

## Administration of Justice ADMJ

### Degrees:

- A.S. – Administration of Justice
- AS-T – Administration of Justice for Transfer

### Division of Behavioral and Social Sciences

Kacey Gardner, Dean  
 Rodda Hall North, room 226  
 916-558-2401

## Administration of Justice

### Associate in Science 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 in local, state, and federal, law enforcement, courts and correctional services.

#### Career Opportunities

A variety of career opportunities are open to students who successfully complete specific portions of this program of study. There is a demand for qualified personnel in such areas as law enforcement, courts, and corrections. Professionally rewarding employment in these areas may be found on the local, state, federal, and private level.

#### Recommended High School Preparation

General college preparatory courses

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

- effectively communicate in both oral and written formats.
- demonstrate a knowledge of the interactions and relationships of law enforcement, courts, and corrections on the local, state, and federal levels.
- identify career opportunities in the criminal justice system at the local, state, and federal levels.
- analyze crime causation, recognize the elements within criminal statutes, and be familiar with criminal procedures utilized to enforce those statutes.
- evaluate the complex legal aspects of criminal investigations, procedures, constitutional law, and case law.
- apply laws and procedures for the collection and utilization of evidence for the purpose of criminal prosecutions.
- identify and explain the purpose and authority of the local, state, and federal courts systems.
- identify and explain the purpose and authority of law enforcement agencies at the local, state, and federal levels.
- recognize, understand, and acquire a sensitivity to the diverse cultures in our society and how this diversity impacts the criminal justice system.

#### Required Program

#### Units

ADMJ 300 Introduction to Administration of Justice.....	3
ADMJ 301 Investigative Report Writing.....	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 Science (A.S.) Degree

The Associate in Arts 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.



Associate Degree  
 for Transfer  
*A Degree with a Guarantee.*

## Administration of Justice

### Associate in Science for Transfer 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.

The Associate Degree for Transfer (ADT) student completion requirements (as stated in SB1440 law):

- (1) Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE-B).
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a “C” or better in all courses required for the major or area of emphasis.

#### 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. 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 are recommended as High School Preparation.

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

- effectively communicate in both oral and written formats.
- demonstrate a knowledge of the interactions and relationships of law enforcement, courts, and corrections on the local, state, and federal levels.
- identify career opportunities in the criminal justice system at the local, state, special districts, and federal level.
- analyze crime causation, recognize the elements within criminal statutes, and be familiar with criminal procedures utilized to enforce those statutes.
- evaluate the complex legal aspects of criminal investigations, procedures, constitutional law, and case law.
- apply laws and procedures for the collection and use of all forms of evidence for the purpose of criminal prosecutions.
- identify and explain the purpose and authority of the local, state, and federal courts systems.
- differentiate the purpose and authority of all law enforcement agencies at the local, state, special district, and federal level.
- recognize, understand, and acquire a sensitivity to the diverse cultures in our society and how this diversity impacts the criminal justice system.

**Required Program**

	<b>Units</b>
ADMJ 300 Introduction to Administration of Justice.....	3
ADMJ 320 Concepts of Criminal Law.....	3
A minimum of 6 units from the following: .....	6
ADMJ 302 Community Relations: Multicultural Issues (3)	
ADMJ 304 Juvenile Delinquency (3)	
ADMJ 322 Criminal Procedures (3)	
ADMJ 323 Legal Aspects of Evidence (3)	
ADMJ 330 Criminal Investigation (3)	
ADMJ 340 Introduction to Correctional Services (3)	
A minimum of 6 units from the following:.....	6
PSYC 300 General Principles (3)	
or PSYC 480 Honors General Principles (3)	
SOC 300 Introductory Sociology (3)	
or SOC 480 Introductory Sociology – Honors (3)	
STAT 300 Introduction to Probability and Statistics (4)	
or STAT 480 Introduction to Probability and Statistics Honors (4)	
<b>Total Units Required</b>	<b>18</b>

**Associate in Science for Transfer Degree**

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.

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

*Prerequisite: None.*

*Advisory: ENGWR 101 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 evolution of the principles and approaches utilized by the justice system and the evolving forces that have shaped those principles 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. Roles and expectations of criminal justice agents will be identified and studied. (C-ID AJ 110)

**ADMJ 301 Investigative Report Writing 3 Units**

*Prerequisite: None.*

*Advisory: ENGWR 101 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. Emphasis is placed on criminal justice terminology, organization of information, investigative 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 101 with grades of "C" or better*  
*General Education: AA/AS Area VI*

*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 role and interplay of race, ethnicity, gender, sexual orientation, social class, culture, and law enforcement. 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. (C-ID AJ 160)

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

Same As: PSYC 405

Prerequisite: None.

Advisory: ENGWR 101 and ENGRD 310 with grades of "C" or better

General Education: AA/AS Area III(b)

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course will educate students in drug identification, signs and symptomatology, methods of use, duration of effect, behaviors, addiction, and treatment options. The course examines historical and contemporary perspectives of substance abuse issues, epidemiologic data used to establish the prevalence, incidence, and identity of at risk groups, and trends of substances of abuse and approaches to treatment. 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 may be earned for either PSYC 405 or ADMJ 303, but not for both.

**ADMJ 304 Juvenile Delinquency 3 Units**

Prerequisite: None.

Advisory: ENGWR 101 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. (C-ID AJ 220)

**ADMJ 315 Pathway to Criminal Justice Careers 3 Units**

Prerequisite: None.

