
Enterprise Emergency Response Planning

CIS 75E (CRN:43378)

SPRING 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: Tuesday

Office hours: 1:45-3:00PM

Office Location: AT 203 or AT 203b

E-mail address: carrjames@fhda.edu

Website: <http://moodle.jblcourses.com>

ATTENDANCE POLICY

Students are required to attend all meetings:
Class Thursday, 03:30 PM - 05:20 PM in AT 204

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 yourself!
2. Drop Deadline
 - a. By **Friday** OF THE FIRST WEEK OF THE COURSE you must purchase the course material from the bookstore and log into the Jones and Bartlett site.
 - b. Successfully complete ALL the Week 1 ASSIGNMENTS in Jones & Bartlett Moodle.

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. There are **two purchase options** for your Jones and Bartlett course materials in the DeAnza bookstore). **Do not purchase these materials below from any other source because they will not include the lab code access.**

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

A. Bookstore option one – eBook Bundle

Purchase a Jones and Bartlett eBook and access code in the bookstore – ISBN 9781284095678

B. Bookstore option two – Textbook Bundle

Purchase a Jones and Bartlett Textbook and access code in the bookstore – ISBN 9781284064841

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

REQUIRED COMPUTER COMPONENTS AND AVAILABILITY

Hardware Requirements: A PC computer is required to run the Jones and Bartlett software. If you do not own a PC, you may use the computers in AT 203 lab.

Software: The only software required for this class is the Jones and Bartlett software. Using an up-to-date browser, such as Firefox, will be discussed in class.

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 (moodle.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 web site. 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, use moodle.jblcourses.com. The optional online portion of the class is conducted online and I will be available **Mondays from 10:00AM to 11:15AM** to answer questions you may have in Moodle or through email during this time. However, you are not restricted from asking questions only during this time period. Email me 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 93% - 100%
- 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 in the course 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 software on your home computer, please contact Jones and Bartlett Technical Support directly at www.jblcourses.com/techsupport or call 866-601-4525 OR complete your course work using our computers in the AT203 CIS lab.

RECOMMENDED RESOURCES

Web References: Links to Web references in this document and related materials are subject to change without prior notice. These links were last verified on June 16, 2014 by Jones and Bartlett.

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/qlbact.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.



The screenshot shows the login interface for the Jones & Bartlett Learning Moodle system. At the top left is the logo for Jones & Bartlett Learning, featuring a blue lighthouse icon and the text "JONES & BARTLETT LEARNING" with "An Ascend Learning Company" below it. The main heading is "Login" in red. Below this, three steps are listed: Step 1: Enter the user name that you have used to register previously. Step 2: Enter the password that you have used to register previously. Password is case-sensitive. Step 3: Click the Submit button. Below the instructions are two input fields: "User name:" and "Password:", each followed by a red asterisk. A yellow "Submit" button is positioned below the password field. At the bottom, there is a blue link labeled "Forgot Password".

Step 1: Enter the user name that you have used to register previously.

Step 2: Enter the password that you have used to register previously.
Password is case-sensitive.

Step 3: Click the Submit button.

