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Four Ways to Register

1. **Online** 24 hours a day -

Register Now - www.csufextension.org/Register

Use your credit card to register.

2. **Telephone** - 657.278.2611.

Mon.-Thurs., 8 a.m. to 7:30 p.m.; Fri., 8 a.m. to 5 p.m.; Sat., 8 a.m. to 12 p.m.

Have ready your credit card number, expiration date, and your student I.D. or Social Security number. A receipt will be mailed to you.

3. **In Person** - College Park building, Suite 100

(2600 Nutwood, corner of Nutwood & Commonwealth)

Mon.-Thurs.: 8 a.m. to 7:30 p.m.; Fri.: 8 a.m. to 5 p.m.; Sat.: 8 a.m. to 12 p.m.

Complete a registration form and present it at the University Extended Education office.

4. **Mail**

Send the completed registration form with your check, money order or credit card information to:

University Extended Education Registration
 Cal State Fullerton
 P.O. Box 6870
 Fullerton, CA 92834-6870

Corporate Security Management

ONLINE!

The Program

Over the next few years, there will be a significant need for a new generation of security management leaders to replace retiring professionals. A study by the American Society for Industrial Security (ASIS) indicates that 60% of current security management professionals have more than 20 years in the industry, while only 5% have less than 10 years.

The goal of this program is to provide a resource for individuals who want to develop the skills and expertise to lead a security organization in a corporate setting. Successful management of a security operation requires an applied understanding of the various aspects of physical, personal, and information security, as well as a variety of enhanced management and communication skills.

In this program, you will focus on contemporary investigation methods, the role of security within an organization, security principles, management of risks and threats, and other practical knowledge that is critical to success.

You will also learn about the business side of the corporation, and how to communicate with other leaders in the organization. And you will enhance your skill at writing reports, forming committees, and budgets, knowledge you will need to manage a corporate security operation.

The Certificate in Corporate Security Management consists of six required courses totaling 70 hours of lecture and discussion. 7.0 Continuing Education Units will be awarded to the certificate graduate.

Program Objectives

Graduates of this program will:

- Understand the history and future of the security profession
- Understand and be able to identify security principles
- Identify and discuss security risks and threats
- Understand the operation of information security
- Understand and identify the various forms of investigations
- Recognize the role of security in the corporate environment
- Demonstrate an understanding of program management

Who Should Attend

- Current supervisors and security managers
- Anyone interested in security management as a career path
- Individuals who currently have security responsibilities within an organization
- Entry-level security staff who would like to move into management

For More Information

www.csufextension.org/classes/certificate or contact Mimi Lawson, 657.278.3313, mlawson@fullerton.edu

The Classes

The Security Profession Today

SBAE 6422 (0.4 CEUs/4 hours)

Prerequisite: none. The corporate security profession has emerged as one of today's fastest growing industries. Currently, there is significant demand for knowledgeable professionals to fill managerial roles. This class is an introduction to the changing environment of the security industry. Discussions will examine the history of the security profession, future directions of the security industry, legal aspects of corporate security, career opportunities, and the skills necessary to obtain a management position in this field.

🕒 **Online:** 3/1-3/8

Instructor: B. Iannone, President, Iannone Security Management, Inc.

Class: E103-19320A **Fee:** \$130

Physical Security: Sustaining a Safe Workplace

SBAE 6423 (1.2 CEUs/12 hours)

Prerequisite: none. Corporate security begins with the physical location. It is the role of the security manager to maintain a safe environment for employees, customers and guests. You will explore the key components for securing a facility, focusing on architectural elements, protective barriers, lighting, lock and key controls, entry/exit controls and much more. You will also gain an understanding of how to manage a security guard operation and how to evaluate the effectiveness of a company's physical security through threat analysis.

🕒 **Online:** 3/15-4/12

Instructor: B. Iannone, President, Iannone Security Management, Inc.

Class: E103-19321A **Fee:** \$355

Personnel Security: Creating a Talented & Safe Workforce

SBAE 6424 (1.2 CEUs/12 hours)

Prerequisite: none. Corporate security managers are responsible for the overall security of an organization, and ensuring that the people within the organization can be trusted. This class is an in-depth look at protecting an organization from irresponsible employees and unwelcome visitors. You will learn how to conduct pre-employment background checks, evaluate the need for limiting access to a facility, establish visitor controls, and train employees to understand the need for security operations. Discussions will also include a review of techniques used to manage outsourced personnel.

🕒 **Online:** 5/3-6/1

Instructor: M. Witt, Director of Security, Raytheon Space & Airborne Systems

Class: E103-19322A **Fee:** \$355

Information & Communication Security: Protecting Business Intelligence

SBAE 6425 (1.2 CEUs/12 hours)

Prerequisite: none. Historically, information systems security was the domain of the IT department. Today, that trend is changing. Corporate security professionals have become responsible for the security of the information systems. Corporate security professionals not only protect the organization's information systems, but use the information systems to perform corporate security functions. In this class, you will examine the various elements and processes of information systems security. You will learn how to identify and handle information that needs protection and explore other forms of corporate communication security.

See course schedule for next offering.

Investigations: Maintaining Control

SBAE 6426 (1.2 CEUs/12 hours)

Prerequisite: none. It is essential that corporate security professionals not be influenced by personal bias, personal interpretation, or prejudice. Corporate security professionals must be aware of the various options available to investigate issues that impact all aspects of a corporation. You will focus on making unbiased decisions through investigative techniques that discover the facts. You will gain an understanding of how to conduct a systematic investigation and the methodology used to discover the truth.

🕒 Lecture: 9 a.m.-4 p.m., Sa, 1/9-1/23 (no mtgs 1/16), Garden Grove 160, 2 mtgs

Instructor: R. Carpenter, President, Legal Resources & Investigations

Class: E101-10276A **Fee:** \$336

Security Administration & Management: Being the Leader

SBAE 6427 (1.8 CEUs/18 hours)

Prerequisite: none. More and more corporate security managers function as leaders within an organization. As a leader, security managers must be able to maintain operational security, understand the business side of the corporation, and communicate with other leaders in the organization. This class provides you with an understanding of how corporations are structured and the importance of continuity planning. You will gain a working knowledge of business practices, which includes the language of business, forming committees, writing reports, budgets and other metrics used to analyze the benefits of a security operation. Program management skills will be developed through a class project that integrates the knowledge acquired throughout the program.

Textbook/Materials: Recommended: 1) Introduction to Security, 8th ed. (ISBN: 9780750684323); 2) The Managers Handbook for Corporate Security, 1st ed. (ISBN: 9780750674874). See "Purchase of Textbooks."

🕒 Lecture: 9 a.m.-4 p.m., Sa, 2/6-2/27 (no mtgs 2/13), Garden Grove 253, 3 mtgs

Instructor: E. Halibozek, Corporate Vice President of Security, Northrop Grumman Corporation

Class: E103-19323A **Fee:** \$450

Course Schedule - Corporate Security Management		
CLASS	Spring 2010	Summer 2010
The Security Profession Today	🕒	
Physical Security: Sustaining a Safe Workplace	🕒	
Personnel Security: Creating a Talented & Safe Workforce	🕒	
Information & Communication Security: Protecting Business Intelligence		🕒
Investigations: Maintaining Control	🕒	🕒
Security Administration & Management: Being the Leader	🕒	

🕒 Garden Grove 🕒 Online

Independent Consulting

The Program

The Independent Consulting certificate will provide the knowledge needed to start, promote, and manage an independent consulting business. Individuals in this program will gain an understanding of what it means to be a consultant, learn why organizations hire consultants, and develop the skills necessary to support consulting success. In this program, participants will create a detailed business plan to help evaluate their specialty niche and determine the suitability of their knowledge and skills in consulting. Throughout the courses, participants will gain a detailed understanding of the work necessary to maintain a profitable consulting business. In addition, this certificate will explore marketing strategies and tactics used by successful consultants to gain work as well as the development of, and response to, proposals to obtain business. Participants will gain the knowledge and skills required to successfully represent themselves as they pursue a career as an independent consultant.

