



Cuyahoga Community College
 School of Advanced Manufacturing, Engineering & Computer Science
Distance Learning

ZSCR 1028 – Introduction to Cybersecurity and Airport Administration (41167)
Continuing Education

Revision 2025-05-05

Faculty Information

Faculty	Matt Crowley, PhD, CISSP, CCSP, CM Bill Wichert, MSc, MBA, MCSE
Office	Virtual
Phone	WebEx
Email	matthew.crowley@tri-c.edu and bill.wichert@tri-c.edu
Office Hours	Virtual, by appointment only.

Course Information

Course Title	ZSCR 1028 – Introduction to Cybersecurity and Airport Administration
Class Type	Online Blended
Prerequisites	CSAAP program acceptance
Drop Date	No Drop Dates
Credit Hours	4 (Equivalent hours; non-credit course)
Lecture Hours	3 (Equivalent hours; non-credit course)
Lab Hours	2 (Equivalent hours; non-credit course)

Catalog Description: This course provides a comprehensive review of cybersecurity in the airport environment and its impact on general airport management. Students will learn how to protect sensitive financial data, administrative systems and stakeholder communication channels from cyber threats. The course covers topics such as securing financial transactions, ensuring compliance with federal cybersecurity regulations, protecting commercial development and property management data, and managing cybersecurity risks in capital improvement projects.

Required Instructional Policies: Tri-C has moved to a common link for all required instructional policies. You can find them here: <https://www.tri-c.edu/student-resources/curriculum/documents/syllabus-part-b.pdf>

Course Delivery Mode: This course is delivered online in a blended format. Tests may be online or in a suitable proctored environment. Contact the instructor for details about on-ground testing.

Prerequisites & Corequisites: CSAAP program acceptance

Text(s): AAAE CM Handbook

Course Outcomes and Objectives: Upon satisfactory completion of this course a student should be able to perform the following outcomes and supporting objectives:

1. Apply knowledge of advanced network security principles to mitigate security threats to network by utilizing secure design, management, and reporting.
 - (a) Describe the security threats facing modern network infrastructures
 - (b) Implement Authentication, Authorization, and Accounting (AAA).
 - (c) Mitigate threats to networks using Access Controls.
 - (d) Demonstrate methods used to Implement secure network design, management, and reporting.
2. Utilize the tools and understand the configurations necessary to secure a network.
 - (a) Implement Authentication, Authorization, and Accounting (AAA).
 - (b) Mitigate threats to networks using Access Controls.
 - (c) Demonstrate methods used to implement secure network design, management, and reporting.
 - (d) Mitigate common attacks.
 - (e) Explain the Incident Response Process.
 - (f) Discuss organizational compliance and assessment related to security.

Official Course Outline: This is a non-credit course without an official Tri-C course outline at this time.

Methods of Evaluation and Grading Policy: A student's grade will be calculated by taking the number of points a student has received and dividing by the total possible number of points.

Method	Available	Counted	Exempted	Points Per	Total Points	Approx. %
Discussions	6	5	1	20	100	25%
Quizzes	6	5	1	20	100	25%
Papers	5	4	1	25	100	25%
Final Project	1	1	0	100	100	25%
Total					400	100%

The "available" column represents the number of assignments available to a student. The "counted" column represents the number of assignments that will be counted for a grade. The "exempted" column represents the number of assignments that will be exempted from a student's final grade out of the total available assignments in a category.

The points for each evaluation are subject to change. As such, the overall point values and approximate percentages may change. A student can always take the total amount of points

that a student has earned and divide by the total number of points possible to determine where a student stands or to perform what-ifs for future assignment grades.

The grade in the learning management system may not be accurate at any given time. It is up to each student to manually keep track of that student's grades during the semester. The professor will attempt to keep scores up to date. However, real-time calculation of scores is each student's responsibility.

Course Schedule: The following schedule will be used for this course. Please make sure to read and understand the cadence. This schedule is tentative and subject to change at the discretion of the faculty member. All changes will be announced in the learning management system.

