

# COURSE SYLLABUS

## COM 312: Ethics, Policies, and Procedures for Software Developers

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### Course Description

Students will learn the importance of developing an information security documentation program and how to develop and implement effective policies and procedures. The course focuses on technology writing, legal and ethical issues, fair use policies, information protection, policy development, standards, information classification, and security checklists

### General Course Information

Number of Units/Weeks	4/10
#Hours Lecture/#Hours Laboratory/#Hours Homework	40/00/80
Prerequisite(s)	COM302
Co-requisites (s)	None
Course Developer(s)	Chris Cockrum, MS
Date Approved / Last Review	May 2011 / October 2014

### Learning Outcomes

Upon completion of the course, student will be able to:

- Describe methods of creating effective policies.
- Discuss the legal and ethical issues involved in creating security policies.
- Utilize online resources to gather templates and exemplars of existing policy statements.
- Create relevant computer security policies including an “acceptable use” policy.
- Research and write a position paper on a technological topic.

### Instructional Methods Employed in this Course

A number of instructional/learning methods are employed in this course, including the following:

- Lecture and reading assignments
- Hands-on exercises and labs
- Student presentations
- Team environment
- Practical application of theory and skills in authentic design projects
- Build on prior knowledge and experience of students to enhance richness of class activities.

## Information Resources for this Course



### Textbook

Greene, Sari Stern. Security Policies and Procedures: Principles and Practices. Prentice Hall, 2006. ISBN-13: 978-0131866911.



### Web Site Readings

<http://www.mindtools.com> (General Professional and Leadership Development site)

The SANS Institute Web Site: Reading Room

<http://www.sans.org/rr>

SANS Security Policy Project:

<http://www.sans.org/resources/policies>

The Windows Security Web Site:

<http://www.windowsecurity.com>

Network Security Library:

<http://www.windowsecurity.com/whitepaper>

Stealth-ISS Security Compliance Page:

[https://www.stealth-iss.com/security/security\\_compliance.html](https://www.stealth-iss.com/security/security_compliance.html)

The Purdue University Online Writing Lab

<http://owl.english.purdue.edu/>

## Table/Topics & Assignments

### Types of Assignments:

#### Lecture -

Considered Lecture Hours

#### Classroom Discussion -

Considered Lecture Hours

#### In Class Critique -

Considered Lecture Hours

#### Delivering Oral Presentations -

Considered Lecture Hours

#### In Class (IC) Exercise -

Considered Lecture Hours

#### Reading -

Considered Homework (HW), work done outside of class

#### WebClass lesson (non-online courses) -

Considered Homework (HW), work done outside of class

#### Lab Work -

Considered Lab Hours

**Quiz, Midterm or Final -**  
Considered Lecture Hours

Week 1						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 1A	Policy Defined	2	--	--	--	
LEC 1B	Elements of a Policy	2	--	--	--	
IC EX 1A	First Week's Attendance	--	--	--	10	
HW 1A	Read Chapters 1&2 (59 pages)	--	--	5.9	--	
HW 1B	Writing Assignment 1: Write a two-page policy statement on illegally downloading materials in your workplace.	--	--	1	90	Start of Week Two
Total Week 1		4	0	6.9	100	
Week 2						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 2A	Information Security Framework	2	--	--	--	
LEC 2B	Security Policy Documents and Organizational Security Policies	2	--	--	--	
HW 2A	Read Chapters 3 and 4 (51 page)	--	--	5.1	--	
HW 2B	Writing Assignment 2: Write a two-page "acceptable use" policy for your workplace.	--	--	1	100	Start of Week Three
Total Week 2		4	0	6.1	100	
Week 3						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 3A	Asset Classification	2	--	--	--	
LEC 3B	Personnel Security	2	--	--	--	
HW 3A	Read Chapters 5 & 6 (67 pages)	--	--	6.7	--	

