

**Program Description**

The Administration of Justice Program involves the study of the theory and practice of law enforcement, police work, the court, and corrections. Law enforcement, whether as a police officer, deputy sheriff, probation officer, or state traffic officer, offers a rewarding opportunity to serve society. Specialized officers such as game wardens, forest rangers, or criminal investigators make unique contributions throughout our country. They investigate crime, present cases in court, and render other services to the justice system and the people. The administration of justice courses provides the student with a broad base of knowledge, understanding, and proficiency in the general area.

**Staff** *Please dial (661) 722-6300, then the 4 digit extension.*

Division:	
Nate Dillon, Dean	x.6275
Casey Farris, Administrative Assistant	x.6482
Bettie Negrete, Clerical Assistant III	x.6482
Carlos Pinho, Department Co-Chair	x.6716
Duane Rumsey, Department Co-Chair	x6322
Faculty:	
Carlos Pinho	x.2426
Adjunct Faculty:	V.M.
Shannon Angelidis	2468
Laura Bettencourt	2415
Albert Gavin	2595
David Harrison	2031
Samer Issa	2049
Joseph Lombardi	2607
Henry Price	2565
Brian Shreves	2516
Eugene Siegel	2456
Cynthia Ware	2338

**Career Option**

Animal Control Officer	Legal Secretary
Border Patrol Officer	Paralegal
Correctional Officer	Park Ranger
Criminal Investigator	Parole Agent
Customs Agent	Police Clerk
Drug Enforcement Agent	Police Dispatcher
Evidence Technician	Police Officer
FBI Agent	Polygraph Operator
Fingerprint Classifier	Private Detective
Forest Ranger	Probation Officer
Highway Patrol Officer	Security Specialist
Industrial Security Officer	Sheriff
Insurance Investigator	Warden
Lawyer	

(Careers may require education beyond the two-year college level.)

**Program Learning Outcomes**

**Associate in Arts in Administration of Justice**

1. Properly interpret industry standards related to an individual’s rights against illegal searches and seizures, self-incrimination, legal representation, and due process of the law.
2. Analyze and evaluate crime scenes, identify unique criminal components, then properly collect, preserve, and document evidence.

3. Identify and apply the individual components of the criminal justice system to a newly arrested offender.

**Associate in Science in Administration of Justice for Transfer**

1. Properly interpret industry standards related to an individual’s rights against illegal searches and seizures, self-incrimination, legal representation, and due process of the law.
2. Analyze and evaluate crime scenes, identify unique criminal components, then properly collect, preserve, and document evidence.
3. Identify and apply the individual components of the criminal justice system to a newly arrested offender.

**Associate Degree**

**Administration of Justice**

The requirements for an associate degree in Administration of Justice may be satisfied by completing 12 units of required courses, selecting an additional 6 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective units to total 60 units. (See Graduation/ Associate Degree Requirements.)

<b>Required Courses (18 units):</b>	<b>units</b>
AJ 101, Introduction to Administration of Justice	3
AJ 102, Criminal Law	3
AJ 103, Criminal Evidence	3
AJ 205, Criminal Investigation	3
Program Electives	6
	<b>Total 18</b>

<b>Program Electives (Select 6 units):</b>	
AJ 104, Introduction to Corrections	3
AJ 109, Crime Analysis	3
AJ 110, Terrorism Investigation	3
AJ 199, Occupational Work Experience	1-8
AJ 201, Police in Society	3
AJ 203, Narcotics Control	3
AJ 204, Juvenile Procedures	3
AJ 206, Criminology	3
AJ 207, Probation and Parole	3
AJ 208, Introduction to Forensic Science	3

<b>Recommended Pathway</b>	
<b>Fall, First Semester</b>	<b>units</b>
AJ 101, Introduction to Administration of Justice	3
GE requirement Area D1 (ENGL 101)	3
GE requirement Area E (recommended HD 101)	3
Electives (recommended AJ courses)	6
	<b>Total 15</b>

<b>Spring, Second Semester</b>	
AJ 102, Criminal Law	3
Program Elective (recommended AJ 206)	3
GE requirement Area D2 (COMM 101)	3
Electives (recommended AJ courses)	6
	<b>Total 15</b>

