

# ADMINISTRATION OF JUSTICE



**HARTNELL  
COLLEGE**

## PROGRAMS

- Associate in Science for Transfer (A.S.-T)
- Associate of Science (A.S.)
- Certificate of Achievement

### DESCRIPTION

The Associate in Science Degree in Administration of Justice for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate Administration of Justice, Criminal Justice, or Criminology degree programs at a California State University (CSU) campus. This degree provides the lower division Administration of Justice major courses required at many CSUs while exposing students to the core principles and practices in the field of Administration of Justice. The AS-T degree will enable students to develop a strong foundation in the theory and practice of law enforcement and law enforcement investigation, the origin and application of criminal law, the various components of the criminal justice system, the structure of the various court systems, and trial process. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

The Administration of Justice Associate Degree program is particularly suited for students seeking employment in criminal justice and paralegal/legal assistantship, and it incorporates advanced career training, as well as supporting transfer. Criminal justice courses have a broad focus and encompass effective patrol services, the prosecution and defense of criminal offenders, and the incarceration process. Paralegal/legal assistantship courses overview the preparation of cases for court under the supervision of an attorney. The Associate degree in Administration of Justice offers specialized electives to enhance a student's career opportunities.

### LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Attorney
- Correctional Officer
- Criminal Investigator
- Deputy Sheriff
- Detective
- Law Enforcement Agent
- Military Officer
- Parole Agent
- Paralegal/Legal Assistant
- Police Officer
- Probation Officer
- Public Defender
- Social Worker

### TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

### TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - <http://www2.calstate.edu>

### FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

<https://www.hartnell.edu/students/fa/net-price-calculator.html>

# ADMINISTRATION OF JUSTICE FOR TRANSFER (AST.ADJ)

## ASSOCIATE IN SCIENCE FOR TRANSFER

**Program Outcomes:** Upon successful completion of this program a student will be able to:

- analyze the United States legal system, describing the sources of law, the branches of government, and the federal and state course systems.
- analyze cases to ascertain legal precedents and apply them to hypothetical facts patterns.
- select and apply the appropriate peacekeeping strategy in a multicultural community.

### Required Major Courses (6 units)

- ADJ-1 – Introduction to Administration of Justice 3.0
- ADJ-3 – Concepts of Criminal Law 3.0

### Major Electives A (Complete 6 units)

- ADJ-2 – Community Relations & the Justice System 3.0
- ADJ-4 – Criminal Evidence 3.0
- ADJ-5 – Criminal Court Process 3.0
- ADJ-8 – Criminal Investigation 3.0
- ADJ-10 – Juvenile Procedure 3.0

### Major Electives B (Complete 6 units)

- ADJ-10 – Juvenile Procedures 3.0
- ADJ-51 – Criminology 3.0
- MAT-13 – Elementary Statistics 4.0
- SOC-1 – Introduction to Sociology 3.0
- PSY-2 – General Psychology 3.0

**SUBTOTAL: 18 UNITS**

### General Education – Required Courses

*Students must complete one of the following General Education Plans:*

**CSU-GE (see page 72) 39 units**

**IGETC (see page 74) 37 units**

*Students can double-count required courses and courses for General Education*

**■ Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.**

**TOTAL: 60 UNITS**



**A Degree With A  
Guarantee.com<sup>SM</sup>**  
*Associate Degree  
for Transfer*

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University GE – Breadth Requirements (CSU GE-Breadth).
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees 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 also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

# ADMINISTRATION OF JUSTICE (AS.ADJ)

## ASSOCIATE OF SCIENCE

**Program Outcomes:** Upon successful completion of this program a student will be able to:

- analyze the United States legal system, describing the sources of law, the branches of government, and the federal and state court systems.
- evaluate judicial opinions to determine legal precedents and apply them to hypothetical fact patterns.
- recognize constitutional principles present in the prosecution and defense of criminal offenders.
- describe the incarceration process.
- demonstrate effective law enforcement report writing skills.
- compare and contrast legal and illegal narcotics and dangerous drugs.
- select and apply the appropriate peacekeeping strategy in a multicultural community.

