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Degree: A.S. - Administration of Justice  
 A.S. for Transfer - Administration of Justice  
 Department Certificate: Homeland Security

## DEGREES

### Administration of Justice Degree

Major Code: 010889A01

This degree covers the prevention, discovery, control and treatment of crimes, criminals, and criminality. Students desiring to enter a career concerned with the administration of justice will find that this curriculum has flexibility that allows them to prepare for specific fields included in that broad category. The program also provides courses to prepare students for transfer to a four-year institution. Opportunities for graduates include positions as federal and state parole officers, probation officers, and correctional administrators.

#### Student Learning Outcomes

*Upon completion of this program, the student will be able to:*

- evaluate various local, state, and federal law enforcement career options.
- research the law enforcement application and hiring processes and develop an effective career strategy.
- critique the ethical philosophy of the American justice system and all participants.
- analyze crime causation, criminal statutes and elements of particular crimes and criminal procedures.
- recognize the complexities of punishment, corrections, community and human relations.
- evaluate the complex legal aspects of criminal investigations, procedures, constitutional law, and case law.
- identify various controlled substances and interpret their addictive properties, influences, and impact on society and law enforcement.
- apply laws and procedures for the collection and use of evidence.
- identify and adapt to ethical standards placed on law enforcement professionals.
- communicate effectively in written and oral formats.

#### Career Opportunities

Police Officer; Deputy Sheriff; Crime Scene Investigator; Identification Technician; Community Services Officer; Corrections Officer; Parole Officer; Probation Officer and a variety of support service occupations. Potential employers include: Federal, State and local law enforcement agencies (Sheriff, Police, California Highway Patrol, Federal Bureau of Investigations, Drug Enforcement Administration, Department of Justice, Crime Scene Investigations, and California Department of Corrections and Rehabilitation).

#### Requirements for Degree 24 Units

To maximize the successful completion of this program it is suggested the student first enroll in ADMJ 300. Other ADMJ courses may be taken concurrently.

ADMJ 300	Introduction to Administration of Justice.....	3
ADMJ 302	Community Relations: Multicultural Issues.....	3
ADMJ 304	Juvenile Delinquency.....	3
ADMJ 320	Concepts of Criminal Law.....	3
ADMJ 322	Criminal Procedures.....	3
ADMJ 323	Legal Aspects of Evidence.....	3
ADMJ 330	Criminal Investigation.....	3
<b>A minimum of 3 units from the following:</b>		
ADMJ 301	Investigative Report Writing (3)	
ADMJ 309	Career Preparation for Law Enforcement Occupations (3)	
ADMJ 331	Patrol Procedures (3)	
ADMJ 340	Introduction to Correctional Services (3)	

**Associate Degree Requirements:** The Administration of Justice Associate in Science (A.S.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### Administration of Justice A.S. for Transfer Degree

Major Code, CSU GE: 010890A01

Major Code, IGETC: 010890A02

The Associate in Science in Administration of Justice for Transfer provides students with a major that fulfills the general requirements of the California State University for transfer. Students with this degree will receive priority admission with junior status to the California State University system.

The Associate in Science in Administration of Justice for Transfer (A.S.-T.) may be obtained by the completion of 60 transferable, semester units with a minimum of a 2.0 GPA, including (a) the major or area of emphasis described in the Required Program outlined below (earning a C or better in these courses), and (b) either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

Students desiring to enter a career concerned with administration of justice will find that this curriculum has flexibility that allows them to prepare for specific fields included in that broad category.

*(continued on next page)*

*(Administration of Justice A.S. for Transfer Degree continued)*

**Student Learning Outcomes**

*Upon completion of this program, the student will be able to:*

- evaluate various local, state, and federal law enforcement career options.
- research the law enforcement application and hiring processes.
- critique the ethical philosophy of the American justice system.
- analyze crime causation, criminal statutes and elements of particular crimes.
- describe the various levels of punishment and corrections.
- evaluate the legal aspects of criminal investigations, constitutional law, and case law.
- identify various controlled substances and interpret their impact on society and law enforcement.
- apply laws and procedures for the collection and use of evidence.
- identify ethical standards placed on law enforcement professionals.
- communicate effectively in written and oral formats.

**Career Opportunities**

Police Officer; Deputy Sheriff; Crime Scene Investigator; Identification Technician; Community Services Officer; Corrections Officer; Parole Officer; Probation Officer and a variety of support service occupations. Potential employers include: Federal, State and local law enforcement agencies (Sheriff, Police, California Highway Patrol, Federal Bureau of Investigations, Drug Enforcement Administration, Department of Justice, Crime Scene Investigations, and California Department of Corrections and Rehabilitation).

**Requirements for Degree 18 Units**

ADMJ 300	Introduction to Administration of Justice.....	3
ADMJ 320	Concepts of Criminal Law .....	3
<b>A minimum of 6 units from the following:</b> .....		6
ADMJ 302	Community Relations: Multicultural Issues (3)	
ADMJ 304	Juvenile Delinquency (3)	
ADMJ 323	Legal Aspects of Evidence (3)	
ADMJ 330	Criminal Investigation (3)	
ADMJ 340	Introduction to Correctional Services (3)	
<b>A minimum of 6 units from the following:</b> .....		6
PSYC 300	General Principles (3)	
PSYC 480	Honors General Principles (3)	
SOC 300	Introductory Sociology (3)	
SOC 480	Introductory Sociology - Honors (3)	
STAT 300	Introduction to Probability and Statistics (4)	

**Associate in Science for Transfer Degree Requirements:** The Associate in Science in Administration of Justice for Transfer (AS-T) degree may be obtained by completion of 60 transferable, semester units with a minimum 2.0 GPA, including (a) the major or area of emphasis described in the Required Program, and (b) either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

**DEPARTMENT CERTIFICATE**

**Homeland Security**

This certificate examines the roots of terrorism, weapons of mass destruction, intelligence analysis, response methods, natural disaster incidents, threat mitigation, crisis negotiation, and conflict resolution. It explores topics directly associated with border security and security for transportation infrastructure, including: seaports, ships, aircraft, trains, train stations, highways, bridges, rail lines, pipelines, and bus systems.

