



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INCIDENT RESPONSE AND HANDLING

ITSY-2342-H001

JOSHUA SULLWOLD

NOTE: This is a 16-week course.

NOTE: This is a Hyflex course.

INCIDENT RESPONSE AND HANDLING
ITSY 2342 H001

Course Description:

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

Prerequisites and/or Corequisites:

Recommended Prerequisite: ITSY 1342.

Course Notes and Instructor Recommendations:

Students should always use their MCC email to communicate with instructor. **The student is responsible for checking their MCC email and Brightspace every day.**

Instructor Information:

Instructor Name: Joshua Sullwold

MCC Email: jsullwold@mclennan.edu

Office Phone Number: 254 299 8281

Office Location: BT 108

Office/Teacher Conference Hours: See Brightspace for Faculty Schedule

Instructor Correspondence Information: Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Required Text & Materials:

Title: CompTIA Integrated CertMaster Learn + Labs for CySA+ (CS0-003) - Student Access Key

Author: CompTIA

Edition: Exam CS0-003

Publisher: CompTIA

ISBN: 9781642744903

CompTIA Exam Voucher for CS0-003

** This course is all inclusive, which means that your materials costs are included in your tuition. Your materials code will be sent to you from the bookstore via email. However, the Exam Voucher either must be picked up in person from the bookstore or you must contact the

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bookstore and request that they send it to you via mail. If you pick it up from the bookstore, go to the very back where the half door is and ask for it there.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

The course uses reading, practice tests, performance based questions, lab exercises, discussions, an exam, and a capture the flag competition to instruct and analyze student mastery over the information and skills. You will complete the CompTIA certification exam for the final in this course.

The CIS department has online, hybrid, and hyflex courses that are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is an hyflex class, which may will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

Course Objectives and/or Competencies:

Identify sources of attacks; restore the system to normal operation; identify and prevent security threats; perform a postmortem analysis; identify computer investigation issues; and identify the roles and responsibility of the incident response team.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to

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complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

This course will be conducted as a "hyflex" class. What does that mean exactly, and how does that impact you as a student? It means that you will have several options for "attending" the course, such as:

In Person. Come to class, as you would for any other regular class.

Zoom. Log into Zoom using the link provided under content in the Zoom section on Brightspace to attend class via Zoom during class hours.

Online. On your own time. (No trips to campus required)

Regardless of the class attendance option(s) you choose, you must submit work by its deadline each week. **Attendance will be taken via weekly discussion posts.** All tasks must be completed by all students regardless of attendance method unless indicated otherwise in each topic's link.

Whatever choice you make for attendance is not set for the remainder of the semester. For example, you may attend a class session on campus on the first class day of the week but choose to complete assignments on your own instead of attending the second class day of the week. In other words, the choices are up to you each week; however, I would urge you to consider how you learn best as a student in making this decision. Students often work best by establishing a steady, regular routine.

Course Outline or Schedule:

PLEASE NOTE! This schedule is tentative and subject to changes under extenuating circumstances. You will be notified of any change to the schedule via Brightspace announcement.

Week	Reading	Assessments Due	NCL
Week 1	Orientation Lesson 1	Orientation Quiz, Intro Post L1-Assignment, Week 1 Post	
Week 2	Lesson 2	L2-Assignment, Week 2 Post	

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Week 3	Lesson 3 Lesson 4	L3-Assignment, Week 3 Post L4-Assignment	
Week 4	Lesson 5	L5-Assignment, Week 4 Post Sign up for CompTIA Exams	Registration/ Gym Opens
Week 5	Lesson 6 Lesson 7	L6-Assignment, Week 5 Post L7-Assignment	
Week 6	Lesson 8	L8-Assignment, Week 6 Post	
Week 7	Lesson 9	L9-Assignment, Week 7 Post	
Week 8	Lesson 10 Lesson 11	L10- Assignment, Week 8 Post L11-Assignment	
Spring Break	Break		
Week 9	Lesson 12	L12-Assignment, Week 9 Post	
Week 10	Lesson 13	L13-Assignment, Week 10 Post	
Week 11	Lesson 14	L14-Assignment, Week 11 Post	Practice Game
Week 12	Review	Study 1-4, Week 12 Post	Individual Game
Week 13	Review	Study 5-8, Week 13 Post	
Week 14	Review	Study 9-12, Week 14 Post	Team Game
Week 15	Review	Study 13, 14, CERTIFICATION EXAM Week 15 Post	NCL Project Due
Week 16		CERTIFICATION EXAM	

