

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 12	Computerized Accounting	3
ACCT 101	Principles of Accounting I	4
ACCT 102	Principles of Accounting II—Managerial	4
ACCT 105	Intermediate Accounting	3
ACCT 109	Federal Income Tax	3
BUS 123	Introduction to Investments	3
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 150	Principles of Management	3
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 290–293	Work Experience in Business I–IV	2
CIS 101	Introduction to Computers and Information Processing (4) OR	2–4
CL 120	Computer Literacy (1) AND	
CIS 122B	Spreadsheet Software—Excel (1)	
Total units		34–36

MICRO TECHNICIAN BOOKKEEPER

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02320)

Designed for those students with no prior accounting or computer experience and who want to learn how to use the microcomputer as a tool for accounting applications. Students will gain essential accounting and computer skills necessary for today's entry-level bookkeeping positions.

Program Student Learning Outcome Statement:

- Implement an accounting system [a set of books] for both a service and a retail business structure, using accounting software.
- Apply transaction analysis and input transactions into the accounting system; process the data; prepare financial statements.
- Prepare schedules, data analysis, and reports using Spreadsheet software.

ACCT 12	Computerized Accounting	3
ACCT 101	Principles of Accounting I	4
CIS 122B	Spreadsheet Software—Excel	1
CIS 133	Advanced Microcomputer Spreadsheets Software	1
Total units		9

ADMINISTRATION OF JUSTICE

HIGHER EDUCATION CENTER AT OTAY MESA

DEAN: Silvia Cornejo, M.A., Office 4118D, 619-216-6755

FACULTY: David Caspi, J.D., Ph.D.

DEPARTMENT CHAIR: Ronald Ungar, M.A.

GENERAL DESCRIPTION

Administration of justice and Criminal Justice are the study of theories, concepts, statutes, laws, procedures, and methodologies governing the criminal justice system. These programs explore the historical development of criminal law, the interrelationship between criminal law and the criminal justice system, and its contemporary application in juvenile and adult crime.

CAREER OPTIONS

Below is a sample of the career options available for the administration of justice or criminal justice majors. Many require an associate degree, some require a bachelor's degree, and a few of these require a graduate-level degree: adjudicator/judge, arson investigator, bar examiner, border patrol officer/INS agent, correctional officer, crime laboratory/evidence technologist, customs agent, district attorney, lawyer/prosecutor/public defender, forensic scientist, FBI/Treasury/Secret Service agent, U.S. Marshal, fraud/forgery investigator, parole/probation officer, police officer, sheriff, postal inspector, and traffic officer.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Associate in Arts Degree: Transfer Preparation

Administration of Justice (SB1440)	01251
Criminal Justice	01250

Associate in Science Degree: Career/Technical

Administration of Justice—Corrections Emphasis	02521
Administration of Justice—Forensics Emphasis	02522
Administration of Justice—Law Enforcement Emphasis	02523
Crime Scene Investigator	B2705

Certificates of Achievement

Administration of Justice: Corrections Emphasis	02700
Administration of Justice: Forensics Emphasis	02713
Administration of Justice: Law Enforcement Emphasis	02710
Crime Scene Investigator	B2706

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.



ADMINISTRATION OF JUSTICE

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)



ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01251)

Administration of Justice and Criminal Justice are the study of theories, concepts, statutes, laws, procedures, and methodologies governing the criminal justice system. These programs explore the historical development of criminal law, the interrelationship between criminal law and the criminal justice system, and its contemporary application in juvenile and adult crime. This program meets the requirements of the STAR Act.

REQUIRED CORE: (6 units)

AJ 111	Introduction to Administration of Justice	3
AJ 151	Concepts of Criminal Law	3

LIST A: select two courses (6–8 units) 6–8

AJ 161	Principles and Procedures of the Justice System (3)
AJ 156	Legal Aspects of Evidence (3)
AJ 166	Principles of Investigation (4)
AJ 171	Evidence Technology (4)
AJ 188	Community Relations (3)
AJ 113	Correctional Institutions (3)
AJ 181	Juvenile Law and Procedures (3)

LIST B: select two courses or any course from List A not already used (6–8 units) 6–8

