



# NEW ENGLAND BIBLE COLLEGE AND SEMINARY

## Personal Cybersecurity Syllabus

GE-Te 101 Personal Cybersecurity

### Course Overview

#### Course Description

This course is a broad overview of computer security topics including security threats, personal computer security, operating system security, web security, physical security, access control, intrusion detection, anti-virus & anti-spyware systems, cryptography, steganography, security models & practice, business continuity & disaster recovery, and risk management. A brief introduction to secure software development is included. The course will not include a significant coding component.

**Note:** Online students need access to a Windows personal computer (Windows 7 or later) which the student can install software on for the duration of the semester.

Credit Hours: 3hrs

#### Learning Outcomes

By the end of this course, you will be able to:

- Describe risks, threats, and vulnerabilities related to cybersecurity.
- Explain risk management, business continuity planning, and disaster recovery planning.
- Describe the importance of standards and compliance to cybersecurity.
- Discuss the importance of privacy for cybersecurity.
- Employ common, everyday cybersecurity software.

### Resources

1. Ciampa, M. D. (2024). *Security awareness: Applying practical cybersecurity in your world* (6th ed.). Cengage. ISBN: 9780357883839 (embedded in course)
2. Abelson, H., Ledeen, K., Lewis, H., & Seltzer, W. (2021). *Blown to bits: Your life, liberty, and happiness after the digital explosion* (2nd ed.). Pearson. ISBN: 9780134850016 [Download Full Text](#)

### Course Outline

#### Module Zero: Getting Started

Title	Type	Duration	Points
Syllabus, Pacing Guide, Meet your Instructor	Input	1.5 hrs	--
Course Materials	Input	1 hr	--

Title	Type	Duration	Points
Faculty Forum	Discussion	Varies	--
Totals		2.5 hrs	0

### Module One: Personal Cybersecurity

Title	Type	Duration	Points
Reading: Security Awareness Chapters 1 & 2	Page	5 hrs	--
Introductions	Discussion	3 hrs	40
Precautions Against Data Loss	Discussion	4 hrs	60
Reading Quiz	Quiz	2 hrs	12
Totals		14 hrs	112

### Module Two: Computer & Internet Security

Title	Type	Duration	Points
Reading: Security Awareness Chapters 3 & 4	Page	5 hrs	--
Life-long Learning in a Rapidly Developing Field	Discussion	4 hrs	60
Discussion: Cyberwarfare	Discussion	4 hrs	60
Reading Quiz	Quiz	2 hrs	12
Early Course Pulse Check	Survey	.5 hrs	--
Totals		15.5 hrs	132

### Module Three: Mobile Security & Personal Privacy

Title	Type	Duration	Points
Reading: Security Awareness Chapters 5 & 6	Page	5 hrs	--
Ethics in a Post-modern World	Discussion	4 hrs	60
Legal and Ethical Data Destruction	Discussion	4 hrs	60
Reading Quiz	Quiz	2 hrs	13
Totals		15 hrs	133

### Module Four: Personal Privacy Fallacy

Title	Type	Duration	Points
Reading: Blown to Bits Chapters 1 & 2	Page	5 hrs	--
Privacy in a Digital World	Discussion	4 hrs	60

Title	Type	Duration	Points
Computer and File Backups	Lab Exercise	4 hrs	80
Reading Quiz	Quiz	2 hrs	12
Mid Term Check Up	Survey	.5 hrs	--
Totals		15.5 hrs	152

## Module Five: Who Has Your Data?

Title	Type	Duration	Points
Reading: Blown to Bits Chapters 3 & 4	Page	5 hrs	--
File Recovery	Lab Exercise	4 hrs	80
Reading Quiz	Quiz	2 hrs	13
Totals		11 hrs	93

## Module Six: Encryption & Intellectual Property Rights

Title	Type	Duration	Points
Reading: Blown to Bits Chapters 5 & 6	Page	5 hrs	--
Windows Update	Lab Exercise	4 hrs	80
Reading Quiz	Quiz	2 hrs	12
Totals		11 hrs	92

## Module Seven: Censorship

Title	Type	Duration	Points
Reading: Blown to Bits Chapters 7 & 8	Page	5 hrs	--
Antivirus Lab	Lab Exercise	4 hrs	80
Reading Quiz	Quiz	2 hrs	14
Totals		11 hrs	94

## Module Eight: The Future

Title	Type	Duration	Points
Reading: Blown to Bits Chapter 9	Page	5 hrs	--
Storage Cleanup	Lab Exercise	4 hrs	80
Final: Reflection Paper	Paper/Discussion	6 hrs	100
Reading Quiz	Quiz	2 hrs	12

