Outcome-based Course Syllabus

Course Rubric-Number-Section:	XXXX-YYYY-ZZZZ
Credit:	4
Contact Hours:	● 6 hrs - CBLO
CIP Code:	11.1003
Course Title:	Digital Forensics Collection
Course Description:	A study of acquiring digital evidence from devices, networks and logs while preserving the evidentiary chain. Includes the legal aspects of the search and seizure of computers and related equipment/information.
Prerequisites:	None
Co-requisites:	None
Course Meets:	Online

Instructor:	
Office Phone Number:	
Email Address:	
Office Fax Number:	
Building & Office Number:	
Office Hours:	See course for virtual office hours and link

Approved by:		Date:	

Course Outcomes

CO1:   Describe the roles of digital devices and digital forensics in a criminal investigation;

CO2:   Demonstrate effective cyber-research on various forensic topics;

CO3:   Demonstrate basic data collection from digital devices using forensic-based tools;

CO4:   Explain the laws applying digital forensic collection and preservation;

CO5:   Cite relevant digital forensic laws and explain their application to various circumstances;

CO6:   Apply current industry best-practices to the collection and preservation of some hypothetical and real case scenarios;

CO7:   Describe the underlying concepts of data storage on computers and the general structure of the Internet

Added Outcomes

CO8:   Use the FTK Suite to analyze digital evidence.

Campus Standard Policies

The [Student Handbook](#) contains valuable information on campus policies and procedures.

- Student Code of Conduct
- Student Drug and Alcohol Testing Policy
- Plagiarism
- Student Grievances and Complaints

Access and Learning Accommodations
In compliance with the Americans with Disabilities Act Amendments Act of 2008, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, Texas State Technical College is committed to ensuring educational access to its students and promotes full participation in it's programs, services, and course requirements.

Qualified students with disabilities are encouraged to access these services by contacting the Access and Learning Accommodations office to discuss their needs for accommodations.

Students reserve the right to request services at any time during the semester, however, instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Access and Learning Accommodations office has been provided.

For information, please contact the Access and Learning Accommodations office in a timely manner.

Statewide contact information:
Email: adarequest@tstc.edu
Phone #:

Tutoring Statement

The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the Tutoring Schedule, as well as *MyTSTC Video Tutor Library,* by visiting:
https://portal.tstc.edu/student/Student_Learning/Pages/Tutoring.aspx
(shortened link: goo.gl/Z9vJvY).

For more information, please contact xxxxxx@college.edu.

Learning Resource Center

The Learning Resource Center provides online and in person library resources and services. Go to tstc.libguides.com to find help with your assignments, projects, and papers. Clicking the Student tab will allow you to find resources, homework help, tutorials, and real time chat to answer your questions.

COVID-19 Safety Procedures

For the latest information on COVID-19 safety and protocols, visit tstc.edu/coronavirus.

Wearing a face mask while indoors is strongly encouraged.

Should you, or someone with whom you have had close contact, have shown any signs or symptoms of COVID-19 please stay home and let us know as soon as possible by filling out this simple form. We will contact you to provide you with further guidance on when you may return to campus.

Emergency Assistance Available

As a student you may experience a range of issues that can cause barriers to learning, such as food insecurity, housing, transportation, and childcare concerns, or you may be unable to pay your bills. These stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. TSTC offers emergency aid and services to assist you with addressing these and other concerns you may be experiencing. Please contact the TSTC Advocacy & Resource Center. You can reach a coach here: http://bit.ly/ARCCoach

Title IX

Texas State Technical College (TSTC) seeks to provide an environment that promotes equal opportunity free from discrimination and harassment.

If you have been a victim of sexual harassment, sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she or he must notify TSTC's Title IX Coordinator about the incident. You may also make a confidential report to TSTC's Counselors.

All students (including pregnant and parent students), regardless of their legal status are entitled to protections under TSTC's policy.

For more information about Title IX or sexual misconduct, as well as your options, please visit https://www.tstc.edu/student_life/titleix.

For information about equal opportunity and civil rights policies, visit https://www.tstc.edu/governance/sos.