SOC 101	Introduction to Sociology (3)
PSYC 270	Statistical Methods of Psychology (3)
	OR
SOC 270	Statistical Methods of Sociology (3)
	OR
MATH 119	Elementary Statistics (4)
PSYC 101	General Psychology (3)
PS 102	Introduction to American Government and Politics (3)
	OR
SOC 110	Contemporary Social Problems (3)
	OR
	any CSU transferable Administration of Justice lower division course or courses outside the Administration of Justice discipline that are articulated as lower division major preparation for the Criminal Justice or Criminology Major at any CSU. (3)

Total units **18–22**

ASSOCIATE IN ARTS DEGREE

CRIMINAL JUSTICE

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01250)

Students who wish to major in the Administration of Justice program and plan to go on to a four-year institution are encouraged to pursue an associate in arts degree in criminal justice. The coursework is designed to offer the student a two-year degree program while preparing the student for typically required courses at a college offering a bachelor's or higher-degree program. Criminal Justice majors may complete all of their lower-division requirements at Southwestern College.

The associate in science degree in administration of justice and the associate in arts degree in criminal justice differ in that the A.S. is designed to offer those skills required for immediate employment in the areas of corrections and law enforcement, while the A.A. is intended to meet the needs of transferring students with long range educational goals in the criminal justice field.

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 111	Introduction to Administration of Justice	3
AJ 151	Concepts of Criminal Law	3
AJ 156	Legal Aspects of Evidence	3
AJ 188	Community Relations	3
AJ 161	Principles and Procedures of the Justice System	3
PS 102	Introduction to American Government and Politics	3
SOC 101	Introduction to Sociology	3
SOC 110	Contemporary Social Problems	3
MATH 119	Elementary Statistics (4)	
	OR	3–4
PSYC/SOC 270	Statistical Methods of Psychology (3)	

Total units **27–28**

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

- * Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

Note: For Police Academy, see *Law Enforcement Training Academy*, page 236.



ASSOCIATE IN SCIENCE DEGREE

ADMINISTRATION OF JUSTICE ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL

Students in administration of justice may obtain an associate in science degree in administration of justice and criminal justice programs. In addition, the student may obtain three certificates of achievement in law enforcement, corrections, and/or forensics. Degree candidates for the Administration of Justice degree must complete the courses required for the major and at least one emphasis listed as the "Corrections Emphasis," the "Law Enforcement Emphasis," or the "Forensics Emphasis." In addition, degree candidates must complete the requirements listed under graduation requirements in this catalog.

COMMON CORE

AJ 110	<i>Ethics and the Administration of Justice</i>	3
AJ 111	<i>Introduction to Administration of Justice</i>	3
AJ 151	<i>Concepts of Criminal Law</i>	3
AJ 156	<i>Legal Aspects of Evidence</i>	3
AJ 161	<i>Principles and Procedures of the Justice System</i>	3
AJ 167	<i>Written Communication in Administration of Justice</i>	3
AJ 181	<i>Juvenile Law and Procedures</i>	3
AJ 188	<i>Community Relations</i>	3
Total units		24

PLUS AT LEAST ONE EMPHASIS BELOW.

ADMINISTRATION OF JUSTICE:
CORRECTIONS EMPHASIS ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02521)

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 114	Fundamentals of Crime and Criminal Behavior	3
AJ 115	Adult Probation, Prison, and Parole	3
Plus Common Core courses for Administration of Justice		24
Total units		30

Recommended Electives: MAS 141; PSYC 101 or SOC 101.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

ADMINISTRATION OF JUSTICE
FORENSICS EMPHASIS ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02522)

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 166	Principles of Investigation	4
AJ 171	Evidence Technology	4
Plus Common Core courses for Administration of Justice (*Excluding AJ 181)		21
Total units		29

Recommended Electives: ANTH 101; BIOL 260; CAD 220; PHIL 103.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: Students pursuing the Administration of Justice degree with the Forensics Emphasis will take AJ 171 in lieu of AJ 181.

