEK 3

Date	Module	Content	Assignments & Test Due Dates	Competency Area
May 31 – June 6	3	<b>Governance and Strategic Planning for Security</b>	Read and complete all activities in <b>Module 3 – Governance and Strategic Planning for Security</b> (MindTap). Watch: Governance Video (MindTap) Complete <b>Module 3 Quiz</b> (MindTap). Complete <b>Discussion Topic 2</b> (Blackboard).	1,2,3,5 a,b,c
	4	<b>Information Security Policy</b>	Read and complete all activities in <b>Module 4 – Information Security Policy</b> (MindTap). Watch: Policy Video (MindTap) Complete <b>Module 4 Quiz</b> (MindTap). Complete <b>Test2</b> (Blackboard).	

**\*Week 3 assignments must be completed and turned in before midnight June 9.**

### WEEK 4

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
June 7 - 13	5	<b>Developing the Security Program</b>	Read and complete all activities in <b>Module 5 – Developing the Security Program</b> (MindTap). Watch: Personal Security Video (MindTap) Complete <b>Module 5 Quiz</b> (MindTap).	1,3,5 a,b,c
	6	<b>Risk Management: Assessing Risk</b>	Read and complete all activities in <b>Module 6 – Risk Management: Assessing Risk</b> (MindTap). Watch: Risk Assessment Video (MindTap) Complete <b>Module 6 Quiz</b> (MindTap).	

**\*Week 4 assignments must be completed and turned in before midnight June 16.**

## WEEK 5

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
June 14 - 20			Complete <b><u>Discussion Topic 3</u></b> (Blackboard).  Complete <b><u>Test3</u></b> (Blackboard).	1,3,5 a,b,c

**\*Week 5 assignments must be completed and turned in before midnight June 23.**

## WEEK 6

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
June 21 - 27	<b>7</b>	<b>Risk Management: treating Risk</b>	Read and complete all activities in <b>Module 7 – Risk Management: treating Risk</b> (MindTap).  Watch: Risk Control Video (MindTap)  Complete <b><u>Module 7 Quiz</u></b> (MindTap).	1,3,4,5 a,b,c
	<b>8</b>	<b>Security Management Models</b>	Read and complete all activities in <b>Module 8 – Security Management Models</b> (MindTap).  Complete <b><u>Discussion Topic 4</u></b> (Blackboard).  Complete <b><u>Lab 8-1: Manage Role-Based Security</u></b> for Module 8 (MindTap).  Complete <b><u>Module 8 Quiz</u></b> (MindTap).  Complete <b><u>Test4</u></b> (Blackboard).	

**\*Week 6 assignments must be completed and turned in before midnight June 30.**

## WEEK 7

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
June 28 – July 4	<b>9</b>	<b>Security Management Practices</b>	Read and complete all activities in <b>Module 9 – Security Management Practices</b> (MindTap). Complete <b><u>Discussion Topic 5</u></b> (Blackboard). Complete <b><u>Module 9 Quiz</u></b> (MindTap). Complete <b><u>Lab 9-1: SCCM Configuration Items and Baselines</u></b> for Module 9 (MindTap).	1,2,3,5 a,b,c
	<b>10</b>	<b>Planning for Contingencies</b>	Read and complete all activities in <b>Module 10 – Planning for Contingencies</b> (MindTap). Watch: Contingency Planning Video (MindTap) Complete <b><u>Lab 10-1: Implement Backup and Recovery</u></b> for Module 10 (MindTap). Complete <b><u>Module 10 Quiz</u></b> (MindTap). Complete <b><u>Test5</u></b> (Blackboard).	

**\*Week 7 assignments must be completed and turned in before midnight July 14.**

## WEEK 8

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
July 5-11		<b>Summer Break – No classes</b>		

## WEEK 9

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
July 12 - 18	11	Security Maintenance	Read and complete all activities in <b>Module 11 – Security Maintenance</b> (MindTap).  Complete <b>Module 11 Quiz</b> (MindTap).	1,3,4 a,b,c
	12	Protection Mechanisms	Read and complete all activities in <b>Module 12 – Protection Mechanisms</b> (MindTap).  Watch: Security Information and Event Management Video (MindTap)  Complete <b>Lab 12-1: Encryption and Hashing</b> for Module 12 (MindTap).  Complete <b>Module 12 Quiz</b> (MindTap).  Complete <b>Test6</b> (Blackboard).	

**\*Week 9 assignments must be completed and turned in before midnight July 26.**

## WEEK 10

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
July 19 - 25			Study Tests for Final Exam prep. <b>Proctored Final Exam</b> (covers chapters 1-12) on Blackboard  <b>Vidalia, July 21, 2:00 PM Gillis Building Room 812</b>  or <b>Swainsboro, July 22, 2:00 PM Building 2 Room 2106</b>  All work due Monday, July 26 11:59 PM!	1,3,4 a,b,c

**\*Week 10 assignments must be completed and turned in before midnight July 26.**

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

1. Security Policies



2. Organization Information Security
3. Security Plan
4. Implement and Maintain a Security Plan
5. Information Security Policy Development

**GENERAL CORE EDUCATIONAL 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.