

BCIS 4740

Administration and Policy in Information Security

COURSE INFORMATION

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Office: 312D Business Leadership Building (BLB)
Class Hours: Monday 2:00 – 4:50 PM
Class Room: BLB 245
Office Hours: Monday and Tuesday 11:00 - 12:00 PM (or by appointment)
Course Web Site: ecampus.unt.edu

Required Textbook:

- M. Whitman and H. Mattord, *Principles of Information Security*, 5th Edition, Course Technology, 2015, ISBN-10: 1285448367, ISBN-13: 9781285448367

Optional Reading

- Joseph Migga Kizza, *Ethical and Social Issues in the Information Age*, Fifth Edition, 2013, ISBN ISBN 978-1-4471-4989-7

COURSE OBJECTIVES

This is an interdisciplinary course in Information Security which covers the various technical, legal, socio-political, administrative, and managerial aspects of security management. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security management, with appropriate intrusion detection and reporting features. Students will be exposed to the spectrum of security management activities including security investigation and analysis, risk management, implementation and maintenance of information assurance, ethical, legal and professional aspect of information assurance, and others.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Explain why information security management is so important today for business and management
- Define risk management and discuss the stages in the risk management process.
- Develop the information security planning process.
- Explain the accreditation and certification process for federal information systems.
- Conduct Business Impact Analysis and Cost-Benefit analysis.
- Develop a plan for the budgeting, hiring and assignment of information security resources.
- Develop the various types of contingency planning.
- Describe the development process of information security policies and guidelines.
- Design a security awareness and education program.

TENTATIVE COURSE SCHEDULE

Week	Date	Lecture	Presentation and Discussion
1	Aug. 24	Course Introduction Ch1. Intro. to Information Security	
2	Aug. 31	Ch2: The Need for Security	R1: Ethics and the Professions (G#1)
3	Sep. 7	Labor Day (no classes; university closed)	
4	Sep. 14	Ch3: Legal, Ethical, and Professional Issues in Information Security	R2: Anonymity, Security, Privacy, and Civil Liberties (G#2)
5	Sep. 21	Ch4. Planning for Security	R3: Social Context of Computing (G#3)
6	Sep. 28	Ch5. Risk Management	R4: Computer Crimes (G#4) Due on Project Proposal
7	Oct. 5	Ch6. Security Technology: Firewalls and VPNs	R5: New Frontiers for Computer Ethics: Artificial Intelligence (G#5)
8	Oct. 12	Midterm	
9	Oct. 19	Ch7. Security Technology: Intrusion Detection & Prevention System, and Other Security Tools	R6: Biometrics Technologies and Ethics (G#1)
10	Oct. 26	Ch8. Cryptography	R7: New Frontiers for Computer Ethics: Virtualization and Virtual Reality (G#2) Due on Project Progress Report
11	Nov. 2	Ch10. Implementing Information Security	R8: New Frontiers for Computer Ethics: Cyberspace (G#3)
12	Nov. 9	Ch11. Security and Personnel	R9: Ethical, Privacy, and Security Issues in the Online Social Network Ecosystem (G#4)
13	Nov. 16	Ch12. Information Security Maintenance	R10: Mobile Systems and Their Intractable Social, Ethical and Security Issues (G#5)
14	Nov. 23	Project Presentation (Online)	Due on Final Project Report
15	Nov. 30	Final Exam	

Note: 1) R1: presentation topic #1 (G#1): Reading 1: presentation topic #1 is assigned to Group #1 for presentation and discussion, 2) The schedule and course outline are subject to change, depending on class pace and needs. The instructor reserves the right to make any changes needed. 3) According to the university regulations, a grade of Incomplete can only be given if the student is currently passing the course. This is only given when circumstances prevent you from completing the semester. Incomplete grades will not be given once the student has taken the final exam.

