

SEC210: Ethics, Policies and Procedures

Course Syllabus

Course Description

In this course you will learn the importance of implementing an information security documentation program. You will learn how to develop and deploy effective policies and procedures for a corporation. You will maximize your ability to create effective and relevant policies in the technology, legal, ethical, and administrative areas.

General Course Information

Number of Units/Weeks	4/10
#Hours Lectures/#Hours Laboratory/#Hours Homework	40/00/80
Pre-requisite(s)	SEC200
Co-requisite(s)	None
Course Developer	Lydia Zeman, MS
Date Approved/Last Reviewed	December, 2016

Learning Outcomes

- You will be able to implement cybersecurity knowledge into security policies
- You will be able to develop clear and concise security policies
- You will gather information to create relevant security policies
- You will assess current security policies effectiveness against common threats
- You will develop oral communication skills necessary for effective communication
- You will be able to critically evaluate security policies and provide feedback

Instructional Methods Employed in this Course

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

- Lecture and reading assignments
- Research projects
- Real-world events analysis
- 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. (2014). Security Program and Policies: Principles and Practices. Pearson Education.

Supplemental

- Quinn, Michael J. (2014). Ethics for the Information Age. Pearson Education.

Web Site Readings

MindTools Management and Leadership Training Online

<http://www.mindtools.com>

The Windows Security Web Site:

<http://www.windowsecurity.com>

The Purdue University Online Writing Lab

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

Krebs on Security: In-depth security news and investigation

<http://krebsonsecurity.com/2015/09/inside-target-corp-days-after-2013-breach/>

The Open Web Application Security Project (OWASP)

https://www.owasp.org/index.php/How_to_write_insecure_code

Computer Incident Response Team: CSIRT Sample Policies

http://csirt.org/sample_policies/index.html

CSO from IDG

<http://www.csoonline.com/article/3019126/security/security-policy-samples-templates-and-tools.html>

SANS Information Security Policy Templates

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

The IT donut resources for your business

<http://www.itdonut.co.uk/blog/2014/05/free-it-policy-templates-now-available>

California Department of Technology

<http://www.cio.ca.gov/OIS/Government/library/samples.asp#Policy>

Table/Topics & Assignments

Type of assignments:

- Lecture - considered lecture hours
- Classroom discussion (CD) – considered lecture hours

- In-class (IC) exercise - considered lecture hours
- Delivering oral presentations – considered lecture hours
- Homework (HW) exercise – considered enhanced learning project (ELP), work done outside class
- Reading – considered enhanced learning project (ELP), work done outside class
- Quiz, Midterm or Final – considered lecture hours

Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 1A	Understanding Policy (Greene)	1				
LEC 1B	Policy Elements and Style (Greene)	1				
LEC 1C	Networked Communications (Quinn)	1				
IC Exercise	Creation of a policy	1				
HW 1A	Read Chapters 1&2 (Greene, 40 pgs)			4		
HW 1B	Ethics Quiz			2		
HW 1C	Writing Assignment 1			2	50	Week 2
Total Week 1		4	0	8	50	
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 2A	Information Security Framework (Greene)	1				
LEC 2B	Governance and Risk Management (Greene)	1				
LEC 2C	Intellectual Property (Quinn)	1				
IC Exercise	Creation of a policy and peer review	1			20	In class
HW 2A	Read Chapters 3&4 (Greene, 39 pgs)			4		
HW 2B	Ethics Quiz			2		
HW 2c	Writing Assignment 2			2	50	Week 3
Total Week 2		4	0	8	70	
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 3A	Asset Classification (Greene)	1				
LEC 3B	Human Resources Security	1				

	(Greene)					
LEC 3C	Information Privacy	1				
IC Exercise	Creation of a policy	1			20	In class
HW 3A	Read Chapters 5&6 (Greene, 40 pgs)			4		
HW 3B	Ethics Quiz			2		
HW 3C	Writing Assignment 3			2	50	Week 4
Total Week 3		4	0	8	70	

Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 4A	Physical and Environmental Security (Greene)	1				
LEC 4B	Communications and Operations Security (Greene)	1				
LEC 4C	Privacy and the Government (Quinn)	1				
IC Exercise	Creation of a policy and peer review	1			20	In class
HW 4A	Read Chapters 7&8 (Greene,49 pgs)			5		
HW 4B	Ethics Quiz			2		
HW 4C	Writing Assignment 4			2	50	Week 5
Total Week 4		4	0	8	70	

Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC5A	Review and discussion	0.5				
EXAM5A	Midterm Examination	1			150	
Oral Presentation	Individual security policy presentation	2.5			30	In class
HW5A	Review Chapters 1-7 (159 pgs)			8		
Total Week 5		4	0	8	180	

Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 6A	Access Control Management (Greene)	1				
LEC 6B	System Development and Maintenance (Greene)	1				
LEC 6C	Computer and Network	1				

	Security (Quinn)					
IC Exercise	Creation of a policy and peer review	1			20	In class
HW 6A	Read Chapters 9&10 (Greene,39 pgs)			4		
HW 6B	Ethics Quiz			1		
HW 6C	Writing Assignment 5			2	50	Week 7
HW 6D	Final Project			1		Week 10
Total Week 6		4	0	8	70	
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 7A	Information Security Incident Management	1				
LEC 7B	Regulatory Compliance for Financial Institutions	1				
LEC 7C	Computer Reliability	1				
IC Exercise	Creation of a policy and peer review	1			20	In class
HW 7A	Read Chapters 11&13 (Greene, 44 pgs)			4.5		
HW 7B	Ethics Quiz			1		
HW 7C	Writing Assignment 6			2	50	Week 8
HW 7D	Final Project			0.5		Week 10
Total Week 7		4	0	8	70	
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 8A	Business Continuity Management	1				
LEC 8B	Regulatory Compliance for Healthcare Sector	1				
LEC 8C	Professional Ethics	1				
IC Exercise	Creation of a policy and peer review	1			20	In class
HW 8A	Read Chapters 12&14 (Greene, 51 pgs)			5		
HW 8B	Ethics Quiz			0.5		
HW 8C	Writing Assignment 7			2	50	Week 9
HW 8D	Final Project			0.5		Week 10
Total Week 7		4	0	8	70	
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
LEC 9A	PCI Compliance for	1 H 20				

