



Southern Arkansas University Tech
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www.sautech.edu

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: Robert Brown

Instructor Bio:

Robert Brown teaches at SAU Tech fulltime. Mr. Brown is a retired U.S. Army Chief Warrant Officer (CW3) with +30 years Information Technology field and management experience. He is well versed in Project Management Body Of Knowledge (PMBOK), NIST Special Publications Series 800, System Accreditation, Data Assurance, Information Systems Security and Security Infrastructure, network design & implementation, data and network security, incident response and disaster recovery, 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, Burroughs 4000, IBM-OS2, and MS Windows System Administrator, LAN/WAN Engineer/Administrator, Oracle and SQL Database Administrator, Information Systems Security Manager, Terminal Area Security Officer, and e-business. He has in excess of 8 years' experience in Department of Defense application development, systems & data analysis, information systems security, risk assessment, mitigation and management, and critical IT management specialty areas – IT compliance, Cyber terrorism, and Computer Forensics. Mr. Brown is currently teaching an Associates of Applied Sciences in Information Technology degree program that includes: CompTIA A+, Network+, Security+, ISC2's SSCP; MCITP, and Business Continuity, and Incident Response & Disaster Recovery classes at Southern Arkansas University Tech, in Camden, Arkansas.

- Bachelor of Science in Business Administration - Information Technology - Colorado Technical University
- Masters of Science in Management - Information Technology Security - Colorado Technical University

Valerie Wilson works full time at SAU Tech as Vice Chancellor for Information Technology and is responsible for the operation of the Center for Web-Based Learning, marketing and public relations which includes the college web site and portal, grant writing department, and the Information Technology Services department. Valerie has been employed at SAU Tech since 1994. She is married and has four beautiful children and five grandchildren.

- Associate of Science degree in Business Administration – Southern Arkansas University Tech
- Bachelor's of Science in Industrial Technology – Southern Illinois University
- Masters of Business Administration – Henderson State University
- EdD in Educational Leadership and Management (currently working on dissertation) – Capella University

Prerequisite: None

Textbook Information: Whitman, M. E., Mattord, H. J., & Green, A. (2014). *Principles of incident response and disaster recovery* (2nd ed).

Learning Outcomes:

- Overview of Information Security and Risk Management
- Planning Organizational Readiness
- Contingency Strategies for IR/DC/BC
- Incident Response
- Disaster Recovery
- Business Continuity
- Crisis Management

Course Objectives:

Upon successful completion the student will achieve a minimum of 70% proficiency on the following course outcomes:

1. Overview of Security and Risk Management
 - a. Know information security and risk assessment
 - b. Know the components of contingency planning
 - c. Know and understand the role of information security policy in the development of contingency plans
2. Planning Organizational Readiness
 - a. Know the need, and elements of a contingency policy, plan and its process
 - b. Know the components and process of business impact analysis
3. Contingency Strategies for IR/DR/BC
 - a. Know the use for contingency planning, subordinate elements of incident response, business resumption, disaster recovery and business continuity planning
4. Incident Response
 - a. Identify mechanisms to detect, prevent, and respond to incidents
 - b. Know the phases associated with preparation and organization of incident response operations and the tasks the organization can implement to prevent recurring incidents.
 - c. Know the function, organization, skills, preparation and deployment of the CSIRT
 - d. Distinguish response activities that must be taken to conclude a specific response action.
5. Disaster Recovery
 - a. Understand the functions of a disaster plan, classification of disasters and technical approaches to technical contingency planning
 - b. Comprehend data backup and recovery strategies used in disaster recovery and business continuity efforts that support respective plans
 - c. Successfully identify required actions of each team member during key phases of a disaster, including preparation, response, resumption, recovery, and restoration
6. Business Continuity
 - a. Comprehend the need for business continuity and the steps involved to prepare for business continuity operations
 - b. Know how to develop a business continuity plan and its critical components
 - c. Understand the planning and effort involved in a successful business continuity effort and the impact of business continuity on organizational workflow.
7. Crisis Management
 - a. Understand the requirement associated with handling crises, incidents, or disasters that impact human safety and life
 - b. Know the impact of the decisions regarding law enforcement involvement
 - c. Manage a crisis communications process

On-Campus Requirement: The final exam must be taken at an approved proctor site. Visit the college website at www.sautech.edu for detailed information.

Modes of Interaction: A demanding and challenging online course composed of reading assignments, small group discussion boards, case studies, PowerPoint Presentation, and open email communications.

Methods of Assessment: Written discussion boards and interaction between other students, chapter exams and proctored final exam.

Enrollment Procedures:

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

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 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 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: <http://www.sautech.edu/studentResources/admissions.aspx>

Course Registration Website: <http://www.sautech.edu/studentResources/advising.aspx>

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: <http://www.sautech.edu/lrc/index.aspx>

Bookstore Website: <http://sautech.textbooktech.com>

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Other Considerations:

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
 - Can be accessed via SkyDrive inside your student email account. **FREE**
 - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
 - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at <http://download.openoffice.fm/free/?pk=26976>
- 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://javashoplm.sun.com/ECOM/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->