The Certificate in Independent Consulting consists of four required courses totaling 46 hours of lecture and discussion. 4.6 Continuing Education Units will be awarded to the certificate graduate.

Program Objectives

Upon completion of the certificate program, graduates will be able to:

- Define their particular consulting service
- Understand the consultant's role with an organization
- Develop and justify an independent consulting business plan
- Understand and identify the cost of starting an independent practice
- Market and sell their consulting services
- Manage their consulting business and performance

For More Information

www.csufextension.org/classes/certificate or contact Denelle Pankratz, 657.278.2605, dpankratz@fullerton.edu

Course Schedule - Independent Consulting

CLASS	Spring 2010	Fall 2010
Getting Started: Independent Consulting	G	G
Creating a Consulting Business Plan	G	G
Building a Consulting Client Base	G	G
Practice Management for Independent Consulting	G	G

G Garden Grove

The Classes

Getting Started: Independent Consulting

SBAE 6576 (0.4 CEUs/4 hours)

Prerequisite: none. A career as an independent consultant is appealing for many subject matter experts. However, many professionals have misconceptions of the consultant's role and little knowledge of how to manage their own practice. This class is an introduction to the world of consulting designed to inform individuals of the various components of independent consulting. Discussions will focus on the benefits, risks and role of consultants. Individuals will learn what an independent consulting business encompasses, the daily work of consultants, and why organizations hire consultants. Through in-class case studies, individuals will recognize factors that lead to consulting success.

🕒 Lecture: 8 a.m.-12 p.m., Sa, 2/20, Garden Grove 159, 1 mtg

Instructor: A. Maciel, Consultant, On the Rise
Class: E103-19332A **Fee:** \$120

Creating a Consulting Business Plan

SBAE 6581 (1.5 CEUs/15 hours)

Prerequisite: none. One of the first steps an independent consultant must perform is creating a business plan. This plan will assist the consultant in understanding what value they bring to an organization. Through hands-on activities, this class will focus on creating business plans for independent consulting. Individuals in this class will learn to benchmark their services and identify their salable skills. Discussions will explore the financial requirements to start a practice and various ways to set consulting fees. Individuals will discover the business model that is best suited for their consulting practice.

🕒 Lecture: 8 a.m.-1 p.m., Sa, 3/6-3/20, Garden Grove 159, 3 mtgs

Instructor: J. Mixner, Consultant, Mixner Strategy
Class: E103-19333A **Fee:** \$345

Building a Consulting Client Base

SBAE 6582 (1.5 CEUs/15 hours)

Prerequisite: none. Finding work is a challenging component of a consulting business. As an independent consultant the marketing and selling of services rests solely with the consultant. In this class, individuals will gain the knowledge of optimizing their consulting business through successful marketing strategies and tactics. Individuals will learn how to promote their expertise through effective marketing material and when meeting with potential clients. Class projects will lead individuals through writing and presenting consulting proposals that will close a sale and secure a contract.

🕒 Lecture: 8 a.m.-1 p.m., Sa, 4/10-4/24, Garden Grove 159, 3 mtgs

Instructor: H. DeVries, Consultant, New Client Marketing Institute
Class: E103-19334A **Fee:** \$345

Practice Management for Independent Consulting

SBAE 6583 (1.2 CEUs/12 hours)

Prerequisite: none. Consultants typically are experts in their particular field; however, most consultants lack business management skills. This class focuses on specific management skills used to maintain a profitable independent consulting practice. Individuals will learn business management skills which include cost accounting, fee collecting, and record keeping. Class projects will enhance an individual's skills in negotiating and writing contracts. This class will also examine performance management techniques and tips for strong client relationships.

🕒 Lecture: 8 a.m.-3 p.m., Sa, 5/8-5/15, Garden Grove 159, 2 mtgs

Instructor: M. Biel, Consultant, Biel Consulting
Class: E103-19335A **Fee:** \$310

Computer Forensics I

The Program

Get the training you need to start a career in an exciting and challenging field. The Certificate in Computer Forensics I provides a great opportunity to develop the skills and expertise you need to succeed.

Would you like to join an elite group of experts on the front lines of fighting cybercrime? With the evolution of technology and significant increases in computer-based crimes, the field of computer forensics is one of the fastest growing disciplines in computer security. As crimes become more technologically sophisticated, the need for computer forensic experts will continue to grow throughout law enforcement and the business community.

In the Computer Forensics I Certificate, you will get hands-on experience using EnCase, the industry standard in computer forensic investigation technology, and Forensic Toolkit (FTK), a suite of technologies used to perform forensic examinations of computer systems. You will also learn how to image different devices.

The program includes five computer forensic classes totaling 92 hours of lecture and hands-on experience. The certificate graduate will receive 9.2 Continuing Education Units (CEUs).

Program Feature

Class hours may be used to meet the Life Long Learning requirements specified by the AICPA for the new Certified Financial Forensics (CFF) credential.

Who Should Attend

- Information technology specialists
- Systems analysts
- Network administrators
- Computer Forensics professionals seeking career development

Eligibility

The Certificate in Computer Forensics I is appropriate for individuals who want to expand their expertise and learn the essential components intrinsic to the field of computer forensics. The core audience includes employees of both public and private corporations, government entities, and legal and law enforcement organizations.

For More Information

www.csufextension.org/classes/certificate or contact Veronica Martinez, 657.278.3123, vmartinez@fullerton.edu

Course Schedule - Computer Forensics I

CLASS	Spring 2010	Fall 2010
Introduction to Computer Forensic Methodology		F
Forensic Evidence Preservation		F
Tools & Technology of Computer Forensic Investigations		F
Forensic Evidence Analysis	F	
Computer Forensics - Investigative Simulation	F	

F Fullerton

The Classes

Introduction to Computer Forensic Methodology

SECS 6165 (1.6 CEUs/16 hours)

Prerequisite: a working knowledge of basic IT concepts and networking experience is recommended. This class provides an overview of the history of computer forensics in the evolution of cyber-crimes. You will gain a basic understanding and legal awareness of computer forensics, the techniques used in the evidentiary process, the various methodologies intrinsic to computer forensics with an emphasis on computer incident response and evidence gathering and processing methodologies. The importance of ethics, understanding rules of evidence, effective communications, key elements of search and seizure relative to privacy legislation will also be discussed.

See course schedule for next offering.

Forensic Evidence Preservation

SECS 6166 (0.8 CEUs/8 hours)

Prerequisite: Introduction to Computer Forensic Methodology or permission of program manager. This class focuses on basic concepts of properly preserving computer, or digital media evidence. You will learn preparation processes associated with imaging and storing electronic evidence, how to forensically preview computer media, and the operations of imaging devices such as Forensic Toolkit (FTK) Imager, Encase and Partition Dump (DD). You will gain an understanding of how to verify the integrity of an image file.

* Class includes a Digital Intelligence ULTRABLOCK-USB Kit for students to keep.

See course schedule for next offering.

Tools & Technology of Computer Forensic Investigations

SECS 6167 (3 CEUs/30 hours)

Prerequisite: Forensic Evidence Preservation or permission of program manager. Examine the common tools employed in a computer forensic investigation. The focus of the class is to develop a working knowledge of the Forensic Toolkit (FTK) and EnCase tools. You will learn to apply the appropriate forensic tools through hands-on experience using real-world scenarios.

See course schedule for next offering.

Forensic Evidence Analysis

SECS 5603 (3 CEUs/30 hours)

Prerequisite: Tools & Technology of Computer Forensic Investigations. This class is an in-depth study into evidence analysis of computer forensic investigations and the challenges of incident response analysis. You will learn to identify, replicate and analyze digital data prior to corruption in evaluating containment of a potential compromise. Focus will be on the investigative aspects relative to the legal integrity of the data analysis. You will learn about the laws of evidence in collecting, preserving, analyzing, and presenting computer forensics evidence in legal proceedings.

