



CALIFORNIA STATE UNIVERSITY, FULLERTON

APPLICATION FOR

Certificate in Crime & Intelligence Analysis

I. GENERAL INFORMATION	
Are you entering the program to pursue a certificate in Crime and Intelligence Analysis?	Yes <input type="checkbox"/> If yes, please complete sections II and III and submit your application along with a \$50 non-refundable processing fee. No <input type="checkbox"/> If no, complete section II only.

II. APPLICATION INFORMATION			
Date	CSUF Student ID or Social Security Number		
Last Name	First	Middle Initial	
Mailing Address			
City	State	Zip	
Home Telephone	Work/Cell		
Email Address			
DOB	Sex		

III. CERTIFICATE ELIGIBILITY REQUIREMENTS	
You must provide documentation verifying eligibility requirements 1, 2 & 3 below. Copies of unofficial transcripts are acceptable.	
1. Introduction to Criminal Justice Class (check one and list class title if applicable)	
a. CSUF Class	
b. Other College Class(es)	
c. Documentation of Working Knowledge (requires letter from employer)	<input type="checkbox"/>
2. Criminal Law Class (check one and list class title if applicable)	
a. CSUF Class	
b. Other College Class(es)	
c. Documentation of Working Knowledge (requires letter from employer)	<input type="checkbox"/>
3. Signed Computer Proficiency Acknowledgement Form. Students are required to have basic computer skills and a beginner's level proficiency in Word and Excel.	<input type="checkbox"/>

Please submit all documentation with this form verifying eligibility requirements 1, 2 & 3 and include a \$50 non-refundable processing fee for the application to:

Cal State Fullerton
University Extended Education
2600 Nutwood Avenue, Suite 950
Fullerton, CA 92831
Attn: Denelle Pankratz

Payment Options: <input type="checkbox"/> Check Enclosed (Payable to CSUF – no cash) <input type="checkbox"/> Please call me to take my credit card payment by phone <input type="checkbox"/> Bill my company (Purchase order or letter of sponsorship must accompany registration. If registering by telephone, please fax on day or registration.)



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Computer Proficiency Acknowledgement Form Crime and Intelligence Analysis Certificate Program

Computer proficiency is a core competency that will affect the quality of your work and experience as a student, intern and future Crime Analyst. Students enrolled in the Crime and Intelligence Analysis certificate program are required to have basic computer skills and at least a beginner's level of proficiency in Word and Excel.

Prior to entering the program students must be able to perform the functions indicated below. Please review the list and sign the acknowledgement, verifying that that you are able to execute these tasks.

Microsoft Word 2010:

- Create a new document
- Copy, cut and paste material within a document and from one document to another
- Save files under a designated name
- Use spell check and thesaurus
- Inserts bullets and numbered lists

E-mail:

- Send and receive e-mail with file attachments

Internet:

- Access the Internet
- Use Internet browser
- Download and install software from the Internet
- At least minimum ability to navigate the Internet

Operating system:

- Manage files on drives (copy, move, delete, create folders), and control of desktop environment

Microsoft Excel 2010:

- Create a new workbook/spreadsheet
- Save files under a designated name
- Use basic tools such as copying, pasting, cut, and edit.

I understand that basic computer skills and a beginners level of proficiency in Word and Excel is a requirement of the Crime and Intelligence Analysis Certificate program and verify that I am able to perform the tasks listed on this form.

Student Name

Student Signature

Date



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In the event that you cannot perform the tasks listed in the Computer Proficiency Acknowledgement Form, it is highly recommended that you take a formal beginners course in Word and Excel. In addition, the following online tutorials are available to you at no cost:

Word 2010:

<http://www.word-videos.com/>

Excel 2010:

<http://www.excel-easy.com/>

<http://www.gcflernfree.org/excel2010>

If you do not have the latest version of Microsoft Office, the campus computer labs are an available resource. For more information see here: http://www.fullerton.edu/IT/services/computer_labs/index.asp.