COURSE NUMBER – COURSE NAME
JUST 330 – Questioned Documents

Created by: Liz Brown

Updated by:

School of Science, Health, and Criminal Justice

Department: Criminal Justice

Semester/Year: Spring 2020
A. **TITLE:** Questioned Documents

B. **COURSE NUMBER:** JUST 330

C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

   - # Credit Hours: 3
   - # Lecture Hours: 3 per week
   - # Lab Hours: __________ per week
     Other: __________ per week

   Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE:** Yes ☐ No ☑

E. **GER CATEGORY:** None: ☐ Yes: GER

   *If course satisfies more than one: GER*

F. **SEMESTER(S) OFFERED:** Fall ☒ Spring ☐ Fall & Spring ☐

G. **COURSE DESCRIPTION:**

   This course includes an examination of techniques used to determine the authenticity of documents through the analysis of handwriting, ink and paper sources, methods of mechanical printing, and recover of erasures, obliterations and alterations.

H. **PRE-REQUISITES:** None ☐ Yes ☒ If yes, list below:

   45 credit hours completed in Criminal Investigation, Criminal Justice: Law Enforcement Leadership, Forensic Criminology or Homeland Security or permission of the instructor.

   **CO-REQUISITES:** None ☐ Yes ☐ If yes, list below:
I. **STUDENT LEARNING OUTCOMES:** *(see key below)*

By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Analyze the process of forensic document examination</td>
<td>PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation</td>
<td>2-Crit Think ISLO ISLO</td>
<td>CA Subsets Subsets Subsets</td>
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<tr>
<td>b. Demonstrate methods of determining forgery of documents</td>
<td>PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation</td>
<td>2-Crit Think ISLO ISLO</td>
<td>CA Subsets Subsets Subsets</td>
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<tr>
<td>c. Demonstrate methods for comparison of handwriting samples</td>
<td>PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation</td>
<td>2-Crit Think ISLO ISLO</td>
<td>CA Subsets Subsets Subsets</td>
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<tr>
<td>d. Examine techniques to determine obliteration, erasures, and alteration methods</td>
<td>PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation</td>
<td>2-Crit Think ISLO ISLO</td>
<td>CA Subsets Subsets Subsets</td>
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<td>e. Analyze law enforcement detection techniques</td>
<td>PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation</td>
<td>2-Crit Think ISLO ISLO</td>
<td>CA Subsets Subsets Subsets</td>
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### Institutional Student Learning Outcomes [ISLO 1 – 5]

<table>
<thead>
<tr>
<th>KEY</th>
<th>ISLO &amp; Subsets</th>
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<tbody>
<tr>
<td>ISLO #</td>
<td></td>
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</table>
| 1 | Communication Skills  
Oral [O], Written [W] |
| 2 | Critical Thinking  
Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS] |
| 3 | Foundational Skills  
Information Management [IM], Quantitative Lit./Reasoning [QTR] |
| 4 | Social Responsibility  
Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T] |
| 5 | Industry, Professional, Discipline Specific Knowledge and Skills |

*Include program objectives if applicable. Please consult with Program Coordinator*
J. **APPLIED LEARNING COMPONENT:** [ ] Yes  [ ] No

If YES, select one or more of the following categories:

- Classroom/Lab
- Internship
- Clinical Placement
- Practicum
- Service Learning
- Community Service
- Civic Engagement
- Creative Works/Senior Project
- Research
- Entrepreneurship (program, class, project)

K. **TEXTS:**


L. **REFERENCES:**

None

M. **EQUIPMENT:** [ ] None  [ ] Needed:

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Quizzes, exams, assignments

P. **DETAILED COURSE OUTLINE:**

I. The process of handwriting identification.
   A. the physiology of writing
   B. handwriting systems
   C. class and individual characteristics of handwriting
   D. features and qualities of handwriting
   E. beginning, connecting and ending strokes

II. The process of identification of forged documents.
   A. abnormal and disguised hand writing
   B. erasures, obliterations, and alterations
   C. cachets and seals
   D. document control systems

III. The process of identification of inks, dyes, paper, and writing instruments.
   A. characteristics of inks and dyes
   B. characteristics of paper and writing instruments
   C. determination of the origin of inks and dyes
   D. determination of the origin of papers and writing instruments

IV. The process of identification of mechanical printing devices.
   A. characteristics of typewriters and printers
B. characteristics of other office devices  
C. problems relating to color photocopying machines  
D. determination of origin of equipment  
V. Preparation of laboratory and trial reports.  
A. obtaining exemplars  
B. preparation of laboratory reports  
C. preparation of trial reports and demonstrative evidence  
D. courtroom testimony  

Q. LABORATORY OUTLINE: None □ Yes ☒