

Administration of Justice

Overview

ARC's Administration of Justice program offers both Associate's and Associate's for Transfer degrees. The Associate's 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 Transfer degree 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.

Roadmaps

Road maps lay out all of the courses you need to take for a given degree or certificate.

[Get a Road map! Explore Ways to Complete These Programs \(/academics/arc-program-road-maps\)](#)

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Associate Degrees for Transfer

A.S.-T. in Administration of Justice

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.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
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 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)	
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)	
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:

- 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 Information

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).

Associate Degrees

A.S. in Administration of Justice

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.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
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
A minimum of 3 units from the following:		3
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)	
Total Units:		24

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.

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 Information

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).

Certificate

Homeland Security Certificate

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.

Catalog Date: June 1, 2020

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
HLS 300	Introduction to Homeland Security	3
HLS 302	Intelligence Analysis and Security Management	3
HLS 304	Transportation and Border Security	3
Total Units:		9

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.

Administration of Justice (ADMJ) Courses

ADMJ 300 Introduction to Administration of Justice

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ELSR 340 AND ELSW 340.
Transferable:	CSU; UC
General Education:	AA/AS Area V(b); CSU Area D8; IGETC Area 4H
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.

Student Learning Outcomes

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

- research the history, structure, and function of law enforcement, courts, and correctional systems in the United States.
- explain the interaction between law enforcement, courts, and correctional systems.
- explain due process and the protections provided by the U.S. Constitution.
- analyze ethical decision making and leadership ability.
- explain crime and criminality using criminological theories.
- explain the methods, theories, and concepts associated with the sources of crime data, the emerging patterns of criminal activity, and the costs of crime.
- describe the extent of the crime problem in America.

ADMJ 301 Investigative Report Writing

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESL 340
Transferable:	CSU
Catalog Date:	June 1, 2020

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.

Student Learning Outcomes

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

- analyze and organize data for use in report writing.
- write a report communicating facts and ideas in a simple, clear, and logical manner.
- use vocabulary commonly used in the criminal justice system.
- take notes in an interview or interrogation situation in a logical and organized manner.
- discuss police ethical responsibilities and mandatory reporting requirements.

ADMJ 302 Community Relations: Multicultural Issues

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ELSR 340 AND ELSW 340.
Transferable:	CSU; UC
General Education:	AA/AS Area V(b); AA/AS Area VI; CSU Area D3; CSU Area D7; IGETC Area 4
C-ID:	C-ID AJ 160
Catalog Date:	June 1, 2020

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.

Student Learning Outcomes

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

- analyze how community perceptions of the justice system have evolved historically.

- formulate ways in which law enforcement professionals should respond to multicultural communities with a greater need for consideration, sensitivity, and improved communication skills.
- describe the changing law enforcement agency, including ethnic and racial issues within the workforce and women in law enforcement.
- describe the impact of cultural diversity on law enforcement's duty to combat terrorism and maintain homeland security.
- examine emerging strategies, roles, and technologies for peace officers in multicultural law enforcement.
- describe the impact multiculturalism has on the courts and corrections.

ADMJ 304 Juvenile Delinquency

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ELSR 340 AND ELSW 340.
Transferable:	CSU
General Education:	AA/AS Area V(b); CSU Area D0
C-ID:	C-ID AJ 220
Catalog Date:	June 1, 2020

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.

Student Learning Outcomes

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

- differentiate the many diverse views and perspectives that characterize the study of juvenile delinquency.
- analyze the balance of theory, law, policy, and practice as they relate to juvenile delinquency.
- examine the concept of delinquency and status offending, the measurement of delinquency, and the trends and patterns in the delinquency rate.
- assess the merits of the various theoretical models that have been used to explain the onset of delinquent behavior with a focus on choice, biology, psychology, economic, cultural, and environmental influences affecting delinquency.
- explain the various treatment approaches utilized to curb the onset of delinquency.
- examine juvenile delinquency abroad and compare how juvenile justice systems in other nations compare with the system in the United States.
- describe how gender differences, peer groups, family dynamics, schools, drug use, and abuse impact delinquency rates.

