



FFP 1841 Business Continuity Planning

Course Description:

This course focuses on business contingency plans and survivability of disaster impacts. Course work will spotlight the importance of local business recovery and its impact on community recovery. Students will examine methods used by business to continue service to its clients and will develop a contingency plan for a small business.

Credit and contact hours:

3/48

Outcomes:

Upon the completion of the course the students will be able to demonstrate:

- Managing a business continuity development plan
- Use of an impact analysis to develop a business continuity plan
- Writing a business continuity plan for a small business

Detailed course content:

- The student will discuss the benefits of having a business continuity plan.
 - Distinguish between government and business terminology
 - Discuss business responsibility to the community
- The student will define the five phases of business continuity planning.
 - Project foundation
 - Business assessment
 - Strategy selection
 - Plan development
 - Testing and maintenance
- The student will have general knowledge of project base lines.
 - Work plans
 - Proposals
 - Introductory meetings
 - Business goals and objectives
 - Budget
- The student will conduct a business assessment.
 - Risk assessment
 - Business impact analysis
 - Conclusions from the data
- The student will demonstrate understanding of business recovery strategies.
 - Computer center recovery
 - Relocate, rebuild or restore
 - Hot and cold site selection

- Reciprocal agreements
- Recovery
 - Business components
 - Voice and data communications
 - facilities
- Power
- Insurance
- Staff
- Vendor selection
- Customer relations
- The student will demonstrate the plan development process.
 - Plan development teams
 - Emergency management team
 - Recovery Teams
 - Documentation rules
- The student will demonstrate testing and maintenance of a business plan.
 - Exercise development and testing
 - Scheduled plan review
- The student will demonstrate general knowledge of corporate responsibility to the community.
 - Identify legal responsibilities
 - Identify the benefits of community involvement
 - Recognize marketing opportunities

Textbook:

Syed, Akhtar, and Afsar Syed, "*Business Continuity Planning Methodology*" 2004
www.sentryx.com, ISBN 0-9733725-0-8

Barbash, Tom, "*On Top of the World*"
 ISBN 0-06-051029-3

Location: On-line Blackboard course.

Your Instructor: C. Everette Vaughan, e-mail: vaughanc@pbcc.edu, 561-723-5263

Supervisor: Val Williams, e-mail: williabv@pbcc.edu , 561-868-3772
 Lake Worth Campus TC 120

Course Requirements:

(Required, must be completed prior to or during the course)

FEMA IS-235	Emergency Planning
FEMA IS-546a	Continuity of Operations Awareness
FEMA IS-547	Introduction to Continuity of Operations
FEMA IS-15a	Special Events Contingency Planning for Public Safety Agencies

(5% extra credit)

FEMA IS-548 Continuity of Operations (COOP) Program Manager

Assignments:

Course assignments will consist of weekly readings, on-line discussions, journal entries, FEMA independent study courses, a virtual table-top disaster drill, a term paper, a mid-term and final written exam

Class Schedule:

Assignments will be posted no later than Monday evening at 1700 hours (5 P. M.). The student has until the following Sunday at 1700 hours to complete assignments. The student may submit work and enter into on-line discussions at anytime during the week of the assignment.

Spring Semester 2010:

Session 1

Week of: Jan. 10, 2010

Business Continuity Planning In Context

Session 2

Week of: Jan. 17, 2010

The Legal Foundation

Session 3

Week of: Jan. 24, 2010

What Are We Dealing With?

Session 4

Week of: Jan. 31, 2010

Introduction to Project Management

Session 5

Week of: Feb. 07, 2010

The BIA Process

Session 6

Week of: Feb. 14, 2010

Starting The Process

Session 7

Week of: Feb. 21, 2010

Strategy

Mid-Term Examination

Session 8

Week of: Feb. 28, 2010

What Does A Plan Look Like?

