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# PERSONAL COMPUTER SECURITY BASICS

## CIS 108-63Z (CRN: 33322)

### 100% Online Course

Instructor: Mark Sherby

WINTER '23

4.5 Units

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## COURSE DESCRIPTION

This course uses recorded lectures that will introduce you to computer security issues that affect small office or home users. You will learn how to stop hackers, worms, viruses, spyware, web bugs and identity theft. You will explore vulnerabilities found in web browsers, email and Windows operating systems. Furthermore, you will be able to protect against online purchase dangers, install firewalls, manage cookies, restrict ports, evaluate wireless networks and examine encryption.

**ADVISORY:** Hands-on experience with Microsoft Windows.

## INSTRUCTOR INFORMATION: MARK SHERBY



**Office Hours - Dates Held:**

**Office hours Online:**

**Office hours method:**

**Phone/Voicemail:**

**E-mail address:**

**Canvas Website:**

**January 9 to March 23**

**Monday through Thursday 12:30-1:20 PM**

**Zoom in Canvas**

(408) 864-5471

[Sherbymark@deanza.edu](mailto:Sherbymark@deanza.edu)

<https://deanza.instructure.com>

## DROP POLICY

1. Those who have not viewed course video lectures in Canvas and completed all week 1 assignments by the end of the first week will be dropped from the course (Sunday). Students who have not completed more than two assignments in a row by the due date without contacting instructor to discuss an extension, will be dropped. For the user-friendly schedule of weekly calendar with due dates, access Canvas at <https://deanza.instructure.com> which is available on the first day of class.
2. Students who want to be dropped from the class **MUST** take the initiative to follow the De Anza College drop procedures. Drop calendar deadlines can be found at <https://www.deanza.edu/calendar>. Do not assume you will be automatically dropped from this course. If you intend to drop the course, you must drop yourself!

Summary of tasks you will perform during this course:

- a. View assigned video lectures
- b. Read posted web articles
- c. Complete lab/homework assignments
- d. Pass online midterms
- e. Pass the online final exam

## ZOOM OFFICE HOURS

Online office hours available in Canvas through Zoom. To access Zoom, click on the Office Hours link on the Canvas home page. However, you can also email me anytime with questions!

## COURSE OBJECTIVES

After completing the course readings, viewing video lectures and completing homework/lab assignments, you should be able to:

- Recognize computer security fundamentals
- Define hacker terminology and attack methods
- Detect and protect against virus, worms and Trojan horse attacks
- Implement password security
- Evaluate online shopping safety
- Evaluate and implement Internet browser security
- Evaluate and implement Email security
- Implement firewall security
- Explore data backup strategies
- Evaluate security vulnerabilities found in the Windows operating system
- Recognize physical access security vulnerabilities
- Explore and protect data with Windows encryption
- Explore and prevent identity theft
- Explore Windows security features

### Student Learning Outcome Statements (SLO)

- **Student Learning Outcome:** Determine the best plan of action to stop malware based on security breach scenarios.

## REQUIRED COURSE MATERIALS

This is a GREEN course:

No textbook is required for this class!

It is recommended for those new in the security field (but not required) to print PowerPoint slides which can be found in Canvas at the bottom of week 1.

You will need access to a Windows PC computer to complete this course (see below for details).

## CREDIT VERSUS NONCREDIT INFORMATION

**You have enrolled in CIS 108 which is a CREDIT course.** However, this PC Security Basics course is also offered for noncredit. Non-credit courses are tuition-free.

Students enrolled in CIS 108 and CIS 308 will be joined together into the same Canvas shell. Both CIS 108 and CIS 308 are mirrored courses such that all assignments and instruction are identical.

Here are some quick facts about NON-CREDIT courses:

1. Noncredit courses cannot be used towards any De Anza Associate Degree or Certificates of Achievements.
2. Noncredit courses are not accepted for transfer credit at other institutions.
3. CIS 108 and CIS 308 cannot both be taken the same quarter.

For general noncredit information: <https://www.deanza.edu/noncredit/>

## CANVAS INSTRUCTIONS

You will be using the Canvas web portal to view lectures, turn in your homework, complete the online exams, and read online articles. You will not be able to log into your course until the first day of instruction.