GRADING

Grade Point (portion) Breakdown		Final Grade Assignment	Group Evaluation Grading
Individual work		A 900 +	Excellent 100%
End-of-chapter assignment (10*20)	200	B 800 +	Good 85%
In-class activities (5*10)	50	C 700 +	Fair 75%
Hands-on security assignment (5*20)	100	D 600 +	Poor 50%
Two exams (2*200)	400	F - 599	
Group work			
Group topic presentation and discussion	50		
Group project report and presentation	200		
Instructor's assessment on participation	Extra		
Total	1000+		

Attendance:

The instructor expects your attendance at each and every class; however, actual attendance is up to the student. Grade performance is a demonstrated function of attendance, preparation and participation. You can fall behind very easily by skipping classes, resulting in a poor understanding of the material, which will show up as a poor grade for the class. Any class sessions missed by the student are the student's responsibility to make up, not the instructor's. Late arrival and early departure that cause disruption, excessive conversation among students (a disruption in its own right), inappropriate use of electronic devices that cause disruptions, and other actions that disrupt the classroom are unacceptable.

Individual Work:

There are several individual assignments that are designed to help reinforce the material that has been covered in the lecture. Completion of these assignments is crucial to your success of the course. Late Assignments are penalized at a rate of 25% per day late.

End-of-chapter assessments

Each chapter of your textbook has an assessment (quiz) associated with it on Blackboard. You must complete the assessment associated each chapter of the textbook prior to the in-class exam covering that chapter. You are allowed three attempts on the assessment, the highest grade is recorded, and you are limited to 20 minutes for each attempt. Each assessment is worth 20 points.

In-class Activities

There will be several pop-up in-class activities given in lecture classes randomly.

Hands-on security exercises

There are five hands on security exercises. The assignments and any necessary information will be given in class.

Exams:

There will be two (2) non-cumulative examinations – a midterm and a final exam. The content will come from the text and other material presented in lecture sessions. Note that uploaded presentation slides in the course website will be supplement. Therefore, class attendance and good note taking are essential tactics for success.

The exams will be closed book and closed note. There will be no make-up examinations. It is the student's responsibility to arrange for an excused absence before the exam. A grade of zero will be assigned for all exams missed without an excused absence. If an emergency arises on the day of the midterm, and the

instructor deems that the absence is excused, then the weight of the final exam may be increased to replace the midterm.

Group Work:

The class will be divided into groups. Each group will be responsible for the followings: topic presentation, leading discussion, and group project report and presentation. During the first day of classes students will form (or be assigned to) a two- or three-person group and select a voluntary team leader. The groups handle group assignments. Like a team in a business setting, members must learn to work together and establish acceptable group norms. But, if major problems with members do arise, please contact the instructor immediately so corrective action can be taken.

Topic Presentation and Discussion: Issues on Security:

Since information security is rapidly evolving, this course will cover some issues on information security. Two readings will be assigned to each group for presentation and discussion. Each group is expected to understand, present and discuss the assigned readings during class. Students can download the assigned readings from the course website.

All readings are general overview that can be used as a starting material. Each group is responsible for conducting research to prove the class additional detail and depth presentation and discussion on the issue related to the readings. For the discussion session after a topic presentation, please find **one or two interesting and/or controversial issues** related to the topic presented. The whole presentation and discussion should take about 20-30 minutes maximum. **The leader of the presentation group should upload their power-point presentation slides of the assigned readings and their issues for the discussion on the course website before the presentation.**

Members of the topic presentation team should work together to determine their approach and assign individual responsibilities and participate in the presentation. The presentation should include:

- Team introduction.
- A brief overview of the reading (the purpose of the reading).
- Identification of the major underlying issue and possible solution/suggestion from the reading.
- Presenting the underlying issue and solution/suggestion with analysis and rationale from the reading.
- Presenting one or two timely issues related to the topic presented and encouraging the floor for discussion.
- Conclusion or summary remarks.

