

**ACCT 115 Sales Tax, Payroll Taxes, and Employee Benefits (2)**  
2 hours lecture**Transfer acceptability:** CSU

Provides a knowledgeable background in all phases and aspects of sales tax and payroll accounting. Surveys the various tax procedures required by the employer and employee in filing the correct forms for social security, and federal and state income tax returns. Worker's compensation and state disability benefits will be discussed, as well as pensions, health plans, vacation and sick leave, and other employee benefits.

**ACCT 120 Analysis of Financial Statements (3)**  
3 hours lecture**Prerequisite:** A minimum grade of 'C' in ACCT 201**Transfer acceptability:** CSU

Exploration of the characteristics of financial statements and analysis of reported results from such statements. How to apply ratios to financial statements and to interpret outcomes in order to draw various inferences and/or conclusions from the results.

**ACCT 197 Accounting Topics (.5 - 4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

**Transfer acceptability:** CSU**Note:** May be taken 4 times

Topics in Accounting. See Class Schedule for specific topic offered. Course title will designate subject covered.

**ACCT 201 Financial Accounting (4)**  
(Formerly Business 103)  
4 hours lecture**Transfer acceptability:** CSU; UC

Financial accounting theory, principles, and procedures. Application of theory and practice to the accounting cycle and to systems design. An emphasis on both the preparer and the information user will be stressed.

**ACCT 202 Managerial Accounting (4)**  
(Formerly Business 108)  
4 hours lecture**Prerequisite:** A minimum grade of 'C' in ACCT 201**Transfer acceptability:** CSU; UC

Accounting theory, principles, and procedures for financial statement analysis, decentralized operations, cost concepts, cost accounting, budgeting, standard costing, cost profit volume analysis, accounting control, differential analysis, capital budgeting, variable and absorption costing, responsibility accounting, capital investment analysis, and income taxes.

**ACCT 205 Cost Accounting (3)**  
3 hours lecture**Prerequisite:** A minimum grade of 'C' in ACCT 202**Transfer acceptability:** CSU

A study of the fundamental principles of cost accounting, including the elements of production costs, cost estimations, byproducts and joint products, spoilage and scrap materials, and systems of cost distribution such as standard cost, job order, and process flow.

**Administration of Justice (AJ)**

Contact Public Safety Programs for further information.

(760) 744-1150, ext.1722

Office: PSTC, 182 Santar Place, San Marcos

For transfer information, consult a Palomar College Counselor.

**Associate in Arts Degrees -**

AA Degree requirements are listed in Section 6 (green pages).

- Administration of Justice - General
- Administration of Justice - Homeland Security
- Administration of Justice - Investigations
- Administration of Justice - Law Enforcement

**Certificates of Achievement -**

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Basic Police Academy

**PROGRAMS OF STUDY****Administration of Justice – General**

This program prepares students for a career in the criminal justice system or private security services. The program will give students general knowledge and skills in theory, principles, and techniques of law enforcement agencies and private security services.

**A.A. DEGREE MAJOR**

Program Requirements	Units
AJ 100 Introduction To Criminal Justice	3
AJ 101 Criminal Evidence	3
AJ 102 Criminal Procedures	3
AJ 103 Community Relations	3
AJ 104 Criminal Law	3
AJ 106 Police Ethics	3
AJ 180 Criminology	3
AJ 280 Internship – A Service Learning Experience	3
or	
*CE 100 Cooperative Education	3
<b>Electives (Select 12 units)</b>	
AJ 50 POST Perishable Skills	.5
AJ 51 First Aid/CPR Update	.5
AJ 52 Racial Profiling	.5
AJ 53 Instructor Development	2.5
AJ 65 Preparation for Law Enforcement	3
AJ 83 Law Enforcement Career Strategies	3
AJ 97 Topics In Administration Of Justice	.5 - 20
AJ 140 Criminal Justice In The 21ST Century - Field Study	1.5
AJ 175 Narcotics	3
AJ 197 Topics In Administration Of Justice	.5 - 6
<b>TOTAL UNITS</b>	<b>36</b>

\*Cooperative Education must be related to this major.

**Administration of Justice - Homeland Security**

This program prepares students for a career in the public or private job sector providing security services to institutions, government entities (Department of Homeland Security and Transportation Security Administration), and the general public. This program will give students general knowledge and skills of Homeland Security.

