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# Enterprise Security Policy Management

CIS 75D (CRN:33583)

Winter 2016

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## COURSE DESCRIPTION

Learn how to secure your enterprise network by creating a security policy and create procedures to maintain security policy. Learn to perform risk analysis and assessment on enterprise security. System Administrators, IT Managers and Analysts would benefit from this course as well as technologists wanting to broaden their impact.

## PREREQUISITE SKILLS

**Advisory:** English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

## INSTRUCTOR INFORMATION: James (Jim) Carr, CISSP-ISSAP

**Office Hours Held:** Tuesdays, 4:45PM - 5:45PM

**Office Location:** AT 203 or AT 203B

**E-mail address:** carrjames@fhda.edu

**Website:** <http://www.jblcourses.com>

## ATTENDANCE POLICY

Students are required to attend all meetings:

**Class:** Tuesdays, 6:00-7:50 PM in AT 205

**Lab:** Tuesdays, 8:00-9:15 PM in AT 205

**On-line:** Thursdays, 1:45PM - 3:00PM (send email and phone # if you need to talk)

See drop policy below.

## DROP POLICY

1. Students who want to be dropped from the class **MUST** take the initiative to follow the De Anza College drop procedures. Drop calendar deadlines can be found at <https://www.deanza.edu/calendar>. Do not assume you will be automatically dropped from this course. If you intend to drop the course, you must drop yourself!
2. Drop Deadline
  - a. By **Monday, January 12, 2016**, you must purchase the course material from the bookstore and log into the Jones and Bartlett site.
  - b. Successfully complete ALL the Week 1 ASSIGNMENTS in Jones & Bartlett Moodle by January 12, 2016.

## OBJECTIVES

Upon completion of this course, you will be able understand the following objectives.

1. Identify the role of an information systems security (ISS) policy framework in overcoming business challenges.
2. Recognize the relationship between business drivers and information systems security policies.
3. Understand the relationship between regulatory compliance requirements and information system security policies.
4. Analyze how security policies help mitigate risks and support business processes in various domains of a typical IT infrastructure.
5. Analyze issues related to security policy implementations and the keys to success.
6. Describe the components and basic requirements for creating a security policy framework.
7. Describe how to design, organize, implement, and maintain IT security policies.
8. Describe the different methods, roles, responsibilities, and accountabilities of personnel, along with the governance and compliance of a security policy framework.
9. Describe the different ISS policies associated with the User Domain.
10. Describe the different ISS policies associated with the IT infrastructure.
11. Describe the different ISS policies associated with risk management.
12. Describe the different ISS policies associated with incident response teams (IRTs).
13. Describe issues related to implementing ISS policies.
14. Describe issues related to enforcing ISS policies.
15. Describe the different issues related to defining, tracking, monitoring, reporting, automating, and organizing compliance systems and compliance technologies.

## STUDENT LEARNING OUTCOMES FOR THIS COURSE:

- Create and refine enterprise security policy and procedures.
- Create tools to track risks, document and mitigate them.

## REQUIRED COURSE MATERIALS

1. There are **two purchase options** for your Jones and Bartlett course materials in the DeAnza bookstore). **Do not purchase these materials below from any other source because they will not include the lab code access.**

§ Johnson, Rob. Security Policies and Implementation Issues, 2nd ed. Burlington, MA: Jones & Bartlett, 2015

### A. Bookstore option one – eBook Bundle

Purchase a Jones and Bartlett eBook and access code in the bookstore – ISBN 978128409566. This is the least expensive option. The cards are currently available at

the campus bookstore.

### **B. Bookstore option two – Textbook Bundle**

Purchase a Jones and Bartlett Textbook and access code in the bookstore – ISBN 9781284064759

2. After completing one of the purchase options above, you will need to access [www.jblcourses.com](http://www.jblcourses.com) , and then click on “**Redeem an Access Code**”. You must enter the Lab Access Code (purchased in Step 1 above) and the following Course Code: 3626.
3. **High speed internet connection** (not dial up) required IF you work at home.

## **REQUIRED COMPUTER COMPONENTS AND AVAILABILITY**

**Hardware Requirements:** A PC computer is required to run the Jones and Bartlett software. If you do not own a PC, you may use the computers in AT 203 lab.

**Software:** No special software is required for this class to access the Jones and Bartlett Moodle system. Use an up- to-date browser, such as Firefox. The Firefox browser is recommended.

