

# Administration of Justice ADMJ

Associate in Arts Degree  
 Associate in Science Degree  
 Certificate of Achievement

Administration of Justice, Degree  
 Correctional Services, Degree and Certificate of Achievement  
 Police Services, Degree and Certificate of Achievement

Division of Behavioral and Social Sciences  
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## Administration of Justice

Associate in Arts Degree

### Program Information

The general field referred to as "Administration of Justice" is directed toward 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 the basis for advanced study at a four-year college. Opportunities for college graduates include positions as federal and state parole officers, probation officers, and correctional administrators.

### Career Opportunities

A great variety of career opportunities is open to students who successfully complete specific portions of this program of study. There is an urgent demand for trained personnel in such areas as uniformed police patrol, investigation, criminal identification, criminalistics, and corrections. Financially and professionally rewarding employment in these areas may be found on the local, state, federal, and private levels.

### Recommended High School Preparation

General college preparatory courses.

Required Program	Units
ADMJ 300, Introduction to Administration of Justice .....	3
ADMJ 301 Applied Reporting Techniques for Criminal Justice .....	3
ADMJ 300 Introduction to Administration of Justice .....	3
ADMJ 301 Applied Reporting Techniques for Criminal 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>Total Units Required</b>	<b>24</b>

### Associate in Arts (A.A.) Degree

The Associate in Arts degree may be obtained by completion of the core program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

## Correctional Services

Associate in Science Degree  
 Certificate of Achievement

### Program Information

The Correctional Services option of the Administration of Justice Program is dedicated to preparing the student for a career in corrections that offers a wide range of employment opportunities in the area of supervision and rehabilitation of convicted offenders. It is designed to introduce students to the correctional field and to provide them with a comprehensive understanding of correctional history, legal fundamentals, philosophy, and techniques.

### Career Opportunities

A great variety of career opportunities is open to students who successfully complete specific portions of this program of study. There is an urgent demand for trained personnel in such areas as uniformed police patrol, investigation, criminal identification, criminalistics, and corrections. Financially and professionally rewarding employment in these areas may be found on the local, state, federal, and private levels.

### Recommended High School Preparation

General college preparatory courses

Required Program	Units
ADMJ 300 Introduction to Administration of Justice .....	3
ADMJ 301 Applied Reporting Techniques for Criminal 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
ADMJ 303 Substance Abuse: Effects on Body (3) and Behavior .....	3
or PSYC 405 Substance Abuse: Effects on Body (3) and Behavior .....	3
ADMJ 340 Introduction to Correctional Services.....	3
ADMJ 346 Probation and Parole.....	3
<b>Total Units Required</b>	<b>33</b>

### Suggested Electives

ADMJ 342, 347, 498.

# Administration of Justice (ADMJ)

## Associate in Science (A.S.) Degree

The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

## Certificate of Achievement

The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of "C" or better.

## Police Services

Associate in Science Degree  
Certificate of Achievement

### Program Information

The Police Services option of the Administration of Justice Program accepts as its basic mission the preparation of interested students for entry into the police field where the primary functions are the prevention of crime and apprehension of criminals. Students embarking on this career should have the ability to commit themselves to an endeavor where professionalism, maturity, and dedication are absolute prerequisites to success.

### Career Opportunities

A great variety of career opportunities is open to students who successfully complete specific portions of this program of study. There is an urgent demand for trained personnel in such areas as uniformed police patrol, investigation, criminal identification, criminalistics, and corrections. Financially and professionally rewarding employment in these areas may be found on the local, state, federal, and private levels.

### Recommended High School Preparation

General college preparatory courses

### Required Program

### Units

ADMJ 300 Introduction to Administration of Justice .....	3
ADMJ 320 Concepts of Criminal Law .....	3
ADMJ 322 Criminal Procedures .....	3
ADMJ 301 Applied Reporting Techniques for Criminal Justice .....	3
ADMJ 323 Legal Aspects of Evidence .....	3
ADMJ 302 Community Relations: Multicultural Issues.....	3
ADMJ 330 Criminal Investigation .....	3
ADMJ 304 Juvenile Delinquency .....	3
ADMJ 331 Patrol Procedures .....	3
ADMJ 303 Substance Abuse: Effects on Body (3) and Behavior .....	3
or PSYC 405 Substance Abuse: Effects on Body (3) and Behavior .....	3
ADMJ 321 Substantive Criminal Law.....	3
<b>Total Units Required</b>	<b>33</b>

### Suggested Electives

ADMJ 340, 346, 498.

## Associate in Science (A.S.) Degree

The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

## Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of "C" or better.

