Course Title: Introduction to Computer Forensics  
Semester: 20171

Course Prefix/Number/Section Number: CET 2880 / 3685  
Course Credits: 3

Days/Times Class Meets: T 2:00 – 4:40 p
Classroom Location: D-214

Instructor Name/Faculty Rank: Dr. Karen Lederer / Professor

Contact Telephone Number: 727-816-3480 (WC Office)
E-mail Address: lederek@phsc.edu

Office Location: Physical Office: WC D-222  
Virtual Office:  
Text 727.317.1811  
Skype ProfLed

Office Hours: MW 8-10a Virtual Office, 3-5p D222  
T 12-2p D222  
R 8:30-11:30a Virtual Office

Course Description:
Prerequisite: CTS1110 or A+ certification, and CNT1000, or instructor consent
This introduction to computer forensics reflects the need for conducting professional computing investigations. Students will explore general computer investigations, security issues with operating systems, setup and maintenance of a computer forensics lab, use of computer forensics tools, digital evidence controls, data acquisition and analysis, e-mail investigations, and the preparation of investigation reports. 45 class hours.

Course Objectives/Learning Outcomes:
Upon completion of course, with a minimum 70% accuracy -
The student will demonstrate knowledge and skills related to computer investigations.
The student will demonstrate knowledge and skills related to computer security with Windows, DOS, Linux, and Macintosh systems.
The student will demonstrate knowledge and skills related to understanding the computer forensics lab.
The student will demonstrate knowledge and skills related to computer forensics tools.
The student will demonstrate knowledge and skills related to digital evidence.
The student will demonstrate knowledge and skills related to data acquisition and analysis.
The student will demonstrate knowledge and skills related to e-mail investigations.
The student will demonstrate knowledge and skills related to writing investigation reports.
Required Textbook:

Required Supplemental Materials:
Two (2) 4Gb or 8Gb flash drives for analysis— blank!
One (1) 16Gb or 32Gb Flash drive for analysis tools

Suggested (NOT Required) Supplemental Materials:
Bring your laptop to class

Method of Assessment/Grading Policy:
Assignments – 30%   Midterm Exam – 20%
Skills Exam – 20%   Final Exam – 30%

Letter grade A: 90%+   Letter grade B: 80 – 89%
Letter grade C: 70 – 79%  Letter grade D: 60 – 69%

Submission Policy:
It is expected that you will complete all assignments by the due date. Credit may be deducted for assignments turned in after the due date. Assignments must be submitted into the correct drop box in myPHSC by 11pm on the date due. Please be aware that loss of Internet connectivity, Canvas server issues, equipment failures, and other related issues are normal problems we experience in this age of technology, and as such are not acceptable reasons for late submissions so it is best to avoid waiting until the last minute to submit your work. Assignments may not be submitted by email. Assignments may be turned in at any time before the due date. Assignments can be submitted after that due date and may be subject to point deduction. Submission more than one week late will be graded as zero. You may have a legitimate reason for a late submission, related to health, family, or work. If so, please contact the Professor in advance. Grading in this case will be at the Professor’s discretion.

All assignments are individual assignments, not group or joint assignments. Please submit only work that you have created. Cheating will result in a zero for all parties involved for the 1st offense. A 2nd offense will result in failure for the course for all parties involved and will be reported to the Dean of Student Development.

Make-Up Exam Policy:
In unusual circumstances, make-up quizzes/exams can be arranged in advance with Professor consent and will be administered within a week of the original quiz/exam. Please be advised that make-ups will differ from the original and may be more difficult. Request must be made prior to the date of the exam in writing. Emergencies must be explained in writing with support documentation.

Method of Instruction:
Students are expected to be disciplined and self-motivated. You are expected to read the topic material before class and be prepared to ask questions regarding the material you do not understand and to apply the concepts in classroom interactions. These interactions can include discussions, group projects, individual projects, hands-on labs, and lab simulations.

