

## **Training Courses Fiscal Year 2016:**

**Updated January 2016**

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### **7– VITA Audit Security Compliance**

**Sponsored and provided by Virginia Information Technologies Agency**

**Instructor: Michael Watson, Virginia Information Technologies Agency**

**Edward Miller, Virginia Information Technologies Agency**

<https://my.share.virginia.gov/Person.aspx?accountname=COV%5Ctio91281>

**Date:** February 23, 2016

**Time:** 9:00 – 3:00

**Location:** Virginia Information Technologies Agency  
The Commonwealth Enterprise Solutions Center (CESC)

**Address:** 11751 Meadowville Ln  
Chester, VA 23836

**Pricing Terms:** \$0.00 for executive branch and university IT auditors, internal audit directors and IT security officers

**CPE: 5 hours**

*This course is designed for security auditor, agency internal audit director or IT security professional within a state agency responsible for compliance with VITA IT Security Audit requirements.*

#### **General Overview:**

It is imperative that the Commonwealth of Virginia protect citizen data and provide a safe, secure technology environment that enables state agencies to accomplish their respective missions. VITA's Commonwealth Security & Risk Management Directorate is tasked with fulfilling this mission and in doing so, offers significant benefits to agencies of the Commonwealth. The results citizens are afforded are as follows:

- Confidence in the integrity of the data and the systems processes
- Assistance in compliance with laws and regulation involving confidentiality
- A secure environment in which to perform business activities of the Commonwealth
- Identification and protection of key business functions and services in the event of disaster
- Monitoring for intrusions and Network "attacks" on Commonwealth systems

In order to accomplish its mission, the VITA Commonwealth Security & Risk Management Directorate develops and manages an ever changing portfolio of tools and processes designed to secure Commonwealth data and systems.

This course, provided by VITA will provide Internal Audit and IT Security Departments with insight on VITA IT Security Audit requirements.

#### **Note:**

This class will be provided by VITA to help provide guidance related to the VITA IT Security Audit requirements.

**Reminder:**

*This course is being developed with VITA Compliance and the above overview is expected to change to the benefit of the intended audience.*

**Course Link:**

N/A

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**8– Senior Auditor Training Course**

**Sponsored in partnership with Virginia Commonwealth University**

**Instructor: Various Individuals from State Internal Audit Departments**

**Date:** March 8, 2016

**Location:** Virginia Commonwealth University  
University Student Commons  
Salon I-II

**Address:** 907 Floyd Ave.  
Richmond, VA 23220

**Pricing Terms:** \$0.00 for executive branch agency and university auditors

**CPE: 8 hours**

*This course is reserved for auditors from executive branch and university internal audit departments. Only 2 auditors per agency will initially be allowed to register for the course. Remaining seats will be made available once each agency has had an opportunity to register for the course.*

**General Overview:**

OSIG is sponsoring a free one day training session for executive branch agency and university senior auditors. The topics covered will be based on input provided from the internal audit directors in the state of Virginia. The intent of this course is to provide senior auditors with best practice training tools in key subject areas that benefit all audit departments. Parking will be provided for all attendees.

**Course Topics that will be covered:**

- Risk Assessment – the Audit Universe
- Planning an Audit
- Audit Workpapers
- The Benefits of Automation software for Audit Workpapers
- Quality Assurance and Improvement Programs for audit departments
- Report Writing

**Note:**

This class will have speakers from various state executive branch agency and university audit departments providing useful tools and tips for guiding senior auditors based on their skills and experience.

**Parking:**

Attendees will be permitted to park in the West Broad Street parking deck (off of Harrison) and will need to pull a ticket to enter the garage. They will be given a parking voucher with a QR code at the event and will scan that when they go to exit the garage once the session has concluded.

**Reminder:**

*This course is being developed with the senior auditors of state agency and higher education state internal audit department needs in mind. Seats are reserved for Executive Branch Agency and University Auditors from state internal audit departments.*

**Course Link:**

N/A

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## **9 - Incident/Breach Response Management Program Training**

**Sponsored by Virginia Information Technologies Agency**

**Instructor: David Cole – SysAudits.com**

<https://www.linkedin.com/pub/david-cole/4a/727/b1a>

**Date:** March 22, 2016 and March 23, 2016

**Location:** Virginia Information Technologies Agency  
The Commonwealth Enterprise Solutions Center (CESC)

**Address:** 11751 Meadowville Ln  
Chester, VA 23836

**Pricing Terms:** \$350.00

**CPE: 16 hours**

### **General Overview:**

This course is intended to provide a general overview of assessing an organization's incident handling and event management program (IHP) as well as information on how to audit the secure configuration of operating systems and network devices. Attendees will gain an understanding of the NIST Incident Handling framework as well as other best practices for assessing an IHP. Also, attendees will gain insight on technical standards and best practices for securing operating systems and network devices. As part of the subjects covered, the instructor will where appropriate provide audit programs, control framework maps, checklists and case studies. Open LDAP will be addressed as part of this course.

### **Course Outline:**

#### **Incident/Breach Response Management Program**

- Overview of current breaches
- Overview of detection and monitoring methods
- Role of SIEM (Security Information and Event Management ) systems
- Designing and leveraging external and internal network vulnerability testing with assessment of incident response and breach management program

#### **Auditing and Assessing critical servers and CISCO devices**

Overview of enterprise environments: Business data, medical (HIPPA), PCI

- Microsoft
  - MS 2012
  - Microsoft's MS-SQL database 2008 server and
  - MS-IIS
- Oracle/Sun
  - Solaris
  - Oracle
  - Apache
- Assessing Cisco Devices

- Routers, Switches, and Firewalls

### **Administration:**

No advance preparation or prerequisites are necessary for this course. The program level is basic and is intended for IT Auditors and IT security professionals. The delivery method is Group-Live and 16 CPE hours in the Auditing field of study are available.

