COURT SERVICES SPECIALIST

DEGREES, CERTIFICATES AND AWARDS

Certificate of Achievement

DESCRIPTION

The Court Services Specialist Certificate of Achievement program is intended to provide an opportunity for court employees and others interested in the justice process to enhance their professional and personal skills. Students interested can acquire the skills necessary to secure employment as reporter/recorder in our courts of law and legal and business offices.

PROGRAM LEARNING OUTCOMES

1. Design and create business documents using Microsoft Office Suite.
2. Apply accurate written, verbal and nonverbal techniques in order to communicate effectively.
3. Demonstrate the ability to work productively as a team member with people of diverse experiences and backgrounds.

CERTIFICATE OF ACHIEVEMENT PROGRAM

The Certificate of Achievement program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a "C" average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

Transfer Resources:

www.ASSIST.org – CSU and UC Articulation Agreements and Majors Search Engine

www.CSUMentor.org – CSU System Information

www.universityofcalifornia.edu/admissions/index.html - UC System Information

www.aiccu.edu – California Independent Colleges and Universities, Association of

http://wiche.edu/wue - Western Undergraduate Exchange Programs

CAREER OPPORTUNITIES

Of the career opportunities identified many will usually require the completion of degree requirements at 4-year colleges and universities.

- Court Reporter/Recorder
- FreelanceReporter/Recorder
- Hearing Reporter/Recorder
- Pre-Law/Lawyer
- Researcher/Research Analyst
- Convention Reporter/Recorder
- Librarian
- Writer
- Business Person
- Historian
- Market Researcher
- DepositionReporter/Recorder
- Consultant
- Historical Societies
- Journalist
- Communications

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at IVC. Please click on our Programs of Study link to view the information for each certificate program: **http://www.imperial.edu/courses-and-programs/programs-of-study/**

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: **www.imperial.edu/students/financial-aid-and-scholarships/**

COURT SERVICES SPECIALIST

CERTIFICATE PROGRAM

COURT SERVICES SPECIALIST CERTIFICATE
Seventeen (17.0) units required for the certificate.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I. Required courses for the certificate (8.0 units)

BUS	260	Business Communications	3.0
CIS	101	Introduction to Information Systems	3.0
CIS	120/121	Microsoft Word I or II	1.0
CIS	124/125	EXCEL I or II	1.0

II. Acceptable courses for the certificate (9.0 units): 9.0

- Select ONE course from the following:

AJ	100	Introduction to Administration of Justice (3.0)
AJ	102	Concepts of Criminal Law (3.0)
AJ	106	Principles and Procedures of the Justice System (3.0)

- Select ONE course from the following:

BUS	126	Business and the Legal Environment (3.0)
BUS	136	Human Relations in Management (3.0)

- Select ONE course from the following:

LEGL	119	Civil Procedures and Discovery (3.0)
LEGL	121	Legal Research (3.0)
POLS	100	Introduction to Political Science (3.0)
POLS	102	American Government and Politics (3.0)

Total Certificate Units	17.0
Total Maximum Units:	**17.0**