

Certificate in

Business Continuity Planning

PROFESSIONAL DEVELOPMENT

ARE YOU READY?

Businesses need to plan for the unthinkable. Earthquakes, fires, a global pandemic of avian flu, power failures and manmade disasters could interrupt normal business operations and put your company at risk. Every business needs a contingency plan that creates a strategic operations framework to continue providing products and services in the face of a catastrophic event.

Completion of the program in Business Continuity Planning will prepare you with an in-depth and applied understanding of the business strategies and skills you need to develop and implement a successful business continuity plan for your organization. The Association of Contingency Planners (ACP), university faculty, and other industry experts in business continuity and disaster recovery collaborated on this program.

The program in Business Continuity Planning consists of four required courses totaling 50 hours of lecture and discussion. 5.0 Continuing Education Units will be awarded to the graduate.

Offered in collaboration with the Association of Contingency Planners (ACP) – Orange County



WHO SHOULD ATTEND

- Individuals working in business continuity and disaster recovery professions
- Individuals in related fields such as risk management, information technology, human resources, healthcare, and facility management
- Project managers and regulatory compliance officers in the pharmaceutical industry
- Environmental health and safety officers
- Contingency planners

Upon completion of the program, graduates will be able to:

- Demonstrate an understanding of the purpose and scope of business continuity planning
- Identify and assess the various components of risk management inherent in business continuity planning
- Understand the elements and benefits of a Business Impact Analysis (BIA) and conduct an actual analysis
- Describe business continuity strategies for timely and cost-effective recovery plans
- Develop an actual Business Continuity Plan (BCP) for organizational implementation
- Understand the importance of business continuity testing and maintenance

Register today at www.csufextension.org or 657.278.2611

For more information, contact Kristyn Hursh: 657.278.7427, khursh@fullerton.edu

THE CLASSES

INTRODUCTION TO BUSINESS CONTINUITY PLANNING

(0.5 CEUs/5 hours)

Prerequisite: none. Businesses face a variety of unpredictable catastrophic events whether natural or manmade and must consider in advance how they would respond and continue their business operations. In this class, participants will be introduced to the purpose and scope of business continuity planning and gain a historical understanding of the industry and the various components of developing a Business Continuity Plan (BCP). Topics reviewed will be pertinent industry terminology, project initiation, risk management, business impact analysis, continuity strategies, plan implementation and maintenance, emergency responses, training and awareness.

PROCESS OF BUSINESS CONTINUITY PLANNING

(1.5 CEUs/15 hours)

Prerequisite: none. The most effective way for business to maintain operational functionality in light of a business disruption is to optimize use of already existing resources. Participants in this class will examine the process of business continuity planning from evaluating organizational risks and risk reporting methodologies through strategic plan development, testing and maintenance. Discussions will focus on identifying critical business processes by performing an actual Business Impact Analysis (BIA) including understanding the differences between public versus private sector and the various regulatory requirements and agencies

BUSINESS CONTINUITY PLAN CYCLE-DESIGN TO DEVELOPMENT

(1.5 CEUs/15 hours)

Prerequisite: none. Effective business continuity planning incorporates the strategic and operational framework of the organization in the design of its continuity plan. In this class, participants will initiate the Business Continuity Plan (BCP) document, develop continuity strategies for timely cost-effective recovery and identify recovery scope requirements in assessing business recovery alternatives. Participants will develop the plan document to include: risk and business impact analyses; identification of key roles of teams responsible for the various phases of plan implementation; and development of preparedness plans for crisis communication and emergency response, including coordination with public relations.

EXERCISING THE BUSINESS CONTINUITY PLAN

(1.5 CEUs/15 hours)

Prerequisite: none. The Business Continuity Plan (BCP) is developed and implemented—now what? Participants in this class will learn how to maintain the BCP in a constant state of implementation readiness. Discussions will focus on the importance of maintaining the BCP and the various techniques utilized in plan maintenance through periodic testing and auditing, training and awareness, and change management. Case studies will illustrate various strategies for implementing continuous improvement in maintaining the BCP.



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