Suggested Study Time/Strategies:
In order to successfully pass this course, you will need to spend approximately 6-9 hours per week studying the concepts covered in class (3 credit hour course x 2-3 study hours per credit hour = 6-9 study hours). You will also
need to have a good understanding of your learning style as well as the best place and time for you to study. To discover your learning style, you can go here: http://www/how-to-study.com/learning-style-assessment/

Additional helpful study tips:
1. Organize your workspace and priorities.
2. Organize your time by using a planner and to-do lists, creating a model semester schedule, and breaking large tasks into smaller ones.
3. Allow extra time (overestimate amount of time needed to complete a task).
4. Use “hidden” time to study, such as in between commercial breaks of your favorite show or when waiting for the bus.
5. Learn to say “no” to distractions or things that interfere with your main priorities.
6. Work with, not against, your personal time-clock (if you’re not a morning person, don’t schedule your study time for 8am).

Important College Dates:
- Last day to DROP/ADD: August 26, 2016 by 4 PM
- Last day to WITHDRAW or AUDIT: November 3, 2016 by 7 PM
- Last Day of Semester: December 9, 2016

Course Schedule:

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<tr>
<th>Week Start Date</th>
<th>Topic</th>
<th>Activities and Assignments</th>
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</thead>
<tbody>
<tr>
<td>8/23</td>
<td>Welcome to CET 2880 Syllabus Review Overview of Computer/Digital Forensics</td>
<td>White Hat Agreement Evidence Form</td>
</tr>
<tr>
<td>8/30</td>
<td>Chapter 1 – Understanding Digital Forensics Chapter 2 – The Investigator’s Office and Lab</td>
<td>Hands-On Project 1-2 Hands-On Project 2-1</td>
</tr>
<tr>
<td>9/6</td>
<td>Chapter 3 – Data Acquisition</td>
<td>CR: Hands-On Project 3-1 CR: Hands-On Project 3-2 Case Project 3-1</td>
</tr>
<tr>
<td>9/13</td>
<td>Chapter 4 - Processing Incident Scenes</td>
<td>Hands-On Project 4-3</td>
</tr>
<tr>
<td>9/20</td>
<td>Chapter 5 – Working with Windows and CLI</td>
<td>Hands-On Project 5-1 and 5-2</td>
</tr>
<tr>
<td>10/4</td>
<td>Chapter 7 – Linux and MAC Systems</td>
<td>Hands-On Project 7-1</td>
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<td>10/11</td>
<td>Midterm</td>
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<tr>
<td>10/18</td>
<td>Chapter 8 – Recovering Graphics Files</td>
<td>Hands-On Project 8-1 and 8-2</td>
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<tr>
<td>10/25</td>
<td>Chapter 9 – Validation and Analysis</td>
<td>Hands-On Project 9-2, 9-3, 9-4</td>
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<td>11/1</td>
<td>Chapter 10 – Virtual Machine Forensics Chapter 11 – Email and Social Media Investigations</td>
<td>Hands-On Project 10-3 Hands-On Project 11-2</td>
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<tr>
<td>11/8</td>
<td>Chapter 12 – Mobile Device Forensics Chapter 13 – Cloud Forensics</td>
<td>Hands-On 12-1 and 12-3</td>
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<td>11/22</td>
<td>Skills Exam</td>
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<tr>
<td>11/29</td>
<td>Final</td>
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Right to Change Syllabus:  
The instructor reserves the right to make changes to the syllabus or assignment schedule (or any other course information) as necessary during the term. The student is responsible for any such changes.

Classroom Conduct Policy:  
Students are expected to conduct themselves appropriately while in an instructional classroom setting, including within the e-learning environment, and to avoid conduct that is disruptive of other students or that interferes with the full participation of other students in the class. In determining whether behavior is appropriate, the instructor shall be the final authority. An instructor may dismiss a student for the duration of the scheduled class period in the event that a student violates the required classroom conduct as set forth in the college’s Classroom Conduct Policy and refer the student to administration for possible violation of the Code of Conduct.

