Administration of Justice

The Administration of Justice discipline examines the structure, functions, laws and procedures, and decision-making processes of agencies that deal with crime management, such as police, prosecutors, courts, and correctional facilities.

Students take administration of justice courses to prepare for a criminal justice, criminology, or law enforcement major, to fulfill general education requirements, or for professional development. Career options include work in federal, state, and local law enforcement agencies, correctional agencies and institutions, and private security agencies.

Academic and Career Pathway

Social and Behavioral Sciences (https://www.miracosta.edu/academics/degree-and-certificate-programs/social-and-behavioral-sciences/)

Contact Information

Chair: Suganya Sankaranarayanan
Dean: Annie Ngo
https://www.miracosta.edu/academics/degree-and-certificate-programs/social-and-behavioral-sciences/administration-of-justice/index.html (https://www.miracosta.edu/academics/degree-and-certificate-programs/social-and-behavioral-sciences/administration-of-justice/)

Department: Business
Office: Building OC3600, 760.795.6807

Full-Time Faculty

Ruben Gomez

Associate Degrees

Associate in Arts Degree

Law Enforcement

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees (https://catalog.miracosta.edu/degreecertificatetransferinfo/requirements/)). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

Associate in Science Degree

Administration of Justice for Transfer

Students completing this associate degree will have completed lower-division major preparation requirements for a criminal justice/criminology degree, an emphasis or option within a criminal justice/criminology degree, or a degree considered similar to criminal justice/criminology at a participating California State University (CSU) campus.

Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses accepting this degree may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a criminal justice major and to determine which CSU campuses are participating in this program.

Graduation Requirements

- Complete a minimum of 60 CSU-transferable semester units.
- Complete all courses in the major with a "C" or "P" or better.
- Complete the Cal-GETC (https://catalog.miracosta.edu/degreecertificatetransferinfo/generaleducationplans/planc/) general education pattern.
- Obtain a minimum CSU-transferable grade point average of 2.0.
- Complete a minimum of 12 semester units in residence at MiraCosta College.

Program Student Learning Outcome

Upon completion of this program, the student will be prepared for further academic study and transfer to a CSU baccalaureate degree program and/or employment in entry-level positions in the criminal justice system.

Course Requirements

Required Core (6 units):		
ADM 100	Introduction to the Administration of Justice *	3
ADM 200	Concepts of Criminal Law *	3
List A: 6 Units. Select two courses. (It is recommended you select courses that meet lower-division major preparation requirements at your intended transfer university.)		6
ADM 210	Criminal Procedures	
ADM 220	Criminal Evidence	
ADM 230	Policing in a Diverse and Multicultural Society	
ADM 270	Crime and Delinquency	
ADM 280	Criminal Investigation	
List B: Select two courses.		6-8
Any course not selected in List A.		
ADM 107	Introduction to Computer/Digital Forensics	
ADM 240	Written and Oral Communication in the Administration of Justice	
ADM 250	Police Field Operations	
ADM 260	Organized Crime, Gangs, and Terrorism	
BTEC 180	Biostatistics *	
or BUS 204	Business Statistics	
or PSYC 104	Statistics for Behavioral Science	

or PSYC 104H	Statistics for Behavioral Science (Honors)	
or SOCI 125	Introduction to Statistics in Sociology	
or STAT C1000	Introduction to Statistics	
or STAT C1000E	Introduction to Statistics (Embedded Support)	
or STAT C1000H	Introduction to Statistics (Honors)	
PSYC C1000	Introduction to Psychology *	
or PSYC C1000H	Introduction to Psychology (Honors)	
SOCI C1000	Introduction to Sociology *	
or SOCI C1000H	Introduction to Sociology - Honors	
Total Units		**18-20**

* Course satisfies a general education requirement on the Cal-GETC general education (GE) pattern. To ensure this degree is completed with no more than 60 units, students should select courses that will also satisfy a GE requirement. Note: All of the statistics and honors courses listed are also GE courses.

