Enterprise Emergency Response Planning

CIS 75E (CRN:22953)
Fall 2015

COURSE DESCRIPTION

Learn how to plan for emergency response, recover from a disaster, and how to mitigate risks. System Administrators, IT managers, and Analysts would benefit from this course as well as technologists wanting to broaden their impact.

Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan are also discussed.

PREREQUISITE SKILLS

Prerequisites: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

INSTRUCTOR INFORMATION: JIM CARR
Office Hours Held: Tuesdays, 4:45 PM – 5:45 PM
Office Location: AT 203 or AT 203b
E-mail address: carrjames@fhda.edu
Website: http://www.jblcourses.com

ATTENDANCE POLICY

Students are required to attend all meetings:

Class Tuesday, 6:00 PM – 7:50 PM in AT 205

See drop policy below.

DROP POLICY

1. Students who want to be dropped from the class MUST take the initiative to follow the De Anza College drop procedures. Drop calendar deadlines can be found at https://www.deanza.edu/calendar. Do not assume you will be automatically dropped from this course. If you intend to drop the course, you must drop the course yourself.

2. Drop Deadline

    a. By Monday, September 28, you must purchase the course material from the bookstore and log into the Jones and Bartlett site.
    b. By Friday, October 2, you must successfully complete ALL of the Week 1-2 Assignments.

OBJECTIVES

Upon completion of this course, you will be able understand the following objectives.

1. Explain the basic concepts of and need for risk management.
2. Explain methods of mitigating risk by managing threats vulnerabilities, and exploits.
3. Identify compliancy laws, standards, best practices, and policies of risk management.
4. Describe the components of an effective organizational risk management program.
5. Describe techniques for identifying and analyzing relevant threats, vulnerabilities, and exploits.
6. Describe the process of performing risk assessments.
7. Identify assets and activities to protect within an organization.
8. Identify threats, vulnerabilities, and exploits.
9. Identify risk mitigation security controls.
10. Describe concepts for planning risk mitigation throughout an organization.
11. Describe concepts for implementing a risk mitigation plan.
12. Perform a business impact analysis.
13. Review a business continuity plan (BCP) based on the findings of a given risk assessment for an organization.
14. Review a disaster recovery plan (DRP) based on the findings of a given risk assessment for an organization.
15. Review a computer incident response team (CIRT) plan for an organization.

STUDENT LEARNING OUTCOMES FOR THIS COURSE:

Create and refine emergency response plan for responding and recovering from disasters.

REQUIRED COURSE MATERIALS

1. Purchase your Jones and Bartlett course materials in the De Anza bookstore. ***Do not purchase these materials below from any other source because they* will not include the lab code access.**

   eBook: Gibson, Darril. Managing Risk in Information Systems, 2nd edition. Burlington, MA: Jones & Bartlett, 2015

   Bookstore – eBook Bundle
   Purchase a Jones and Bartlett eBook and access code in the bookstore – ISBN 978-1-2840648-4-1 or 978-1-2840956-7-8

2. After completing one of the purchase options above, you will need to access www.jblcourses.com , then click on "**Redeem an Access Code**". You must enter the Lab Access Code (purchased in Step 1 above) and the Course Code 3007. See below.

3. **High speed internet connection** (not dial up) required IF you work at home.

REQUIRED COMPUTER COMPONENTS AND AVAILABILITY

Hardware Requirements: A computer is required to access the Jones and Bartlett website at www.jblcourses.com. If you do not own a computers, you may use the

computers in AT 203 lab.

Software: There is no unique software required for this course. Use an up-to-date browser, such as Firefox or Google Chrome to access the website. Microsoft IE is not recommended.

Computers in CIS Lab:
If you need help with your course, you can use the CIS lab computers. For CIS computer lab hours access **http://www.deanza.edu/buscs/lab/hours.html**

SUBMITTING WEEKLY EXERCISE ASSIGNMENTS

This course uses a Moodle website called Jones and Bartlett (www.jblcourses.com). All course information including assignments, homework, course deadlines, etc. will be available to you on-line on the Jones and Bartlett course Moodle website. When you enter your Jones and Bartlett on-line course, you will see a list of assignments that you will complete. The actual course schedule and due dates for exams and assignments are subject to change.