Cheating and Plagiarism:  
Plagiarism is the deliberate or unintentional use of someone else’s work without giving them credit and passing off the material as one’s own. It is a violation of PHSC student conduct and the moral ethics that guide higher education. Cheating is the giving or taking of information for the purpose of wrongfully aiding oneself or another person in academic work that is to be considered as part of a grade. If you are caught deliberately passing off someone else’s work as your own or cheating on an exam, action will be taken in accordance with the disciplinary procedures outlined in the College Catalog/Student Handbook. Please refer to the College Catalog/Student Handbook for an explanation of what actions are considered cheating.

Attendance Policy (also see Attendance and Title IV Financial Aid Information below):  
Attendance will be monitored by the instructor for every class. Should you miss two consecutive weeks of classes you will be removed from the class and receive a "NS" (No Show) from the instructor.

If a student does not attend class but submits course work, takes a quiz, or otherwise shows participation in the class, the instructor may count that student as being in attendance. If the student stops attending and participating in the class, the last date of attendance/participation will be recorded as either the last date of any assignment or participation was submitted or the last time the student attended, whichever is the later date.

The “NS” will be reported to financial aid and will impact your financial aid status. It is the student’s responsibility to contact the instructor as soon as possible when you are informed that you have received an "NS" in this course. You may request reinstatement after being assigned an "NS." The decision for whether or not a student will be reinstated is up to the instructor. If the instructor decides that a student has missed too much work to be successful in the course, the instructor may choose not to reinstate the student. Students may be reinstated to the class by the instructor one time. If the reinstated student again fails to attend for two weeks consecutively, the instructor will again assign an "NS". The student may not be reinstated a second time by the instructor, but may request reinstatement through the Exception Memo process in Student Affairs.

Instructors are not required to allow a student to make up work that he/she missed while absent from the class. If you have not withdrawn or been reinstated and still have an “NS” after the last day of the semester, the “NS” will convert to an “F” for the course.

Online Attendance Policy (also see Attendance and Title IV Financial Aid Information below):
Attendance will be monitored online by the instructor through the submission of an academic assignment, taking an online exam and/or the participation in a required online discussion that is academically-related to the course. Should you miss the submission of a required assignment during a two-week period you will be removed from the online class and receive a “NS” (No Show) from the instructor. When an assignment is submitted late, the last date of attendance/participation will be recorded as the date the assignment submitted.

The “NS” will be reported to financial aid and will impact your financial aid status. It is the student’s responsibility to contact the instructor as soon as possible when you are informed that you have received an "NS" in this course. You may request reinstatement after being assigned an "NS." The decision for whether or not a student will be reinstated is up to the instructor. If the instructor decides that a student has missed too much work to be successful in the course, the instructor may choose not to reinstate the student. Students may be reinstated to the class by the instructor one time. If the reinstated student again fails to attend for two weeks consecutively, the instructor will again assign an "NS". The student may not be reinstated a second time by the instructor, but may request reinstatement through the Exception Memo process in Student Affairs.

Instructors are not required to allow a student to make up work that he/she missed while absent from the class. If you have not withdrawn or been reinstated and still have an “NS” after the last day of the semester, the “NS” will convert to an “F” for the course.

**Attendance and Title IV Financial Aid Information:**
You must attend class through 60% of the term. Failure to do so may require you to repay all or a portion of your Title IV Financial Aid (PELL, FSEOG, and Direct Student Loans) to the Federal Government and/or PHSC. If you have questions, contact the financial aid office on your campus.

**Withdrawal Policy:**
Students who decide not to complete the course are advised to withdraw by the official deadline for withdrawal or change to audit. It is each student’s responsibility to withdraw or change to audit by the appropriate deadline date.

