

Abilene Christian University

Application for a New Course v10.5

Course ID <i>Subject and Number</i>	IT 473
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Rob Byrd
2	Course Teacher	Rob Byrd
3	Course Title	Cybersecurity Policies, Standards and Compliance
4	Course Abbreviation (if title is over 30 characters)	Cybersec Policy
5	College	COBA
6	Department	SITC
7	Number of Credit Hours	3
8	Is the course Fixed Credit or Variable Credit?	Fixed
9	Is the course repeatable?	No
10	Maximum number of times course may be repeated	zero
11	Maximum number of hours credit	3
12	Explanation for variable credit	n/a
13a	Course contact hours - LEC	3
13b	Course contact hours - Lab	0
13c-z	Does not apply	n/a
14	Instructor Workload	3
15	Grade Mode	<u> X </u> Standard
16	Maximum Enrollment	30
17	Catalog Description (50 words or less)	A practical survey of cybersecurity policy, standards and compliance issues. Projects and team projects reinforce learning. Students perform risk assessments and create cyber policies.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Junior Standing
19	List any co-requisites	IT 310 Intro to Computer and Information Security
20	If the course is cross listed, specify the Course	n/a

	ID(s) MUST have signature in Section V off all Department Chairs	
21	Does this course have any special student costs? Yes/No <i>Attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.</i>	no
22a	How often will it be offered? Fall	Fall even
22b	How often will it be offered? Spring	n/a
22c	How often will it be offered? Summer	n/a
23	Frequency? All, odd, or even years?	even
24	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2018
25	List course/s that should be deleted, include the last semester for course/s being deleted <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	n/a
26	Is this course required for a degree/s? Yes/No <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	No, but it will be in the required list for the concentration in Security and Administration.
27	Should the addition of this course be retroactively applied to the degree plan it supports? Yes/no and explain	Yes. It will be acceptable as a "selection" course along with other upper division IT courses.
28	Has this course been offered as a Special Topics course? Yes/No <i>If "Yes," specify the Course ID and enrollment for each term it was taught. (Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, courses may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>	Yes IT 440 Sp Top: Cybersecurity Policies, Standards and Compliance Fall 2016: 10 enrolled
29	List any courses in which content overlaps the proposed course. (Course ID and Name) <i>Attach statement from instructor/dept chair of existing course justifying the new offering in</i>	n/a

	Section IV-D.	
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II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	This course will be part of the recently added B.S. in IT, concentration in Security and Administration.
2	Justification State the justification for adding this course to the current curriculum.	Content of this course is fundamental for general coverage of the cybersecurity field.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	Any student who is taking, or has taken, IT 310 Intro to Computer and Information Security (possibly any student within the school of IT and computing). Specifically, IT majors and those wanting to earn the concentration in Security and Administration,
2	State the overarching course goal(s) in performance terms.	1. Understand cyber laws and standards and how they are used to develop policies that reduce cyber risk. 2. Create cybersecurity policies that ensure compliance and reduce risk.

2. Competencies and Measurements

	Competency	Measurement
1	Evaluate various elements and aspects of legal systems, cyber laws, federal compliance, and real versus perceived threat that contribute to reducing cyber risk.	Report assignment of case studies
2	Perform risk assessment in preparation for policy creation.	Risk assessment project.
3	Create policies that ensure legal compliance and reduce cyber risk.	Policy creation project.

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.

Required Text:

Grama, J. L. (2015). "Legal Issues in Information Security", Second Edition. Jones and Bartlett Learning, ISBN-13: 978-1-2840-5474-3

Outside and web readings:

US Codes: SOX, FISMA, FERPA, 111-148, FISA and others.

Cyber standards such as PCI-DSS 3.2, NIST

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-1. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name IT 473 Cybersecurity Policies, Standards and Compliance

Primary Department


Department Chair

10.03.16
Date


Dean of the College

10/18/16
Date

VI. Actions *Place all actions on one page.*

Course ID: IT 473

Course Title: Cybersecurity Policies, Standards and Compliance

1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒ Denied ☐  10-3-16
College Dean or Director Date

5. University Undergraduate Academic Council: (undergraduate level courses)

Approved ☐ Denied ☐ _____
Vice Provost Date

6. Academic Provost: (for all courses)

Approved ☐ Denied ☐ _____
Provost Date

7. President of the University: (for all courses)

Approved ☐ Denied ☐ _____
President Date

ACU COLLEGE OF BUSINESS ADMINISTRATION
SCHOOL OF INFORMATION TECHNOLOGY & COMPUTING
COURSE SYLLABUS
IT 473 CYBERSECURITY POLICIES, STANDARDS AND COMPLIANCE
FALL 2018



Professor:	Dr. Rob Byrd, Associate Professor	Office: Mabey Business Building Rm #264
Phone (office):	325-674-4914	Office Hrs: MW 9:00a –chapel
Cell (and text):	325-320-7076 (Avail. 24/7)	ACU Box#: 28036
Email:	rob.byrd@acu.edu	Classroom: MBB (COBA) 316, TR 3:00pm

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

The mission of the College of Business Administration is to glorify God by creating a distinctively Christian environment in which excellent teaching, combined with scholarship, promotes the intellectual, personal and spiritual growth of business students, and educates them for Christian service and leadership throughout the world.

The mission of ACU's School of Information Technology and Computing is to provide students with the highest quality education possible in the ever-changing high-tech arena, and to establish within them a foundation of faith from which they can lead and serve in world-changing ways.

Course Description: IT 473 (3 cr.). A practical survey of cybersecurity policy, standards and compliance issues. Projects and team projects reinforce learning. Students perform risk assessments and create cyber policies.

Contribution of Course to Overall Business Perspective: This course is an assimilation of several other primary fields and as professionals we must attain basic competency in all of them to be effective. This course develops the ability to think and solve problems systematically and to understand how cyber security affects virtually all areas of modern business and society, in general.

Contribution of Course to the Development of Communication Skills: This course will provide opportunities to develop communication skills by introducing and building on much of the vocabulary used in the discipline. Students apply the new vocabulary as they read and write computer programs, deliver project documents, and work in teams (as appropriate).

Contribution of Course to Christian Service and Leadership: Many of the concepts and details of this course are difficult and require time and dedication to master. Yet without competency in them the computer professional will not be able to present an image of a qualified professional. Colossians 3:23,24 (NIV) *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Generally, it is difficult to make the Good News about Jesus Christ seem desirable to unbelievers, unless those carrying that news are respected as authorities in other areas first. It doesn't always have to be in a professional area, but it does help when trying to show colleagues Christ.

Goals for Student Competency:

Course Goals

1. Understand cyber laws and standards and how they are used to develop policies that reduce cyber risk.
2. Create cybersecurity policies that ensure compliance and reduce risk.

Student Learning Objectives (Students will be able to:)

1. Describe the American legal system and various sources of cyber laws. (measured via test)
2. Describe the concept of compliance and how it is applied to cybersecurity. (measured via test)
3. Describe primary cybersecurity standards and how they complement compliance in cyber risk reduction. (measured via test)
4. Explain the concept of cyber risk using standard terminology of the discipline. (measured via test/report)
5. Perform risk assessment in preparation for policy creation. (measured via project)
6. Create policies that ensure legal compliance and reduce cyber risk. (measured via project)

Course Format: In addition to covering the listed text, case studies and scenarios will reinforce textual concepts and introduce additional concepts necessary to gain a full understanding of the course content. Assignments and exams will both assess student knowledge and serve as learning tools. Individual and team projects form an integral part of the course.

Prerequisites: Junior Standing and current enrollment in IT 310 Introduction to Computer and Information Security. Implicit prerequisites include: a maturity level and effective study habits that will enable the student to engage in conceptual topics and apply various previous coursework to develop creative solutions to the given problems and scenarios.

Grading System: Final grades will be determined using the 1000 point system detailed in the table below. Grades will be distributed as 900-1000 pts. = A, 800-899 pts. = B, 700-799 pts. = C, 600-699 pts. = D, 000-599 pts. = F.

Team assignments & projects (15 – 25 pts each)	250	Exams (3)	300
Daily assignments and reading checks	150	Policy Projects	200
Risk Analysis Projects	100		
			Total 1000

Course Policies:

Course Materials and Communication

The primary means of communication will be classroom discourse and discussion followed closely by email and the online course management system found at: Canvas LMS site (provided by ACU). As far as possible all handouts, assignments, assignment submissions, grades and feedback will be accomplished via this site. Student email will be channeled through this site unless a message is student-initiated and send directly to the professor's email account AND of a private nature not suitable for class dissemination. This collaborative culture is more productive for students and less burdensome for the instructor.

