

Southern Arkansas University Tech
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Online Course Information Sheet

Course Number: CS2114

Course Title: Business Continuity & Disaster Recovery

Course Description: This course will provide instruction that provides students with a comprehensive treatment of contingency planning, including the components of Incident Response, Disaster Recovery, Business Continuity, and Crisis Management. It offers thorough treatment of the planning process for each area and provides students with a focus on the managerial issues associated with each area. Included in this instruction is information security that identifies management problems associated with business model issues and practices that has important economic consequences that management is accountable.

Instructor Name: Robert Brown

Instructor Bio: I am a retired U.S. Army Chief Warrant Officer (CW3) with +27 years Information Technology field and management experience. I have a Bachelor of Science in Business Administration - Information Technology degree (3.96 GPA) and a Master's of Science in Management - Information Technology Security degree (4.0 GPA) from Colorado Technical University. I am well versed in information systems infrastructure, network design & implementation, data and network security, incident response and disaster recovery, Windows Server 2003, VPN, Active Directory, Exchange Server, Network Infrastructure, IPSec, HTTP/S, FTP, POP3/SMTP, DNS, and DHCP. I have Department of Defense experience as HP & SCO UNIX system administration, Burroughs 4000, IBM-OS2, MS Windows System Administrator, LAN/WAN Engineer/Administrator, Oracle and SQL Database Administrator, Information Systems Security Manager, Terminal Area Security Officer, web design, and e-business. I have in excess of 11 years' experience in Department of Defense application development, systems & data analysis, security, information assurance, risk assessment and management to name a few specialty areas.

I am currently teaching an Associates of Applied Sciences in Information Technology degree program, CompTIA A+, Network+, Security+ as well as MCDST, MCSA and MCSA-Security and MCITP classes at Southern Arkansas University Tech, in Camden, Arkansas. I am CompTIA Security+, Network+ and A+ certified. I am currently studying for my CISSP (Certified Information Systems Security Professional) and PMP (Project Management Professional).

Prerequisite: None

Textbook Title: Principles of Incident Response and Disaster Recovery, Whitman & Mattord, Thomson Course Technology, 2007. ISBN: 978*1-4188-3663-4

Learning Outcomes:

1. Introduction and Overview of Contingency Planning
 - a. Understands the concept of Contingency Planning
 - b. Able to define the constituent components of Business Impact Analysis
 - c. Comprehends:
 - Incident Responses Planning
 - Disaster Recovery Planning
 - Business Continuity Planning
 - Crisis Management

2. Organizational Readiness & Business Impact Analysis
 - a. Understands the need for organization readiness and Business Impact Analysis as a basis for all contingency planning and operations
 - b. Understands how the BIA is used to support Incident Response, Disaster Recovery, Business Continuity, and Crisis Management
3. Incident Response
 - a. Identifies mechanisms used to detect incidences
 - b. Knows the phases associated with the preparation and organization of incident response operations and the tasks the organization can implement to prevent recurring incidents.
 - c. Identifies the elements needed for a communications plan and what it can prevent, detect, and react to operational disruptions.
 - d. Distinguishes response activities that must be taken to conclude a specific response action.
4. Contingency Strategies for Disaster Recovery
 - a. Becomes familiar with the strategies that serve both disaster recovery and business continuity efforts
 - b. Comprehends data backup and recovery strategies used in a disaster recovery and business continuity efforts that support respective plans
5. Disaster Recovery
 - a. Knows the selection process in establishing a Disaster Recovery Team
 - b. Understands the individual and team responsibility during a disaster
 - c. Successfully identifies required actions of each team member during key phases of a disaster, including preparation, response, resumption, recovery, and restoration
6. Business Continuity
 - a. Comprehends the need for business continuity and the steps involved to prepare for business continuity operations
 - b. Knows how to develop a Business Continuity Plan and it's critical components
 - c. Understands the planning and efforts involved in a successful business continuity effort and the impact of business continuity on organizational workflow
7. Crisis Management
 - a. Understands the requirements associated with handling crises- incidents or disasters that impact human safety and life.

Teaching Methodology, including description of interaction between student and instructor: A demanding and challenging online course composed of reading assignments, small group discussion boards, case studies, PowerPoint Presentation, and open email communications.

Methods of Testing: Written discussion boards and interaction between other students, Chapter exams using Respondous LockDown browser and Proctored Final Exam at an authorized testing center.

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):

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):
The final exam must be taken at an approved proctor site.

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, if applicable, 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.

All Courses

- Microsoft Word – used to complete assignments and submit to instructor
 - Cost: \$160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
 - Can be purchased from Wal Mart or other software vendor and will need to be loaded onto your computer
 - There is also a free product that works just as good as the Microsoft Office Suite. You can download it at <http://www.openoffice.org>.
- Respondus LockDown Browser – used to take exams in Blackboard
 - Cost: Free
 - Can be downloaded to your computer from http://www.sautech.edu/docs/ldb_instructions.pdf
 - *Note: Not compatible with Linux operating system. Must have Windows XP, 2000, ME or 98 operating system for personal computers or OS X 10.3.9 or higher and Safari browser for Macintosh.*
- Adobe Reader 7.0 or higher – used to read files in pdf format
 - Cost: Free
 - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
 - Cost: Free
 - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
 - Cost: Free
 - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
- Windows Media Player – used to listen play audio files
 - Cost: Free
 - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
 - Cost: Free

- Can be downloaded to your computer from http://javashopl.m.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-1.5.0_05-oth-JPR&SiteId=JSC&TransactionId=noreg

Note: Before beginning your online course, you should go ahead and make sure each of these programs listed above are loaded on your computer. In addition to the above programs, the courses listed below will require additional programs as stated.