**A.A. DEGREE MAJOR**

Program Requirements	Units
AJ 100 Introduction To Criminal Justice	3
AJ 101 Criminal Evidence	3
AJ 102 Criminal Procedures	3
AJ 103 Community Relations	3
AJ 104 Criminal Law	3
AJ 106 Police Ethics	3
AJ 151 Introduction to Terrorism	3
AJ 152 Weapons of Mass Destruction	3
AJ 153 Issues in Homeland Security	3
AJ 180 Criminology	3
AJ 280 Internship – A Service Learning Experience	3
or	
*CE 100 Cooperative Education	3
FIRE 131 Emergency Preparedness	3
<b>TOTAL UNITS</b>	<b>36</b>

\*Cooperative Education must be related to this major.

It is recommended that a student working towards an associate degree in Homeland Security take two of the following courses: POSC 110; SOC 110; and/or PSYC 120.

### Administration of Justice – Investigations

This program prepares students for a career in the public or private sector providing general knowledge and skills in theory, principles, and techniques of forensic science and investigation in the criminal justice system.

#### A.A. DEGREE MAJOR

Program Requirements		Units
AJ 100	Introduction To Criminal Justice	3
AJ 101	Criminal Evidence	3
AJ 102	Criminal Procedures	3
AJ 103	Community Relations	3
AJ 104	Criminal Law	3
AJ 106	Police Ethics	3
AJ 110	Basic Criminal Investigation	3
AJ 141	Enforcement Psychology	3
AJ 180	Criminology	3
AJ 210	Basic Crime Scene Forensic Science	3
AJ 211	Fingerprint Identification	3
AJ 280	Internship -- A Service Learning Experience or	3
*CE 100	Cooperative Education	3
<b>TOTAL UNITS</b>		<b>36</b>

\*Cooperative Education must be related to this major.

### Administration of Justice—Law Enforcement

This program prepares students with the general knowledge and skills required for a career in municipal and county law enforcement as a sworn peace officer.

#### A.A. DEGREE MAJOR

Program Requirements		Units
AJ 100	Introduction to Criminal Justice	3
AJ 101	Criminal Evidence	3
AJ 102	Criminal Procedures	3
AJ 103	Community Relations	3
AJ 104	Criminal Law	3
AJ 106	Police Ethics	3
AJ 110	Basic Criminal Investigation	3
AJ 115	Patrol Procedures	3
AJ 131	Juvenile Justice	3
AJ 141	Enforcement Psychology	3
AJ 180	Criminology	3
AJ 280	Internship -- A Service Learning Experience or	3
*CE 100	Cooperative Education	3
<b>TOTAL UNITS</b>		<b>36</b>

\*Cooperative Education must be related to this major.

### Basic Police Academy

The Basic Police Academy Certificate of Achievement is a series of courses which when combined satisfy mandated training requirements for a California Basic Peace Officers Standards and Training (P.O.S.T.) certificate. The program is certified and prepares the student for work as a law enforcement officer in the State of California.

Admission to the program is by special application. To be eligible for consideration, the applicant must (1) be free of felony conviction or conviction of a misdemeanor which prohibits possession of a firearm, (2) be eligible for English 50, (3) possess a valid driver's license, (4) pass written, oral and physical fitness examinations, (5) pass a medical examination, (6) be 18 years old, and (7) pass Department of Justice clearance.

In addition to passing the required college examinations, the student must obtain passing scores on each P.O.S.T. Learning Domain Examination, and all skills/lab portions of the Academy.

Each block must be completed in sequential order within the same Academy.

#### CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
AJ 90	Basic Police Academy I	20
AJ 91	Basic Police Academy II	18.5
AJ 92	Basic Police Academy III	19
<b>TOTAL UNITS</b>		<b>57.5</b>

#### COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

#### AJ 50 POST Perishable Skills (1.5)

1 1/2 hours laboratory

**Prerequisite:** Must be an active full time peace officer or active duty reserve peace officer and currently employed by a law enforcement agency.

