

ADMINISTRATION OF JUSTICE - JUDICIAL ADMINISTRATION: COURT MANAGEMENT - CERTIFICATE OF ACHIEVEMENT LEVEL 2

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. 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.

CAREER OPTIONS:

- Judicial Branch Administration
- Course Operations
- Court Management
- Court Lead/Supervision

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

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

Certificate Requirements

Course	Title	Credits
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	3
CA 040D or CA 045D	Microsoft Word Level 1 Microsoft Word Level 2	1
CA 050D or CA 055D	Microsoft Excel Level 1 Microsoft Excel Level 2	1
CA 070D or CA 075D	Microsoft PowerPoint Level 1 Microsoft PowerPoint Level 2	1
Total Units		21