### **Computers in CIS Lab:**

If you need help with your course, you can use the CIS lab computers. For CIS computer lab hours access <http://www.deanza.edu/buscs/lab/hours.html>

## **SUBMITTING WEEKLY LAB ASSIGNMENTS**

This course uses a Moodle website called Jones and Bartlett ([www.jblcourses.com](http://www.jblcourses.com)). All course information including assignments, homework, course deadlines, etc. will be available to you on-line on the Jones and Bartlett course Moodle web site. When you enter your Jones and Bartlett on-line course, you will see a list of assignments that you will complete for each week. The actual course schedule and due dates for exams and assignments are subject to change.

## **HOMEWORK ASSIGNMENTS**

Homework assignments will include answering multiple-choice questions in a 20-question quiz based on that week’s reading assignment. Students will have 30 minutes to complete the quiz. Quizzes may be retaken an unlimited number of times to improve your score. The highest score will be recorded. No feedback will be given on questions missed during this open book, open notes homework quiz. The final exam will be extracted from these same homework questions, e.g. the Final Exam is extracted from questions you have already seen on the chapter quizzes.

## **FINAL EXAM**

The 50-question, multiple-choice, closed-book, closed-notes Final Exam has been extracted from the Quiz questions, e.g. all questions on the Final Exam you will have seen previously on the chapter quizzes.

## Lab ASSIGNMENTS

The required lab assignments can be found in Moodle are counted towards your grade (see below).

## ATTENDANCE/PARTICIPATION

Ten points will be awarded each student for class participation.

## EXTRA CREDIT

Students are encouraged to present a 10-minute presentation to the class on a relevant security topic. A short slide presentation in Microsoft PowerPoint of three to five slides is required to accompany the presentation. These slides will be posted on Moodle following the presentation. Consult the instructor first with your proposed topic and when to present on the schedule. Five points will be added to the final grade for this presentation.

## MOODLE PORTAL

Jones and Bartlett Moodle must be used as the portal for completing all assignments. To post any discussion questions, send an email to [carrjames@fhda.edu](mailto:carrjames@fhda.edu). The optional online portion of the class is conducted online and the instructor will be available Tuesdays, 1:45PM - 3:00PM to answer questions. Email the instructor at [carrjames@fhda.edu](mailto:carrjames@fhda.edu) during this time. Students are encouraged to email their instructor at any time with questions.

## TESTING/GRADING POLICIES/FINAL GRADES

To pass this course, you must complete labs, quizzes and the Final Exam with the minimum scores shown below. Weekly deadlines for each assignment are posted inside the Jones and Bartlett Moodle web site.

### Exams Grading Scale:

A+	98% - 100%
A	93% - 97%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	70%-76%
D+	67%-69%
D	63%-66%
F	<63%

## Final Grade Mix:

The following percentages reflect how the final grade will be determined:

Attendance/Participation	10%
Quizzes	30%
Lab	30%
Final Exam	30%
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Total=	100%
Extra Credit	5%

## ACADEMIC INTEGRITY:

Students who submit work of others as their own or cheat on exams or other assignments will receive a failing grade on that assignment and will be reported to college authorities.

## DISRUPTIVE CLASSROOM BEHAVIOR

Disruptive classroom behavior may include (but is not limited to) the following: talking when it does not relate to the discussion topic, sleeping, reading other material (e.g. newspapers, magazines, textbooks, from other classes), eating or drinking, monopolizing discussion time, refusing to participate in classroom activities, leaving cell phones and pagers on, texting, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be approached by the instructor. If the disruptive behavior continues, students may be asked to leave the classroom and/or eventually be dropped from the course.

## NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide your instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days' notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

## TECHNICAL DIFFICULTIES

If you have technical problems with the Jones and Bartlett software on your home computer, please contact Jones and Bartlett Technical Support directly at [www.jblcourses.com/techsupport](http://www.jblcourses.com/techsupport) or call 866-601-4525 OR complete your course work using our computers in the AT203 CIS lab.

## RECOMMENDED RESOURCES

Web References: Links to Web references in this document and related materials are subject to change without prior notice.

### Books, Professional Journals

Please use the following author's names, book/article titles, Web sites, and/or keywords to

search for supplementary information to augment your learning in this subject.

