

**Eastern Oregon University
Course Syllabus**

Number of Course: BA 524

Name of Course: Disaster Recovery and Business Continuity

Catalog Description: This course covers Business Continuity Planning, a methodology used to create and validate a plan for maintaining continuous business operations before, during, and after disasters or disruptive events. It also covers Disaster Recovery, which is aimed at stopping the effects of disasters as quickly as possible, and addressing the immediate aftermath.

Credit Hours: 3

Instructor: TBD

Time and place of the course: TBD

Required Texts and Materials: *Business Continuity and Disaster Recovery* (2007)
Susan Snedaker, ISBN-13: 978-1-59749-172-3, Syngress

Additional scholarly and practitioner articles will be provided

Prerequisites: Admission to EOU graduate school and the MBA program.

Course Objectives: This course covers Business Continuity (BC) and Disaster Recovery (DR) concepts, methodologies, tools, and techniques. Business Continuity Management is a management process that identifies risks, threats, and vulnerabilities that could impact continued operations. Business continuity provides a framework for building organizational resilience and the capability for an effective response.

Learning Outcomes:

1. DISTINGUISH business continuity and disaster recovery, and types of disaster.
2. PERFORM business risk assessment.
3. EVALUATE financial and business impacts of disasters.
4. DEVELOP a mitigation strategy.
5. CREATE a business continuity and disaster recovery plan.
6. EXPLAIN crisis communications and the emergency response processes.
7. TEST Business Continuity/Disaster Recovery plans through BC/DR audits.

Course Requirements: Classes will be devoted to covering material from the prescribed text, and additional material as deemed necessary to enhance the quality of learning. The instructor will emphasize the main concepts, structures and processes during class and will reinforce the concepts through case discussions. The classes will be structured to instill critical thinking, analytical, and decision-making skills. Learning will be assessed through cases, quizzes, exams, and class discussions as detailed below.

Case Analyses

There will be several cases assigned during the course of the semester. Cases are provided to cultivate critical thinking, and reinforce concepts present in class. All cases carry equal points and contribute 25% towards the overall grade

Quizzes

A short quiz will be administered after each lesson in a unit. The goal of these quizzes is to ensure that students have read the material in order to foster long-term learning and to facilitate discussion and participation in class exercises. All quizzes carry equal points and contribute 15% towards the overall grade

Research Paper

This assignment involves researching two real world examples of organizations, one a success, and other a failure, that (un)successfully employed strategic innovation to complete in a rapidly changing technological landscape and presenting the findings as a 10 – 15 page (3000 – 5000 words) research paper. The aim of this work is to research, study, and learn from real world examples as to why a strong business continuity management program is integral to recovery from disaster. The paper and the presentation contribute 20% towards the overall grade.

Final Exam

The final exam is cumulative, and offers another opportunity to review and reinforce concepts learned through the semester. The exam will primarily consist of short answer essay questions and/or mini cases. The exam is aimed at assessing the level of knowledge and mastery of essential concepts of business continuity management. The final exam contributes 35% towards the overall grade.

Class Discussion/Participation

Class discussion and participation provide an excellent platform to share ideas, counter points, and enrich the learning process. Students are encouraged to actively participate in class. This component contributes 10% towards the overall grade.

The contribution of cases, exams, project, and class participation/discussion towards the overall grade is shown below:

Cases:	25%
Quizzes	15%
Research paper	: 20%
Final Exam:	30%
Class participation and discussion:	10%

Grading Policies:

Late work without a substantial excuse will not be accepted. At the instructor's discretion, work may be considered for revision and resubmission. This is not to be considered automatic. The student's best effort is expected on the initial submission.

