



IT Policy Writing

UWF Florida Cybersecurity Training Program Offered by the University of West Florida Center for Cybersecurity

Course Overview

Cyber Skills Exercise Date: April 18, 2024

Cyber Skills Exercise Times: 8 am – 4 pm CT with a break from 11:30 am – 12:30 pm CT
(9 am – 5 pm ET with a break from 12:30 – 1:30 pm ET)

Duration: 1 day

Estimated Time Commitment: 7 hours

Instructional Hours: 7 contact hours

Delivery Format: Synchronous online (Meeting via Zoom)

Target Audience: IT or Cybersecurity practitioners, managers, and executives

Required Prerequisites / Background: Learners should have basic familiarity with computers.

CEUs: 0.7, **CPEs:** 9

Course Instructor:

Instructor	Email
Connar McCasland	cmoore4@uwf.edu

Course Description

In this course, participants will learn and understand the intricacies of writing IT policies and procedures for an organization. Covering key governance, risk management, and compliance principles, the course delves into the intricacies of crafting policies that align with industry best practices and legal requirements. Participants will learn to articulate clear and concise policy objectives, define roles and responsibilities, and establish incident response and data protection procedures. Participants will take time to understand the dynamic landscape of technology, emerging cyber threats, and the evolving regulatory environment. Through practical exercises and case studies, participants will gain hands-on experience drafting policies that safeguard sensitive information and promote responsible and ethical use of technology across diverse organizational contexts.

This course uses a combination of lectures, discussions, and exercises in a synchronous (live online instruction) environment via Zoom.