



Accounting

ACCT 1A Financial Accounting I 4 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 11.
Five hours lecture.

The primary objective of this course is to help students learn how accounting meets the information needs of various users by developing and communicating information that is used in decision-making. Accordingly, the expected student outcome is the demonstration that the student can read, analyze and interpret external financial statements.

(ACCT 1A + ACCT 1B = CAN BUS 2) (ACCT 1A + 1B + 1C = CAN BUS SEQ A)

ACCT 1B Financial Accounting II 4 Units
Prerequisite: Accounting 1A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 11.
Five hours lecture.

The primary objective of this course is to help students learn how accounting meets the information needs of various users by developing and communicating information that is used in decision-making. Accordingly, the expected student outcome is the demonstration that the student can read, analyze and interpret external financial statements.

(ACCT 1A + ACCT 1B = CAN BUS 2) (ACCT 1A + 1B + 1C = CAN BUS SEQ A)

ACCT 1C Managerial Accounting 4 Units
Prerequisites: Accounting 1B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 11.
Five hours lecture.

Student will study the role of management accounting information in organizations for operational control, product and customer costing, and performance measurement.

(CAN BUS 4) (ACCT 1A + 1B + 1C = CAN BUS SEQ A)

ACCT 51A Intermediate Accounting 4 Units
Prerequisites: Accounting 1C.
Five hours lecture.
 Principles, control, and theory of accounting for assets, financial statements, cash and cash flows, receivables, inventories, plant and equipment, intangible assets.

ACCT 51B Intermediate Accounting 4 Units
Prerequisites: Accounting 51A.
Five hours lecture.
 Principles, control, and theory of accounting for liabilities and equities, corporations, accounting changes, statements from incomplete records, price level and fair-value accounting.

ACCT 58 Auditing 4 Units
Prerequisites: Accounting 1C.
Four hours lecture.
 Procedures and practices used in the verification of accounting records and financial statements; preparation of audit working papers.

ACCT 60 Accounting for Small Business 4 Units
(Not open to students with credit for Accounting 1A.)
Advisory: Computer Applications and Office Systems 70AA, and 100G; English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 101 or 112.
(Also listed as Small Business 95I. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
 Fundamentals of small business accounting systems.

ACCT 60A Accounting for Small Business I 1 Unit
(Not open to students with credit for Accounting 1A.)
Advisory: Computer Applications and Office Systems 70AA, and 100G; English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 101 or 112.
(Also listed as Small Business 95IA. Student may enroll in either department, but not both, for credit.)
One hour lecture.
 Fundamentals of small business accounting systems: analyzing transactions.

ACCT 60B Accounting for Small Business II 1 Unit
(Not open to students with credit for Accounting 1A.)
Prerequisite: Accounting 60A.
(Also listed as Small Business 95IB. Student may enroll in either department, but not both, for credit.)
One hour lecture.
 Fundamentals of small business accounting systems: journalizing, adjusting and posting.

ACCT 60C Accounting for Small Business III 1 Unit
(Not open to students with credit for Accounting 1A.)
Prerequisite: Accounting 60B.
(Also listed as Small Business 95IC. Student may enroll in either department, but not both, for credit.)
One hour lecture.
 Small business accounting systems: cash internal control and the accounting cycle.

ACCT 60D Accounting for Small Business IV 1 Unit
(Not open to students with credit for Accounting 1A.)
Prerequisite: Accounting 60C.
(Also listed as Small Business 95ID. Student may enroll in either department, but not both, for credit.)
One hour lecture.
 Recording small merchandising business transactions in specialized journals.

ACCT 61G Accounting (Cash Basis Proprietorship) 1/2 Unit
ACCT 61H Accounting (Merchandising Company) 1/2 Unit
ACCT 61I Accounting (Merchandising Corporation) 1/2 Unit
ACCT 61J Accounting (Manufacturing Corporation) 1/2 Unit
ACCT 61K Accounting (Computerized) 1/2 Unit
ACCT 61L Accounting (Job Order Manufacturing Company) 1/2 Unit
ACCT 61M Accounting (Service) 1/2 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Corequisites: Accounting 61G and 61H students must also enroll in Accounting 60 or 1A; Accounting 61I students must also enroll in Accounting 1B; Accounting 61J and 61K students must also enroll in Accounting 1C; Accounting 61L students must also enroll in Accounting 66; Accounting 61M students must also enroll in Accounting 60 or 1A.
One hour lecture-laboratory for each half unit of credit.
 Accounting cycle practice for a specific business model.

