

COURSE MASTER SYLLABUS

Date:	February 29, 2008
Course Prefix and Number:	MIS 670
Course Title:	Business Contingency Planning
Instructor(s):	Staff
Typical Textbook(s):	Erbschloe, <u>Guide to Disaster Recovery</u> , Thomson Course Technology, 2004
Catalog Description:	<p>Introduces the theories and concepts of business contingency planning through risk analysis and disaster recovery planning. This course is designed to provide a greater understanding of the assessment and management of risk and disaster recovery within the organization. The course will emphasize the nature of risk, risk assessment, risk management, and disaster recovery and how these concepts can be addressed effectively through business contingency planning. Lab fee \$25.</p>
Prerequisites:	MIS 501 or MIS 634 or equivalent
Course Objectives:	<p>The purpose of this course is to provide the manager with the ability to identify failure points that can lead to a cessation of business processes and plan for appropriate alternate processes. The course will examine how to identify vulnerabilities and threats that can exploit those vulnerabilities. The establishment, testing, training of personnel, and management of a disaster plan will also be covered.</p> <p>The disaster plan will include such points of failure as organizational data network, database, data processing equipment, and the general infrastructure. Alternative methods of meeting the business process requirements will also be presented.</p>

Subject Matter: 14 sessions at 160 minutes each plus a final exam

Topic Number	Topic Title	Number of Sessions on Topic
1.	Introduction/Background	1
2.	Preparing to Develop the Disaster Recovery Plan	1
3.	Assessing Risks in the Enterprise	1
4.	Prioritizing Systems and Function for Recovery	1
5.	Developing Plans and Procedures	1
6.	Organizing Relationships in Disaster Recovery	1
7.	Procedures for Responding to Attacks on Computers	1
8.	Developing Procedures for Special Circumstances	1
9.	Implementing Disaster Recovery Plans	1
10.	Testing and Rehearsal	1
11.	Continued Assessment of Needs, Threats, and Solutions	1
12.	Living through a Disaster	1
13.	Group Presentation of Plans	1
14.	Midterm	1
15.	Final	1

Active Student

Involvement: Students will write personal reports of approx 3 pages on specially designated topics.

Collaborative Learning

Experiences: There is a major team project that includes a research paper and oral presentation.

Describe how the course addresses the following topics or state that it does not:

- Global Business Environment: n/a
- Ethics: n/a