CIS C285: DATA GOVERNANCE, PRIVACY, AND POLICIES

Item	Value
Curriculum Committee Approval Date	10/27/2023
Top Code	070800 - Computer Infrastructure and Support
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

In today's data-driven world, organizations face increasing challenges related to data management, privacy, and compliance. This comprehensive course on Data Governance, Privacy, and Policies is designed to equip professionals, data stewards, and decision-makers with the knowledge and skills necessary to effectively manage, protect, and govern data assets within an organization. The practical application of these concepts and methods will be incorporated through hands-on projects to develop computer-based solutions to real-world business problems. ADVISORY: CIS C250 or CYBR C101. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Describe data lifecycle management, including accountability and standards for data quality, security, and usage.
2. Conduct a Privacy Impact Assessment (PIA) to assess the potential privacy risks of data processing activities.
3. Create a data classification policy that categorizes data based on sensitivity levels and prescribes appropriate handling measures.

Course Objectives

- 1. Explain the fundamentals of data governance, its importance, and its role in data management.
- 2. Identify key roles and responsibilities for data stewards and apply stewardship practices to ensure data quality and integrity.
- 3. Describe how to develop strategies and techniques for maintaining data accuracy, consistency, and reliability.
- 4. Define data lifecycle management processes, from data creation to retirement.
- 5. Outline techniques that ensure data handling and processing activities align with legal and regulatory requirements, such as GDPR, CCPA, and HIPAA.
- 6. Provide instructions on how to conduct privacy impact assessments to evaluate and mitigate privacy risks associated with data processing activities.
- 7. Describe how to create and enforce data policies, including data access, retention, classification, sharing, and security policies.
- 8. Explain how training, monitoring, and accountability mechanisms are used to develop strategies for policy enforcement.

Lecture Content

I. Data Governance Data Stewardship Data Quality Data Cataloging Data Lifecycle Management Data Security Data Compliance Data Architecture Benefits, such as improved data quality, reduced risk, enhanced decision-making, and compliance with data regulations.

II. Data Privacy Privacy Policies Consent Management Data Minimization Data Encryption Data Breach Response Privacy Impact Assessments (PIAs Data Subject Rights Benefits, such as enhanced trust among customers and stakeholders, compliance with privacy laws (e.g., GDPR, CCPA), and protection against legal and reputational risks.

III. Data Policies Types of Data Policies Data Access Policy Data Retention Policy Data Classification Policy Data Sharing Policy Data Security Policy Data Usage Policy Policy Enforcement Benefits, such as clear guidelines for data handling, reduced data-related risks, and alignment with organizational goals and legal requirements.

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

This course will utilize a combination of lecture, hands-on guided assignments, classroom/discussion student interactions, problem solving, quizzes, tests, and troubleshooting assignments to achieve the goals and objectives of this course. All instructional methods are consistent across all modalities.

Reading Assignments

Read textbook about the significance of data governance, privacy, and policies to solve and prevent business problems Read case studies about data governance, privacy, and policies

Writing Assignments

Technical assignments to develop data governance and privacy techniques Projects and writing assignments to apply technical skills in a business scenario Presentation of related privacy impact assessment projects and assignments

Out-of-class Assignments

Quizzes to test information consumption of theoretical and technical concepts of prescriptive analytics Discussions to share ideas and support collaboration

Demonstration of Critical Thinking

Students will provide critical feedback for others projects and well-known data governance techniques discussed in class.

Required Writing, Problem Solving, Skills Demonstration

Projects and writing assignments to apply technical skills in a given business scenario.

Eligible Disciplines

Computer information systems (computer network installation, microcomputer ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience. Computer service technology: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. Coastline Library 2. OER - Open Educational Resources