

**NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY
BUS 212 - DISASTER RECOVERY PLANNING FOR MANAGERS (3 CR.)**

Course Description

This course covers developing a plan for an organization to get computer operations back to their preexisting state as soon as possible. The concepts covered will include documenting existing technology and the complete steps in the disaster recovery process. Emphasis will be placed on policies and procedures to prevent loss of data and elimination of system downtime. The student will leave the course with a completed disaster recovery plan (DRP) for an organization and/or department. Lecture 3 hours per week.

General Course Purpose

Disaster recovery planning is often left up to the technical staff to develop and implement. Without proper management intervention, approval and resource allocation, the completed plan could be inadequate for resuming business operations. This course is designed to provide the student with the knowledge and skills necessary for identifying the processes necessary to recover business IT assets in the event they are unavailable. This course may be taken as an elective wherever appropriate.

Course Prerequisites/Co-requisites

An ability to read, comprehend, and analyzes material written at a college level. An ability to write and present ideas using standard English.

Course Objectives

A student who successfully completes this course will be able to evidence a fundamental knowledge of the following disaster recovery concepts:

- a. how to perform a risk analysis and identify vulnerabilities and threats to your IT assets.
- b. how to create a successful disaster recovery plan for an organization.
- c. how to identify key disaster recovery team members.
- d. how to test and evaluate the effectiveness of an organization's disaster recovery plan.

Major Topics To Be Covered

Applicable Federal standards and industry "best practices":

- a. Performing a risk analysis and Business Impact Assessment (BIA) to identify vulnerabilities in core processes.
- b. Prioritizing systems and functionality for restoration.
- c. Organizing and managing disaster recovery teams.
- d. Considerations for selecting and deploying an alternate site for processing mission-critical applications.
- e. Human factors that must be considered in a successful disaster recovery plan.
- f. Test methods for evaluating the effectiveness of an organization's disaster recovery plan.
- g. Maintenance considerations for the DRP as a "living" document.

Optional Topics

- a. Industry Certification
- b. Careers in Disaster Recovery Planning