## ADMJ 300 Introduction to Administration of Justice 3 Units

*Prerequisite:* None.

*Advisory:* ENGWR 100 and ENGRD 310 with grades "C" or better  
*Course Transferable to UC/CSU*

*Hours:* 54 hours LEC

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, response to crime, components of the system, and current challenges to the system. The course examines the evolutions of the principles and approaches utilized by the justice system and the evolving forces that have shaped those principals and approaches. Emphasis is placed on the structure and function of the police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, sentencing, and incarceration policies. Role and role expectations of criminal justice agents will be identified and studied.

## ADMJ 301 Applied Reporting Techniques for Criminal Justice 3 Units

*Prerequisite:* None.

*Advisory:* ENGWR 100 and ENGRD 310 with grades of "C" or better.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course provides a study of the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports: letters, memorandums, directives, and administrative reports. Emphasis will be placed on criminal justice terminology, use of English and organization of information, practice experience in note taking and report writing, and presentation of testimony in court.

## ADMJ 302 Community Relations: Multicultural Issues 3 Units

*Prerequisite:* None.

*Advisory:* ENGRD 310 and ENGWR 100 with grades of 'C' or better

*General Education:* AA/AS Area VI; 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. The course addresses the roles that race, ethnicity, gender, sexual orientation, social class, culture, and criminal justice professional play in shaping these relationships. The course examines new strategies, skills, tools, and cultural knowledge necessary for personnel engaged in all aspects of the criminal justice system. Special topics include the impact that terrorism and the need for homeland security have had on the dynamics of police community relations.

**ADMJ 303 Substance Abuse: Effects on Body and Behavior 3 Units**

Same As: PSYC 405

Prerequisite: None.

Advisory: ENGWR 100 and ENGRD 310 with grades "C" or better  
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D9

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course is designed for anyone who is interested in the effect illegal drugs, prescription drugs, over the counter drugs, vitamins, health foods, and coffee and nicotine have on people, physically, emotionally, mentally, and financially. This course is especially advised for people who are seeking or working in careers in health, law enforcement, counseling, psychology, business, social services, or teaching. (Credit for ADMJ 303 or PSYC 405, but not both.)

**ADMJ 304 Juvenile Delinquency 3 Units**

Prerequisite: None.

Advisory: ENGWR 100 and ENGRD 310 with grades "C" or better  
Course Transferable to CSU

Hours: 54 hours LEC

This course is designed to examine 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 will also be discussed. The course is designed to examine a variety of the causes of juvenile delinquency, as well as suggestions for the treatment of delinquency at both the state and local levels. This course 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.

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

Prerequisite: None.

Advisory: ENGWR 100 and ENGRD 310 with grades of "C" or better.

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. This course utilizes case studies to introduce students to criminal law and the classification of crimes against persons, property, morals, and public welfare. The course will also include some discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

**ADMJ 321 Substantive Criminal Law 3 Units**

Prerequisite: ADMJ 320 with a grade of "C" or better.

Course Transferable to CSU

Hours: 54 hours LEC

This course is an in-depth study of the substantive criminal laws commonly enforced by California state, county, and municipal law enforcement officers. The course provides a complete analysis of both statute law as created by the state legislature and case law as defined in state and federal appellate court decisions.

**ADMJ 322 Criminal Procedures 3 Units**

Prerequisite: None.

Advisory: ENGWR 100 and ENGRD 310 with grades "C" or better  
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 will be thoroughly explored.

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

Prerequisite: None.

Advisory: ENGWR 100 and ENGRD 310 with grades "C" or better  
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 covered include search and seizure, hearsay evidence, witness competency, and direct evidence as contrasted to circumstantial evidence.

**ADMJ 326 Family Law Issues 3 Units**

Same As: FCS 306

Prerequisite: None.

Advisory: ENGWR 100 with grade of "C" or better.

Course Transferable to CSU

Hours: 54 hours LEC

This is an introductory course that provides basic knowledge of both civil and criminal laws dealing with family and domestic issues. The course explores paternity suits, pre-nuptial agreements, divorce, child custody, child support, alimony, spousal abuse, restraining orders, child visitation violations, parental kidnapping, and numerous other domestic problems faced by the justice system and families. Students may receive credit for ADMJ 326 or FCS 306 but not for both.

**ADMJ 330 Criminal Investigation 3 Units**

Prerequisite: None.

Advisory: ENGWR 100 and ENGRD 310 with grades of "C" or better.