**Recommended preparation:** Law enforcement field experience

**Note:** Pass/No Pass grading only; may be taken 4 times

A POST-approved perishable skills course for active full time peace officers or active reserve peace officers that are currently employed by a law enforcement agency. This course covers tactical firearms, driver training/awareness, arrest and control, tactical communications, and interpersonal communication skills. This course meets the POST Continuing Professional Training (CPT) requirements.

#### AJ 51 First Aid/CPR Update (1.5)

1/2 hour lecture

**Prerequisite:** Must be an active full time peace officer or active reserve peace officer and currently employed by a law enforcement agency.

**Note:** Pass/No Pass grading only; may be taken 4 times

A POST-approved perishable skills course for active full time peace officers or active reserve peace officers that are currently employed by a law enforcement agency. This course is an overview of emergency medical care terminology and procedures required for peace officers when responding to victims where assessment of treatment and possible basic life support maneuvers will be required.

#### AJ 52 Racial Profiling (1.5)

1/2 hour lecture

**Prerequisite:** Must be an active full time peace officer or active reserve peace officer and currently employed by a law enforcement agency

**Note:** Pass/No Pass grading only; may be taken 4 times

A POST-approved course for active full time peace officers or active reserve peace officers that are currently employed by a law enforcement agency. This course clarifies what constitutes racial profiling, conceptually and legally.

#### AJ 53 Instructor Development (2.5)

2 1/2 hours lecture

**Prerequisite:** Must have successfully completed a POST Certified Basic Police Academy, and/or is a subject matter expert on a topic that is taught in the Basic Course

**Note:** Pass/No Pass grading only; may be taken 4 times

A POST-approved course that is designed to develop competency in the following areas: role and responsibility of the basic course instructor, adult learning principles, lesson planning, presentation skills, facilitation skills, learning resources and evaluation methods. This program consists of 40 hours of instruction and competency demonstration.

#### AJ 65 Preparation for Law Enforcement (3)

3 hours lecture

**Note:** Pass/No Pass grading only

This course will provide an educational overview of the hiring process of law enforcement agencies and prepare the serious candidate for law enforcement employment to successfully complete the pre-employment testing and screening process. It will take the student from the written test all the way through to the oral interview.

