

Administration of Justice

Honolulu Community College's Administration of Justice Program (AJ) curriculum has been designed to prepare students academically for entry-level positions in the fields of law enforcement, courts, corrections or private security. The program also provides enhancement for professionals such as police, deputy sheriff, corrections, or security officers and personnel in the criminal justice system.

Program Entry Requirements

English Requirements:

Grade of "C" or higher in ENG 22 or 60
OR
COMPASS* placement into ENG 100

*UH Community College System placement test

Math Requirements:

None

Recommended Preparation

Classes in typing and English speaking and writing

Costs (not including tuition)

Books: \$200 - \$300

Program Technical Standards

Our program technical standards have been developed to help students understand the minimum essential mental, physical, and behavioral skills necessary for participation in and completion of all core aspects of our curriculum.

As an AJ student, you will be expected to do the following:

Thinking skills 1

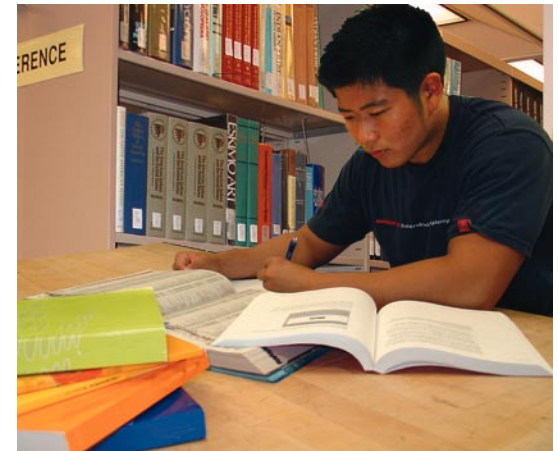
General: Apply criminal justice theories and critical thinking skills to resolve issues common to the field.

Specific: Read and follow procedures outlined in lectures, textbooks, handouts and legal documents.
Memorize laws and legal procedures.
Apply basic principles of criminal investigation.
Define and classify crimes.
Conduct basic legal research.
Describe judicial procedures.
Adhere to rules in preparing and presenting evidence.

Sensory/Observation skills 2

General: Use sensory cues to make accurate observations and assessments of a crime scene.

Specific: Survey a scene and gather physical evidence.
Detect subtle clues in an investigation.
Examine evidence such as fingerprints, casts, photographs, and lab reports.



AJ student conducts research.



AJ student surveys the scene of a mock crime exercise.



3 AJ students pose for photo during a field trip to Halawa Prison.

3 Motor skills

General: Travel to various sites to do research.

Specific: Visit off-campus sites such as the Federal Building, courthouses, and State Library to access public records, reference materials, or other resources.
Attend a court session.

4 Communication skills

General: Communicate effectively to gather and convey information.

Specific: Conduct interviews to obtain necessary information.
Express information coherently.
Prepare accurate and concise judicial system reports.

5 Behavioral skills

General: Behave appropriately in a shared learning environment.

Specific: Work independently with minimal supervision.
Work cooperatively with partners and groups.
Follow through with individual and shared responsibilities.
Adhere to the HCC Student Conduct Code.

6 Environmental tolerance

General: Function safely in a typical classroom environment.

Specific: Work for prolonged periods amidst:
Artificial lighting
Air conditioning
Dust and odors
Residue from cleaning products



4 AJ student interviews a witness to gather information and write a report.

For More Information

If you are interested in our program, we encourage you to meet with our AJ counselor (phone: 845-9129) and refer to the information at <http://tech.honolulu.hawaii.edu/aj/index.html> to decide whether the AJ program is right for you.

Please keep in mind that you will have to fulfill additional requirements to be eligible for certification exams or licensure in the field. For examples go to <http://www.honolulu.hawaii.edu/hrd/mpr.htm> or <http://www.ehawaii.gov/dhrd/statejobs/html/howto.html#LEARNING>

Disability Accommodations

We have developed our technical standards in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. We will provide reasonable accommodations to qualified students with disabilities. If you are interested in our program, we encourage you to review the program technical standards and course information at <http://tech.honolulu.hawaii.edu/aj/index.html> to decide whether the AJ program is right for you.

If you have questions about the AJ program, please call the HCC Counseling Office at 845-9129. Individuals with hearing impairments may call 845-9270 (v/t) or use the Telecommunication Relay Service at 1-877-447-5990.

If you have questions about disability access and accommodations, please direct them to HCC's Services for Students with Disabilities (SSD) at 845-9282 (v/t), 845-9272 (v/t), or e-mail access@hcc.hawaii.edu

SSD will be happy to meet with you, evaluate your disability documentation, and, as appropriate, recommend reasonable accommodations consistent with your documented limitations and the technical standards of the program. We will keep your disability information confidential within the parameters of the accommodation process.