HOMEWORK ASSIGNMENTS

Homework assignments will include answering multiple-choice questions in a 20-question quiz based on that week's reading assignment. Students will have 30 minutes to complete the quiz. Quizzes may be retaken an unlimited number of times to improve your score. The highest score will be recorded. No feedback will be given on questions missed during this open book, open notes homework quiz. The final exam will be extracted from these same homework questions.

FINAL EXAM

The 50-question, multiple-choice, closed-book, closed-notes Final Exam will be extracted from the Quiz questions.

EXERCISE ASSIGNMENTS

The required Exercise assignments can be found in Moodle and are counted towards your grade (see below).

ATTENDANCE/PARTICIPATION

Ten points will be awarded each student for class participation.

EXTRA CREDIT

Students are encouraged to present a 10-minute presentation to the class on a relevant security topic. A short slide presentation in Microsoft PowerPoint of three to five slides is required to accompany the presentation. These slides will be posted on Moodle following the

presentation. Consult the instructor first with your proposed topic and when to present on the schedule. Five points will be added to the final grade for this presentation.

MOODLE PORTAL

Jones and Bartlett Moodle must be used as the portal for completing all assignments. To post any discussion questions, send an email to carrjames@fhda.edu. Email the instructor anytime.

TESTING/GRADING POLICIES/FINAL GRADES

To pass this course, you must complete exercises, quizzes and the Final Exam with the minimum scores shown below. Weekly deadlines for each assignment are posted inside the Jones and Bartlett Moodle web site.

Exams Grading Scale:
A+ 98% - 100%
A   93% - 97%
A-   90%-92%
B+ 87%-89%
B   83%-86%
B-   80%-82%
C+ 77%-79%
C   70%-76%
D+ 67%-69%
D   63%-66%

Final Grade Mix:

The following percentages reflect how the final grade will be determined:

Attendance/Participation	10%
Quizzes	30%
Exercises	30%
Final Exam	30%
	=====
Total=	100%

Extra Credit	5%

ACADEMIC INTEGRITY:

Students who submit work of others as their own or cheat on exams or other assignments will receive a failing grade on the assignment and will be reported to college authorities.

DISRUPTIVE CLASSROOM BEHAVIOR

Disruptive classroom behavior may include (but is not limited to) the following: talking when it does not relate to the discussion topic, sleeping, reading other material (e.g. newspapers, magazines, textbooks, from other classes), eating or drinking, monopolizing discussion time, refusing to participate in classroom activities, leaving cell phones and pagers on, texting, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be approached by the instructor. If the disruptive behavior continues, students may be asked to leave the classroom and/or eventually be dropped from the course.

NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide your instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

TECHNICAL DIFFICULTIES

If you have technical problems with the Jones and Bartlett website, please contact Jones and Bartlett Technical Support directly at www.jblcourses.com/techsupport or call 866-601-4525. Please also email your instructor with the issue at carrjames@fhda.edu.

RECOMMENDED RESOURCES

Web References: Links to Web references in this document and related materials are subject to change without prior notice. If any of these links are non-responsive, the instructor would appreciate being notified via email to carrjames@fhda.edu.

Books, Professional Journals

Please use the following author's names, book/article titles, Web sites, and/or keywords to search for supplementary information to augment your learning in this subject.

