

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
Winter 2017

Course number & Name: CIS 328 Database Management I: Disaster Recovery

Credit hours: 4 quarter hours

Method of Delivery: eLearning

Course Description: This course introduces the key concepts for developing disaster recovery procedures. Discussions on how an organization develops a disaster recovery philosophy, organizes a planning team, assesses risks, develops and documents policies and procedures, selects and trains emergency response teams and tests their effectiveness in live simulations. Case projects are included as students engage in several exercises.

Text(s) & Manual(s): *Principles of Incident Response and Disaster Recovery, 2-nd edition*

Course Technology, ISBN 9781111138059

Author: M. Whitman, H. Mattord, A. Green

Topics:

- Developing the Disaster Recovery Plan
- Incident Response
- Contingency Strategies for Business Resumption Planning
- Contingency Planning Within Information Security

Learning Objectives: The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of disaster recovery planning. Disaster recovery planning is the process of assessing risks that an organization faces, and then developing, documenting, implementing, testing, and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster. This course will enable individuals to become disaster recovery planning team leaders and members.

Upon completion of this course the student will acquire the skills to:

1. Organize a disaster recovery team
2. Assess the risks in the enterprise
3. Establish roles across departments and organizations
4. Develop disaster recovery policies and procedures
5. Document disaster recovery procedures
6. Implement policies and procedures to handle disasters
7. Train the team members to test and rehearse the steps to recovery
8. Maintain effective management of the teams

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

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Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact student success using the following email: studentsuccess@midstate.edu.

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Instructor: Marcus Washington **Phone:** 692-4092 ext. 1241 (voice mail only)
Midstate email: mcwashington@midstate.edu

Policies and Procedures:

Course Requirements

- To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.
- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in the outline. All assignment (projects, trainings and exams) should be submitted on time (in class and online).
- The online educational venue offers students the flexibility to access the course at any time. This course, however, has **very specific, time-restricted discussion forums, assignment and tests due dates.**
- Plan to devote as much time if not more to an eLearning course as you would to a traditional class (eLearning classes, in fact, take more time).
- In a completely online course for 4 credit hours, students should plan to spend **about 8 hours each week:** 4 hours (as in regular classroom) learning the material AND 4 hours doing the homework. Students should plan ahead, schedule time wisely and **never** wait until the “eleventh hour” to start and submit the assignments.
- Class participation, by posting in the Week Discussion Forum and completing Weekly Summary per week is worth 10% of the grade (please remember that it can make a difference between “A” and “B”). Both the Discussion Forum and Weekly Summary are Required Posts - you must post there first before being allowed to View others messages. The Discussion Forum and Weekly Summary expire at the close of each eLearning Week at 8 am on Monday.
- Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. Late work will be docked 20% for each week it is late. If you're experiencing problems and want an extension on due date, request needs to be made before work is due to be considered. Exams must be taken during the Week they are assigned.

Grading Policy

The Discussion Forum and Weekly Summary message areas expire at the close of each eLearning Week on Monday at 8:00 a.m. Discussion posts for participation and the Weekly Summary can only be made during the specific Week of the course schedule - NO LATE DISCUSSION POSTS NOR LATE WEEKLY SUMMARIES WILL BE ACCEPTED. WEEKLY SUMMARIES POSTED TO A FORUM OTHER THAN THE WEEKLY SUMMARY FORUM WILL NOT BE COUNTED.

Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. 80% is the maximum grade late homework can receive. Late work will be docked 20% for each week it is late. If you're experiencing problems and want an extension on due date, request needs to be made before work is due to be considered.

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Attach ALL files together in one post each week and put them into the ASSIGNMENTS DROPBOX. **Each file should be clearly named and have student's name.**

Good writing skills (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment and class postings.

Examination Information: There will be Midterm Exam and Final Exam.

Methods of evaluating student performance:

- Weekly assignments from the textbook will be used to reinforce course concepts. They will assess student's ability to apply main principles and demonstrate knowledge of disaster recovery.
- Weekly discussions and summaries will be used to stress course objectives.
- Exams will assess the student's comprehension of the course content.

All weekly assignments, discussions and summaries should be posted on time. All Tests and Exam should be taken on time. 70% or better is required to pass the class.

Course Mail, E-Mail and Forums Etiquette:

Please follow the guidelines below for course email and forums posting etiquette.

When communicating via email, students must make certain that each email includes course and descriptive subject line. Since we'll practice excellent communication skills, I expect each message to have a salutation, a clear, concise, grammatically correct message, a complimentary close and signature/name. Emails that do not follow the rules of business communication will receive an empty reply. Students should answer all emails within 24 hours.

Etiquette in eLearning forums (or Netiquette - short for Internet etiquette) should be the same as in a face-to-face classroom. If you think a comment would be inappropriate in a face-to-face situation, it would also be inappropriate in an eLearning classroom.

Please follow the guidelines below for course-mail, e-mail and forums posting etiquette.

Keep message brief. Avoid sending a course-mail, e-mail or forum message with incorrect spelling and grammar. Spelling and grammar count. Avoid using abbreviations and acronyms. Students who are not familiar with common abbreviations may confuse the instructor and/or fellow classmates by using incorrect abbreviations.

Be polite. Avoid offensive language. Read the message before you send it in.

Use meaningful subject line.

Avoid using sarcasm. Written text can easily be misinterpreted.

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Avoid using all CAPS and/or exclamation marks. Using all capital letters in an electronic-mail or forum message is the same as SHOUTING!

Avoid breaking a discussion thread. Breaking a discussion thread makes it difficult for classmates to follow the sequence of posts.

Avoid posting irrelevant information in a discussion forum - use Classroom Discussion Forum, messages or e-mail, instead. Forum discussions should stick to the discussion topic given by the instructor. Information that is irrelevant to the discussion does not belong in the discussion forum.

Using the Internet, do not assume materials are accurate and up-to-date.

Students are responsible for knowing “what’s going on” throughout the term. Students must check announcements, assignments, weekly units, discussion forums, email several times each week. Students must check the online grade book and email the instructor immediately if questions arise about grades

Instructor’s Grading Scale:

These percentages are all approximate values

Projects	30%
Exams	30%
Discussions	20%
Review Questions	20%

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Summer 2017 Course Schedule Tentative Course Outline		
Weeks	Chapters	Objectives
Week 1	Chapter 1 – An Overview of Information Security and Risk Management	1
Week 2	Chapter 2 – Planning for Organizational Readiness	2
Week 3	Chapter 3 – Contingency Strategies for IR/DR/BC	1,2,3
Week 4	Chapter 4 – Incident Response: Planning	4
Week 5	Chapter 5 – Detection and Decision Making	4,6
Week 6	Chapter 6 – Incident Response: Response Strategies	5
Week 7	Chapter 7 – Incident Response: Response Strategies	5
Week 8	Chapter 8 – Incident Response: Recovery and Maintenance	5,6
Week 9	Chapter 9 – Disaster Recovery – Preparation and Implementation	7
Week 10	Chapter 10 - Disaster Recovery: Operation and Maintenance	7,8
Week 11	Chapter 11 - Business Continuity Planning	8
Week 12	Chapter 12 - Crisis Management and International Standards	6,7,8