College of **Business Administration**

CIS 4341-110, CRN 60225 Information Technology Security and Risk Management
COSC 4341-110, CRN 60223 Information Technology Security and Risk Management
Spring 2019
Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Crystal Bausley
Office: Online
Email: cbausley@tamuct.edu
Note: For course related communications, please use Canvas "Inbox" messaging feature. If Canvas is unavailable, please email the instructor using your student email address.

COBA Department Phone Number: (254) 519-5437**, Email:** cobainfo@tamuct.edu**, Fax#:** (254) 501-5825

Office Hours:
I do not have an office, but I will also be available for students on an appointment basis. Send me a Canvas message to schedule an appointment to meet online.

- **Mode of instruction and course access:**
  This is an **ONLINE** course – there will be NO "official" face-to-face classroom time. This class meets online during the 16-week semester that **begins January 14, 2019 and ends May 10, 2019**.

  The A&M-Central Texas Canvas Learning Management System (Canvas) [https://tamuct.instructure.com] will be our primary resource for the class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material and should check Canvas at least daily for updates. The course outline in this syllabus shows the basic schedule for the semester.

- **Student-instructor interaction:**
  Please send all course related correspondence through Canvas "Inbox". Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours Mon-Thurs and within 48 hours on Fri through Sun. Please do not hesitate to stop by my office during the scheduled office hours or contact me via Canvas Inbox or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course

College of **Business Administration**

911 Cellular: Emergency Warning System for Texas A&M University-Central Texas
911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911 Cellular. Warrior Shield [https://www.tamuct.edu/police/911cellular.html] can be downloaded and installed on your mobile device from Google Play or Apple Store.

Connect at 911Cellular [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION
Course Overview and description:
Examine the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Learn critical security principles and best practices in order to plan, develop and perform security tasks. Special emphasis on hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management.

Course Objective and Outcomes:
A student successfully completing this course will be able to:
Knowledge outcomes:
1. Describe the fundamental principles of information technology security.
2. Explain the concepts of threat, evaluation of assets, information assets, physical, operational, and information security and how they are related.
3. Recognize the need for the careful design of a secure organizational information infrastructure.
4. Identify both technical and administrative mitigation approaches.
5. Demonstrate an understanding of security technologies.
6. Discuss the need for a comprehensive security model and its implications for the security manager or Chief Security Officer (CSO).
7. Explain basic cryptography, its implementation considerations, and key management.
8. Determine appropriate strategies to assure confidentiality, integrity, and availability of information.

Skill outcomes:
1. Perform risk analysis and risk management.
2. Create and maintain a comprehensive security model.
3. Design and guide the development of an organization's security policy.
4. Apply risk management techniques to manage risk, reduce vulnerabilities, threats, and apply appropriate safeguards/controls.

Competency Goals Statements (certification or standards): None

Required Reading and Textbook(s):
Book Title: Principles of Information Security, **6th Edition**
Author: Michael E. Whitman, Herbert J. Mattord
ISBN: 978-0-13-432275-9

Note: An electronic version of the book may be available. A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. Supplemental Material: The course textbook will be supplemented with other materials including handouts, software demonstration, PowerPoint presentations, etc.

COURSE REQUIREMENTS
Course Requirements: (include point values for each- not just a percentage)
Reading Assignments
All assigned chapters will be used as a basis for canvas course contents. Students are expected to study the required chapters and go through review questions after each chapter in every week. Students are required to check Announcement page of Canvas on a regular basis to get any updates regarding the course assignments and due dates.

Students are required to complete one midterm exam, one final exam, four class tests, five Canvas discussion questions, four homework assignments, and one term project. The topic of all exams will be declared in the canvas portal. Canvas discussions are counted towards class participation points for this course. Students are required to update their canvas settings (Account > Settings > Notifications) to allow notifications to send right away for all course-related activities.

Class Tests
There will be four class tests for this online course. The class tests will be conducted online through Canvas course website. Each class test will be worth 40 points. The class tests will be timed and once started, must be completed at the given time.

Exams
There will be one midterm and one final exam. The midterm exam will cover Chapters 1-6 and worth 200 points, and the final exam will cover chapters 7-12 and worth 200 points. The final exam will NOT be comprehensive for this course. All chapters covered after the midterm will be considered for Final exam syllabus.

