

BCIS 4740-002 (Fall-2026)

Administration and Policy in Information Security

COURSE INFORMATION

Instructor: Dipakkumar P Pravin

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Office: 357B Business Leadership Building (BLB)

Class Hours: Thursday 2:25 PM to 5:15 PM in BLB-040

Zoom Office Hours: Wednesdays 12 noon to 1:00PM CST or by appointment.

Zoom: <https://unt.zoom.us/j/5503635876?pwd=SXRPZ3JVZWFabk92NXptYW83UHY4dz09>

Meeting ID: 550 363 5876

Passcode: 14221

IA Names, Hours & Zoom:

IA: TBD

Course Structure: This is an **in-person class and attendance is required**. Students are expected to participate in lectures. Students MAY also take the exams IN-PERSON at Sage Hall Testing Center.

Textbooks (Recommended):

- Any study guidebook on CompTIA Security+ SYO-701 Certification
- Supplemental materials can be retrieved from the course website.

COURSE OVERVIEW

This is an interdisciplinary course on Information Security that covers the various technical, managerial, social, and socio-technical aspects of information security. Students will be exposed to the spectrum of security management activities, including security investigation and analysis, risk management, implementation and maintenance of information assurance, ethical, legal, and professional aspects of information security and assurance.

Students will also be exposed to emerging information technologies and issues related to information security and assurance discipline. It is expected that students develop an in-depth understanding and knowledge of information security and information assurance through lectures, assignments, discussions, and presentations covered in class.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Explain why information security management is so important today for business and management
- Define risk management and discuss the stages in the risk management process.
- Develop the information security planning process.
- Explain the accreditation and certification process for federal information systems.
- Conduct Business Impact Analysis and Cost-Benefit Analysis.
- Develop a plan for the budgeting, hiring, and assignment of information security resources.
- Develop various types of contingency planning.
- Describe the development process of information security policies and guidelines.
- Design a security awareness and education program.

COURSE SCHEDULE (subject to changes per instructor's decision).

	Date	Topics	Assignments/Due Days
W1	8/20	Course Introduction <u>Domain 1: General Security Concepts</u>	Video Tutorial (VT) #1- General Security Concepts and Cryptography and Domain 1 Assessment Quiz
W2	8/27	M1: Introduction to Information Security (InfoSec)	Due: In-class activity #1 (Element of Risk)
W3	9/03	M2: Cryptography Team Project Discussion	Due:: In-class activity #2 (Cryptography)
W4	9/10	<u>Domain 2: Threats, Vulnerabilities, and Mitigations</u> M3: Security Threats, Attacks, Vulnerabilities, and Mitigations Project: Finalize Team & Topic	VT #2-Threats, Attacks, and Mitigations Domain 2 Assessment Quiz Due: Lab#1
W5	9/17	<u>Domain 3: Security Architecture</u> M4: Cloud Security	VT#3 - Security Architecture, Domain 3 Assessment Quiz
W6	9/24	M5: Network Security	Due: Lab#2
W7	10/01	Reading Day/Project Day	
W8	10/08	Midterm Exam (SAGE Hall Testing Center)	
W9	10/15	<u>Domain 4: Security Operations</u> M6: Endpoint and Mobile Device Security	VT#4 - Security Operations Domain 4 Assessment Quiz
W10	10/22	M7: Security Control Principles/Mechanisms Project Presentations: 10 minutes/team 3-4 teams	Due: Lab#3
W11	10/29	M8: Data Security and Business Continuity Plan Project Presentations: 10 minutes/team 3-4 teams	Due: Lab #4
W12	11/05	M9: Security Operations and Incident Response Project Presentations: 10 minutes/team 3-4 teams	Due: In-class activity #4 (Threats and Remediation Actions)
W13	11/12	<u>Domain 5: Security Program Management and Oversight</u> M10: Security Governance and Risk Management	VT#5-Security Management and Oversight, Domain 5 Assessment Quiz In-class activity #3 (RD and CBA)
W14	11/19	Reading Day	
W15	11/26	Thanksgiving Break - No classes Nov 23-29, 2026	
W16	12/03	Final Exam (SAGE Hall Testing Center)	
W17	12/10	Remedial/Bonus Quiz	
Note:  VT: LinkedIn LEARNING – Video Tutorial modules			

GRADING

Grade Point Breakdown		Letter Grade	
1. Completion of video tutorial modules	100	A	900 +
2. Video module assessments	100	B	800 +
3. Class activities, pop-up quizzes & homework (lab) assignments	200	C	700 +
4. Two exams (2*250)	500		
5. Team Project (each team 3-4 members)	100		
Instructor's assessment of participation	Extra	D	600 +
Total	1000+	F	- 599

1. Completion of Video Tutorial Modules

Asynchronous online video modules covering core security concepts for IT security specialists are assigned from the LinkedIn Learning course website (<https://it.unt.edu/linkedinlearning>) and other sources. Each student is expected to carefully watch all video modules on time.

2. Module Assessments

At the end of each video module, all students have to take a module assessment (quiz) associated with the content of the video on Canvas. You must complete the assessment associated with each module before the exam covering that module. You are allowed two attempts on the assessment. The highest grade is recorded. You will have a time limitation for each attempt.

3. Class Activities, Pop-up Quizzes, and Homework Assignments

Class Activities and Pop-up Quizzes: There will be several in-class activities and in-class quizzes given randomly in online lecture classes. For class quizzes, we will use iClicker, so each student must be registered for iClicker and have a device (computer, smartphone, or tablet) for polling responses for this course. Please note that I will not make any arrangements for make-up or taking the quizzes early. No exceptions.

Licenses for iClicker are provided for your use at no cost if you register for this class. Because iClicker is flexible across devices, you may participate by choosing one of the two options below:

- iClicker app: You may use your own smartphone or tablet by downloading the iClicker app – available for iOS and Android
- iClicker website – app.reef-education.com – for browser-based use

With either option, you will create an account with iClicker, enter your EUID in the Student ID (optional) space, select the University of North Texas as your institution, and search for each course in which you will use iClicker.

Lab and Homework Assignments: Several individual assignments are designed to help **reinforce** the material that has been covered in the lecture. Completion of these assignments is crucial to your success in the course. Late assignments are penalized at a rate of 25% per day late.

4. Two Exams:

Two (2) non-cumulative examinations (i.e., a midterm and a final exam) will be conducted online at the SAGE Hall Testing Center. An additional instruction on exam procedures will be posted on the Canvas site at least one week before the exam.

The content will come from the material presented in lecture sessions and covered by video tutorials. Note that uploaded presentation slides on the course website will be a supplement. Therefore, pay more attention to the class presentation and class activities; they are essential tactics for success. The exams will be a closed-book and closed-note exam. There will be no make-up examinations. It is the responsibility of students to arrange for an excused absence before the exam. A grade of zero will be assigned for all exams missed without an excused absence.

5. Notes:

1. The scheduled course outline is subject to change, depending on class pace and needs. The instructor reserves the right to make any changes needed.
2. According to University Regulations, a grade of Incomplete can only be given if the student is currently passing the course. This is only given when circumstances prevent you from completing the semester.

Useful/Interesting Case Studies

1. <https://www.nist.gov/itl/smallbusinesscyber/small-business-cybersecurity-case-study-series>
2. <https://openssf.org/case-studies/>
3. <https://www.eimt.edu.eu/top-best-known-cybersecurity-case-studies>
4. <https://get.fieldeffect.com/vulnerability-exploitation-threat-report>

HEALTH RELATED COURSE POLICIES

Attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Accommodation Statement

UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information, see the ODA website at disability.unt.edu.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

Additional Changes

I will announce any additional changes to course delivery, including unexpected cancellations, on the Canvas site and/or via your UNT email. Therefore, you must monitor the course site in Canvas and check your UNT emails regularly.

COURSE TECHNOLOGY & ASSISTANCE

Minimum Technology Requirements

- Computer and Reliable internet access
- Speakers and Microphone
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In-Person: Sage Hall, Room 130

Walk-In Availability: 8 am - 9 pm

Telephone Availability: Visit UNT IT Helpdesk (<https://it.unt.edu/helpdesk>) for up-to-date hours and availability

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

RULES OF ENGAGEMENT

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines (<https://clear.unt.edu/online-communication-tips>) for more information.

HOW TO SUCCEED IN THIS COURSE

The topics covered in this course are often highly technical. Success requires regular class attendance and a willingness to engage with the instructor and your classmates to ensure you clearly understand the course content. I am committed to your success in my class, within your academic program, and beyond. However, the learning strategies employed in this class are highly collaborative and require your active participation and willingness to seek clarification when topics are not clear.

For face-to-face classes, I strongly encourage you to ask detailed questions in class, as the resultant conversation may help clarify topics for both yourself and your classmates. I also encourage you to engage with

me during office hours for questions that require a lengthier discussion than may be possible during class meetings. You are also always welcome to contact me via email.

For online classes/content, I encourage you to actively engage with the content and ask questions via email, in online discussions, or during office hours. Online classes are similar in many respects to the traditional classroom environment; however, important differences do exist. In particular, success often requires new skills and knowledge, as well as a degree of self-motivation and dedication to learning on the part of the student. Please visit How to Succeed as an Online Student (<https://clear.unt.edu/teaching-resources/online-teaching/succeedonline>) and review the tips suggested by CLEAR

Other resources you may find useful during your time at UNT include:

Student Support Services

- Registration (<https://registrar.unt.edu/registration>)
- Financial Aid (<https://financialaid.unt.edu/>)
- Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
- Career Center (<https://studentaffairs.unt.edu/career-center>)
- Multicultural Center (<https://edo.unt.edu/multicultural-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- Student Affairs Care Team (<https://studentaffairs.unt.edu/care>)
- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Pride Alliance (<https://edo.unt.edu/pridealliance>)

Academic Support Services

- Academic Resource Center (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)
- UNT Libraries (<https://library.unt.edu/>)
- Writing Lab (<http://writingcenter.unt.edu/>)
- MathLab (<https://math.unt.edu/mathlab>)

IF YOU HAVE A PROBLEM OR WANT TO APPEAL SOMETHING

UNT and ITDS have a process for that, and you must follow it – no shortcuts allowed:

1. Discuss any grading problem with your course grader. If you are not satisfied, then
2. Discuss the problem with your course instructor. If you are not satisfied, then
3. Contact the UNT Center for Student Rights and Responsibilities. Do NOT contact the dean or department chair.

Please be advised that your grades cannot be given out over the telephone or via e-mail.