NOTES:

1. This is not an approved pathway for transfer to CSUSM. Please consult a counselor for more information on this major at CSUSM or refer to the articulation agreement at ASSIST.ORG (https://assist.org/).
2. Students are strongly advised to select courses that meet lower-division major preparation requirements at their transfer university and to complete the History, Constitution, and American Ideals requirement prior to transfer.

Certificate

Certificate of Achievement

Law Enforcement

As the criminal justice system responds to the increasing complexities of our society, education becomes even more essential for those seeking careers as peace officers as well as for law enforcement personnel seeking advancement within the field. The law enforcement certificate includes courses covering the most significant knowledge, skills, and abilities that better facilitate a student's success in acquiring and being successful in law-enforcement related jobs. In addition, successful completion of the certificate requirements provides an excellent foundation for transfer and the pursuit of higher degrees in law-enforcement related fields.

Program Student Learning Outcome

Upon completion of this program, the student will be prepared for further study and/or employment in entry-level positions in the criminal justice system.

Course Requirements

Required courses:		
ADM 100	Introduction to the Administration of Justice	3
ADM 200	Concepts of Criminal Law	3
ADM 210	Criminal Procedures	3
ADM 220	Criminal Evidence	3
ADM 230	Policing in a Diverse and Multicultural Society	3
ADM 240	Written and Oral Communication in the Administration of Justice	3
Select at least 9 elective units from the following:		9
ADM 107	Introduction to Computer/Digital Forensics	
ADM 250	Police Field Operations	
ADM 260	Organized Crime, Gangs, and Terrorism	
ADM 270	Crime and Delinquency	
ADM 280	Criminal Investigation	
SOCI 105	Introduction to Justice Studies	
Total Units		**27**

Courses

ADM 100: Introduction to the Administration of Justice
Units: 3
Prerequisites: None
Enrollment Limitation: Not open to students with prior credit in ADM 100H.
Acceptable for Credit: CSU, UC
Lecture 3 hours.
Course Typically Offered: Fall, Spring, and Summer

This course explores the roots of our current justice system and the interaction of its various subsystems (law enforcement/prosecution, judicial, and corrections). It emphasizes the organizational structure and legal consideration relevant to each subsystem. Topics include the origin of law, theories of crime causation, criminal procedure, and sentencing philosophies and alternatives. The course also introduces students to sources of criminal justice information and statistics. UC CREDIT LIMITATION: Credit for ADM 100/ADM 100H, SOC 105, or SOCI 105. C-ID AJ-110.

ADM 107: Introduction to Computer/Digital Forensics
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Fall

This course introduces students to computer/digital crime and abuse and the methods used to properly conduct a computer/digital forensics investigation. Designed for law enforcement investigators, corporate security officials, and network and computer security administrators, the course includes an overview of computer/digital forensics as a profession; the computer investigation process and related legal issues; the type and frequency of computer/digital-related crime; a basic overview of the Internet, networks, and network infrastructure protection; operating systems, data and disk structures, data acquisition and analysis, and technical writing; and a survey of computer/digital forensics tools.

ADM 200: Concepts of Criminal Law
Units: 3
Prerequisites: None
Acceptable for Credit: CSU, UC
Lecture 3 hours.
Course Typically Offered: Fall, Spring

The course explores the basic concepts of criminal law, including its philosophy and development, relationship to the US government's structure, elements of a crime, inchoate offenses, and capacities and defenses. The course covers specific violations and legal issues related to crimes against persons, property crimes, organized crime, white collar crime, environmental crime, public safety and terrorism offenses, alcohol and drug offenses, and offenses against justice and public administration. C-ID AJ-120.

ADM 210: Criminal Procedures
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Fall, Spring

The course explores the basic concepts of criminal procedure with special emphasis on constitutional principles that apply to investigative techniques involving search and seizure, electronic surveillance, temporary detention, arrest, identification procedures, and interrogation. The course also covers legal issues that relate to initial entry into the judicial system, pre-trial, trial, sentencing, punishment, appeal, and post conviction relief. C-ID AJ-122.

