

San José City College
Associate in Arts Degree
2016-2017

ADMINISTRATION OF JUSTICE
Judicial Administration Option

San José City College offers both an Associate in Arts (AA), Associate in Science (AS) and certificates in Administration of Justice – Judicial Administration. Students planning to transfer should follow the Associate in Arts degree. The Judicial Administration option expands the existing Administration of Justice program focus beyond primarily law enforcement to include judicial branch careers. The program offers students educational opportunities which prepare them for entry into judicial branch careers. Additionally, the curriculum addresses the educational and professional development needs of the existing judicial branch workforce and prepares students for advancement in their careers working in the courts. The program goals address the increasing need for well-prepared applicants for court positions at all levels from entry to managerial.

Students considering transferring to the California State University system and are interested in continuing their studies in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law should also review the major sheet for an Associate in Science in Administration of Justice for Transfer (AS-T).

Upon the completion of this program, students will have learned all aspects of court functions, including:

- The operations of the various divisions of the court such as criminal, civil, family law, probate, juvenile delinquency, and dependency.
- The role of the clerk of court in functions such as legal processing, calendaring, and maintaining the court record.
- The courtroom support functions such as making the official record, jury services, and court security.
- Administrative business functions such as finance, human resources, facilities management, and information technology.

CAREER OPTIONS:

- Clerk of the Court
- Deputy Court Administrator
- Case Administrator
- Court Operations Administrators/Managers/Supervisors
- Courtroom Deputy

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Ken Torre, kenneth.torre@sjcc.edu
Humanities and Social Sciences Division
San José City College Web Page

408-288-3785
www.sjcc.edu

***AA Administration of Justice
Judicial Administration Option***

All major courses including approved major electives must be completed with a grade “C” or better.

MAJOR REQUIREMENTS:**UNITS**

Nine (9) courses are required for this program option, as listed below

AJ	125	Fundamentals of Court Operations – Court Case Types	3
AJ	126	Fundamentals of Court Operations – Legal Processing	3
AJ	127	Introduction to Government and the Judicial Branch	3
AJ	128	Public Trust and Confidence in the Judicial Branch	3
AJ	129	Fundamentals of Court Operations – Courtroom Support	3
AJ	131	Judicial Branch Workplace: Relationships and Communications	3
AJ	132	Introduction to Judicial Administration	3
AJ	133	Career Readiness in the Judicial/Justice System	3
BUS	008	Business English and Writing	<u>3</u>
TOTAL			27

A.A. DEGREE REQUIREMENTS:

MAJOR REQUIREMENTS	27
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS	39
PHYSICAL ACTIVITY	<u>1</u>
TOTAL REQUIRED UNITS	67