



Certified Information Security Awareness Specialist



Introduction

The financial impact of information security breaches is enormous, not to mention the damage on your carefully built organizations' identity and reputation.

Over the past several years, organizations have spent large sums of money on the latest security technologies with little focus on one of the most important security threats present; the human factor.

Until recently, few of these organizations have taken the next step by providing security awareness education and training to their entire employee population, realizing this as one of the leading causes of security breaches and exposure of confidential information.

A lot of studies have concluded that employees are playing a key role in securing information but they often lack of awareness of sound security practices.

More and more companies are now realizing the importance of security awareness training and how it is the key to security; leading to the question whether to develop such a program internally or choose for outsourcing.

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Security awareness is not a one time effort, but a program that is a journey and an on-going process.

To overcome the limitations of sending your staff to a 'one time only' awareness course, EPI has developed a course that helps you to design, develop and implement an information security program that fits your own organization.

Building the program allows the organization to customize it to their own specific needs, being able to support the strategic goals and objectives.

This course is part of the CITM program, the IT Manager's framework for staff responsible for the operations of mission critical IT environments.

Audience

This course is aimed at staff being involved and responsible for developing, implementing and monitoring information security practices. This includes for those staff that is responsible for organizational information security awareness and their programs.

World-wide accreditation

EPI is officially accredited as Accredited Training Provider for Expert Certificates by EXIN, The Examination Institute for Information Science.



CISAS™ & CITM™

The full CITM framework consists out of 9 disciplines. For each discipline the candidate can either take up an EPI course (where applicable) or any of the 3rd party courses which are approved by EPI under the CITM scheme for that particular discipline.

For more information on the CITM framework or course providers who wish to register for approval of their courses may contact us via cursus@tunix.nl.

"If you think technology can solve your security problems, then you don't understand the problems and you don't understand the technology" - Bruce Schneier.



The Trainer

This course will be delivered by security veterans with many years experience in both large commercial and government sectors.

Prerequisites

While there are no specific requirements for this course, participants with at least two years of actual experience in securing the organizational assets is best suited. This experience may come from a business or IT background but it is believed that the candidate has knowledge of both environments, understanding the mission of their organization.

Delivery Structure

This is an instructor-led course that uses a combination of presentation lectures and question and answer sessions to discuss attendees' specific needs and issues experienced in their own environment.

Attendees are able to tap on the trainer's extensive experience to solve practical problems in their current environment adding tremendous value.

Course Syllabus

Day 1

Learning objectives, participants will be able to understand:

- **Introduction in Information Security**
 - Information Security Explained
 - Confidentiality
 - Integrity
 - Availability
 - Authenticity
 - Non-repudiation
 - Laws and Regulations
 - Standards
- **Elements, Roles and Responsibilities**
 - Elements in Information Security
 - Roles Defined
 - Responsibilities in Information Security Awareness
- **Threats and Impact**
 - Recognition of Security Breaches
 - Common Threats
 - Security Breaches
 - Impact
- **Awareness, Training and Education**
 - Definition and Objectives of Awareness, Training and Education
- **Project Management**
 - Selection of project management method
 - Statement of Work (SOW)
 - Work Breakdown Structure (WBS)
 - Scheduling, Tracking and Reporting

- **Design Awareness Program**
 - Structure Awareness Activities
 - Conduct a Needs Assessment
 - Develop Strategy
 - Establish Priorities
 - Level of Complexity
 - Funding of Awareness Program
- **Develop Awareness Material**
 - Develop Material
 - Select Topics
 - Sources of Awareness Material

Day 2

Learning objectives, participants will be able to understand:

- **Develop Awareness Material**
 - Examples of Topics
 - Anti-Virus
 - Spam
 - Data Carriers
 - Printing & Faxing
 - Local and Remote Access
 - Password Compliance
 - Email Behavior
 - Internet Usage (etc)
- **Implement Awareness Program**
 - Communicating the Plan
 - Techniques for Delivery of Awareness Material
- **Post Implementation**
 - Security Incident Response
 - Compliance Monitoring
 - Feedback and Evaluation
 - Managing Change
 - Ongoing Improvement
 - Program Success Indicators
- **Exam: Certified Information Security Awareness Specialist**

Certification

Certification exam will be administered at the end of the last day of the course. The exam is one hour, 30 questions and is a closed book exam. Results of the exam will be communicated to the attendee within four weeks after the examination.

Attendees who pass the exam will receive the official 'Certified Information Security Awareness Specialist' Certificate. This certificate is accredited by EXIN.



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