Advisory: ADMJ 300, ENGRD 310, and ENGWR 300 with grades of "C" or better

Course Transferable to CSU

Hours: 54 hours LEC

This course is designed for students who are pursuing careers in law enforcement, court services, and correctional services. Topics of this course include the history, structure, purpose, and function of federal, state and local law enforcement, courts and corrections. This course also examines the complex, dynamic relationship between communities and the institutions of the justice system. Lastly, this course provides an overview of the complexity and thoroughness of the pre-employment testing processes involved in testing for jobs in most law enforcement, courts, and corrections service assignments. Emphasis is placed on career readiness, employment and career search techniques, application processes, pre-employment testing, interviews, background investigations, and conditional job offers.

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

Prerequisite: None.

Advisory: ENGWR 101 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 of crimes. (C-ID AJ 120)

**ADMJ 321 Substantive Criminal Law 3 Units**

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

Advisory: ENGRD 310 and ENGWR 101 with grades 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 101 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 in this course. (C-ID AJ 122)

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

Prerequisite: None.

Advisory: ENGWR 101 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 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. (C-ID AJ 124)

**ADMJ 330 Criminal Investigation 3 Units**

Prerequisite: None.

Advisory: ENGWR 101 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 applied to criminal investigations. Topics include crime scene response, collection and processing of physical evidence, techniques of surveillance, undercover assignments, and interrogation. This course will examine the role of the criminal investigator, legal requirements, search warrants, warrant service, and recognizing exceptions to the search warrant rule. (C-ID AJ 140)

**ADMJ 331 Patrol Procedures 3 Units**

*Prerequisite:* None.

*Advisory:* ENGWR 101 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, professionalism, and law enforcement will be examined.

**ADMJ 332 Introduction to Forensic Anthropology 3 Units**

*Same As:* ANTH 303

*Prerequisite:* ENGWR 51 or ESLW 310 and ESLR 310 with grades of "C" or better

*Advisory:* ANTH 300 with a grade of "C" or better

*General Education:* AA/AS Area IV

*Course Transferable to UC/CSU*

*Hours:* 54 hours LEC

This course is an overview of forensic anthropology, an applied field of physical anthropology. Forensic anthropology uses the analysis of human skeletal remains to answer medico-legal questions. This course emphasizes current techniques used in analysis of human skeletal remains, medico-legal procedures, and the role of the anthropologist in the investigative process. It examines the basics of bone biology, methods of skeletal analysis, and recognition of bone pathology and trauma. Students may earn credit for either ANTH 303 or ADMJ 332 but not for both.

**ADMJ 335 Profiling Terrorism 3 Units**

*Prerequisite:* None.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course examines the world wide phenomenon known as terrorism. Students will study the social-historical origins of terrorism and the ideologies and philosophies of terrorist groups on a national and international level. Emphasis will be on exploring the law enforcement/intelligence methods utilized to prevent and respond to terrorist-related crime.

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

*Prerequisite:* None.

*Advisory:* ENGWR 101 and ENGRD 310 with grades of "C" or better.

*Course Transferable to CSU*

*Hours:* 54 hours LEC

This course provides an overview of both the adult and juvenile corrections systems in the United States. The topics in this course include a focus on the legal issues, specific laws, and general operation of correctional institutions, and an introduction to probation and parole supervision. The relationship between corrections and other components of the criminal justice system is also examined. (C-ID AJ 200)

**ADMJ 346 Probation and Parole 3 Units**

*Prerequisite:* None.

*Advisory:* ENGRD 310 and ENGWR 101 with grades of "C" or better

*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 349 Introduction to Crime, Deviance, and Social Control 3 Units**

*Same As:* SOC 318

*Prerequisite:* None.

*Advisory:* ENGRD 110 and ENGWR 101, or ESLW 340 and ESLR 340, with grades of "C" or better. LIBR 318 with grade of "C" or better

*General Education:* AA/AS Area V(b); CSU Area D; IGETC Area 4

*Course Transferable to UC/CSU*

*Hours:* 54 hours LEC

This course introduces various sociological perspectives regarding issues of crime, deviance, and social control. Particular attention is paid to the analysis of how laws and cultural norms shape the definition and meaning of crime and deviance. Topics covered include street crimes, corporate crimes, white-collar crimes, domestic violence, drugs and alcohol abuse, lifestyle crimes, prison systems, capital punishment, rehabilitation, and the trend towards privatization of prisons. Field trips may be required. Credit may be earned for ADMJ 349 or SOC 318 but not for both. (C-ID SOCI 160)

**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 examine current problems or specific topics pertaining to the administration of justice field. Particular subjects to be covered each semester will be determined by faculty from within the administration of justice department.

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

*Prerequisite:* None.

*Course Transferable to CSU*

*Hours:* 162 hours LAB

This course is designed to examine current problems or specific topics pertaining to the administration of justice field. Particular subjects to be covered each semester will be determined by faculty from within the administration of justice department.

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

*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: 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 student's major area. Course content will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable) or a job; 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 workplace or internship site; and developing workplace (soft) skills relevant to the 21st century workplace. 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 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 up to 16 units. In addition, the student and the Work Experience instructor may tailor the course to meet the student's specific professional needs by identifying 1-4 workshops, trainings, or conferences that the student may attend as part of the curriculum of the ADMJ 498 class. Only one Work Experience course may be taken per semester.

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

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 72 hours LEC*

See Experimental Offering