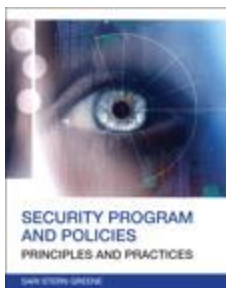# CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
Fall 2022

Course No. : CBY 538
Course Title : *Information Security Policy and Procedure*
Prerequisite :
Units : 3 units (3 hours lecture)
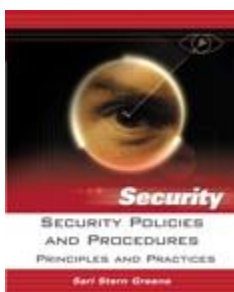**Meetings** : Sa 5:00 -8:00

Instructor/Office/Phone/Fax/E-mail/Office Hours:
Dr. Bhrigu Celly

bhrigu_celly@hotmail.com

Text Book:
TEXTBOOKS [Required]:

Security Program and Policies: Principles and Practices, 2/E
Sari Greene
ISBN-10: 0789751674 • ISBN-13: 9780789751676
©2014 • Pearson IT Certification • Paper, 648 pp

Security Policies and Procedures: Principles and Practices
Sari Greene
ISBN-10: 0131866915 • ISBN-13: 9780131866911
Prentice Hall • Paper, 608 pp

Incident Response & Computer Forensics, Third Edition by by Jason Luttgens, Matthew Pepe, and Kevin Mandia Publisher: McGraw-Hill Education; 3 edition (August 1, 2014) Sold by: Amazon Digital Services, LLC, ASIN: B00JFG7152

Objectives:

This course examines the legal concepts, principles and theories of public policy as they apply to information technology. A review of the American system with its federal and state levels will be studied to provide students with the necessary legal background in which the world of Information Technology functions. A special emphasis will be placed on compliance issues, Cyber laws and regulations.

COURSE GOALS:
- This course introduces security policy, coverage of information security regulation and framework, and policies specific to industry sectors, including financial, healthcare and small business.
- to create effective information security policies and procedures within organization

COURSE OUTCOMES:
Upon completion of the course the students will be able to:
- To understand information security policy
- To develop and create information security policy
- To evaluate information security policy
- To understand information security policy related to regulatory compliance for financial/healthcare/education/merchants institutions
- To understand policy elements and style

The format of this course includes lectures and hands-on assignments. Students will also complete a project and present it as part of the course. The course contains a project that will include a presentation at the end of the quarter. Students will randomly be asked questions about presentation of their peers during the presentation sessions. Attendance is mandatory.

GRADES:
The following grading scale will be used:

Score	Grade	Score	Grade
94-100	A	91-93	A-
88-90	B+	84-87	B
81-83	B-	78-80	C+
74-77	C	71-73	C-
68-70	D+	64-67	D
0-63	F		

GRADING:
The weighting of the coursework is listed below:

Midterm Exam 1	**150**
Final Exam	**100**
Final Exam Presentation	**150**
Midterm Exam Presentation	**100**
Labs / Assignments	**500**

Total: **1000**

AMERICANS WITH DISABILITIES ACT
CSUDH adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with temporary and permanent disabilities. If you have a disability that may adversely affect your work in this class, I encourage you to register with Disabled Student Services (DSS) and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until you register with the DSS. For information call (310) 243-3660 or to use the Telecommunications Device for the Deaf, call (310) 243-2028, or go to: http://www4.csudh.edu/dss/

COMPUTER INFORMATION LITERACY EXPECTATIONS
It is expected that students will:
1. *Use Microsoft Word for word processing unless otherwise approved by the instructor,*
2. *Be familiar with using email as a communication tool and check your official campus email account at least every other day;*
3. *Be able to access websites and online course materials which may require Flash and other plug-ins;*
4. *Use the library databases to find articles, journals, books, databases and other materials;*
5. *Be able to create an effective PowerPoint presentation;*
6. *Be able to record audio (ideally video) to share with the instructor via the web; and*
7. *Have regular access to a computer and internet access for the term of this course.*

ACADEMIC INTEGRITY
Academic integrity is of central importance in this and every other course at CSUDH. You are obliged to consult the appropriate sections of the University Catalog and obey all rules and regulations imposed by the University relevant to its lawful missions, processes, and functions. ***All work turned in by a student for a grade must be the students' own work.*** Plagiarism and cheating (e.g. stealing or copying the work of others and turning it in as your own) will not be tolerated, and will be dealt with according to University policy. The consequences for being caught plagiarizing or cheating range from a minimum of a zero grade for the work you plagiarized or cheated on, to being dropped from the course.

BEHAVIORAL STANDARDS
Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. The instructor may require a student responsible for disruptive behavior to leave class pending

discussion and resolution of the problem and may also report a disruptive student to the Student Affairs Office (WH A-410, 310-243-3784) for disciplinary action.

COURSE POLICIES:
- Deliverables (Class Assignments, Projects) submitted late are not accepted.
- Deliverables (Class Assignment, Projects) not submitted before the end of the final class will earn 0%.
- Any exceptional, non-academic circumstances need to be discussed with the instructor as soon as they arise, prior to the due date of the deliverable. At the time of the discussion, NO make-up work will be assigned.

The instructor reserves the right not to award credit for deliverables that are incomplete. Partial credit is awarded at the instructor's discretion, and only for work that merits such an award. Assignments that are incomplete or incongruous with the specifications may be returned to the student.

MIDTERM & FINAL EXAM:
Midterm exam is during the 8th week of the class and the date for the final exam is based on the final examination schedule printed in the campus Class Schedule. All projects are due no later than the last week of the semester.

No makeup or early exams will be administered.

Course Outline:
TOPIC OUTLINE (Will be conducted according the following. However, the schedule of the topics schedule or timetable may be varying slightly)

Tentative Course Schedule

WEEK #	TOPIC	*Reading Assignment/ Computer Lab Topic/In Class Assignments*
Week 1	Course Introduction & Requirements/ Overview / Introduction/ Understanding Policy	Incident and Response, Various Attacks
Week 2	Policy Elements and Style	IR Management Handbook, Pre Incident Preparation
Week 3	Information Security Framework	Starting Investigation, Timelines and Checklists
Week 4	Governance and Risk Management	Following Leads, Scope of incidence
Week 5	Asset Management Policy	Live Data Collection
Week 6	Human Resources Security Policy	Forensic Duplication, Network Evidence
Week 7	Physical and Environmental Security Policy	Enterprise Solutions, Analysis Methodology
Week 8	**Midterm Presentations**	The exam covers chapters 1-7 and Labs
Week 9	Communications and Operations Security Policy	Windows Collection
Week 10	Access Control Management Policy	Mac Collection
Week 11	Information Systems Acquisition, Development, and Maintenance Policy	Investigating Applications
Week 12	Information Security Incident Management Policy	Report and Control Writing
Week 13	Business Continuity Management Policy	Report and Control Writing 2
Week 14	Regulatory Compliance for Financial/Healthcare/Education/Merchants Institutions	Report and Control Writing 3
Week 15	**Final exam Presentation**	**Covers All The Chapters**
Week 16	**Final Exam Presentations**	**Covers All The Chapters**