Means of Assessment:

Discussion Boards (10@10 points)	100 points 10%	LO 1, 2, 3, 4, 5, 6, 7	PLO 1, 2, 3, 4, 5
Weekly Quiz (10@15 points)	150 points 15%	LO 1, 2, 3, 4, 5, 6, 7	PLO 1, 2, 3, 4, 5
Case Studies (5@25 points)	250 points 25%	LO 1, 2, 3, 4	PLO 2, 3, 4, 5
Research paper (1@200 points)	200 points 20%	LO 2, 3, 6, 7	PLO 2, 3, 4, 5
Final Exam (1@300 points)	300 points 30%	LO 1, 2, 3, 4, 5, 6, 7,	PLO 2, 3, 4, 5

Brief Outline of Course:

This course broadly follows NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs. “The National Commission on Terrorist Attacks Upon the United States (the 9/11 Commission), recognized NFPA 1600 as our National Preparedness Standard. Widely used by public, not-for-profit, nongovernmental, and private entities on a local, regional, national, international and global basis, NFPA 1600 has been adopted by the U.S. Department of Homeland Security as a voluntary consensus standard for emergency preparedness.” – NFPA 1600-

Students will learn about the Professional’s role in BC/DC and the knowledge that they should be able to demonstrate for each of the ten BC Objectives.

For graduate courses

The Writing Center provides a place — physical or virtual — where every EOU writer can find an interested, responsive reader. Writing tutorials are free of charge for EOU students writing for any graduate course. Go to [EOU’s eTutoring page](#) to submit a paper to a writing tutor. Click on [Graduate Students How To](#) for information about tagging your submission.

Academic Misconduct Policy:

Eastern Oregon University places a high value upon the integrity of its student scholars. Any student found responsible for an act of academic misconduct (including but not limited to cheating, unauthorized collaboration, fabrication, facilitation, plagiarism or tampering) may be subject to having his or her grade reduced in the course in question, being placed on probation or suspended from the University, or a combination of these. (Please see the Student Handbook online at <http://www.eou.edu/sse/student-handbook/>).

Accommodations/Students with Disabilities policy:

Any student who feels he or she may need an accommodation for any type of disability, please make an appointment to see me during my office hours or contact the Disability Services Office in Loso Hall, Room 234. Phone: 541-962-3081.

Course Plan:

Week 1

Program Initiation and Management

- Establish the need for a business continuity program.
- Obtain support and funding for the business continuity program.
- Build the organizational framework to support the business continuity program.
- Introduce key concepts, such as program management, risk awareness, identification of critical functions/processes, recovery strategies, training and awareness, and exercising/testing.

Week 2

Risk Assessment

- Identify risks that can adversely affect an entity's resources or image.
- Assess risks to determine the potential impacts to the entity, enabling the entity to determine the most effective use of resources to reduce these potential impacts.

Week 3

Business Impact Analysis

- Identify and prioritize the entity's functions and processes in order to ascertain which ones will have the greatest impact should they not be available.
- Assess the resources required to support the business impact analysis process.
- Analyze the findings to ascertain any gaps between the entity's requirements and its ability to deliver those requirements.

Week 4

Business Continuity Strategies

- Select cost-effective strategies to reduce deficiencies as identified during the risk assessment and business impact analysis processes.

Week 5

Incident Response

- Develop and assist with the implementation of an incident management system that defines organizational roles, lines of authority and succession of authority.
- Define requirements to develop and implement the entity's incident response plan.
- Ensure that incident response is coordinated with outside organizations in a timely and effective manner when appropriate.

Week 6

Plan Development and Implementation

- Document plans to be used during an incident that will enable the entity to continue to function.

Week 7

Awareness and Training Programs

- Establish and maintain training and awareness programs that result in personnel being able to respond to incidents in a calm and efficient manner.

Week 8

Business Continuity Plan Exercise, Assessment, and Maintenance

- Establish an exercise, assessment and maintenance program to maintain a state of readiness.

Week 9

Crisis Communications

- Provide a framework for developing a crisis communications plan.
- Ensure that the crisis communications plan will provide for timely, effective communication with internal and external parties.

Week 10

Coordination with External Agencies

- Establish policies and procedures to coordinate incident response activities with public entities.

Syllabus Prepared By: Kevin S. Walker, JD MBA

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