CYBERSECURITY PROGRAM STANDARD DEPARTMENT POLICY [08.13.2021]

GENERAL STATEMENT OF POLICY

This is an online course. Course content and activities will be delivered via the TSTC Learning Management System (LMS). The LMS can be accessed using TSTC user login credentials. Access to a reliable computer and Internet connection is required for course participation. Expect the same variety of work and time required for online activities as a face-to-face course. Online students are expected to:

- Communicate regularly with course Instructor
- Perform course work in a timely manner to ensure course completion
- Be an active course participant
- Be equipped with required technologies and tools

COURSE RECORDING

In cases where participation for specific course sessions are required, a video conferencing application may be used to record the live course lectures/discussions. The Instructor will notify students that course recording will be occurring during the course session. These recordings are solely for educational use by students enrolled in the course for review/individual study, or for those who missed a live session. Recordings may not be distributed to any other person or posted on the internet, without the express written permission of the course instructor.

No student may record any classroom activity, without permission from the course instructor.

REQUIRED TECHNOLOGY – CYBERSECURITY PROGRAM COURSES

The following Technical Specifications apply to all Cybersecurity program courses:

- Computer Hardware Specifications
    - Reliable Internet Access
    - Processor [1]: i7 Processor 64 Bit 2.5GHz dual core minimum - 3.0GHz quad core or higher preferred.
      Processors must support AMD-V for AMD, or VT-x for Intel.
    - Memory: 24 GB minimum - 32 GB or more preferred
    - Storage: Internal - 1 TB or higher (SSD Preferred)
    - Storage: External - USB 3.0 hard drive 750 GB to 2 TB or SSD Drive
    - Storage: External - USB 3.0 flash drive(s) - 64GB minimum recommended
    - Operating System: Windows 10 (Pro preferred)
    - Optional: Dual Monitors

        [1] Some Courses may require higher specs. Please refer to the resources section of this syllabi for any additional or course specific requirements.

- Computer Peripherals

- ○ Headphones with Microphone (Noise-canceling headset is recommended)
- ○ Web Camera
  Note: Features such as cameras, chat, raise hand, and microphones may be used for collaboration and to promote participation and engagement in class. Please mute mic when not in use to decrease background noise.

- ● Application Software
  - ○ Microsoft Office (Word, Excel, PowerPoint)
  - ○ PDF Reader (such as Adobe or FoxIt)
  - ○ Compression utility (WinZip, 7zip, other)

- ● Course Specific Technology. Additional/course specific requirements are listed under the **Resources** section of this syllabus.

ATTENDANCE/PARTICIPATION

Federal regulations require that students enrolled in an online course establish attendance/ participation each term to be eligible for federal financial aid. Failure to engage in academically related activities prior to the census date will require a submission of a "No Show" status. This will result in student federal financial aid eligibility adjustments or revocation. To maintain active participation, students must submit weekly assignments, may interact in class discussions/forums/group work, and participate in other course related activities, as specified by the Instructor.

Excessive missing/failing assignments or lack of course participation will result in a notification to the Progress Pathways (*Early Alert*) System. The early alert system is a college-wide collaborative effort to engage in outreach and intervention with students who are at risk of failing a course due to academic difficulties or personal hardships.

PROFESSIONALISM

This institution is training future employees. Employer expectations, like that of an Instructor, are simple - Students are expected to (1) Participate in all required course activities; (2) Complete work that needs to be accomplished in a timely manner, and within the allotted time window; (3) Communicate and stay connected with Instructor for questions/clarification of course content/assignments, and assistance in resolving issues as they arise. When communicating with Instructor(s) or other course participants, always be respectful and courteous.

ACADEMIC INTEGRITY

Each student in this course is expected to abide by the Texas State Technical College Code of Conduct, provided in the TSTC Student Handbook.

LATE/MAKE-UP WORK

Students are expected to log into the course on a regular basis and keep up with assignments in the course. For self-directed courses, recommended due dates for assignments will be provided by the Instructor and posted on the course Learning Management System (LMS).

For instructor-led courses, specific due dates are provided, assignments will not be accepted after the due date, and a grade of zero (0) will result - unless prior arrangements have been made, at the instructor's discretion. Instructor graded activities will be posted online in the LMS gradebook within 7 days (1 week) of the due date. Most tasks in the form of online quizzes will be automatically updated upon completion.

