

	River Valley Community College
	EMRS/IACAP
	CYSC 200 ZZ
	Spring Semester 2015
	Instructor: Mike DeBlock
Instructor email: mdeblock@ccsnh.edu	

Syllabus

Last updated: 01/2015

Welcome

Welcome to Electronic Medical Record System (EMRS) / Information Assurance Certification Accreditation Program (IACAP). This course covers the principles, the approaches and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS). This course will also offer an introduction to the Electronic Medical Record System.

Course Description

Cybersecurity specialists working in the Healthcare field must have a thorough knowledge of the Electronic Medical Record System (EMRS) and the Information Assurance Certification and Accreditation Process (IACAP). As medical records continue to transition into electronic forms, the Healthcare IT profession needs to be aware of how the data is used and stored by software. Additionally, the Healthcare IT professional needs to be able to assess the entire IT system and ensure that the system is hardened against attack while meeting industry accreditation and certification standards.

Prerequisites

None

Blackboard Student Orientation

If this is your first online course at CCSNH, please complete the online student orientation. This orientation offers the opportunity to familiarize you with online courses.

<http://www.ccsnh.edu/online-learning-blackboard/students>

Available Technical Support

Frequently asked questions regarding online learning, Student Information System (SIS) and student email can be found at the link below by clicking "Support Center".

<http://www.ccsnh.edu/academics/online-learning-blackboard>

Required Resources

Textbooks:

TITLE: Auditing IT Infrastructure for Compliance

- AUTHOR: Weiss
- COPYRIGHT YEAR: 2015
- PUBLISHER: Jones & Bartlett Learning
- ISBN: 9781284074031

Textbooks are available through the College Bookstore.

- [Link to bookstore site for this course.](#)

Software/Free Downloads: These will allow you to access a variety of course resources, including, but not limited to, podcasts, videos, and PDF files.

[Acrobat Reader](#)

[Flash Player](#)

[QuickTime Player](#)

[PowerPoint Viewer](#)

[JAVA](#)

[Google Drive / Docs](#)

Learning Objectives

Upon completion of this course the student should be able to:

1. To describe the role of ISS compliance in relation to U.S. compliance laws
2. To explain the use of standards and frameworks in a compliance audit of an IT infrastructure
3. To describe the components and basic requirements for creating an audit plan to support business and system considerations
4. To describe the different parameters required to conduct and report on IT infrastructure audit for organizational compliance
5. To describe information security systems compliance requirements within the User Domain
6. To describe information security systems compliance requirements within the Workstation and LAN Domains
7. To use an appropriate framework to implement ISS compliance within the LAN-to-WAN and WAN Domains
8. To describe information security systems compliance requirements within the Remote Access Domain
9. To describe the information security systems compliance requirements within the System/Application Domain
10. To describe the qualifications, ethics, and certification organizations for IT auditors

Instructor's Communication Policy

Email Response Time

During the week, I will respond to emails within 24 hours. I will be checking email periodically on weekends.

Office Hours

Please see my contact information under "Instructor Contact."

Overview of Course Structure

My primary role as your instructor is to be a facilitator for learning. I strive to create an inviting environment that challenges, yet supports, students. I presume that we will agree to the following: to collaborate and cooperate with each other, to participate in activities thoughtfully, and to listen and respond to one another respectfully. In addition, we will utilize the CCSNH netiquette statement to guide our online work and interactions.

Policies

Students registered for online courses must comply with all policies and guidelines (such as civil rights, disabilities services, harassment, and plagiarism) in the student handbook and other publications of the college offering the course. For more information, refer to:

<http://www.ccsnh.edu/about-ccsnh/board-policies-system-policies-and-fees>

Assignments

Specific information for each assignment will be provided. You may post questions you have about assignments under the [Questions discussion board forum](#).

I expect that all assignments will be turned in on time. Late assignments will be marked down at the instructor's discretion. Also, assignments that are more than two weeks overdue will not be accepted unless there are extenuating circumstances and alternative arrangements have been made.

Academic Honesty

Students are expected to uphold all College policies related to academic honesty. Please be sure you read and understand the section on academic integrity in the RVCC Student Handbook. Students are advised that their assignments may be submitted to SafeAssign.

The computer technology program has a very specific code of conduct. Lying, cheating, stealing or tolerating those in the program who do, is not acceptable.

Intellectual Property Rights

Students enrolled in this course that choose to continue past the course drop date with full refund have chosen to opt in to the conditions of this course. Any and all work completed by the students, as part of this course, is the property of River Valley Community College and may be used by the faculty or staff in any way to better the academic community at RVCC. Students will receive appropriate acknowledgment or credit for such usage.