ACCT 64 Payroll and Business Tax Accounting 3 Units
Prerequisites: Accounting 1A or 60.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 200 or 210.
Three hours lecture.
 Fundamentals of payroll accounting using manual and computerized accounting systems. Theoretical and practical aspects of payroll accounting and reporting. Course includes Federal and California payroll tax rules and forms.

ACCT 66 Cost Accounting 5 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Five hours lecture.
 Procedures, practices, and fundamentals used by accountants when costing products or services, evaluating and measuring performances, and reporting results to users of accounting information.

<p>ACCT 67 Federal Income Tax 4 Units <i>Advisory: Accounting 1A or 60 (may be taken concurrently); English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 101 or 112.</i> <i>(Also listed as Business 67. Student may enroll in either department, but not both, for credit.)</i> Four hours lecture. A study of current federal income tax law and procedures for preparing an individual's tax return.</p>	<p>ACCT 97G-V Topics in Accounting 1/2 Unit ACCT 97WG-WZ 1 Unit ACCT 97XG-XV 2 Units ACCT 97YG-YV 3 Units ACCT 97ZG-ZV 4 Units <i>Prerequisite: Education or experience in accounting appropriate to topic.</i> One hour lecture for each unit of credit. Various topics in accounting that are current and workplace related.</p>
<p>ACCT 68A Advanced Tax Accounting I 4 Units <i>Prerequisite: Accounting 67 or Business 67.</i> <i>Advisory: Accounting 1A or 60; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 101 or 112.</i> <i>(Also listed as Business 68A. Student may enroll in either department, but not both, for credit.)</i> Four hours lecture. A study of current federal income tax law and California income tax law as it relates to individuals and sole proprietorship taxes.</p>	<p>ACCT 100G Open Accounting Laboratory for Accounting 1A 1/2 Unit <i>Corequisite: Accounting 100G students must also enroll in Accounting 1A.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 68B Advanced Tax Accounting II 4 Units <i>Prerequisite: Accounting 68A or Business 68A.</i> <i>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 101 or 112; Accounting 1A or 60.</i> Four hours lecture. A study of current federal income tax law as it relates to corporations, partnerships, estates, trusts, and gift taxes. California tax law differences will be highlighted.</p>	<p>ACCT 100H Open Accounting Laboratory for Accounting 1B 1/2 Unit <i>Corequisite: Accounting 100H students must also enroll in Accounting 1B.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 70 Budgeting and Planning 5 Units <i>Prerequisite: Accounting 1C.</i> Five hours lecture. The role of budgeting and planning as useful tools for monitoring, managing, and evaluating operational performance of an entity.</p>	<p>ACCT 100I Open Accounting Laboratory for Accounting 1C 1/2 Unit <i>Corequisite: Accounting 100I students must also enroll in Accounting 1C.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 86 Computer Accounting Systems 4 Units <i>Prerequisites: Accounting 1A.</i> <i>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 11.</i> <i>(Also listed as Computer Information Systems 86. Student may enroll in either department, but not both, for credit.)</i> Three hours lecture, two hours lecture-laboratory. Fundamentals of computerized accounting using integrated general ledger software packages and electronic spreadsheet software. Conversion of a manual system to a computer system.</p>	<p>ACCT 100J Open Accounting Laboratory for Accounting 86 1/2 Unit <i>Corequisite: Accounting 100J students must also enroll in Accounting 86.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 87AG Computerized Accounting Programs (Peachtree - DOS) 2 Units <i>Prerequisites: Accounting 1A or 60.</i> Four hours lecture-laboratory. Computerized accounting for service industry. Applications include general ledger setup, accounts payable, accounts receivable and payroll. Course will take advantage of new accounting software being used in industry.</p>	<p>ACCT 100K Open Accounting Laboratory for Accounting 51A 1/2 Unit <i>Corequisite: Accounting 100K students must also enroll in Accounting 51A.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 87AH Computerized Accounting Programs (Peachtree - Windows) 2 Units <i>Prerequisites: Accounting 1A or 60.</i> Four hours lecture-laboratory. Computerized accounting for service industry. Applications include general ledger setup, accounts payable, accounts receivable and payroll. Course will take advantage of new accounting software being used in industry.</p>	<p>ACCT 100M Open Accounting Laboratory for Accounting 58 1/2 Unit <i>Corequisite: Accounting 100M students must also enroll in Accounting 58.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 87AI Computerized Accounting Programs (Quickbooks) 2 Units <i>Prerequisites: Accounting 1A or 60.</i> Four hours lecture-laboratory. Computerized accounting for service industry. Applications include general ledger setup, accounts payable, accounts receivable and payroll. Course will take advantage of new accounting software being used in industry.</p>	<p>ACCT 100N Open Accounting Laboratory for Accounting 66 1/2 Unit <i>Corequisite: Accounting 100N students must also enroll in Accounting 66.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 88 Excel Spreadsheets for Accounting 2 Units <i>Advisories: Accounting 1A or 86; Computer Applications and Office Systems 93AH, or 93AK, or 104L; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i> Two hours lecture. Fundamentals of electronic spreadsheets using Microsoft Excel software. Concentration on solving accounting problems and completing accounting projects with Excel.</p>	<p>ACCT 100P Open Accounting Laboratory for Accounting 67 1/2 Unit <i>Corequisite: Accounting 100P students must also enroll in Accounting 67.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>
<p>ACCT 100Q Open Accounting Laboratory for Accounting 68A 1/2 Unit <i>Corequisite: Accounting 100Q students must also enroll in Accounting 68A.</i> One and one-half hours laboratory. Pass-No Pass (P-NP) course. Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.</p>	