**Please do not turn off Canvas “Announcements”.** Students who turn off Announcements are responsible for any information they have missed.

To log on to Canvas go to <https://deanza.instructure.com> and then follow the instructions provided to login.

## VIDEO STREAMING INSTRUCTIONS (COURSE LECTURES)

All of the course’s lectures are available for viewing in Canvas. It is highly recommended to view the video lectures multiple times (or rewind) if you are unclear about the material presented. A high-speed Internet connection is needed to view the course’s video streams (Video lectures). If you are connecting from home, this means you will need a fiber, cable modem or DSL connection.

## COMPUTER COMPONENTS AND AVAILABILITY

Best to use a Windows PC computer to complete the lab exercises for this class. A Macintosh computer can be used to complete many of the exercises for this class but there are several exercises that must be specifically completed only on a Windows PC. Students with Mac or PC can complete the any or all class labs using our free virtual Windows PC software that can be accessed through a web browser (No installation required). Therefore, a Mac or PC can be used to complete this entire course. Email you instructor if you would like to use the virtual Windows PC software through your web browser. A phone or tablet cannot be used to complete this course.

### Warning to Home Computer Users:

If you are installing lab software on your home computer, you risk accidentally corrupting your computer's configuration. Always back up your data before installing any lab assignment software. Software installed on your home computer must be performed at your own risk. De Anza College is not responsible for any issues caused by installing software on your home computer. Use our free browser-based virtual Windows PC environment if you do not want to use your home PC or Mac computer for completing the lab exercises for this class. Instructions for using the virtual Windows PC environment can be found within the lab exercise instructions (In Canvas).

## GROUP DISCUSSIONS

The “Q & A Discussions” in Canvas provides you a way to communicate with others in the class. Using this forum, you will be discussing homework assignments and may post questions that you have about our course. To participate in these discussions, you will first click on the weekly “Q & A Discussions” links in Canvas. You will read the discussion thread, and then click on the “Reply” area to type in your response (see below). When finished typing your response, you will click the “Post Reply” button (shown below) which will post your response to the other class members through email. This is a very simple tool that will allow us to communicate with each other during the quarter!

The screenshot displays the Canvas Q & A Discussion interface. At the top, a light blue banner states: "Since this is a group discussion, each group has its own conversation for this topic. Here are the ones you have access to:". Below this, a user profile for Mark Sherby is shown with the text "Participate in Q & A Discussion (Ask Questions or share information with other students) - Optional". A search bar labeled "Search entries or author" is highlighted with a black arrow. To its right are buttons for "Unread", a list icon, and a reply icon. Below these is a "Reply" button. Further down, navigation buttons for "Previous" and "Next" are visible. Another identical banner and user profile section follow. Below the second profile, a search bar and "Unread" button are present. A rich text editor toolbar is highlighted with a black arrow, containing various formatting options like bold, italic, underline, link, unlink, image, video, and text color. The text area of the editor contains the text "When are assignments due?". A vertical scrollbar on the right side of the text area is also highlighted with a black arrow. At the bottom right, there are "Cancel" and "Post Reply" buttons.

For emails sent directly to your instructor (sherbymark@deanza.edu), emails will be returned within 48 hours (not including weekends). However, most emails are returned the same working day.

## POWERPOINT OVERHEADS

PowerPoint overheads that are presented in the class video lectures are available for download directly within Canvas (at the end of the week 1 section). You may view these PowerPoint overheads before or after viewing the video lectures. Many of the overheads include speaker notes which should be printed or viewed. In the Orientation video, I show you how to view and print these PowerPoint overheads and speaker notes. If you do not own PowerPoint, you may download a FREE PowerPoint viewer from Microsoft.com's website. Also, you can download the FREE OpenOffice Impress software at

<http://www.openoffice.org>. This software can be used to open, view and print our course's PowerPoint overheads.

## TESTING AND GRADING

### Lab/Homework Assignments:

Corresponding to most weekly assigned video lectures, you will complete lab/homework assignments. The lab/homework assignments can be downloaded to your computer by accessing them within Canvas.