Homework, Projects, and Quizzes

Credit for homework and quizzes is given only when they are submitted on time, whether the student has an excused absence or not. You may still submit late assignments for feedback even though the grade will be a zero. This will ensure you have the correct understanding for the exams and follow-on courses. Do NOT submit homework directly to the instructor's email address. It will not be opened.

Attendance and Tardiness

Students are expected to be present and on time for class. In the case of a school approved absences, exams or projects may be taken/submitted **only before** leaving on the school approved function. This means advance notification of the absence must be given to the professor at least one week before the day of absence. The above-stated Homework and Quizzes policy applies to school approved absences only. Unexcused absences will result in a zero for missed work.

For those who like details: Tardy is defined as entering the classroom or not being prepared for class (finding a seat, pulling out books from backpacks, etc.) after the professor has started the formal class, or making the professor have to wait to start class because a student is not ready. A

student more than 15 minutes tardy is considered absent. Two tardies amount to an absence and after three weeks worth of absences a student will be dropped with a grade of WF. It will not take this many absences, however, to miss so much valuable learning that passing will be difficult anyway.

Disruptive and Disrespectful Behavior

Behavior that is disruptive and disrespectful behavior will not be tolerated. This includes sleeping, habitual leaving and re-entering the classroom once the session has started, playing games, writing email, messaging, use of mobile devices, inappropriate talking that is off-topic or that disrupts the other students or the instructor, or other similar activities. Those disrupting the class, will be asked to leave and will be counted absent. The only exception to this policy is when the professor initiates a mobile device activity.

Academic Dishonesty and Ethics

1. The teacher and students will adhere to the college and university policies in regards to cheating, copying, and misuse of computer resources. Students caught collaborating on individual work, may receive an F for the course. It is not the professor's burden to prove malicious cheating or copying. Student work may be checked using plagiarism detection software. Collaboration will be assumed when, in the perception of the professor, assignments look too similar or when visual or forensic evidence suggests unacceptable collaboration. Within-team collaboration is expected on team projects with the provision that all team members are equally contributing. Refer to this site for the formal policies regarding academic integrity:

http://www.acu.edu/campusoffices/studentlife/judicial/For%20Students/Academic_Integrity_P.html

2. All are encouraged to follow the Golden Rule, "treat others as you would want to be treated."

3. It is to the student's benefit to put forth his/her best effort. The tasks that seem hard or impossible initially become the very milestones that give confidence and competence later. Full effort is always rewarded with better accomplishments in the end.

Special Academic Accommodations

Abilene Christian University is committed to enabling an atmosphere that accommodates qualified persons with disabilities. If you feel you have a disability which may impair your capacity to successfully complete this course, please contact the Director of Disability Services (674-2667) in Alpha Academic Services within the first two weeks of the course. Student Disability Services assists students with disabilities in obtaining appropriate accommodations.

Request For Feedback

This course is under continuous revision. The professor welcomes suggestions for improvement. The sooner in the semester suggestions are made, the sooner improvements can be implemented. Please don't wait until the last day of class or the end-of-course critiques to make comments.

Text and Supplements:

Required Text:

Grams, J. L. (2015). *Legal Issues in Information Security/2e*. Jones and Bartlett Learning, ISBN-13: 978-1-2840-5474-3

Outside and web readings:

US Codes: SOX, FISMA, FERPA, 111-148, FISA and others.

Cyber standards such as PCI-DSS 3.2, NIST

Summary of Assignments: Class agenda, exam dates, assignment and project due dates will be determined based on class composition and student interests. A tentative basic course schedule is presented below. Any significant changes to this schedule (such as exam dates and substantial content) will be communicated at least one week before the new event date.

IT 473 Tentative Course Schedule

Wk	Text	Activity
1	Review & Chapter 1	Review of US Codes and Laws & Information Security Overview
2	NIST, FISA	Risk Assessment Project 1 Assigned
3	Chapters 2 & 3	Privacy Overview & The American Legal System
4	Chapters 4	Security and Privacy of Consumer Financial Information (Prj 1 Due)
5	Chapters 5	Security and Privacy for Children and in Educational Records
6	Chapters 6	Security and Privacy of Health Information Exam 1
7	Chapters 7	Corporate Information Security and Privacy Regulation (prj 2 Assigned)
8	Chapters 8 & 9	Federal & Stare Gov. Regulations & Laws
9	NIST, FISA	Risk Assessment and & Policy Creation Prj 3 Assigned (Prj 2 Due)
10	Chapters 10 & 11	Intellectual Property Law & Contracts
11	Chapters 12	Criminal Law and Tort Law Issues in Cyberspace Exam 2
12	Chapters 13	Information Security Governance Policy Creation (Prj 4 Asn'd) (Prj 3 Due)
13	Chapters 14	Risk Analysis, Incident Response, and Contingency Planning
14	Chapters 15	Computer Forensics and Investigations
15	Notes	Policy Implementation Strategies and Governance
16		Final Exam, Project 4 Due