ACCT 100R Open Accounting Laboratory for Accounting 68B 1/2 Unit

Corequisite: Accounting 100R students must also enroll in Accounting 68B.

One and one-half hours laboratory.

Pass-No Pass (P-NP) course.

Use of the facilities of the computer laboratory to solve problems related to the associated accounting course.

ACCT 105 Basic Financial Accounting Procedures 1 Unit

Corequisite: Accounting 105 students must also enroll in Accounting 1A or 60.

Advisory: Mathematics 200 or 210, and Reading 201.

Two hours lecture-laboratory.

Procedural aspects of accounting including the accounting equation, analysis of business transactions, debit and credit rules, and aspects of the accounting cycle.

ACCT 105A Basic Financial Accounting Procedures I 1 Unit

Prerequisites: English Writing 100A and Reading 201 (or Language arts 200), or English as a Second Language 161, 162 and 163; Mathematics 200 or 210.

Corequisite: Accounting 105A students must also enroll in Accounting 1A or 60.

Two hours lecture-laboratory.

Procedural aspects of accounting including the accounting equation, analysis of business transactions, debit and credit rules, and aspects of the accounting cycle.

ACCT 105B Basic Financial Accounting Procedures II 1 Unit

Prerequisites: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 200 or 210.

Corequisite: Accounting 105B students must also enroll in Accounting 1B.

Two hours lecture-laboratory.

Corporate finance and investment aspects of accounting including both equity and debt financing instruments used in US capital market. Analysis and interpretation of corporate financial statements, assessment of cash flow and analysis of a statement of cash flows, and recording and measuring of operating assets in a business entity.

ACCT 105C Basic Managerial Accounting Procedures 1 Unit

Prerequisites: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 200 or 210.

Corequisite: Accounting 105C students must also enroll in Accounting 1C.

Two hours lecture-laboratory.

Managerial/operational/behavioral aspects of accounting including the basic cost terms and concepts. Product costing systems, cost control systems, cost management techniques, cost behavior patterns and estimation, cost-volume-profit analysis, operational performance measures, standard costing systems, and quality costs.

ACCT 106 Accounting/Business Success Workshop 1 Unit

Corequisite: Accounting 106 students must also enroll in Accounting 1A or 60.

Advisory: Business 20 and Mathematics 101 or 112.

One hour lecture.

Pass-No Pass (P-NP) course.

Accounting/business career and educational planning with emphasis on coursework and skills needed to be successful in Accounting/Business disciplines.

ACCT 110 Record Keeping for the Small Office 2 Units

Advisory: Mathematics 200 or 210, and/or Business 54.

Two hours lecture.

Record keeping skills used in small professional or service offices.

Administration of Justice

ADMJ 1 Introduction to Administration of Justice (CP 1) 4 Units

(Also listed as Political Science 10. Student may enroll in either department, but not both for credit.)

Four hours lecture.

The history and philosophy of administration of justice in America. A study of the overall system from its European antecedents and development within the United States; identification of various subsystems and components, their role expectations and interrelationships; basic premises of crime, punishment and rehabilitation; the role of education in the administration of justice within a democracy. (CAN AJ 2)

ADMJ 3 Concepts of Criminal Law (CP 2) 5 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).

(Also listed as Paralegal 3, and Political Science 13. Student may enroll in only one department, for credit.)

Four hours lecture, three hours directed research.

Historical development, philosophy of law and constitutional provisions, definitions, classification of crime, and their application to the system of administration of justice; legal research, study of case law, methodology and concepts of law as a social force. (CAN AJ 4)

ADMJ 5 Community Relations (CP 7) 4 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).

Four hours lecture.