ADMJ 309 Career Preparation for Law Enforcement Occupations

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.
Transferable:	CSU
Catalog Date:	June 1, 2020

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.

Student Learning Outcomes

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

- research the current law enforcement labor market and develop job search skills.
- generate a completed law enforcement employment application package, including resume and cover letter.
- describe the complexity and thoroughness of the law enforcement background investigation process and identify potential career disqualifiers.
- accurately complete the California Commission on Peace Officer Standards and Training personal history statement documents.
- demonstrate ethical decision making and leadership ability.

ADMJ 320 Concepts of Criminal Law

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.
Transferable:	CSU; UC
General Education:	AA/AS Area V(b); CSU Area D8; IGETC Area 4H
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 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.

Student Learning Outcomes

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

- research the philosophical and historical evolution of criminal law.
- explain the adversary system and sources of criminal law.
- identify elements of offenses against the person, property, morals, and public welfare.
- analyze a criminal court case and identify elements of offenses and criminal defenses applicable to the case.
- classify crimes according to severity.
- explain capacity to commit crime, causation, and culpability.
- examine the effects of ethical conduct of government officials and the relationship to the enforcement of criminal laws.

ADMJ 322 Criminal Procedures

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.
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, is thoroughly explored.

Student Learning Outcomes

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

- list each step in the criminal justice process from arrest to trial.
- analyze the roles played by prosecutors, criminal defense attorneys, and judges in the criminal justice process.
- distinguish between the authority, jurisdiction, and organization of state and federal courts.

ADMJ 323 Legal Aspects of Evidence

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.
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 the laws governing admissibility of evidence into criminal procedures. Topics include search and seizure, hearsay evidence, witness competency, and direct and circumstantial evidence.

Student Learning Outcomes

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

- distinguish between direct and circumstantial evidence and explain the impact that each has on a criminal procedure.
- recognize situations where a search warrant is required.
- distinguish among different types of evidence.
- identify the laws governing the admissibility of evidence into a criminal procedure.
- analyze the laws of search and seizure.
- critically evaluate and apply the rules of evidence to specific case facts.
- identify circumstances when a search warrant is not required.

ADMJ 330 Criminal Investigation

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.
Transferable:	CSU
C-ID:	C-ID AJ 140
Catalog Date:	June 1, 2020

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.

Student Learning Outcomes

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

- identify basic investigative responsibilities, including note taking, photographic documentation, preserving and processing evidence, and crime scene sketching.
- identify and explain the role of documentation in the criminal investigative process.
- recognize, identify, and explain the implications of a given piece of evidence in a criminal process.
- identify critical ethical issues related to criminal investigation.
- identify procedures for first responders to crime scenes.
- describe successive evolutionary stages of the criminal investigative process.
- describe the duties related to the basic functions of crime scene management including control, searching, evidence processing, and general area investigation.
- identify the role of forensic examination in a criminal investigative process.
- compare and contrast the legalities and strategies of interview and interrogation.
- research the protections granted under the fourth amendment to the U.S. Constitution including various exceptions to the rule.
- analyze activities of criminal enterprise organizations, criminal gangs, and terrorist organizations.
- identify key information sources and data systems available to investigators.
- explain the role of the investigator in the judicial process.

ADMJ 331 Patrol Procedures

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.
Transferable:	CSU
Catalog Date:	June 1, 2020

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.

Student Learning Outcomes

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

- describe the patrol division organization in a law enforcement agency
- analyze the rules governing a patrol officer's conduct
- differentiate the techniques and methods used by the police to cope with the situations encountered while on patrol

ADMJ 340 Introduction to Correctional Services

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.
Transferable:	CSU
C-ID:	C-ID AJ 200
Catalog Date:	June 1, 2020

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.

Student Learning Outcomes

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

- describe the history and development of corrections in the United States.
- research the legal issues, specific laws, and general issues encountered in a corrections facility.
- explain the relationship between corrections and other components of the administration of justice system.
- distinguish between adult and juvenile corrections, probation, and parole.
- analyze current trends and contemporary issues within the corrections field.

ADMJ 499 Experimental Offering in Administration of Justice

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

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Administration of Justice

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