***See Brightspace for details on each assignment including due dates and times.**

** Important Calendar Items/Dates:

- **Spring Break: March 10th - 14th**

View important college dates here: <https://mclennan.edu/calendar.htm>

Course Grading Information:

The grade will be calculated by taking an average of each of the Lesson Assignments (60%), Discussion Posts (20%), NCL (10%), and Final Exam (10%). The average of each section is added to the total to determine your final grade for the course. Students will earn grades based upon performance level of assigned material.

All coursework must be submitted through Brightspace. Grades for coursework will be recorded and maintained in Brightspace. Grades and assignment feedback will be officially documented no later than two weeks following the due date. Should you have any questions regarding grades

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or feedback you have received, please contact the instructor immediately through office hours, email, or other official methods detailed in Brightspace.

The penalty for violation of academic honesty is removal from the course with a grade of F and an incident report to college administration. Cheating is when someone other than you completes your assignments. Plagiarism is when someone copies information from an external source and presents it as original work (including the use of AI).

Grade Composition:

Lesson Assignments	60%
Discussion Posts	20%
NCL	10%
Final Exam	10%

Grading Scale:

90-100	A
80-89	B
80-79	C
60-69	D
0-60	F

Late Work and Make Up Work Policies:

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, or (3) an illness or a death in the immediate family. It is the instructor's prerogative whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Finally, due dates will not be modified by absences. Due dates will be clearly shown in Brightspace for each week.

Students will be allowed to submit their assignments within 48 hours of the original due date without penalty. Following the grace period, late assignments will incur a 10% penalty for each day the assignment is late. Late assignments exceeding 7 days past the original due date will no longer be excepted unless circumstances included within exceptional circumstances occur (see below for more details on exemptions).

Students should plan ahead in the event of a scheduled absence from class by informing the instructor at least one week in advance and agree on an assignment completion plan. Should

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unplanned absences due to exceptional circumstances occur, students should catch up immediately on missed assignments. Students should communicate with their instructor immediately and will have the number of days late plus one to turn in make-up work.

Exceptional circumstances include severe illness, family emergencies, or other exceptional circumstances may warrant an extension without penalty, at the instructor's discretion. Documentation may be required upon request by the instructor.

Students must email the instructor or speak with them in-person as soon as possible before the assignment is due, clearly stating the reason for the delay and providing supporting documentation if possible. The instructor will respond within 48 hours, granting or denying extensions or exceptions and outlining and revised expectations if applicable.

Student Behavioral Expectations or Conduct Policy:

Students are required to adhere to the General Conduct Policy in the Highlander Guide. Students are expected to maintain an attitude which respect their fellow learners and the instructor through regular attendance, and an attitude seeking to take full advantage of the education opportunity.

All students will be treated as adults, which means you are ultimately responsible for your education. To be successful in this course it is crucial that you as the student carry through with your responsibilities of learning and applying the material.

Keys to being successful in this class are:

- Read and follow the Syllabus.
- Check MCC student email regularly.
- Stay updated on course material including readings, assignments, and chapter quizzes.
- Study appropriately.
- Be responsible and accountable.
- Devote appropriate time to this course to complete all necessary material.
- Contact instructor with any questions, issues, or concerns.
- Be professional, and respectful to fellow learners and the instructor.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

07/02/2024



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122 Room
319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.