Roles and interrelationships of Administration of Justice practitioners and the public.

ADMJ 11 Federal Courts and Constitutional Law 4 Units

Advisories: English Writing 1A or English as a Second Language 5.

(Also listed as Paralegal 11, and Political Science 11. Student may enroll in only one department, for credit.)

Four hours lecture.

Federal court procedure and the impact of U.S. Constitutional law on federal and state law. Read and analyze the Constitution. Effect of U.S. Supreme Court cases on current constitutional interpretation.

ADMJ 25 Law and Social Change 4 Units

(Also listed as Sociology 25. Student may enroll in either department, but not both, for credit.)

Four hours lecture.

Exploration of the use of law as an instrument for social change. Examination of the relationship between law and social change in cross-cultural settings. Analysis of legislation, case law, the process of conflict resolution and legal institutions as they relate to social change.

ADMJ 29 Cultural Pluralism and American Law and Justice 4 Units

(Formerly Administration of Justice 58.)

(See general education pages for the requirement this course meets.)

Advisory: English Writing 1A or English as a Second Language 5.

(Also listed as Intercultural Studies 29. Student may enroll in either department, but not both, for credit.)

Four hours lecture.

An interdisciplinary study of marginalized peoples and their relationship to the law. Examines the legal perspective on cultural diversity in the United States, including race, ethnicity, culture, gender, class, religious background, disability, and sexual orientation. Analyzes how these groups interact with mainstream society through American law, concentrating on both historical and contemporary congressional acts and court rulings. Analyzes how the courts play a role in determining the status of minority groups.

ADMJ 50 Crime, Correction and Society 4 Units

(Also listed as Sociology 50. Student may enroll in either department, but not both, for credit.)

Four hours lecture.

A legal and sociological approach to understanding the fundamental ideas which have shaped correctional theories and practices. An in-depth study of adult sentencing, prisons, and jails subsystems including institutions by type and function, probation, parole and community based programs. A comprehensive examination of current correctional practices, punishment, rehabilitation, and community treatment programs with an emphasis on issues concerning race, ethnicity and gender.

ADMJ 51 Gender, Culture, and Crime 4 Units

(Also listed as Sociology 51. Student may enroll in either department, but not both, for credit.)

Four hours lecture.

An examination of the changing role of women and crime with emphasis on gender and cultural based differences related to victims, offenders and criminal justice professionals.

ADMJ 53 Criminal Law II (CP 3) 5 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); English as a Second Language 126; Mathematics 200 or 210.

Five hours lecture.

An advanced course in criminal law emphasizing substantive California statutory criminal codes. This course is primarily for those students taking part in the POST Transitional Program.

ADMJ 54 Youth and the Law 4 Units

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.

(Also listed as Sociology 54 and Paralegal 54. Student may enroll in only one department for credit.)

Four hours lecture.

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedure.

ADMJ 55 Alcohol, Narcotics and Drug Abuse 4 Units

Four hours lecture.

This course is designed to equip public service workers and the community with knowledge of the issues involved in drug abuse, including the history and classification of drugs and the problems facing society and the governing of illegal drug use.



