Honolulu Community College has established itself as the premier career and technical training center in the state of Hawaii. Twenty-three programs are offered that span the fields of transportation, trades, communication, and services. Each of the programs maintains strong ties with industry through the use of industry advisory committees. These committees regularly review the curriculum to ensure that students receive the best training possible. Industry also supports the programs through the donation of state-of-the-art equipment for training. Many of Honolulu CC’s program facilities and training equipment are world class. Where appropriate, programs also hold local and national certifications and some have been awarded national recognition.

AJ - ADMINISTRATION OF JUSTICE

LIAISON: Oscar Diaz (847-9370, oscard@hawaii.edu)

WEBSITE: www.honolulu.hawaii.edu/aj

PROGRAM MISSION: The Administration of Justice program’s mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

PROGRAM DESCRIPTION: This program is designed to prepare the student academically for entry into the Administration of Justice career field; i.e., law enforcement, courts, corrections or private security. Courses are also provided to meet the training needs of the in-service professional.

A student at Honolulu Community College who completes twelve (12) units of Administration of Justice work may receive up to twelve (12) additional units for completing Basic Recruit Training in law enforcement or corrections, as required by governmental agencies:

- Basic Recruit Training (e.g., Corrections) graduating with a minimum of 250 hours training – 6 credits.
- Basic Recruit Training (e.g., DPS - Law Enforcement) graduating with a minimum of 500 hours training – 9 credits.

PROGRAM STUDENT LEARNING OUTCOMES (SLO): Upon successful completion of the AJ program, students will be able to:

- Use critical observation skills.
- Communicate with a diverse population in a culturally sensitive manner.
- Assess and respond appropriately to potential conflict situations.
- Write clear and accurate reports.
- Maintain a drug free lifestyle.
- Work independently and interdependently to accomplish shared professional outcomes.
- Develop Administration of Justice career plans.
- Practice within the legal/ethical parameters of the Justice profession.

PROGRAM REQUIREMENTS:

<table>
<thead>
<tr>
<th>Program Prerequisite:</th>
<th>Associate in Applied Science Degree Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement in ENG 100</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 101 Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice Elective</td>
<td>6</td>
</tr>
<tr>
<td>General Education Requirement *</td>
<td>3</td>
</tr>
</tbody>
</table>
ICS 100  Computing Literacy and Applications  3

**Second Semester**
- AJ 138  Criminal Justice System Reports and Communications  3
- AJ 200  Procedures in the Hawai‘i Justice System  3
- Administration of Justice Elective  3
- General Education Requirement *  3
- Elective **  3

15

**Third Semester**
- AJ 221  Introduction to Criminal Law  3
- Administration of Justice Electives  3
- General Education Requirement *  3
- Electives **  6

15

**Fourth Semester**
- AJ 224  Rules of Evidence  3
- Administration of Justice Elective  3
- General Education Requirements *  6
- Elective **  3

15

Minimum Credits Required  60

* A minimum of 15 General Education credits are required. General Education requirements for the AAS degree are listed under DEGREES AND CERTIFICATES.

** 12 elective credits must be selected from AJ or General Education courses or courses numbered 100 and above and 3 elective credits may be selected from any courses that are not excluded from the AAS degree. Up to four credits of AJ 193 may be applied to AJ program requirements. (See DEGREES AND CERTIFICATES section.)

The following elective is highly recommended for Administration of Justice students: SP 151, Personal and Public Speech.

**Cost of Textbooks/Supplies:** The cost for textbooks is approximately $400 per semester.

**Advisory Committee:**
Gary Helfand, University of Hawaii West Oahu
Michael J. Hoffman, State of Hawaii Department of Public Safety
Karl Kim, National Disaster Preparedness Training Center
Cary Okimoto, Honolulu Police Department
Max Otani, State of Hawaii Department of Public Safety