

**ACCT 120 Computerized Accounting - QuickBooks****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 120. (C-ID: ACCT 120) ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

**ACCT 121 Spreadsheet - MS Excel****Units:** 1.0 OR 2.0 **Hours:** 1.0 OR 2.0 Lecture**Transferable:** CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

**ACCT 190 Occupational Work Experience / Accounting****Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

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**Adapted Physical Ed: see Physical Ed - Adapted**

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## ADMINISTRATION OF JUSTICE

**AJ 3A Ethics****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B

This course examines the central theories and perennial issues in ethics. The ethical system of Aristotle, Kant, and the utilitarians will be investigated. These systems will be applied to contemporary moral problems. Questions about objective morality, the ideal society, social justice, and moral agency will be pursued. This course is also listed as PHIL 3A. ADVISORY: Eligible for English 1A.

**AJ 5 Introduction to Modern International Terrorism****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D, IGETC:4H, GAV-GE:D2

This course centers on conceptually defining terrorism (all types-foreign and domestic, left and right-wing, religious, environmental, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S.- global responses to the 9-11-01 attacks, as well as generally evaluating and assessing how countries and people around the world try to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states or groups working with nation-states. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 5.

**AJ 10 Introduction to the Administration of Justice****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D, IGETC:4H, GAV-GE:D2, F

The history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. (C-ID: AJ 110) ADVISORY: Eligible for English 250 and English 260.

**AJ 12 Criminal Procedures****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. (C-ID: AJ 122) ADVISORY: AJ 10; Eligible for English 250 and English 260.

**AJ 14 Criminal Law****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their applications to the system of administration of justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state. (C-ID: AJ 120) ADVISORY: AJ 10; Eligible for English 250 and English 260.

**AJ 16 Introduction to Evidence****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course covers the origin, development, philosophy and basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; types of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. In addition to the Federal Rules of Evidence, the course also includes the California law regarding the rules of evidence. (C-ID: AJ 124) ADVISORY: AJ 10 and Eligible for English 250 and English 260.

**AJ 18 Community Relations and the Justice System****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; GAV-GE:F

The course examines the complex, dynamic relationship between communities and the institutions of the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. It also examines new strategies, skills, tools, and cultural knowledge necessary for personnel engaged in all aspects of the criminal justice system. (C-ID: AJ 160) ADVISORY: Eligible for English 250 and English 260; AJ 10.

**AJ 19 Introduction to Investigation****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation, and follow-up investigation. (C-ID: AJ 140) ADVISORY: Eligible for English 250 and English 260.

**AJ 20 Juvenile Law and Procedure****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

This course covers techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; and organization of community resources. The course also includes juvenile law and juvenile court procedure with a strong emphasis on California law, including the California Penal and Welfare and Institution Codes. (C-ID: AJ 220) ADVISORY: Eligible for English 250 and English 260.

**AJ 21 Narcotics and Drug Abuse****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Designed to explore the Administration of Justice system and the development of drug policy and drug problems. This will include drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, and drug treatment, rehabilitation and education. ADVISORY: Eligible for English 250 and English 260.

**AJ 32 Crime and Delinquency**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process: the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes, the role of society. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 100A Basic Police Academy**

**Units:** 21.0 TO 24.0 **Hours:** 12.0 TO 15.0 Lecture, 37.0 TO 44.0 Laboratory  
**Transferable:** CSU

This 884 - 1062 variable unit course satisfies required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes principles, procedures and techniques of law enforcement, including: Criminal Justice Law, Patrol and Investigation procedures, Defensive Tactics, Firearms/Chemical Agents, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Cultural Diversity, Report Writing, and First Aid/CPR. Course requires significant time commitment and outside course work including uniform preparation, homework assignments and equipment maintenance. **PREREQUISITES:** 1) Completion of POST approved pre-entry English skills assessment examination and physical agility test. 2) Medical clearance by a licensed physician. 3) Penal Code Section 13511.5 requires that each applicant for admission to the Basic Police Academy course shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm.

**AJ 105P Standards and Training for Corrections**

**Units:** .5 OR 1.0 **Hours:** 5.0 OR 10.0 Lecture, 15.0 OR 30.0 Laboratory  
**Transferable:** CSU

This is a 32 to 40 hour variable unit course designed to meet advisory board, state standards, and agency education and training objectives for probation officers, and adult and juvenile institution staff. This course may be repeated for credit to meet training mandates. Subjects/topics include: legal and procedural issues; communication; safety and security protocols, medical and mental/emotional issues; managing casework; and, management and supervision issues. Subjects/topics may change with advisory board, state standards, and agency education and training objectives. **REQUIRED:** Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency.

**AJ 107A Adult Corrections Officer Core Academy**

**Units:** 4.0 TO 6.0 **Hours:** 3.3 TO 5.9 Lecture, 6.5 TO 7.9 Laboratory  
**Transferable:** CSU

This 176-248 hour variable course is designed to meet the California Corrections Standard Authority (CSA) requirements for entry-level training of Correctional Officers for adult institutions. The course includes lecture and practical application skills and knowledge including roles and responsibilities of the adult corrections officer, Title 15, Title 24, professionalism and ethics, and proper techniques to maintain the safety and security of inmates. **PREREQUISITE:** 1. Successful completion of STC approved pre-entry written and physical assessment examinations provided by the Academy. 2. Students must complete a Department of Justice background investigation and meet requirements as set forth in Government Code 1029 for qualification as a Corrections Officer. 3. Medical clearance by a licensed physician.

**AJ 129P PC 832 Without Firearms**

**Units:** 1.0 **Hours:** 10.0 Lecture and 30.0 Laboratory  
**Transferable:** CSU

This class is designed for "defined" peace officers other than sworn law enforcement personnel. This course satisfies PC 832 requirements for entry level but does NOT include firearms. This course is certified by State Board of Corrections Standards of Training. The curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. **REQUIRED:** Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency. May be repeated once for credit.

**AJ 173 Fundamentals of Probation and Parole**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

This course is designed to examine the various components in probation and parole; including probation supervision, presentence investigation reports, various jail alternative programs, the early development of probation, the study of the juvenile justice system, and the special needs of offenders. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 176 Criminal Street Gangs**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

This course is designed to explore historical developments, origins, philosophy and current trends and activities in criminal street gangs within California. It will explore areas of violence, recruitment, drug use, graffiti and attire; with emphasis placed on organization within gangs and their racial backgrounds. Types of solutions within the criminal justice system used to combat street gangs is also included. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 179P Juvenile Counselor Core**

**Units:** 4.0 **Hours:** 30.0 Lecture and 14.0 Laboratory  
**Transferable:** CSU

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level. Also listed as JLE 179.

**AJ 184 Computer Forensics**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

Introduction to computer crime investigation processes. The student is introduced to the hardware, software, networks and devices found in typical home and business settings. Techniques and equipment used to collect evidence, ensure integrity, locate and prepare data for forensic investigation. Covers chain of custody requirements for admissible evidence, data formats for a variety of modern equipment, and recovery of deleted or encrypted information. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 184.

**AJ 190 Occupational Work Experience / Administration of Justice**

**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory  
**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

All courses listed here are part of Gavilan College's approved curriculum.  
 All courses are not offered every semester. Check the Class Schedule for current offerings.