HW 3B	Writing Assignment 3: Write a two-page Personnel Security Policy for your workplace.	--	--	1	100	Start of Week Four
Total Week 3		4	0	7.7	100	
<b>Week 4</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 4A	Physical and Environmental Security Policies and Procedures	2	--	--	--	
LEC 4B	Communications and Operations Management	2	--	--	--	
HW 4A	Read Chapters 7 & 8 (85 pages)	--	--	8.5	--	
Total Week 4		4	0	8.5	--	
<b>Week 5</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 5A	Review and discussion	3	--	--	--	
HW 5A	Review Text Materials (177 pages)	--	--	13	--	
EXAM 5A	Examination	1	--	--	250	
Total Week 5		4	0	13	250	
<b>Week 6</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 6A	Access Control	2	--	--	--	
LEC 6B	System Development and Maintenance	2	--	--	--	
HW 6A	Read Chapters 9 & 10 (79 pages)	--	--	7.9	--	
HW 6B	Research Project: Write a 5-7 page research paper on the ethical and legal issues involved in computer security policy-making. Include two online references.	--	--	4	200	Beginning of Week Nine
Total Week 6		4	0	11.9	200	
<b>Week 7</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due

LEC 7A	Business Continuity Management	2	--	--	--	
LEC 7B	Regulatory Compliance for Financial Institutions	2	--	--	--	
HW 7A	Read Chapters 11 & 12 (73 pages)	--	--	7.3	--	
Total Week 7		--	0	7.3	--	
<b>Week 8</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 8A	Regulatory Compliance for Healthcare Compliance	2	--	--	--	
LEC 8B	Information Security Regulatory Compliance for Critical Infrastructure	2	--	--	--	
HW 8A	Read Chapters 13 & 14 (57 pages)	--	--	5.7	--	
Total Week 8		4	0	5.7	--	
<b>Week 9</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 9A	Security Policies and Practices for Small Businesses	2	--	--	--	
HW 9A	Read Chapter 15 (43 pages)	2	--	4.3	--	
Total Week 9		4	0	4.3	--	
<b>Week 10</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 10A	Review and Discussion	3	--	--	--	
HW 10A	Review of Text Materials (337 pages)	--	--	12.6	--	
EXAM 10A	Examination	1	--	--	250	
Total Week 10		4	0	12.6	250	

## Course Hours Summary

Week	Topic	LEC Hours	LAB Hours	HW Hours
1	Policy Definition and Elements	4	--	6.9
2	Security Frameworks, Documents, and Policies	4	--	6.1
3	Assets Classification and Personnel Security	4	--	7.7
4	Physical & Environmental Security/Ops Mgmt	4	--	8.5
5	Midterm	4	--	13
6	Access Control & System Development/Maint.	4	--	11.9
7	Continuity Mgmt/Regulatory Compliance (Fin)	4	--	7.3
8	Compliance for Health and Critical Infrastructure	4	--	5.7
9	Security Policies for Small Business	4	--	4.3
10	Final Exam	4	--	12.6
Total		40	0	84

## Table/Point Breakdown

Week	Assignment	Possible Points	Percent of Grade
1	First Week's Attendance	10	1%
1	Writing Assignment 1: Download Policy	90	9%
2	Writing Assignment 2: Acceptable Use	100	10%
3	Writing Assignment 3: Personnel Sec.	100	10%
5	Midterm	250	25%
6	Research Project: Ethical and Legal Issues	200	20%
10	Final Exam	250	25%
Total		1000	100%

## Your Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

### **Coleman University Grade Assignment Policy:**

<b>Percent</b>	<b>Letter Grade</b>	<b>Grade Points</b>
94-100	A	4
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1
60-63	D-	0.67
N/A	INC	0
N/A	W	0
60 or above	CR	0
59 or below	NC	0
N/A	I	0
N/A	W	0
N/A	AU	0
N/A	TR	0
N/A	WV	0

<b>Legend</b>	
CR = Credit	NC = No Credit
I = Incomplete	W = Course Withdrawal
AU = Audit	TR = Transfer Credit
WV = Waiver	

### **Academic Accommodation / Adjustment Policy:**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations should contact the campus ADA Coordinator at 858-966-3953 or via email at [ada@coleman.edu](mailto:ada@coleman.edu). The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.