



AOT 196 A01 – Office Confidentiality & Security

Information Systems Technology Department

Semester: Spring 2010

Catalog Course Description:	This course covers the fundamentals of information security in the 21 st century office environment. Special emphasis is placed on the security of patient information in medical organizations
Prerequisite(s):	ENG 100, RDG 100 or ESL 110
Credit Hours:	3.0
Departmental Website:	http://www.midlandstech.edu/edu/ed/ISM/CPT/
Instructor:	John E. Sukovich
Office:	Airport: Congaree 135; Beltline: Richland 139A
Telephone:	Airport: 822-3594; Beltline: 738-7146
E-mail:	sukovichj@midlandstech.edu
Campus Mailbox:	Richland Hall, Beltline
Departmental Assistant:	Kristine Ray rayk@midlandstech.edu
Department Chair:	Bruce Martin martinb@midlandstech.edu
Class Schedule(s):	MW 11:10 am – 12:35 pm, Lexington Hall 186, Airport
Office Hours:	MW 10:00 - 11:00 & 12:45 – 2:00 pm CO 135 Airport; TTh 10:00 - 11:00 & 12:45 – 2:00 pm RH 139A Beltline
Textbook(s):	<i><u>Security Policies and Procedures, Principles and Practices</u></i> . by: Greene, Pearson/Prentice Hall, 2006. ISBN# 0-13-186691-5.
Equipment:	1 Flash drive
Course Objectives:	Upon completion of this course the student will be able to: <ol style="list-style-type: none">1. Understand and be able to define policies aimed at protecting information in the contemporary office.2. Identify goals in developing and implementing information security policies.3. Understand and implement key portions of the ISO Code of Practice for Information Security Management.4. Understand and comply with asset classification policies and practices.5. Understand, implement, and comply with appropriate personnel security practices.6. Understand and implement physical and environmental security policies, including threats to computers and networks.7. Understand, implement, and comply with appropriate access control practices.8. Plan for and implement disaster recovery practices.

9. Understand and comply with regulatory requirements for information security, with special emphasis on the Federal Health Insurance Portability and Accountability Act (HIPAA).

Course Outcomes and Competencies:

Intended Course Outcome:	The objective of this course is to develop an understanding of the principles of protecting sensitive data in an office environment.
Course Competency:	Upon successful completion of this course, the student will be able to identify key concepts of protecting information in both electronic and hard copy format.
Performance Measurement Instrument:	Student performance will be measured by a series of unit tests on key concepts presented in the textbook.

Course Attendance:

Attendance will be taken each class meeting or online discussion. Participants are expected to be prompt and remain in class throughout the entire class period. The department policy will apply: the number of absences allowed is twice the number of times the course meets per week. Three (3) marks of tardy will count as one absence.

Attendance at class sessions and tests is required. Any changes in this policy must be agreed upon in writing.

Please note: You are responsible for all material and announcements presented, whether you are present or absent.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Requirements: Tests – 8 chapter quizzes @ 100 points each, plus possible bonus points and/or extra credit.

PowerPoint Project – 1 project at 100 points, contributing to the final grade.

Extra credit – As assigned or arranged with the instructor.

*** Note: All make-up tests must be completed within 1 class session of the scheduled date to avoid a point reduction penalty. Make-up tests are discouraged by the IST Department and will be administered on a case-by-case basis. Repeatedly missing test dates will result in a significant point reduction.

All assigned work must be completed and submitted to the instructor by the last class session of the semester.

Course Grading:

The student's final grade will be determined by the total points earned divided by the total possible points; i.e., 846 or more points earned out of 900 possible = 94% = A; 783 points earned = 87% = B; 702 points earned = 78% = C.

*** Note: The instructor will NOT drop the lowest test or project score when computing the final grade for the course

Grading Scale:

94-100	A	Superior work
87-93	B	Good Work
78-86	C	Average Work
0-78	F	Unsatisfactory Work

Classroom Rules/Other: Academic Dishonesty: Plagiarism and cheating are serious offenses and will be treated in accordance with College policy as outlined in the Student Handbook.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined or which will require academic accommodations, please contact the Student Disabilities Center as soon as possible.

Other: College policies as outlined in the Student Handbook will be followed regarding student demeanor. Courtesy and consideration of others will be expected. Cell phones, beepers, and other communications devices must be turned off for the duration of the class.

*** Students may not communicate with each other or anyone else either in person or by any communication device during a test, quiz, or examination. Students may not leave the class during a quiz, test, or examination without the explicit permission of the instructor. Failure to comply with these guidelines may result in automatic failure of the test. Repeated offenses may result in dismissal from the course and failure for the semester

Course Topic Outline/Course Calendar with Assignments: See attached assignment sheet.

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.