Cybersecurity Systems Technology

Course Syllabus

Contact Information
Ms. Bates
Office Phone: 757-766-1100, Ext. 3332

Email: kim.bates@nhrec.org

Office Hours: 7:15am - 3:00pm

Course Textbook(s)
- Guide to Cryptography (provided by NHREC), Kim Bates
- Introduction to Cybersecurity, 1st edition (provided by NHREC), Linda Lavender
- Guide to IT Technical Support, 7th edition (provided by NHREC), Jean Andrews

Course Expectations
- Daily attendance is expected
- Absences cannot be avoided
    - All work is online (Google Classroom) and is expected to be completed on time
    - 5+ absences in a 9 week period is an automatic F
    - 3+ tardies in a 9 week period equals 1 absence
    - 12+ absences in a semester is an F
- Read assigned material
- Complete assignments by assigned date and time
- Respect for teacher, self and fellow students

Course Guidelines
- Instruction is delivered in many ways: lecture, classwork, computer-based lab simulations and hands-on labs

- Students are expected to read the assigned material and take notes as needed
- Tests will be every Friday
- Class time is provided for all work, including reading
- Rarely homework, unless not keeping up in class
- 15 minute break is provided approximately half-way through class

Fees

The course fees are mandatory and should be paid within the first 10 days of school. If the fees cannot be paid within the first 10 days, please make arrangements with me so that they are paid by the end of September.

Fee Description	Cost
Activity Fund/SkillsUSA	$17.00
Tool Kit	$13.00
Total Cost	$30.00

Grading Categories

Employability Skills (34%)	Competencies (33%)	Related Instruction (33%)
- Weekly Grade - Daily – 20 points o All or nothing	- Tests - Labs - Simulations - Projects	- Tests - Vocab Quizzes - Classwork - Projects

Grading Scale

10-point scale
- 90-100 (A)
- 80-89 (B)
- 70-79 (C)
- 60-69 (D)
- 50 and below (F)

Late Work/Make-up Work Policy

- All late work will receive a grade penalty of 10% for each day late, up to a maximum of 50%.
- All late work must be turned in before the end of the quarter in which it was assigned.

Attendance Policy

- Five or more unexcused absences within a marking period will result in a grade of 50% for that quarter.
- Twelve or more absences in a semester will result in a grade of 50% for that semester.
- Twenty-four or more absences in a year will result in a grade of 50%.

Student Organization

- SkillsUSA

Credentialing

- Microsoft Technology Associate (MTA)
  - Windows Operating System Fundamentals
  - Networking Fundamentals
  - Security Fundamentals

Canvas Classroom

- All work is submitted in Canvas