IMPERIAL VALLEY COLLEGE 2011-2012 GENERAL CATALOG - CERTIFICATE AND MAJOR PROGRAMS

CERTIFICATE PROGRAM

COURT SERVICES SPECIALIST CERTIFICATE

This program is intended to provide an opportunity for court employees and others interested in the justice process to enhance their professional and personal skills.

Seventeen (17) 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				
	CIS	101	Intro 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 (12 Units):				
	- Select ONE course from the following:				3.0
	AJ	100	Intro to Admin of Justice (3.0)		
	AJ	102	Concepts of Criminal Law (3.0)		
	AJ	106	Prin & Proced of the Justice System (3.0)		
	- Select ONE course from the following:				3.0
	BUS	260	Business Communications (3.0)		
	- Select	ONE cours	se from the following:		3.0
	BUS	126	Bus & the Legal Environment (3.0)		
	BUS	136	Human Relations in Management (3.0)		
	- Select ONE course from the following :				3.0
	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:	17.0

REFERENCE: IVCMajsCrtsShts1112 - CLee 07/11/11