*Note before completing this proposal that all core courses for a new program or certificate must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. In addition, the complete catalog page must be included at the end of this document.*

|  |  |
| --- | --- |
| **School or Division** | School of Business and Technology |
| **Proposed by (faculty only)** | Andrew Blitz |
| **Presenter (faculty only)** | Andrew Blitz |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date. | |
| **Submission date** | 11/30/2015 |

**Section I, New Program or Certificate Information (must complete all items)**

|  |  |
| --- | --- |
| **List new program or certificate** | CCC Digital Forensics |
| **Describe (below) the process by which the need for the new program or certificate was identified** | |
| This program was suggested by the program advisory board members interested in hiring AS Networking Systems Technology program completers with digital forensics experience. The certificate already exists in the Florida Department of Education Curriculum Inventory. In addition, regional employers in a variety of industries continue to add employees across the information technology spectrum, and workers with higher level skill sets such as digital forensics are in greater demand.  Lastly, *Workforce Now’s* *Annual Workforce Overview Study* and *IT Employment in Southwest Florida: Opportunities and Challenges* papers found significant availability of high skill, high wage IT jobs locally available with 32% of employers reporting difficulty in filling IT positions, largely due to training gaps. | |
| **Project (below) average enrollment for core courses** | |
| Average projected enrollment in core courses is 15-20 students per course per year, with the courses offered during predetermined terms described on the 2-year plans. As enrollment grows, the frequency or number of offerings will be increased to meet demand. | |
| **Describe (below) how this projection was determined** | |
| Projections are based on existing enrollment patterns in courses in the IT programs. | |
| **List (below) similar programs or certificates at other colleges and universities** | |
| Digital Forensics Technical Certificate, Lake Sumter State College  Digital Forensics College Credit Certificate, Gulf Coast State College  Digital Forensics College Credit Certificate, St. Johns River State College | |

**Section II, Personnel and Resources Needed** (add rows if necessary)

|  |  |  |
| --- | --- | --- |
| **Faculty position(s) (List discipline)** | **Full time or adjunct?** | **Total annual expenses** |
| Andrew Blitz Computer Science | Full Time | $4824 |
| James H Stewart | Full Time | $5346 |
| James Barrell | Full Time | $4824 |
| **Staff position(s) (List title)** | **Full time or part time?** | **Total annual expenses** |
| N/A |  |  |
|  |  |  |
| **Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none** | | |
| No additional resources required as resources for computer science, paralegal, and crime scene technology programs will adequately address programmatic need. | | |
| **Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate** | | |
| This program will require the use of existing computer science classrooms and labs. The only additional requirement is specific forensics hardware and software. | | |
| **List (below) the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program or certificate** | | |
| Estimated expenditures at inception total ~$30,000. | | |
| **Identify (below) the funding source to be used for personnel and operating expenses** | | |
| Perkins funding. | | |

**Section III, Justification for proposal**

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| **Provide justification (below) for this proposed curriculum action** |
| The Digital Forensics certificate is part of the AS Network Systems Technology listed in the Florida Department of Education curriculum framework. Completion of the courses in this certificate will prepare students for employment or advancement in cybersecurity or computer forensics positions. |

**Section IV, Important Dates and Endorsements Required**

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| --- |
| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Andrew Blitz  Vincent Butler  James Stewart |

**nOTE:** Changes for the Fall 2016 term must be submitted to the Dropbox by the February 5, 2016 deadline and approved no later than the March 4, 2016 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Associate Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2016 or Summer 2016 term.

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| --- | --- |
| **Term in which approved action will take place** | Fall 2016 |

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Andrew Blitz | 12/7/2015 |
| **Academic Dean or Associate Vice President** | Dr John Meyer | 12/7/2015 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | February 5, 2016 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Calendar* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Associate Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting**. All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

***Include complete new catalog page below.***

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| |  |  |  | | --- | --- | --- | | |  | | --- | | **Digital Forensics, CCC** | |  |   **Purpose**  This certificate program is part of the Network Systems Technology AS degree program. A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.  The College Credit Certificate (CCC) in Digital Forensics program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the cybersecurity and computer forensics. In particular, the program is designed to help prepare students for employment opportunities as cybersecurity, computer forensics and data recovery. Furthermore, the program is designed to help students obtain the skills needed to earn various industry-recognized certifications.  The content includes but is not limited to creating digital forensics images of computers and network servers, obtaining the contents of volatile memory, decrypting passwords and documents. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.  **Program Structure**  This program is a planned sequence of instruction consisting of 32 credit hours of Digital Forensics coursework. Students completing this College Credit Certificate can apply many of the credits directly to the AS Network Systems Technology Degree.  **Course Prerequisites**  ***Many courses require prerequisites.*** Check the description of each course for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.  **Certificate Completion/Graduation**  Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation ***by the published deadline***to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony. | | **Network Enterprise Administration Certificate Requirements: 32 Credit Hours**   * **CAP 2140 - Digital Forensics I 4 Credits** * **CAP 2141 - Digital Forensics II 4 Credits** * **CGS 2108 - Computer Applications with Flowcharting 3 credits** * **CGS 2135 - Introduction to Computer Forensics 3 Credits** * **CGS 2811 – Disaster Recovery and Incident Response 3 Credits** * [**CNT 1000 - Computer Networking Essentials**](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=401&returnto=463)**3 credits** * **CNT 1512 - Wireless Network Administration 3 credits** * [**CTS 1131 - Computer Hardware**](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=401&returnto=463)**3 credits** * [**CTS 1133 - Computer Software**](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=401&returnto=463)**3 credits** * [**CTS 2120 - Computer and Network Security (Security+)**](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=401&returnto=463)**3 credits** * Any 1000 or 2000 level course with a CGS, CNT, CTS, COP, or SLS prefix - **5 credits**   **Total Certificate Requirements: 32 Credit Hours** | |