- Judy Bell
  Disaster Survival Planning: A Practical Guide for Businesses

- Thomas S. Coleman
  A Practical Guide to Risk Management

- Kenneth L. Fulmer and Philip Jan Rothstein
  Business Continuity Planning, A Step-by-Step Guide with Planning Forms on CD-ROM

- Ole Hanseth, et al.
  Risk, Complexity, and ICT

- Susan Snedaker
  Business Continuity and Disaster Recovery Planning for IT Professionals

Other References

- **COBIT**
  This URL contains information regarding COBIT from ISACA.
  http://www.isaca.org/cobit/pages/default.aspx

- **CIPA**
  This Web site contains information on the Children's Internet Protection Act from Federal Communications Commission.
  http://www.fcc.gov/cgb/consumerfacts/cipa.html

- **FERPA**
  This URL provides information regarding the Family Educational Rights and Privacy Act from the U.S. Department of Education.
  http://www.fcc.gov/cgb/consumerfacts/cipa.html

- **FISMA**
  This URL contains actual final version of the Federal Information Security Management Act.
  http://csrc.nist.gov/drivers/documents/FISMA-final.pdf

- **GLBA**
  This URL provides information regarding the Gramm-Leach-Bliley Act from the Federal Trade Commission.
  http://www.ftc.gov/privacy/privacyinitiatives/glbact.html

- **Guide for Conducting Risk Assessments**
  This URL contains NIST recommendations for conducting risk assessments for enterprise-wide risk management.
  http://csrc.nist.gov/publications/nistpubs/800-30/sp800-30.pdf

- **Health Information Privacy**
  This URL provides information regarding the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy, Security, and Breach Notification Rules, from the U.S. Department of Health and Human Services.
  http://www.hhs.gov/ocr/privacy/

- **ITIL**
  This Web site is an official site of for the Information Technology Infrastructure Library from AXELOS, which contains information on ITIL and provides a cohesive set of best practice, drawn from the public and private sectors internationally.
  http://www.itil-officialsite.com/home/home.asp

- **PCI**
  This Web site is an official site of the PCI Security Standards Council, which provides details on payment card industry security standards.
  https://www.pcisecuritystandards.org/index.shtml

- **Risk Management Framework Overview**
  This Web page provides an overview of the NIST Risk Management Framework (RMF), with links to related resources.
  http://csrc.nist.gov/groups/SMA/fisma/framework.html

- **Risk Management Association**
  This Web site contains information on the RMA, which is a non-profit organization focusing on all aspects of risk management throughout the enterprise.
  http://www.rmahq.org/about-rma

- **SOX**
  This Web site provides detailed information on the Sarbanes-Oxley Act of 2002.
  http://www.soxlaw.com/

- **TechRepublic**
  This Web site contains articles, videos, pictures, white papers, webcasts, and other downloadable materials on risk management.
  http://techrepublic.com/

Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

    BCP
    BIA
    CIPA
    CIRT
    COBIT
    Compliance

Cyber Security Alerts
DRP
Exploits
FERPA
FISMA
GLBA
HIPAA
ITIL
PCI
Risk
Risk assessment
Risk management
Risk Management Association
Risk mitigation
SOX
Threat
Vulnerability

Gaining access to Jones and Bartlett Moodle system

1. Navigate to the URL http://www.jblcourses.com.
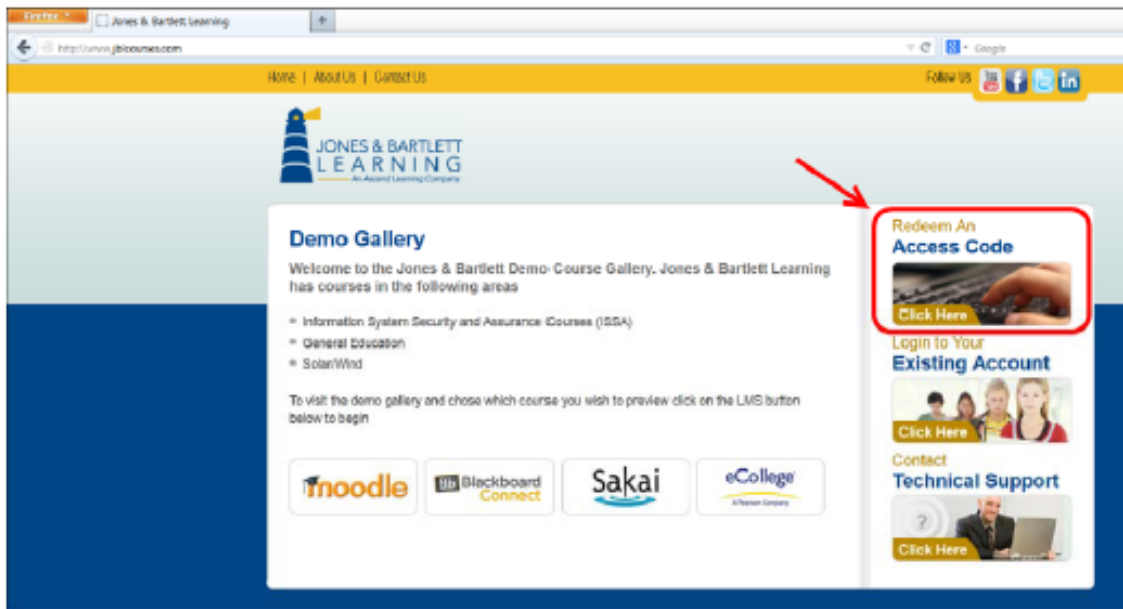
Use your own User name and password as shown the template below.

