

Administration of Justice

**ADMINISTRATION OF JUSTICE –
ADJUS**

Obed Vazquez, Dean
Social Sciences Division
Faculty Office Building, Room 136

Possible career opportunities

Law enforcement study prepares students for a career as a police officer, sheriff’s deputy, California Highway Patrol Officer (CHP), Federal Bureau of Investigation Agent (FBI), Drug Enforcement Administration Agent (DEA), Secret Service Agent, U.S. Border Patrol Agent, Fish and Game Warden, or Customs Agent. Corrections study prepares students for a career as a correctional officer, parole officer, probation officer, youth counselor, prison warden, or criminologist. A pre-law specialization prepares students for further study towards the advanced degree required to become a lawyer, district attorney, public defender, defense lawyer, judge or bailiff.

Program-level student learning outcomes

Program learning outcomes are subject to change. The most current list of program learning outcomes for each program is published on the DVC website at www.dvc.edu/slo.

**Associate in science degree
Administration of justice**

Students completing the program will be able to...

- A. demonstrate an understanding of the three parts of the criminal justice system and how they interrelate.
- B. demonstrate a working knowledge of the theory and practice of criminal law.
- C. demonstrate an understanding of the legal procedures of the United States and California criminal justice systems.

Students wishing to pursue a career in the field of law enforcement, crime scene investigation, probation, parole, corrections, private security, law, criminal behavior studies, rehabilitation programs or the like should consider this two-year program. All students planning to seek employment with a government or private agency after they graduate should speak with a faculty member of the department in order to review the special requirements of the various agencies.

To earn an associate in science degree, students must complete each required course with a “C” grade or higher. Degree requirements can be completed by attending classes in the day, the evening, or both. Certain courses may satisfy both major and general education requirements; however, the units are only counted once.

<i>major requirements:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-121 Criminal Law.....	3
ADJUS-122 Criminal Procedure	3
ADJUS-124 Elements of Corrections	3
ADJUS-130 Cultural Diversity in Criminal Justice.....	3
ADJUS-221 Legal Aspects of Evidence	3
ADJUS-284 Interviewing and Counseling.....	3

plus at least 7-9 units from:

ADJUS-125 Report Preparation for Criminal Justice.....	3
ADJUS-139 Gangs and Threat Groups in America.....	3
ADJUS-203 Crime Scene Investigation	4
ADJUS-222 Criminal Investigation.....	3
ADJUS-230 Juvenile Procedures.....	3
ADJUS-250 Terrorism and Homeland Security.....	3
ADJUS-260 Patrol Procedures	3
ADJUS-270 Personal Self Defense and Firearms	2
ADJUS-280 Community-Based Corrections.....	3
ADJUS-298 Independent Study.....	0.5-3

total minimum required units 28

Associate in science in administration of justice for transfer

Students completing the program will be able to...

- A. achieve an advanced level of understanding about the administration of justice, the law, crime and delinquency, and working with diverse communities.
- B. identify and increase understanding of major social issues relating to crime, criminals, prevention and control, and victims.
- C. focus on police and social control, law and courts, corrections, juvenile justice, and special problems, trends, and contemporary topics in this field.

A DVC administration of justice student who has earned the associate in science in administration of justice for transfer (AS-T) will be granted priority admission to the CSU into a similar baccalaureate (BA) degree program as long as the student meets all prescribed admission requirements.

The associate in science in administration of justice for transfer is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

In order to earn the degree, students must:

- Complete 60 semester CSU-transferable units.
- Complete the California State University-General Education pattern (CSU GE); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- Complete a minimum of 18 semester units in the major.
- Obtain a minimum grade point average (GPA) of 2.0.
- Earn a grade of “C” or higher in all courses required for the major.

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Students transferring to a CSU campus that accepts the degree will be required to complete no more than 60 units after transfer to earn a bachelor’s degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system, or those students who do not intend to transfer.

Some courses in the major satisfy both major and CSUGE/IGETC general education requirements; however, the units are only counted once toward the 60 unit requirement for an associate’s degree. Some variations in requirements may exist at certain four-year institutions; therefore, students who intend to transfer are advised to refer to the catalog of the prospective transfer institution and consult a counselor.

<i>major requirements:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-121 Criminal Law	3

<i>plus at least 6 units from:</i>	
ADJUS-122 Criminal Procedure	3
ADJUS-124 Elements of Corrections	3
ADJUS-130 Cultural Diversity in Criminal Justice	3
ADJUS-203 Crime Scene Investigation	4
ADJUS-221 Legal Aspects of Evidence	3
ADJUS-222 Criminal Investigation	3
ADJUS-230 Juvenile Procedures	3

<i>plus at least 6 units from:</i>	
<i>any course not used above or:</i>	
ADJUS-250 Terrorism and Homeland Security	3
POLSC-121 Introduction to United States Government	3
PSYCH-101 Introduction to Psychology	3
SOCIO-120 Introduction to Sociology	3
BUS-240 Business Statistics	3
or	
MATH-142 Elementary Statistics with Probability	4
total minimum required units	18

**Certificate of achievement
Administration of justice**

Students completing the program will be able to...

