

CIS 127 Syllabus  
Introduction To Information Security – Fall 2021

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# Section 1: Course Overview

**Instructor**

**Michael Malleis**

**Email: mmalleis@ncmich.edu**

**Phone: (231) 348-6652**

**Office Hours:** Mondays 10:00 AM – 4:00 PM and Wednesdays 1:00 PM – 4:00 PM

**Zoom Office Hours Link:** <https://zoom.us/j/7943762001>

**Course Information**

CIS 127 A Introduction to Information Security   
Fall 2021

Wednesday 6:00 PM – 9:55 PM BLC 49B

**Course Overview**

Students are introduced to the current risks and threats to an organization's data and a structured approach to safeguard these assets. The implications of the current trends cloud and web based services will be examined. Best practices for safe and secure interaction with digital information will be stressed. Computer hardware, operating systems, software, and devices are introduced from a security perspective. This course will provide a broad knowledge base necessary to continue in the Information Security field.

**Course Objectives**

To complete this course successfully, you will:

* Explain why security is essential in today’s digital world
* Identify the goals of information security
* Recognize common attacks and how to protect against them
* Evaluate networks and devices with an intention of securing them
* Describe the basics of cryptography
* Differentiate between physical security, disaster recover, and business continuity
* Utilize network diagrams
* Demonstrate appropriate and ethical behavior in the security realm
* Understand the security implications of todays networked communication systems

**Course Prerequisites**

None

# Section 2: Course Material and Tech Requirements

**Course Textbook and Materials**

**Required:**

**TestOut Security Pro ISBN: 978-1-935080-44-2 $ 129.00**

**Students can order directly**

1 - Visit [www.TestOut.com](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.testout.com%2fcourses&c=E,1,luC21RmHVqhAIAYk5rPNBQ1QObg4dKQqzPmcOkpUAt4DON0ah9xl6UReKMf8szvPPobfHD6CBJvQA4a3RLtR537mKGdIi3SQVWeZ0l0gffd5ek_0kEhHeZFqLfo,&typo=1)

2 - Click the shopping cart icon at the top right of the page  
3 - Enter Price Code **14-377TA** then click **Continue**  
4 - Select items to purchase at your special discounted rate (using the provided title and ISBN above)  
5 - Follow shopping cart directions to place your order and activate your courseware

**General Course Requirements**

* This course will have regular class meetings via Zoom during the normal time period. Attendance at the zoom meetings is required!
* All email subject lines should be prefaced with your Course Number, Course Section, and the issue in question. **Example CIS 127 A Exercise #1 Professional Email**
* Only one assignment per submission
* When compressed folders are required, they must be .zip format only
* Email is considered a form of professional communications. I only accept emails in professional format

**Online Course Requirements**

**Internet**

This course has online components. All interactions and activities will utilize internet technologies. *You are responsible for having a reliable computer and high-speed internet connection throughout the course.*

**Learning Management System (Brightspace)**

This course uses Brightspace as its learning management system (LMS). You must be able to use Brightspace to download and view documents, review and submit assignments, post to discussion boards, interact with others in the class, and view posted grades. For tutorials on how to use Brightspace, please click the *Learn How to Use Brightspace* link on the Brightspace home page or the *Get Help* link on the course menu.

**Email**  
You must check your North Central student email account daily. Any course correspondence outside of Brightspace will be sent to your North Central student email account. If you would like assistance accessing your student email account on your personal computer, smartphone, or other devices, you may contact the IT Help Desk (contact information in Section 6).

**Computer Requirements**  
This course requires that you have reliable, high-speed access to the internet and computer/laptop with updated software. You need to have access to and must be able to use:

* High-speed Internet access (i.e., cable modem, DSL)
* Web browser (Free) – the latest version of Firefox, Chrome, or Safari is recommended
* Microsoft Office - Free to North Central students as part of your tuition. To download Microsoft Office365, login to the North Central portal and select the My Office365 link.
* Adobe Acrobat Reader (Free)
* *NOTE: Online courses CANNOT be completed on mobile phones.*
* A good set of Headphones are recommended.

