Administration of Justice

Overview

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 the 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.

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Department Chairs
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Associate Degrees for Transfer

A.S.-T. in Administration of Justice

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.

General college preparatory courses are recommended as High School Preparation.

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

(1) Completion 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 General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE-Breadth).
   (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.

Catalog Date: June 1, 2020

Degree Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ADMJ 300</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 320</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>or ADMJ 480</td>
<td>Concepts of Criminal Law - Honors</td>
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</table>

A minimum of 6 units from the following:
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:
ADMJ 301    Investigative Report Writing (3)
ADMJ 315    Pathway To Public Safety Careers (3)
SOC 318     Introduction to Crime, Deviance, and Social Control (3)
or ADMJ 349 | Introduction to Crime, Deviance, and Social Control (3)
PSYC 480    Honors General Principles (3)
or PSYC 300 | General Principles (3)
SOC 480     Introductory Sociology - Honors (3)
or SOC 300  | Introductory Sociology (3)
STAT 480    Introduction to Probability and Statistics - Honors (4)
or STAT 300  | Introduction to Probability and Statistics (4)

Total Units: 18

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.
Student Learning Outcomes

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.

Career Information

There is an urgent demand for trained personnel in such areas as uniformed police patrol, investigation, criminal identification, criminalistics, court services, and corrections. Professionally rewarding employment in these areas may be found on the local, state, federal, and private levels.

Associate Degrees

A.S. in Administration of Justice

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, federal, law enforcement, courts and correctional services.

Recommended High School Preparation: General college preparatory courses.

Catalog Date: June 1, 2020

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<td>Legal Aspects of Evidence</td>
<td>3</td>
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<tr>
<td>ADMJ 330</td>
<td>Criminal Investigation</td>
<td>3</td>
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Total Units: 21

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 SCC graduation requirements.

Student Learning Outcomes

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.

Career Information

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.

Certificate
Legal Studies Certificate

The legal studies certificate is designed to enhance opportunities for employment in the legal profession.

Catalog Date: June 1, 2020

Certificate Requirements

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<tbody>
<tr>
<td>BUS 345</td>
<td>Law and Society (3)</td>
<td>3</td>
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<tr>
<td>or SOC 318</td>
<td>Introduction to Crime, Deviance, and Social Control (3)</td>
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<tr>
<td>or ADMJ 349</td>
<td>Introduction to Crime, Deviance, and Social Control (3)</td>
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<tr>
<td>COMM 311</td>
<td>Argumentation and Debate</td>
<td>3</td>
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<tr>
<td>ENGW 300</td>
<td>College Composition (3)</td>
<td>3</td>
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<tr>
<td>or ENGW 488</td>
<td>Honors College Composition and Research (4)</td>
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<tr>
<td>ENGW 301</td>
<td>College Composition and Literature (3)</td>
<td>3</td>
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<tr>
<td>or ENGW 302</td>
<td>Advanced Composition and Critical Thinking (3)</td>
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<tr>
<td>or ENGW 303</td>
<td>Argumentative Writing and Critical Thinking Through Literature (4)</td>
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<tr>
<td>or ENGW 482</td>
<td>Honors Advanced Composition and Critical Thinking (3)</td>
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<tr>
<td>HIST 310</td>
<td>History of the United States (3)</td>
<td>3</td>
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<tr>
<td>or HIST 320</td>
<td>History of the United States: African-American Emphasis (3)</td>
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<tr>
<td>or HIST 321</td>
<td>History of the United States: African-American Emphasis (3)</td>
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<td>or HIST 483</td>
<td>History of the United States - Honors (3)</td>
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<tr>
<td>or HIST 484</td>
<td>History of the United States - Honors (3)</td>
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<tr>
<td>or HIST 486</td>
<td>History of the United States: African-American Emphasis - Honors (3)</td>
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<tr>
<td>or HIST 487</td>
<td>History of the United States: African-American Emphasis - Honors (3)</td>
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<tr>
<td>POLS 301</td>
<td>Introduction to Government: United States (3)</td>
<td>3</td>
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<tr>
<td>or POLS 481</td>
<td>Introduction to Government: United States - Honors (3)</td>
<td>3</td>
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<tr>
<td>STAT 300</td>
<td>Introduction to Probability and Statistics (4)</td>
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</tr>
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<td>or STAT 480</td>
<td>Introduction to Probability and Statistics - Honors (4)</td>
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<tr>
<td>or ECON 310</td>
<td>Statistics for Business and Economics (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 21 - 24

Student Learning Outcomes

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

- effectively communicate in both oral and written formats.
- identify career opportunities in the legal profession.
- analyze crime causation, recognize the elements within statues and be familiar with procedures utilities to enforce those statutes.
- evaluate the complex legal aspects of criminal investigations, law procedures, constitutional law, and case law.
- identify and explain the purpose and authority of the local, state, and federal courts systems.
- define and use legal terminology accurately and appropriately.

Career Information

Career opportunities in legal studies have an excellent outlook. Labor Market Information for the greater Sacramento region indicates that there is an undersupply of educational awards in legal studies as compared to the number of projected annual openings for positions in this professional area. This certificate creates opportunities in the legal profession as lawyer, judge, mediator, paralegal, consultant, educator, corporate attorney, court administrator, governmental administrator, or politician.

Administration of Justice (ADMJ) Courses

ADMJ 300 Introduction to Administration of Justice

Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Advisory: ENGW 300 and ENGRD 310 with grades "C" or better
Transferable: CSU; UC
General Education: CSU Area D (effective Fall 2020); IGETC Area 4 (effective Fall 2020)
C-ID: C-ID AJ 110
Catalog Date: June 1, 2020

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.

