



Course Specification

(Bachelor)

Course Title: Policy, Legal, Ethics and Compliance

Course Code: APIS3209

Program: Diploma in Information Security

Department: Diplomas

College: Applied College

Institution: Umm Al-Qura University

Version: 1

Last Revision Date: 14/12/2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (2)

2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (level 2, 1st year)

4. Course general Description:

This course provides knowledge related to cybersecurity laws, standards, regulations, guidelines, policies and ethics.

5. Pre-requirements for this course (if any):

Introduction to Cybersecurity

6. Pre-requirements for this course (if any):

7. Course Main Objective(s):

To express knowledge of information assurance in context and the rules and guidelines that control them.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	30	100%
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> Traditional classroom E-learning 		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		30

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Discuss issues related to ethics and practices of using technology and cybersecurity.	K1	Course project lectures,	Quizzes, Midterm Exam, Final Exam
1.2	Discussing legislation, regulations, guidelines and major policies in the field of cybersecurity.	K1	Course project lectures,	Quizzes, Midterm Exam, Final Exam
2.0	Skills			
2.1	Recognize important legislative and ethical issues when dealing with data.	S1	Project	Quizzes, Midterm Exam, Final Exam, project
2.2	Explain correct practices in alignment with cybersecurity legislation, controls and standards.	S1	Project	Quizzes, Midterm Exam, Final Exam, project
3.0	Values, autonomy, and responsibility			
3.1	Adhere to cybersecurity ethics; and demonstrate responsible citizenship.	V1	Project	Project
3.5	Promote health, psychological and social aspects related to	V5	Project	Project

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	the field of cybersecurity.			

C. Course Content

No	List of Topics	Contact Hours
1.	Best Practices of Work Ethics in the Field of Cybersecurity for Organizations and Individuals	2
2.	Issues Related to the Ethics and Practices of Using Social Media Platforms	2
3.	National and International Legislation to Combat Cybercrimes	2
4.	Judicial Authorities, Agreements, Treaties and International Organizations Related to Cybersecurity	2
5.	National and International Cybersecurity Standards and Controls (e.g. Essential Cybersecurity Controls (ECC) issued by the National Cybersecurity Authority, HIPAA, ISO 27001, PCI DSS)	4
6.	Privacy and Data Protection Legislation and Regulations (e.g. GDPR)	2
7.	Intellectual Property Protection Legislation and Regulations	2
8.	Guidelines and Best Practices in Recent Trends (e.g. BYOD, Internet of Things Protection Guidelines)	2
9.	Best Practices for Aligning with Cybersecurity Legislation, Controls and Standards	2
Total		30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes	1 - 15	15%
2.	Project	1 - 15	20%
3.	Midterm	1 - 15	25%
4.	Final Exam	Finals Week	40%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Cyberethics: Morality and Law in Cyberspace, Sixth Edition, Author: Spinello ISBN: 978-1-284-08139-8
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	<ul style="list-style-type: none"> Grama, J. L. (2022). Legal and Privacy Issues in Information Security. Bartlett Learning. LLC.
Supportive References	<p>The Digital Person: Technology and Privacy in the Information Age, by Daniel Solove. 2004. New York University Press.</p> <p>The Practical Guide to HIPAA Privacy and Security Compliance, by Kevin Beaver and Rebecca Herold. 2003. Auerbach.</p> <p>Information Security Policies Made Easy, Version 12, by Charles Cresson Wood and Dave Lineman. 2012. Information Shield.</p> <p>Management of Information Security, by Michael E. Whitman and Herbert J. Mattord. 2016. Cengage Learning.</p> <ul style="list-style-type: none"> M. E. Whitman and H. J. Mattord, "Principles of Information Security" 6th Edition, Course Technology, ISBN: 1111138214, 2016.
Electronic Materials	
Other Learning Materials	<p>Controls and Guidelines, National Cybersecurity Authority (NCA), Saudi Arabia, https://nca.gov.sa/en/pages/legislation.html .</p> <p>Deane, Arthur J._Kraus, Aaron__ Aaron Kraus - CISSP_ Certified Information Systems Security Professional (2021) - libgen.li(1).</p>

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room with: * at least 30 seats * A data show projector connected to a PC preferably with Internet connection * sliding board * PC Lab (at least 30 seats)
Technology equipment (projector, smart board, software)	30 Linux/Windows PCs
Other equipment (depending on the nature of the specialty)	A maintenance lab + A PC lab with various operating systems such as Linux windows etc.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Indirect
Effectiveness of Students' assessment	Peers	Direct
Quality of learning resources	Quality Assurance Committee/ Curriculum Committee	Direct





Assessment Areas/Issues	Assessor	Assessment Methods
The extent to which CLOs have been achieved	Instructor	Direct
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Umm Al-Qura University Council
REFERENCE NO.	851141114462/190358
DATE	1446/11/22