Week	Dates	Topic(s)	Assessment(s)
1	5/5 to 5/11	Introduction to Airports, Administration, and Cybersecurity Fundamentals	Discussion Quiz Paper
2	5/12 to 5/18	Airport Planning, Design, Construction, and Environmental Cybersecurity	Discussion Quiz Paper
3	5/19 to 5/25	Airport Operations, Safety Certification, and Airfield Maintenance Cybersecurity	Discussion Quiz Paper
4	5/26 to 6/1	Airport Security, Emergency Management, and Communications Cybersecurity	Discussion Quiz Paper
5	6/2 to 6/8	Airport Finance, Business Operations, and IT Cybersecurity	Discussion Quiz Paper
6	6/9 to 6/15	Communications, Community Relations, Air Service Development and Future Trends	Discussion Quiz Final Project

Grading Scale: This course uses a fixed grading scale for midterm and final course grades. A student's grade will be determined by this grading scale. No grades will be rounded or changed unless otherwise specified in this syllabus or via course communication

Letter Grade	Percent Range
A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	Under 60%

Final grades will not be rounded up to the nearest percentage. A student's final percentage score in the learning management system will be used for determining the letter grade that a student will receive on their transcript.

Course Late and Missed Work Policy: Submission of material by due dates is important for this course and an important skill to learn for a student's professional career. No late work will be permitted without approval from the instructor. No late work will be accepted after the end of the course.

Course Time Zone Policy: Due dates for this course are provided based on the time zone in which the college resides. Cuyahoga Community College is in the Eastern time zone. As such, all due dates are in Eastern time. Students that are outside of the time zone are expected to adjust accordingly so that due dates are not missed. There will be no exception to this policy.

Course Participation and Administrative Withdrawal Policy: Students are expected to regularly participate in the course. A student in this course is required to perform the following tasks during the first two weeks of the course: Students that do not meet all of these requirements will be dropped (administratively withdrawn) by the professor for non-attendance. Exceptions to this policy will only be granted to students if enrollment occurs after the first day of class. A student joining the class after the start date will be subject to custom attendance requirements to remain in the class. This course-specific policy supersedes language in the Withdrawal Statement of the syllabus in case of conflict.

Group Project Policy: This course may contain one or more group projects. Group projects are important for building the professional and social skills required to work in an information technology environment. The goal of these projects are to ensure students are prepared for careers in the field by testing mastery of content through a complete demonstration of skills obtained in the course.

All students are required to participate in group projects except for students providing a letter from Student Accessibility Services explicitly requesting individual evaluation.

All members in a group project will receive the same grade on group assessments. However, all students in a group project will need to report on the level of contribution of other members. The professor will evaluate these surveys and adjust project grades for any student that the professor finds did not meaningfully contribute to the project. These grade adjustments will be outside of the posted project rubric and will apply to the final project score. Any adjustment is at the discretion of the professor. Students who do not participate will receive a zero score.

If a project has multiple parts (as defined by separate graded items in the course's learning management system website), students must meaningfully contribute to all parts of the project. Groups may delegate work as they choose within the context of an individual project part; however, a multi-part project requires full participation by each group member in each separate part. If a student does not meaningfully contribute to any single part of the project, the overall project grade will be adjusted accordingly. Any adjustment is at the discretion of the professor.

Per the syllabus, students who receive a zero score due to lack of contribution on a final project will receive a F grade for the course.

Course Communication Policy: Please take note of the following policies regarding communications in this course. This sets expectations for how students will communicate with the professor.

1. Students will not expect the professor to respond to email on weekends, college holidays, college breaks, or when the professor is using leave time. Please respect the fact that this is the professor's job and he needs to maintain a work-life balance just as the student does.
2. All communication to the professor must be done through Tri-C email. Brightspace messaging is not used in this class and messages sent through this system may not be seen as it is not monitored.
3. Students will put the following at the start of the subject of an email and as first line of their email body: [CSAAP 41167]
 - (a) This allows the professor to easily determine what course you are in and provide a quicker response.
4. Students will send professional emails. This requires a greeting, body, and signature. Emails are not text messages.
5. The professor's contact information can be found at the beginning of the syllabus.
6. All emails must be sent using a student's official Tri-C school email address.
7. Emails from personal addresses will be ignored as student identity cannot be verified.
8. Emails from parents or others sent on behalf of a student will be ignored unless a FERPA waiver is supplied through standard Tri-C protocols.
9. Emails will be responded to within two business days. Weekends or holidays may extend this time.
10. Content and assignment questions may not be answered on weekends or holidays.
11. Students will not call or send text messages to the professor's personal phone numbers.

