



TEXARKANA COLLEGE

Syllabus: **Information Technology Security**
Course Number: **ITSY 1342**
Semester & Year:

Instructor Information:

Name: **Dianna Patterson Kinsey, Professor**
Office: Business & Computer Technology Building Room #35
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Office & Lab Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
Office 8:30 – 9:30	Office 8:30 – 11:00	Office 8:30 – 9:30	Office 8:30 – 11:00	Office 9:00 – 11:00
Lab 11:00 – 12:30 2:00 – 2:30	Lab 11:30 – 12:30	Lab 12:30 – 1:30	Lab 11:00 – 12:30	

**Textbook
Information:**

Security+ Guide to Network Security Fundamentals, Sixth Edition
By: Mark Ciampa

ISBN: 978-1-337-28878-1

Student Learning Outcomes for the Course:

1. Demonstrate a knowledge of the National Institute of Standards & Technology (NIST) Guidelines and other best practices.
2. Demonstrate the ability to develop backup/recovery procedures to provide for data security.
3. Demonstrate the ability to use network operating system features to implement network security.
4. Demonstrate the ability to identify computer and network threats and vulnerabilities and methods to prevent their effects.
5. Demonstrate the ability to use tools to enhance network security
6. Demonstrate the ability to use encryption techniques to protect network data.

Student Requirements for Completion of the Course and Due Dates:

Dates for completion of all work is tentative and subject to change according to the instructor's discretion in order to make sure students are mastering material and concepts covered. Students will be adequately informed and reviewed for all exams.

One Chapter from the textbook will be completed each week. A total of eleven (11) Chapters will be completed. Additional assignments will be given by the instructor and will encompass concepts learned in tutorials and in class lectures.

Exams will be given after the completion of appropriate chapters and associated additional assignments.

Student Assessment & Grading Scale:

Percentage	From
50%	Exam Average
30%	Tutorials & Homework Assignments
15%	Group Project
5%	Attendance & Participation

Final Grade	Average
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 - Below

Class Schedule:

Typical class schedule will consist of lectures on Tuesday and completion of hands-on exercises and assignments in class on Thursdays. Exams will typically be given on Thursdays or in the TC Testing Center.

Teaching Methods:

- **Lectures:** It is the student’s responsibility to read the assigned textbook material before attending class. Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- **Chapters & Assignments:** Book Chapters, Additional Assignments and other Homework will be assigned to help the student learn and reinforce learned concepts.
- **Quizzes:** Occasional unannounced quizzes **may** be given to help ensure students stay up with assigned material and comprehend concepts being covered.
- **Exams:** Exams will be given to measure the student’s ability to recall and carry out tasks learned in the Chapters and Homework Assignments.
- **Participation:** Student participation will be graded by the level of class participation and attendance.

Tutorials & Assignments:

Time will occasionally be given in class to work on tutorials and assignments. Unless you have completed all assigned work and have approval of the instructor, you are expected to attend in-class Lab sessions. An additional three (3) hours per week outside class time may be needed to complete the assignments and to gain mastery of subject material. Work will be completed using TC computers & software.

Assigned homework must be turned in by the due date given by the instructor for full credit. This is to ensure you do not get behind. Assignments must be in order, with a copy of each sheet’s formulas attached (unless otherwise directed), stapled together with a footer displaying your name/login and the file name on every page and saved in the student’s “Documents” folder.

Absentee Policy

Your punctual attendance and your participation are required for successful completion of the course. You may be dropped from the course without notice after a total of two weeks of class absences (3 times tardy counts as one absence). Only currently enrolled students are allowed to attend classes and labs. Any student who officially withdraws from the course before the drop date and before the instructor has dropped the student from the course will receive a grade of "W" unless instructor drops the student with an "F" for cheating.

Any student that just stops coming to class and chooses to make an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships.

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

Excused Absences

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by

Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances and must make arrangements with their instructor prior to their absences. No incomplete grades will be given for failure to attend and participate. If you must quit, you should initiate an official withdrawal in the Admissions Office prior to the last date to drop courses.

Class Assignments and Labs must be turned in on time. Given extreme circumstances, you may be allowed to turn in an assignment slightly late with your instructor’s permission.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses.

Cheating will not be tolerated. The instructor will drop any student involved in cheating from the course with a grade of “F.” All assignments must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Students are required to originate, complete, and maintain their project assignment documents in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- copying files or lending your storage device to another student
- copying answers on exams or glancing at nearby exams
- printing work for someone else
- turning in assignments that have been used in other classes
- purchasing or selling assignments or exam materials
- **using another student’s username and password or letting someone else use your login.**

Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times. As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

- You are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
- You are to turn off cell phones, pagers, and any type of audio players.
- You are to remove headphones or ear buds.
- You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for all involved** in the act even if the person is in another class or previous semester.

Additional Classroom Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom, lab, or the Testing Center without prior written approval from the Instructor.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Enrollment Management will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Enrollment Management will take disciplinary action. The Computer Lab is under camera surveillance.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé at 903-823-3349 or go by the Department of Disabilities Services located in the palmer memorial library for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Basic Needs Security Statement

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Retention, at (903) 823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so.

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Testing Center Information: Direct Number: (903) 823-3278

A Texarkana College picture ID is required to take any test in the Testing Center. Non-TC students or children are not allowed in the Testing Center unless taking a proctored test. Hats and caps are not allowed. Electronic devices (cell phones, etc.) are not allowed. The Testing Center is under camera and audio surveillance.

Monday - Thursday	8:30 am - 8:00 pm	(no test started after 7:00 pm)
Friday	8:00 am - 4:00 pm	(no test started after 3:00 pm)
Sunday	2:00 am - 6:00 pm	(no test started after 5:00 pm)

Computer Lab: **Texarkana College**

A computer lab is available for use outside of class. Lab Room 12 is located in the Business & Computer Technology Building across from the Testing Center. A lab assistant is available during most hours to assist with hardware difficulties. The lab assistant is not a tutor, and you may not expect the lab assistant to help you complete your assignments. Students are not allowed to download programs, play games, surf the Internet, or participate in any other non-related computer usage. The Computer Lab is under camera surveillance and all activities on the computer are monitored.

Computer Lab Hours:

Monday - Thursday	8:00 am - 4:00 pm
Tuesday & Thursday	4:00 pm - 8:00 pm
Friday	8:00 am - 12:00 pm

The Computer Lab is **not open** on weekends and college holidays/breaks.

**will NOT
be accessed or used
by this class**

Computer Requirement Policy:

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- **Windows 10 computer is necessary for BCIS 1305** (A recent version of Mac OS (minimum Sierra) could be an option for other classes. Windows 10 S mode is not supported)
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at:

<https://www.texarkanacollege.edu/coronavirus/>.

Alternate Operations during Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

COVID-19 Online/Virtual Environment Instructional Commitment

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 **could** cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.