# Section 3: Communication Policy

**Communication Policy**

**I have a “3 before me” policy**. If you have questions regarding this course, you must review these resources before asking me to respond to individual questions of a non-personal nature:

* Syllabus
* Announcements in Brightspace
* General Questions discussion board

If you cannot find the answer to your question, please *post your question* in the General Questions discussion, which I monitor closely. Just as in a traditional classroom, your question will be answered and benefit your fellow classmates. *You are encouraged to subscribe to this forum and to answer questions from other students – this not only allows us to support each other but also helps provide timely assistance if I am away from my computer.*

**Instructor Response Expectations**

I do my best to respond to General Questions posts within 24-48 business hours but typically respond much sooner. If you have issues or questions of a personal nature, such as notifying me of a personal emergency or have questions regarding your grades, you are welcome to call or email me. Please allow 24-48 business hours for a response.

# Section 4: Other Policies

**Attendance/Participation**

You are allowed a maximum of 4 un-excused absences from class. If you miss more than 4 class sessions without a reasonable excuse, you will fail the class. For a remotely delivered class, this means logging into your Zoom meeting before class starts each week. Attendance will be taken at the start of class.

Show up on time. We get started with lecture immediately. Don’t miss any important information or points.

|  |
| --- |
| ***COVID-19 CONSIDERATIONS*** |

**VACCINATION:** North Central Michigan College strongly encourages all students to become vaccinated against COVID-19, as the most effective known measure to mitigate serious illness. Contact your local health department for vaccination clinics in your geographic location or your primary care physician for vaccination options.

**MASKS REQUIRED AT ALL TIMES:** To best protect the safety of students, faculty, staff, and their families during the COVID-19 pandemic, ***masks that cover the nose and mouth are required on campus from the start of the Fall 2021 semester until further notice***.

Faculty, librarians, and counselors may dismiss individual students if they refuse to comply with mask use, social distancing, and hand sanitizer requirements. If the non-compliant student does not comply with the safety request, the faculty member may dismiss the rest of the class, maintain appropriate social distance between him or herself and the non-compliant student, and call 911 for a trespass complaint. Again, such non-compliance may be considered a violation of the Student Code of Conduct and/or class and possible further sanctions.

Students who are not able to comply with safety mandates, such as the mask requirement, due to a certified medical condition are to schedule an appointment with Learning Support Services to request an accommodation prior to attending any in person class or campus event, or be subject to the rules above regarding non-compliance.

**OTHER BEST PRACTICES:** Practicing good hygiene, such as proper hand washing and/or hand sanitizing, socially distancing (at least 3 feet), staying home when ill and completing COVID-19 testing when you have symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) or exposure to COVID-19, are shown to be effective methods to mitigate spread of COVID-19.

**SYMPTOMS AND ILLNESS REPORTING:** You are instructed to stay home if you are sick or had close contact with a person with COVID-19 (within 6 feet for over 15 minutes). Then, contact your instructor to report that you are ill and will be absent. Your instructor will contact the North Central Michigan College’s Chief Health Office. You will be directed on what measures to take (e.g. testing, isolation, working with the Northwest Michigan health department) and be told when it is safe for you to return to campus by North Central Michigan College’s Chief Health Office. In the meantime, work with your instructor to plan for missed assignments.

**NO FOOD OR DRINKS IN CLASSROOM:** Our classroom is also a laboratory where hazardous materials are occasionally handled. Also, consuming food or drinks requires the removal of a face covering, which is prohibited by NCMC and classroom policy (See above). Therefore, food and open beverage containers are not allowed within the classroom. Any student that must eat or drink something for health reasons (low blood sugar, etc.) may excuse themselves from the classroom and return at their convenience.

**OTHER CLEANING AND SAFETY MEASURES:** Our classroom will be stocked with spray bottles of disinfectant, disinfectant wipes, hand sanitizer, and nitrile gloves. Additionally, there are two sinks in the back of the classroom. Below are some health/safety guidelines we will follow in class:

*When to wash your hands or use hand sanitizer:*

- When you arrive to class each day

- After cleaning/sanitizing supplies and workspaces

- On your way out the door after completing class/lab

*When to wear nitrile gloves:*

- When handling lab materials/supplies shared among other students.

*When to use disinfecting spray and/or wipes:*

- Use the provided wipes to disinfect any shared lab supplies/materials when finished with them.

