

# Administration of Justice, A.A.

The Administration of Justice program offers courses which reflect a balanced approach to the criminal justice system. Courses in law enforcement, the courts, and corrections are available. This program prepares students to become a criminal justice professional or transition to a four-year degree. A full range of elective courses offer the student an ability to explore individual interests. The ADMJ faculty members are all experienced in an area of the criminal justice system; they bring real-world expertise to the classroom.

**Important:** Students graduating with an Administration of Justice degree must complete an approved cultural diversity course. Some of the approved courses are able to meet both the cultural diversity requirement and a general education requirement.

Cultural Diversity Course Requirement at JCCC (<http://catalog.jccc.edu/spring/degreecertificates/electives/cultural-diversity-courses-aa>)

(Major Code 2120; State CIP Code 43.0107)

- Administration of Justice (<http://www.jccc.edu/admj>)

## Associates of Arts Degree

### First Semester

ENGL 121	Composition I*	3
ADMJ 121	Introduction to Administration of Justice	3
ADMJ 124	Criminal Justice and Corrections	3
ADMJ 127	Criminology	3
Humanities Elective (cannot be a philosophy course) ^		3
Total Hours		15

^ Humanities Elective (<http://catalog.jccc.edu/spring/degreecertificates/electives/humanities-aas>) (cannot be a philosophy course)

### Second Semester

ENGL 122	Composition II*	3
MATH 171	College Algebra* (or higher)	3
SPD 120	Interpersonal Communication	3
or SPD 121	Public Speaking	
or SPD 125	Personal Communication	
ADMJ 141	Criminal Law*	3

NOTE: If you are certified under the Kansas Law Enforcement Training Act, you are eligible to receive assessment of prior learning credit for some or all of these courses.

ADMJ 235	Community Based Corrections	3
Health and/or Physical Education Elective ^		1
Total Hours		16

^ Health and/or Physical Education Elective (<http://catalog.jccc.edu/spring/degreecertificates/electives/health-and-or-physical-ed-aas>)

### Third Semester

ADMJ Program Elective (see below)		3
PHIL 124	Logic and Critical Thinking	3
PSYC 130	Introduction to Psychology	3
ADMJ 226	Criminal Justice Interview and Report Writing*	3
ADMJ 150	Criminal Procedure	3

NOTE: If you are certified under the Kansas Law Enforcement Training Act, you are eligible to receive assessment of prior learning credit for some or all of these courses.

Science and/or Math Elective ^		3
Total Hours		18

^ Science and/or Math Elective (<http://catalog.jccc.edu/spring/degreecertificates/electives/sci-and-math-aas>)

## Fourth Semester

ADMJ Program Elective (see below)	6
ADMJ 255 Ethics and Criminal Justice	3
Science course with Lab ^	4
Social Science Elective (cannot be a psychology course) ^^	3
<b>Total Hours</b>	<b>16</b>

^ Science course with Lab (<http://catalog.jccc.edu/spring/degreecertificates/electives/sci-and-math-aas>)

^^ Social Science Elective (<http://catalog.jccc.edu/spring/degreecertificates/electives/social-sci-econ-aas>)

## ADMJ Program Electives

ADMJ 122	Police Operations*	3
ADMJ 130	Crime Prevention	3
ADMJ 133	Juvenile Delinquency	3
ADMJ 143	Crime Analysis	3
ADMJ 145	Fundamentals Private Security	3
ADMJ 148	Physical and Sexual Violence within the Family	3
ADMJ 154	Fundamentals of Criminal Investigation	3
ADMJ 170	Drugs and Crime	3
ADMJ 180	Correctional Casework*	3
ADMJ 201	Police Interrogation	3
ADMJ 221	Forensic Science and Crime Scene Investigation	3
ADMJ 223	The World of Crime*	3
ADMJ 230	Criminal Behavior*	3
ADMJ 275	Police Management*	3
ADMJ 285	Administration of Justice Internship*	3

**Total Program Hours: 65**

## Courses

### ADMJ 121 Introduction to Administration of Justice\* (3 Hours)

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course provides a detailed description of the components of the American criminal justice system: police, courts and corrections. Students utilize critical thinking skills to discern the balance between individual rights and public order as it pertains to the criminal justice process. Students demonstrate knowledge of criminal justice processes through examinations, assigned papers and reports. Additionally, students are required to participate in field and classroom experiences designed to explore the various career opportunities within the criminal justice system. 3 hrs. lecture/wk.