SRING BREAK

Week of: Mar. 08, 2010

Session 9

Week of: Mar. 14, 2010

Critical Issues For The Plan 1

Session 10

Week of: Mar. 21, 2010

Critical Issues for The Plan 2

Session 11

Week of: Mar. 28, 2010

Managing Plan Preparation

Session 12

Week of: Apr. 04, 2010

Publishing " The Plan"

Session 13

Week of: Apr. 11, 2010

Testing the Plan

Course Paper and Paper Defense

Session 14

Week of: Apr. 18, 2010

Maintenance of the Plan

Session 15

Week of: Apr. 25, 2010

Final Examination

NOTE: The course ends at 2100 hrs. (9:00 pm) Eastern Daylight Time, including completion of the Final Examination, on **MAY 02, 2010**. Work submitted after that day and time cannot and will not be accepted. There are absolutely no exceptions to this rule.

Computer Competency Component:

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments. These exercises/assignments are included in this syllabus.

Equipment and Supplies:

Computer, Internet access, telephone access and required text (as described in Course Outline) are required by all students.

Responsible Internet and e-mail usage:

The PBCC Emergency Management courses will require extensive e-mail and the Internet usage. Please invest in a good anti-virus software if you do not have one. Most provide automatic on-line updating. If your software does not it is probably out of date and should be up-dated. Run a virus scan before the course begins. Always have your system check any incoming mail for viruses. If you detect a virus, notify the sender immediately that they have a problem and make sure that you run the anti-virus program before you continue with any course work. Contaminating other computers is not responsible and can create a technological disasterous event.

Assessment method(s):

The student will be evaluated by participation in class discussion, a mid-term and final written examination, and a written paper relating to the topic.

Your final grade will be expressed as follows:

Percentage	Grade
93 – 100	A
85 – 92	B
78 – 84	C
70 – 77	D
<70	F

All students in this course are required to successfully complete all course work, projects (including a term paper), and examinations.

Professor's Expectations:

This course consists of 15 on-line sessions. Each weekly session will be posted by 1700 hours on Monday and expected to be finished and submitted by the following Sunday at 1700 hours. Weekly assignments will be located in the LEARNING MODULES area and listed on the weekly schedule. Each week's work will relate to multiple course objectives. Class discussions and submitted work will be sent through the DISCUSSIONS area of the on-line course. You are expected to enter into class discussion threads in the same week that the assignment was posted. Thoughtful entries in the discussion thread should demonstrate an understanding of the question and will stimulate further discussion from instructor(s) and fellow students. Past experience may be used to express a point; however this is not a place to tell war stories week after week. Answers, questions and discussion should relate to the course text, instructor comments and real practical use of the topic being discussed. Mid-term and final exams will be based on reading material and class discussion. Those who participate frequently and actively in class discussion generally do better on the exams. Students are also expected to comment on fellow students entries.

Once you have completed the weekly reading and have posted your comments or answers to the instructor's questions, enter into the on-line discussions using the DISCUSSIONS section of the course. The instructor will read all student posted work. However, may not reply to all comments. Instructors will reply to interesting comments or will make corrections to comments that are wrong and may contradict emergency management standards. The instructors and fellow students may question or disagree with your comments. That is OK. Constructive debates are encouraged. The instructor is expected to mediate the debate and

will end the discussions when they get off point. The instructor's comments are designed to stimulate the student's thoughts.

The emergency management courses will have various types of assignments other than exams. These will consist of FEMA independent study courses, written projects or research papers, journal entries, on-line discussions, and table-top drills. All assignments will have a due date and late assignments will be penalized by a reduction in points. Explanations of these assignments are posted in the ASSIGNMENTS area.

If you don't understand something or have a question, post your question in the designated area of the discussion board located in the DISCUSSIONS area. If you do not feel comfortable posting your question, e-mail the instructor immediately. If you are having trouble getting something done, call or e-mail the instructor directly (for these types of issue don't use the posting system). It is the instructor's job to assist you through this course, but the instructor cannot help you if he or she is not aware of your problem. Do not wait until the last minute to ask for help. There will be point where help may be too late, especially when your negligence has facilitated in getting you behind in course work. Don't be shy. Ask for help when you need it and get the most out of your educational investment.