ADM 220: Criminal Evidence
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Fall, Spring

This course focuses on the various types of evidence and the rules governing admissibility in criminal proceedings with an emphasis on the Federal Rules of Evidence and the California Evidence Code. Topics include relevance, materiality, witness testimony, hearsay, impeachment, competence, chain of custody, and privileges. The course also addresses admissibility of evidence related to confessions, searches, in/out of court identifications, and other investigative techniques, including the criminal processes where admissibility is determined. C-ID AJ-124.

ADM 230: Policing in a Diverse and Multicultural Society
Units: 3
Prerequisites: None
Acceptable for Credit: CSU, UC
Lecture 3 hours.
Course Typically Offered: Fall

This course examines how diverse populations and multicultural communities affect the organization of law enforcement agencies and the relationships between police and the communities they serve. It emphasizes the history, issues, and challenges associated with policing in communities of diverse and multicultural populations, considering such factors as race, ethnicity, gender, religion, sexual orientation, age, social class, and culture. The course also explores strategies for improving communication skills and relationships between police and the community. C-ID AJ-160.

ADM 240: Written and Oral Communication in the Administration of Justice
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Fall

This course focuses on the written and oral communication skills necessary for success in the criminal justice system to include the application of relevant legal considerations. It emphasizes incident report writing, interview/interrogation documentation, and note-taking. The course also identifies and develops oral communication skills related to voluntary citizen contact, crisis intervention, custodial situations, and testimony.

ADM 250: Police Field Operations
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Spring

This course focuses on the duties, responsibilities, and ethical considerations of patrol officers during field operations. It emphasizes the different types of patrol and investigations, commonly encountered situations, techniques employed to address those situations, and the legal authorities related to such actions. Topics include written and oral communication skills, interview/interrogation, report writing, use of force, trial preparation and testimony, and the officer's role in community policing practices and the criminal justice system in general.

ADM 260: Organized Crime, Gangs, and Terrorism
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Spring

This course traces the origins and evolution of domestic and transnational organized criminal and terrorist enterprises. It emphasizes their illicit activities, including drug trafficking, vices, gangs, and international and domestic terrorism. The course explores the impact such activities and enterprises have had on society, law enforcement, homeland security, and US transnational relations.

ADM 270: Crime and Delinquency
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Fall

This course focuses on the nature and extent of the most significant types of criminal and delinquent behavior of juvenile offenders as well as the major theories and factors that may explain such behavior. The course also explores the origin and development of the juvenile justice system and examines the relevant crime control strategies, treatment and rehabilitation programs, and the criminal justice processes applicable to juvenile procedures. C-ID AJ-220.

ADM 280: Criminal Investigation
Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours.
Course Typically Offered: Fall, Spring

This course focuses on the fundamentals of criminal investigations, including investigative techniques relevant to particular types of crime (e.g., fingerprint/DNA collection, other scientific evidence, surveillances, eyewitness identification, interviews, interrogations, and searches) and the relevant legal and ethical considerations related to such techniques. The course reviews crime scene management and processing, including chain of custody issues and available scientific tests, with an emphasis on recording, collecting, and preserving physical evidence. Students also learn the importance of documentation and preparation for testimony at various legal proceedings. C-ID AJ-140.

ADM 292: Internship Studies
Units: 0.5-14
Prerequisites: None
Corequisite: Complete 54 hours of work per unit, paid or unpaid.
Enrollment Limitation: Instructor, dept chair, and Career Center approval. Fourteen unit maximum in any combination of work experience education and/or internship studies per semester.
Acceptable for Credit: CSU
Course Typically Offered: To be arranged

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or work/intern at a new site upon each enrollment.

ADM 299: Occupational Work Experience Education
Units: 0.5-14
Prerequisites: None
Corequisite: Complete 54 hours of work per unit, paid or unpaid.
Enrollment Limitation: Career Center approval. Fourteen unit maximum in any combination of work experience education and/or internship studies per semester.
Acceptable for Credit: CSU
Course Typically Offered: Fall, Spring, and Summer

This course is intended for students who are employed in a job directly related to their major or career area of interest. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or work/intern at a new site upon each enrollment.