- AJ 75 Spanish for Law Enforcement (3)**  
3 hours lecture  
Basic conversational Spanish with emphasis on law enforcement situations.
- AJ 83 Law Enforcement Career Strategies (3)**  
3 hours lecture  
This course is designed to address student's expectations and concerns of a law enforcement career. Topics will range from the application and hiring process to realistic techniques and practices for safe operational procedures in a variety of law enforcement job settings. Students will be given tools and strategies to cope with the interpersonal demands and the inherent traumas of the career as well as information to aid in assessing the risk and rewards of the career. The course will be taught by instructors who have had long careers or who currently serve as peace officers.
- AJ 90 Basic Police Academy I (20)**  
18½ hours lecture - 4½ hours laboratory  
*Note: May not be taken for Pass/No Pass Grading; may not be taken as an audit. May be taken 4 times.*  
Block I of the Basic Police Academy Certificate of Achievement is a series of major objectives which when combined satisfy mandated training requirements for California Basic Peace Officers Standards and Training (P.O.S.T.) certificate. The program is certified and prepares the student for work as a law enforcement officer in the State of California.
- AJ 91 Basic Police Academy II (18.5)**  
15½ hours lecture - 9 hours laboratory  
*Prerequisite: A minimum grade of 'C' in AJ 90*  
*Note: May not be taken for Pass/No Pass Grading; may not be taken as an audit. May be taken 4 times.*  
Block 2 of the Basic Police Academy Certificate of Achievement is a continuation in a series of major objectives which when combined satisfy mandated training requirements for California Basic Peace Officers Standards and Training (P.O.S.T.) certificate. The program is certified and prepares the student for work as a law enforcement officer in the State of California.
- AJ 92 Basic Police Academy III (19)**  
16 hours lecture - 9 hours laboratory  
*Prerequisite: A minimum grade of 'C' in AJ 91*  
*Note: May not be taken for Pass/No Pass Grading; may not be taken as an audit. May be taken 4 times.*  
Block 3 of the Basic Police Academy Certificate of Achievement is the culmination of a series of major objectives which when combined satisfy mandated training requirements for California Basic Peace Officers Standards and Training (P.O.S.T.) certificate. The program is certified and prepares the student for work as a law enforcement officer in the State of California.
- AJ 97 Topics in Administration of Justice (.5 - 20)**  
*Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.*  
*Note: May not be taken for Pass/No Pass Grading. May be taken 4 times.*  
Topics in Administration of Justice. See Class Schedule for specific topic offered. Course title will designate subject covered.
- AJ 100 Introduction to Criminal Justice (3)**  
3 hours lecture  
*Transfer acceptability: CSU; UC*  
A comprehensive overview of the American Criminal Justice System. History, theories, and philosophy of the three parts of the criminal justice system including law enforcement, courts, and corrections. Relevant sociological and economic issues, past and present, will be addressed.
- AJ 101 Criminal Evidence (3)**  
3 hours lecture  
*Transfer acceptability: CSU*  
The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.
- AJ 102 Criminal Procedures (3)**  
3 hours lecture  
*Transfer acceptability: CSU*  
Review of the criminal justice system; criminal procedures from incident to final disposition; principles of constitutional, federal, and state laws as they apply to, and affect the administration of justice.
- AJ 103 Community Relations (3)**  
3 hours lecture  
*Transfer acceptability: CSU; UC*  
A study of the role of law enforcement and justice system participants. The expectations and interrelationships between the various agencies and the public view/role toward establishing positive relationships. An overview of communication skills and the interaction between the criminal justice system and the multicultural society will be presented. Hate crimes, as well as prejudice, bias, and discrimination will be addressed.
- AJ 104 Criminal Law (3)**  
3 hours lecture  
*Transfer acceptability: CSU; UC*  
Historical development, philosophy, and constitutional provisions of law. Definitions, classification of crimes, study of case law, and concepts of the law as a social force.
- AJ 106 Police Ethics (3)**  
3 hours lecture  
*Transfer acceptability: CSU*  
Designed to enable the student to explore and understand the potential ethical dilemmas that may confront administration of justice professionals. Morality, ethics, justice and law will be studied from the perspective of a criminal justice professional.
- AJ 110 Basic Criminal Investigation (3)**  
3 hours lecture  
*Transfer acceptability: CSU*  
Fundamentals of investigation, search, collection and preservation of physical evidence, scientific aids, modus operandi, source of information, interviews and interrogations, and incident reporting.
- AJ 115 Patrol Procedures (3)**  
3 hours lecture  
*Transfer acceptability: CSU*  
Responsibilities, techniques, and methods of police patrol.
- AJ 131 Juvenile Justice (3)**  
3 hours lecture  
*Transfer acceptability: CSU*  
The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. Includes youth subcultures and delinquency and the varied philosophies underlying their existence.
- AJ 140 Criminal Justice in the 21st Century-Field Study (1.5)**  
4½ hours laboratory  
*Note: May be taken 4 times*  
*Transfer acceptability: CSU*  
This course will be a study of local, state and federal courts, correctional institutions and law enforcement agencies. Knowledge will be obtained by site visitations, personal interviews and tours.
- AJ 141 Enforcement Psychology (3)**  
3 hours lecture  
*Transfer acceptability: CSU*  
Designed to assist the peace officer's understanding of the psychological dilemma of law enforcement. Victimology, diversity, politics, and the tactical aspect of the criminal justice system will be evaluated from a psychological perspective.

**AJ 151 Introduction to Terrorism (3)**  
3 hours lecture**Transfer acceptability:** CSU

This course is designed to educate the student in the enforcement issues and future of terrorism around the world. Domestic and international terrorism will be covered. This course will assist the student in obtaining employment in the field of Law Enforcement and Homeland Security.

**AJ 152 Weapons of Mass Destruction (3)**  
3 hours lecture**Transfer acceptability:** CSU

A description of actions required in response to a Weapons of Mass Destruction (WMD) event. Instructions for all levels of responders. Discussions include early warning systems, intelligence gathering, roles of various law enforcement agencies, public health threats, and identification of terrorist individuals and groups.

**AJ 153 Issues in Homeland Security (3)**  
3 hours lecture**Transfer acceptability:** CSU

A description of the Homeland Security Agency, its mission, structure and roles. Discussions include future planning and strategies that address intelligence gathering and assessment of information from domestic and international threats.

