

**DIVISION**  
**DIVISION DEAN**  
**FACULTY CHAIR**  
**DIVISION OFFICE**

Criminal Justice  
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The Administration of Justice discipline involves the study of the theory and practice of law, law enforcement, the courts, and corrections systems. Law enforcement specializes in police activities including effective investigation and patrol services to the public. The courts specialize in responsibilities to the public through the trial system. The corrections systems specialize in the punishment and incarceration process as well as rehabilitation of the offender. Private security services explore private protection through private agencies.

Administration of Justice offers a wide range of career opportunities. Students interested in careers as peace officers should refer to the Department of Police Science. Students planning to transfer to a four-year institution and major in Administration of Justice should consult with a counselor regarding the transfer process and lower division requirements.

The Administration of Justice courses listed may not be offered every semester due to instructor availability. Please refer to the college semester schedule of class offerings.

Core competencies emphasized by courses in this department:

- Read and retain information
- Write clearly
- Speak clearly
- Employ vocabulary of the subject studied
- Find and interpret information
- Evaluate strengths, weaknesses and fallacies of logic
- Locate, evaluate and select evidence to support or discredit an argument.
- Apply learned knowledge to new situations
- Accept responsibility for own actions
- Demonstrate respect for a diversity of ideas and the rights of others
- Exhibit personal, professional, and academic honesty
- Display behavior consistent with ethical standards within a discipline
- Demonstrate etiquette in face-to-face and written interactions
- Work effectively in group settings
- Utilize conflict resolution skills
- Demonstrate knowledge of and respect for other cultures

## ADMINISTRATION OF JUSTICE ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Administration of Justice, students must complete all requirements for the certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

## ADMINISTRATION OF JUSTICE CERTIFICATE

The Administration of Justice certificate is designed to prepare students for entry-level positions in a wide range of law enforcement services including the courts, corrections, law enforcement, and private security.

### REQUIRED COURSES UNITS

ADJUST 101	Introduction to Administration of Justice	3
ADJUST 102	Principles & Procedures of the Justice System	3
ADJUST 103	Concepts of Criminal Law	3
ADJUST 104	Legal Aspects of Evidence	3
ADJUST 105	Community Relations	3

### Six (6) units of electives chosen from the following list 6

ADJUST 106	Principles of Investigation	(3)
ADJUST 107	Concepts of Enforcement Services	(3)
ADJUST 108	Juvenile Procedures	(3)
CORREC 101	Introduction to Corrections	(3)
CORREC 102	Correctional Interviewing and Counseling	(3)
CORREC 104	Control and Supervision in Corrections	(3)
CORREC 105	Legal Aspects of Corrections	(3)

### TOTAL UNITS 21

### RECOMMENDED COURSES UNITS

ENGL 101	Freshman Composition	4
ENGL 102	Intermediate Composition and Critical Thinking	4
HIST 101	US History: 1865 to Present	3
MATH 102	Introduction to College Algebra or	4
MATH 108	Introduction to Probability and Statistics	(4)
	or	
MATH 115	Ideas of Mathematics	(3)
POLIT 100	American Politics	3
PSYCH 100	General Psychology	3
SOC 100	Introduction to Sociology	3
SPEECH 100	Public Speaking	3
	or	
SPEECH 111	Interpersonal Communication	(3)