

ADMINISTRATION OF JUSTICE - JUDICIAL ADMINISTRATION: COURT OPERATIONS - CERTIFICATE OF ACHIEVEMENT LEVEL 1

BUS 008	Business English and Writing	3
CA 040D	Microsoft Word Level 1	1
or CA 045D	Microsoft Word Level 2	
Total Units		13

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 successful completion of this program, students will be able to:

- 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.

Certificate Requirements

Course	Title	Credits
AJ 125	Fundamentals of Court Operations-Court Case Types	3
AJ 128	Public Trust and Confidence in the Judicial Branch	3
AJ 129	Fundamentals of Court Operations-Courtroom Support	3