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Career Services Info.  
Student and Community  
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Please visit the Counseling Center to apply for certificates and degrees, and for academic planning assistance.

**Certificate of Achievement-Advanced Level Requirements**

1. A minimum "C" grade in each major course.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EVRT 1A or ESL 5 and eligibility for MATH 114.

Note: A maximum of 18 quarter units may be transferred from other academic institutions.

**A.A./A.S. Degree Requirements**

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major requirements. Each major course must be completed with a minimum "C" grade. Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).  
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).

Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is only offered on a pass/no-pass basis.

**Corrections/Probation**

**A.A. Degree**

The Associate in Arts degree in Corrections/Probation provides the foundational education required for an individual's career entry into the criminal justice field, specifically correctional operations and probation/parole case investigations. The courses range from concepts of criminal law, evidence, investigation and reporting to criminology, aspects of social change, and corrections investigations.

*Student Learning Outcomes - upon completion, students will be able to:*

- identify and discuss the legal and sociological approaches to correctional theories and practices.
- analyze the current correctional system and alternative sentencing solutions.
- analyze and evaluate the current theories and concepts that attribute social deviations to juvenile delinquency.

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

|          |   |   |
|----------|---|---|
| ADMJ 1   | Introduction to Administration of Justice           | 4 |
| ADMJ 50  | Crime, Correction and Society                       | 4 |
| ADMJ 54  | Youth and the Law                                   | 4 |
| ADMJ 56  | Practical Writing for Administration of Justice     | 4 |
| ADMJ 64X | Administration of Justice Internship                | 2 |
| ADMJ 73  | Crime and Criminology                               | 4 |
| ADMJ 74A | Interviewing, Interrogation and Crisis Intervention | 4 |

|   |   |       |
|---|---|-------|
| ADMJ 75   | Principles and Procedures of the Justice System     | 4     |
| ADMJ 78   | Correctional Investigation                          | 4     |
| <i>Complete three (3) courses from the following:</i> |   | 12-13 |
| ADMJ 3  | Concepts of Criminal Law (5)                        |       |
| ADMJ 11   | Federal Courts and Constitutional Law (4)           |       |
| ADMJ 25   | Law and Social Change (4)                           |       |
| ADMJ 29   | Cultural Pluralism and American Law and Justice (4) |       |
| ADMJ 51   | Women in Crime (4)                                  |       |
| ADMJ 55   | Alcohol, Narcotics and Drug Abuse (4)               |       |
| ADMJ 62   | Sexual Assault: Police and Community Response (4)   |       |
| ADMJ 90A  | Legal Aspects of Evidence (4)                       |       |

|                                       |   |                    |
|---------------------------------------|---|--------------------|
| <i>Major</i>                          | <i>Corrections/Probation</i>  | <i>46-47 units</i> |
| <i>GE</i>                             | <i>General Education (31-42 units)</i>  |                    |
| <i>Electives</i>                      | <i>Elective courses req'd. when major units plus GE units total is less than 90</i> |                    |
| <i>Total Units Required . . . . .</i> |   | <i>90 units</i>    |

*Recommended*  
ADMJ 5, 53; HIST 17A, 17B; P E 28A; PSYC 1, 4; SOC 1; Spanish (any level); Occupational Work Experience

**Law Enforcement**

**A.A. Degree**

The Associate in Arts degree in Law Enforcement provides the foundational education required for an individual's career pathway into the criminal justice field with an emphasis on the administration of justice. The courses range from the concepts of criminal law, evidence, investigation and reporting to community relations and criminology.

*Student Learning Outcomes - upon completion, students will be able to:*

- identify the responsibilities of each component of the criminal justice system.
- analyze the issues and theories of ethical standards and unethical conduct that are unique to the criminal justice field.
- construct a professional report of a crime utilizing report criteria.

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

|   |   |       |
|---|---|-------|
| ADMJ 1  | Introduction to Administration of Justice           | 4     |
| ADMJ 3  | Concepts of Criminal Law                            | 5     |
| ADMJ 5  | Community Relations                                 | 4     |
| ADMJ 56   | Practical Writing for Administration of Justice     | 4     |
| ADMJ 61   | Criminal Investigation                              | 4     |
| ADMJ 64X  | Administration of Justice Internship                | 2     |
| ADMJ 75   | Principles and Procedures of the Justice System     | 4     |
| ADMJ 90A  | Legal Aspects of Evidence                           | 4     |
| <i>Complete three (3) courses from the following:</i> |   | 12-13 |
| ADMJ 11   | Federal Courts and Constitutional Law (4)           |       |
| ADMJ 25   | Law and Social Change (4)                           |       |
| ADMJ 29   | Cultural Pluralism and American Law and Justice (4) |       |
| ADMJ 50   | Crime, Correction and Society (4)                   |       |
| ADMJ 51   | Women in Crime (4)                                  |       |
| ADMJ 53   | Criminal Law II (5)                                 |       |

