



Florida Atlantic University
COLLEGE OF BUSINESS

ISM 4323 – 100

CRN: 15410

Management of Information Assurance & Security

Fall 2016

On-Line (No set meeting time)

Professor Information

Susan L. Carter
FL 345 (Fleming Hall)
carter@fau.edu
561-297-3925
blackboard.fau.edu

Office Hours

Mon 2:00 – 5:00 PM
Wed 2:00 – 5:00 PM
Except for Week 1 & Exam Week
Others by Appointment
Subject to change. See Blackboard for current hours.

Required Text and Materials

Management of Information Security, 5th edition
Herbert Mattord, Michael Whitman
Cengage Technology
978-1-305-50125-6 / 1-305-50125-X

You MUST use the 5th edition!

Cengage Microsite
<http://www.cengagebrain.com/shop/search/9781305501256>

Course Description

This course emphasizes security policy development, security management planning, risk assessment and risk management, disaster recovery and business continuity, and personnel issues related to security management.



Course Prerequisites and Credit Hours

No prerequisites 3 credit hours

Course Learning Objectives

By the end of the term the students should be able to:

1. Define information security terminology and principles and identify the organizations that define them.
2. List the steps in planning and differentiate between the types of contingency plans.
3. Identify and define different types of security policies and describe how policies drive information security structure in an organization.
4. Outline how information security is managed in organizations including benchmarking, performance measures, risk management, protection mechanisms and personnel management and credentialing.
5. Recognize established codes of ethics and laws and the importance of acting in accordance with them.

Course Resources

Wimberly Library - The Wimberly Library (<http://www.fau.edu/library/>) is available to all FAU students. The library offers many services including free workshops to students on various topics. Of special importance to online students is the ability to reference library materials from off campus through EZproxy. Also available through the library is information about copyrights and fair use of copyrighted material.

Grading Scale

A = 93 - 100	C+ = 77 – 79.99	D- = 60 – 62.99
A- = 90 – 92.99	C = 73 – 76.99	F = below 60
B+ = 87 – 89.99	C- = 70 – 72.99	
B = 83 – 86.99	D+ = 67 – 69.99	
B- = 80 – 82.99	D = 63 – 66.99	

Course Evaluation Method

Final grades for the course will be based on the following percentages and scale:

Orientation Quiz *	0%
Meet & Greet Discussion **	0%
Exam 1	14%
Exam 2	14%
Exam 3	14%
Paper	18%
Individual Presentation	10%
Homework/Discussions	20%
Quizzes	10%
Total	100%

***Orientation Quiz is mandatory. Remember, only quiz on chapter 1 will open unless you complete orientation quiz with a score of 100%**

****Meet & Greet discussion is mandatory.**

Everyone is given the same opportunity to achieve a high grade. The best way to end the semester well is to begin the semester well and follow through consistently. Please realize that you earn your grades and that *your actions alone* determine your grade. I cannot arbitrarily move the grading scale to accommodate individuals' specific needs or desires.

Please do not ask me for an unearned extra point or two at the end of the semester in order to move you into the next grade category. This is not only unfair to those who worked hard all semester to achieve their grades; it is also unfair to expect your instructor to do extra work to fix your mistakes for you. In life, you reap the consequences of your actions, both positive and negative. We all make mistakes from time to time so you need to accept that and take responsibility. I will be happy to assist you in acquiring the knowledge and skills required to meet your goals, both within and outside of class. However, your grade itself is determined by you, and not by me.

If you have any questions or concerns about your grades, please contact me during office hours within one week of the grade posting. Beyond one week from grade posting, grade disputes will not be considered.

Examinations

- Exams will include material from the textbook, videos, discussions, homework and individual presentations.
- All exams will be given through Blackboard. They will be available until 11:59 PM on the date the exam is due. See schedule for due dates. They are closed-book, closed-note exams. You only have one (1) attempt at an exam.
- None of the exams are collaborative! Cheating will be dealt with harshly.
- Details will be posted on Blackboard.

Quizzes

Quizzes – On Blackboard

- Orientation Quiz – There is one orientation quiz which must be taken with a score of 100% before you can attempt any of the other quizzes. You will have an unlimited number of attempts on this quiz. The quiz for Chapter 1 will open before the Orientation quiz is completed. *NO other quiz will be available until you have successfully completed the orientation quiz with a score of 100%.*
- Chapter Quizzes - There will be 12 quizzes, one for each chapter, given through Blackboard. These must be taken by the date stated in the syllabus or you will receive 0 points on them. You will have up to two (2) attempts and the highest score will be used.
- See Blackboard for complete directions on how to take the quizzes, etc.

Individual Research Paper

There will be one individual research paper. Each student will be responsible for the following: doing research, writing, testing and writing the paper. The paper will be submitted via antiplagiarism software. See Blackboard for detailed instructions. Details will be posted on Blackboard.



Individual Presentation

The individual presentation will be on a *current information security topic*. Information should be gathered from newspapers, technical journals, and the internet. Do not use Wikipedia or any textbook as one of your sources, though you can use them to get ideas. You must get prior approval of your topic and subtopic. I will limit the number of people who can present on any topic. Details will be posted on Blackboard.