2. You will see the screen below when you have successfully logged in.
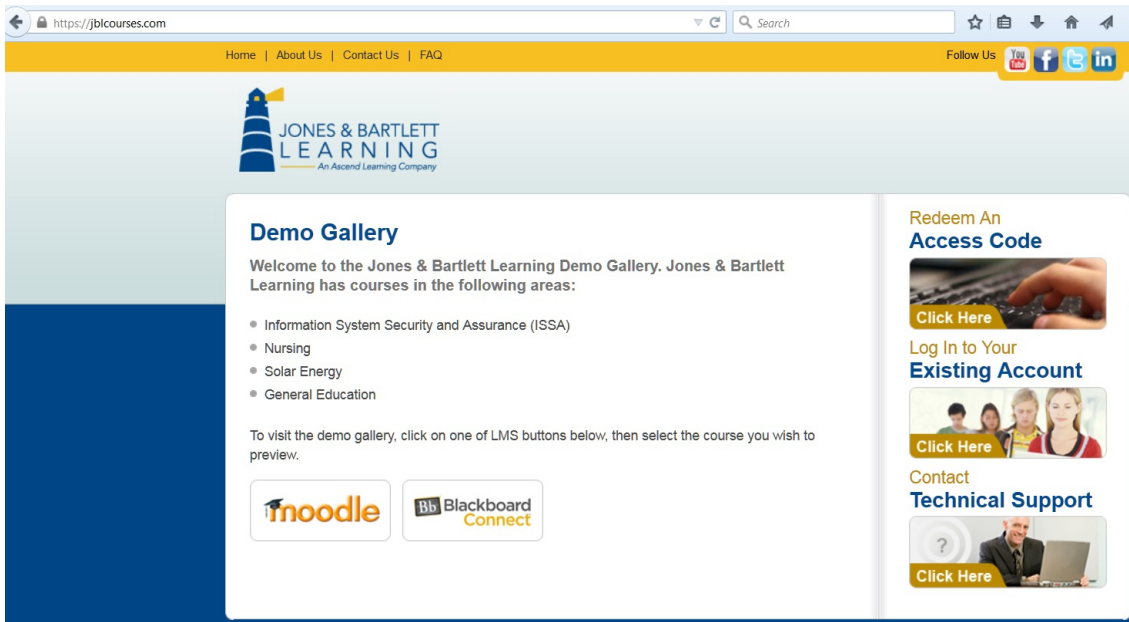
3. Click on "Redeem An Access Code"

4. Fill in the "Lab Access Code" you received in the bundle from the DeAnza bookstore, when you purchased your eBook.

Use "3007" as the course code for CIS 75E, as shown below. Then click "submit."

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Lab Access Code

Step 1: Obtain a lab access code. Check with your instructor to determine where to find your code.