Textbook/Materials: Required - EnCase Computer Forensics-The Official EnCE: EnCaseCertified Examiner Study Guide, includes DVD, 2nd Edition (ISBN 978-0 470-18145-4). Students can purchase the required textbook from www.sybex.com.

Lecture: 7-10 p.m., W, 2/3-4/14 (no mtgs 3/31), Fullerton CS 207, 10 mtgs

Instructor: A. Spruill, Senior Director of Risk Management, Guidance Software Inc.

Class: E103-19395A **Fee:** \$720

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

Computer Forensics - Investigative Simulation

SECS 5604 (0.8 CEUs/8 hours)

Prerequisite: Forensic Evidence Analysis, Forensic Evidence Preservation, Introduction to Computer Forensic Methodology, Tools & Technology of Computer Forensic Investigations.

This capstone class is conducted in a laboratory environment that provides hands-on experience using software to create a live simulation of compromised system images to demonstrate the components inherent in forensic investigations. You will learn to identify and analyze digital data and to appropriately present the findings as evidence in litigation proceedings.

Textbook/Materials: Required - EnCase Computer Forensics-The Official EnCE: EnCaseCertified Examiner Study Guide, includes DVD, 2nd Edition (ISBN 978-0 470-18145-4). Students can purchase the required textbook from www.sybex.com.

Lecture: 9 a.m.-6 p.m., Sa, 5/8, Fullerton CS 207, 1 mtg

Instructor: A. Spruill, Senior Director of Risk Management, Guidance Software Inc.

Class: E103-19398A **Fee:** \$260

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

Explore Electronic Discovery

Electronic Discovery is the process where companies produce and obtain electronically stored information as part of the civil litigation process.

The ***E-Discovery Certificate*** provides training on the federal rules, various forms of production and how to manage an electronic discovery case.

The five required courses are conveniently offered on weekends.

For more information:

- Go to www.csufextension.org/classes/certificate and see the links under Legal
- **Questions?** Please contact Veronica Martinez: 657.278.3123, vmartinez@fullerton.edu



Computer Forensics II

The Program

The field of computer forensics has grown extensively and professionals need to keep up to date in current trends in computer investigations. This certificate is designed to meet the needs of individuals who possess an understanding of computer forensics and who desire detailed discussions on specific computer forensic topics. Each class in this program will explore in-depth a specific topic and enhance an individual's knowledge in that particular area. Upon completion of this certificate participants will be prepared to conduct a comprehensive computer forensic investigation and be prepared to effectively present evidence in reports.

The Certificate in Computer Forensics II consists of three courses totaling 24 hours of lecture and hands-on experience. The certificate graduate will receive 2.4 Continuing Education Units.

Program Objectives

Upon completion of the certificate program, graduates will be able to:

- Gain an in-depth understanding and legal awareness of computer forensics and the techniques used in the evidentiary process in these investigations
- Construct a sound and defensible forensic report
- Identify technology communication tools and understand how to investigate their use in a crime
- Understand how to forensically approach an incident from first response through a forensic investigation

Who Should Attend

The Certificate in Computer Forensics II is appropriate for individuals who have completed the Certificate in Computer Forensics I and want to gain more in-depth knowledge of current computer forensic topics. The core audience includes individuals working in both public and private

corporations, and government entities as well as legal and law enforcement organizations. These include:

- Computer forensics professionals
- Law enforcement officers
- Information technology specialists
- Systems analysts
- Network administrators

Eligibility

Completion of the Certificate in Computer Forensics I or Permission of program manager.

For More Information

www.csufextension.org/classes/certificate or contact Veronica Martinez, 657.278.3123, vmartinez@fullerton.edu

The Classes

Forensic Look at Windows File Systems

SECS 6369 (0.8 CEUs/8 hours)

Prerequisite: completion of the Certificate in Computer Forensics I or Permission of program manager. Most digital evidence in a PC is stored within the file system, and understanding the file system can be challenging. This class will examine in detail what every forensic examiner should know when it comes to the various Windows file systems, and how to properly forensically analyze user activity. Discussions will focus on the data forensic examiners expect to recover and the tools used to recover it. File systems that will be examined include Windows 9x, XP and Vista. You will take part in a Windows file system forensic analysis and discover evidence that could solve a case.

See course schedule for next offering.

Internet & Email Forensics

SECS 6585 (0.8 CEUs/8 hours)

Prerequisite: Completion of the Certificate in Computer Forensics I or Permission of program manager. Internet artifacts and email have become focal points in employment disputes, intellectual property theft and computer crimes. Participants in this class will discuss current forensic techniques for finding and documenting such evidence. This class will provide a comprehensive forensic review of cookies, browsers, history files, Internet caches, client/server email, and webmail. Through forensic case studies, participants will gain an understanding of how to forensically approach an internal or external Internet/email investigation.

See course schedule for next offering.

Digital Forensic Incident Response

SECS 6586 (0.8 CEUs/8 hours)

Prerequisite: Completion of the Certificate in Computer Forensics I or Permission of program manager. In this class participants will gain the knowledge of how to forensically approach an incident from first response through a forensic investigation. Discussions will provide a comprehensive review of current technology threats and how to properly respond. Participants will use case studies to understand the various aspects of how to prepare for and correctly respond to an incident.

See course schedule for next offering.

Legal Skills for Social Workers

The *Certificate in Forensic Social Work* equips social workers with the necessary legal knowledge to provide the best possible assistance for their clients.

This program provides an applied understanding of the law focusing on the role of a forensic social worker. Classes will develop the skills required to work effectively in the legal system.

For more information:

- Go to www.csufextension.org/classes/certificate and see the links under Social Work
- **Questions?** Please contact Mimi Lawson: 657.278.3313, mlawson@fullerton.edu



Course Schedule - Computer Forensics II

CLASS	Summer 2010
Forensic Look at Windows File Systems	F
Internet & Email Forensics	F
Digital Forensic Incident Response	F
F Fullerton	

Crime and Intelligence Analysis

The Program

Are you looking for an interesting and challenging career in law enforcement? Crime and Intelligence Analysis is an emerging career that uses analysis, research and statistical methods to predict and prevent crime. Most analysts work in law enforcement agencies. The demand for crime and intelligence analysis is rising because of the United States focus on crime and terrorist activity. The Certificate in Crime and Intelligence Analysis provides specialized training in this emerging field. You will learn how to identify and define crime trends, problems and patterns, and to use your research and analysis to create tactics and strategies that lead to an effective police response.

Graduates of this program receive four key benefits that validate their Crime and Intelligence Analysis expertise. These include:

- A certificate from the California Department of Justice designating you as a Certified Crime & Intelligence Analyst
- A certificate from Cal State Fullerton demonstrating completion of this program
- “On-the-job training” through a 400-hour practicum/internship with a law enforcement agency
- National certification that is recognized in other states



The Certificate in Crime and Intelligence Analysts consists of eight required courses totaling 188 hours of lecture and discussion. 18.8 Continuing Education Units will be awarded to the certificate graduate.

Program Objectives

Certificate graduates will be able to:

- Collect data, subject it to statistical tests, develop and test hypotheses

- Write conclusions of findings in a manner which adheres to commonly accepted criminal justice research standards
- Conceptualize and convert raw data into valid criminal intelligence information
- Create association matrices and prepare telephone toll analysis, hierarchical analysis, visual investigation analysis, link analysis, and financial analysis
- Detect and understand the distinction between crime patterns, series and trends; demonstrate a familiarity with motives for crime and types of criminals
- Analyze data and determine when and where a criminal may strike again; develop crime/suspect and suspect/crime correlations; develop target profile analysis
- Articulate crime problems to individuals and groups through written reports, charts and graphs

Who Should Attend

- New employees in the crime and intelligence analysis field
- Those who work in crime and intelligence analysis units
- Law enforcement employees (both sworn and nonsworn) who need to know how to better use data and information
- Those desiring future employment as crime and intelligence analysts

Eligibility

Application for the Certificate

All certificate candidates need to complete an application form and submit it with a \$50 non-refundable application fee, transcripts and/or appropriate supporting documents to CSUF Extended Education. It is strongly recommended that certificate candidates submit this application as early in the program as possible, even though specific supporting documents may be pending. Applications will not be accepted without the application fee.

