



Administration of Justice – Law Enforcement Office Assistant Certificate 30812
 Recommended Course Sequencing – 2020 - 2021

Course	Requirement Filled	Cr	Notes
Fall Semester			
AJS 101 Introduction to Criminal Justice	Curriculum	3	Fall/Web
AJS 103 Criminal Investigation	Curriculum	3	Fall/Web
CMP 101 Intro to computers OR CMP 103 Intro to Computer Based Sys.	Curriculum	3	Both/Web
AIS 213A Office Procedures/Records	Curriculum	1	<i>Fall only</i>
AIS 213B Office Procedures/Office Transcription	Curriculum	1	<i>Fall only</i>
AIS 213C Office Procedures/Electronic Office Equipment	Curriculum	1	<i>Fall only</i>
AIS 118 Electronic Keyboarding II	Curriculum	3	Both/Web
Total Hours		15	

Spring Semester			
AJS 266 The Police Function	Curriculum	3	Spring/Web
AIS 214 The Office Professional	Curriculum	3	Both/Web
AIS 238 Advanced Office Applications	Curriculum	3	Prerequisite CMP101 or 103
AJS 254 Crime Control	Curriculum	3	<i>Must be taken via Web due to required Fall AIS classes.</i>
Total Hours		12	
Total Hours		27	
Total Curriculum Requirements (Core)		27	
Total Related Curriculum		0	
Total General Education		0	
Total Elective		0	

Notes: The foregoing is a recommended, or suggested, sequence of courses. Of course, if a student enters the program in the spring, or transfers credit in, the above would have to be modified. *All students pursuing this certificate should be referred to BOTH the AJS and AIS advisors as soon as possible.*

To obtain this certificate, you must complete each required course above with a grade of "C" or better. In addition, you must meet an academic requirement by one of the following methods:

EAC COMPASS writing placement score of 70 or higher entered into your student record, OR
 Completion of ENG 100, Writing Fundamentals or higher with a grade of "C" or better.