	Merchants	M				
IC Exercise	Creation of policies and peer review	2 H 40 M			20	In class
HW 9A	Read Chapter 15 (21 pgs)			2		
HW 9B	Ethics Quiz			2		
HW 9C	Final Project			2		Week 10
Total Week 9		4	0	8		
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due Date
EXAM 10A	Final Examination	1			180	
Oral presentation	Final Teams Presentation	4			150	
HW 10A	Review Chapters 8-15 (185 pgs)			8		
Total Week 10		4	0	8	330	

Course Hours Summary

Week	Topic	LEC Hours	LAB Hours	HW Hours
1	Policy Definition and Elements	4		8
2	Security Frameworks, Documents, and Policies	4		8
3	Assets Classification and Personnel Security	4		8
4	Physical & Environmental Security/Ops Mgmt	4		8
5	Midterms	4		8
6	Access Control & System Development/Maint.	4		8
7	Incident Management and Compliance for Financial Institutions	4		8
8	Business Continuity and Healthcare Sector	4		8
9	PCI Compliance	4		8
10	Final Exam	4		8
Total		40		80

Table/Point Breakdown

Week	Assignment	Possible Points	Percentage of Grade
1	Writing Assignment 1	50	5%
2	Writing Assignment 2	50	5%
2	Class project 2	20	2%
3	Writing Assignment 3	50	5%

3	Class project 3	20	2%
4	Writing Assignment 4	50	5%
4	Class project 4	20	2%
5	Midterm Exam	150	15%
5	Individual security policy presentation	30	3%
6	Writing Assignment 5	50	5%
6	Class project 5	20	2%
7	Writing Assignment 6	50	5%
7	Class project 6	20	2%
8	Writing Assignment 7	50	5%
8	Class project 7	20	2%
9	Research Project	150	15%
9	Class project 8	20	2%
10	Final Exam	180	18%
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

Percent	Letter Grade	Grade Points
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

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

Expectations for Written Assignments

Academic Quality

Unless explicitly stated otherwise, all written assignments will be submitted in APA format. This includes the Current Event Analysis, and Weekly and Final Research projects. Note that WebClass Discussion Forum posts are not required to follow APA format.

Students with questions about the quality of their writing style are encouraged to consult the Coleman University Center for Academic Success. Located in Room 232, the CAS is a service available to all Coleman University students to review the grammar and style prior to submission. The CAS has a number of tools available to help students improve their ability to communicate clearly in writing.

Coleman University Students are expected to deliver college level written assignments and they should pay close attention to the Spelling and Grammar Check functions of Microsoft Word ®.

In addition, the Coleman University Library Resource section of WebClass includes a version of TurnItIn, which allows students to check their work for plagiarism and grammar errors.

Scholarly References

All written assignments will include references to scholarly sources. Scholarly sources include peer-reviewed technical and business journals, papers presented at conferences sponsored by professional organizations (e.g., IEEE, ACM, INCOSE, PMI, etc.), and academic books (i.e., textbooks). Scholarly sources can be found using the EBSCO Host and Harvard Business Review databases available in the Coleman University Library Resource section of WebClass, Google Scholar, plos.org, or the Directory of Open Access Journals. If the option is available in the search engine, please limit your search results to peer-reviewed sources.

The following types of sources WILL NOT be accepted as scholarly resources:

- Commercial Webpages (except those included in Online Supplemental Materials section of this document, or with written approval by instructor)
- Open-source wiki sites such as wikipedia.com, ask.com, about.com, answers.yahoo.com
- Blogs such as wordpress.com, blogspot.com (except those included in Online Supplemental Materials section of this document, or with written approval by instructor)
- Postings from open discussion forums
- White papers published by commercial organizations MAY be considered scholarly references, but tread lightly. Students are encouraged to review the Coleman University presentation regarding evaluation of resources (“CAARBs”) available on the Coleman University Library Resources section of WebClass.

Class Decorum Requirements

Attendance

Classes begin and end as indicated in the published schedule. It is required that students be present at the beginning of each class session and stay until class is dismissed, including lab

periods. Excessive tardiness, leaving early and/or absences (from either lecture or lab sessions) are causes for dismissal from the University. A student that arrives in class beyond 30 minutes late will be considered absent. A student leaving more than 30 minutes before the end of class will also be considered absent.

Conduct

Students are expected to conduct themselves in a professional manner while on campus. Rules of conduct are outlined in the University Catalog and students are required to adhere to such policies.

Coleman University Policy on Academic Dishonesty

Academic dishonesty is cause for dismissal from Coleman University. Presenting another person's ideas, methods, course work, or test answers with the intention that they be taken as one's own is theft of a special kind. It defrauds the originator of the work, the institution, its graduates, its students, and its future students.

The student has full responsibility for the authenticity of all academic work and examinations submitted. A student who appears to have violated this policy must submit to a hearing with the reporting instructor and the associate dean. If it is determined that a violation occurred, the matter will be referred to an Officer of the University with recommendations for an appropriate penalty. The student may be dismissed, suspended, or given another penalty.

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. 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.