Course Transferable to CSU

Hours: 54 hours LEC

This course introduces students to investigative procedures and concepts as applied to criminal investigations. Topics include crime scene response management and identification, collection, and processing of physical evidence. In addition to surveillance and undercover assignments the course will also cover interview and interrogation techniques. The role of the investigator in the court process with emphasis on legal requirements and constraints will be discussed. Special attention will be given to identifying information sources, procuring search warrants, serving search warrants, and recognizing exceptions to the search warrant rule. Emphasis is placed on developing the student's capacity to analyze specific situations and identify appropriate investigative procedures as well as recognize constraints on their implementation.

**ADMJ 331 Patrol Procedures 3 Units**

*Prerequisite:* None.

*Advisory:* ENGWR 100 and ENGRD 310 with grades of "C" or better.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course will study the organization of patrol division, types of patrol, and patrol duties. The role of the patrol officer in community relations, crime prevention, ethics and law enforcement, and minority group problems will be discussed.

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

*Prerequisite:* None.

*Advisory:* ENGWR 100 and ENGRD 310 with grades of "C" or better.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections including probation and parole. The course will focus on the legal issues, specific laws, and general operation of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined.

**ADMJ 341 Control and Supervision in Corrections 3 Units**

*Prerequisite:* None.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course offers an overview of supervision of inmates in the local, state, and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. This course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence, and the effects of crowding on inmates and staff, as well as coping techniques for correctional officers in a hostile prison environment.

**ADMJ 342 Gangs and Corrections 3 Units**

*Prerequisite:* None.

*Advisory:* ADMJ 340 with a grade of "C" or better  
*General Education:* AA/AS Area V(b); CSU Area D0

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course is designed to provide the student with a specialized field of knowledge as it relates to the correctional impact of gangs. Following a development of the history of gangs, and the issues associated with the development of gangs, the course will focus on the emergence of prison gangs following a series of changes within the correctional system. Psychological and sociological dynamics of gangs are explored. Institutional management of gangs as well as future trends will be explored.

**ADMJ 343 Supervision in Corrections 3 Units**

*Prerequisite:* None.

*Advisory:* ADMJ 340 with a grade of "C" or better  
*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course examines the theory and advanced practical applications of supervision in corrections. This course will focus on the skill and knowledge set of corrections professionals who are promoted into an employee supervisor or manager position. Scenarios and case studies will be utilized. This course is intended for students who possess prior experience or education in the corrections field.

**ADMJ 344 Leadership Development in Corrections 3 Units**

*Prerequisite:* None.

*Advisory:* ADMJ 340 with a grade of "C" or better  
*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course is an introduction to leadership theory and practice in the correctional system. Although most of the leadership examples to be discussed deal directly with the correctional environment, others related generally to government and business will also be introduced. The course will emphasize leadership skills and experiences beneficial to a first-line supervisor. This course is intended for an individual with background (either educational or experiential) in corrections at the local, state or federal level.

**ADMJ 345 Legal Aspects of Corrections 3 Units**

*Prerequisite:* None.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and the responsibilities and liabilities of corrections officials.

**ADMJ 346 Probation and Parole 3 Units**

*Prerequisite:* None.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course will compare and contrast probation and parole. Topics will include organization, function, goals, ethics, historical development and treatment theory. California probation and parole programs will also be examined.

**ADMJ 347 Correctional Counseling and Interviewing 3 Units**

*Prerequisite:* None.

*Advisory:* ENGRD 310 and ENGWR 100 with grades of "C" or better

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course is designed to introduce the student to techniques involved in correctional counseling and interviewing in case development. Counseling helps correction clients understand the negative consequences of anti-social behavior. Particular emphasis is placed on the need of the counselor to maintain a receptive non-judgmental attitude and to explore a range of potential techniques for meeting individual client needs.

**ADMJ 494 Topics in Administration of Justice .5-4 Units**

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 72 hours LEC*

This course is designed to deal with current problems or specific topics concerning the administration of justice. Particular subjects to be covered each semester will be determined by the Administration of Justice staff.

**ADMJ 495 Independent Studies in Administration of Justice 1-3 Units**

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 54 hours LAB*

See Independent Studies

**ADMJ 498 Work Experience in Administration of Justice 1-4 Units**

*Prerequisite: None.*

*Enrollment Limitation: According to Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship that relates specifically to the field of Administration of Justice.*

*Course Transferable to CSU*

*Hours: 18 hours LEC; 300 hours LAB*

This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the field of Administration of Justice. Course content will include understanding the application of the student's education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student's Application, Learning Objectives, Time sheet, and Evaluations), which document the student's progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary's Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for a total of 16 units. This course is transferable to any CSU campus. Only one Work Experience course may be taken per semester.

**ADMJ 499 Experimental Offering in Administration of Justice .5-4 Units**

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 72 hours LEC*

See Experimental Offering