ADMJ 56	Practical Writing for Administration of Justice (CP 5)	4 Units	ADMJ 73	Crime and Criminology	4 Units
<i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i>			<i>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Also listed as Sociology 73. Student may enroll in either department, but not both, for credit.)</i>		
<i>Four hours lecture.</i>			<i>Four hours lecture.</i>		
Writing police reports, daily memoranda and other written communications found in the criminal justice system.			Introduction to major types of crime and criminal behavior: examination of the history of crime and punishment as well as an overview of early theory extended to contemporary methods and controls used in dealing with antisocial behavior, the changing roles of principle players within the criminal justice process as well as changes of laws in the control and treatment system.		
ADMJ 60	Patrol Procedures	4 Units	ADMJ 74A	Interviewing and Counseling	4 Units
<i>Prerequisites: Administration of Justice 1 or 75.</i>			<i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i>		
<i>Four hours lecture.</i>			<i>(Also listed as Paralegal 74A, Counseling 74A, and Psychology 74A. Student may enroll in only one department, for credit.)</i>		
Responsibilities, techniques, and methods of police patrol. Practical experience in law enforcement techniques.			<i>Four hours lecture.</i>		
ADMJ 61	Criminal Investigation	4 Units	The philosophy, theories and principles involved in interpersonal and group relationships: techniques in social and human services; and interviewing and counseling for entry-level practitioners.		
<i>Prerequisites: Administration of Justice 3 or 75.</i>			ADMJ 75	Principles and Procedures of the Justice System (CP 6)	4 Units
<i>Four hours lecture.</i>			<i>(Formerly Administration of Justice 2.)</i>		
Fundamentals of investigation; crime scene search; locate, identify, record, collect, preserve, and transport physical evidence using scientific aids; modus operandi; source of information; interviews and interrogation; follow-up and case preparation. (CAN AJ 8)			<i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i>		
ADMJ 62	Sexual Assault, Police and Community Response	4 Units	<i>(Also listed as Paralegal 75, and Political Science 75. Student may enroll in only one department, for credit.)</i>		
<i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i>			<i>Four hours lecture.</i>		
<i>(Also listed as Psychology 63. Student may enroll in either department, but not both, for credit.)</i>			Procedures followed by law enforcement and courts in criminal cases; constitutional principles governing those procedures.		
<i>Four hours lecture.</i>			ADMJ 78	Correctional Investigation	4 Units
Societal and psychological aspects of sexual assault, the perpetrators and the victims; practical application of the police investigation, the criminal justice process, and the social service intervention.			<i>Prerequisite: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i>		
ADMJ 63	Independent Study in Administration of Justice	1 Unit	<i>Four hours lecture.</i>		
<i>Prerequisite: Administration of Justice 1.</i>			History and development of probation and parole systems, including current practices at the Federal, State and local levels. Investigation techniques needed for preparation of pre-sentence investigation reports, use of these reports in the courts, probation and parole supervision, and correctional institutions.		
<i>Three hours laboratory.</i>			ADMJ 90A	Legal Aspects of Evidence (CP 4)	4 Units
<i>(May be repeated up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)</i>			<i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i>		
Projects and/or directed readings under the direction of the instructor. Reports will be required.			<i>(Also listed as Paralegal 90A. Student may enroll in either department, but not both, for credit.)</i>		
ADMJ 64	Administration of Justice Internship	1 Unit	<i>Four hours lecture.</i>		
ADMJ 64X		2 Units	The origin, development, and content of the rules of evidence; kinds and degrees of evidence and rules governing admissibility of evidence. (CAN AJ 6)		
ADMJ 64Y		3 Units	ADMJ 95	Overview of American Law	4 Units
ADMJ 64Z		4 Units	<i>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i>		
<i>Advisory: Administration of Justice 1, 74A, and 75; or consent of the instructor.</i>			<i>(Also listed as Paralegal 95 and Political Science 95. Student may enroll in only one department, for credit.)</i>		
<i>Four hours per week per unit of supervised internship in an authorized office or agency.</i>			<i>Four hours lecture.</i>		
<i>(Any combination of Administration of Justice 64, 64X, 64Y and 64Z may be taken up to six times, not to exceed 18 units, for credit.)</i>			Overview of the major substantive areas of American law: agency, contracts, constitutional law, corporations, criminal law, family law, property, torts, wills and estates.		
Program of work experience and study in law enforcement, corrections/probation, private security or human services under the supervision of the instructor and agency personnel.			ADMJ 120	Supervisory Techniques	5 Units
ADMJ 65	Special Projects in Administration of Justice	1/2 Unit	<i>Five hours lecture.</i>		
ADMJ 65W		1 Unit	Responsibilities of a police supervisor; duties, human relationships, grievances, rating, promotion, and training.		
ADMJ 65X		2 Units	ADMJ 131	Jail Procedures	2 Units
ADMJ 65Y		3 Units	<i>Credit course - Does not apply to De Anza Associate Degree.</i>		
ADMJ 65Z		4 Units	<i>Two hours lecture.</i>		
<i>A minimum of twelve hours lecture per quarter required for each unit of credit.</i>			The laws regulating the procedures and processes concerning incarceration as a result of arrests. The relationships between jailers and patrolmen, detectives, court officers, and other groups involved in the administration of criminal justice.		
<i>(Any combination of Administration of Justice 65, 65W, 65X, 65Y and 65Z may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)</i>			ADMJ 151	Laws of Arrest for School Peace Officers (832.2 P.C.)	3 Units
Individual group projects in the Administration of Justice curriculum dealing with issues related to law enforcement, courts, corrections, private security, and industrial security.			<i>Credit course - Does not apply to De Anza Associate Degree.</i>		
ADMJ 69	Administration of Justice Field Trips	3 Units	<i>Three hours lecture.</i>		
<i>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i>			Principles, methods and laws of arrest for school peace officers as required by State of California Commission on Peace Officer Standards and Training.		
<i>Six hours lecture-laboratory.</i>					
<i>(May be repeated up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)</i>					
A survey of current conditions in the paralegal field or visits to adult or juvenile detention and correctional facilities in Northern California.					