



IS 324 – Information Systems Policy

UNIVERSITY VISION

A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region.

UNIVERSITY MISSION

The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other related fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

UNIVERSITY STRATEGIC GOALS

- Deliver quality service to stakeholders to address current and future needs in instruction, research, extension, and production
- Observe strict implementation of the laws as well as the policies and regulations of the University
- Acquire with urgency state-of-the-art resources for its service areas
- Bolster the relationship of the University with its local and international customers and partners
- Leverage the qualifications and competences in personnel action and staffing
- Evaluate the efficiency and responsiveness of the University systems and processes

INSTITUTIONAL OUTCOMES (IO)

- Enhance competency development, commitment, professionalism, unity and true spirit of service for public accountability, transparency and delivery of quality services
- Provide relevant programs and professional trainings that will respond to the development needs of the region
- Strengthen local and international collaborations and partnerships for borderless programs
- Develop a research culture among faculty and students
- Develop and promote environmentally-sound and market-driven knowledge and technologies at par with international standards
- Promote research-based information and technologies for sustainable development
- Enhance resource generation and mobilization to sustain financial viability of the university

PROGRAM OUTCOMES (PO) COMMON TO ALL PROGRAMS AND ITS RELATIONSHIPS TO INSTITUTIONAL OUTCOMES

| | INSTITUTIONAL OUTCOMES (IO) | | | | | | |
|---|-----------------------------|---|---|---|---|---|---|
| A graduate of Sultan Kudarat State University can: | a | b | c | d | e | f | g |
| a. discuss the current developments and advancements in the specific field of practice; | ✓ | ✓ | | | | ✓ | |
| b. demonstrate independently the 21 st century competencies and skills; | ✓ | ✓ | | ✓ | | ✓ | |
| c. work collaboratively in multi-disciplinary and multi-cultural groups; | ✓ | | ✓ | ✓ | ✓ | | |
| d. exhibit professional, social and ethical accountability; | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| e. preserve Filipino historical and cultural heritage; | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| f. generate new knowledge through data-driven research and development projects; and | | | | ✓ | ✓ | ✓ | ✓ |
| g. participate actively in the national, regional and local development plans. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

1 **COURSE CODE** IS 324
 2 **COURSE TITLE** Information Systems Policy
 3 **PREREQUISITE**
 4 **CREDITS** 3 units

5 **COURSE DESCRIPTION**
 This course provides a structured approach to the development, implementation, and governance of information systems (IS) policies and procedures. Emphasis is placed on organizational compliance, risk management, information security, and operational efficiency through well-designed policy frameworks. The course prepares students to analyze policy needs, create actionable IS policies, and assess the alignment of IS procedures with institutional goals and external regulatory standards.

6 COURSE LEARNING OUTCOMES (CLO) AND ITS RELATIONSHIPS TO PROGRAM OUTCOMES

| Course Learning Outcomes (CLO) | Program Outcomes | | | | | | |
|--|------------------|---|---|---|---|---|---|
| At the end of the course, a student can: | a | b | c | d | e | f | g |
| a. Introduce students to IS policy structures and organizational governance principles. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| b. Develop competencies in writing and evaluating IS policies and procedures. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| c. Explore legal, ethical, and operational aspects of IS governance. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| d. Foster communication skills for advocating and implementing IS policy within organizations. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

7 COURSE CONTENTS

| WEEK | CONTENT | INTENDED LEARNING OUTCOMES((ILOs) | TEACHING AND LEARNING ACTIVITIES (TLA) | OUTCOMES-BASED ASSESSMENT (OBA) | COURSE LEARNING OUTCOMES (CLOs) |
|------|---|--|---|--|---------------------------------|
| 1 | Course Orientation <i>SKSU VMGO, Classroom Policies, Course Overview, Course Requirements, Grading System</i> | At the end of the week, the student can: a. discuss the University's VMGO, classroom policies, course overview, requirements and grading system | Discuss the VMGO of the University, the classroom policies, scope of the course, course requirements and grading system | | |
| 2-3 | Module 1: Introduction to IS Policy and Procedure | Understand the fundamental concepts, scope, and importance of IS policies and procedures in an organizational context. | a. Interactive lecture and group discussion on real-world policy failures and their consequences. b. Lecture and Case study discussion | a. Class participation b. Quizzes c. short assignments | a, c |
| 3-4 | Module 2: Policy Writing: Structure and Content | Construct well-structured IS policy documents, identifying key components and using appropriate policy language. | a. Lecture and discussion b. Workshop on drafting a basic IS policy; students critique sample policies in small groups | | a, b |