- Disinfectant spray used at NCMC must remain wet for 10 minutes to inactivate COVID-19 on surfaces. Therefore, your professor will disinfect tables and lab supplies prior to each class meeting.

**PLEDGE:** Please review the Together as North Central Pledge on the North Central Michigan College website: <https://www.ncmich.edu/safety/together-as-north-central-pledge.html>

We thank you in advance for taking all of the steps listed above to keep yourself and those around you safe, as we work together to foster a healthy learning environment.

**Student Code of Conduct / Netiquette**

Students are responsible for obeying municipal, state, and federal laws, as well as North Central policies. The complete Student Code of Conduct, including the guidelines for netiquette in electronic communication, can be found in the North Central Student Handbook ([available online here](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook-a-rights-responsibilities.html#cofcond)).

**Late Work Policy**

In this class, you will be working closely with your peers and will often be reliant on others submitting their work in a timely fashion so you can complete assignments on time. Submitting late work puts undue pressure on your classmates and doesn’t show respect for their time or input. I am aware that emergencies happen, and life sometimes throws us unexpected challenges. I am willing to work with you on a *short-term, limited basis* when these things happen. ***You must contact me as soon as possible to*** ***make arrangements for late work without a penalty.***

Unless you have made arrangements with me *in advance*, the Late Work Policy for this class is:

* **Late Work (75%)  
  Late work is any assignment turned in past the due date, but WITHIN 48 hours of the deadline.** For example, if an assignment is due on Sunday night and you submit it Tuesday morning, it is Late Work. You cannot receive more than 75% of the assignment’s total points for Late Work.
* **Missed Work (50%)  
  Missed Work is an assignment turned in 48 hours or more AFTER the deadline.** You cannot receive more than 50% of the assignment’s total points for Missed Work. Timely assignment submissions are integral to the success of everyone in the class, so turning in something beyond 48 hours hurts you and your peers.
* **Ignored Work (0%)**  
  **Ignored work is any work unaccounted for in the semester**, which means I have no record of you doing it or turning it in. If you believe you have submitted an assignment but have not received a grade for the assignment a week after the deadline, please contact me. Even if you are a week late, it’s better to submit a missed assignment and get a few points rather than ignoring it and receiving none.

**Academic Integrity**

North Central holds its students to high standards of academic integrity in all areas of college life, including the distance education environment. Any form of academic dishonesty will not be tolerated and can have serious consequences, including automatic failure in the course and/or dismissal from the college. By taking any form of course assessment, you agree that:

* You are the person registered in this course who has participated in and will receive academic credit for this class and will not receive unauthorized assistance from any other person or source during this assessment.
* Acknowledge that unauthorized sharing of information about an assessment with others is strictly prohibited and could result in serious consequences.

**By accessing assessments in this course**, you are acknowledging your compliance with North Central’s standards of academic integrity and that any violation will be dealt according to the [Academic Dishonesty Process outlined in the North Central Student handbook](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook-a-rights-responsibilities.html#cofcond).

**Accessibility Statement**

In compliance with the Rehabilitation Act of 1973’s Section 504 and 508, and the Americans with Disabilities Act of 1990, North Central’s department of Learning Support Services (LSS) provides students with documented disabilities access to professional disability specialists, support staff, and specialized services. For more information about services provided or to request an accommodation for a disability, please [visit LSS on the web](http://www.ncmich.edu/resources-support/academic-support/learning-support-services/), on campus in Room 533 of the SCRC, or call 231-348-6682 from 8:30 am to 5 pm Monday –Friday (hours may vary, so please check the website).

**Copyright**

All materials and content in this course were created by the instructor, unless otherwise specified.   
  
**Student Appeals**

North Central’s student complaint and appeals processes begin with a student’s direct communication with the faculty/staff member in an attempt to work together to resolve the matter. For complete information on North Central’s student policies and processes regarding appeals & complaints, please see the [North Central Student Handbook](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook).

**Subject to Change**

All materials, assignments, and deadlines are subject to change. It is your responsibility to read course announcements and other communications.