Sandy Bacik

Building an Effective Information Security Policy Architecture (Chapters 1 and 7)

Seymour Bosworth, et al.

Security Handbook, 5th ed. (Chapters 3, 21, and 26)

Debra S. Herrmann

Complete Guide to Security and Privacy Metrics: Measuring Regulatory Compliance, Operational Resilience, and ROI (Chapters 3, 4, and 5)

Ronald L. Krutz, et al.

The CISM Prep Guide: Mastering the Five Domains of Information Security Management (Chapters 2 and 5, and Appendix B)

William C. Nicholson

Homeland Security Law and Policy

Harold F. Tipton, et al.

Information Security Management Handbook, 6th ed. (Chapters 2, 5, 7, 14, 16, 41, and 42)

John R. Vacca

Computer and Information Security Handbook (Chapter 15)

Barry L. Williams

Information Security Policy Development for Compliance: ISO/IEC 27001, NIST SP 800-53, HIPAA Standard, PCI DSS V2.0, and AUP V5.0

Kenneth A. Bamberger

"Technologies of Compliance: Risk and Regulation in a Digital Age," Texas Law Review, March 2010, Vol. 88 Issue 4 (Pages 669-739)

S. Vydrin

"Theoretical aspects of information security", Journal of Mathematical Sciences, January 2009, Vol. 156 Issue 2 (Pages 261-275)

### **Information Search**

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

- Acceptable Use Policy (AUP)
- Best Fit Privilege
- Business Continuity Planning (BCP)
- Business Impact Analysis (BIA)
- Cyberterrorism
- Cyberwarfare
- Disaster Recovery Planning (DRP)

Globalism  
Guidelines  
Incident Response  
Information Assurance  
Information Security Controls  
Information Systems Security  
Laws  
Layered Security  
Least Access Privilege  
Local Area Network (LAN)  
Nation-states  
Policies  
Policy Management and Maintenance  
Privileged Users  
Procedures  
Quality Assurance (QA)  
Quality Control (QC)  
Regulations  
Responsibilities of Users and Accountability  
Risk and Control Self-Assessment (RCSA)  
Risk Management  
Risk Mitigation  
Standards  
Telecommunications  
U.S. Compliancy Laws and Industry Standards  
Wide Area Network (WAN)

## Gaining access to Jones and Bartlett Moodle system

1. Navigate to the URL <http://www.jblcourses.com>.

Use your own User name and password as shown the template below.

