**Duncan HS Network Security Syllabus**

**1. Instructor:** Jared Wallace

Room: Portable building behind Duncan High School

School email: jwallace@duncanschools.org

Office Hours: Third period, and Fourth Period

**2. Course Description:** The Network Security instructional program prepares students to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Students who successfully complete the Network Security program’s coherent sequence of instruction will develop skill to analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

Throughout the Network Security instructional program, students will enhance their technical knowledge and skills that are associated with functions of application integrity, cyber threat management, and infrastructure security within Network Technologies’ occupations. In addition to the occupation-related skills, students completing this program will also develop advanced critical thinking and applied academic foundational skills.

The Network Security Career and Technical Education program is delivered as a coherent sequence of courses designed to offer students knowledge and skills that meet the needs of the workplace. The Professional Skills developed by business and industry leaders across Arizona are integrated throughout the program. Network Securitystudents develop leadership, social, civic, and career skills through participation in the state-recognized Career and Technical Student Organizations, SkillsUSA.

**3. Course Overview:** The Primary lecture and Lab materials will be offered online through a certification program called testout.com. Students will be expected to maintain the following schedule as a large portion of their class grade. The following deadlines will be set for each chapter. Students are expected to complete each chapter by the deadline.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Chapter 1** | **Chapter 2** | **Chapter 3** | **Chapter 4** | **Chapter 5** | **Chapter 6** | **Chapter 7** | **Chapter 8** |
| **9/10** | **10/8** | **10/15** | **10/29** | **11/26** | **12/11** | **1/14** | **2/4** |
| **Chapter 9** | **Chapter 10** | **Chapter 11** | **Chapter 12** | **Chapter 13** | **Chapter 14** | **Chapter 15** | **Chapter 16** |
| **2/11** | **3/4** | **3/11** | **3/11** | **3/25** | **4/1** | **4/15** | **4/22** |

In addition to this curriculum, there will be weekly vocabulary quizzes, along with Powerschool Assessments which will be used as benchmarks.

**4. Course Objectives:** The Network Security instructional program prepares students for entry-level employment, further training, and/or post-secondary education for these and other occupations: Cryptologic Technician, Cyber Risk, Manager, Hardware Technician/Engineer, Help Desk Technician/Manager, Intelligence Analysis Intern, IT Designer, Network Technician, Administrator Technician, Analyst Technician, PC Technician, Program Analyst Systems Analyst, Systems Operations Specialist, Technical Sales Representative, Technical Support Technician/Manager, Training Manager, and Wireless Network Specialist

**5. Grading Policy:** Each semester, points will be earned for participation, classwork, class projects, exams/quizzes, and professionalism. All work is evaluated and weighted using the following schedule each semester: Class work; Testout 50% Project‐based Assignments 20% Professionalism 10% Tests/Quizzes (Mid‐Term) 10%

Because the Testout software allows for multiple retries, grades lower than 85% on labs or quizzes will not be accepted.

The following scale will be used to calculate the final class grade: A 100‐90% D 69‐60% B 89‐80% F less than 60% C 79‐70%

**6. Project Based Learning:** Standards and JTED Compliance (ARS §15‐391(3)(e) and (5)(d)) requires that a majority of instructional time be conducted in a laboratory environment, field‐based environment or work‐based learning environment. Use of the Testout software does satisfy this requirement. However, a portion of each semester will be dedicated to multi‐level projects that will use anywhere from one to three weeks to complete. Each student will be given a Project Specification Guide (that will be based on the concept we are learning about at the moment) and be expected to plan, design, and create their project within the timeframe given. Grades for class projects will be posted after the projects are finished and reviewed.

**7. Attendance Policy:** All students will be expected to follow the Attendance Policy outlined in the Duncan High School Student Handbook. Success in a CTE class requires regular and prompt attendance due to the lab‐learning environment. ARS §15‐803 allows students to miss no more than 10% of instructional time in order to earn credit in a course. In one semester, this amounts to 9 days of absences ‐ either excused or unexcused. Absences for official, pre‐arranged school events do not count toward this total. Long‐term CTE projects are due as scheduled, even if an absence is excused. It is a student’s responsibility to consult the instructor, the calendar, or other students for information about what is missed during absences.

**8. Professionalism Expectations:** A CTE Professionalism Grade will be given to each student that will be worth 10% of the Semester’s final calculation. This grade is a reflection of the workplace expectations that all students should aspire to meet in order to be ready for successful employment in the IT industry or other career. The following expectations will be graded during each semester:

TIME MANAGEMENT: Student stays on schedule. Completes tasks on a timely basis. Prioritizes tasks, recognizes time constraints, and avoids distractions (playing games, using cell phones during lectures, etc.) while meeting deadlines and uses time effectively.

TEAMWORK: Gets along with fellow classmates, respects the rights of others and shows a cooperative spirit in class. Routinely provides useful ideas when participating in the group and in classroom discussion. Almost always listens to, shares with, and supports the efforts of others. Positive attitude in class and promotes people working together.

SAFETY: Work habits and attitude demonstrate a dedication to working safely: accident prevention, safety awareness, and maintaining the computer equipment and school property. Keeps the computer station workplace safe and tidy while respecting the computer lab food/drink policy.

WORK ETHIC: Attends class every day and is punctual when reporting to class and minimizes restroom breaks during class. Looks beyond the assignment to demonstrate a higher level of understanding and students take advantage of the Conference Period. After any absence, the student finds out what was missed and completes missing work.

LEADERSHIP: Establishes challenging goals for him/herself and others in a team project; delegates (when appropriate) and coordinates effectively; promotes innovation in the class and team effort. Actively looks for and suggests solutions to problems.

**9. Policies on Late Assignments:** Late homework will be accepted until grades are posted or for the Semester. The student is responsible for providing notice of completion of late work in Testout. Testout data will only be checked by the instructor on notified due dates of each chapter.

**10. Computer Lab Policies and Procedures:** Working in the CTE Computer Lab is a privilege. Professional conduct will be expected by students to maintain the lab at all times.

1. Food and drink (including gum) will not be permitted in the classroom during class. Exception is water with a closed lid.

2. The computers are to be used for this course only during class.

3. Students using the computers for other work and/or visiting inappropriate sites will have their station shut down immediately. This may result in an immediate referral

4. Students may not modify the computer’s operating system and/or hardware in any way. This will result in an immediate referral.

5. Students must maintain the integrity of their computer station, including the computer and peripherals, desk and chair.

6. It is the student’s responsibility to care for any equipment in his/her possession and will be responsible for any damage or loss that occurs due to negligence.

**THE SMALL PRINT** The instructor reserves the right to modify this syllabus and the course modules at any time during the school year. The instructor will distribute an updated syllabus to all students upon any change.