ADMINISTRATION OF JUSTICE:
LAW ENFORCEMENT EMPHASIS ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02523)

Students in administration of justice may obtain an associate in science degree in administration of justice and criminal justice programs. In addition, the student may obtain three certificates of achievement in law enforcement, corrections, and/or forensics. Degree candidates for the Administration of Justice degree must complete the courses required for the major and at least one emphasis listed as the "Corrections Emphasis," the "Law Enforcement Emphasis," or the "Forensics Emphasis."

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 166	Principles of Investigation	4
Plus Common Core courses for Administration of Justice		24
Total units		28



Recommended Electives: AJ 216; BUS 210; MAS 141; PSYC/SOC 101.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: There are recommended preparations for each course which the students are encouraged to complete. In addition, students should note that AJ 167 has a mandatory prerequisite of ENGL 71 or English assessment process. AJ 110, 111, 114, and 167 meet the general education and administration of justice requirements.

CRIME SCENE INVESTIGATOR

ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: B2705)

Students with an interest in the field of criminal justice, but with a particular interest in science and evidence collection, are encouraged to pursue the Crime Scene Investigator associate in science degree. This program was designed to prepare interested persons for careers as field evidence technicians. Persons engaged in this vocational area aid investigators at crime scenes. Specifically, they locate, collect, and analyze evidence. Typically, they work with field investigators in the course of criminal or civil investigations.

The Crime Scene Investigator associate in science degree satisfies entry-level job requirements in the area of forensics. Students interested in careers in this area should be aware that some practical experience is usually required prior to paid employment. This is a technical field requiring a combination of education and practical experience. Many students find it helpful, if not necessary, to volunteer at crime laboratories and police agencies in order to gain the requisite experience.

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 111	Introduction to Administration of Justice	3
AJ 151	Concepts of Criminal Law	3
AJ 156	Legal Aspects of Evidence	3
AJ 166	Principles of Investigation	4
AJ 167	Written Communication in Administration of Justice	3
AJ 171	Evidence Technology	4
AJ 216	Latent Fingerprint Examiner	4
AJ 222	Digital Forensic Photography	4
BIOL 100	Principles of Biology	3
BIOL 101	Principles of Biology Laboratory	1
CHEM 100	Introduction to General Chemistry	4
Total units		36

Recommended Electives: ANTH 101; BIOL 260; CAD 220; PHIL 103; TELE 100.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES

ADMINISTRATION OF JUSTICE: CORRECTIONS EMPHASIS

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02700)

Designed for students seeking careers in parole, probation, correctional institutions, and community corrections.

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and apply principles of investigation, supervision, and socialized treatment as practiced in probation, prison and parole.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

AJ 114	Fundamentals of Crime and Criminal Behavior	3
AJ 115	Adult Probation, Prison, and Parole	3
Plus Common Core courses for Administration of Justice		24
Total units		30

ADMINISTRATION OF JUSTICE: FORENSICS EMPHASIS



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02713)

Designed for students interested in careers in the forensics and criminalistic fields.

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect evidence, data, and facts in order to offer an informed judgment, if required.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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AJ 166	Principles of Investigation	4
AJ 171	Evidence Technology	4
Plus Common Core courses for Administration of Justice (*Excluding AJ 181)		21
Total units		29

- * Students pursuing the Administration of Justice degree with the Forensics Emphasis will take AJ 171 in lieu of AJ 181.

ADMINISTRATION OF JUSTICE: LAW ENFORCEMENT EMPHASIS



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02710)

Designed for students seeking careers with local, state, and federal enforcement agencies, and private security.

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 166	Principles of Investigation	4
Plus Common Core courses for Administration of Justice		24
Total units		28

CRIME SCENE INVESTIGATOR



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: B2706)

Designed for students interested in careers as field evidence technicians/ crime scene investigator.

Program Student Learning Outcome Statement:

- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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AJ 111	Introduction to Administration of Justice	3
AJ 151	Concepts of Criminal Law	3
AJ 156	Legal Aspects of Evidence	3
AJ 166	Principles of Investigation	4
AJ 167	Written Communication in Administration of Justice	3
AJ 171	Evidence Technology	4
AJ 216	Latent Fingerprint Examiner	4
AJ 222	Digital Forensic Photography	4
BIOL 100	Principles of Biology	3
BIOL 101	Principles of Biology Laboratory	1
CHEM 100	Introduction to General Chemistry	4
Total units		36

