# Administration of Justice

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## Degree(s)

### Transfer:
- A.S.-T in Administration of Justice for Transfer  
  (using General Education Requirements Option B or C)
- See also: A.A. Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:
- A.S. in Administration of Justice  
  (with General Education Requirements Option A)
- Certificate(s)  
  Certificate in Administration of Justice  
  Certificate in Computer Forensics  
  Certificate in Corrections

## Program Description

The scope of the program in administration of justice and corrections is designed to prepare the student for entry into careers in the criminal justice system. The program provides the student with a basic understanding of a variety of criminal justice positions at the federal, state, county and municipal level. The course of study involves an introduction to law enforcement and criminal justice, criminal law and evidence, juvenile and criminal procedures, public safety report writing, traffic investigation and control, community relations, criminal investigations, criminology, correctional courses, and vice and narcotics control. These courses provide the student with a base of knowledge that will serve them well regardless of the criminal justice field they choose, i.e., police officer, deputy sheriff, corrections, probation or parole, private security or investigator, FBI, or civilian support such emergency communications, crime analysis, or property/evidence technician.

For individuals currently working in the field there may be potential for salary and/or career advancement. Many agencies require entry level and current personnel to possess a certain level of education to be hired or to be eligible for promotion. The Certificate/Associate degree (A.S.) provide that level of education.

## Career Opportunities

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs.  
See: www.onetonline.org

### Transfer A.S. Degree

Students will be prepared to work in a variety of fields, including public law enforcement agencies such as municipal police officers, probation or parole officers, county deputy sheriffs, state highway patrol officers, correctional officers, game wardens, park rangers, and private security. Those completing the A.S.-T in Administration of Justice degree will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, Criminology, and Pre-Law. For any BA/BS careers, see your transfer institution.

### Non-Transfer A.S. Degree

- Police Officer, Deputy Sheriff, Highway Patrol Officer, Probation Officer, Parole Officer, Border Patrol Officer, Air Marshal, Customs and Immigration Inspector, Air Marshal, TSA Agent, Fish and Game Warden, Park Ranger, Coroner's Assistant, Private Investigator, Insurance Adjuster, Fugitive Recovery Agent, Security Screener, Security Guard, Polygraph Examiner, Animal Control Officer, Crime Lab Technician, Emergency Communications Dispatcher, Community Service Officer, Parking Control Officer, Code Enforcement Officer.

### Certificate

- Police Officer, Deputy Sheriff, Highway Patrol Officer, Probation Officer, Parole Officer, Border Patrol Officer, Air Marshal, Customs and Immigration Inspector, Air Marshal, TSA Agent, Fish and Game Warden, Park Ranger, Coroner's Assistant, Private Investigator, Insurance Adjuster, Fugitive Recovery Agent, Security Screener, Security Guard, Polygraph Examiner, Animal Control Officer, Crime Lab Technician, Emergency Communications Dispatcher, Community Service Officer, Parking Control Officer, Code Enforcement Officer.

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Employment Concentrations

Computer Forensics
Private Detective, Investigator

Corrections
Correctional Officer

Transfer Preparation

Administration of Justice (Transfer)
MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

Administration of Justice (Non-Transfer)
MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

Learning Outcomes

• Communicate verbally and in writing effectively.
• Demonstrate respect for social and cultural diversity.
• Critical thinking in applying the law.
• Demonstrate personal and civic responsibility in daily activities.

Degrees

Transfer A.S.-T Degree

Administration of Justice

An Associate in Science in Administration of Justice for Transfer will fulfill the requirements for students to transfer to a CSU institution as an Administration of Justice or Criminal Justice major. The courses in the A.S.-T in Administration of Justice for Transfer degree allow for the development of depth in one of the subject’s substantive subsystems (i.e. law enforcement, juvenile, courts or corrections). The main objective is to familiarize students with the processes involved in the interaction of the criminal justice system as a whole.

The major requirements for an A.S.-T in Administration of Justice for Transfer to CSU may be met by:

• Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.

• The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

• A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

• Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable if pass is defined as a grade of C or better.

