



# Administration of Justice & Public Safety

## Career and Academic Pathways (CAPs)

### Program Map: Certificate of Achievement for Administration of Justice (Law Emphasis)

Total number of units: 17 units

Top Code/Academic Plan: 2105.00

Updated on July 23, 2021

Semester 1	Course Code	Course	Units	Notes	Notes for Part-time students
Program/GE Course	ADM JUS 001	<b>Introduction to Administration of Justice</b>	3	ADM JUS 001 introduces students to the fundamentals of the justice system, which includes police, courts, and corrections. The course fulfills a portion of the AA degree and GE Area B2.	The course does not require any prerequisites and is offered in person and online every semester, but not offered on weekends.
Program/GE Course	ADM JUS 002	<b>Concepts of Criminal Law</b>	3	ADM JUS 002 introduces students to the fundamentals of criminal law. The course fulfills a portion of the AA degree.	The course does not require any prerequisites and is offered in person and online every semester, but not offered on weekends.
Program Course	ADM JUS 003	<b>Legal Aspects of Evidence</b>	3	ADM JUS 003 introduces students to the many aspects of criminal evidence. Useful for students that have an interest of becoming a patrol officer or investigator. The course fulfills a portion of the AA degree.	The course does not require any prerequisites and is offered in person and online every semester, but not offered on weekends.

Total Units 9

Intersession	Course Code	Course	Units	Notes	Notes for Part-time students
Program Course	ADM JUS	<b>ANY Course Listed on Certificate</b>			

Total Units 0

Semester 2	Course Code	Course	Units	Notes	Notes for Part-time students
Program Course	ADM JUS 004	<b>Principles and Procedures of the Justice Syst</b>	3	ADM JUS 004 provides is a study of the role and responsibilities within the criminal justice system: Law enforcement, judicial, and corrections.	This class is only offered in the classroom and only during the fall and spring semesters.
Program Course	ADM JUS 285	<b>Directed Study-Administration of Justice</b>	2	ADM JUS 285, allows students to pursue directed study in Administration of Justice on a contract basis under the direction of a supervising instructor. Students need to successfully complete ADM JUS 001, ADM JUS 002, ADM JUS 003, and ADM JUS 004 before taking ADM JUS 285.	
Program Course	LAW 001	<b>Business Law</b>	3	This course covers fundamental legal principles pertaining to business transactions and an introduction to the legal process, such as contracts, torts, agency, criminal law, business organizations, and administrative processes	The course does not require any prerequisites and is offered in person during the fall and spring semesters.

Total Units 8

#### Degree Path and Requirements

Upon completion of this certificate and with additional studies, a student may be eligible for a entry level position in a law firm, assisting a paralegal, or in private security.

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#).

#### Department Advising Notes

This certificate is a collaboration between the AJ and Business Departments. Students should seek advice from counseling and both departments. Professor C. Fish is the only instructor that teaches this course. This course only meets three times in the semester. For additional information, email [Professor C. Fish](#).

#### Program Description

This certificate program is designed for those students seeking to gain a broad law-based perspective in their Administration of Justice studies.

#### Career and Transfer Opportunities

Visit the [Transfer Center](#) for transfer and guaranteed transfer information, which varies based on transfer college. Make an appointment with [a counselor](#) for transfer information. Students can visit [Career and Job Services](#) for career counseling and further exploration.

Different types of related [Careers](#).

#### **Youtube Videos**

[Career Advice: How to Work in Law Enforcement](#)

#### **Program Map**

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

#### **Milestones**

Courses or specific requirement designed to keep students on course to complete.

#### **Core Course**

A course that all declared majors must complete in order to achieve a degree or certificate.

#### **Prerequisite Course**

ADM JUS 001 is the recommended core class and it is part of many certificates. A specific course that must be completed before advancing to the next course.

Check the online catalog at [elac.edu](http://elac.edu) for the latest and most accurate information.

#### **Contact**

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