**AJ 175 Narcotics (3)**  
3 hours lecture**Transfer acceptability:** CSU

A survey of laws and specific characteristics pertaining to hallucinogens, narcotics, marijuana, alcohol, and poisonous substances. It is designed to give the student conceptual insight into contemporary problems of vice, drugs, and legal social issues related to dangerous drugs.

**AJ 180 Criminology (3)**  
3 hours lecture**Transfer acceptability:** CSU

A general study of crime, the science of crime and criminal behavior, the forms of criminal behavior and the causes of crime. Crime theories and sociological causes of crime, types of crime, and issues of criminal behavior will also be addressed.

**AJ 197 Topics in Administration of Justice (.5-6)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Topics in Administration of Justice. See Class Schedule for specific topic offered. Course title will designate subject covered.

**AJ 210 Basic Crime Scene Forensic Science (3)**  
3 hours lecture**Transfer acceptability:** CSU

Introduces various specialized disciplines including the crime lab functions, forensic instrumentation, forensic photography, crime scene processing, drug analysis, hair and fiber analysis, questioned documents, and fingerprint usage.

**AJ 211 Fingerprint Identification (3)**  
3 hours lecture**Transfer acceptability:** CSU

This course reviews the history and application of fingerprinting for personal identification including recognition of patterns and classification of fingerprints. The student will also experience practical problems involving locating, developing, lifting and photographing latent prints. Courtroom testimony and exhibits will also be covered.

**AJ 212 Forensic Photography (3)**  
3 hours lecture**Transfer acceptability:** CSU

Techniques utilized in police photography are outlined and explored including crime scene and traffic collision photography, macro photography, microphotog-

raphy, black/white and color photography, and photography equipment. Also discussed are topics such as low light or existing light photography, high speed film shooting, use of alternative light sources in photography, aerial photography, video recording, and presentation of photographic exemplars in court or trial.

**AJ 280 Internship - A Service Learning Experience (3)**  
9 hours laboratory**Transfer acceptability:** CSU

An opportunity for students to gain work and community service experience in a law enforcement and/or civic/service agency. Students have an opportunity to observe, participate in service activities and meet professional mentors in a job setting. Service learning opportunities are paid or unpaid.

**Africana Studies (AS)****See also Multicultural Studies**

Contact the Multicultural Studies Department for further information.

(760) 744-1150, ext. 2206

Office: MD-354

For transfer information, consult a Palomar College Counselor.

**COURSE OFFERINGS****AS 100 Introduction to the Historical Legacy of Africana Peoples (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC

The ancient and modern histories and civilizations of Africana peoples. An emphasis on the Africana presence and impact on global historical processes.

**AS 101 African American History I (3)**

3 hours lecture

**Note:** This course plus AS 102 meets the State requirement in American History and Institutions.

**Transfer acceptability:** CSU; UC - maximum credit for one pair: AS 101-102 or HIST 101-102

African Americans in the history of the United States from Africa through Reconstruction with particular emphasis on the trans Atlantic slave trade; the colonial period; the Revolution; constitutional development; development of the plantation system, slavery on and off the plantation; the free Negro in the North and South; westward expansion and frontier influences; emergence of sectionalism, the anti slavery movement; impact of, and contributions to, the Civil War; Reconstruction and post war adjustments; Black leadership; and the antebellum legacy.

**AS 102 African American History II (3)**

3 hours lecture

**Note:** This course plus AS 101 meets the State requirement in American History and Institutions.

**Transfer acceptability:** CSU; UC - maximum credit for one pair: AS 101-102 or HIST 101-102

Cultural, economic, and political development of African Americans in the United States since Reconstruction. Emphases on post Civil War difficulties; the Westward Movement; expressions of cultural identity; industrial development; impact of World Wars I and II on urbanization and social mobility; expansion of government activity; Civil Rights Era and modern militancy; Black leadership, and the United States as a world power.

**AS 110 African Americans and the United States Political System (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC - maximum credit for one course: AS 110, AIS 102, CS 102

Surveys the role of African American people in the United States political system and institutions. Examines the structure and functions of the American political system in relation to issues which affect the American people as a whole and minority groups in particular. A description and analysis of Federal, State, and local government organizations as they relate to the group will be emphasized.