**Fall, Third Semester**

AJ 103, Criminal Evidence	3
GE requirement Area B (recommended POLS 101)	3
GE requirement Area F (recommended ANTH 102)	3
Electives (recommended AJ courses)	6
<b>Total</b>	<b>15</b>

**Spring, Fourth Semester**

AJ 205, Criminal Investigation	3
Program Elective (recommended AJ 207)	3
GE requirement Area A (recommended GEOL 101)	3
GE requirement Area C (recommended PHIL 105)	3
Electives (recommended AJ courses)	3
<b>Total</b>	<b>15</b>

**Degree Total 60**

**Associate in Science in Administration of Justice for Transfer**

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) degree involves the study of the theory and practice of law enforcement, police work, and court and corrections systems. Law enforcement, whether as a line police officer, deputy sheriff, marshal, or state traffic officer, offers a rewarding opportunity to serve society. Specialized officers such as game wardens, forest rangers, or criminal investigators make unique contributions throughout our state and nation. They investigate crime, present cases in court and render other service to the justice system and the people.

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). Associate Degrees for Transfer are for seamless transfer to a CSU.

To earn an Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) degree, a student must complete the following:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - 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.

ADTs also require that students must earn a “C” or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

<b>Required Courses</b>	<b>units</b>
AJ 101, Introduction to Administration of Justice	3
AJ 102, Criminal Law	3

<b>Required Electives A (6 units):</b>	<b>units</b>
AJ 103, Criminal Evidence	3
AJ 205, Criminal Investigation	3

**Required Electives B (6 units):**

AJ 104, Introduction to Corrections	3
AJ 109, Crime Analysis	3
AJ 110, Terrorism Investigation	3
AJ 201, Police in Society	3
AJ 203, Narcotics Control	3
AJ 204, Juvenile Procedures	3
AJ 206, Criminology	3
AJ 207, Probation and Parole	3
AJ 208, Introduction to Forensic Science	3

Some courses required for the major may also satisfy general education requirements. Consult with a counselor for additional information.

**Recommended Pathway**

<b>Fall, First Semester</b>	<b>units</b>
AJ 101, Introduction to Administration of Justice	3
Required Elective B	3
CSU GE A2 (ENGL 101)	3
CSU GE C1	3
CSU GE E	3
<b>Total</b>	<b>15</b>

**Spring, Second Semester**

AJ 102, Criminal Law	3
Required Elective B	3
CSU GE A1	3
CSU GE C2	3
CSU GE B4	3
<b>Total</b>	<b>15</b>

**Fall, Third Semester**

Required Elective A	3
CSU GE D	3
CSU GE A3	3
CSU GE B2/B3	4
*CSU Electives	2
<b>Total</b>	<b>15</b>

**Spring, Fourth Semester**

Required Elective A	3
CSU GE B1 (add B3 if needed)	3
CSU GE D	3
CSU GE F	3
CSU GE C	3
<b>Total</b>	<b>15</b>

**Degree Total 60**

**Note: If you are following the IGETC pattern, please see a counselor.**

**Transfer**

Students planning to transfer to a four-year college or university after AVC are strongly advised to follow the Administration of Justice degree, visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to CSU/UC campuses can be found at [www.assist.org](http://www.assist.org)

## Prerequisite Completion

All prerequisite courses must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Administration of Justice Courses

### AJ 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE

3 units

3 hours weekly

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross-cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process and sentencing, and incarceration policies. (C-ID: AJ 110) (CSU, UC, AVC)

### AJ 102 CRIMINAL LAW

3 units

3 hours weekly

An examination of criminal law, both substantive and procedural, as found in the various California State Codes and as interpreted by our courts. The course will cover the origin and development of law, including English Common Law, the U.S. and California Constitutions, California State statutes and Appellate Court decisions. The distinction between torts and crimes, felonies and misdemeanors, and venue and jurisdiction will be examined. Crimes against persons and property and crimes popularly deemed to be victimless will be discussed. (C-ID: AJ 120) (CSU, UC, AVC)

### AJ 103 CRIMINAL EVIDENCE

3 units

3 hours weekly

This course presents the origin, development, philosophy, and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings, and material objects at motions and trial; constitutional and procedural considerations affecting searches and seizures and admissions and confessions. (C-ID: AJ 124) (CSU, UC, AVC)