Late Assignment Policy:

Students have a minimum of six (6) days to complete assignments. Students are expected to submit assigned work on time. Completing work early allows the professor more time to properly evaluate the work and may allow time for the students to make corrections to assignments based on professor comments.

Testing can be completed at any time during the week it is posted. The program will not allow you to take the test after the close-out date.

The completion papers and test delayed by the declaration of a State of Emergency or Disaster will be accepted without penalty. Other delays must be coordinated with the professor in advance.

Regardless of reasons, final assignments must arrive no later than 1700 on the last day of class for the course in the semester, or your grade will be submitted based on 0 points for that assignment.

Students are responsible for reading the course schedule and knowing when assignments are due and when the semester ends. Students are expected to complete work on time.

Make-up Exam Policy:

Inability to complete assignments on time will result in being assigned the grade earned as of the due date. In most cases this will be a "zero" 0. This program allows students plenty of time to complete assignments. The only exceptions will be personal catastrophic injury or illness, and military or disaster deployment. These must be coordinated with the professor in advance. Students are encouraged to pay attention to the posting of assignments and stay ahead.

Minimum Requirements:

Student must pass the mid-term and final exam with a 70% or better and must have a final average of 70% to pass the course.

Methods of Instruction:

Courses will be taught using reading assignments and professor comments posted on-line. Students will also engage in on-line discussions and virtual exercises. Instruction will also be done via instructor feedback on all written assignments.

Tests, Quizzes, and Final Examination Schedule:

Posted in weekly schedule.

Unique Requirements of the Course:

The student must be able to communicate using electronic media.

Academic Dishonesty:

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

- (1) cheating on an exam,
- (2) collaborating with others on work to be presented, if contrary to the stated rules of the course,
- (3) submitting, if contrary to the rules of the course, work previously submitted in another course,
- (4) knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed,
- (5) Plagiarism.

Please refer to the *Palm Beach Community College Student Handbook* for further information.

Attendance:

Students are expected to attend all courses and course activities for which they are registered. Any class meetings missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Class attendance policies are set by individual professors and/or departments. An accurate record of attendance will be kept for each class. Students are expected to adhere to the policies set by each professor.

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their professors are given prior notification and any missed assignments are subsequently completed to each professor's satisfaction.

Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident or the death of an immediate relative. Professors decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their professors when they must miss class sessions for emergency meetings.

Disability Support Services:

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors at this location and to submit appropriate documentation prior to receiving services.

Disability Support Services		
College-Wide Coordinator	Susan Lang	868-3375
Belle Glade	John Pierson	993-1125
Boca Raton	Nilsa Martinez	862-4316
Lake Worth	Jelecia Kirk	868-3046
Palm Beach Gardens	Joanna Steffes	207-5345

Student Responsibility Policy:

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

PBCC Websites of Interest

Fire Academy Web Page	http://www.pbcc.edu/fire
Home Page	http://www.pbcc.edu
Advising	http://www.pbcc.edu/advising/
Catalog	http://www.pbcc.edu/catalog/
Career Center	http://www.pbcc.edu/student/career
Disability Support Services	http://www.pbcc.edu/disability/index.html
Distance Learning	http://www.pbcc.edu/dl/
Financial Aid	http://www.pbcc.edu/acad/finaid/index.htm
Honors	http://www.pbcc.edu/acad/oiap/acadprgs/honors/index.htm
Library Learning Resource Center	http://www.pbcc.edu/llrc
Online Acceptable Use Policy	http://www.pbcc.edu/dl/online_acceptable_use.htm
PantherWeb/Registration	http://www.pbcc.edu/reginfo.htm
Programs of Study	http://www.pbcc.edu/programs/
SLC/VPI (formerly CPI)	http://www.pbcc.edu/cpi/
Student Services	http://www.pbcc.edu/student/index.htm
Testing Center	http://www.pbcc.edu/testing/

Withdrawal Policy:

The last day to withdraw with a 100% refund is: CHECK WITH REGISTRAR