



CIST 2612 Computer Forensics COURSE SYLLABUS ONLINE

Spring Semester 2017 (FY201714)
**TENTATIVE – SUBJECT TO CHANGE

Semester: Spring 2017 FY201714
Course Title: Computer Forensics
Course Number: CIST 2612
Credit Hours/ Minutes: 4 / 4500
Class Location: GVTC/Blackboard
Class Meets: via Internet / 15 weeks
CRN: 40056

Preferred method of contact: [STC OWL Email](#)

Instructor: Ms. Stephanie Moye
Email Address: smoye@southeasterntech.edu
Office Phone: 912-538-3161
Tutoring Hours: Made by appt with instructor
Office Hours: 2:00 – 4:30 Monday – Thursday
Office Location: 813 Gillis Building

REQUIRED TEXT: Hayes, Darren R. [A Practical Guide to Computer Forensics Investigations](#), Pearson IT Certification, www.pearsonITcertification.com, Dec 2015. ISBN: ISBN-10: 0-7897-4115-6, ISBN-13: 978-0-7897-4115-8
Students can use e-books if they prefer.

REQUIRED SUPPLIES & SOFTWARE: use STC computers or a computer with XP, VISTA, Win 7, 8, or 10, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, Internet Explorer 7+ or **Google Chrome (preferred)**, Windows Media Player 10.0 or later, Adobe Reader, optional: 128 mb or higher USB Flash Drive. You may be loading FTK Imager, Hex Workshop, SIP Workbench VoIP, and Protocol Analyzer software. **Note: Students will be saving their work via BLACKBOARD. Internet access required. Students are required to have book on the first day of class. Students can use e-books if they prefer.**

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither **Blackboard** nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION: The course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE: Computer Forensic Tools, Evidence Collection, Evidence Analysis, Crime/Incident Scene Processing, Mail Messages, News Postings, Graphic Images, and File Signatures.

PREREQUISITE(S): CIST1122 and CIST1601 recommended, not required for certificate.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Online): Students are expected to complete all exams and assignments by the due dates. Assignments will be saved via the **Blackboard learning system**. Assignments are given with at least a week to complete; therefore **no assignment will be accepted late. After the due date a grade of zero will be given. Submit assignments as attachments to the drop boxes on Blackboard. Some projects will require you to print your screen (Shift – Print Screen), paste to word and submit.** Students are responsible for policies and procedures included in the *STC E-Catalog*. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. **CIST program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

- **Discussion Board topics** must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted

content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board grading rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

- **EMAILS: Preferred method of communication should be through STC OWL Email.** Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. **For example: CIST2612 Moye**
- **No Harm No Foul Policy:** It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **SPRING semester, that day will be January 11, 2017.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do

not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class will cover Chapter 10. The proctored event is scheduled on the following dates and times: Swainsboro Campus, March 29, 2016, at 3:30 PM in Bldg. 2 Room, and Vidalia Campus, March 30, 2016, at 2:00 PM in Med Tech Gillis Bldg, Room 818.

MAKEUP GUIDELINES: Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. **Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions!** **Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Review Questions	20%
Assignments	25%
Discussion Boards	10%
Proctored Event	20%
Exams	25%
Total	100%

GRADING SCALE

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

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer

* **Grade of D or below results in student repeating the class**

****Disclaimer Statements****

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****

Discussion Board Topics Grading Rubric					
Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25.00 %	No grammatical or spelling errors (25 points)	Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points)	Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points)	Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points)	Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend.
Posts & Word Count 25.00%	Posts early to allow time to read and reply Publishes at least one original post and at least one reply 125 - 150 words in main thread (25 points)	Posts early to allow others time to read and reply Publishes one post and one reply 80 – 124 words in main thread (22.5 points)	Posts at the last minute without allowing enough time for others to read and reply. Publishes one post and no replies 26 – 79 words in main thread (17.5 points)	Posts at the last minute without allowing enough time for others to read and reply. Publishes no posts and one reply 0-25 words in main thread (12.5 points)	Publishes no posts or replies
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource. 25.00%	Content provides a thorough frame of reference for comprehending the solution; an original solution is provided. Numerous Resources listed (25 points)	Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed (22.5 points)	Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. Few resources listed (17.5 points)	Content is not a realistic solution to the problem or topic. One resource listed (12.5 points)	Content fails to offer a conscientious solution to selected problem or topic. No resource listed
Explanation 25.00%	All Steps are covered. Questions are answered correctly. (25 points)	Most Steps are covered and answered correctly. (22.5 points)	Most steps are covered but not answered correctly. (17.5 points)	Less than half of the steps are covered and answered correctly. (12.5 points)	Less than half of the steps are covered and not answered correctly.