<b>Criminal Justice</b>	Complete 3 courses from ADJ-8, ADJ-10, ADJ-30, ADJ-33, ADJ-51
<b>Paralegal/Legal Assistant</b>	Complete ADJ-25, ADJ-34, and ADJ-36; complete as a general elective BUS-18 Legal Environment of Business

Students who have official college transcripts from an approved accredited college proving they have successfully completed a California POST Basic Police Academy, or official documents proving successful completion of a California Basic Correctional Officer Academy or a California Highway Patrol Academy shall receive credit for ADJ 1 and all major elective courses necessary for the Administration of Justice Degree program.

As a result of ongoing changes in technology, the need to expand competencies, and changing transfer requirements, certificate and degree requirements may also change. If you note changes in degrees or certificate requirements, or if courses are not offered in a particular semester, please consult with a counselor or faculty on how best to complete the program in which you are enrolled.

### Required Major Courses (21 units)

- ADJ-1 – Introduction to Administration of Justice 3.0
- ADJ-2 – Community Relations & the Justice System 3.0
- ADJ-3 – Concepts of Criminal Law 3.0
- ADJ-4 – Criminal Evidence 3.0
- ADJ-5 – Criminal Court Process 3.0
- ADJ-11 – Law Enforcement Report Writing 3.0
- ADJ-21A – Narcotics and Dangerous Drugs 3.0

### Major Electives (Complete 9 units)

- ADJ-8 – Criminal Investigation 3.0
- ADJ-10 – Juvenile Procedures 3.0
- ADJ-25 – Introduction to Paralegal/Legal Assistantship 3.0
- ADJ-30 – Sexual Assault Investigation 3.0
- ADJ-33 – Constitutional Law for Criminal Justice 3.0
- ADJ-34 – Civil Litigation 3.0
- ADJ-36 – Legal Research and Writing 3.0
- ADJ-51 – Criminology 3.0
- ADJ-102 – PC 832 Arrest and Firearms 3.5

**SUBTOTAL: 30 UNITS**

### General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE (see page 68)

MAT-126 or higher

- Natural Sciences  Social & Behavioral Sciences  Humanities
- Ethnic Groups in the US  Language and Rationality

**SUBTOTAL: 21 UNITS**

Students can double-count required courses and courses for General Education

■ Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.

**TOTAL: 60 UNITS**

# ADMINISTRATION OF JUSTICE (CT.ADJ)

## CERTIFICATE OF ACHIEVEMENT

**Program Outcomes:** Upon successful completion of this program a student will be able to:

- analyze the United States legal system, describing the sources of law, the branches of government, and the federal and state court systems.
- evaluate judicial opinions to determine legal precedents and apply them to hypothetical fact patterns.
- recognize constitutional principles present in the prosecution and defense of criminal offenders.
- describe the incarceration process.
- demonstrate effective law enforcement report writing skills.
- compare and contrast legal and illegal narcotics and dangerous drugs.
- select and apply the appropriate peacekeeping strategy in a multicultural community.

### Required Major Courses (21 units)

<input type="checkbox"/>	ADJ-1 – Introduction to Administration of Justice	3.0
<input type="checkbox"/>	ADJ-2 – Community Relation & the Justice System	3.0
<input type="checkbox"/>	ADJ-3 – Concepts of Criminal Law	3.0
<input type="checkbox"/>	ADJ-4 – Criminal Evidence	3.0
<input type="checkbox"/>	ADJ-5 – Criminal Court Process	3.0
<input type="checkbox"/>	ADJ-11 – Law Enforcement Report Writing	3.0
<input type="checkbox"/>	ADJ-21A – Narcotics and Dangerous Drugs	3.0

### Other Required Courses

<input type="checkbox"/>	ENG-1A – College Composition and Reading	3.0
<input type="checkbox"/>	MAT-106* – Integrated Mathematics	3.0

**TOTAL: 21 UNITS**

\*Eligibility for MAT-126 or any higher level math class fulfills this requirement.

### GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below:  
<https://www.hartnell.edu/academics-affairs/gecp/>

### FINANCIAL AID

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