Course Artificial Intelligence (AI) Policy: Any student found to have committed or to have attempted to commit any act of dishonesty, including cheating, plagiarism, or other forms of academic dishonesty, is subject to the disciplinary sanctions outlined in the Student Judicial System. Refer to the Student Conduct Code 3354:1-30-03.5 and Student Judicial System 3354:1-30-03.6 for more information about violations and College disciplinary procedures. The Student Conduct and Academic Honor code can be accessed via My Tri-C Space on the Student Services tab. The policies are in the College Guidelines channel near the bottom of the page.

1. Penalties for Academic Dishonesty are defined in the Student Judicial System 3354:1-30-03.6 - (D) Sanctions.
2. Plagiarism as Academic Dishonesty is defined in Tri-C Student Handbook via My Tri-C Space on the Student Services tab under College Guidelines.
 - (a) Plagiarism is the act of borrowing another writer's words or ideas without properly citing the original source, both in the text and on a reference page or works cited page. Writers must cite the original source when they are using a direct quotation from another source and/or when they are summarizing or paraphrasing another writer's idea in a source. Sources can be written, visual, spoken, and take many forms. Exact wording used from another source must be enclosed in quotation marks and cited in the paper. Paraphrased or summarized ideas from another source must be cited in the paper. Both

instances require an entry on a works cited page at the end of the paper. Ethical use of sources is a key aspect of this course.

- (b) In this course, output from Artificial Intelligence (AI), chat bots, and Large Language Models (LLMs) are not considered citable works. Citations referring to output from these systems will constitute plagiarism.
3. Using AI to write student work constitutes plagiarism. Use of chat bots (such as ChatGPT), LLMs, and AI systems to create submitted content will not be tolerated in this course. While these tools may be used as learning resources, they cannot be used to generate student work. By remaining in this course, a student consents to all papers and/or assignments being run through AI detectors and for the results from these detectors to be used as proof of academic dishonesty during grade determination and disciplinary action.
 - (a) All writing assignments (including, but not limited to: discussion boards, essays, and projects) may be evaluated using an AI detector.
 - (b) Students that do not submit an assignment for AI detection when such a submission is requested will automatically receive a zero for that assignment.
 - (c) If a student submits an assignment under the required word count for an assignment and that insufficient submission results in the assignment not receiving an AI score by the AI detector, that student will receive a zero score for that assignment. However, this will not be considered an action of academic dishonesty.
 - (d) Assignments with an AI detection score greater than or equal to 75% will trigger a manual review by the professor. The professor will assign a zero score pending an optional meeting that a student must request via email within one week of receiving the grade. If a student does not request a review meeting within this time period, the zero score will stand.
 - (e) Determination of AI use on a final assessment will result in an automatic zero on the final assessment. For final assessments with multiple parts, this will result in zero for all parts of the final assessment. In this class, a zero on the final assessment will result in an F for the course.
 4. The first instance of academic dishonesty will result in a student receiving a zero on the assignment. The professor reserves the right to submit a failing course grade if the first instance is intentional and blatant (including, but not limited to: purchasing a paper online, copying/pasting, or submitting work for this course that is being submitted or has been submitted to another course or another section of this same course).
 5. A second occurrence of any kind will result in a failing course grade being assigned to a student and that student will be referred to the Dean of Student Affairs for further disciplinary action.

Course Syllabus Exception Policy: The professor recognizes that certain situations may arise that require exceptions to the policies in this syllabus. The professor reserves the right to grant an exception to any syllabus policy in the case of exceptional circumstances in order to achieve equity for students and promote student success.

