

# MEMORANDUM



## ABC Financial Company

TO: Fred Culty, Chief Operations Officer

FROM: Learner Lee, Research Assistant

DATE: March 1, 2017

SUBJECT: Challenges in Securing Data

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Insert introduction here. The introduction should provide sufficient background on the topic. Security in the workplace is a major concern that businesses must address to protect company data. In addition, to automated security, it is also the company's responsibility to implement policies and procedures for the handling of data by company personnel. Students will research risks and threats to digital data and develop security policies all company personnel must be trained on and be held accountable to protect company data. The goal of the memo is write a 1,050 to 1,400-word memo containing a summary the following:

1. Describe the challenges businesses have in securing data in today's technological environment.
2. Include risks and threats of company data.

3. What policies/procedures should be implemented for the handling of data to ensure data protection and business continuity?

Conclude your introduction by including a sentence that provides a brief summary of the salient points to be addressed in the paper.

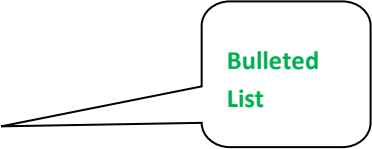
A callout box with a pointer pointing to the section header, containing the text "Level Heading".

Level Heading

### **Risks and Threats of Company Data**

The challenges that businesses have in securing data in today's technological environment include the following: (a) challenge #1; (b) challenge #2; and (c) challenge #3. The risks of the company data include the following: (a) risk #1; (b) risk #2; and (c) risk #3. The threats of the company data include the following: (a) threat #1; (b) threat #2; and (c) threat #3. Most well-developed paragraphs contain at least 3-5 sentences, one of which is the topic sentence. Limit each body paragraph to one main idea.

Word processing applications are commonly used in nearly all workplace environments. Therefore, it is important for students to learn through practice, how to perform the basic functions of a word processing program. Include the following in your memo using the features of Microsoft® Word:

A callout box with a pointer pointing to the bulleted list, containing the text "Bulleted List".

Bulleted List

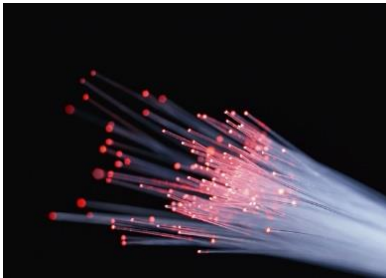
- A Microsoft® Word memo template.
- Either a bulleted or numbered list of the new security policies/procedures, and bold or changed font color so this list is highly visible.
- Highlight the effective date so it stands out.
- Insert an image that is relevant to the memo content. Images must also be cited and referenced.

### Policies/Procedures for Handling Data

Describe the policies and procedures that should be implemented for the handling of data to ensure data protection and business continuity. The effective date of the new policies and procedures is **December 1, 2017**. Most well-developed paragraphs contain at least 3-5 sentences, one of which is the topic sentence. Limit each body paragraph to one main idea. Include the following in your memo using the features of Microsoft Word:

1. A Microsoft® Word memo template.
2. Either a bulleted or numbered list of the new security policies/procedures, and **bold** or changed **font color** so this list is highly visible.
3. **Highlight** the effective date so it stands out.
4. Insert an image that is relevant to the memo content. Images must also be cited and referenced. See Figure 1.

Numbered  
List



Image

Citation on image

*Figure 1. Light of technology (Aikhong, n.d.).*

Format your assignment consistent with APA guidelines. Click the Assignment Files tab to submit your assignment. Verify that your assignment has posted successfully with the correct, complete and readable MS Word document file.

## Conclusion

The conclusion should be logical and should flow from the body of the paper. Review the major points. Cras pharetra erat eget leo sollicitudin, sit amet hendrerit est aliquam. Sed aliquam nisi lorem, ut auctor est vestibulum vel. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus (Rainer, Prince, & Cegielski, 2014). Fusce ipsum lorem, cursus nec mauris sit amet, elementum viverra lectus. Phasellus sed vestibulum metus, eu dapibus diam. Aenean egestas ipsum quis lorem fermentum scelerisque.



Citation



Footer

References

References

Reference listing on image

Aikhong, T. (n. d.). Light of technology [digital image]. Retrieved from <http://www.freeimages.com/photo/light-of-technology-1510575>

Rainer, R. K., Prince, B., & Cegielski, C. (2014). *Introduction to information systems.*

*Supporting and transforming business* (5th ed.). Hoboken, NJ: John Wiley & Sons Inc.

Retrieved from University of Phoenix, BIS/221—Introduction to Computer Applications and Systems course website.

**Format your assignment consistent with APA guidelines.**

- 1. Page # starting on page 2 and beyond**
- 2. Introduction, Body and Conclusion**
- 3. At least one paragraph for each for the following:**
  - **Introduction**
  - **Risks and Threats of Company Data**
  - **Policies/Procedures for Handling Data**
  - **Conclusion**
- 4. Level headings**
- 5. References and citations**
- 6. Seriation (Bulleted list and/or numbered list)**
- 7. Double-spaced, Times New Roman, Font size 12**
- 8. At least 1" margin left, right, top and bottom**