COMMUNICATING WITH INSTRUCTOR

When communicating with instructors and/or employees of the college, students are required to use the official student email system (mymail). Since email is the primary way of communicating at TSTC, check email daily for class and campus announcements. When communicating with the course Instructor, use the email address posted in syllabus and LMS or Course Link (Web conferencing, Chat links) provided by the Instructor in LMS.

- Course Issues/Errors. If experiencing issues/errors or require assistance (related to course labs/materials) outside of normal business hours (9 AM – 5 PM, Monday - Friday) contact Instructor via email:

    ○ State your name, course, and section, as well as the specific assignment you need help with.

- Document the issue in detail, including course, module, and associated lab title.

    ○ Include screenshots of error(s) or issue(s), etc. Provide as much detail as possible! The turnaround time for responding to emails is 24 hours (1 business day).

- Non-Course Issues/Errors. For technical difficulties not related to course labs/conduct, Contact the TSTC Helpdesk at 1-800-592-8784, or send email to tstchelpdesk@tstc.edu

- Virtual Tutoring/Labs. Virtual student tutoring and Instructor-led open lab sessions will be available for additional assistance when required. A link for these sessions will be made available by the instructor.

STUDENT CODE OF CONDUCT

Students are expected to uphold TSTC's standard of conduct relating to academic honesty, in accordance with TSTC 2020-2021 Catalog and Student Handbook located at https://www.tstc.edu/student_life/catalog/.

CHANGES TO SYLLABUS

Any changes to this syllabus will be provided in writing to the student, updated/reposted (HB 2504) on TSTC website, and updated in the course LMS site, building offices, etc., as required.

PERFORMANCE BASED EDUCATION [PBE] COURSE INFORMATION

TSTC PBE Grading Policy for Technical Courses

A	90-100	Excellent/Superior Performance Level 4
B	80-89	Above Required Performance Level 3
F	Below 80	Failure to meet Performance Requirements 0
NE	--	No Credit Earned (Subscription Add-On Only)
IP	--	In Progress
W	--	Withdrawal 0
CR	--	Credit 0
AUD	--	Audit of Course 0

See College Catalog for complete descriptions.

PBE INFORMATION

This course is a Performance-Based Education (PBE) Course, the name of TSTC's course-based Competency-Based Education (CBE) initiative. PBE courses require a minimum grade standard be met. For this course the minimum grade standard is set at 80%.

Mastery assessments have been built to align with industry reviewed course competencies and you will have multiple attempts to reach this mastery level as outlined in the Departmental Multiple Mastery Attempt Policy below. All Mastery Assessments must be completed with a minimum mastery grade by the end of the semester.

Your work in this course will be self-directed, which means that you will be able to determine how much time will be devoted to each of the learning modules with the guidance of your Enrollment Coach and Faculty member. You will work on completing a Suggested Timeline Table to help you determine how much time you should set aside for each of your courses.

A Departmental Multiple Attempt at Mastery Policy is provided below, that will be followed as well. The final grade for this course will be determined by averaging all the Mastery Assessments, each of which must meet the minimum mastery grade requirement posted above.

If your course has lab requirements you will be required to attend the lab times scheduled with your enrollment coaches. Additional lab time may be available and will be managed with faculty approval.

ENROLLMENT COACH INFORMATION

TSTC is here to help you succeed and to aid you through your journey with us. We have assigned you an Enrollment Coach who will assist you with scheduling your classes, guide you towards completing your classes on time, and let you know about all the services TSTC has to offer. In order to help you stay on track to your great paying job, we ask that you meet with your enrollment coach weekly, whether in person, on the computer, or through a phone call. These meetings won't take long and we want to make sure you know how you are doing and how to get where you are going! To schedule a meeting with your enrollment coach you can click on this link: http://tstc.edu/meetwithcoach. Our job is to make you successful!

PROGRAM MULTIPLE MASTERY ASSESSMENT POLICY FOR PBE COURSES

Module mastery assessments require a minimum score of 80%. Mastery assessments will be administered upon completion of module lessons and activities.

In PBE courses, you will demonstrate mastery of course competencies through assessments. At TSTC, General Education course assessments have the mastery level set at 70% or better and for Technical courses, 80% or better. Unlike traditional courses, in PBE, you will need to complete ALL mastery assessments with the required score in order to complete the course. The benefit of PBE is that in the event you do not finish the course, mastery assessment scores will carry over to the next semester and you can pick up where you left off in the course the next semester.

