

Southern Arkansas University Tech
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Online Course Information Sheet

Course Number: CS2333

Course Title: Data Storage Regulations and Standards

Course Description: This course addresses new, existing, and developing regulations, legislation and standards affecting the management and storage of organizations' data and records. The course will focus on data stored and managed in electronic and digital formats.

Instructor Name: Roslyn Lisenby

Instructor Bio: Master of Business Administration – University of Arkansas at Little Rock; Bachelor of Business Administration – Southern Arkansas University; three years experience in a data storage company; Vice President and Program Chair of Association of Business Information Systems.

Prerequisite: None

Textbook Title: Information Privacy Law: Cases and Materials, Third Edition

Learning Outcomes:

1. Will identify terminology related to the storage, management, regulations, and standards of data and records.
2. Will understand why data and records storage regulations and standards were created.
3. Will demonstrate an understanding of the issues that have arisen from changes in how records and data are created and stored.
4. Will demonstrate an understanding of the issues that have arisen from the creation and modification of regulations and standards that address the storage and management of records and data.
5. Will understand the parties involved in and responsible for an organization's compliance.

Teaching Methodology, including description of interaction between student and instructor:

- Reading (textbook, typed lectures/content, PowerPoint presentations, articles, cases, etc.)
- Group discussion (via discussion board)
- Group project
- Individual research (Internet)
- Audio/Video (YouTube)
- Student-Instructor Interaction
 - Instructor will serve as a commentator and interaction facilitator in the discussion board
 - Instructor will communicate with students via email
 - Instructor "office time" will be supplemented with DimDim webinars to encourage student-teacher and student-student interaction (optional student participation)

Methods of Testing: Exams will be online and may contain multiple choice, true/false, matching, and/or essay questions. Final exam will be proctored at an approved test site.

Enrollment Procedures:

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 add/drop fee is assessed for adds/drops that take place after classes start.

Special Enrollment Issues (specialized software or equipment, access to a particular network, or similar requirements): See "Other Considerations" below.

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):

- Proctored exams: The final exam must be taken at an approved proctor site.
- Student contact: Students must remain in contact with the instructor throughout the course. Satisfactory contact can be accomplished through weekly submissions of assignments, quizzes, exams and e-mails.
- Course progress: Students are encouraged to follow the course schedule. Progress is considered to be unsatisfactory when the student has fallen more than two weeks behind the deadlines listed on the course calendar. Students not adhering to this policy may be dropped from the course.

Access to Learning Resources:

Students will receive all required discussion materials through the Internet, links to texts, and the electronic mail with Blackboard. Students will be required to purchase the course textbook, and Learning Resource Center access is encouraged but not required to be successful. Textbooks can be ordered online. The Bookstore number is (870) 574-4510. The Library number is (870) 574-4518.

Other Considerations (writing ability, assignments/projects, time considerations, etc.):

Students will need Internet access, Microsoft Word, Adobe Acrobat Reader, and the ability to send and receive e-mail attachments using the e-mail within Blackboard.