Discussion Boards

Discussions are graded except for the Meet & Greet. Your posts must be professional, well organized, grammatically correct, and free of misspellings. Additionally, any content quoted, paraphrased, or gleaned from references must be properly cited (see [Plagiarism](#) and [APA](#)). This policy includes references to work from your co-learners. See the schedule for due dates. Late discussion posts will NOT be accepted. Details will be posted on Blackboard.

Homework

Homework will be assigned. Homework is individual. Due dates are on the schedule. Late homework will not be accepted. Details will be posted on Blackboard.

Additional Course Policies

Missing Exams

If you are unable to take an exam during the schedule period due to a medical or family emergency or a university approved FAU exception (military service, student athletes, etc) you must inform me of that fact on or earlier than the day of the exam, but no later than one week after the exam. To make up any missed exam you must provide a valid documented reason. A note from your parent will not be acceptable. You will need to present official documentation as proof (doctor's note, obituary listing you as survivor, etc.) before you can take the makeup. If you are an athlete and in the beginning of the semester you provide your instructor with a list of dates you will be absent, it will still be necessary for you to provide written documentation at the time of the absence. The exam should be made up within one week of the scheduled date of the exam.

Late or Missing Quizzes

Quizzes will not be accepted late.
There will be no make-ups for quizzes.

Late Homework, Presentation, Paper, Discussion

No late homework, individual presentation, paper or discussion board postings will be accepted.

Attendance Policy

Attendance is a crucial part of a web-based course. In a web-based course, however, attendance has new meaning. Attendance means to participate fully in the interactive components of the course. Participation is a necessity for success in this web-based course. Presence on the discussion boards is a prerequisite for successful completion of this course. The probability of success in the course is directly dependent on regular presence on the discussion boards, studying the assigned materials and completing quizzes and homeworks in a timely manner.

Expectations of the Online Course

- Read the schedule and announcements which provide information about opportunities, responsibilities and date reminders;
- Keep up with the readings, homeworks, and quizzes
- Check the course Blackboard site and your FAU email at least every other day
- Participate and interact with your class through Discussion Forums
- Be tested using online exams
- Read more and explore more than a similar face-to-face course.
- Notify the instructor within one week of when any grade is posted if it is in error or you wish to dispute it. After one week the grade stands as posted.

Photos

The instructor reserves the right to request photographs to aid in class administration.

Audio and Video Taping

No audio or video taping of the class or instructor will be permitted without written consent of the instructor.

Announcements

You are responsible for reading all announcements posted by the instructor. Check the announcements each time you login to be sure you have read all of them since your last login session. You should check at least every other day.

Course-related Questions

Post course-related questions to the Questions/Concerns discussion board. Asking course-related questions in this way allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question or emailing me with a question; it may have already been asked and answered in previous posts. Except Saturdays, Sundays, and holidays, questions will be generally answered by the instructor within 48 hours.

Blackboard Issue

In past semesters SPAM has found its way into Blackboard. Occasionally someone uses the email section in Blackboard to send out messages for offerings such as tutoring or other services. This practice is not condoned in any way or approved by the instructor and students in the course should be wary of anyone asking to be allowed to post advertising no matter how “helpful” it may seem. Should you receive such emails via Blackboard do not respond to their offers as they may not be legitimate and are not approved by the instructor.

Technology Policy

In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait to the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem.

Note: To avoid problems do **NOT** use a wireless connection.

Please take the following steps when a problem occurs:

1. If you can, make a Print Screen of the what is on the monitor when the problem occurred
2. Complete a Help Desk ticket at <http://www.fau.edu/helpdesk>. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
 - a) Select “Blackboard (Student)” for the Ticket Type.

- b) Input the Course ID.
 - c) In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d) Attach the Print Screen file, if available.
3. Send an email to your instructor with all pertinent information of the incident (2b-d above).
 4. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until a resolution is obtained.

Netiquette

Due to the casual communication common in the online environment, participants are sometimes tempted to relax their grammar, spelling, and/or professionalism; however, remember you are professionals—your communication should be appropriate. Also, please note that in the online environment you do not have the advantage of voice inflection or gestures. As a result, sarcasm can come across very negative, so this form of communication should be avoided.

E-Mail

The best way to reach me is through sending a “brief” email message or visiting my office during my office hours. Phone calls or phone messages are recommended only during instructor’s office hours and not a useful tool if you need an urgent response. Except Saturdays, Sundays, and holidays, email will be generally answered by the instructor within 48 hours.

All emails should:

1. Use proper salutations and signatures;
2. Be brief and to the point
3. Use the same type of language and manners that you would use in a formal, business setting.
4. State ISM 4323 Online in the Subject
5. Be specific questions which are not answered through the course Blackboard
6. Contain the full email thread (where applicable) and an appropriate subject line.



If you do not follow these guidelines, I reserve the right to request a revised email with appropriate changes before addressing your questions or issues.

Anti-plagiarism Software

Written components of any paper, homework, etc. may be required to be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed below.

