

COURT AND AGENCY SERVICES CERTIFICATE

PROGRAM CODE: 1C30333

Financial Aid Eligible

The **Court and Agency Services Certificate** will provide the student with the necessary knowledge, skills, and training to be employed in the field of court and/or deposition agency administration and operations. The training provides for an internship experience of 40 hours. To earn a certificate, the student must complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 19 units.

Code	Title	Units
Required courses are listed in the suggested sequence (19 units):		
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Report.	1
CTRP 073CC	Formatting, Style and Usage	1
CTRP 073DC	Proofreading	1
CTRP 071 C	Legal Terminology and Rhetoric	3
CTRP 072 C	Legal Procedures	4
CTRP 076 C	Court and Deposition Proc	3
CTRP 093 C	Information Technology-CTRP	2
BUS 143 C	Introduction to Legal Research	1
CTRP 033 C	Internship - Agency Services	2
or CTRP 034 C	Internship - Court Services	
Total Units		19

**** Recommended Advisory: California Notary Public license**

Program Student Learning Outcomes:

OUTCOME 1: Acquire the necessary skills and knowledge to enter the field of Court and Agency services working with deposition agencies and court services. Students will gain a basic knowledge of agency operations, along with basic academic classes in spelling, punctuation, formatting, and proofreading, along with legal procedures and the application and experience using technology and its application and use in courts and agencies to produce documents and transcripts. This coursework is necessary in order to work in the field of court and agency services.

http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1185