Title	Type	Duration	Points
End of Course Survey	Survey	.5 hrs	--
<b>Totals</b>		<b>17.5 hrs</b>	<b>192</b>

## Grading

- Quizzes: 100 points
- Discussions: 400 points
- Labs: 400
- Final Paper/Reflection: 100 points

(1000 points total)

## Policy/Procedures

### ACADEMIC DISHONESTY STATEMENT

Campus courses maintain a strict policy concerning academic dishonesty, which includes cheating, plagiarism, assisting on an examination or paper when expressly forbidden by the instructor, and any other practices that demonstrate a lack of academic integrity. Cheating occurs whenever a student uses deception to avoid fulfilling the specific requirements of an assignment or course and/or to receive a higher grade than they might otherwise receive. Using artificial intelligence software (such as ChatGPT) to generate writing and pass it off as one’s own is also considered cheating. Plagiarism occurs when a student appropriates passages or ideas from someone else's writing into their own without providing proper documentation and/or without using quotation marks to indicate when they are directly quoting a source. It is the student's responsibility to know and adhere to principles of academic honesty. A student found guilty of academic dishonesty will be subject to academic sanctions ranging from failure on the assignment to failure in the course to, in cases of repeated or flagrant violation, suspension, or dismissal from participation in Campus courses. There may also be repercussions with the university transcribing your credit. Consult the Student Handbook of that college or university.

### COURSE GRADING SCALE

- 95-100 A (Excellent)
- 92-94 A-
- 89-91 B+
- 85-88 B (Good)
- 82-84 B-
- 79-81 C+
- 75-78 C (Satisfactory)
- 72-74 C-
- 69-71 D+
- 65-68 D (Passing)
- 62-64 D-
- Below 62 F (Below Min. Standards)

### DROP PERIOD AND WITHDRAWAL

The Drop period for Campus courses is five days after the student has enrolled and their designated term has begun. No refund will be available after this point.

Although many Campus classes are technically self-paced, students will be provided with a pacing guide (when relevant) to assist them in knowing how best to complete their courses on time. Failure to log in during the first week after their course commences will result in automatic removal from the course.

If a student is significantly behind pace two-thirds of the way through their term, they are encouraged to withdraw from the course with a W or equivalent appearing on their transcript. Beyond that point, they will no longer be eligible for a W on their transcript and thus are in danger of receiving a failing grade. Campus will report persistent failure to participate to the transcribing college or university. After the two-thirds point, a student will receive a letter grade for the course, including the possibility of a failing grade.

### INCOMPLETE GRADE

A temporary neutral mark “I” is given at the discretion of an instructor when, for a legitimate reason, a student cannot complete course requirements in a given semester. Apart from catastrophic circumstances, a student is not eligible for an incomplete if they have not completed at least 60% of their coursework for the semester. Typical instances might be an extended illness or an inability to complete the coursework because of extenuating circumstances. A contract between the instructor and the student will accompany this grade to

indicate the nature of the work to be completed. An Incomplete Grade (I) should not be used as an alternative to a grade of F. An Incomplete Grade must be made up before the seventh week of the next term whether or not the student is subsequently enrolled with Campus or the university. If the grade is not made up by the deadline, it will be changed to the appropriate grade earned in the course at that point.

## **DISABILITY STATEMENT**

Campus-affiliated institutions comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need accommodations must self-identify and submit acceptable documentation to the Office of Disability Services.

Additional information is available from the transcribing college or university.

## **LIBRARY RESOURCES**

Library information for the transcribing college or university will be made available.

## **CREDIT HOUR POLICY - EXPECTATION OF WORK**

In compliance with federal regulations (34CFR 600.2), Campus requires its courses to require a total workload of at least 2250 minutes per credit hour for the typical student. This workload may be comprised of time allocated to direct faculty-student interaction, assigned readings, independent or group assignments, expected study time, or other course-related activities as appropriate to the specific course and determined by the faculty of record.

## **GRADE APPEALS**

In the case of a grade appeal, the student shall be considered to have an authentic grievance when he/she can demonstrate his/her grade for a course has been adversely affected due to certain actions by a faculty member. A grade appeal shall be initiated within ten (10) working days after receipt of the grade or after the beginning of the next academic semester. This period may be extended by the chief academic officer of the transcribing college or university on petition from the student(s) involved. More information concerning this policy and the steps for resolution may be found in the Student Handbook of the transcribing college or university.

## **CAMPUS EDU PRIVACY POLICY**

<https://www.campusedu.com/privacy-policy>.