**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**SPRING 2010**

# **GENERAL COURSE INFORMATION**

Course Number: HZMT 1979

Course Title: Continuity of Operations Planning (COOP)

Credit Hours: 3 Credit Hours

Division and Discipline: Environmental Technology & Military Programs

Prerequisites: None

Course Description: This course provides a brief overview of continuity of operations planning, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and the essential elements of a viable continuity program. The course covers program requirements, elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program.

# **CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services.

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

Continuity of Operations Planning is a core course in the Hazardous Materials Management and Emergency Management degree programs. This course is the combination of several important skills required in successful completion of the degree programs.

# **ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES**

Barton Community College assesses student learning at several levels:  institutional, program, degree and classroom.  The goal of these assessment activities is to improve student learning.  As a student in this course, you will participate in various assessment activities.  Results of these activities will be used to improve the content and delivery of Barton’s instructional program.

## Course Outcomes:

1. Understand continuity of operations terminology and definitions.
2. Understand the legal basis for continuity of operations planning.
3. Describe the elements of a viable continuity program.
4. Explain the benefits of developing a viable continuity program.
5. Discuss the processes, resources, and tasks necessary to implement and manage a successful continuity program.
6. **COURSE COMPETENCIES**

1. Identify the elements of a viable continuity plan.
2. Perform testing, training, and exercise (TT&E) evaluations.
3. List and define the tasks involved in developing continuity plans and procedures.
4. Develop corrective action plans (CAP).
5. Perform evaluations and after-action reports (AAR).
6. Identify the three essential functions of COOP plans.
7. Identify the requirements for effective continuity communications.
8. Define Federal Continuity Directive 1.
9. List and define the four-step process for the Program Management Cycle.
10. List the four support functions under the Federal Continuity Directive-1 and CGC1.
11. Develop a Continuity of Operations Plan.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

1. **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**