**Administration of Justice**

**San Jacinto Campus**
(951) 487-MSJC (6752)
1-800-624-5561

**Menifee Valley Campus**
(951) 672-MSJC (6752)
1-800-452-3335
William Farrar (951) 639-5505
wfarrar@msjc.edu

### Degree(s)

**Transfer:**
- A.S.-T in Administration of Justice for Transfer
  [32473 AS.AJ.OPTBAST]
  and [52673 AS.AJ.OPTCAST]

*(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
  [4426 AS.AJ]
  *(with General Education Requirements Option A)*

### Certificate(s)
- Certificate in Administration of Justice
  [22143 CT.AJ]
- Employment Concentration Certificate(s)
  - Computer Forensics
  - 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, please see your transfer institution.

**Non-Transfer A.S. Degree**

- Police Officer, Deputy Sheriff, Highway Patrol Officer, Probation Officer, Parole Officer, State Police Officer, FBI Agent, DEA Agent, ATF Agent, ABC Agent, U.S. Marshal, Treasury Enforcement Agent, Boarder Patrol Officer, Court Bailiff, Customs and Immigration Inspector, Customs Canine Specialist, Air Marshal, Fish and Game Warden, Park Ranger, Coroner's Assistant, Private Investigator, Fugitive Recovery Agent, Security Screener, Security Guard, Polygraph Examiner, Animal Control Officer, Fingerprint Classification Technician, Emergency Communications Dispatcher, Property/Evidence Technician, Community Service Officer, Parking Control Officer, Code Enforcement Officer.

**Certificate**

- Specialized Investigator/Detective, Police Officer, Deputy Sheriff, Highway Patrol Officer, Probation Officer, Parole Officer, Boarder Patrol Officer, Air Marshal, Customs and Immigration Inspector, Customs Canine Specialist, Air Marshal, 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.
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)

<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</td>
</tr>
<tr>
<td>AJ-102</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

List A: Select two (6 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</td>
</tr>
<tr>
<td>AJ-106</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ-108</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ-111</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ-118</td>
<td>Community and the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CORR-101</td>
<td>Introduction to Correctional Science</td>
<td>3</td>
</tr>
</tbody>
</table>

List B: Select two (6 units)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-140</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC-101H</td>
<td>Honors Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PS-101</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>PS-101H</td>
<td>Honors Introduction to American Government and Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

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) 37-39

Total Units for A.S.-T Degree 60

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 courses 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 POST Basic Peace 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 Department Chair will determine the amount of credit to award the student. Four Administration of Justice courses must be completed at MSJC to earn a certificate.

Certificate in Administration of Justice (24 units)

Required Courses (15 units)

AJ-101 Criminal Law 3 units
AJ-102 Introduction to Criminal Justice 3 units
AJ-106 Juvenile Procedures 3 units
AJ-111 Criminal Procedures 3 units
AJ-118 Community and the Justice System 3 units

Elective Courses (9 units)

AJ-103 Criminal Evidence 3 units
AJ-105 Public Safety Report Writing 3 units
AJ-108 Criminal Investigation 3 units
AJ-109 Interview and Interrogation Techniques 1.5 units
AJ-110 Crime Scene Reconstruction and Sketching 1.5 units
AJ-112 Introduction to Criminology 3 units
AJ-115 Introduction to Probation and Parole 3 units
AJ-125 Vice and Narcotics Control 3 units
AJ-128 Traffic Control, Enforcement and Investigation 3 units
AJ-149/CWE-149A Cooperative Work Experience: Administration of Justice 1-4 units
AJ-299 Special Projects: Administration of Justice 1-3 units
CORR-101 Introduction to Correctional Science 3 units

Employment Concentrations

Computer Forensics (16 units)

AJ-103 Criminal Evidence 3 units
AJ-105 Public Safety Report Writing 3 units
AJ-108 Criminal Investigation 3 units
CSIS-181 Computer Hardware - Level 1 4 units
CSIS-182 Computer Forensics 3 units

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)

AJ-105 Public Safety Report Writing 3 units
CORR-101 Introduction to Correctional Science 3 units
CORR-102 Control and Supervision in Corrections 3 units
CORR-103 Correctional Interviewing and Counseling 3 units

Elective Courses (3 units)

AJ-101 Criminal Law 3 units
CORR-104 Legal Aspects of Corrections 3 units
Mt. San Jacinto College
Undergraduate certificate in Administration of Justice
Program Length: 72 weeks

Students graduating on time
10% of title IV students complete the program within 72 weeks.

Program Costs*
$1,164 for in-state tuition and fees
$6,500 for out-of-state tuition and fees
$4,044 for books and supplies
$24,984 for off-campus room and board

Other Costs:
Parking Permits cost $98 a year or $34 a semester.
H.A.G. Fees cost $17 a year or $6.50 a semester.

SGA discount sticker (optional) - $14 a year or $7 a semester.
Student representation fee (optional) - $2 a year or $1 a semester.
Help is Student Fund (optional) - $4 a year or $2 a semester.
Visit website for more program cost information: www.msjc.edu/Catalog/Pages/default.aspx.

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money
16% of students who attend this program borrow money to pay for it.

The typical graduate leaves with
N/A in debt.

The typical monthly loan payment
N/A per month in student loans with N/A interest rate.

The typical graduate earns
not provided per year after leaving this program.

Graduates who got jobs
N/A of program graduates got jobs.

Program graduates are employed in the following fields:
Bailiffs: http://onetonline.org/link/summary/33-3011.00
Police Detectives: http://onetonline.org/link/summary/33-3021.01
Police Identification and Records Officers: http://onetonline.org/link/summary/33-3021.02
Criminal Investigators and Special Agents: http://onetonline.org/link/summary/33-3021.03
Immigration and Customs Inspectors: http://onetonline.org/link/summary/33-3021.05
Police Patrol Officers: http://onetonline.org/link/summary/33-3051.01
Sheriffs and Deputy Sheriffs: http://onetonline.org/link/summary/33-3051.02
Private Detectives and Investigative Services: http://onetonline.org/link/summary/33-3021.01

Licensure Requirements
Program has no licensure requirements in any state.

Additional Information:
No additional notes provided.

Date Created: 3/29/2017

These disclosures are required by the U.S. Department of Education.

Footnotes:
1. The share of students who completed the program within 150% of normal time (72 weeks).
2. The share of students who borrowed federal, private, and institutional loans to help pay for college.
3. The median net of borrows for students who completed this program. This cost includes federal, private, and institutional loans.
4. The median monthly loan payment for the students who completed this program if they repaid over ten years at a N/A interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some states require students to graduate from a state-approved program in order to obtain a license to practice a profession in those states.
7. State Job Placement Rate. N/A.