

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: AOT	PREFIX NO. 196	EFFECTIVE DATE August 2007	NEXT REVIEW DATE August 2008		
TITLE: Office Confidentiality And Security		CREDITS 3	CONTACTS CLASS - LAB - TOTAL		
			3	0	3

PREREQUISITES: None.

DESCRIPTION: This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPPA, and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

TEXTBOOK(S) OR ALTERNATIVE: Security Policies and Procedures, Sari Stern Greene, Pearson, Prentice Hall, Upper Saddle River, NJ, 2006.

MATERIALS (specifying those to be purchased by student):
Textbook

COLLATERAL READING: No "extra" reading is required, but students will be asked to incorporate reading assignments from other courses into AOT 196.

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

ACADEMIC HONESTY: During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of zero on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work into one's own work offered for credit, will also be subject to a grade of zero on the work and further disciplinary action. Please refer to the Student Code Book, on Academic Discipline and Honesty section, pp. 27-28.

ABSENCES: Twenty percent (20%) will be the maximum amount allowed.

There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed

work, but the absence is still counted toward the twenty percent.

MAKE-UP TESTS: Makeup tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and should be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week upon return or it may be dropped a letter grade.

TARDIES: A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class. Any student who is tardy more than eight times will be dropped from the class.

ASSIGNED WORK: If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

CLASSROOM ETIQUETTE: An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also towards others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should not be on during class.

STUDENT ID: It is **Mandatory** for students to wear his/her ID badge at all times on the Cheraw campus. You may get a temporary ID in the Student Services Office.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog, Page 16).

RESOURCES (A-V, persons, tools/equipment):

Handouts
Practice sheets

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and **Calendar or approximate length of time devoted to topic.**

Part One	Introduction to Policy
Part Two	Information Security Policy Domains
Part Three	Regulatory Compliance
Appendix A Professionals	Resources for Information Security
Appendix B Affirmation	Employee Information Security Policy

OBJECTIVES OF COURSE:

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, implement, and comply with appropriate personnel security practices.
4. Understand and comply with asset classification policies and practices.
5. Understand and implement physical and environmental security policies, including threats to computers and networks.
6. Understand and implement key portions of the ISO Code of Practice for Information Security Management.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Individual and group work with the instructor's guidance and assistance to complete the objectives as stated previously.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Tests	80%
Classwork/Homework	20%

GRADING SCALE:

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D

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Below 70 = F