### AJ 104 INTRODUCTION TO CORRECTIONS

3 units

3 hours weekly

This course is designed to help the student develop an understanding of the concepts of criminal parole, probation and the corrections system. Students will examine these areas of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications for juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (C-ID: AJ 200) (CSU, AVC)

### AJ 109 CRIME ANALYSIS

3 units

3 hours weekly

**Advisory:** Completion of AJ 101.

An introduction to the field of crime analysis and its role in law enforcement, crime prevention and public safety. Topics will include the history and current functions of crime analysis, along with its changing roles and future applications. Students will explore each of the major types of crime analysis: administrative, strategic, tactical, and investigative. This class is intended for those students who wish to work in a nontraditional role in law enforcement and for sworn personnel who want to have a better understanding how crime analysis can optimize their law enforcement efforts. (CSU, AVC)

### AJ 110 TERRORISM INVESTIGATION

3 units

3 hours weekly

**Advisory:** Completion of AJ 101

This course will examine the phenomenon known as terrorism. A historical perspective will trace its origin from at least the first century through present times. This course will study the ideologies and philosophies of terrorist groups on both an international as well as national scale. Identification of terrorist groups as well as terrorist tactics will be examined. Emphasis will be on exploring the law enforcement/intelligence methods used to prevent and respond to terrorist-related crimes. (CSU, AVC)

### AJ 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs.

Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student's educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **AJ 201 POLICE IN SOCIETY**

(formerly Police-Community Relations)

*3 units*

*3 hours weekly*

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law. (C-ID: AJ 160) (CSU, UC, AVC)

### **AJ 203 NARCOTICS CONTROL**

*3 units*

*3 hours weekly*

History and impact of drugs on society, law enforcement, the courts, corrections, and treatment programs. Students will learn legal classifications for drugs, criminal codes, how drug cases are handled in the judicial system, drug use detection, and drug testing systems. (CSU, AVC)

### **AJ 204 JUVENILE PROCEDURES**

*3 units*

*3 hours weekly*

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focus on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System. (C-ID: AJ 220) (CSU, UC, AVC)

### **AJ 205 CRIMINAL INVESTIGATION**

*3 units*

*3 hours weekly*

This course is designed to give the student an understanding of the field of criminal investigation. Emphasis will be placed on basic criminal investigative techniques and areas of importance to working police officers in their regular duties. The study of identifying and collecting evidence, development of informants, interview and interrogation techniques, courtroom testimony, and the utilization of scientific laboratory analysis will be covered. In this course, those mistakes made by officers during criminal investigations, which sometimes lead to criminal trial dismissals, will be examined. Insight into the rules of evidence, basic criminal law and the tactics used in criminal prosecutions will also be discussed. (C-ID: AJ 140) (CSU, UC, AVC)

### **AJ 206 CRIMINOLOGY**

*3 units*

*3 hours weekly*

This course is designed to help the student develop an understanding of the nature, organization and consequences of the American criminal justice system. Topics explored include the myths and realities about crime and criminal behavior, definitions of crime and its measurement, and the varieties of criminal behavior. Criminological theories of criminal activity are examined and an effort is made to find relevance and meaning of these theoretical constructs with the actual patterns of criminality. The prison system is examined, including problems of overcrowding and the use of criminal rehabilitation. The role of law enforcement is also explored. Lastly, an examination and evaluation of the changing nature of criminal patterns in America is made with an attempt to ascertain the meaning and implications of these changes for the future of American society. (C-ID: SOCI 160) (CSU, UC, AVC)

### **AJ 207 PROBATION AND PAROLE**

*3 units*

*3 hours weekly*

This course is designed to help the student develop an understanding of the concepts of criminal parole and probation. Students will examine this area of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications of juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (CSU, AVC)

### **AJ 208 INTRODUCTION TO FORENSIC SCIENCE**

*3 units*

*3 hours weekly*

An introduction to the field of Forensic Science and the integrated role it plays in the detection and conviction of criminal suspects. Topics will include the protection and investigation of crime scenes; the collection analysis, and storage of evidence; and courtroom testimony. Students will explore the different techniques used to identify criminal suspects from the circumstances and facts found at a crime's location. This class is intended for those students who wish to work in a non-traditional role in law enforcement and for those students who wish to have a broader perspective of the criminal investigative process.

(C-ID: AJ 150) (CSU, UC, AVC)