**Student Learning Outcomes**

*Upon completion of this program, the student will be able to:*

- construct a historical time-line reflecting significant terrorist threats and events in the United States and globally.
- classify the roles, functions of, and interdependency among local, federal and international law enforcement and military agencies to counter and combat terrorism.
- differentiate between ethical and unethical attitudes and actions regarding the execution of homeland security practices.
- identify the characteristics, ideologies, motives and behaviors of various extremist and terrorist groups that foster and support terrorist, criminal activities.
- explain operational knowledge of intelligence gathering and analysis processes pertinent to homeland security.
- identify and describe threats to national and international security.
- outline the primary federal, state, and local agencies in the United States that are affiliated with border and transportation security and the ethical parameters in which they operate.
- discuss differences in dealing with security threats for passengers versus freight/cargo transportation systems and border security.
- describe the impact of technology on countering threats to transportation systems and border security.

**Requirements for Certificate 9 Units**

HLS 300	Introduction to Homeland Security.....	3
HLS 302	Intelligence Analysis and Security Management.....	3
HLS 304	Transportation and Border Security.....	3

**Administration of Justice**

**ADMJ 300 Introduction to Administration of Justice 3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340. General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H Course Transferable to UC/CSU Hours: 54 hours LEC*

This course introduces the characteristics of the American criminal justice system, U.S. Constitutional Rights, criminal activity, crime causation, domestic and international criminal threats, law enforcement response to criminal activity, and future law enforcement trends. It emphasizes the components of the American justice system, due process, courts and correctional services, ethics, and leadership. (C-ID AJ 110)

**ADMJ 301 Investigative Report Writing 3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESL 340 Course Transferable to CSU Hours: 54 hours LEC*

This course provides techniques of writing facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports. It emphasizes criminal justice terminology, organization of information, investigative note taking, and thorough documentation of witness statements and evidence.

**ADMJ 302 Community Relations:  
Multicultural Issues****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; CSU Area D7*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*

This course examines the complex, dynamic relationship between communities and the institutions of the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse, multicultural population. It addresses the role that race, ethnicity, gender, sexual orientation, social class, culture, and the criminal justice professional play in shaping these relationships. It also examines new strategies, skills, tools, and cultural knowledge necessary for personnel engaged in all aspects of the criminal justice system. Special topics include how terrorism and the need for homeland security have changed the dynamics of police-community relations. (C-ID AJ 160)

**ADMJ 304 Juvenile Delinquency****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*General Education: AA/AS Area V(b); CSU Area D0*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*

This course examines juvenile delinquency from a variety of perspectives, including the concept of delinquency, theories of delinquency, social, community, and environmental influences on delinquency and the juvenile justice system (past and present). An overview of adolescent problems and current approaches being utilized to confront these problems is discussed. It examines a variety of the causes of juvenile delinquency, as well as suggestions for the treatment of delinquency at both the state and local levels. It also examines the nature and extent of delinquency with relation to gender differences, family dynamics, peer and gang groups, schools, drug use, and the juvenile justice courts. (C-ID AJ 220)

**ADMJ 309 Career Preparation for  
Law Enforcement Occupations****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*

This course is designed for students who are pursuing careers in law enforcement and corrections. It covers employment and career search techniques, application processes, resume development, and cover letter writing. This course prepares students for pre-employment testing, interviews, background investigations, polygraph examinations, medical screening, conditional job offers, and hiring processes.

**ADMJ 320 Concepts of Criminal Law****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*

This course examines the philosophy and structure of criminal law in the United States. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. It utilizes case studies to introduce students to criminal law and the classification of crimes against persons, property, morals, and public welfare. It also includes discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. (C-ID AJ 120)

**ADMJ 322 Criminal Procedures****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*

This course is an in-depth study of criminal procedures used to enforce substantive law at both the federal and state level. Every step of the criminal process, from arrest to appeal, is thoroughly explored. (C-ID AJ 122)

**ADMJ 323 Legal Aspects of Evidence****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*

This course examines the origins, development, philosophy, and constitutional foundations of the rules of evidence as applied in United States law. Emphasis is placed on the types of evidence and the laws governing admissibility of evidence into criminal procedures. Topics include search and seizure, hearsay evidence, witness competency, and direct and circumstantial evidence. (C-ID AJ 124)

**ADMJ 330 Criminal Investigation****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*

This course introduces basic investigative responsibilities and procedures as applied to criminal investigations. Topics include crime scene management, forensic and physical evidence handling, search and seizure, property crimes, violent crimes, organized criminal enterprises, gangs, and domestic and international terrorist organizations. (C-ID AJ 140)

**ADMJ 331 Patrol Procedures****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*

This course explores the early development and present-day role of patrol operations and techniques used by local law enforcement agencies. Major topics include community policing, effective patrol strategies, gang awareness, and key factors affecting deployment of patrol resources, such as community involvement and meeting department objectives.

**ADMJ 340 Introduction to  
Correctional Services****3 Units**

*Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*

This course provides an overview of the history and trends of adult and juvenile corrections including probation and parole. It focuses on the legal issues, specific laws, and general operation of correctional institutions. The relationship between corrections and other components of the judicial system is examined. (C-ID AJ 200)