Submit assignments as attachments to the drop boxes on Blackboard. Some projects will require you to print your screen (Shift – Print Screen), paste to word and submit.

**CIST 2612 – Computer Forensics
 SPRING SEMESTER 2017 LESSON PLAN (FY201714)**

****TENTATIVE – SUBJECT TO CHANGE**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1				
Mon – Mon Jan 9- 16		Semester Begins Getting Started - Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage	Reply to Welcome Email from your Instructor. Logon to the course on Blackboard Read all documents located under Getting Started - Start Here folder on Blackboard Complete the Acknowledgment Pledge and the Student Introduction Acknowledgement discussion on Blackboard before beginning course work. DUE 01/11/17	a,c
Monday Jan 16 MLK Holiday				
	1	The Scope of Computer Forensics	Read Chapter 1 (Chp 1 is on Blackboard if needed)	1
		Submit assignments as attachments to the drop boxes on Blackboard. Some projects will require you to print your screen (Shift – Print Screen), paste to word and submit.	Complete Chp 1 Review Questions on Blackboard Complete Project : Investigate a Crime on Pg. 30 and attach the assignment in Blackboard. Complete Discussion Board 1 on Blackboard	
			Chapter 1 Exam on Blackboard	
Week 1 assignments must be completed and turned in <u>before midnight Jan 16</u>				
Week 2				
Tues – Mon Jan 17-23	2	Windows Operating and File Systems	Read Chapter 2 Do practical's as applicable Complete Chp 2 Review Questions on Blackboard	1 a,b,c
			Complete Project : Explain the Boot Process on Pg. 79 and attach the assignment in Blackboard.	
			Complete Project : Submit USB Evidence on Pg. 79 and attach the assignment in Blackboard.	
			Chapter 2 Exam on Blackboard	
Week 2 assignments must be completed and turned in <u>before midnight Jan 23</u>				
Week 3				
Tues – Mon Jan 24 - 30	3	Handling Computer Hardware	Read Chapter 3 Do practical's as applicable Complete Chp 3 Review Questions on Blackboard	1 a,b,c
			Read Case Study State of Connecticut v. John Kaminski page 103 and post answers to complete Discussion Board 2 on Blackboard. Complete Project : Case Study – BTK Killer on Pg. 106 and attach the assignment in Blackboard.	
			Chapter 3 Exam on Blackboard	
Week 3 assignments must be completed and turned in <u>before midnight Jan 30</u>				

Week 4				
Tues – Mon Jan 31 – Feb 6	4	Acquiring Evidence in a Computer Forensics Lab	Read Chapter 4	2
			Complete Chp 4 Review Questions on Blackboard	a,c
			Complete the practical Image RAM on Your Computer Using FTK Imager on Pg 133 Submit Screenshot in Blackboard. Complete Discussion Board 3 in Blackboard.	
			Chapter 4 Exam on Blackboard	
Week 4 assignments must be completed and turned in <u>before midnight Feb 6</u>				
Week 5				
Tues – Mon Feb 7 - 13	5	Online Investigations	Read Chapter 5	3
			Complete Chp 5 Review Questions on Blackboard. Complete the practical's View the Contents of index.dat on Pg 201 Submit Screenshot in Blackboard.	a,c
			Complete Project : Conduct a Criminal Investigation Pg. 207 and attach the assignment in Blackboard.	
			Chapter 5 Exam on Blackboard.	
Week 5 assignments must be completed and turned in <u>before midnight Feb 13</u>				
Week 6				
Tues – Mon Feb 14 - 20	6	Documenting the Investigation	Read Chapter 6	4
			Complete Chp 6 Review Questions on Blackboard . Complete Project : Conduct an Onsite Investigation Pg. 235 and attach the assignment in Blackboard.	a,b,c
			Complete Project : Synchronize Time Pg. 236 and attach the assignment in Blackboard.	
			Chapter 6 Exam on Blackboard	
Week 6 assignments must be completed and turned in <u>before midnight Feb 20</u>				
Week 7				
Tues – Mon Feb 21 - 27	7	Admissibility of Digital Evidence	Read Chapter 7	3
			Complete Chp 7 Review Questions on Blackboard.	a,c
			Complete Project : Read The Case of the Russian Hackers page 257 and attach the assignment in Blackboard. Complete Discussion Board 4 on Blackboard.	
			Chapter 7 Exam on Blackboard	
Week 7 assignments must be completed and turned in <u>before midnight Feb 27</u>				
Week 8				
Tues – Mon Feb 28 – March 6	8	Network Forensics	Read Chapter 8	5
			Complete Chp 8 Review Questions on Blackboard.	a,c
		SEMESTER MIDTERM	Complete Project: When Network Forensics Goes Wrong Pg. 309 and attach the assignment in Blackboard.	
			Chapter 8 Exam on Blackboard.	
Week 8 assignments must be completed and turned in <u>before midnight Mar 6</u>				