- A. demonstrate a working knowledge of the basic components of the criminal justice system.
- B. demonstrate a working knowledge of the theory and practice of criminal law.
- C. demonstrate an understanding of the legal procedures of the United States and California criminal justice systems.

Students wishing to pursue a career in the field of law enforcement, crime scene investigation, probation, parole, corrections, private security, law, criminal behavior studies, rehabilitation programs or the like should consider this two-year program. All students planning to seek employment with a government or private agency after they graduate should speak with a faculty member of the department in order to review the special requirements of the various agencies.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements can be completed by attending classes in the day, the evening, or both.

<i>required courses:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-121 Criminal Law	3
ADJUS-122 Criminal Procedure	3
ADJUS-124 Elements of Corrections	3
ADJUS-130 Cultural Diversity in Criminal Justice	3
ADJUS-221 Legal Aspects of Evidence	3
ADJUS-284 Interviewing and Counseling	3

<i>plus at least 7-9 units from:</i>	
ADJUS-125 Report Preparation for Criminal Justice	3
ADJUS-139 Gangs and Threat Groups in America	3
ADJUS-203 Crime Scene Investigation	4
ADJUS-222 Criminal Investigation	3
ADJUS-230 Juvenile Procedures	3
ADJUS-250 Terrorism and Homeland Security	3
ADJUS-260 Patrol Procedures	3
ADJUS-270 Personal Self Defense and Firearms	2
ADJUS-280 Community-Based Corrections	3
ADJUS-298 Independent Study	0.5-3
total minimum required units	28

**Certificate of accomplishment
Administration of justice
Community relations specialist**

Students completing the program will be able to...

- A. demonstrate an understanding of the three parts of the criminal justice system and how they interrelate.
- B. demonstrate an understanding of the theoretical and conceptual overview of multicultural concepts and issues as they relate to the criminal justice system.
- C. demonstrate an understanding of the history, culture, organization of criminal gangs and their social and criminal impact upon society.

This certificate prepares students for entry-level careers either as law enforcement or civilian positions that require a better than average understanding of multicultural issues as they impact the community and the criminal justice system. Anyone contemplating a career in the criminal justice field should consider taking these courses. Citizens active in their community such as teachers, activists, political and social leaders, and members of cultural organizations will find this series of courses an excellent resource in better understanding the issues that impact their communities.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

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<i>required courses:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-130 Cultural Diversity in Criminal Justice.....	3
ADJUS-139 Gangs and Threat Groups in America.....	3

<i>plus at least 3 units from:</i>	
ADJUS-280 Community-Based Corrections.....	3
ADJUS-284 Interviewing and Counseling.....	3
total minimum required units	12

**Certificate of accomplishment
Administration of justice
Correctional specialist**

Students completing the program will be able to...

- A. demonstrate familiarity with the basic components of the criminal justice system with special emphasis on the correctional system.
- B. demonstrate an understanding of the history, culture, organization of criminal gangs and their social and criminal impact on society.
- C. demonstrate a working knowledge of the organization, functions and jurisdiction of juvenile agencies and processing and detention of juveniles.

This certificate prepares students for entry-level careers in corrections such as working in prisons, jails, probation officers, parole agent, and counselors working with adult offenders. Completion of this certificate will greatly improve the opportunity for employment in these fields.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

<i>required courses:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-124 Elements of Corrections	3
ADJUS-139 Gangs and Threat Groups in America.....	3
ADJUS-284 Interviewing and Counseling.....	3
total minimum required units	12

**Certificate of accomplishment
Administration of justice
Crime scene investigator**

Students completing the program will be able to...

- A. demonstrate an understanding of the three parts of the criminal justice system and how they interrelate.
- B. identify, collect, package and analyze physical evidence from a crime scene.
- C. conduct a successful criminal investigation using interviews, interrogation and case preparation.

This certificate prepares students for entry-level careers as crime scene investigators, criminal analysts, and fingerprint examiners, criminalists in limited areas of expertise, crime scene photographers, private security investigators, and criminal investigators. It also is a foundation for those students who wish to pursue advanced careers as criminal profilers or advanced criminalists. Completion of this certificate will greatly improve the opportunity for employment.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

<i>required courses:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-203 Crime Scene Investigation	4
ADJUS-222 Criminal Investigation.....	3
ADJUS-260 Patrol Procedures	3
total minimum required units	13

**Certificate of accomplishment
Administration of justice
Criminal law specialist**

Students completing the program will be able to...

