

## CAREER & TECHNICAL EDUCATION PROGRAMS

### CTE Statement of Philosophy

Honolulu Community College believes in unlimited human potential. The General Education component in all programs is a part of the process that supports individuals by encouraging development in thought, communication, ethical deliberation, creativity, feeling, empathy, adaptability, and awareness by providing foundation skills necessary for successful living in a ever-changing, global environment. In addition, General Education is a key to solving the problems of surviving and thriving for individuals, communities and nations because it provides a common basis of understanding that fosters collaboration and helps create a human community. The Honolulu Community College General Education curriculum has comprehensive learning outcomes and ensures that students are able to meet those outcomes. These outcomes include the development of:

- a) Understanding of the basic content and methodology of major areas of knowledge, including humanities and fine arts, natural sciences, and social sciences.
- b) Skills necessary to be a productive individual and lifelong learner, which include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the acquisition of knowledge through a variety of means.
- c) Qualities necessary to be an ethical human being and effective citizen. These include an appreciation of ethical principles, civility and interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political and social responsibilities locally, nationally, and globally.

### AJ - ADMINISTRATION OF JUSTICE

**LIAISON:** William Corbett, Jr. (847-9870, wcorbett@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/aj](http://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 LEARNING OUTCOMES (PLOs):** 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:**

**Program Prerequisite:** *Placement in ENG 100*

**First Semester**

*AJ 101 - Introduction to Administration of Justice*  
*Administration of Justice Elective*  
*General Education Requirement \**  
*ICS 100 - Computing Literacy and Applications*

**AAS Credits**

3  
6  
3  
3

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15

**Second Semester**

*AJ 138 - Criminal Justice System Reports and Communications*  
*AJ 200 - Principles of Hawai'i Justice System*  
*Administration of Justice Elective*  
*General Education Requirement \**  
*Elective \*\**

**AAS Credits**

3  
3  
3  
3

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3

15

**Third Semester**

*AJ 221 - Introduction to Criminal Law*  
*Administration of Justice Electives*  
*General Education Requirement \**  
*Electives \*\**

**AAS Credits**

3  
3  
3  
6

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6

15

**Fourth Semester**

*AJ 224 - Rules of Evidence*  
*Administration of Justice Elective*  
*General Education Requirements \**  
*Elective \*\**

**AAS Credits**

3  
3  
6  
3

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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:**

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