The team presentation and discussion will be graded based on the content (i.e., how much the information of the presentation and discussion is interesting, useful, and easy to understand) and the format (e.g., spelling, grammar and layout of slides) of the presentation.

Group Project: Emerging Security Technology/Issue Investigation

You can work in team to research on an emerging security issue or technology and present your new found knowledge with the rest of the class. The project will be evaluated based on the project proposal, the progress report, and the final report and presentation. Final reports should be written in Word document and, when printed, should be about 10 pages long in a single space with 11 font size format.

For the presentation of your group project, you have to create a video clip (about 5-10 minute long) and upload presentation at an online video sharing site (e.g., Youtube.com) for evaluation. **You have to e-mail the final project report of your project and the link of video clip (i.e. URL) to me by a day before the final presentation day.** Late submission will be penalized at a rate of 25% per day late. Your final video project presentation will be evaluated by other classmates. Further details will be given in class.

Group Evaluations Grade Adjustment Policy:

Group evaluations will be conducted at the end of the semester to ensure all group members equal participate. To avoid a poor project grade due to a low peer evaluation, you are encouraged to do followings. Keep in touch with your team members (hint: use the phone if they don't reply to email)

- Attend all team meetings; if you are not able to attend a team meeting, let your team know in advance
- Complete all the negotiated and assigned project work
- Find out if your team members have any concerns about your performance
- See the instructor immediately (not a week before the project is due) if problems among members cannot be resolved
- Work as a team!

For privacy reasons group evaluations submitted to the instructor are confidential thus students will not be able to see evaluations submitted by other students. There is no need to worry about retaliation.

Instructor's Assessment on Class Participation

Students are expected to study the assigned course readings for a given day before coming to class and actively participate in the in-class activities. During class, students may be asked to solve problems related to the assigned readings or called upon to discuss issues covered in the assigned readings. The quality of solving problems, answering questions, and discussing readings will significantly determine class participation credit. In addition, criteria for the credit include attendance, punctuality, and attitude toward learning. Tardiness disrupts the flow of class activities and often leads to having to repeat announcements or instructions. Entering and leaving the room during class similarly distracts both students and instructor and conveys a disregard for the material being discussed. During class, I encourage you to engage in critical thinking, to challenge ideas without showing disrespect for others' ideas. Please use judgment when raising issues in class - do not waste the class's time on a personal matter - instead see the instructor one-on-one. Effective participation has much more to do with the quality than with the quantity of your interaction. In other words, those who attempt to dominate air time for its own sake without contributing to the advancement of the discussion will not be rewarded for it. Those students who severely interrupt with or disrupt normal course activity will be awarded no participation points.

Electronic Devices:

In order to minimize the level of distraction, all watches, beepers and cellular phones must be on quiet mode during class meeting times. Students who wish to use a computer/PDA for note taking need prior approval of the instructor since key clicks and other noises can distract other students. Video and/or audio recording of lectures by any method requires prior approval of the instructor.

IF YOU HAVE a PROBLEM OR WANT TO APPEAL SOMETHING

UNT and ITDS have a process for that, and you must follow it – no short cuts allowed:

1. Discuss any grading problem with your course grader. If you are not satisfied, then
2. Discuss the problem with your course teacher. If you are not satisfied, then
3. Contact the UNT Center for Student Rights and Responsibilities. Do NOT contact the ITDS Chair.

Please be advised that your grades cannot be given out over the telephone or via e-mail.

ACADEMIC INTEGRITY

The standards of academic integrity of the University of North Texas will be strictly enforced. Please refer to the undergraduate handbook for details. Students cannot use any assignments that have been part of earlier sections of the course. Cheating will not be tolerated. Students found cheating will receive a grade of F for the course and subject to further disciplinary action by University of North Texas.

Plagiarism is defined as presenting another person's work or ideas as one's own. You are expected to do your work on all assignments. Students who plagiarize will receive a Fail grade in the course.

Please refer to the links below for the course ground rules and academic honesty policy in details.

http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf