

# ADMINISTRATION OF JUSTICE

## Curriculum Guide for Academic Year 2018-2019

### Table of Contents

Associate in Arts Degree, p. 1  
 Certificate of Achievement, p. 2  
 Suggested Sequence of Courses for A.A. or Certificate of Achievement, p. 3  
 Certificates of Accomplishment:  
     Criminal Forensics, p. 3  
     Public Service – Transportation Security Administration Associate, p. 4  
 Career Opportunities, p. 4  
 Program Mission and Outcomes, p. 4  
 Legend, p.

Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at [www.assist.org](http://www.assist.org) and **consult a counselor** before beginning a program of study. Please call 562-938-4561 for the LAC, or (562) 938-3920 for PCC to schedule a meeting with a counselor. Students may also wish to visit the Transfer Center on either campus.

### Program of study leading to: Associate in Arts (A.A.) Degree

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
ADJUS 2	Introduction to Administration of Justice	3		
ADJUS 3	Introduction to Criminal Procedures	3		
ADJUS 4	Criminal Law	3		
ADJUS 5	Community and Human Relations	3		
ADJUS 6	Introduction to Evidence	3		
ADJUS 8	Introduction to Investigation	3		
<b>Subtotal Units</b>		<b>18</b>		
<b><u>IN ADDITION, complete SIX (6) units from the following courses:</u></b>				
ADJUS 10	Writing for Criminal Justice	3		
ADJUS 14	Juvenile Law and Procedures	3		
ADJUS 16	Vice, Narcotics and Organized Crime	3		
ADJUS 17	Computer Use in Criminal Justice	3		
ADJUS 18	Police Field Operations	3		
ADJUS 19	Fingerprint Classification & Identification	3		
ADJUS 20	Introduction to Corrections	3		
ADJUS 40	Street Gangs and Law Enforcement	3		
ADJUS 45	Drug Abuse and Law Enforcement	3		
ADJUS 253	Understanding Domestic Violence	3		
ADJUS 255	Introduction to Forensics	3		
ADJUS 269	Pre-Employment Prep for Law Enforcement	3		
PUBAD 1	Introduction to Public Administration	3		
<b>Subtotal Units</b>		<b>6</b>		
<b>TOTAL UNITS</b>		<b>24</b>		

**A.A. requirements continue on following page.**

**A.A. requirements continued from previous page.**

For graduation with an **Associate in Arts (A.A.) Degree with a major in Administration of Justice:**

- Minimum Unit Requirements:** Any course that appears on a curriculum guide and the General Education Pattern (Plan A) may fulfill both major and general education requirements (Approved by College Curriculum Committee Spring 2012). For this degree, complete a minimum of 60 units in courses numbered 1-599. Please note that additional elective units may be required to meet this minimum based upon courses selected to fulfill General Education for the Associate Degree.

<b>Administration of Justice Major:</b>	24 units
<b>General Education/A.A. §</b>	25 units
<b>Minimum Total Units</b>	60 units

- Scholarship:** Maintain an **overall grade point average (GPA) of 2.0** ("C" average) based on all accredited college work applied to the degree, no matter where completed. For this **field of concentration, complete each course above with a grade of "C" or better**, or "P" if course is graded on a P/NP basis.
- Residence for the Degree:** Complete at least 12 semester units of the required 60 semester units in residence at Long Beach City College in order for the college to grant an Associate of Arts and/or an Associate of Science Degree.
- Residence for the Field of Concentration:** Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 12 units** of the required 24 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
- General Education and Proficiency Requirements:** Complete the required A.A./A.S. General Education and Proficiency requirements\*, otherwise known as "Plan A". For Plan A requirements, refer to the general catalog or view it online at <http://osca.lbcc.edu>.
- Complete and submit the degree application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <http://admissions.lbcc.edu/>. Refer to the Schedule of Classes (<http://schedule.lbcc.edu>) and click the "Important Dates" link to view the actual deadline for each semester.

\*The requirements for general education/proficiency and the field of concentration (major) need to be from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout. See the catalog for definition of "continuous enrollment".

**Program of study leading to:  
Certificate of Achievement**

<u>REQUIRED COURSES</u>		<b>UNITS</b>	<b>In Progress</b>	<b>Completed Grade</b>
ADJUS 2	Introduction to Administration of Justice	3		
ADJUS 3	Introduction to Criminal Procedures	3		
ADJUS 4	Criminal Law	3		
ADJUS 5	Community and Human Relations	3		
ADJUS 6	Introduction to Evidence	3		
	<b>Subtotal Units</b>	<b>15</b>		
<b><u>IN ADDITION, complete NINE (9) units from the following courses:</u></b>				
ENGL 1 <b>OR</b>	Reading & Composition <b>OR</b>	<b>4 OR</b>		
ENGL 105	Fundamentals of Writing	4		
POLSC 1	Introduction to Government	3		
PSYCH 1	Introduction to Psychology	3		
SOCIO 1	Introduction to Sociology	3		
COMM 10	Elements of Public Speaking	3		
COMM 30	Elements of Group Discussion	3		
	<b>Subtotal Units</b>	<b>9</b>		

**Certificate of Achievement requirements continue on following page.**

**Certificate of Achievement requirements continued from previous page.**

**IN ADDITION, complete SIX (6) units from the following courses:**

Foreign Language	
Computer and Office Studies (COS)	
Other Administration of Justice Courses (ADJUS)	
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>30</b>


For graduation with a **Administration of Justice Certificate of Achievement:**

1. Complete each of the **REQUIRED COURSES** listed above with a **minimum grade of "C"**.
2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 15 units** of the required 30 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <http://admissions.lbcc.edu/>. Refer to the Schedule of Classes (<http://schedule.lbcc.edu>) and click the "Important Dates" link to view the actual deadline for each semester.

**Suggested Sequence of Classes**

This is not an educational plan, as course offerings, student schedules, and circumstances vary. Students must meet all the prerequisites in order to be eligible for the sequence of courses.

<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
English Course	3	ADJUS 3	3
ADJUS 2	3	ADJUS 8	3
ADJUS 5	3	G.E. Course	3-5
G.E. Course	3-5	G.E. Course	3-5
G.E. Course	3-5		
<b>Semester Total</b>	<b>15-19</b>	<b>Semester Total</b>	<b>12-16</b>
<u>Third Semester</u>	<u>Units</u>	<u>Fourth Semester</u>	<u>Units</u>
ADJUS 4	3	ADJUS 6	3
ADJUS Elective	3	ADJUS Elective	3
Math Course	3	G.E. Course	3-5
G.E. Courses	6-10	G.E. Course	6-5
<b>Semester Total</b>	<b>15-19</b>	<b>Semester Total</b>	<b>15-16</b>

Programs of study leading to:  
**Certificate of Accomplishment**

**Certificate: CRIMINAL FORENSICS 4019**

**REQUIRED COURSES**

		<b>UNITS</b>	<b>In Progress</b>	<b>Completed Grade</b>
ADJUS 6	Introduction to Evidence	3		
ADJUS 8	Introduction to Investigation	3		
ADJUS 19	Fingerprint Classification & Identification	3		
ADJUS 255	Introduction to Forensics	3		
<b>Subtotal Units</b>		<b>12</b>		

**IN ADDITION, complete ONE (1) of the following courses:**

ADJUS 3	Criminal Procedures	3		
ADJUS 4	Criminal Law	3		
ADJUS 10	Writing for Criminal Justice	3		
ADJUS 17	Computer Usage in Criminal Justice	3		
<b>Subtotal Units</b>		<b>3</b>		
<b>TOTAL UNITS</b>		<b>15</b>		

**Certificates of Accomplishment requirements continue on the following page:**

Certificates of Accomplishment requirements continued from the previous page:

**Certificate: PUBLIC SERVICE – Transportation Security Administration Associate 4800**

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
HSA 401	Introduction to Homeland Security	3		
HSA 402	Intelligence Analysis/Security Mgmt	3		
HSA 403	Transportation and Border Security	3		
<b>Subtotal Units</b>		<b>9</b>		

For graduation with a **Certificate of Accomplishment**:

1. Complete each of the selected certificate’s **REQUIRED COURSES** listed above with a **minimum grade of “C”**.
2. Fifty percent (50%) or more of the unit requirements for the certificate must be completed in residence; this means that at **least 5 units** of the required 9 units must be **completed at LBCC**. Credit earned by exam, where applicable, may be included).
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Enrollment Services office, or online at <http://admissions.lbcc.edu/>.

### Career Opportunities

Students are prepared for entry-level employment in the criminal justice system. Technical education courses prepare students in the concept sand methodologies of the disciplines. This program also provides partial lower division preparation for the baccalaureate degree in this field.

This **Certificate of Achievement** will prepare students for an entry-level position in a variety of entry level employment opportunities within the criminal justice system such as Law Enforcement, Corrections, and the Courts.

This **Associate Degree** will prepare students for career advancements in Law Enforcement, Corrections, and the Courts. Appropriate course selection will also facilitate transfer in a related major.

### Program Mission and Outcomes

The Administration of Justice program at Long Beach City College is a comprehensive offering of courses created and designed for the purpose of educating and training diverse groups of students who aspire for careers in the Criminal Justice System. The program provides both certificates of completion and degrees that reflect our student’s level of educational preparedness for entry level opportunities in Law Enforcement, Corrections, and the Courts. Students are expected to successfully develop college level skills and knowledge in furtherance of transferring to other four year institutions of higher learning and successful careers in Criminal Justice.

Outcomes:

- Explore the history, development, structure and functions of the American criminal justice system.
- Apply criminological/criminal justice theories, principles, and concepts to address real-life situations in the field.
- Recognize the importance and practice of legal and ethical behavior in a professional criminal justice work setting.
- Analyze, interpret, and evaluate criminological/criminal justice theories, policies, practices and procedures to develop strategies to control and prevent crime.

Outcome (Certificate of Achievement):

- Demonstrate an understanding and ability to analyze crime, policies, procedures and the people that shape the Justice system.

### Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a “C” or “P” grade. Refer to the General Catalog (<http://www.lbcc.edu/cat/index.html>), the Schedule of Classes (<http://schedule.lbcc.edu/>), or the online Credit Course Outline (<http://wdb-asir.lbcc.edu/coursecurriculum/courseetails/>) for specific prerequisite information