- A. demonstrate an understanding of the three parts of the criminal justice system and how they interrelate.
- B. demonstrate a working knowledge of the theory and practice of criminal law.
- C. demonstrate an understanding of the legal procedures of the United States and California criminal justice systems.

This certificate prepares a student for entry-level careers in many areas of the criminal justice system where a basic understanding of statutory and procedural criminal law is necessary. Examples of these positions would be law enforcement officers, lawyers, investigators, correctional personnel and private and corporate security. Anyone choosing a career in the criminal justice field should complete this certificate as a minimum.

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To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

<i>required courses:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-121 Criminal Law.....	3
ADJUS-122 Criminal Procedure	3
ADJUS-221 Legal Aspects of Evidence	3
total minimum required units	12

**Certificate of accomplishment
Administration of justice
Juvenile counseling**

Students completing the program will be able to...

- A. demonstrate an understanding of the three parts of the criminal justice system and how they interrelate.
- B. demonstrate an understanding of the history, culture, organization of criminal gangs and their social and criminal impact on society.
- C. demonstrate a working knowledge of the organization, functions and jurisdiction of juvenile agencies and processing and detention of juveniles.

This certificate prepares students for entry-level careers working with juvenile offenders, crime prevention, juvenile correctional facilities, and juvenile counseling and rehabilitation programs. Since juveniles commit most crimes, law enforcement officers should have a good understanding of the juvenile justice system. Those persons wishing to work as probation officers or parole officers should strongly consider taking these courses to greatly improve their opportunity for employment.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

<i>required courses:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-124 Elements of Corrections	3
ADJUS-139 Gangs and Threat Groups in America.....	3
ADJUS-230 Juvenile Procedures.....	3
ADJUS-284 Interviewing and Counseling.....	3
total minimum required units	15

**Certificate of accomplishment
Administration of justice
Patrol specialist**

Students completing the program will be able to...

- A. demonstrate an understanding of the three parts of the criminal justice system and how they interrelate.
- B. gather, organize and prepare written reports for law enforcement and correctional activities.
- C. demonstrate proficiency with handguns and shotguns, an understanding of personal safety and defensive tactics and their legal ramifications.

This certificate prepares students for entry-level careers as law enforcement officers in federal, state, and local agencies as well as private and corporate security. After completing this certificate, students contemplating enrolling in the POST academies will have a solid foundation that will help to ensure academy success. Students entering private security will have much more training than is required by state law. Completion of this certificate will also give the student a greatly improved opportunity for employment.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

<i>required courses:</i>	<i>units</i>
ADJUS-120 Introduction to the Administration of Justice	3
ADJUS-125 Report Preparation for Criminal Justice.....	3
ADJUS-139 Gangs and Threat Groups in America.....	3
ADJUS-222 Criminal Investigation.....	3
ADJUS-260 Patrol Procedures	3
ADJUS-270 Personal Self Defense and Firearms	2
total minimum required units	17

ADJUS-120 Introduction to the Administration of Justice

- 3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

This course addresses the history and philosophy of justice as it evolved throughout the world. It addresses in detail a) the American system of justice and the various subsystems, i.e. the police, the courts, corrections, etc. b) the roles and interrelationships of criminal justice agencies c) concepts of crime accusations, punishments, and rehabilitation and d) issues pertaining to ethics, education, and training for participants in the criminal justice system. C-ID AJ 110, CSU, UC

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ADJUS-121 Criminal Law

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

This course involves a detailed analysis of a) the historical development and philosophy of American law b) statutory law, including classifications, definitions and legality c) case and constitutional law as it applies to situations and individuals in the justice system and d) methodology and concepts of law and their role as a social force. The course emphasizes California criminal statutes. C-ID AJ 120, CSU, UC

ADJUS-122 Criminal Procedure

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

This course examines legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in course decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. California law and procedures are emphasized. C-ID AJ 122, CSU

ADJUS-124 Elements of Corrections

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course is an introduction to major types of criminal behavior, patterns of career offenders, causal factors of crime and delinquency, and methods used in dealing with violators in the justice system. Emphasis will be placed on changing roles in corrections as practiced by law enforcement, courts, and correctional agencies. C-ID AJ 200, CSU

ADJUS-125 Report Preparation for Criminal Justice

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course emphasizes the practical aspects of gathering, organizing, and preparing written reports for law enforcement and correctional activities on local, state, and federal levels. It will cover the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner for various types of criminal justice system reports, letters, memoranda, directives and administrative reports. Students will gain practical experience in note-taking, report writing, and presenting testimony in court. CSU