ADMJ 301 Investigative Report Writing
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

Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Advisory: ENGRD 310 and ENGWR 300 with grades of "C" or better
Transferable: CSU; UC
General Education: AA/AS Area III(b); CSU Area D (effective Fall 2020); IGETC Area 4 (effective Fall 2020)
C-ID: C-ID AJ 160
Catalog Date: June 1, 2020

This course examines the complex patterns of ethnic relations. The course emphasis relates specifically to the theoretical relationship between communities and the institutions of the justice system. The course examines the role and interplay of race, ethnicity, gender, sexual orientation, social class, culture, and the justice system from a historical and contemporary perspective. This course analyzes the challenges and prospects of administering justice within a diverse, multicultural population in the United States and offers a comparative perspective of nonwestern societies.

ADMJ 303 Substance Abuse: Effects on Body and Behavior

Same As: PSYC 405
Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Advisory: ENGRD 310 and ENGWR 300 with grades of "C" or better
Transferable: CSU; UC
General Education: AA/AS Area III(b)
C-ID: C-ID AJ 220
Catalog Date: June 1, 2020

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

Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Advisory: ENGRD 310 and ENGWR 101 with grades of "C" or better
Transferable: CSU
General Education: AA/AS Area V(b); CSU Area D (effective Fall 2020)
C-ID: C-ID AJ 220
Catalog Date: June 1, 2020

This course is designed to examine at-risk and delinquent juvenile behaviors from a variety of historical and contemporary perspectives. This course examines the concept of delinquency, theories of childhood development, social, community, and environmental influences on children. An overview of adolescent problems and current approaches being utilized to confront these problems will also be discussed. Specifically, this course analyzes 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 315 Pathway To Public Safety Careers

Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Advisory: ENGRD 310 and ENGWR 300 or ESLR 310 and ESLW 310 with a grade of "C" or better
Transferable: CSU
General Education: AA/AS Area III(b)
Catalog Date: June 1, 2020

This course is designed for students who are pursuing careers in public safety services. Topics of this course include the history, structure, purpose, and function of federal, state and local government services, as well as characteristics and function of careers that provide services for the well-being and safety of the public. This course examines the values and mission employed by public agencies, and also explores the complex relationship between communities and the institutions and agencies charged with their governance. Lastly, this course provides an overview of the complexity and thoroughness of the pre-employment testing processes involved in testing for jobs in public safety 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

Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Advisory: ENGWR 101 and ENGRD 310 with grades of "C" or better.
Transferable: CSU; UC
C-ID: C-ID AJ 120
Catalog Date: June 1, 2020

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
ADMJ 321 Substantive Criminal Law

- **Units:** 3
- **Hours:** 54 hours LEC
- **Prerequisite:** ADMJ 320 with a grade of "C" or better.
- **Advisory:** ENGRD 310 and ENGW 101 with grades of "C" or better
- **Transferable:** CSU
- **Catalog Date:** June 1, 2020

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

- **Units:** 3
- **Hours:** 54 hours LEC
- **Prerequisite:** None.
- **Advisory:** ENGW 101 and ENGRD 310 with grades of "C" or better
- **Transferable:** CSU
- **C-ID:** C-ID AJ 122
- **Catalog Date:** June 1, 2020

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.

ADMJ 323 Legal Aspects of Evidence

- **Units:** 3
- **Hours:** 54 hours LEC
- **Prerequisite:** None.
- **Advisory:** ENGW 101 and ENGRD 310 with grades of "C" or better
- **Transferable:** CSU
- **C-ID:** C-ID AJ 124
- **Catalog Date:** June 1, 2020

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.

ADMJ 330 Criminal Investigation

- **Units:** 3
- **Hours:** 54 hours LEC
- **Prerequisite:** None.
- **Advisory:** ENGW 101 and ENGRD 310 with grades of "C" or better
- **Transferable:** CSU
- **C-ID:** C-ID AJ 140
- **Catalog Date:** June 1, 2020

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.

ADMJ 331 Patrol Procedures

- **Units:** 3
- **Hours:** 54 hours LEC
- **Prerequisite:** None.
- **Advisory:** ENGW 101 and ENGRD 310 with grades of "C" or better
- **Transferable:** CSU
- **Catalog Date:** June 1, 2020

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

- **Same As:** ANTH 303
- **Units:** 3
- **Hours:** 54 hours LEC
- **Prerequisite:** ENGW 51 or ESLW 310 and ESLR 310 with grades of "C" or better
- **Advisory:** ANTH 300 with a grade of "C" or better
- **Transferable:** CSU; UC
- **General Education:** AA/AS Area IV
- **Catalog Date:** June 1, 2020

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

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

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.

ADMJ 346 Probation and Parole

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

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.

ADMJ 480 Concepts of Criminal Law - Honors

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. It also includes discussion of prosecution and defense decision making, criminal culpability, and defenses of crimes. Honors courses are open to students who demonstrate an ability to write carefully reasoned, well-organized essays of varying lengths, are prepared to make clear oral presentations in class, and are able to actively contribute to seminar discussions. Credit may be earned for ADMJ 480 or ADMJ 320 but not for both.

ADMJ 494 Topics in Administration of Justice

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
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 Administration of Justice

| Units: | 1 - 3 |
| Hours: | 54 - 162 hours LAB |
| Prerequisite: | None. |
| Transferable: | CSU |
| Catalog Date: | June 1, 2020 |

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 Administration of Justice

| Units: | 0.5 - 4 |
| Prerequisite: | None. |
| Transferable: | CSU |
| Catalog Date: | June 1, 2020 |

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.