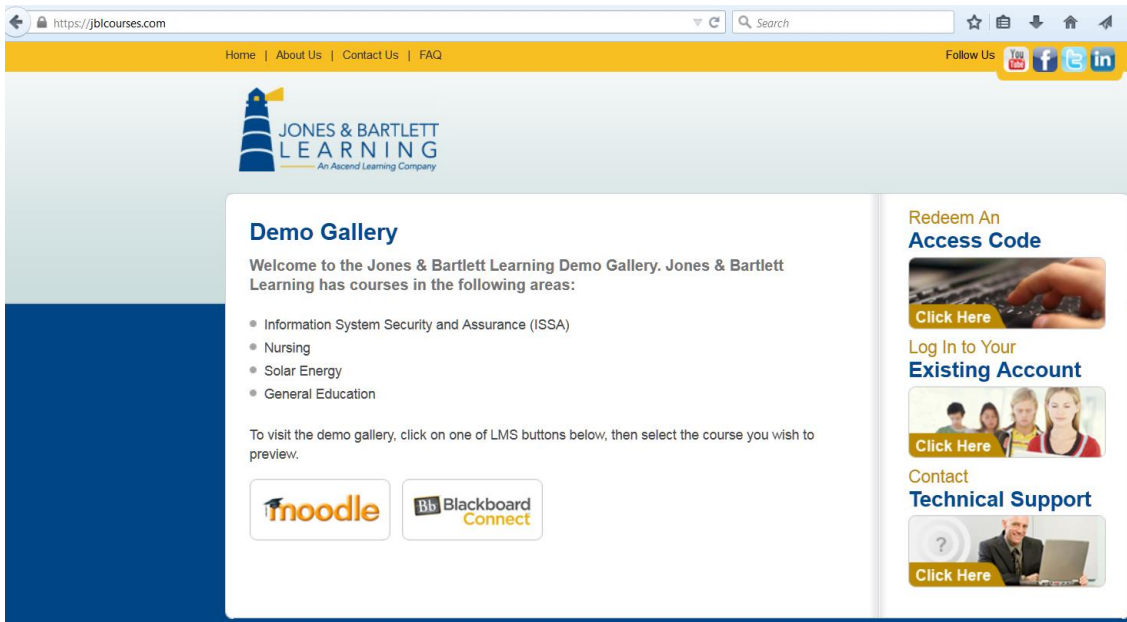
User name: *

Password: *

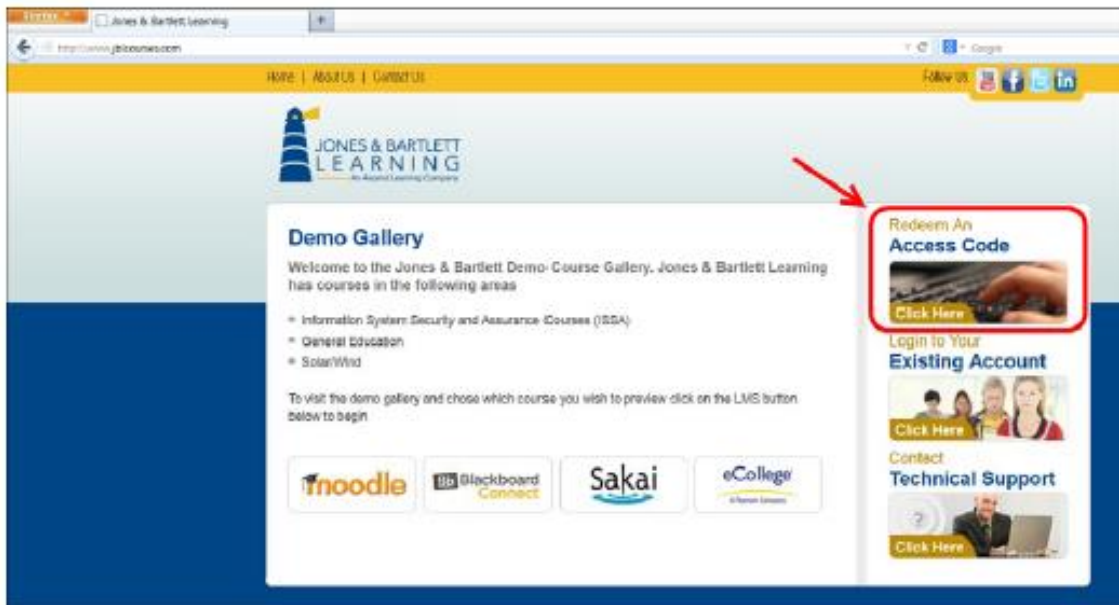
Submit

[Forgot Password](#)

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 either purchased an e-book or a textbook. Use “3007” as the course code for CIS 75E, as shown below. Then click “submit.”



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:

Submit

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



JONES & BARTLETT LEARNING
An Ascend Learning Company

LOGOUT

[Change Password](#)

Course List

▶ **ISSA Sandbox**

- CIS 75D Enterprise Security Policy Management
- CIS 75E Enterprise Emergency Response Planning

Redeem An Access Code