Certificate candidates are expected to complete all of the required courses in the program. However, you may choose to complete courses on an individual basis as well.

Certificate Requirements

To be eligible for the certificate, students must meet and document the following requirements on the application for the program:

- Completion of an Introduction to Criminal Justice and a Criminal Law class from an accredited program of study or a letter of verification of such working knowledge from an employer/instructor (students may complete these prerequisite classes while enrolled in initial certificate classes)
- Knowledge of basic computer applications and skills, such as word processing, spreadsheet documents, and data entry, documented through a program of study or letter of verification from an employer

Students need to complete all the required certificate classes, including the 400-hour Practicum in Crime and Intelligence Analysis, to be eligible for the certificate. After completing all certificate requirements and classes, students need to document this on a study plan/request for certificate form and send this form to Extended Education to initiate the processing for the certificate. Certificates are not processed without submission of this form.

CSUF Credit Classes That Meet Certificate Prerequisite Requirements

Students may enroll in the degree credit classes listed below, if needed, through Open University enrollment in Extended Education. Please consult the university's class schedule for information about the schedule and availability of these classes for the current semester. Open University registration forms are available through the Extended Education Registration Office.

Introduction to Criminal Justice CRJU 300 (3 Units)

A study of the underlying ideological issues confronting America's system of criminal justice, with an emphasis on key concepts in conflict (law and order, rehabilitation vs. retribution, etc.).

Criminal Law: Substantive CRJU 310A (3 Units)

The general doctrines of criminal liability in the United States and the classification of crimes against persons, property and the public welfare. The concept of governmental sanction of the conduct of the individual.

Waiving Certificate Classes

Students may waive no more than 40 hours total of CEU certificate classes to be eligible for the certificate. However, students who have completed the following credit classes through Cal State Fullerton's Department of Criminal Justice may waive the corresponding equivalent certificate classes, totaling a maximum of 76 hours:

CRJU 462 Crime Analysis (3 units) is equivalent to:

- Crime Analysis Data Analysis and
- Crime Analysis Applications

CRJU 450 Organized Crime and Intelligence Analysis (3 units) is equivalent to:

- Basic Elements of Criminal Intelligence and
- Criminal Intelligence Analysis

The CEUs for the waived classes cannot be reflected in the total CEUs earned for the certificate. Students interested in waiving a class must submit a "Request for Waiving a Course" form and register for "Course Waiver: Crime and Intelligence Analysis" (Fee \$55 - nonrefundable). The waiver form is available on our Web site - <http://www.csufextension.org>. Click on "Info" then "Forms", or you may also call 657.278.2611 to obtain a form.

For More Information

www.csufextension.org/classes/certificate or contact Kristyn Hursh, 657.278.7427, khursh@fullerton.edu

The Classes

Basic Elements of Criminal Intelligence

SHSS 5092 (1.6 CEUs/16 hours)

Prerequisite: none. Learn how to collect and analyze data associated with “victimless” crimes, or crimes against society. These include organized crime, drug and narcotics smuggling and sales, child pornography rings, commercialized prostitution, gambling operations, money laundering schemes and similar criminal acts. Learn how to recognize and identify organized crime activities, develop information sources, and be familiar with the ethical and legal requirements attached to the use of intelligence information.

Lecture: 8 a.m.-5 p.m., SaSu, 1/30-1/31, Fullerton UH 336, 2 mtgs

Instructor: B. Gray, Central Crime Analysis Unit Supervisor, Riverside County Sheriff’s Department

Class: E103-19449A **Fee:** \$330

Criminal Intelligence Analysis

SHSS 5093 (2.4 CEUs/24 hours)

Prerequisite: *Basic Elements of Criminal Intelligence*. This class builds upon the foundation established by the Basic Elements of Criminal Intelligence Analysis class. The focus will be on actual techniques used in analyzing criminal activities. Learn how to convert raw data into valid intelligence information. You will have the opportunity to prepare association matrices, telephone toll analyses, visual investigative analyses, link analyses and financial analyses. Exposure to several intelligence analysis computer software programs is included.

Lecture: 8 a.m.-5 p.m., FSaSu, 2/5-2/7, Fullerton CS 207, 3 mtgs

Instructor: B. Gray, Central Crime Analysis Unit Supervisor, Riverside County Sheriff’s Department

Class: E103-19450A **Fee:** \$450

Crime Analysis Data Analysis

SHSS 3401 (1.2 CEUs/12 hours)

Prerequisite: none. This class introduces students to the field of Crime Analysis including the five steps in the data analysis process: data collection, collation, analysis, dissemination and feedback/evaluation. You will be introduced to sources of criminal justice information. You will learn to collect general and specific crime data, create data tracking matrices, use data to determine the emergence of new crime problems, and prepare basic charts, graphs, and crime and intelligence analysis reports. You will also learn techniques to properly communicate findings to law enforcement agencies.

Textbook/Materials: Required - 1. Crime Analysis: First Report to Final Arrest (10-digit ISBN 0963477307 or 13-digit ISBN 9780963477309); 2. Crime Analysis: First Report to Final Arrest: Study Guide and Workbook (10-digit ISBN 0963477359 or 13-digit ISBN 9780963477354).

Please purchase required textbooks from the Little Professor Book Center, 725 N. Placentia Ave., Fullerton, 714.996.3133, in advance of the class.

Lecture: 9 a.m.-4 p.m., SaSu, 2/20-2/21, Fullerton H 413, 2 mtgs

Instructor: S. Sullivan, Crime Analyst II, Ventura County Sheriff’s Department

Class: E103-19447A **Fee:** \$310

Crime Analysis Applications

SHSS 3402 (2.4 CEUs/24 hours)

Prerequisite: Crime Analysis Data Analysis.

This class will help you learn to identify and differentiate between crime patterns, series, and trends, and to use their data to forecast future crime occurrences. Includes exposure to the three types of crime analysis (tactical, strategic and administrative), and the eight functions of a crime analysis unit.

Textbook/Materials: Required textbooks are the same textbooks used for Crime Analysis Data Analysis.

Please purchase textbooks from the Little Professor Book Center, 725 N. Placentia Ave., Fullerton, 714.996.3133, in advance of the class.

F Lecture: 8 a.m.-5 p.m., FSaSu, 3/12-3/14, Fullerton CS 207, 3 mtgs

Instructor: S. Sullivan, Crime Analyst II, Ventura County Sheriff's Department

Class: E103-19448A **Fee:** \$450

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

Criminal Investigative Analysis I

SHSS 3120 (1.2 CEUs/12 hours)

Prerequisite: none. "Career criminals" or "serious habitual offenders" choose a life of crime. These habitual criminals are responsible for an inordinately high percentage of crime. This class focuses on the typology of crime, patterns and motives of crime, profiles, and the psychological make-up of those who engage in illegal activities. You will be exposed to the inner-workings of the criminal mind, the motivating factors that lead people to commit criminal acts, and the methods these criminals use to plan and execute crimes.

Textbook/Materials: Required - 1. Profiling Violent Crimes, 4th edition (10-digit ISBN 1412959985 or 13-digit ISBN 9781412959988); 2. Course pack (purchase from Titan Shops 13-digit ISBN 9780100073784). See "Purchase of Textbooks."