Assignments
Four homework assignments related to IT Security and Risk Management will be given to the students. The due dates of these assignments will be posted in canvas course portal. Each assignment will be worth 40 points. The assignment grading rubric will be provided in Canvas Course Portal.

Canvas Discussion

As this is an online course, there is NO lecture or other face-to-face interaction. To simulate the class environment, there will be multiple discussion questions throughout the semester. You will be expected to participate by posting an initial post of your own and (usually) respond to at least two other student's posts (at a minimum). The discussion questions will be posted at the beginning of the week and you will have until the Sunday of the same week to complete. NOTE: There may be more than one question in some weeks.

Canvas Discussion posts are worth 80 points. There will be at five discussion questions for the course. If the quality of your postings is not sufficient, the points will not be earned. You are expected to contribute to the class discussions in meaningful ways. That means:

- Contributing new and relevant information to the course discussion and from readings of the textbooks;
- Commenting in a positive manner;
- Building on the remarks of your fellow students – i.e. improving upon what someone else said;
- Posing questions of your fellow students; and sharing quotes, websites, and other supplementary information. Demonstrating practical application of the week's key concepts from your professional/personal experience.
- "Substantive" does not include "I agree," "Great point," or "You're wonderful" type postings. These types of postings are examples of positive "teaming" and are fine but not by themselves. They do not add depth or breadth to the discussion. A "substantive" initial posting should include:
- Your thesis (main point)
- Your supporting arguments
- A reference to class or outside material to support your thesis
- An example from your experiences to support your thesis.

Term Project

There will be one term project that is worth 200 points. The project requirements will be posted in Canvas.

Grading Criteria Rubric and Conversion

The distribution of points in different activities and the grading scheme are mentioned below:

Student Activity	Quantity	Points	Total
Class Tests	4	40	160
Assignments	4	40	160
Midterm Exam	1	200	200
Final Exam	1	200	200

Canvas Discussions	5	16	80
Term Project	1	200	200
Total			**1000**

Point Range	Letter Grade
1000-900	**A**
899-800	**B**
799-700	**C**
699-600	**D**
599-0	**F**

Posting of Grades

All students' grade will be posted on the Canvas Grade book. Students can monitor progress in this course using Canvas Portal. Students can expect to see their grades within one week of the closing of class tests, exams, and assignments. Students are expected to visit Canvas course webpage regularly to get any update regarding this online course. All updates regarding homework and tests will be posted in "Announcement" tab in Canvas course portal.

File Naming Convention

Students are required to submit their assignments via Canvas using file names with the following format:

- **CIS 4341-110** [AssignmentID] [LastName_FirstName].[file extension]
- **COSC 4341-110** [AssignmentID] [LastName_FirstName].[file extension]

For example, for homework assignment 2, the filename will be
- CIS4341 Assignment2 Smith_James.zip
- COSC4341 Assignment2 Smith_James.zip

COURSE OUTLINE AND CALENDAR
Complete Course Calendar:

Week	Week of	Required Reading Chapter(s)	Assignment Due
1	14-Jan	Syllabus	Introduction Discussion Post Syllabus Acknowledgement
2	21-Jan	Chapter 1	Discussion Post 1
3	28-Jan	Chapter 2	Assignment 1

4	4-Feb	Chapter 3	Class Test 1
5	11-Feb	Chapter 4	Discussion Post 2
6	18-Feb	Chapter 5	Assignment 2
7	25-Feb	Chapter 6	Discussion Post 3 Class Test 2
8	4-Mar	Review for Midterm Exam (Chapters 1-6)	Mid Term Exam due March 10
Spring Break	11-Mar		No Assignment Due
9	18-Mar	Chapter 7	Term Project Status Update
10	25-Mar	Chapter 8	Discussion Post 4
11	1-Apr	Chapter 9	Assignment 3
12	8-Apr	Chapter 10	Class Test 3
13	15-Apr	Chapter 11	Discussion Post 5 Assignment 4
14	22-Apr	Chapter 12	Class Test 4
15	29-Apr		Term Project Due
16	6-May	Review for Final Exam (Chapters 7-12)	Final Exam **due May 9**

Important University Dates:

March 19, 2018	Spring Semester Admissions Application Opens
October 22, 2018	Advising Begins for Spring Semester
October 22, 2018	Class Schedule Published for Spring Semester
November 1, 2018	Deadline for Scholarship Applications for the Spring Semester
November 5, 2018	Registration Opens for Spring Semester
November 15, 2018	Priority Deadline for International Student Spring Admissions Applications
December 3, 2018	Priority Deadline for Spring VA Certification Request
January 2, 2019	Priority Deadline for Spring Admissions applications
January 10, 2019	Convocation

January 11, 2019	Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
January 14, 2019	Add, Drop, and Late Registration Begins for 16- and First 8-Week. $25 fee assessed for late registrants.
January 14, 2019	Classes Begin for Spring Semester
January 16, 2019	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 21, 2019	Martin L. King Jr. Day *(University Closed)*
January 22, 2019	Deadline to Drop First 8-Week Classes with No Record
January 30, 2019	Deadline to Drop 16-Week Classes with No Record
February 22, 2019	Student End of Course Survey Opens (First 8-Week Classes)
February 22, 2019	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1, 2019	Deadline for Graduation Application for Spring Ceremony Participation
March 1, 2019	Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
March 8, 2019	Classes End for First 8-Week Session
March 8, 2019	Deadline for Spring Admissions Applications
March 10, 2019	Student End of Course Survey Closes (First 8-Week Classes)
March 11, 2019	Spring Break – No Class *(University Open)*
March 11, 2019	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm
March 13, 2019	Spring Break – No Class *(University Open*
March 14, 2019	Spring Break – No Class *(University Open*
March 15, 2019	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
March 15, 2019	Deadline for Clinical Teaching Applications
March 15, 2019	Spring Break – No Class *(University Open*
March 18, 2019	Add, Drop, and Late Registration Begins for Second 8-Week Classes. $25 fee assessed for late registrants.
March 18, 2019	Classes Begin for Second 8-Week Session
March 20, 2019	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25, 2019	Deadline to Drop Second 8-Week Classes with No Record
April 1, 2019	Deadline for GRE/GMAT Scores to Office of Graduate Studies
April 5, 2019	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W
April 12, 2019	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Spring

College of **Business Administration**

	Semester
April 26, 2019	Student End of Course Survey Opens (16- and Second 8-Week Classes)
April 26, 2019	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 10, 2019	Deadline for Applications for $1,000 Tuition Rebate for Spring Graduation (5pm)
May 10, 2019	Deadline for Degree Conferral Applications to the Registrar's Office. $20 Late Application Fee.
May 10, 2019	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 10, 2019	Spring Semester Ends
May 11, 2019	Commencement Ceremony Bell County Expo Center 7:00 p.m.
May 12, 2019	Student End of Course Survey Closes (16- and Second 8-Week Classes)
May 14, 2019	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
May 14, 2019	Deadline for Thesis to Clear Thesis Office for Spring Semester

TECHNOLOGY REQUIREMENTS AND SUPPORT
Technology Requirements
This course will use the A&M-Central Texas Instructure Canvas learning management system.
Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

    Username: Your MyCT email address. Password: Your MyCT password

Canvas Support
Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Other Technology Support
For log-in problems, students should contact Help Desk Central.
24 hours a day, 7 days a week:
        Email: helpdesk@tamu.edu
        Phone: (254) 519-5466
        Web Chat: [http://hdc.tamu.edu]
Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.
If you discover that you need to drop this class, you must complete a Drop Request Form [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.
Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations.
At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 519-5797. Any information you provide is private and confidential and will be treated as such.

College of **Business Administration**

For more information please visit our [Access & Inclusion](#) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.
Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](#) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender–including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.
Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center.
Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors

highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via WCOnline. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library.
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

College of **Business Administration**

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/departments/compliance/titleix.php].

INSTRUCTOR POLICIES.
- Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
- Instructor reserves the right to supplement the material presented in the text with addition material that may benefit the students by either providing additional information or a different point of view.
- Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
- Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and/or future assignments.
- Any changes made will be announced on Canvas.
- The instructor will not accept any course assignment after May 10, 2019 in Spring 2019 semester.

Policies related to grading
- All the assignments must be submitted before the posted deadline in Canvas Course website unless arrangements are made beforehand.
- Assignments more than **24 hours** late are subject to **20% late penalty**.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.