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.

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):
   - 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