F Lecture: 9 a.m.-3:30 p.m., SaSu, 3/20-3/21, Fullerton H 413, 2 mtgs

Instructor: J. Davis, Ph.D., LL.D., Executive Director, Center for Trauma Studies; Executive Director, Institute of Law, Psychology & Public Policy Studies

Class: E103-19445A **Fee:** \$310

Course Schedule - Crime and Intelligence Analysis

CLASS	Spring 2010	Fall 2010
Basic Elements of Criminal Intelligence	F	F
Criminal Intelligence Analysis	F	F
Crime Analysis Data Analysis	F	F
Crime Analysis Applications	F	F
Criminal Investigative Analysis I	F	F
Criminal Investigative Analysis II	F	F
Law Enforcement Research and Statistical Methods		F
Computer Applications for Crime and Intelligence Analysis	F	
Practicum in Crime and Intelligence Analysis	Field Internship	Field Internship

F Fullerton

Criminal Investigative Analysis II

SHSS 3121 (2.4 CEUs/24 hours)

Prerequisite: Criminal Investigative Analysis I.

This class focuses on the analysis of crimes committed by “career criminals,” as well as those who often display traits associated with psychological deviancy. Learn to conduct crime scene analysis, and “read” the clues which may lead to the discovery of serial, “copy cat,” and thrill-seeker killers. You will also learn how to identify sexual assault and sexual homicide cases. You will explore the differences in personalities among deviants, the habit formation process, and the role of socialization in the development of the sadistic criminal. The emphasis is on the analysis of crimes committed primarily against women and children.

Textbook/Materials: Required-1. Stalking Crimes and Victim Protection (10-digit ISBN 0849308119 or 13-digit ISBN 9780849308116). See “Purchase of Textbooks.”

Lecture: 8 a.m.-5 p.m., SaSu, 4/10-4/17, Fullerton H 413, 3 mtgs

Instructor: J. Davis, Ph.D., LL.D., Executive Director, Center for Trauma Studies; Executive Director, Institute of Law, Psychology & Public Policy Studies

Class: E103-19446A **Fee:** \$450

Please be advised that a User name and Password are required to access the computers in this class. See “Computer Access” in “General Information/Policies” for more information.

Law Enforcement Research and Statistical Methods

SHSS 3224 (3.6 CEUs/36 hours)

Prerequisite: Crime Analysis Applications.

Acquaints you with the basic research and statistical principles used in crime analysis. Learn the concepts involved in research design, content analysis, sampling, survey techniques and statistical methods. Learn how to conduct research and write conclusions using commonly accepted research standards. You will also learn how to prepare law enforcement study, grant, and administrative documents.

See course schedule for next offering.

Computer Applications for Crime and Intelligence Analysis

SHSS 4714 (4 CEUs/40 hours)

Prerequisite: Crime Analysis Applications. Get a realistic view of the day-to-day work of a crime analyst in this hands-on class. Receive basic instruction on the use of the computer and software applications in the crime and intelligence analysis field. Includes exposure to the current software available to crime analysts for statistical analyses, word processing, spreadsheets, database management, and the manipulation and use of photographs and graphics. Geographic information systems and their application in crime analysis will also be introduced. Note: this class applies 40-hours toward the fulfillment of the 400-hour Practicum in Crime and Intelligence Analysis.

Lecture: 8 a.m.-5 p.m., FSaSu, 1/8-1/17 (no mtgs 1/15), Fullerton CS 207, 5 mtgs

Instructor: B. Gray, Central Crime Analysis Unit Supervisor, Riverside County Sheriff's Department

Class: E101-10279A **Fee:** \$515

Please be advised that a User name and Password are required to access the computers in this class. See “Computer Access” in “General Information/Policies” for more information.

Practicum in Crime and Intelligence Analysis

SHSS 3615

Prerequisite: satisfactory completion of two or more of the certificate classes. Gain valuable hands-on work experience and develop marketable skills in a 400-hour supervised practicum in a law enforcement crime and/or intelligence unit. Completion of the practicum is required to qualify for a certificate. Prior to starting your practicum, call 714.278.2611 and request a copy of the requirements and the application for the practicum. Register for the practicum in the semester you anticipate completing your hours. Previous or current work experience in a law enforcement agency that can be verified by a current or previous supervisor may be acceptable to meet the practicum requirement.

Note: successful completion of Computer Applications in Crime & Intelligence Analysis allows you to apply 40 hours toward the practicum.

This is a Cal State Fullerton A.S.C. class.

Lecture: 1/21-5/28

Class: E103-19549A

Fee: \$55

Become a Legal Interpreter

This newly revised program features a 45-hour internship in the Family Law Court with the Orange County Superior Court, access to a language lab and hands-on training from experienced court certified interpreters.

To get started:

Register for the Spanish/English Program Orientation and find out more information about this exciting career and the program. Take the Bilingual Proficiency Test the same day to determine if you're ready to start the program.

Program Orientation

(for Legal Interpretation)

Saturday, January 30th

9:00 a.m. - 11:00 a.m.

Bilingual Proficiency Test

Saturday, January 30th

11:30 a.m. - 1:30 p.m.

Healthcare Interpreting and Professional Translation programs for new students will begin in Fall 2010

For more information:

■ Go to www.csufextension.org/interpretation/

■ **Questions?** Please contact Veronica Martinez: 657.278.3123, vmartinez@fullerton.edu



Private Investigation

ONE-SEMESTER PROGRAM

The Program

Get the training you need to join the challenging field of private investigation, where job growth is anticipated at more than 25% through 2014. The escalation in Internet crime, identity theft, increased litigation, security concerns within corporations, and the need for protection of confidential information and property are some of the factors contributing to this trend.

Students in this certificate are diverse, having included active duty police detectives, currently licensed private investigators, people who work in the ancillary areas of law enforcement, homemakers and college-age young people interested in the field.

Convenient Saturday classes have an informal atmosphere where everyone can feel at ease and enjoy learning about a unique industry.

The Certificate in Private Investigation consists of five required courses totaling 60 hours of lecture and discussion. The certificate graduate will receive 6.0 Continuing Education Units (CEU's), a nationally recognized unit used for professional development.

Program Objectives

Graduates of this certificate program will:

- Have legal knowledge and a professional understanding of the basic principles of investigation
- Understand the criminal justice process and how it relates to the private investigator

- Have studied the various practices and techniques utilized in conducting private investigations
- Be able to determine the facts surrounding a crime, examine a crime and properly gather evidence, develop witness statements through the interviewing process
- Have the necessary skills to conduct investigations in specialized areas such as insurance fraud, personal injury, surveillance, skip tracing and missing persons
- Be able to integrate and use the knowledge acquired to perform case studies
- Know how to create opportunities for employment through networking and other resources

Program Feature

Job opportunities will be sent to individuals completing this program. This service is provided for one year.

Who Should Attend

- Anyone interested in P.I. training
- Loss prevention agents
- SIU-Investigators
- Claims adjusters
- Investigators- legal/corporate/financial/retail
- Police officers seeking P.I. training
- Licensed private investigators seeking formal training

Course Schedule - Private Investigation

CLASS	Fall 2010
Introduction to the Profession of Private Investigation	G
Basic Principles of Investigation	G
Applied Investigative Practices	G
Investigative Specialization	G
Optimizing Investigative Resources	G

G Garden Grove

Eligibility

Students with a minimum of three year’s investigative experience may request to waive the “Introduction to the Profession of Private Investigation” class. Students interested in waiving this class need to submit a “Request for Waiving a Course” form and register for “Course Waiver: Private Investigation” (Fee \$55 - nonrefundable). The waiver form is available on our Web site - <http://www.csufextension.org>. Click on “Info” then “Forms”, or you may also call 657.278.2611 to obtain a form.