A.S.-T in Administration of Justice for Transfer

(18 units)

Required Core (6 units)

AJ-101 Criminal Law 3 units
AJ-102 Introduction to Criminal Justice 3 units

List A: Select two (6 units)

AJ-103 Criminal Evidence 3 units
AJ-106 Juvenile Procedures 3 units
AJ-108 Criminal Investigation 3 units
AJ-111 Criminal Procedures 3 units
AJ-118 Community and the Justice System 3 units
CORR-101 Introduction to Correctional Science 3 units

List B: Select two (6 units)

Any course from List A not used above or the following:

MATH-140 Introduction to Statistics 4 units
PSYC-101 Introduction to Psychology 3 units
or
PSYC-101H Honors Introduction to Psychology 3 units
PS-101 Introduction to American Government and Politics 3 units
or
PS-101H Honors Introduction to American Government and Politics 3 units

Units for Major 18

CSU General Education or IGETC Pattern 37-39

Possible double counting 12

Transferable Electives (as needed to reach 60 CSU transferable units)

Total Units for A.S.-T Degree 60 units

This Associate in Science in Administration of Justice for Transfer degree is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.
Non-Transfer Degree

Administration of Justice
In addition to the 24 units of the certificate program in Administration of Justice, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Administration of Justice.

Certificate
A certificate will be issued for completion of five core course and three elective courses for a total of 24 units. Students may submit a student petition to enrollment services to substitute credit for completion of a P.O.S.T. Basic Police Officers Academy through an accredited institution. Students must attach official college transcripts and an academy course outline or syllabus to the student petition. The Administration of Justice and Corrections Department Chair will determine the amount of credit to award the student. Four Administration of Justice course must be completed at MSJC to earn a certificate.

Certificate in Administration of Justice (24 units)

**Required Courses (15 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-101</td>
<td>Criminal Law</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-102</td>
<td>Introduction to Criminal Justice</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-105</td>
<td>Public Safety Report Writing</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-111</td>
<td>Criminal Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-118</td>
<td>Community and the Justice System</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Elective Courses (9 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-103</td>
<td>Criminal Evidence</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-106</td>
<td>Juvenile Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-108</td>
<td>Criminal Investigation</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-109</td>
<td>Interview and Interrogation Techniques</td>
<td>1.5 units</td>
</tr>
<tr>
<td>AJ-110</td>
<td>Crime Scene Reconstruction and Sketching</td>
<td>1.5 units</td>
</tr>
<tr>
<td>AJ-112</td>
<td>Introduction to Criminology</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-115</td>
<td>Introduction to Probation and Parole</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-117</td>
<td>Introduction to Terrorism and Homeland Security</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-125</td>
<td>Vice and Narcotics Control</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-128</td>
<td>Traffic Control, Enforcement and Investigation</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-149/CWE-149A</td>
<td>Cooperative Work Experience: Administration of Justice</td>
<td>1-4 units</td>
</tr>
<tr>
<td>AJ-299</td>
<td>Special Projects: Administration of Justice</td>
<td>1-3 units</td>
</tr>
<tr>
<td>CORR-101</td>
<td>Introduction to Correctional Science</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Employment Concentrations

**Computer Forensics (16 units)**

<table>
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<th>Units</th>
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<tbody>
<tr>
<td>AJ-103</td>
<td>Criminal Evidence</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-105</td>
<td>Public Safety Report Writing</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-108</td>
<td>Criminal Investigation</td>
<td>3 units</td>
</tr>
<tr>
<td>CSIS-080</td>
<td>Computer Hardware - Level 1</td>
<td>4 units</td>
</tr>
<tr>
<td>CSIS-182</td>
<td>Computer Forensics</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Corrections (15 units)**

CPOST (Correctional Peace Officer Standards and Training) has developed a recommended pattern of classes that would benefit correctional peace officer apprentices. Students completing these classes may receive a higher application score when applying for positions within the Department of Corrections.

**Required Courses (12 units)**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-105</td>
<td>Public Safety Report Writing</td>
<td>3 units</td>
</tr>
<tr>
<td>CORR-101</td>
<td>Introduction to Correctional Science</td>
<td>3 units</td>
</tr>
<tr>
<td>CORR-102</td>
<td>Control and Supervision in Corrections</td>
<td>3 units</td>
</tr>
<tr>
<td>CORR-103</td>
<td>Correctional Interviewing and Counseling</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Elective Courses (3 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-101</td>
<td>Criminal Law</td>
<td>3 units</td>
</tr>
<tr>
<td>CORR-104</td>
<td>Legal Aspects of Corrections</td>
<td>3 units</td>
</tr>
</tbody>
</table>