First Attempt

Before attempting a mastery assessment, you should complete any formative assessments (typically called Check for Understanding, Activity or Lab) indicated in the module as required. These formative assessments are designed to help gauge your understanding of the content and readiness for the mastery assessment.

Instructors will grade your mastery assessment within 2 business days. While waiting for feedback on the assessment, continue working on your other course(s).

In the event that you do not meet the predetermined score to indicate mastery of the content, you will be given another assessment opportunity.

Second Attempt

If your first attempt score is between 50 and 69% on a General Education assessment or between 60 and 79% on a Technical assessment, you can self-direct your remediation or meet with an instructor to close the gaps in your knowledge, skills or abilities.

If you scored below 50% on a General Education assessment or below 60% on a Technical assessment, you will need to return to the corresponding module(s) and view all lectures, complete all readings and attempt or reattempt all formative assessments.

You must wait 1 business day after the first attempt score is returned to you before attempting the assessment again.

Third Attempt

If you do not demonstrate mastery on the second attempt, you will need to schedule a time to meet with your instructor to review the first two attempts. The instructor will assign mandatory tasks for you to complete before the next attempt. Again, there is a 1 business day waiting period from the time your previous attempt score is returned to you before a new attempt is allowed.

Additional attempts past the third will follow the same guidelines as the Third Attempt.

The highest score from all attempts will be recorded for each mastery assessment. If you desire an additional attempt just to raise your score, you will need to complete all mastery assessments in the

course first and then contact your instructor for directions. Note: You cannot request an attempt to raise a score after the semester has ended. It is your responsibility to plan your coursework so that adequate time remains at the end of the semester to administer any additional assessment(s).

Your final mastery assessment attempt for the semester is due Wednesday at 5:00 pm CST the last week of the semester. This will allow your instructor the 2 business days to grade your assessment. Assessments that can be computer graded will close at 5:00 pm CST on the last Friday of the semester.

Mastery Assessment Carry Over

If you do not master an assessment before the end of the semester, you will pick up with that assessment the next semester. Any attempts on that assessment from the previous semester will reset and start over with the first attempt in the new semester. (Note: Failure to complete all mastery assessments in a course with required score will result in an 'F' in the course. You will need to register and pay for the course again to continue.)

Mastery assessment scores are good for one calendar year. In other words, you have 3 semesters after the initial semester ends to complete the course. For example, if a student masters assessments 1 and 2 in a course but not the third in Fall 2022 semester, they will need to finish the course the next Spring 2023, Summer 2023 or Fall 2023 semester to carry over the scores for mastery assessments 1 and 2. The student will need to repeat the entire course if they wait until the Spring 2024 semester.

Resources

Textbooks & Publications:

Item	Title	Author	Publisher	Edition	ISBN
1					

Course Schedule		
Unit/ Week	**Unit Description/Objectives**	**Assessment Label:Description Due Date**
1	Course Competency 1.1	

	• Learning Objective 1.1.1 • Learning Objective 1.1.2 • Learning Objective 1.1.3	**Lab 1.1.1a Lab Name**	End of Module
		Lab 1.1.1b Lab Name	End of Module
		Lab 1.1.2 Lab Name	End of Module
		Lab 1.1.3 Lab Name	End of Module
		Module 1 Mastery Assessment Lab	End of Module
		Module 1 Mastery Assessment Exam	End of Module
		Module 1 Discussion Forum	End of Module
2	Course Competency 2.1		
	• Learning Objective 2.1.1 • Learning Objective 2.1.2 • Learning Objective 2.1.3	**Lab 2.1.1a Lab Name**	End of Module
		Lab 2.1.1b Lab Name	End of Module
		Lab 2.1.2 Lab Name	End of Module
		Lab 2.1.3 Lab Name	End of Module
		Module 2 Mastery Assessment Lab	End of Module
		Module 2 Mastery Assessment Exam	End of Module
		Module 2 Discussion Forum	End of Module
3	Course Competency 3.1		

