

Glendale College

Course Outline of Record Report

Course ID 010785

Created - May 2025

STV162 : Cybersecurity for the Small Office / Home Office

General Information

Author:	<ul style="list-style-type: none"> Christopher Wilson
Course Code (CB01) :	STV162
Course Title (CB02) :	Cybersecurity for the Small Office / Home Office
Department:	STV
Proposal Start:	Winter 2026
TOP Code (CB03) :	(0708.00) Computer Infrastructure and Support*
CIP Code:	(11.1003) Computer and Information Systems Security/Auditing/Information Assurance.
SAM Code (CB09) :	D - Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	05/28/2025
Board of Trustees Approval Date:	07/08/2025
Last Cyclical Review Date:	05/28/2025
Course Description and Course Note:	STV 162 introduces students to basic cybersecurity practices for securing small office and home office environments. Topics include basic computer security, VPNs, multi-factor authentication, protecting data with encryption, password managers, social engineering awareness, and user account security. Students gain practical skills to be used in the workplace to protect their data, devices, and online identity from common cyber threats. Lecture/Demonstration 16 hours. Note: This course is Pass/No Pass only.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none"> Noncredit
Mode of Delivery:	<ul style="list-style-type: none"> In-Person Remote Hybrid
Author:	<ul style="list-style-type: none"> Christopher Wilson
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

File Upload

File Upload

No Value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	16
Total Course Out-of-Class Hours	0
Total Student Learning Hours	16

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	16	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	16
Laboratory	0
Studio	0
Total	16
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Advisory

STV70 - Introduction to Computers

Objectives

- Describe basic functions of computer hardware.
- Describe the basic components of a computer.
- Define software components including operating systems.
- Use proper computer terminology.
- List major computer peripherals and their functions.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation

Upload Statistical Validation and/or other documents (if necessary)

No Value

Specifications

Methods of Instruction

Methods of Instruction	Demonstrations
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Methods of Instruction	Discussion
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Methods of Instruction	Lecture
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Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Exam/Quiz/Test	Check for understanding with multiple choice and scenario based quiz after each module
Evaluation	Summative multiple choice evaluation conducted at end of course to assess overall learning

Textbook Rationale
No Value

Textbooks				
Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials (i.e. OER, handouts)	
Description	Materials developed by the instructor, including presentations, handouts, and other resources. Content to be drawn from current cybersecurity topics and best practices.
Author	Various
Citation	No value
Online Resource(s)	No value

Learning Outcomes	
Course Objectives	
Identify common cybersecurity threats affecting the small office and home office environment, including phishing, ransomware, and social engineering attacks.	
Implement secure authentication methods including multi-factor authentication (MFA) and password managers.	
Encrypt sensitive data using encryption tools and virtual private networks.	
SLOs	
Demonstrate understanding of basic cybersecurity concepts.	Expected Outcome Performance: 0.0
Protect account integrity by using effective and secure account authentication methods.	Expected Outcome Performance: 0.0
Protect sensitive data through encryption and secure storage methods.	Expected Outcome Performance: 0.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction to Cybersecurity & Threats (4 Hours)

- Understanding small office/home office cybersecurity risks, including phishing, ransomware, and social engineering.
- Securing small and home offices with VPNs, router security, and Wi-Fi encryption.
- Securing online accounts with strong passwords, password managers, and multi-factor authentication.
- Recognizing and avoiding malicious email and text-based threats.

Authentication & Device Protection (4 Hours)

- Implementing secure authentication methods, such as Windows Hello and security keys.
- Encrypting sensitive data using Word, Excel, 7Zip, VeraCrypt, and BitLocker.
- Protecting systems with Microsoft Defender, third-party antivirus software, and malware detection.
- Configuring mobile device security for secure authentication and safe application use.

Safe Online Practices, Online Privacy & Social Engineering Awareness (4 Hours)

- Preventing identity theft and social engineering attacks.
- Practicing safe browsing, managing cookies, and blocking trackers.
- Examining various browsers and their individual privacy and security features.

Cybersecurity Maintenance & Best Practices (4 Hours)

- Performing regular security maintenance and enabling automatic software updates.
- Creating a personal cybersecurity plan to strengthen long-term security.
- Reviewing key security concepts, answering questions, and reinforcing best practices.
- Exploring free cybersecurity tools and additional resources for continued learning.

Total Hours: 16

Additional Information**Repeatability**

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

No

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value