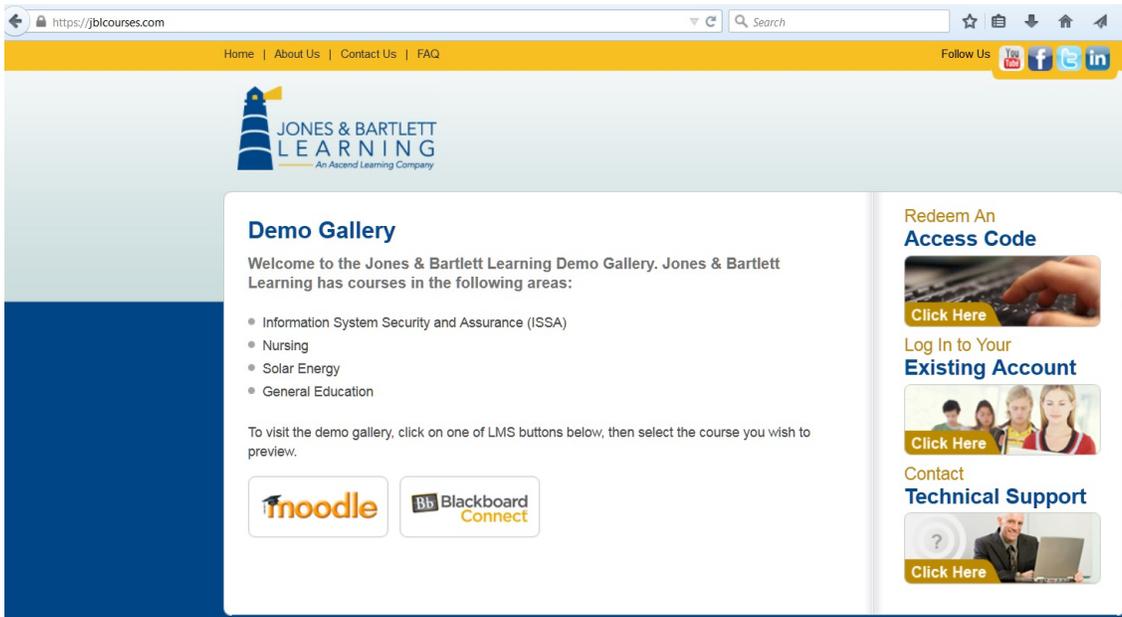


The screenshot shows the login interface for the Jones & Bartlett Learning Moodle system. At the top left is the logo for Jones & Bartlett Learning, featuring a blue lighthouse icon and the text "JONES & BARTLETT LEARNING An Ascend Learning Company". Below the logo is the heading "Login" in red. A dashed horizontal line separates the instructions from the input fields. The instructions are:

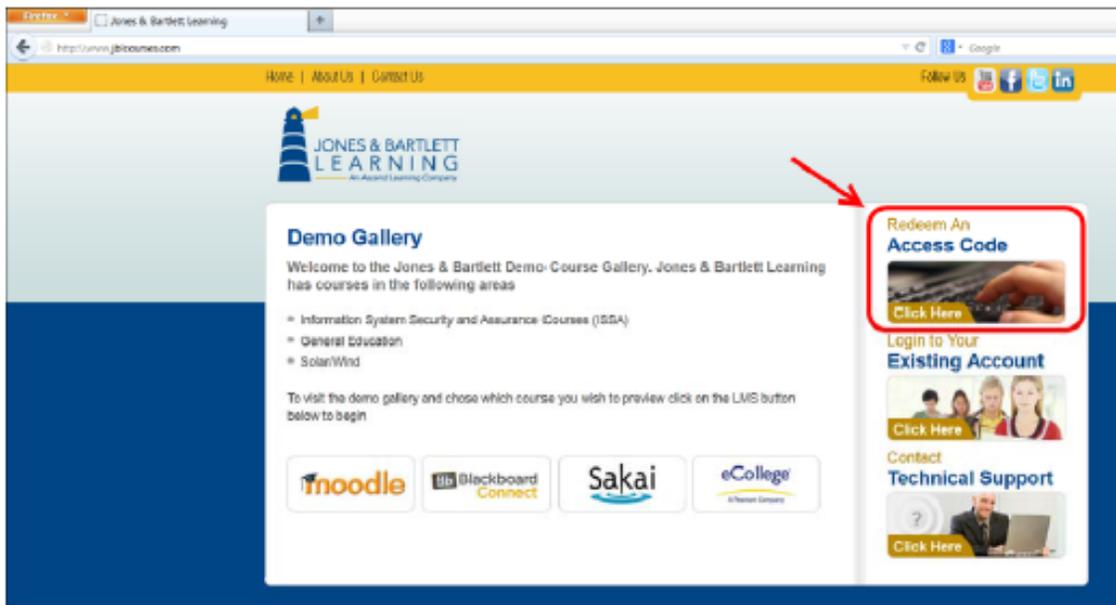
- Step 1:** Enter the user name that you have used to register previously.
- Step 2:** Enter the password that you have used to register previously. Password is case-sensitive.
- Step 3:** Click the Submit button.

Below the instructions is another dashed horizontal line. The login form consists of two input fields: "User name:" and "Password:". Each field has a red asterisk to its right. Below the "Password:" field is a yellow "Submit" button. At the bottom of the form is a blue link labeled "Forgot Password".

2. You will see the screen below when you have successfully logged in.



3. Click on “Redeem an Access Code”



4. Fill in the “Lab Access Code” you received in the bundle from the DeAnza bookstore, when you either purchased an e-book or a textbook. Use “3626” as the course code for CIS 75D as shown below. Then click “submit.”



**Lab Access Code**

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**Step 1:** Obtain a lab access code. Check with your instructor to determine where to find your code.