Late lab/homework assignments will only receive  $\frac{1}{2}$  credit. Assignments will not be accepted one week beyond their due date found in Canvas. All assignments must be submitted through Canvas. See Canvas for specific lab/homework due dates but most assignments are due the Sunday after they are assigned. Homework assignments must have all directions steps completed; no partial credit is given for any homework assignments.

### Practice Test:

To help you prepare for the online midterm & final, a Practice Test has been created for you. This Practice Test provides you with the opportunity to practice completing online exams and will ensure that your computer browser is compatible with our Canvas testing software. Please complete the Practice Test as soon as possible. You may repeat the practice test as many times as you need. The practice test can be found on the Canvas Modules page. There are only 5 questions on the Practice Test.

### Online Midterm Exams

The multiple-choice midterm exams must be completed by logging into Canvas. You will have two hours to complete the open book, open notes exams. If you have a schedule conflict with the exam dates, please contact me **prior** to the exam to re-schedule. The first midterm exam covers lessons 1-5 and the second midterm exam covers lessons 5-7 (content overlaps with first midterm). To prepare for the midterm exam, you will need to study the lesson's video lectures, PowerPoint overheads, speaker notes, lab assignments and web articles. Your score will be available within a week after the exam closing date. Do not ask for help from others during the exams. You may review the questions you missed on the midterm exam until the final exam start date. You must complete the midterm exam in one session within two hours. You should not quit or logout or "take a break" during the middle of the midterm exams.

### Scheduled Online Final Exam

The multiple-choice final exam must be completed by logging into Canvas and clicking on the "Final Examination." You will be provided with clear instructions on the Canvas final exam page. You will have two hours to complete the open book, open notes final exam. If you have a schedule conflict with the exam dates, please contact me **prior** to the exam to re-schedule. The final exam is comprehensive covering the entire course. This multiple-choice final exam will include questions based on the lesson's video lectures, PowerPoint overheads, speaker notes, lab assignments and web articles. Please do not ask for help from others during this exam. Unlike the midterm, you will not receive feedback on the questions you have missed on the final exam. To review your final exam in the following quarter, you will need to meet me to review the questions you have missed. The final exam answers will not be provided online. See the Canvas home page for final exam dates and times. Your final exam score will be posted to Canvas within one week of the closing date of the final exam.

**Exam Grading Scale:**

A+	100%+
A	93% - 99.9%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
D+	67%-72%
D	63%-66%
F	Below 63%

**Final Grade Mix:**

The following percentages reflect how the final grade will be determined:

Lab/homework Assignments 30%

Online Midterm Exams 30% (15% each midterm)

Online Final Exam 40%

**Extra Credit:**

Any extra credit assignments will be shown in the Modules section of Canvas.

**The final grade found in Canvas is an estimated grade. Actual final grade will be found in Myportal.deanza.edu.**

**Policy on Academic Integrity:**

If a student is found to have cheated or plagiarized on any assignment or examination, the student will receive a failing grade for that assignment or examination, and they will be reported to college authorities.

**ONLINE WEB ARTICLES**

You will find web articles discussing lesson related topics. These articles can be accessed through Canvas. Each week, read the articles corresponding to each lesson. Exam questions will be partially based on these articles. Articles that are marked as “optional” are recommended reading.

**DISRUPTIVE ONLINE BEHAVIOR**

Disruptive online behavior may include (but is not limited to) the following: discussions that do when not relate to the discussion topic, posting inappropriate comments on discussion forum, monopolizing discussion time, refusing to participate in online activities, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be notified by the instructor. If the disruptive behavior continues, students may be asked to stop the disruptive behavior and/or eventually be dropped from the course.

Specific behavior standards for course can be found on the following page:

[https://www.deanza.edu/policies/academic\\_integrity.html](https://www.deanza.edu/policies/academic_integrity.html)

For administrative policies 5510 and 5520 see the following:

<http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf>

<http://fhdafiles.fhda.edu/downloads/aboutfhda/5520ap.pdf>

## NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide *Mark Sherby* with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five-days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

All due dates for all assignments can be found in Canvas at:  
<https://deanza.instructure.com>