

Administration of Justice

Associate of Applied Science Degree

Program Coordinator: Robin Widener • OTC 110 • 276-739-2408

Length: Four semesters (two years)

Purpose: The curriculum in Administration of Justice is designed to improve the knowledge and skills of the practitioner in criminal justice and to prepare individuals for career service in this field.

Occupational Objectives: Police Officer, Investigator, Probation and Parole Worker, Security Officer, Juvenile Worker, Corrections Officer, Local, State, or Federal Enforcement Officer

Admission Requirements: A student eligible for admission to the college can normally be considered for admission to the Administration of Justice curriculum. Proficiency in high school English and mathematics is required. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

In addition to meeting the admission requirements established for the college, the applicant should consult with the program coordinator to see if he or she would meet the specialized requirements for the criminal justice agency with which he or she plans to seek employment. Any person who has been convicted of a felony or of any offense involving turpitude or violence is ineligible for admission to this program.

Enrollment in certain ADJ courses may be restricted to persons who have been accepted into the program. Please consult a Student Services Counselor or the Program Coordinator for instructions on applying to the Program.

Program Requirements: Approximately one-half of the curriculum will include courses in administration of justice with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in criminal justice careers. Each student is advised to consult with his/her counselor and faculty advisor in planning a program and selecting electives. Upon completion of the four-semester program, the graduate will be awarded the Associate of Applied Science in Protective Services.

The student is required to complete a sequence of courses and learning experiences provided at the college. The Administration of Justice program faculty reserves the right to recommend, through appropriate channels, the withdrawal of any student who does not exhibit suitable attendance, behavior, and adherence to the regulations governing student conduct as outlined in the student handbook.

Students must complete all Administration of Justice courses listed in the first year of the curriculum before being allowed to enter the second year Administration of Justice courses. Exceptions may be approved by the Division Chairman upon faculty recommendation.

A student must have a "C" or above in all Administration of Justice courses to remain in the program. A grade of "C" or above in any related requirements is a prerequisite for continuing in the Administration of Justice program. Exceptions may be approved by the Division Dean upon faculty recommendation.

Program Progression: Any student who earns a final grade lower than "C" in any Administration of Justice course or SOC 235 or 236 must repeat the course and earn a final grade of "C" or better before taking the next course or courses in the sequence.

A student must obtain permission from the Administration of Justice faculty to continue in the Administration of Justice program under the following conditions:

1. repeating a course with a grade below "C,"
2. withdrawal from an Administration of Justice course,
3. cumulative GPA below 2.0.

Notes on Transfer: Associate of Applied Science Degree programs are designed primarily to provide occupational competence for employment entry. Students who wish to transfer to four-year institutions should acquaint themselves with the requirements of the college or university to which transfer is contemplated. Such students should consult with their faculty advisor at Virginia Highlands Community College in planning their programs.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
SDV 101	Orientation to College Success	1	0	1
ADJ 100	Survey of Criminal Justice	3	0	3
ITE 115 or 119	Intro. to Computer Applications & Concepts or Information Literacy	3	0	3
ENG 111	College Composition I	3	0	3
PSY 120	Human Relations	3	0	3
EEE	Social Science Elective	3	0	3
Total		16	0	16
Second Semester (Spring)				
ADJ 140	Introduction to Corrections	3	0	3
ADJ 130	Criminal Law	3	0	3
ADJ 236	Principles of Investigation	3	0	3
ENG 112	College Composition II	3	0	3
MTH 155	¹ Statistical Reasoning	3	0	3
EEE	Social Science Elective	3	0	3
Total		18	0	18
Third Semester (Fall)				
ADJ 133	Ethics and the Criminal Justice Professional	3	0	3
ADJ 171	Forensic Science I	3	3	4
ADJ 237	Advanced Criminal Investigation	3	0	3
SOC 235	Juvenile Delinquency	3	0	3
EEE	Related Elective	3	0	3
Total		15	3	16
Fourth Semester (Spring)				
ADJ 111	Law Enforcement Organization & Administration I	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
HLT 121	Introduction to Drug Use & Abuse	3	0	3
SOC 236	Criminology	3	0	3
EEE	Humanities Elective	3	0	3
ADJ 138	² Defensive Tactics	2	0	2
Total		17	0	17
Total Minimum Credits for the AAS Degree				67

1. MTH 155 or Higher is required. Students planning to transfer to a four-year program should check to see the required math of the transfer institution.

2. Includes CPR/First Aid Certification

Students are urged to follow the [recommended pathway](#) for this diploma when choosing electives.

Additional approved humanities and social science electives are listed at <http://www.vhcc.edu/GenEdCore>.