|           |  |             |
|-----------|--|-------------|
| ADMJ 54   | Youth and the Law (4)  |             |
| ADMJ 55   | Alcohol, Narcotics and Drug Abuse (4)  |             |
| ADMJ 60   | Patrol Procedures (4)  |             |
| ADMJ 62   | Sexual Assault: Police and Community Response (4)                            |             |
| ADMJ 73   | Crime and Criminology (4)  |             |
| ADMJ 74A  | Interviewing, Interrogation and Crisis Intervention (4)                      |             |
| Major     | Law Enforcement  | 43-44 units |
| GE        | General Education (31-42 units)  |             |
| Electives | Elective courses req'd. when major units plus GE units total is less than 90 |             |
|           | Total Units Required . . . . .   | 90 units    |

## Private Security

### Certificate of Achievement-Advanced

The Certificate of Achievement-Advanced in Private Security provides a compressed, minimum foundational education required for an individual's career pathway into the private security field. The emphasis is on courses needed to apply for entry-level positions. The courses offer exposure to patrol and justice procedures.

*Student Learning Outcomes - upon completion, students will be able to:*

- identify the responsibilities of each component of the criminal justice system.
- identify and analyze ethical standards and unethical conduct that are unique to the criminal justice profession.
- construct a professional report of a crime utilizing report criteria.

1. Meet the requirements for this certificate level.
2. Complete the following.

|             |   |    |
|-------------|---|----|
| ADMJ 1      | Introduction to Administration of Justice           | 4  |
| ADMJ 60     | Patrol Procedures                                   | 4  |
| ADMJ 64X    | Administration of Justice Internship                | 2  |
| ADMJ 75     | Principles and Procedures of the Justice System     | 4  |
|             | Complete a minimum of 23 units from the following:  | 23 |
| ADMJ 3      | Concepts of Criminal Law (5)                        |    |
| ADMJ 11     | Federal Courts and Constitutional Law (4)           |    |
| ADMJ 29     | Cultural Pluralism and American Law and Justice (4) |    |
| ADMJ 50     | Crime, Correction and Society (4)                   |    |
| ADMJ 53     | Criminal Law II (5)                                 |    |
| ADMJ 54     | Youth and the Law (4)                               |    |
| ADMJ 55     | Alcohol, Narcotics and Drug Abuse (4)               |    |
| ADMJ 56     | Practical Writing for Administration of Justice (4) |    |
| ADMJ 61     | Criminal Investigation (4)                          |    |
| ADMJ series | ADMJ 64, 64X, 64Y, 64Z                              |    |
|             | Administration of Justice Internship (1-4)          |    |
| ADMJ 90A    | Legal Aspects of Evidence (4)                       |    |
|             | Total Units Required . . . . .                      | 37 |

## Private Security

### A.A. Degree

The Associate in Arts degree in Private Security provides the foundational education required for an individual's career pathway into the private security field. The courses range from the concepts of criminal law, evidence, investigations and reporting to patrol procedures and criminology.

*Student Learning Outcomes - upon completion, students will be able to:*

- identify the components of the criminal justice system and describe how each is fundamental to criminology procedures.
- identify the elements of a crime based on a factual situation.
- construct a professional report of a crime utilizing report criteria.

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

|          |   |    |
|----------|---|----|
| ADMJ 1   | Introduction to Administration of Justice               | 4  |
| ADMJ 3   | Concepts of Criminal Law                                | 5  |
| ADMJ 60  | Patrol Procedures                                       | 4  |
| ADMJ 64X | Administration of Justice Internship                    | 2  |
| ADMJ 75  | Principles and Procedures of the Justice System         | 4  |
|          | Complete a minimum of 20 units from the following:      | 20 |
| ADMJ 11  | Federal Courts and Constitutional Law (4)               |    |
| ADMJ 29  | Cultural Pluralism and American Law and Justice (4)     |    |
| ADMJ 50  | Crime, Correction and Society (5)                       |    |
| ADMJ 53  | Criminal Law II (5)                                     |    |
| ADMJ 54  | Youth and the Law (4)                                   |    |
| ADMJ 55  | Alcohol, Narcotics and Drug Abuse (4)                   |    |
| ADMJ 61  | Criminal Investigation (4)                              |    |
| ADMJ 73  | Crime and Criminology (4)                               |    |
| ADMJ 74A | Interviewing, Interrogation and Crisis Intervention (4) |    |
| ADMJ 90A | Legal Aspects of Evidence (4)                           |    |

|           |  |          |
|-----------|--|----------|
| Major     | Private Security   | 39 units |
| GE        | General Education (31-42 units)  |          |
| Electives | Elective courses req'd. when major units plus GE units total is less than 90 |          |
|           | Total Units Required . . . . .   | 90 units |