**Technology Information and Policies:**
PHSC’s student email - QuistaMail, a communications initiative that provides all current PHSC students and applicants with access to a secure, customized Gmail address. Supported by Google, this assigned, unique Gmail address will serve as the primary student email address used for official College communications. Messages delivered via QuistaMail will include general information regarding admissions and records, financial aid, and student development as well as notifications about important academic deadlines. It is the responsibility of students to check their QuistaMail accounts regularly. To find out more about it and how to log in your first time go to [http://www.phsc.edu/quistamail](http://www.phsc.edu/quistamail).

**Course/Instructor Evaluations:**
Course and instructor evaluations are an important part of each course taught at PHSC. Courses that are held in classrooms will receive a Scantron instrument for the “Course and Instructor Evaluation.” A Scantron instrument also will be administered for courses that are a combination of classroom sessions and online assignments.

For 100% online courses, following the last day to withdraw for the semester you will receive a notification in your course room that you should complete the “Course and Instructor Evaluation.” You will be given one week to complete the online course evaluation. Regardless of whether you are taking an in class or online course, please be sure to complete this important evaluation for each of your courses as all students are strongly encouraged to submit an evaluation. The evaluation you complete is submitted directly to the Office of Institutional Effectiveness, NOT to your instructor and the feedback you provide is completely anonymous and confidential.

**Disability Statement:**
Pasco-Hernando State College provides reasonable accommodations for students with disabilities in compliance with Title II of the Americans with Disabilities Act of 1990. A student who is in need of one or more accommodations for a disability must make a request either verbally or in writing to the Coordinator of Disabilities Services. In the event that a request is made directly to an instructor or other staff member, the instructor or staff member must refer the student to the Coordinator of Disabilities Services. The student must self-identify the disability by completing the Self Identification and Authorization Form for Students with Disabilities (SDS-1) as well as provide documentation of the disability that complies with the PHSC published Guidelines for Documentation of a Disability. Confidentiality is strictly maintained for any records provided to the Office of Disabilities Services related to the student’s disability. Under the law, PHSC is allowed to request documentation that reflects the current functioning of the student.

Equal Access/Equal Opportunity Commitment:
Pasco-Hernando State College subscribes to and endorses equal employment and educational opportunity. Its policies and practices will ensure non-discriminatory treatment of all persons without regard to race, color, age, religion, marital status, gender, disability, or national origin.

Software Policy:
Students are to review the PHSC computer use policy in the College Catalog/Student Handbook. Only authorized College staff may download or install software on College equipment. Use, installation or downloading of software or other computer files without proper authorization or licensing may be a violation of Federal and/or State laws and/or Rules of the District Board of Trustees. Students found to have violated this policy may be subject to discipline in accordance with the College Catalog/Student Handbook.

All the software programs you will be using in this course have been copyrighted by the authors and developers of the programs. This means that it is a violation of law to copy the programs, or any part of them, without the advance written approval of the author or developer. You are hereby strictly prohibited from making any copy of any software program for any reason whatsoever. Violation of this policy will subject you to college disciplinary action and possible criminal penalties.

Tobacco Policy:
The use of tobacco or tobacco-related products of any kind, including, but not limited to, cigarettes, chewing tobacco, and "electronic" cigarettes, is prohibited in and around all buildings on PHSC campuses. Please comply with the signage and smoke or use other tobacco products only in designated smoking areas.

Copyright Compliance and Intellectual Property Policy:
Students are expected to have a basic understanding of copyright law and intellectual property policy, and to adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act (DMCA), and the Technology, Education, and Copyright Harmonization Act (TEACH), and to act in good faith when using copyrighted materials to support educational and research activities. Copyrighted material includes text, music videos, games, movies, and software. Students who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the federal courts, as well as, disciplinary action from the College. To avoid a copyright issue, it is preferable that students link to content found on an open and free Web page or in a subscription database obtained by the library.