**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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week 1** | | | | | | |
| **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 |  |
| **Week 2** | | | | | | |
| **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 |  |
| **Week 3** |  |  |  |  |  |  |
| **Type** | **Topic/Description** | **LEC Hours** | **LAB Hours** | **HW Hours** | **Point Value** | **Due Date** |
| LEC 3A | Asset Classification (Greene) | 1 |  |  |  |  |
| LEC 3B | Human Resources Security (Greene) | 1 |  |  |  |  |
| 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 |  |
| **Week 4** |  |  |  |  |  |  |
| **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 |  |
| **Week 5** |  |  |  |  |  |  |
| **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 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Week 6** |  |  |  |  |  |  |
| **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 Security (Quinn) | 1 |  |  |  |  |
| 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 |  |
| **Week 7** |  |  |  |  |  |  |
| **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 |  |
| **Week 8** | | | | | | |
| **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 |  |
| **Week 9** |  |  |  |  |  |  |
| **Type** | **Topic/Description** | **LEC Hours** | **LAB Hours** | **HW Hours** | **Point Value** | **Due Date** |
| LEC 9A | PCI Compliance for Merchants | 1 H 20 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 |  |  |
| **Week 10** |  |  |  |  |  |  |
| **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 than30 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. |