Course Outline

Disclaimer

The following details about what will be covered in lecture, assignments, grading, exams, etc. are not carved in granite. This is not a contract, but rather it is a guideline to be adjusted as necessary.

Course outline/schedule is the last page in this document.



Selected University and College Policies

Attendance Policy Statement

“Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student’s responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence”.

Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see FAU Regulation 4.001 at: [FAU Regulation 4.001](#)

Disability/Assessibility Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures. The web site is: <https://fau.edu/sas>.

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see FAU Regulation 2.007 at: [FAU Regulation 2.007](#)

Incomplete Grade Policy Statement

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course.

Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in [FAU Regulation 4.002](#).

Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the

classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct



ISM 4323

Fall 2016

Anticipated Schedule

Susan Carter

Week No.	Week of:	Topic	Chapter	Quizzes	*Quiz & Exam Due Dates	*Other Activities Due Dates
1	22-Aug	Introduction - Getting Started		Orientation	due 9/2	Meet & Greet Discussion due 9/2 Orientation Quiz Due 9/2
2	29-Aug	Intro to Mgmt of Info Security	Ch 1	Quiz Ch 1	due 9/2	Individual Pres Date Signup by 9/2
3	5-Sep	Law & Ethics	Ch 2	Quiz Ch 2	due 9/9	Paper/presentation topics approval by 9/9
4	12-Sep	Governance & Strategic Planning	Ch 3	Quiz Ch 3	due 9/16	Individual Pres (Group A) Due 9/16
5	19-Sep	Info Security Policy	Ch 4	Quiz Ch 4	due 9/23	
6	26-Sep	Exam 1	Exam Ch 1 - 4		due 9/30	
7	3-Oct	Developing the Info Sec Program	Ch 5	Quiz Ch 5	due 10/7	Homework 1 due 10/7 Paper Outline Due 10/7
8	10-Oct	Risk Mgmt: ID & Assessing Risk	Ch 6	Quiz Ch 6	due 10/14	Individual Pres (Group B) Due 10/14
9	17-Oct	Risk Mgmt: Controlling Risk	Ch 7	Quiz Ch 7	due 10/21	Individual Pres (Group C) Due 10/21
10	24-Oct	Exam 2	Exam Ch 5- 7		due 10/28	Homework 2 due 10/28
11	31-Oct	Security Mgmt Models	Ch 8	Quiz Ch 8	due 11/4	Paper Draft Due 11/4
12	7-Nov	Security Mgmt Practices	Ch 9	Quiz Ch 9	due 11/11	Final Paper Due 11/11
13	14-Nov	Planning for Contingencies	Ch 10	Quiz Ch 10	due 11/18	Individual Pres (Group D) Due 11/18
14	21-Nov	Personnel & Security	Ch 11	Quiz Ch 11	due 11/25	
15	28-Nov	Protection Mechanisms	Ch 12	Quiz Ch 12	due 12/2	
16	5-Dec	Exam 3	Exam 8 -10 & 12		due 12/9	
		*NOTE	Everything (including but not limited to quizzes, exams, homework, paper, & presentation) is due by 11:59 PM on the date due which is always a Friday.			
		** NOTE	The quiz for chapter 1 will open up before the Orientation Quiz is completed. No other quizzes will open until you complete the orientation quiz with a score of 100%			

Additional Resources

Example threat identification resource

<http://www.hipaassoc.com/Anonymous/CMS%20Threat%20Identification%20Resource.pdf>

GAO practical risk assessment procedures

<http://www.gao.gov/special.pubs/ai00033.pdf>

Information Security Management System (ISMS) Overview

Arhnel Klyde S. Terroza

[https://chapters.theiia.org/bermuda/Events/ChapterDocuments/Information%20Security%20Management%20System%20\(ISMS\)%20Overview.pdf](https://chapters.theiia.org/bermuda/Events/ChapterDocuments/Information%20Security%20Management%20System%20(ISMS)%20Overview.pdf)

Global Information Assurance Certification Paper

Implementing an Information Security Management System (ISMS) Training process

<https://www.giac.org/paper/g2700/39/implementing-information-security-management-system-isms-training-process/107335>

Information Security Management System (ISMS) Overview

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[https://chapters.theiia.org/bermuda/Events/ChapterDocuments/Information%20Security%20Management%20System%20\(ISMS\)%20Overview.pdf](https://chapters.theiia.org/bermuda/Events/ChapterDocuments/Information%20Security%20Management%20System%20(ISMS)%20Overview.pdf)

ISO 27001 security

<http://www.iso27001security.com/html/faq.html#RiskAnalysis>

NIST Special Publication 800-50

Building an Information Technology Security Awareness and Training Program

Mark Wilson and Joan Hash

<http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-50.pdf>

NIST computer security resource center

<http://csrc.nist.gov/>

[ResearchGate.Net](#)

Takabi, Joshi & Ahn

[Security and privacy challenges in cloud computing environments](#)

Risk Management - 2014 Information Security Guide - Internet2

<https://spaces.internet2.edu/display/2014infosecurityguide/Risk+Management>



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The Information Security Policies/Computer Security Policies Directory
The Security Policies & Standards Group
<http://www.information-security-policies-and-standards.com/>