Accommodations for Students with Learning Disabilities

This college provides reasonable accommodations for students with learning disabilities. Students who require course accommodations due to documented disabilities must share their college Accommodation Plans with me. Please contact the Disability Coordinator at 542-7744,

extension 5421, cdriesch@ccsnh.edu if you do not have a college plan or would like more information about disability services.

Netiquette

Students shall comply with [CCSNH Netiquette](http://www.ccsnh.edu/students/netiquette-at-ccsnh) (<http://www.ccsnh.edu/students/netiquette-at-ccsnh> Netiquette) as articulated on the system web site.

Course Structure and Content

Most Assignments & Units will open on Monday and close on Sunday. There will, however, be some variations to this schedule due to holidays. Therefore, please be sure to read the directions for each week carefully. Deadlines are critical.

For this course there is a Project. The project will be introduced at the beginning of the course and you will have deliverables throughout the duration of the course. They are noted on the schedule below.

Week Due Date!!!	Topics	Reading & Assignments	Assignments Due
Week 1: 01/20 – 01/23	Introduction Chpt 1 – The Need for Information Systems Security Compliance	Chapter 1 Project Part 1	Intro Activities Chpt Discussion
Week 2: 01/26 – 01/30	Chpt 2 – Overview of US Compliance Laws	Chapter 2 Lab 1	Chpt Discussion Lab 1
Week 3: 02/02 – 02/06	Chpt 3 – What is the Scope of an IT Infrastructure Audit for Compliance?	Chapter 3 Assignment	Chpt Discussion Assignment
Week 4: 02/09 – 02/13	Chpt 4 – Auditing Standards and Frameworks	Chapter 4 Assignment Lab 2 Project Part 2	Chpt Discussion Assignment Lab 2 Project Part 1
Week 5: 02/16 – 02/20	Chpt 5 – Planning an IT Infr Audit for Compliance Chpt 6 – Conducting an IT Infr Audit for Compliance	Chapter 5 Lab 3, 4 Chapter 6 Assignment	Chpt Discussions Lab 3, 4 Assignment
Week 6: 02/23 – 02/27	Chpt 7 – Writing the IT Infrastructure Audit Report	Chapter 7 Lab 5 Assignment	Chpt Discussion Lab 5 Assignment
Week 7: 03/02 – 03/06	Chpt 8 – Compliance Within the User Domain Mid-Term Exam	Chapter 8 Mid-Term Ex	Chpt Discussion Mid-Term Exam

Week 8: 03/09 – 03/13	Chpt 9 – Compliance Within the Workstation Domain	Chapter 9 Lab 6	Chpt Discussion <u>Lab 6</u>
Week 9: 03/16 – 03/20	<u>Spring Break No Classes</u>		

Week 10 : 03/23 – 03/27	Chpt 10 – Compliance Within the LAN Domain	Chapter 10 Assignment Project Part 3	Chpt Discussion Assignment Project Part 2
Week 11: 03/30 – 04/03	Chpt 11 – Compliance Within the LAN-to-WAN Domain	Chapter 11 Lab 7 Assignment	Chpt Discussion Lab 7 Assignment
Week 12: 04/06 – 04/10	Chpt 12 – Compliance Within the WAN Domain	Chapter 12	Chpt Discussion
Week 13: 04/13 – 04/17	Chpt 13 – Compliance Within the Remote Access Domain	Chapter 13 Lab 8 Assignment	Chpt Discussion Lab 8 Assignment
Week 14: 04/20 – 04/24	Chpt 14 – Compliance Within the System/Application Domain	Chapter 14 Lab 9 Assignment	Chpt Discussion Lab 9 Assignment
Week 15: 04/27 – 05/01	Chpt 15 – Ethics, Education, and Certification for IT Auditors Intro to EMRS	Chapter 15 Lab 10 Assignment	Chpt Discussion Lab 10 Assignment Project Part 3
Week 16: 05/04 – 05/08	<u>Final Exam</u>	<u>Final Exam</u>	<u>Final Exam</u>

Assessment

Assignment:	Weight:
Discussion	10%
Assignment	20%
Labs	20%
Project	25%
Exams	25%
Total	100%

Grading

Final grades will be assigned as follows:

A		94 – 100
A-		90 – 93
B+		86 – 89
B		83 – 85
B-		80 – 82
C+		76 – 79
C		73 – 75
C-		70 – 72 (Non-Transferable)
D		60 – 69 (Essentially an F)
F		59 and Below

If a student has not participated in online activities for seven consecutive days, then he/she will be withdrawn from the course and will receive a grade of AF. (Please see the RVCC Student Handbook for more information on auxiliary grades.)

Conclusion: As your instructor, I am here to help you to succeed! Please, do not hesitate to contact me.

CAVEAT

This syllabus is subject to change at any time.

© 2008 Community College System of New Hampshire