# Section 5: Grading

**Grades and Grading Scale**

* Grades in this course are based on the number of points earned.
* All labs are pass/fail and worth 1 point. Lab grades will be a weekly summary. 5 labs = 5 points
* The percentage of your practice questions completed will be converted to a points scale at the end of week 14

| Category | # of Items | Total for Category |
| --- | --- | --- |
| Labs | 51 | 40% |
| Class Participation | 1 | 10% |
| Practice Questions | 14 | 10% |
| Discussions | 2 | 10% |
| Exams | 1 | 30% |
|  | **TOTAL:** | **100%** |

**North Central Letter Grades**

The North Central letter grades corresponding to percentages achieved are:

| Letter | Percent | Letter | Percent |
| --- | --- | --- | --- |
| A | >93 | C | 73-76 |
| A- | 90-92 | C- | 70-72 |
| B+ | 87-89 | D+ | 67-69 |
| B | 83-86 | D | 63-66 |
| B- | 80-82 | D- | 60-62 |
| C+ | 77-79 | E | <60 |

**Return of Graded Work**

Grades will typically be posted within 1 week after the assignment’s due date. Please allow additional time for return of project grades – providing you with detailed and meaningful feedback is important to me.

# Section 6: Student Resources & Support

**Brightspace Support Portal**

If you are experiencing technical issues inside Brightspace, please visit the 24/7 Brightspace Help Portal by going to the *Need Help with Brightspace?* found in the right-hand column of the Brightspace home page. If you would like more information about using Brightspace tools, visit the *Learn to Use Brightspace* link on the main navigational menu of the Brightspace home page.

**The Brightspace Support Portal offers 24/7/365 access to:**

* Live chat
* Phone support (1-877-325-7778)
* Email ticketing system
* Searchable database of solutions to common issues

***Note: The Brightspace Support Portal and the IT Help Desk cannot grant you access to course materials or assist you with accessing/retaking quizzes or viewing grades without my authorization****.* If you have trouble accessing materials or experience an issue with tests in the course, please post to the General Questions discussion in the course first.

For other technical issues or questions, such as logging into the portal, contact the IT Help Desk using the contact information listed below.

**IT Help Desk**

Submit an IT Help Desk ticket through the “My Help Desk” button in your [student portal](http://www.ncmich.edu/ncmc-portal).

ADCL 63

231-348-6617

[helpdesk@ncmich.edu](mailto:helpdesk@ncmich.edu)

**Regular Business Hours**

Monday – Thursday 8:30 am – 7 pm EST

Friday – 8:30 am to 5 pm EST

*\*Hours may vary – check the* [*North Central website*](https://www.ncmich.edu/resources-support/help-desk.html) *for up-to-date information.*

**Evenings, Weekends, Holidays**

24/7 after-hours support: 231-622-7239

**Library**

The Library is the hub for all of your research, printing, and technology needs. You have access to more than a million print and online resources, such as books, newspaper and journal articles, videos, and government documents. Laptop computers and study rooms are also available to check out. Library staff are happy to help you locate information and assist with creating citations for class assignments.

231-439-6345

Visit the [North Central Library](http://www.ncmich.edu/resources-support/library/) online

[library@ncmich.edu](mailto:library@ncmich.edu)

**Hours**

Monday – Thursday 8 am – 7 pm EST

Friday – 8 am to 5 pm EST

*\*Hours may vary – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Writing Center**

The [North Central Writing Center](mailto:https://ncmcwritingcenter.simplybook.me/v2/) offers FREE writing help for all students. Services include developing writing ideas, guiding research, assistance with organization, coaching in grammar and punctuation, learning APA and MLA formatting, and more. Make an appointment on the Writing Center website or just walk in! Can’t make it to campus? That’s okay… Remote appointments are available through phone or video chat.

231-439-6345

Located in the Library

[writingcenter@ncmich.edu](mailto:writingcenter@ncmich.edu)

**Hours**

Monday – 10 am – 5 pm EST

Tuesday – 10 am – 7 pm EST

Wednesday – 10 am – 7 pm EST

Thursday 10 am – 5 pm EST

*\*Hours may vary – visit the* [*Writing Center website*](mailto:https://ncmcwritingcenter.simplybook.me/v2/) *to make an appointment online.*

**Learning Support Services (LSS)**

LSS provides placement and other testing services, disability services, veterans services, academic mentoring, study support, tutoring, and other free resources to help students succeed.