For More Information

www.csufextension.org/classes/certificate or contact Denelle Pankratz, 657.278.2605, dpankratz@fullerton.edu

The Program

Introduction to the Profession of Private Investigation

SHSS 5384 (0.6 CEUs/6 hours)

Prerequisite: none. In this class, there will be an emphasis on different types of investigative work, licensure requirements, and the role and functions of private investigators. You will also develop a working knowledge of professional ethics in the field, as well as investigative opportunities in the business community. Note: Individuals with a minimum of three or more year’s investigative experience can waive this class with prior approval of the program manager.

See course schedule for next offering.

Basic Principles of Investigation

SHSS 5385 (1.5 CEUs/15 hours)

Prerequisite: none. This class is designed to enhance your legal knowledge and professional understanding of the field of private investigation. You will study selections of the California Penal Code. You will also develop a working knowledge of the criminal justice process and how it relates to private investigators.

See course schedule for next offering.

Applied Investigative Practices

SHSS 5386 (1.5 CEUs/15 hours)

Prerequisite: none. Learn the various practices and techniques used in private investigation. Enhance your ability to perform effective record searches through public information sources. You will learn how to decipher and summarize court files and public documents in various types of investigations. You will also learn how to gather and evaluate facts surrounding a crime, properly gather evidence and develop witnesses and statements through interviews.

See course schedule for next offering.

Investigative Specialization

SHSS 5387 (1.5 CEUs/15 hours)

Prerequisite: Basic Principles of Investigation. Develop the skills needed for investigations in such specialized areas as background, insurance fraud, personal injury, surveillance, skip tracing and missing persons.

See course schedule for next offering.

Optimizing Investigative Resources

SHSS 5388 (0.9 CEUs/9 hours)

Prerequisite: Applied Investigative Practices, Basic Principles of Investigation, Introduction to the Profession of Private Investigation, Investigative Specialization. This capstone class includes a comprehensive overview of the private investigation profession and the activities and techniques used in the industry. Through projects and case studies, you will have the opportunity to use what you learned in the four previous classes. You will also learn how to create opportunities for employment through contacts, networking and other resources.

See course schedule for next offering.

Geographic Information Systems

HANDS-ON

The Program

What do law enforcement, real estate development, marketing research and urban planning have in common? They all gain considerable benefit from the use of Geographic Information Systems (GIS) to collect, analyze, model and present data.

Law enforcement has multiple uses for GIS including incident management, emergency management, and homeland security operations. Real estate uses GIS for site selection, mapping, investment analysis and more. Marketing research and urban planning both make extensive use of geographic and demographic information from GIS applications.

People trained in GIS methodologies and applications are becoming integral parts of nearly every type of business and government service. This certificate was created to help you develop the skills and the knowledge you need to be a GIS professional.

The Certificate in GIS consists of four courses totaling 84 hours of lecture and hands-on experience. The certificate graduate will receive 8.4 Continuing Education Units (CEUs), a nationally recognized unit used for professional advancement.

Program Objectives

Students will complete a capstone project integrating GIS knowledge and skills developed over the course of the certificate. Certificate graduates will be able to:

- Provide a general definition and understanding of the key concepts and topics of GIS, including a brief history of the industry
- Understand the major components of a Geographic Information System including hardware, software, and data
- Identify the role and functions of the GIS Specialist in both the public and private sectors
- Develop datasets, map the data, perform analysis and communicate findings
- Understand the fundamentals of key GIS software (ArcGIS)

Who Should Attend

The Certificate in GIS is appropriate for students seeking specialized skills training. This includes individuals wanting to improve their knowledge in the field of geography databases, mapping and analysis. The audience would also include GIS professionals in healthcare, insurance, marketing, law enforcement, environmental fields and economic development.

For More Information

www.csufextension.org/classes/certificate or contact Mimi Lawson, 657.278.3313, mlawson@fullerton.edu

Course Schedule - Geographic Information Systems

CLASS	Spring 2010	Summer 2010
Introduction to GIS	G	
Data: Methods and Uses in GIS	G	
GIS Mapping: Telling a Story		G
GIS Certificate Project: Putting it All Together		G
G Garden Grove		

The Classes

Introduction to GIS

SBAE 5682 (1.8 CEUs/18 hours)

Prerequisite: a basic working knowledge of the Windows Operating System and the Internet is highly recommended. In this class you are introduced to GIS and how it is used in today's world. This class will provide a comprehensive overview of GIS including the major components of hardware, software, data and the identification of the skills required of a successful GIS Specialist. You are introduced to ArcGIS software which you will be using throughout the certificate program. You will gain an understanding of the profession and examine the role and functions of the GIS Specialist in a broad range of industries.

Textbook/Materials: Required - 1. GIS Tutorial Workbook for ArcView 9, 3rd edition. (13-digit ISBN 9781589482050). See "Purchase of Textbooks."

🕒 Lecture: 6:30-9:30 p.m., Th, 1/28-3/4, Garden Grove 150, 6 mtgs

Instructor: K. Underhill, GIS/ Database Supervisor, Orange County Water District
Class: E103-19298A **Fee:** \$635

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

Data: Methods and Uses in GIS

SBAE 5683 (2.4 CEUs/24 hours)

Prerequisite: Introduction to GIS or equivalent experience. Using existing data you will gain an understanding of GIS database principles, understand the differences between spatial and arbitrary data, and sources for these types of data. Participants will learn, through hands-on experience, the process of acquiring data, assessing quality and querying that data using ArcGIS software.

Textbook/Materials: Required - GIS Tutorial, Workbook for ArcView 9, 3rd edition (113-digit ISBN 9781589482050.) See "Purchase of Textbooks."

🕒 Lecture: 6:30-9:30 p.m., Th, 4/8-5/27, Garden Grove 150, 8 mtgs

Instructor: K. Underhill, GIS/ Database Supervisor, Orange County Water District
Class: E103-19299A **Fee:** \$850

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

GIS Mapping: Telling a Story

SBAE 5684 (2.4 CEUs/24 hours)

Prerequisite: Data: Methods and Uses in GIS. This course continues to build on GIS concepts and methodologies utilizing the mapping process. Key cartographic terms and concepts will be introduced as you learn to develop purposeful maps for analysis and problem solving.

See course schedule for next offering.

GIS Certificate Project: Putting it All Together

SBAE 5685 (1.8 CEUs/18 hours)

Prerequisite: Data: Methods and Uses in GIS, GIS Mapping: Telling a Story, Introduction to GIS. This capstone course integrates the knowledge and skills developed over the previous required courses.

See course schedule for next offering.

Electronic Discovery

The Program

Electronic Discovery is the process by which companies produce and obtain electronically stored information (ESI) as part of the civil litigation process. In 2006, the United States Supreme Court approved new rules and amendments to the Federal Rules of Civil Procedure which address the disclosure and discovery of electronically stored information. In addition, California’s Assembly Bill 5 was passed in June of 2009. The Electronic Discovery Act addresses the handling of ESI and effects local and state courts discovery process.

Many companies are not prepared for electronic discovery issues. Company executives, IT personnel, attorneys, paralegals, litigation support professionals and legal service bureaus must have a thorough understanding of the rules and procedures to better assist their company or client through electronic discovery issues. Learn from subject matter experts who have worked with some of the nation’s premier law firms and corporations on actual cases and projects.

This certificate program will provide participants with the necessary knowledge and skills to lead an organization through the intricacies of the electronic discovery process. The programs objectives are to provide practical and relevant education about the litigation process, the federal rules, the discovery workflow and the various forms of production, and how to manage an electronic discovery case.

The Certificate in Electronic Discovery consists of five required courses totaling 47 hours of lecture and discussion. 4.7 Continuing Education Units will be awarded to the certificate graduate.