Week 9				
Tues – Mon March 7 - 13	9	Mobile Forensics	Read Chapter 9	5
			Complete Chp 9 Review Questions on Blackboard.	a,c
			Complete the Practical Locate Local Cell Towers and Antennae Pg. 323-5 submit screen shot to Blackboard.	
Week 9 assignments must be completed and turned in <u>before midnight Mar 13</u>				
Week 10				
Tues – Mon March 14 -20		Chapter 9 Continued.....	Complete the Practical Identify the Features of a Cellular Phone Pg, 352 submit report to Blackboard. Instead of removing the back of the device, locate the information in your settings.	5 a,c
		NOTIFY THE INSTRUCTOR OF THE DATE YOU PLAN TO TAKE THE PROCTORED EXAM	Read Case Study To Catch a Murderer Pg 363 and post answers to Complete Discussion Board 5 on Blackboard.	
		65% Point – Monday 20th	Chapter 9 Exam on Blackboard.	
Week 10 assignments must be completed and turned in <u>before midnight Mar 20</u>				
Week 11				
Tues – Mon March 21-27	10	Photograph Forensics	Read Chapter 10	5
			Complete Chp 10 Review Questions on Blackboard.	a,b,c
		NOTIFY THE INSTRUCTOR OF THE DATE YOU PLAN TO TAKE THE PROCTORED EXAM	Complete the Project: Use EXIFextractor to Examine EXIF Data Pg. 388 submit your Excel file to Blackboard.	
Week 11 assignments must be completed and turned in <u>before midnight Mar 27</u>				
Week 12				
Tues – Mon March 28- Apr 3			Research programs that embed messages into pictures	5
		Make sure you have made arrangements to attend the Proctored Event		
			Complete the Embedded Message in a Picture Assignment and post your picture to Blackboard and send the picture to the Instructor. Instructor will send back a picture with an embedded question that you must answer.	a,b,c
	Proctored Event – See Syllabus for information	PROCTORED Chapter 10 Exam on Blackboard Swainsboro, Mar 29, 3:30 & Vidalia, Mar 30, 2:00		
Week 12 assignments must be completed and turned in <u>before midnight Apr 3</u>				
Week 13				
Tues – Mon Apr 4 - 10	11	MAC Forensics	Read Chapter 11	5
			Complete Chp 11 Review Questions on Blackboard.	a,c
			Read Case BTK Killer Pg 441 – 442 and post answers to complete the assignment in Blackboard.	
		Chapter 11 Exam on Blackboard.		
Week 13 assignments must be completed and turned in <u>before midnight Apr 10</u>				

Week 14				
Tues – Mon Apr 11-17			Read Case Study Zacharias Moussaoui Pgs. 437-441 and post answers to complete the assignment in Blackboard.	1-5 a,c
			Read Case Study Sports Pgs. 447-448 and post answers to complete the assignment in Blackboard.	
Week 14 assignments must be completed and turned in <u>before midnight Apr 17</u>				
Week 15				
Tues – Mon Apr 18-24			Read Case Cyberbullying Pg. 443-446 and post answers to complete the assignment in Blackboard.	1-5 a,c
		Use your review questions/chapter exams to study with	Final Exam (covers all chapters)	a,b,c
Week 15 assignments must be completed and turned in <u>before midnight Apr 24</u>				

MAJOR COURSE COMPENTENCIES:

1. Computer Forensic Tools
2. Evidence Collection
3. Evidence Analysis
4. Crime/Incident Scene Processing
5. Mail Messages, News Postings, Graphic Images, and File Signatures

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.