ADJUS-130 Cultural Diversity in Criminal Justice

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

A theoretical and conceptual overview of multicultural concepts and issues, including those related to gender, age, and sexual preference; an application of those concepts and issues to the three public safety disciplines (Law Enforcement, Judiciary, and Corrections); identification of problems related to increasingly diverse population; and examination of strategies to overcome those problems, particularly in relation to the maintenance of social order. C-ID AJ 160, CSU, UC

ADJUS-139 Gangs and Threat Groups in America

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

An introduction to modern criminal gangs, their philosophy, history, structure, impact on the community and the criminal justice system. A study of the legal codes and prosecution of gang members. Evaluation of prison gangs and their impact on the community. An examination of treatment programs in the institutions and the community. CSU

ADJUS-150 Topics in Administration of Justice

.3-4 units SC

- Variable hours

A supplemental course in administration of justice to provide a study of current concepts and problems in the administration of justice. Specific topics will be announced in the schedule of classes. CSU

ADJUS-203 Crime Scene Investigation

4 units LR

- 54 hours lecture/54 hours laboratory per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course is an in-depth analysis and discussion of the nature and significance of various types of physical evidence commonly found at crime scenes. Areas of emphasis include: (1) the use of physical evidence in the forensic setting, (2) types of physical evidence, (3) the identification, collection and packaging of physical evidence, (4) principles of crime scene photography, (5) crime scene sketching, (6) evidence collection techniques: casting shoe and tool marks, lifting latent fingerprints and (7) the preservation of trace evidence, i.e. physiological fluids, hair, soil, fibers, glass, etc. This course combines the theoretical concepts associated with use of physical evidence in the forensic setting with student involvement in the processing of simulated crime scenes. The laboratory component, which will focus on the student applying the principles learned in lectures, will be mandatory. C-ID AJ 150, CSU

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ADJUS-221 Legal Aspects of Evidence

- 3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

This course covers the origin, development, philosophy and constitutional basis of evidence; procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. C-ID AJ 124, CSU

ADJUS-222 Criminal Investigation

- 3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

This course presents fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up; ethical issues for investigators; and case preparation. C-ID AJ 140, CSU

ADJUS-230 Juvenile Procedures

- 3 units LR
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

This course examines the organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. C-ID AJ 220, CSU

ADJUS-250 Terrorism and Homeland Security

- 3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course is an introduction to contemporary terrorism and its relation to homeland security. There will be an emphasis on the growing threat of homegrown violent extremism and weapons of mass destruction. Motivational factors of international and domestic terrorism organizations, the basic elements of government intelligence, prevention measures, responses to terrorism, and disciplines within the counter-terrorism profession will be discussed. This course meets the California Bureau of Security and Investigative Services requirement for training in weapons of mass destruction. CSU

ADJUS-260 Patrol Procedures

- 3 units LR
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Credit by examination option available

This course covers the responsibilities, techniques, purpose and methods of police patrol. Routine patrol, crisis intervention, officer survival and investigation techniques and the effect of the patrol officer's decision making and judgment on the community will also be examined. CSU

ADJUS-270 Personal Self Defense and Firearms

- 2 units SC
- 18 hours lecture/54 hours laboratory per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Participation in vigorous physical activity and a payment of a mandatory range fee required. Felony conviction prohibits enrollment.

This course provides training in personal self-defense and the use of firearms. Originally developed for law enforcement personnel re-certification, the course will benefit anyone desiring proficiency with handguns, personal safety and defensive tactics. The course will also include moral and legal aspects of the use of weapons, safety in the use of side arms and shotguns, and training in the use of pepper spray and stun guns. CSU

ADJUS-280 Community-Based Corrections

- 3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course is an introduction to community-based corrections: its philosophy, history, legal mandates, relations to courts, basic procedures, and common treatment approaches. Legal codes affecting probation and parole; evaluation of the prison system and inmate community; parole supervision and examination of the success of a contemporary prison and parole system will be covered. There will be a specific emphasis on California's probation, institutions and parole system. CSU

ADJUS-284 Interviewing and Counseling

- 3 units LR
- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course is an introduction to the concepts and techniques of communication, casework and counseling as utilized by practitioners in the administration of justice field. Students will review the interview and interrogation process as applicable to the social work function in policing and corrections. This is a basic course for students planning to enter, or for those already employed within the administration of justice field. CSU

ADJUS-298 Independent Study

.5-3 units SC

- *Variable hours*
- *Note: Submission of acceptable educational contract to department and Instruction Office is required.*

This course is designed for advanced students who wish to conduct additional research, a special project, or learning activities in a specific discipline/subject area and is not intended to replace an existing course. The student and instructor develop a written contract that includes objectives to be achieved, activities and procedures to accomplish the study project, and the means by which the supervising instructor may assess accomplishment. CSU

ADJUS-299 Student Instructional Assistant

.5-3 units SC

- *Variable hours*
- *Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.*

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU