

**ALERT: You must confirm your enrollment by introducing yourself in the "Confirm Your Enrollment" discussion forum in the class Canvas site by 10:00 am on the second day of the quarter or you may be dropped from the course!**

**INSTRUCTOR:** [Tonya McCabe](#)  
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**OFFICE HOURS:** *Main Campus- Salish Hall 220-44:*  
Monday/Wednesday: 8:45 am – 9:45 am  
Tuesday/Thursday: 11:30 am – 12:30 pm  
By Appointment

**TEXTBOOK:** Principles of Information Security. Fourth Edition. Michael E. Whitman and Herbert J. Mattord.  
ISBN 1-111-13821-4

**SUPPLIES:** 1.0 – 2.0 GB USB Flash drive

**PREREQUISITE:** BTAC 100 (formerly BUS E 100), Introduction to Computers  
Also recommended: BTAC 150

#### **COURSE REQUIREMENTS:**

**In order to take this online class you must have the following:**

1. The required textbook. [Click here to go to the GRCC Bookstore](#)
2. Green River Student E-Mail account: Green River Community College provides free email accounts for registered students. Go to the web address: <http://www.greenriver.edu/studentemail/> and follow the appropriate links to set up your account. **You are required to activate and check your Green River student email account at least once daily in this class.**
3. Computer Requirements: MS Word 2010 or 2013, MS PowerPoint 2010 or 2013, Windows O/S (Vista, 7, or 8); Google Chrome or Firefox (there have been compatibility issues with Internet Explorer and Canvas in the past; I recommend Chrome or Firefox), and a reliable Internet access (ISP of your choice).

#### **COURSE DESCRIPTION**

This class will elevate the student's awareness of the multi-faceted aspects of information security. Upon successful completion of the class, the student will have a good foundation from which to further pursue the technical, human, physical, legal, and ethical aspects of the information security field. This class does not focus on specific technical security equipment but on the multifaceted need to assure an organization's information.

#### **COURSE CONTENT LEARNING OUTCOMES**

Upon completion of this class you will be able to achieve the following:

- Comprehend the history of computer security and how it evolved into information security
- Understand the key terms and critical concepts of information security
- Understand the threats posed to information security and the more common attacks associated with those threats
- Differentiate threats to information system from attacks against information system
- Differentiate between laws and ethics
- Identify major national laws that relate to the practice of information security
- Define risk management and identify effective risk control strategies

- Recognize why risk control is needed in today's organizations
- Understand management's role in the development, maintenance, and enforcement of information security policy, standard, practice, procedures, and guidelines.
- Understand how an organization institutionalizes its policies, standard, and practices using education, training, and awareness programs
- Define business continuity plan and its parts
- Define disaster recover plan and its parts
- Define and identify various types of firewalls and VPNs
- Define and identify various intrusion detection, access control and other security tools
- Understand key concepts of cryptography and protocols for secure communications
- Understand the conceptual need for physical security
- Identify critical certifications of information security professionals
- Identify the role of digital forensics in information security

**CAMPUS-WIDE LEARNING OUTCOMES:****Responsibility**

Encompasses those behaviors necessary to be effective members of a community i.e. regular attendance, punctuality, class preparedness, timely submission of assignments, an atmosphere of mutual respect, and communication with the instructor.

Students will meet the above objectives by:

- meeting obligations necessary to complete individual and/or group tasks
- respecting the needs and rights of others
- accepting consequences of failure to fulfill agreed upon expectations
- meeting assigned deadlines for assignments
- demonstrating appropriate online attitude and behavior
- demonstrating knowledge of and a willingness to accept stated agreed upon expectations, policies, behavior, and procedures as stated in the course syllabus

**Critical Thinking:**

Students will be expected to apply information to problem solving activities including written assignments, lab problems, and teamwork.

Students will meet the above objectives by:

- reading text closely, noting key ideas, and looking up key words
- paying close attention to online curricula and discussions, looking for assumptions behind statements, and trying to understand the speaker's perspective
- inquiring at an appropriate time to understand and evaluate information presented
- connecting past learning with current topics
- demonstrating active listening skills
- providing reasons for the conclusions he/she reaches

**GENERAL COURSE CALENDAR/OUTLINE**

Weeks for this course typically begin on Saturday and end on Friday. To simplify matters for you, I release the lecture and assignment material for each week on Saturday at 6:00 am. Your assignment due day will usually be a Friday and items that are due will always be due by 2:00 pm (please note – this doesn't apply to tests). Generally speaking, your individual assignments will be due the same Friday of the week they are assigned except during Thanksgiving week in which the assignments are due on Wednesday.

**ACADEMIC ETHICS:**

Students are required to uphold basic ethical principles including honest test taking procedures and respecting the rights of fellow students and instructors. The Washington Administrative Code defines plagiarism/cheating as follows:

WAC 132J-125-200 Plagiarism/cheating:

- (1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.
- (2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline.

I expect you to complete all individual assignments and exams ethically and honorably. This means I expect that you will not use your textbook, neighbor, notes or anyone else's files while completing exams and I expect that you will not share assignment answers or files with your fellow students.

- Tests are to be completed without the use of textbooks, notes, or your neighbor.
- Duplication of someone else's assignments or turning in someone else's assignment or work is considered cheating.
- Sharing answers or collaborating in any way without my permission is considered cheating.
- Plagiarism occurs when you knowingly submit someone else's ideas or words as your own and this is cheating behavior.
- Cheating on tests and/or assignments will result in a grade of zero for the test, assignment, and/or a final course grade of 0.0.

Should I suspect that you have plagiarized or cheated during testing or completion of assignments, I will talk to you one-on-one. If you are found guilty of academic dishonesty, you will automatically fail that assignment or test. If you are caught again and found guilty of academic dishonesty a second time, you will fail this class.

**COMPUTER LABS:** ***This is a 100% online class and it is anticipated that you are using your own computer to complete this course.*** However, if needed, the computer labs in SH 154, SH 350, SH 352, HL 147 and HL 149 may be available to you if they are not being used by other courses and if you can gain access. Our ability to provide "open lab" time is greatly reduced from what it has been in the past. The labs ***may be*** open for limited use Monday-Sunday from 7:30 am – 10:00 pm (again, contingent upon scheduling of other classes and staff to provide access). If the doors are locked, and it is between the hours of 7:30 am and 4:00 pm on Monday through Friday, you will need to try and find a Business Technology and Administrative Careers (BTAC) professor to let you in (and we may or may not be available; please be respectful of the fact that faculty have many responsibilities and we are not always in our offices during non office-hour times). If the doors are locked and it is ***after 4:00 pm*** Monday – Friday OR it is a Saturday or Sunday, please go to the Administration building and ask a Safety Officer to escort you to the lab and let you in. I provide rosters of all my classes to Safety and grant authorization to you to use the labs during the after office hours accordingly.

**GREEN RIVER COMMUNITY COLLEGE COMPUTER LAB POLICIES**

When using the Business Technology and Administrative Careers computer labs, you are bound by and agree to the Green River Community College Acceptable Use Policy. The policy is found in the Student Handbook under Computer Access or at the Web site <http://www.greenriver.edu/library/libinfo/accusepol.htm>. If you choose to complete your online coursework in a Green River Community College computer lab, you agree to adhere to the Green River Community College's policies as follows:

*No Food or Drinks are allowed in the labs-not even water.  
Children will not be allowed in class during class time and/or lab time.*

**GREEN RIVER STUDENT EMAIL:**

Green River Community College provides free email accounts for registered students. **Activating and using your GRCC student email account is a requirement of this course.** If you haven't activated your account (or used it within the last six months), please go to the web address: <http://www.greenriver.edu/studentemail/> and follow the appropriate links to set up/activate your account.

**LEARNING TEAMS**

By the evening of the second day of the quarter each student will be placed into a Learning Team. You will stay with the same team throughout the quarter unless, due to a change in enrollment, I have to redistribute the team members to balance out the class as a whole. Some of you may be thinking, "*A Learning Team? Why do I have to be in a team, this is an online class!*" The reality is that we live in a world wherein employees are expected to collaborate on projects and demonstrate effective communication skills in an online environment and by incorporating learning teams into this class, I am trying to better prepare you for the real world of work and online collaboration.

Each team will have a dedicated and private team discussion forum. Only the members of the team (and the Instructor) will have access to their designated forum. Each team member is required to communicate with their other team members in the appropriate forum on the discussion board. Because we are an online class - this takes the place of in class discussions. Each team must designate a Team Leader for each chapter (we will be covering 11 of the 12 chapters in the text; however, there are only 10 team assignments). The Team Leader is responsible for initiating the discussions, collating the group work, keeping the team members on task, and submitting the team assignments to me via the digital drop box. Each team member must serve as team leader at least twice. No one may serve as team leader more than three times in the quarter.

Each student is required to participate as a member of their Learning Team and will cooperate with the Team in completing the team assignments. At the end of the quarter, each student will submit a peer evaluation and assess the performance of each member of their team. The peer evaluation is worth a total of 60 assignment points. If you fail to submit a peer evaluation at the end of the quarter, you will receive a zero instead of whatever score your fellow students assessed you. Because you will be grading your fellow students on their overall performance on team assignments for the quarter, it is important that you take notes of your fellow students' performance for each team assignment as you go through this class. *I've posted a copy of the assessment rubric so you know what you will be evaluating (and be evaluated on).* I will average the total peer evaluation points awarded to each team member. As a member of your Learning Team, you are required to utilize the discussion board forum(s) to communicate regularly with your team members. Please do not use email as I cannot monitor your discussions via email. Failure to communicate with your group in a respectful and adequate manner will result in a significant grade reduction in your personal scores.

**TEAMWORK STANDARDS:**

Although my deadline for team assignments is Friday at 2:00 pm each week, Team Leaders are to set EARLIER deadlines than this! **Team Leaders have the right and responsibility to set whatever deadlines they feel they need in order to manage the team task.** If you miss any deadline set by the Team Leader, then you forfeit your opportunity to participate in the team task for the week and will lose those points.

All team members are expected to contribute equally to each week's team task. If I determine that a team member is not participating sufficiently in the team tasks, then that team member will not receive credit for the team tasks for the respective week in which participation was unsatisfactory. Repeated occurrences of unsatisfactory participation/contribution will result in the remaining team members being authorized to terminate your membership on the team via a majority vote. If you are voted off a team, you will NOT be given an opportunity to complete the work on your own but you will rather forfeit all remaining team points for the quarter.

## ASSIGNMENTS

The course is organized via modules with each module containing the work related to the assigned chapter for the week. Each chapter will have various tasks (individual and team) you need to complete. You will be required to complete assignment tasks that are located at the end of the chapter. You may also be assigned supplemental assignments that are not in your textbook. By completing each chapter's designated assignments, I can see that you are achieving the objectives of each chapter and preparing for the tests. I will assign chapter quizzes throughout the quarter. These quizzes count as assignments, not exams and are constructed like your mid-term and final in that there will be true/false and multiple choice questions, the questions will only be displayed one at a time, you may not backtrack to previously viewed/answered questions (so don't skip any!), and the quizzes are timed. The chapter quizzes are an excellent opportunity to prepare for the mid-term and final exams. Please print the course calendar and keep track of due dates! It is your responsibility to submit your work on time and in the correct format.

## SUBMITTING WORK

It is *your responsibility* to submit the correct assignment, saved in the correct format and file type, to the correct drop box by the due date and time. If you do not submit the correct file, in the correct format, to the correct drop box or you do not correctly upload the correct file to the correct drop box, ***you will not receive credit for the assignment submitted.*** You MUST take responsibility for submitting the correct file to the correct drop box by the due date/time.

**Please note: Canvas allows you to make multiple submissions to the drop box. If you make an erroneous submission and catch it before I grade it, you may resubmit. However, if I've already graded the assignment, you may not resubmit.**

**I reserve the right to grade assignments at any point after you've submitted them, even if it is before the due date/time.**

Please **double space** all of your essay, review questions, chapter exercises, and case analysis assignments. I provide feedback via Canvas' "Crocodoc" system and it's very difficult to provide comments to you if your documents are not double spaced.

Please do not submit assignments that are not complete. If you submit incomplete assignments, I will not grade them and you will be assigned a score of zero for that assignment. I will grade and provide feedback to the files you submit to the digital drop box within one week of the due date. Points will be awarded for completed assignments based on accuracy, completeness, and/or a set criterion. **There will be NO extensions given to the due dates/times for assignments unless you have a documented medical or legal emergency and your documentation provides clear evidence that you were unable to complete the work. Doctor appointments, chiropractic, dental or other non-emergency care does not qualify as a "medical emergency".**

**COMMENT BOXES IN CANVAS:** Please do not utilize the "comment/conversation" feature within the submission process on your assignments. Apparently the "comments" students post to assignments in Canvas are not always visible to the Instructor. Therefore, **please use your STUDENT EMAIL to email me comments, questions, or concerns.** You, of course, may also meet with me during my office hours.

**EMAILING THE INSTRUCTOR:** **Please do NOT email me through Canvas.** Please use your **STUDENT GRCC EMAIL to email me.** The way Canvas structures emails is like a never ending thread; the emails are not self-contained to their respective subjects. This makes it difficult to manage.

## EXAMS

In addition to assignments and Learning Team tasks, there are two exams in this class- a mid term exam and a final exam. The tests are administered online via the Canvas website. You will have designated days and times in which to take the tests. Please do NOT take the tests with a wireless connection as it has proven to be unreliable. Also, it is your

responsibility to make sure you are not interrupted when taking the tests. The tests are timed and may not be restarted once you begin. Each question in the exams will only be displayed once and you are not allowed to backtrack. You need to answer each question to the best of your ability and then move on to the next question. Because Canvas requires you to confirm that you are ready to leave each question, I've added more time to the tests than I normally would give to accommodate this extra "click" on each question.

See your Course Calendar the test dates/times. Any requests to take a test outside of the test dates/times as given must be made at least 24 hours *in advance* of the scheduled test date time and approval or denial of your request is by my discretion.

**TECHNICAL ISSUES:** It is each student's responsibility to keep all software, Internet connections, equipment, etc. up to date and compatible with the course requirements. Check all connections and software downloads immediately at the start of the quarter and make certain everything is functioning properly to assure your FULL participation in the class. **It is your responsibility to ensure you have the proper hardware, software, and Internet connection to successfully handle the download and upload requirements of this course.** Course grading and assessment will be based on work successfully submitted. Consideration will not be given for late/missing assignments or tests due to technical issues.

**INSTRUCTOR AVAILABILITY:** I will respond to email Monday through Thursday. I am often in meetings on Fridays and have limited access to email. If I'm available on a Friday, I will do my best to respond to your inquiries/emails; however, please note, that due to the demands on my time on Fridays, you should only expect email responses Monday through Thursday.

#### INSTRUCTIONAL PROCEDURES

Online PowerPoint presentations, discussion board development, team assignments, and individual assignments will be the main focus of instruction. During the quarter students will be required to complete individual and team based assignments and presentations. Written tests will be used to assess the student's progress.

#### GRADING

Individual Assignments	25%
Learning Team Assignments	20%
Mid Term and Final Exams	55%

Points will be awarded for completed assignments based on accuracy, completeness, and/or a set criterion. Tests will cover specific course content including the textbook, PowerPoint presentations, and additional readings on the Internet. Tests could include multiple choice, true/false, short definitions, or essay questions.

Your final grade will be assigned in accordance with Green River Community College Business Division's decimal grading scale below:

100% = 4.0			
99% = 4.0	98% = 4.0	97% = 4.0	96% = 3.9
95% = 3.9	93-94% = 3.8	91-92% = 3.7	90% = 3.6
89% = 3.5	88% = 3.4	87% = 3.3	86% = 3.2
85% = 3.1	84% = 3.0	83% = 2.9	81-82% = 2.8
80% = 2.7	79% = 2.6	78% = 2.5	77% = 2.4
76% = 2.3	75% = 2.2	74% = 2.1	73% = 2.0
72% = 1.9	71% = 1.8	70% = 1.7	69% = 1.6
68% = 1.5	67% = 1.4	66% = 1.3	65% = 1.2
64% = 1.1	63% = 1.0	Below 63% = 0.0	

Approximate letter grade equivalents: 3.5 – 4.0 = A; 2.5 – 3.4 = B; 1.5 – 2.4 = C; 1.0 – 1.4 = D; Below 1.0 = F

To declare an intention to be graded pass/no credit, a student must file a petition with Enrollment Services no later than the 5<sup>th</sup> week of the quarter. For students who qualify, the decimal grade submitted by the Instructor will be converted to either credit (P) for a 1.5 or better or to no credit (NC) for below 1.5.

#### **STUDENTS SUBJECT TO PROVISIONS OF AMERICANS WITH DISABILITIES ACT**

If you believe you qualify for course adaptations or special accommodations under the Americans with Disabilities Act, it is your responsibility to contact the Disabled Students Services Coordinator in the LSC and provide the appropriate documentation. If you have already documented a disability or other condition which would qualify you for special accommodations, or if you have emergency medical information or special needs I should know about, please notify me by phone at 253-833-9111, extension 4783, or at [tmccabe@greenriver.edu](mailto:tmccabe@greenriver.edu) or schedule an office appointment to meet me in the Salish Hall Building, 220-44 during my posted office hours or at another mutually determined time. If this location is not convenient for you, we will schedule an alternative place for the meeting. If you use an alternative medium for communication, let me know well in advance of the meeting (at least one week) so that appropriate accommodations can be arranged.

#### **STUDENT BEHAVIOR/COMMUNICATION:**

If a student chooses not to follow the expectations outlined in this syllabus and/or demonstrates hostility and/or disrespect to other students and/or the Instructor, the student may be required to leave the class and/or withdraw from the course.

#### **SOME ADVICE:**

If this is your first time taking an online class, you may be surprised to learn that it takes more of your time than a similar “on ground” class. The benefit to online classes is the flexibility they provide. However, please be aware that online courses are designed for students who are independent learners and are self-motivated. You **must** keep track of when things are due and realize that you are responsible for submitting the required work on time.

Course content is “released” and made available to you to work on at your convenience during the week; however, **the course is not self-paced**, and you will want to dedicate part of each day to this class. You will need to read material in your textbook, view the PowerPoint lectures, execute online tasks as well as complete individual lab assignments and team assignments.

***Please do not wait until Thursday night to begin working on your assignments. If you email me on Friday morning with questions about an assignment that is due that afternoon, I may not be able to respond prior to the deadline and you risk losing points for not completing the work correctly. I am happy to help in any way I can, but if you procrastinate, it doesn't give me very much ability to assist you. My advice is to commit to starting your assignments no later than Tuesday afternoon. This will give us a minimum of 48 hours to problem solve any issues that may arise.***

You should get in the habit of logging into the class every Saturday so you can download the tasks for the week. You should also review the assignments so you can ascertain how much time you think you will need to complete the assignments and/or tests and plan your schedule accordingly.

Please feel free to contact me with any questions or concerns. I want you to do well in the course and I will help you in your journey in any way I can. Remember that ultimately, it is your responsibility to keep track of your due dates, manage your workload, and submit quality work in a timely manner. I'm confident you can do well in the course and I'm looking forward to a great quarter!