**Step 2:** Type in your lab access code. Sample code: 98508635

**Step 3:** Type in your course code. Sample code: 7462

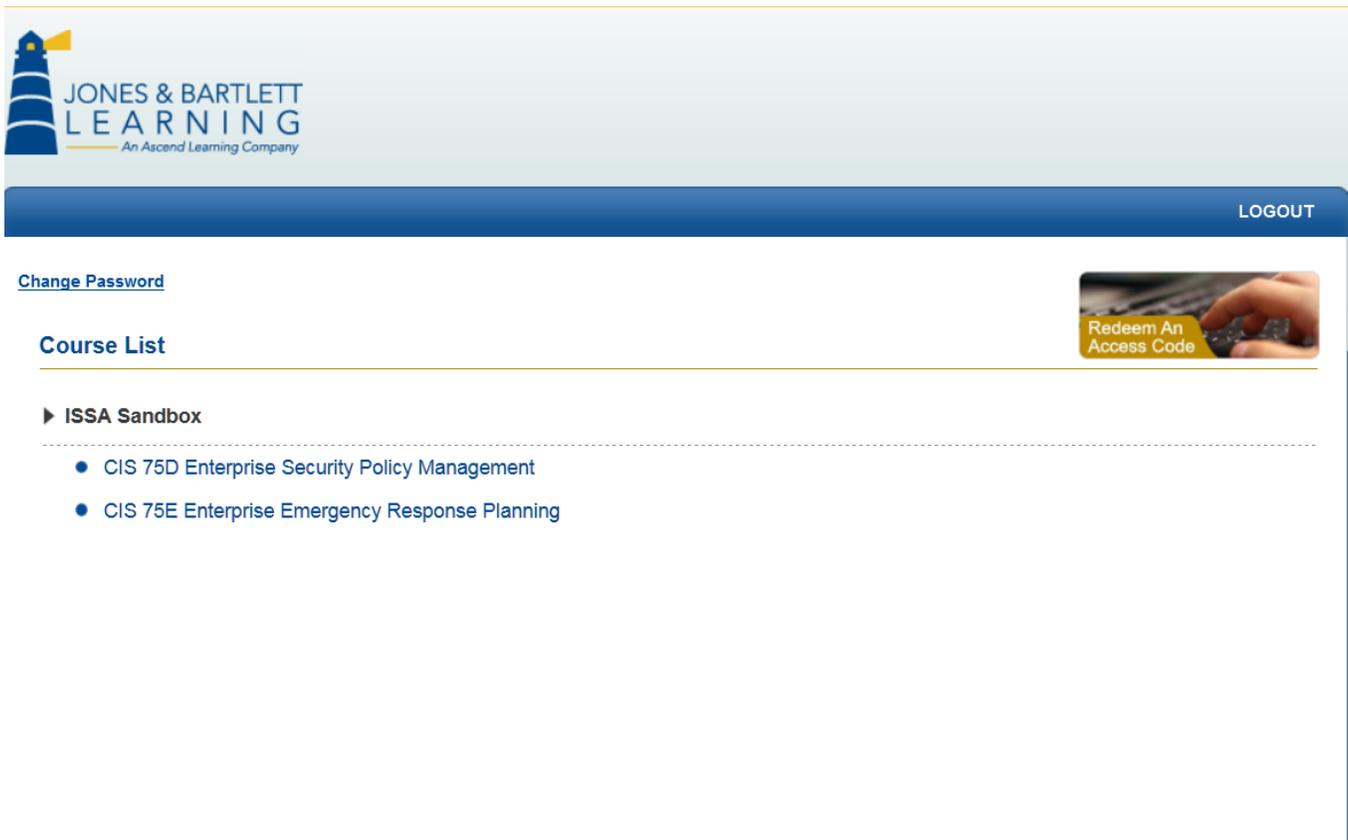
**Step 4:** Click the Submit button.

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Lab access code:

Course code: **3626**

5. You should see the screen below. Click on your course to enter Moodle.



The screenshot shows the top navigation bar of the Jones & Bartlett Learning Moodle interface. On the left is the logo for Jones & Bartlett Learning, featuring a stylized lighthouse icon and the text "JONES & BARTLETT LEARNING" with the tagline "An Ascend Learning Company" below it. On the right side of the navigation bar is a "LOGOUT" link. Below the navigation bar, there is a "Change Password" link on the left and a "Redeem An Access Code" button on the right, which includes a small image of a hand typing on a keyboard. The main content area is titled "Course List" and contains a section for "ISSA Sandbox" with two course items listed below it, separated by a horizontal dashed line.

[Change Password](#)

[Redeem An Access Code](#)

### Course List

► **ISSA Sandbox**

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- CIS 75D Enterprise Security Policy Management
- CIS 75E Enterprise Emergency Response Planning