### **Laptop Requirements**

Laptop provided by Virginia Information Technologies Agency

### **Course Link:**

N/A

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## **10– Introduction to Digital Forensics for State Government**

**Sponsored by Virginia Information Technologies Agency and Virginia Tech University**

**Instructors: David Raymond and Randy Marchany**  
**Virginia Tech IT Security Office**

<http://www.security.vt.edu/>

**Date:** April 12, 2016

**Location:** Virginia Information Technologies Agency  
The Commonwealth Enterprise Solutions Center (CESC)

**Address:** 11751 Meadowville Ln  
Chester, VA 23836

**Pricing Terms:** \$40.00

**CPE: 8 hours**

### **Course Overview:**

An understanding of digital forensics is essential to the protection of your agency/university in the event of a security breach that involves the loss of confidential information.

This course is designed to deliver a comprehensive introduction to digital forensics and help you develop an effective forensic readiness plan for your organization.

Students will be provided with an instructive overview of the types of information which can be found on computers, mobile phones and other forms of digital media. This includes passwords, Google searches, web surfing history, deleted documents and emails.

### **Reminder:**

*This course is being developed with the state agency and higher education needs in mind, and the above overview is expected to change to the benefit of the intended audience.*

### **Prerequisites:**

Students will need to have a laptop with VMWare Workstation or VMWare Player installed (Note that VMWare Player is available for free download at [www.vmware.com/products/player](http://www.vmware.com/products/player)). Apple computer users should have VMWare Fusion installed. The course includes a VMWare image file of a guest Linux system that is larger than 3GB. Therefore, you need a file system with the ability to read and write files that are larger than 2 GB, such as NTFS on a Windows machine. Initial understanding of what digital

forensics is in the IT world is preferred. Some experience using a Linux system is also helpful, although we will provide a quick Linux primer/review as part of the class.

### **Laptop Requirements**

Laptop provided by Virginia Information Technologies Agency

Note: As long as students have some form of VMWare product installed by their IT folks and a functioning USB port, they can also copy the VM from a thumb drive during the first hour or so while we are in lecture mode. Participants' admin rights are not required unless they need that to copy a file from a thumb drive.

### **Course Link:**

N/A

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## **11– State Updates**

**Instructor: Various Individuals from State Government**

**Date:** May 24, 2016

**Location:** Patrick Henry Building  
East Reading Room - 1035

**Address:** 1111 East Broad Street,  
Richmond, VA 23219

**Pricing Terms:** \$0.00

**CPE: 8 hours**

*Reserved for Government Employees impacted by changes to State Policy*

### **Note:**

This class will have speakers from various state agencies such as OSIG, DOA, DGS, VITA as well as APA talking about important matters or changes that could affect other state agencies.

### **Reminder:**

*This course is being developed with the state agency and higher education needs in mind, and the above overview and will follow the annual state update format performed in prior years.*

### **Course Link:**

N/A

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## **12– Performing Self Assessments with Independent Validation using the IIA Self-Assessment Manual**

**Instructor: Reza Mahbod – RMA Associates, LLC**

<http://www.rmaassociates.us/training/>

**Date:** June 8, 2016

**Location:** James Monroe Building  
22<sup>nd</sup> Floor Conference Room

**Address:** 101 N. Franklin Street,  
Richmond, VA 23219

**Pricing Terms:** \$175.00 (early payment) if payment is received prior to May 24<sup>th</sup> / \$195.00 if payment is received May 24<sup>th</sup> or later.

**CPE: 8 hours**

**General Overview:**

This class will benefit audit shop compliance with the IIA standards, specifically the IIA Standard 1312 requirement. IIA Standard 1312 requires that: **“External assessments must be conducted at least once every five years by a qualified, independent reviewer or review team from outside the organization.”**

Without this external review, an audit department cannot say their work is performed in compliance with the Standards.

While, being able to provide the assurance that your audit department is in compliance with the IIA Standards, may not be required, it has the benefit of strengthening the weight and value of agency audit results. In addition, following the IIA’s Standards provide structure that assist audit departments perform their work.

**Course Outline:**

- I. Introduction
- II. Overview of Institute of Internal Auditors (IIA)
- III. Quality Assessment & Improvement Programs
  - Internal Assessment
  - Independent Validation
- IV. IIA Standard 1312 Compliance
- V. Principles of Self-Assessment with Independent Validation
  - Internal assessment checklist process
  - Documentation requirements
- VI. Self-Assessment Checklist & Tools
- VII. Self-Assessment Process
  - Planning
  - Complete Checklist
  - Gap Analysis
  - Surveys & Interviews
  - Document analysis and observations
  - Reporting
  - Self-Assessment: The 3 P’s

**Materials:**

Course materials are contained in a participant workbook. A copy of the IIA Standards will be included. Participants may want to separately purchase and bring The IIA Quality Assessment Manual, as that Manual is not supplied as part of the course. The IIA QA Manual is **not** required to complete the course.

**Administration:**

No advance preparation or prerequisites are necessary for this course. The program level is basic. The delivery method is Group-Live and 8 CPE hours in the Auditing field of study are available.

**Course Link:**

N/A