**Personal Online and On-Campus Tutoring**

LSS offers FREE online and on-campus tutoring in many subjects. For detailed tutoring information, visit the [tutoring area of the North Central website](http://www.ncmich.edu/resources-support/academic-support/tutoring.html) or visit the ***Get Help*** link in the top navigational menu of any page in Brightspace to access free online tutoring.

231-348-6682

Located in the SCRC

**Hours**

Monday – Friday, 8:30 am – 5 pm EST

*\*Hours may change – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Advising & Financial Aid**

To schedule an appointment with an advisor or to get assistance with FAFSA or financial aid questions, please click the “Make an Advising Appointment” link in the North Central portal or contact Student Services at:

* 231-348-6605 (Petoskey)
* 989-705-3775 (Gaylord)
* 231-597-0322 (Cheboygan).

**Hours**

Monday – Thursday 8:30 am – 5 pm EST

*\*Hours may vary – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Complete Listing of Resources & Support**

For a complete listing of student resources & support, please visit the [Student Services area of the North Central website](http://www.ncmich.edu/resources-support/), call 231-348-6605, or visit the Student & Community Resource Building on campus. The Student Services office is open Monday through Friday from 8:30 am to 5 pm EST (Hours may vary).

# Section 7: Schedule

| Module | Book Goals | Graded Activities | Due |
| --- | --- | --- | --- |
| Module 1 9/6/2020 | 1.01 – 2.06 | * Start here activities (2 items) * Discussion #1 Intro * Lab 1.2.2, 1.2.3 * All practice questions in section | * ASAP * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses * Sunday @ midnight * Sunday @ midnight |
| Module 2 9/13/2020 | 3.01-4.04 | * All practice questions * Lab 3.5.5 | * Sunday @ midnight * Sunday @ midnight |
| Module 3 9/20/2020 | 5.01-5.08 | * All practice questions * Lab 4.1.4 | * Sunday @ midnight * Sunday @ midnight |
| Module 4 9/27/2020 | 5.09-5.13 | * All practice questions * Lab 5.3.7, 5.4.3, 5.7.4, 5.8.3 | * Sunday @ midnight * Sunday @ midnight |
| Module 5 10/4/2020 | 6.01-6.05 | * All practice questions * Lab 5.10.7, 5.12.5, 6.2.5 | * Sunday @ midnight * Sunday @ midnight |
| Module 6 10/11/2020 | 6.06-6.10 | * All practice questions * Lab 6.5.5, 6.5.6, 6.5.7, 6.7.5 | * Sunday @ midnight * Sunday @ midnight |
| Module 7 10/18/2020 | 7.01-7.05 | * All practice questions * Lab 6.12.6, 6.14.6 | * Sunday @ midnight * Sunday @ midnight |
| Module 8 10/25/2020 | 8.01-9.04 | * All practice questions * Lab 7.1.6, 7.3.5, 7.3.7, 7.5.5, 7.5.6 | * Sunday @ midnight * Sunday @ midnight |
| Module 9 11/1/2020 | 9.05-10.03 | * All practice questions * Lab 7.9.4, 7.9.6, 7.10.5, 7.12.8 | * Sunday @ midnight   Sunday @ midnight |
| Module 10 11/8/2020 | 10.03-11.03 | * All practice questions * Lab 7.13.7 | * Sunday @ midnight |
| Module 11 11/15/2020 | 11.04-12.02 | * All practice questions * Labs 8.5.4, 8.5.8, 8.5.9, 8.6.6, 8.8.3, 8.8.4, 8.8.6, 8.8.7 | * Sunday @ midnight * Sunday @ midnight |
| Module 12 11/22/2020 | 12.03-12.07 | * All practice questions * Labs 8.10.3, 8.10.4, 8.10.5, 8.12.5, 8.13.3, 8.13.5, 8.13.7, 8.13.8 | * Sunday @ midnight * Sunday @ midnight |
| Module 13 11/29/2020 | 12.08-14.03 | * All practice questions * Lab 9.7.3, 9.7.8 | * Sunday @ midnight * Sunday @ midnight |
| Module 14  12/6/2020 |  | * Complete practice exams | * Sunday @ midnight |
| Module 15 12/13/2020 |  | * **Final Exam** * Discussion #2 Final Thoughts | * **In Class** * **FRIDAY 12/18** @ midnight |