

# ADMINISTRATION OF JUSTICE

## **A.A. Degrees and Certificates of Achievement**

Law Enforcement, Option 1  
Law Enforcement, Option 2 (Police Academy)  
Corrections Option

Program Learning Outcomes: After completing the Administration of Justice major a student will be able to:

- ▶ define and utilize key terms, concepts, and theories in the criminal justice system.
- ▶ demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, correctional system, and the juvenile justice system.
- ▶ reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment.
- ▶ compare and evaluate diverse and competing arguments and analysis in disciplinary (justice system) and interdisciplinary contexts.
- ▶ interpret, assess and compare competing types of evidence and data.
- ▶ demonstrate an ability to effectively communicate orally and in writing the results of their analysis and understanding.


After completing the Administration of Justice major, students transferring to a four-year institution will be prepared for additional study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, Pre-Law.

Contact:  
(408) 848-4719  
cte@gavilan.edu

## South Bay Regional Public Safety Training Consortium

As a member of the South Bay Regional Public Safety Training Consortium, Gavilan College offers courses for students who are interested in Correctional Officer, Law Enforcement, Reserve Police Officer, Dispatcher, Fire Technology, Probation Officer, or Juvenile Hall Counselor careers. The Consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the regular schedule of college classes.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located near the Evergreen Valley College campus. Although open to the public, the majority of these courses are intended to serve the "already employed". If you have questions about these courses, or if you would like information about a career in any of these programs, please call (408) 270-6458 or visit the webpage at [www.theacademy.ca.gov](http://www.theacademy.ca.gov).



### Careers in

Law Enforcement • Fire Technology  
Probation Officer • Dispatcher  
Corrections Officer • Juvenile Hall Counselor

Gavilan College is a member of the South Bay Regional Public Safety Training consortium. This consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the schedules of regular college classes. For more information call 408-270-6458.

## Law Enforcement, Option 1 *A.A. Degree and Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

### REQUIREMENTS:

AJ 10	Introduction to the Administration of Justice	.3 units
AJ 12	Criminal Procedures	.3 units
AJ 14	Criminal Law	.3 units
AJ 16	Introduction to Evidence	.3 units
AJ 18	Community and Human Relations	.3 units

Choose 6 units:

AJ/CMUN/POLS/PSYC 6	Introduction to Conflict Resolution	(3 units)
AJ 19	Introduction to Investigation	(3 units)
AJ 20	Juvenile Law and Procedure	(3 units)
AJ 21	Narcotics and Drug Abuse	(3 units)
AJ 24	Administration of Justice Interviewing & Report Writing	(3 units)
AJ 32	Crime and Delinquency	(3 units)
AJ 173	Fundamentals of Probation and Parole	(3 units)
AJ 176	Criminal Street Gangs	(3 units)

Total Units Required: ..... 6 units  
21 UNITS

The law enforcement program provides a course of study to prepare students for employment in private security and public law enforcement agencies, including: state parks, municipal police, game wardens, probation officers, county deputy sheriffs, county and state correctional officers and the federal government.

The associate's degree program will prepare students for transfer to UC and CSU bachelors programs (if the IGETC or CSU GE pattern is chosen.)

The certificate program is an option for students whose employment objectives are with agencies who require less than an A.A. degree.

**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

## Law Enforcement, Option 2 *A.A. Degree and Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

### REQUIREMENTS:

JLE 100	Basic Police Academy	.22 units
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Choose 6 units:

AJ/CMUN/POLS/PSYC 6	Introduction to Conflict Resolution	(3 units)
AJ 19	Introduction to Investigation	(3 units)
AJ 20	Juvenile Law and Procedure	(3 units)
AJ 21	Narcotics and Drug Abuse	(3 units)
AJ 24	Administration of Justice Interviewing & Report Writing	(3 units)
AJ 32	Crime and Delinquency	(3 units)
AJ 173	Fundamentals of Probation and Parole	(3 units)
AJ 176	Criminal Street Gangs	(3 units)

Total Units Required: ..... 6 units  
28 UNITS

The law enforcement program provides a course of study to prepare students for employment in private and public law enforcement agencies.

For specific police academy information and scheduling, contact the South Bay Regional Public Safety Training Consortium. See ad on page 66.

Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

## Corrections Option *A.A. Degree*

AJ 10	Introduction to the Administration of Justice	3 units
AJ 12	Criminal Procedures	3 units
AJ 14	Criminal Law	3 units
AJ 170	Introduction to Corrections	3 units
AJ 171	Institutional Supervision & Treatment of the Offender	3 units

### Choose 6 units:

AJ/CMUN/POLS/PSYC 6	Introduction to Conflict Resolution (3 units)
AJ 19	Introduction to Investigation (3 units)
AJ 20	Juvenile Law and Procedure (3 units)
AJ 21	Narcotics and Drug Abuse (3 units)
AJ 24	Administration of Justice Interviewing & Report Writing (3 units)
AJ 32	Crime and Delinquency (3 units)
AJ 173	Fundamentals of Probation and Parole (3 units)
AJ 176	Criminal Street Gangs (3 units)

..... 6 units  
 Total Units Required: 21 UNITS

Plus completion of general education requirements: ..... units vary  
 Total Units Required: minimum of 60 UNITS

## Corrections Option *Certificate of Achievement*

AJ 170	Introduction to Correctional Administration	3 units
AJ 171	Institutional Supervision and Treatment of the Offender	3 units
AJ 172	Fundamentals of Interviewing and Counseling	3 units
AJ 173	Fundamentals of Probation and Parole	3 units
AJ 32	Crime and Delinquency	3 units
AJ 190*	Occupational Work Experience/Administration of Justice	3 units
Total Units for Certificate of Achievement:		18 UNITS

Recommended AJ electives: AJ 19, 20, 21, 24

\* Students may substitute one of the recommended electives or obtain approval from the instructor to substitute another course (A course substitution form must then be submitted to the Admissions and Records Office.)

Corrections is that part of the criminal justice system that deals with both juveniles and adults who have been charged with or convicted of a criminal offense. It involves working with the individual at the local, state, or federal level of government.

Corrections professionals subscribe to the philosophy of protecting society and aiding in the rehabilitation of the offender. The Corrections Option is designed to expose the student to different aspects of the correctional system.

**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

The correctional program is designed to expose the student to different aspects of the correctional system.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. Pattern requirements are listed on pages 47-57. See a counselor for details.