I. COURSE DESCRIPTION

This course looks at the structure and scope of system and records regulation in various industries, the process of discovery within the legal system and its likely impact on a systems administrator. Topics include: technologies for handling electronic discovery, computer forensics, identifying media types, and best practices for data collection.

II. COURSE OBJECTIVES

GOAL A: The student will know how to assess *electronic discovery requirements* for litigation.

**Learning Outcomes:**
A-1 Explain the concepts of data preservation and spoliation
A-2 Assess and document the sources of ESI and potential custodians
A-3 Prepare a proposal to collect the data in a forensically sound manner
A-4 Define specifications for data delivery formats
A-5 Explain the procedures for the review and production of discoverable evidence

GOAL B: The student will understand each step of the electronic discovery workflow. The student will identify the tools necessary to complete each phase.

**Learning Outcomes:**
B-1 Explain each phase of the electronic discovery workflow
B-2 List and explain each step of the EDD conversion process
B-3 Create and apply a template for an electronic document review and production

GOAL C: The student will know how to follow the law of discovery for electronic evidence.

**Learning Outcomes:**
C-1 Explain and apply the Federal Rules of Civil Procedure as it relates to ESI
C-2 Explain and apply the recent amendments to the Federal Rules of Civil Procedure

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C-3   Explain and apply the Federal Rules of Evidence