| | | | | | |
|-------|--|--|---|--|---------|
| 5-6 | Module 3: Governance Models and Policy Frameworks | Explain how different governance models influence the development and enforcement of IS policies. | <ul style="list-style-type: none"> a. Lecture and discussion b. Case study analysis | <ul style="list-style-type: none"> a. Assignments b. Quizzes c. case study analysis | d, c |
| 7-8 | Module 4: Information Security Policies | Design policies that protect information assets through authentication, access control, and user accountability. | <ul style="list-style-type: none"> a. Lecture and discussion b. Hands-on activity: create an access control policy; peer feedback and improvement session | <ul style="list-style-type: none"> a. Short presentations b. Quizzes c. case study analysis | b, c |
| 9 | | | | | |
| 10-12 | Module 5: Risk Management in Policy Design | Apply risk assessment methodologies to inform the creation of effective and relevant IS policies. | <ul style="list-style-type: none"> a. Lecture and discussion b. Conduct a mini risk assessment for a hypothetical institution; identify required policy updates. | <ul style="list-style-type: none"> a. Quizzes b. short research papers, c. class participation | c, d, e |
| 13-15 | Module 6: Policy Implementation and Change Management | Explain strategies for effective policy rollout and managing resistance to procedural changes. | <ul style="list-style-type: none"> a. Lecture and discussion b. Case scenario activity | <ul style="list-style-type: none"> Quizzes Case study analysis group presentations class discussions | a, e |
| 16-17 | Module 7: Monitoring, Auditing, and Enforcing IS Policies | Evaluate mechanisms for monitoring, auditing, and enforcing IS policies in an academic or corporate setting. | <ul style="list-style-type: none"> a. Lecture and discussion b. Conduct a mock audit of a sample policy; evaluate strengths, weaknesses, and enforcement mechanisms c. | <ul style="list-style-type: none"> Case study analysis group presentations class discussions | d, e |

Total No. of Hours : 54

8 COURSE REQUIREMENTS AND COURSE POLICIES

| | |
|---------------------|---|
| COURSE REQUIREMENTS | Each student is required to: |
| | <div><div>1.</div><div>pass major exams (Midterm and Finals)</div></div> <div><div>2.</div><div>submit accomplished class activities and assignment</div></div> <div><div>3.</div><div>complete assigned project</div></div> |
| COURSE POLICIES | Attendance: A student will be marked late if he/she enters the class 5 minutes after start of class period. Any student who comes to class 15 minutes after the scheduled time or always late for three consecutive meetings shall be marked absent. |
| | Missed work or exam: Any student who missed to submit a work assignment or to take a test should consult the concerned instructor for immediate compliance |
| | Cheating and Plagiarism: Any student who committed any form of academic dishonesty (e.g., copy-paste plagiarism) shall be given disciplinary action provided in the SKSU Student's Handbook |
| | Use of Technology: Cell phones should be turned off while the session is in progress. Using laptops, notebook PCs, smart phones, and tablets shall be allowed only when needed. |

9 GRADING SYSTEM

| Midterm Grade | | Final Term Grade | | FINAL GRADE | |
|--------------------------------|------------|--------------------------------|-----------|------------------|-------------|
| Midterm Examination | 50% | Final Term Examination | 50% | Midterm Grade | 50% |
| Attendance/Class Participation | 15% | Attendance/Class Participation | 15% | Final Term Grade | 50% |
| Quizzes/Exercises | 20% | Quizzes/Exercises | 20% | TOTAL | 100% |
| <u>Project</u> | <u>15%</u> | <u>Project</u> | <u>5%</u> | | |
| TOTAL | 100% | TOTAL | 100% | | |

Textbooks/References:

1.

Peltier, T. R. (2016). *Information security policies, procedures, and standards: Guidelines for effective information security management*. Auerbach Publications.
2.

Reynolds, G. W. (2020). *Ethics in information technology* (6th ed.). Cengage Learning.
3.

Whitman, M. E., & Mattord, H. J. (2022). *Principles of information security* (7th ed.). Cengage Learning.
4.

Von Solms, R., & Van Niekerk, J. (2013). *Information security governance*. Springer.

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