Academic Credit: Academic Credit According to the Ohio Department of Higher Education, one (1) semester hour of college credit will be awarded for each lecture hour. Students will be expected to work on out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class

activity. For laboratory hours, one (1) credit shall be awarded for a minimum of three laboratory hours in a standard week for which little or no out-of-class study is required since three hours will be in the lab (i.e. Laboratory 03 hours). Whereas, one (1) credit shall be awarded for a minimum of two laboratory hours in a standard week, if supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following up the laboratory experience (i.e. Laboratory 02 hours). Credit is also awarded for other hours such as directed practice, practicum, cooperative work experience, and field experience. The number of hours required to receive credit is listed under Other Hours on the syllabus. The number of credit hours for lecture, lab and other hours are listed at the beginning of the syllabus. Make sure you can prioritize your time accordingly. Proper planning, prioritization and dedication will enhance your success in this course. The standard expectation for an online course is that you will spend 3 hours per week for each credit hour. Courses offered in other part of terms (e.g. 14-week, 8-week, flexibly scheduled, etc.) ensure equivalent workloads. Students should prioritize their time accordingly, particularly when taking part of term courses.

Supplemental Help: There is a tutor available at most campuses. For information, please contact your campus tutoring center for available hours: <http://www.tri-c.edu/tutoring/>.

Technical Help: If you experience a technical problem, you should call the 24/7 Customer Care Technical Support at 216-987-HELP to receive technical phone support in the following areas:

- Blackboard
- Internet Explorer
- Login issues (password resets) for My Tri-C Space
- Microsoft Office (Word, Excel, PowerPoint)
- Navigation of My Tri-C Space
- Tri-C email

Some technical support issues may not be able to be resolved over the phone. While the Customer Care Technical Support team will work diligently to assist students, it is possible that personal computer problems may require the student to contact outside technical support for assistance.

There are computers available for student use at each Campus Technology Learning Center (TLC) and your local public library. These resources should be used to keep up with your coursework while you work to resolve a computer problem.

Incompletes/Grading System: Instructors determine grades, subject to the College's policies and procedures. A notation of "I" indicates that a student has not completed all course requirements as a result of circumstances judged by the instructor to be beyond the student's control. Failure to complete such requirements no later than the end of the fifth full week of the next semester will result in an "F" (Failing) grade.

Pass/No Pass Statement: An alternative to a letter grade called Pass/No Pass grade options allows students who want to explore a discipline and/or course to register without the penalty of a grade impacting their grade point average.

A student can elect up to 12 credits taken Pass/No Pass to fulfill degree requirements at

Cuyahoga Community College. Whereas, audited courses do not count, students may select up to 12 credits of Pass/No Pass that may transfer to another college or university as electives.

Some restricted/selective admission program courses require traditional letter grades for their core requirements. Students are responsible for consulting with their program manager or counselor to determine Pass/No Pass grading options. Once you have registered for a course and select the Pass/No Pass grade options you cannot convert back to a traditional grade option nor can you change a traditional letter grade to a P/NP option for a particular course after the 100% refund period.

International students and Post-Secondary Enrollment Options program students are not eligible to utilize the Pass/No Pass option. Courses taken Pass/No Pass count toward financial aid enrollment requirements.

Withdrawal Statement: Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Tri-C is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first two weeks of a semester, instructors may report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw, using the appropriate Tri-C form, from any class which she/he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

Recycling on Campus: Please use the recycling bins located on campus to dispose of your cans, bottles, and paper. Do not place trash or non-recyclable materials into the recycling bins. Be a part of this important effort to conserve resources and reduce pollution.

Netiquette:

- *etiquette n.* forms of proper or polite behavior in society; good manners
- *net n.* an abbreviation for internet
- *netiquette n.* proper or polite behavior on the internet

Communication is very important to a course. To maintain a positive online environment, each of us is expected to follow the following netiquette guidelines. Be advised that rules for student conduct apply in the online environment. Any use of electronic communication on Tri-C's network, which includes Blackboard, Tri-C email, etc. for flaming or other kinds of harassment may be treated as a student conduct violation in the Student Handbook (accessible via My Tri-C Space <https://my.tri-c.edu/> on the Tri-C Life tab).

- Show respect for the instructor, other students, and for the privacy of those in the online environment. Nothing threatening is ever appropriate.
- Express differences of opinion in a polite and rational way, maintaining a supportive academic environment.
- Stay focused by avoiding irrelevant topics in discussion or collaborative activities
- Use proper capitalization and punctuation rules. Use of all uppercase in a message is the equivalent of shouting and is considered offensive.

(Adapted from Barrington 220 Community Unit School Netiquette Policy)