

CO INFO 24	Accounting on Microcomputers (2)	MGMT 2	Organization and Management Theory (3)
FINANCE 2	Investments (3)	REAL ES 16	Income Tax Aspects of Real Estate (3)
FINANCE 8	Personal Finance and Investments (3)		

### **Skills Certificate in Accounting**

Major Code: 050201

See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>16</b>	ACCTG 3	Intermediate Accounting (3)
ACCTG 1	Introductory Accounting I (5)	ACCTG 11	Cost Accounting (3)
ACCTG 2	Introductory Accounting II (5)	or ACCTG 15	Tax Accounting I (3)

### **Skills Certificate in Taxation**

Major Code: 050202

See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>16</b>	CO INFO 24	Accounting on Microcomputers (2)
ACCTG 1	Introductory Accounting I (5)	REAL ES 16	Income Tax Aspects of Real Estate (3)
ACCTG 15	Tax Accounting I (3)		
ACCTG 16	Tax Accounting II (3)		

## **Administration of Justice**

### **Associate in Science Degree in Administration of Justice**

Major Code: 210500

Students wanting a transfer major must see a counselor for requirements. The Administration of Justice program prepares students for entry level positions in a variety of fields of criminal justice. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies. See the program learning outcomes listed under the AST in this subject.

<b>Major (Core and Electives)</b>	<b>30</b>	ADM JUS 319	Research Methods in Criminal Justice (3)
<b>Additional LACCD GE Requirements</b>	<b>21</b>	ADM JUS 750	Ethics in Public Safety Careers (3)
<small>(Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)</small>			
<b>Additional Degree-applicable Requirements</b>	<b>9</b>		
<b>Total</b>	<b>60</b>		
<b>Core (21 units)</b>			
ADM JUS 1	Introduction to Administration of Justice (3)		
ADM JUS 2	Concepts of Criminal Law (3)		
ADM JUS 14	Report Writing for Peace Officers (3)		
ADM JUS 16	Selection and Recruitment (3)		
ADM JUS 67	Community Relations (3)		
<b>Electives (choose 9 units minimum)</b>			
	ADM JUS 3	Legal Aspects of Evidence (3)	
	ADM JUS 5	Criminal Investigation (3)	
	ADM JUS 6	Patrol Procedures (3)	
	ADM JUS 8	Juvenile Procedures (3)	
	ADM JUS 37	California Criminal Procedures (3)	
	ADM JUS 42	Advanced Criminal Law (3)	
	ADM JUS 75	Introduction to Corrections (*3)	

### **Associate in Science in Administration of Justice for Transfer (AS-T) Degree**

Major Code: 210500

The Associate in Science in Administration of Justice for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Administration of Justice, Law Enforcement, Correctional Science, Social Science, Pre-Law, Criminology, or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. It will also prepare students for a career in the field of criminal justice, working in law enforcement agencies as police officers, probation officers, county deputy sheriffs, state correctional officers, game wardens, state park rangers, or in private security. A student may earn an Associate in Science in Administration of Justice (AS-T) Degree by completing 60

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

semester units that are eligible for transfer to the CSU, including a minimum of 18 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P** or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to communicate effectively with other agency colleagues and with the public, use critical thinking skills to select an appropriate response to a public safety event, identify relevant solutions to contemporary safety and security concerns, participate effectively in multi-cultural or interagency teams to solve safety problems on a national, state and local level and demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

<b>Major (Core and Lists A and B)</b>	<b>18</b>
<b>Additional CSU GE or IGETC Requirements</b> (Not including 0-9 double-countable major units)	<b>28-39</b>
<b>Additional CSU-Transferable Units</b>	<b>3-14</b>
<b>Total</b>	<b>60</b>

**Core (6 units)**

- ADM JUS 1 Introduction to Administration of Justice (3)
- ADM JUS 2 Concepts of Criminal Law (3)

**List A (choose 6 units)**

- ADM JUS 3 Legal Aspects of Evidence (3)
- ADM JUS 5 Criminal Investigation (3)

- ADM JUS 8 Juvenile Procedures (3)
- ADM JUS 37 California Criminal Court Procedures (3)
- ADM JUS 67 Community Relations (3)
- ADM JUS 75 Introduction to Corrections (3)

**List B (choose 6 units)**

- Any course from List A not already used or any of the following:
- ADM JUS 750 Ethics in Criminal Justice (3)
  - PSYCH 1 Introduction to Psychology (3)
  - SOC 1 Introduction to Sociology (3)
  - STAT 1 Elementary Statistics (3)

**Certificate of Achievement in Administration of Justice**

Major Code: 210500

Certificates of Achievement in Administration of Justice are awarded upon completion of 24 units of technical coursework in Administration of Justice, plus English 28 or Comm 101 and Math 123B. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total (Major plus Additional Requirements)</b>	<b>31</b>
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**Major (choose 24 units minimum)**

- ADM JUS 1 Introduction to Administration of Justice (3)
- ADM JUS 2 Concepts of Criminal Law (3)
- ADM JUS 3 Legal Aspects of Evidence (3)
- ADM JUS 5 Criminal Investigation (3)
- ADM JUS 6 Patrol Procedures (3)
- ADM JUS 8 Juvenile Procedures (3)
- ADM JUS 14 Report Writing for Peace Officers (3)
- ADM JUS 16 Selection and Recruitment (3)
- ADM JUS 37 California Criminal Procedures (3)
- ADM JUS 42 Advanced Criminal Law (3)
- ADM JUS 67 Community Relations (3)
- ADM JUS 75 Introduction to Corrections (3)
- ADM JUS 319 Research Methods in Criminal Justice (3)
- ADM JUS 750 Ethics in Public Safety Careers (3)

**Additional Requirements (7 units)**

- ENGLISH 28 Intermediate Reading and Composition (3)
- or ENGLISH 100 Accelerated Prep: College Writing (3)
- or COMM 101 Public Speaking (3)
- MATH 123B Elementary and Intermediate Algebra II (4)

*Effective spring 2017*

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*