

**ADMINISTRATION OF JUSTICE**  
**Judicial Administration Option**

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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).

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

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](mailto:kenneth.torre@sjcc.edu)  
Humanities and Social Sciences Division  
San José City College Web Page

408-288-3785  
[www.sjcc.edu](http://www.sjcc.edu)

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***AS Administration of Justice  
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All major and certificate coursework including approved major electives must be completed with a grade “C” or better.

<b><u>MAJOR REQUIREMENTS:</u></b>			<b><u>UNITS</u></b>
Nine (9) courses are required for this new 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>
<b>TOTAL</b>			<b>27</b>

<b><u>APPROVED MAJOR ELECTIVES:</u></b>			<b>9 UNITS</b>
AJ classes not used in the core sequence above			
AJ	011	Criminal Law	3
AJ	111	Juvenile Law & Procedures	3
AJ	112	Introduction to Evidence	3
AJ	113	Crime and Violence in America	3
SOC	010	Introduction to Sociology	3
SOC	011	Social Problems	3

<b><u>A.S. DEGREE REQUIREMENTS:</u></b>		
MAJOR REQUIREMENTS		27
APPROVED MAJOR ELECTIVES		9
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS		24
PHYSICAL ACTIVITY		<u>1</u>
<b>TOTAL REQUIRED UNITS</b>		<b>61</b>

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### CERTIFICATE OPTIONS

The program will have five certificate options designed to meet the career expectation of existing and future judicial branch employees and applicants.

#### **Certificate of Achievement in Judicial Administration**

(27 unit Certificate of Achievement - Level 2)

- The first certificate option is designed for those who aspire to positions of administrative responsibility within the judicial branch.

#### **STUDENT EDUCATIONAL/CAREER OBJECTIVES:**

- Preparation for a career in judicial branch/related field (beginning or changing careers).
- Professional/career development as incumbent employee in judicial branch/related field.
- Enhance incumbent employees' promotional opportunities in the judicial branch

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>
<b>TOTAL:</b>			<b>27 units</b>

#### **Certificate of Achievement in Court Management**

(18 unit Certificate of Achievement - Level 2)

- The second certificate option is for those who are seeking managerial positions within the branch but do not seek the complete administrative certificate.

#### **STUDENT EDUCATIONAL/CAREER OBJECTIVES:**

- Preparation for career in judicial branch/related field as career change with transferable prior experience (e.g., supervision, management, customer service, etc.) and/or college degree.
- Professional/career development as incumbent employee in judicial branch/related field (e.g., court operations, lead/supervision, etc.) or with prior judicial branch/related experience.
- Enhance incumbent employees' promotional opportunities into court management positions.

AJ	127	Introduction to Government and the Judicial Branch	3
AJ	128	Public Trust and Confidence in the Judicial Branch	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>
<b>TOTAL:</b>			<b>18 units</b>

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**Certificate of Achievement in Supervision/Lead**

(12-unit Certificate of Achievement - Level 1)

- The third certificate option is for those who aspire to the first line of supervision positions within the judicial branch but are not, as yet, interested in management position within the courts.

**STUDENT EDUCATIONAL/CAREER OBJECTIVES:**

- Preparation for career in judicial branch/related field as career change with transferable prior experience (e.g., supervision, management, customer service, etc.) and/or college degree.
- Professional/career development as incumbent employee in judicial branch/related field seeking advancement into supervisory or lead functions.
- Enhance incumbent court employees' promotional opportunities into lead/supervisory positions.

AJ	127	Introduction to Government and the Judicial Branch	3
AJ	128	Public Trust and Confidence in the Judicial Branch	3
AJ	131	Judicial Branch Workplace: Relationships and Communications	3
BUS	008	Business English and Writing	<u>3</u>
<b>TOTAL:</b>			<b>12 units</b>

**Certificate of Achievement in Court Operations**

(12-unit Certificate of Achievement - Level 1)

- The fourth certificate option is intended to provide an overview of the Court Operations to administrative, management, supervisory, and line staff who want to understand the broader context of the court operations and programs beyond a particular assignment or court service.

**STUDENT EDUCATIONAL/CAREER OBJECTIVES:**

- Career exploration in judicial branch/related fields (e.g., beginning careers, career change opportunities, etc.)
- Preparation for career in judicial branch/related fields
- Professional/career development as incumbent employee in judicial branch/related field or with prior judicial branch/related experience
- Incumbent employees' preparation for job change within the judicial branch/related field

AJ	125	Fundamentals of Court Operations – Court Case Types	3
AJ	126	Fundamentals of Court Operations – Legal Processing	3
AJ	128	Public Trust and Confidence in the Judicial Branch	3
AJ	129	Fundamentals of Court Operations – Courtroom Support	<u>3</u>
<b>TOTAL:</b>			<b>12 units</b>

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**Certificate of Achievement in Court System Basics**

(12 unit Certificate of Achievement - Level 1)

- The fifth and final certificate option is designed for working professionals outside of the judicial branch interested in a career change to the judicial branch. In addition this certificate is designed to appeal to those existing court employees who may seek an assignment change to broaden the breadth of their experience within the courts.

**STUDENT EDUCATIONAL/CAREER OBJECTIVES:**

- Career exploration in judicial branch/related fields (e.g., beginning careers, career change opportunities, etc.)
- Professional/career development as employee in judicial branch/related field
- Incumbent employees' preparation for job change within the judicial branch/related field

AJ	127	Introduction to Government and the Judicial Branch	3
AJ	128	Public Trust and Confidence in the Judicial Branch	3
AJ	132	Introduction to Judicial Administration	3

Choice of **one** of the fundamental courses below:

AJ	125	Fundamentals of Court Operations – Court Case Types	3
AJ	126	Fundamentals of Court Operations – Legal Processing	3
AJ	129	Fundamentals of Court Operations – Courtroom Support	<u>3</u>

**TOTAL:** **12 units**