Program Objectives

Graduates of this program will be able to:

- Demonstrate an understanding of the history and future of electronic discovery
- Identify and discuss the federal rules and current case law
- Demonstrate an understanding of the litigation process
- Identify and describe the various forms of production
- Understand the role of computer forensics in the discovery process
- Identify managerial strategies that can ensure defensible results

Who Should Attend

- Paralegals
- Litigation support professionals
- IT personnel
- Records Managers
- Business executives
- New associates
- Computer forensic examiners

For More Information

www.csufextension.org/classes/certificate or contact Veronica Martinez, 657.278.3123, vmartinez@fullerton.edu

Course Schedule - Electronic Discovery

CLASS	Spring 2010	Fall 2010
Understanding Electronic Discovery	G	G
Discovering the Litigation Process	G	G
Form of Production	G	G
Forensics within Electronic Discovery	G	G
Electronic Discovery Case Management	G	G

G Garden Grove

The Classes

Discovering the Litigation Process

SECS 6264 (0.8 CEUs/8 hours)

Prerequisite: none. Electronic discovery is directly related to the legal industry; therefore, it is imperative that all stakeholders involved in the process of electronic discovery understand the litigation process. Explore the process of civil litigation with a focus on the discovery component. You will gain an understanding of rules and case law that provide the foundation of electronic discovery and the legal ethics involved throughout the process.

🕒 Lecture: 9 a.m.-6 p.m., Sa, 2/20, Garden Grove 257, 1 mtg

Instructor: C. Lynn, III, Attorney, Ryley Carlock & Applewhite

Class: E103-19414A **Fee:** \$275

Understanding Electronic Discovery

SECS 6263 (0.8 CEUs/8 hours)

Prerequisite: none. Electronic discovery has reached new heights with its addition to the Federal Rules of Civil Procedure. Electronic discovery is a major priority in business management as companies push technology to enhance record keeping and business communication. You will learn about the importance of electronic discovery, understanding the new federal rules, and the key elements of the electronic discovery process.

🕒 Lecture: 9 a.m.-6 p.m., Sa, 2/27, Garden Grove 159, 1 mtg

Instructor: C. Lynn, III, Attorney, Ryley Carlock & Applewhite

Class: E103-19413A **Fee:** \$275

Form of Production

SECS 6265 (0.8 CEUs/8 hours)

Prerequisite: none. Data volumes and sources of corporate data have grown exponentially in the last few years. Embracing available technology to help case teams work through Terabytes of data on their cases has become paramount in managing case budgets and mitigating risk. This program will address data management, retrieval and search technologies, as well as forms of production. You will walk through practical case scenarios and work through defensible and efficient data culling, review and production phases. You will gain an understanding of terminology such as Native files, TIFFs, PDFs, OCR, and Metadata as it relates to forms of electronically stored information.

🕒 Lecture: 9 a.m.-6 p.m., Sa, 3/6, Garden Grove 258, 1 mtg

Instructor: D. Roselli, Vice President, Reveal

Class: E103-19415A **Fee:** \$275

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

Forensics within Electronic Discovery

SECS 6266 (0.8 CEUs/8 hours)

Prerequisite: none. The forensic process of electronic discovery centers on the legal aspects of data preservation and the data collection process. Examine the various elements of how computer forensics drives electronic discovery. You will gain a working knowledge of how computer forensics discovers electronic evidence and the proper way to gather, handle, and store electronically stored information. You will learn the terminology needed to enhance communication in this technical field.

Ⓞ Lecture: 9 a.m.-6 p.m., Sa, 3/20, Garden Grove 258, 1 mtg

Instructor: J. Weiss, Senior Computer Forensic Examiner and Supervisor, FBI Computer Analysis Response Team, Los Angeles

Class: E103-19416A **Fee:** \$275

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

Electronic Discovery Case Management

SECS 6267 (1.5 CEUs/15 hours)

Prerequisite: none. A well managed electronic discovery process can save companies a tremendous amount of time and money. A great deal is at stake in civil cases; therefore, it is extremely important that professionals managing ediscovery projects, formally or informally, are well prepared. Examine the various elements of managing the review process of an electronic discovery case. You will learn how to prepare for review, to choose and manage review tools and vendors, and to supervise reviewers. Through a class project, participants will have the opportunity to integrate and use the knowledge acquired to plan a simulated electronic discovery case. Discussions will also focus on strategies to ensure defensible results. Course covers an overview of the Federal Rules of Civil Procedure relating to electronically stored information and the practical application of the rules, the Sedona Conference principles, the Electronic Discovery Reference Model, and the EDRM Evergreen Project Management Framework.

Ⓞ Seminar: 8 a.m.-4:30 p.m., SaSu, 4/10-4/11, Garden Grove 258, 2 mtgs

Instructor: V. Edelman, Director of Training and Development, Web Service, Encore Legal Solutions

Class: E103-19417A **Fee:** \$385

Please be advised that a User name and Password are required to access the computers in this class. See "Computer Access" in "General Information/Policies" for more information.

General Information

Computer Access for Hands-on, Online or Blackboard Classes

Please note, you will need to obtain your User name and Password in advance of accessing any CSUF computer and to participate in any online or Blackboard-managed class. Upon your first registration with University Extended Education, a PIN notification letter is sent to you by U.S. mail.

The letter includes instructions on how to access the CSUF Portal at www.fullerton.edu to obtain a Username and Password. The very first time you logon to the portal you need to use your Campus Wide I.D. (CWID) as your Username and your PIN as your password.

You will then be required to create a username and password. Once you have completed this process, you will no longer need to use your Campus Wide I.D. or PIN to logon.

If you have questions, or have not been successful in obtaining your Username and Password, please contact UEE Student Services at 657.278.2611.

Class Changes and Withdrawals

If you need to drop a class, you may do so in person, by phone, fax or mail through the Extended Education registration office, 657.278.2611. The day the form is received is the official date of withdrawal and determines the amount of refund, if any. (See "Refunds" for additional information.)

Refunds

Refunds are based on the date official withdrawal is received in the Extended Education office. Allow up to six weeks for refunds via check. If you paid with a credit card, allow 7-10 days for your refund to be credited back to your credit card. If you do not receive your refund by that time, please call the Extended Education office at 657.278.2611.

- If you drop at least one working day prior to the class start date, a full refund less \$10 per class dropped will be issued.
- If you wait until the day of the first class meeting, or any time thereafter, the amount of the refund is based on the number of class meetings. (Also see Online Class Refunds for additional information.)
- Four or Less Class Meetings—There is no refund.
- Five or More Class Meetings—If less than 25 percent of the classes have elapsed, a 65 percent refund will be issued. After 25 percent of the classes have elapsed, there will be no refund. (For example, there would be no refund for withdrawals after three meetings of a 12-meeting class because 25 percent of the class time has elapsed.)

Online Classes

- *Dropping prior to the beginning of a class:*
If you drop at least one working day prior to the class start date, a full refund less \$10 per class dropped will be issued.
- *Dropping after a class begins:*
If less than 25% of the calendar days for the class have elapsed, a 65% refund will be issued. If 25% or more of the calendar days for the class have elapsed, there will be no refund.

CD-Based Classes

There will be no refund once enrolled.

Purchase of Textbooks

TITAN BOOKSTORE

<http://www.titanbookstore.com>
Commons Building, CSUF Fullerton Campus

You can order Textbooks as follows:

• IN PERSON

Extension textbooks are located in a special section. Go to the second floor of the bookstore and look for a section of shelves with a sign that says "Extended Education" If you cannot find this section, ask for help at the Information Desk.

• ONLINE

<http://www.titanbookstore.com>

Follow the directions on the website. When you enter a department on the website form – please check Extended Education.

- If you do not have Internet access, you can order textbooks by FAX at 657.278.7703. You will need to address the order to "Titan Shops," list the text title and provide shipping/pickup information. You will also need to provide your payment information. It would be helpful to note on the fax that you are ordering an Extended Education textbook.

Parking

CSUF Fullerton Campus

Parking and Transportation Services
800 N. State College Blvd.
<http://parking.fullerton.edu>
Phone: 657.278.3082
Fax: 657.278.4533

The following is a summary of CSUF Fullerton campus parking and traffic regulations. Detailed information on parking policies, maps of parking lots, and more can be found at the Parking and Transportation Services Web site - www.parking.fullerton.edu.