	• Learning Objective 3.1.1 • Learning Objective 3.1.2 • Learning Objective 3.1.3	**Lab 3.1.1a Lab Name**	End of Module
		Lab 3.1.1b Lab Name	End of Module
		Lab 3.1.2 Lab Name	End of Module
		Lab 3.1.3 Lab Name	End of Module
		Module 3 Mastery Assessment Lab	End of Module
		Module 3 Mastery Assessment Exam	End of Module
		Module 3 Discussion Forum	End of Module
4	Course Competency 4.1		
	• Learning Objective 4.1.1 • Learning Objective 4.1.2 • Learning Objective 4.1.3	**Lab 4.1.1a Lab Name**	End of Module
		Lab 4.1.1b Lab Name	End of Module
		Lab 4.1.2 Lab Name	End of Module
		Lab 4.1.3 Lab Name	End of Module
		Module 4 Mastery Assessment Lab	End of Module
		Module 4 Mastery Assessment Exam	End of Module
		Module 4 Discussion Forum	End of Module
5	Course Competency 5.1		

	● Learning Objective 5.1.1 ● Learning Objective 5.1.2 ● Learning Objective 5.1.3	**Lab 5.1.1a Lab Name**	End of Module
		Lab 5.1.1b Lab Name	End of Module
		Lab 5.1.2 Lab Name	End of Module
		Lab 5.1.3 Lab Name	End of Module
		Module 5 Mastery Assessment Lab	End of Module
		Module 5 Mastery Assessment Exam	End of Module
		Module 5 Discussion Forum	End of Module
6	Course Competency 6.1		
	● Learning Objective 6.1.1 ● Learning Objective 6.1.2 ● Learning Objective 6.1.3	**Lab 6.1.1a Lab Name**	End of Module
		Lab 6.1.1b Lab Name	End of Module
		Lab 6.1.2 Lab Name	End of Module
		Lab 6.1.3 Lab Name	End of Module
		Module 6 Mastery Assessment Lab	End of Module
		Module 6 Mastery Assessment Exam	End of Module
		Module 6 Discussion Forum	End of Module

Grade Scheme

Category Description	Category Value
Mastery Assessments	100%

Assessment Label	Assessment Value
Module 1 Mastery Assessment Lab	7.14%
Module 2 Mastery Assessment Lab	7.14%
Module 3 Mastery Assessment Lab	7.14%
Module 4 Mastery Assessment Lab	7.14%
Module 5 Mastery Assessment Lab	7.14%
Module 6 Mastery Assessment Lab	7.14%
Module 1 Mastery Assessment Exam	7.14%
Module 2 Mastery Assessment Exam	7.14%
Module 3 Mastery Assessment Exam	7.14%
Module 4 Mastery Assessment Exam	7.14%
Module 5 Mastery Assessment Exam	7.14%
Module 6 Mastery Assessment Exam	7.14%
Module 3 Discussion Forum	7.14%
Module 4 Discussion Forum	7.14%

Category Description	Category Value
Skill and Knowledge Building Activities	0%

Assessment Description	Assessment Value
Lab 1.1.1a Lab Name	0.00%
Lab 1.1.1b Lab Name	0.00%
Lab 1.1.2 Lab Name	0.00%
Lab 1.1.3 Lab Name	0.00%
Lab 2.1.1a Lab Name	0.00%
Lab 2.1.1b Lab Name	0.00%
Lab 2.1.2 Lab Name	0.00%
Lab 2.1.3 Lab Name	0.00%
Lab 3.1.1a Lab Name	0.00%
Lab 3.1.1b Lab Name	0.00%

Lab 3.1.2 Lab Name	0.00%
Lab 3.1.3 Lab Name	0.00%
Lab 4.1.1a Lab Name	0.00%
Lab 4.1.1b Lab Name	0.00%
Lab 4.1.2 Lab Name	0.00%
Lab 4.1.3 Lab Name	0.00%
Lab 5.1.1a Lab Name	0.00%
Lab 5.1.1b Lab Name	0.00%
Lab 5.1.2 Lab Name	0.00%
Lab 5.1.3 Lab Name	0.00%
Lab 6.1.1a Lab Name	0.00%
Lab 6.1.1b Lab Name	0.00%
Lab 6.1.2 Lab Name	0.00%
Lab 6.1.3 Lab Name	0.00%
Module 1 Discussion Forum	0.00%
Module 2 Discussion Forum	0.00%
Module 5 Discussion Forum	0.00%
Module 6 Discussion Forum	0.00%
Total Assessment Percent	**100.00%**
Total Category Percent	**100.00%**