Step 2: Type in your lab access code. Sample code: 98508635

Step 3: Type in your course code. Sample code: 7462

Step 4: Click the Submit button.
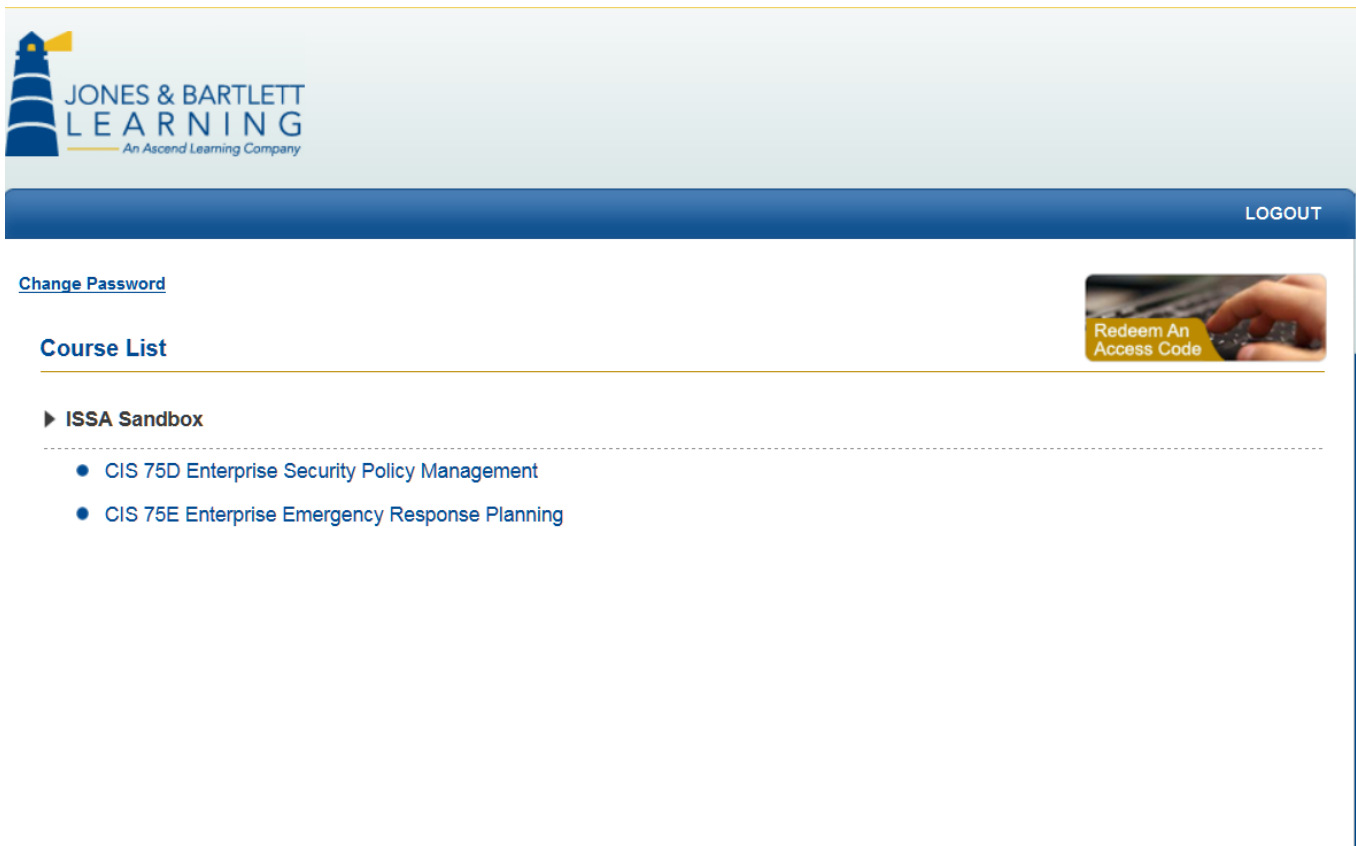
Lab access code:

Course code: 3007

Submit

5. You should see the screen below. Click on your course to enter Moodle.