Parking & Transportation is located at the north end of campus, near Lot A-faculty/staff, north of the University Police Department. The office can be accessed off of State College Blvd. Parking and Transportation Services office hours are 7 a.m. - 5 p.m.

GENERAL INFORMATION

Daily permits: Daily permits are \$8. Extension and Open University students may purchase a daily permit in the University Extended Education Registration Office or the daily permit machines in Lots A, E, G and Arts Drive, and levels 2, 4 and 6 of the State College parking structure.

Daily permits are valid in all student lots (A, B, E, G, S and all parking structures) during enforcement hours. After 6 p.m., a daily permit is valid in faculty/staff lots C, E West, I, J and College Park faculty/staff. Note: Lots F and H are designated for faculty/staff parking during all enforcement hours.

Semester permits: <http://parking.fullerton.edu>

CSUF Garden Grove Center Parking

A parking permit is required Monday through Friday. See Garden Grove map for more information.

Scholarships Available

In keeping with our commitment to lifelong learning, scholarships are available to University Extended Education (UEE) students.

- The University Extended Education Scholarship
- The Sherry Ellman Memorial Scholarship

Details about requirements and applications are on www.csufextension.org. Go to "Info"

Nondiscrimination & Harassment Policies

The California State University (CSU) does not discriminate on the basis of race, color, national origin, sex, gender or sexual orientation, disability or age in the educational programs or activities it conducts. Such programs and activities include but are not limited to admission, academic programs, non-academic programs, participation in intercollegiate athletics, and employment. Discrimination, including harassment on the basis of race, color, national origin, sex, disability or age, is prohibited by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and various state laws and all subsequent amendments by the U.S. Department of Education.

The CSU is responsible for providing a reliable, prompt and equitable response to a complaint of discrimination. Inquiries concerning the CSU's compliance with these Acts, application of these laws to programs and activities of the CSU, campus policies, complaint resolution and/or appeals processes, and discrimination/harassment complaint filing procedures may be addressed to the CSU officers assigned the administrative responsibility of reviewing such matters or directly with the U.S. Department of Education, Office for Civil Rights listed below:

All Discrimination/Harassment/Sexual Harassment Complaints

Director, Diversity and Equity Programs, CSUF
Rosamaria Gomez-Amaro
College Park 700
rgomezamaro@fullerton.edu
(657) 278-3951
TDD 657-278-2786

Student Disability Complaints (including denial or failure to implement accommodations, academic adjustments and auxiliary aids)

Director, Disabled Student Services, CSUF
Paul K. Miller
University Hall 101
pmiller@fullerton.edu
(657) 278-3117
TDD 657-278-2786

U.S. Department of Education, Office for Civil Rights Region IX

www.ed.gov/ocr
San Francisco Office
Old Federal Building, 09-8010
50 United Nations Plaza, Room 239
San Francisco, CA. 94102-4102
(415) 556-4275, FAX (415) 437-7783
TDD (415) 437-7786

Applicants for admissions or employment should contact the Office of Diversity and Equity Programs (DEP) for information on how to file a complaint or refer to the DEP website to obtain a copy of the complaint resolution procedure via <http://www.fullerton.edu/diversity/policies.asp>

Sexual Harassment

It is the policy of California State University, Fullerton and the California State University to maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1962, Title IX of the Higher Education Amendments of 1972, and the California Education Code 89535. Executive Order 927 - Systemwide Policy on Prohibiting Harassment in Employment and Retaliation for Reporting Harassment or Participating in a Harassment Investigation also prohibits sexual harassment within the California State University system. The university will not tolerate sexual harassment and will take action to eliminate such behavior. Information concerning campus sexual harassment policies and procedures can be obtained from the Office of Diversity and Equity Programs, College Park 770, (657) 278-3951 or <http://www.fullerton.edu/diversity/policies.asp>

UNIVERSITY EXTENDED EDUCATION

Map & Parking Information



- AF** Anderson Field
- B** Bookstore/Titan Shops
- BA** Becker Amphitheater
- CC** Children's Center
- CJ** Carl's Jr.
- CP** College Park
- CPA** Claves Performing Arts Center
- CY** Corporation Yard
- CS** Computer Science
- DBH** Dan Black Hall
- E** Engineering
- EC** Education-Classroom
- ECS** Engineering & Computer Science
- G** Golleher Alumni House
- GF** Goodwin Field
- H** Humanities-Social Sciences
- KHS** Kinesiology & Health Science
- LH** Langsdorf Hall
- MH** McCarthy Hall
- P** Parking & Transportation Office
- RH** Residence Halls
- PL** Pollak Library
- R** Receiving
- RGC** Ruby Gerontology Center
- SHCC** Student Health & Counseling Center
- SGMH** Minayo Hall
- TG** Titan Gymnasium
- TH** Titan House
- TS** Titan Stadium
- TSU** Titan Student Union
- UH** University Hall
- UP** University Police
- VA** Visual Arts
- NPS** Nutwood Parking Structure
- SCPS** State College Parking Structure

- Parking Information Center
- Buildings
- Student Parking
- Faculty/Staff Parking
- Parking Permit Machine
- Park and Pay



CSUF Garden Grove Center

12901 Euclid Street

A parking permit is required Monday through Friday. A permit will be issued at no additional charge to registering students. For advance registrations, the permit will arrive by mail before the first day of class. Students who register during the week immediately preceding a class start date need to pick up a permit at the Garden Grove registration desk on the first day of class. Please note: the Garden Grove parking permit is not valid at the Fullerton campus. Overflow parking is available across from the City Hall at 11222 Acacia Parkway.



UNIVERSITY EXTENDED EDUCATION

Registration Form

Please print clearly.

Mail Label Code

Date _____

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(above name on mailing label)

CSUF Student ID or Social Security # _____

Birth Date (mm/dd/yy) _____

Email Address _____

Male Female

Last Name _____

First Name _____

Middle Initial _____

Street Address _____

City _____

State _____

Zip _____

Telephone (Home) _____

Telephone (Work) _____

Extension _____

Telephone (Cell) _____

Class #	Subject Area/Course # and Class Title	Date	Fee

Class fees

Late fee

TOTAL FEES

How did you hear about us?

- Current Student (STU) Industry/Association (IND)
 Advertising (ADV) Internet search/Website (WEB)
 Catalog/Flyer (CAT) Friend/Co-worker (WOM)
 Education Fair (EDF) Other _____ (OTH)
 Email from CSUF (EMA)

Payment Options

- Check or Money Order enclosed (Payable to CSUF No cash please.)
 Charge to: VISA MasterCard American Express Discover
 Card number _____ Expiration date (Mo./Yr.) _____
(When using American Express, the name on the card must exactly match that of the student who is registering.)
 Signature (Authorization to charge) _____
 Bill my company.
(Purchase order or letter of sponsorship must accompany registration. If registering by telephone, this must be faxed the day of registration.)

Four Ways to Register

- Online** 24 hours a day - Register Now - www.csufextension.org/Register
Use your credit card to register.
- Telephone** - 657.278.2611.
M-Th, 8 a.m. to 7:30 p.m.; F, 8 a.m. to 5 p.m.; Sat., 8 a.m. to 12 p.m.
Have ready your credit card number, expiration date, and your student I.D. or Social Security number. A receipt will be mailed to you.
- In Person** - College Park building, Suite 100 (2600 Nutwood, corner of Nutwood & Commonwealth)
Mon.-Thurs.: 8 a.m. to 7:30 p.m.; Fri.: 8 a.m. to 5 p.m.; Sat.: 8 a.m. to 12 p.m.
Complete a registration form and present it at the University Extended Education office.
- Mail**
Send the completed registration form with your check, money order or credit card information to:
University Extended Education Registration
Cal State Fullerton
P.O. Box 6870
Fullerton, CA 92834-6870