MET CS 684 BHA – Summer 2017: IT SECURITY POLICIES AND PROCEDURES
SYLLABUS

Boston University Metropolitan College

Hanscom Air Force Base

Schedule	Wednesdays 18:00-21:30 US Eastern Time
Location	Classroom G Air Education and Training Center, Building 1728 29 Chennault Street Hanscom AFB, MA 01730
Instructor	Andrew D. Wolfe, Jr., M.S.C.S. 808 Commonwealth Avenue, Rm 225 617-358-1984 781-405-9118
Email	awolfe@bu.edu
Office hours	3:00-4:30 pm Thursdays at my office or by prior arrangement Zoom, Adobe Connect or other webconferencing by arrangement

COURSE DESCRIPTION

This course enables IT professionals to implement security policies to support organizational goals. We discuss methodologies for identifying, quantifying, mitigating, and controlling security risks. Students learn to write IT risk management plans, standards, and procedures that identify alternate sites for processing mission-critical applications, and techniques to recover infrastructure, systems, networks, data, and user access.

The course also discusses disaster recovery; handling information security; protection of property, personnel and facilities; protection of sensitive and classified information; privacy issues; and hostile activities.

OBJECTIVES

The objective we share in this course is that each student understand the application of security policies, standards, procedures, and guidelines to common scenarios in business, and non-commercial organizations. At student request we will address military scenarios as well.

Specific topic objectives are:

- The common Information Systems Security models
- Security characteristics, threats and responses
- Security measures from Technology, Policy and Practice, and Education, Training, and Awareness dimensions
- Risk management—identification, quantification, response, and control
- Disaster recovery procedures and countermeasures for the business enterprise

PREREQUISITES

There are no formal prerequisites for this course. Students should have general awareness of computers, applications and networks, and of general information security practices.

COURSE TEXTS

Required

Information security policies and procedures: A practitioner's reference

by T. R. Peltier
Publisher: Auerbach Publications; 2nd edition, 2004
ISBN-13: 978-0849319587
ISBN-10: 0849319587

Security Program and Policies: Principles and Practices

by Sari Stern Greene
Publisher: Pearson Education; 2nd edition, 2014.
ISBN-13: 978-0789751676
ISBN-10: 0789751674

COURSEWARE

This course is run on Blackboard. The URL for the course web site is:

> https://onlinecampus.bu.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_5058025_1&course_id=_40228_1#

CLASS POLICIES

Students are expected to attend every class. If something will interfere with your ability to attend a session, you should notify the instructor as soon as possible.

GRADING RUBRIC

Subject mastery and evident hard work are the key things I am seeking in student performance.

Assignments - Go the Extra Mile

The specific instructions for the standard assignments are, to some degree, *starting points* for your work. If you do only what is on the assignment, your grade will not be 100. You must demonstrate *understanding* by going above and beyond the assignment. The following will raise your grade to the top levels:

- Discussion of the meaning and use of the assignment
- Discussion possible variations in the situation described
- Presenting organizational ramifications of the assignment
- Discussion of current events as they pertain to the assignment

Overall Grade

The following is the weighting of grading criteria for this course.

Grading Rubric

Category	Weighting
Assignments	40%
Class participation	20%
Final Presentation	30%
	90%

Participation Grades

When a student participates in a class discussion I will be looking for the following qualities:

- Applicability to the topic under discussion
- Responsiveness to the points raised by others
- Demonstration of conceptual mastery
- Citation (may be informal) of pertinent materials

Final Presentation Evaluation Criteria

The final presentation must include a presentations document of at least 25 slides. Acceptable formats are PowerPoint and PDF; please contact me if you wish to use an alternative format. The following characteristics will be used to grade the term project:

- Applicability
- Proper academic formatting
- Comprehensiveness and depth
- Regulations and standards
- Helpful contrasts
- Coherent
- References in proper format

Not Required in Grade

- Exceptional native intelligence
- Substantial personal experience in topic
- Witty repartée

Late or Missed Work

In case of personal emergency or other circumstances that prevent you from fulfilling an assignment, or attending class, please contact me before it is due.

Grade penalties for late submission may be waived if you provide this level of notice along with a reasonable and credible explanation.

Course grade will be penalized 10 points for each assignment that has not been submitted as of the final exam.

ACADEMIC INTEGRITY

- *WRITE IT, OR CITE IT!*

Please download and review the Policy on Academic Conduct from the following page:

> http://www.bu.edu/met/for-students/met-policies-procedures-resources/academic-conduct-code/

Neither the University, nor I, nor your classmates can tolerate plagiarism in any formal submission for this class. Please show appropriate respect for all by expressing your own mastery of the material in your own words, diagrams, programming, etc. When you include quotations, mark and attribute them clearly and in appropriate academic style. Contact your instructor with any questions.

SCHEDULE *(subject to revision)*

CS 674 BHA Calendar for Summer 2017

Date	Session	Title
05-31	01	Introduction to IT Security Policies and Procedures
06-07	02	Enterprise Security Issues
06-14	03	Security Policies
06-21	04	Security policies in depth
06-28	05	Security Standards and Procedures
07-05	06	Assets and Security Organization
07-12	07	Role-Playing: Policies, Procedures, Standards
07-19	08	Managing operational security
07-26	09	Disaster Recovery
08-02	10	Security policies for System Installation and Deployment
08-09	11	Final Class