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: September 19, 2016
TO: Dr. Rob Byrd
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for IT 473 – Cybersecurity Policies, Standards and Compliance

After reviewing the course application, the library is able to support the proposed course. Please contact your librarian liaison, Mark McCallon (mccallonm@acu.edu), if additional library resources are needed to support the course. Thank you for the opportunity to evaluate the syllabus and course proposal.

September 19, 2016

Dr. Rob Byrd
Mabee Business Building #264
Abilene Christian University
Tel: (325)674 4914
Email: rob.byrd@acu.edu

Re: Review of IT473 Cybersecurity policies, standards and compliance

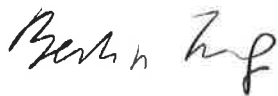
Dear Dr. Byrd,

Thank you for submitting IT473 Cybersecurity policies, standards and compliance for us to review. We found that the syllabus to meet requirements in ACU Syllabus Guidelines. It is very clear in describing your expectations and requirements for the course.

One issue is that I could not find direct mention of the number of credit hours available for this course. You might want to add this. You might also want to add project deadlines to the schedule, just as you have included the weeks when exams will be given. You do not need to send the revised version to us.

If there is any aspect of the application or course development you would like to discuss further, please let me know. The Adams Center is here to serve you in any aspect of your course development, implementation, and/or ongoing teaching of the course.

Again, thank you for allowing the Adams Center team to review your course application and if there is any way we can serve you, please know we are here to serve you.



Director, Instructional Design,
Adams Center

From: rrb7a rrb07a@acu.edu
Subject: Re: Course competencies update for IT 473
Date: March 9, 2017 at 6:27 PM
To: Berlin Fang bxf13b@acu.edu
Cc: John Homer jdh08a@acu.edu

Berlin,

Thank you for that feedback.

Rob

Sent from mobile phone

On Mar 8, 2017, at 17:30, Berlin Fang <bxf13b@acu.edu> wrote:

Hi Rob,

This looks great to me. You rewrote it the competencies in a way that do show higher-order objectives. I am not sure we need to write an additional letter to the council as you can just explain to the council how you have changed these competencies if this is the main concern when the course was presented last time.

Berlin

Bailin ("Berlin") Fang, M.S., M.A.
 Director, Instructional Design
 Walter H. Adams Center for Teaching Excellence
 Abilene Christian University
 ACU Box 29201
 Abilene, Texas 79699-9201
bxf13b@acu.edu
 Tel: (325)674-2981

On Tue, Mar 7, 2017 at 4:49 PM, Rob Byrd <rrb07a@acu.edu> wrote:

Good afternoon Berlin,

After receiving feedback from the UUAC pre-screening process, I have combined the first 4 (of the original 6) competencies of IT 473 that were more introductory and made a single higher order learning objective that will convey the essence of what I was wanting students to learn anyway. Any further suggestions would be appreciated.

Thank you,

Rob

New Table

	Competency	Measurement
1	Evaluate various elements and aspects of legal systems, cyber laws, federal compliance, and real versus perceived threat that contribute to reducing cyber risk.	Report assignment of case studies.
2	Perform risk assessment in preparation for policy creation.	Risk assessment project.
3	Create policies that ensure legal compliance and reduce cyber risk.	Policy creation project.

Original 6 Competencies

	Competency	Measurement
1	Describe the American legal system and various sources of cyber laws	Short answer test
2	Describe the concept of compliance and how it is applied to cybersecurity.	Short answer test

3	Describe primary cybersecurity standards and how they complement compliance in cyber risk reduction.	Short answer test.
4	Explain the concept of cyber risk using standard terminology of the discipline.	Report assignment of case studies.
5	Perform risk assessment in preparation for policy creation.	Risk assessment project.
6	Create policies that ensure legal compliance and reduce cyber risk.	Policy creation project.

Rob Byrd, Associate Professor
School of IT and Computing

"If at first an idea doesn't sound absurd, then there is no hope for it." — Albert Einstein