### ADMJ 121H HON: Intro/Admin of Justice (1 Hour)

**Prerequisites:** Honors Department approval

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

### ADMJ 122 Police Operations\* (3 Hours)

**Prerequisites:** ADMJ 121

This course examines the major components involved in police operations. The students examine the role of police in society and the application of key concepts to policing scenarios. Focus is placed on patrol, investigative activities, communications, routine and emergency police calls, specialized police operations, police operations in culturally diverse communities, legal restraints, stress in police work, and ethical responsibilities. 3 hrs. lecture/wk.

### ADMJ 124 Criminal Justice and Corrections\* (3 Hours)

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course will explore the correctional system and trace the evolution of criminal sanctions from early English common law to the present. An examination of local, state, and federal correctional systems will provide an overview of society's response to criminal behavior. Students will be introduced to a detailed examination of jails, prisons, and community corrections. 3 hrs. lecture/ wk.

**ADMJ 127 Criminology\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This class will explore various explanations for criminal behavior including choice, biosocial, psychological, social structure and social process theories. Society's responses to crime will also be examined. 3 hrs. lecture/wk. ADMJ 127 and SOC 127 are the same course. Do not enroll in both.

**ADMJ 130 Crime Prevention\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Topics of special interest include the techniques public service agencies use to operate crime-prevention programs and provide technically accurate, cost-effective security recommendations to the community. 3 hrs. lecture/wk.

**ADMJ 133 Juvenile Delinquency\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This class will provide an analysis of detention procedures, disposition, custody and treatment of juvenile offenders throughout the United States with a specific interest in area systems. The origin and development of juvenile agencies, as well as the organization, functions, and jurisdiction of juvenile courts will be studied. 3 hrs. lecture/wk.

**ADMJ 133H HON: Juvenile Delinquency (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**ADMJ 141 Criminal Law\* (3 Hours)**

**Prerequisites:** ADMJ 121 or LAW 121

After taking this course, the student will be able to state the two basic elements necessary for any crime and the philosophy behind these two elements. After a detailed exploration of common law crimes and selected Kansas and Missouri statutes, the student will be able to classify common law crimes and state the difference between a felony and a misdemeanor. The student will understand the significance of the separation of powers doctrine and its application to criminal law and the constant interplay of the U.S. Constitution in criminal law. 3 hrs. lecture/wk.

**ADMJ 143 Crime Analysis\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Students will learn crime profiling skills and specialized techniques of conducting research, analyzing data and producing crime analysis products. Students will survey existing computer applications and learn practical use and evaluation of these applications. Students will become familiar with the common written reports, charts and graphs used to describe crime analysis products. Students will survey the variety of customers served by crime analysts and the integral part crime analysis plays within the community. 3 hrs. lecture/wk.

**ADMJ 145 Fundamentals Private Security\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

In addition to understanding the general field of private security, the student will be able to differentiate between the security needs of industry, private business, government and selected educational institutions. 3 hrs. lecture/wk.

**ADMJ 148 Physical and Sexual Violence within the Family\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

A description and causal analysis of the different physical, psychological, and sexual abuse acts that may occur within the primary family unit will be provided in this course. The study will include possible causative factors; psychological and social effects on the various family members; psychological, social and legal implications; treatments; and the relationship between abuse and crime. 3 hrs. lecture/wk.

**ADMJ 150 Criminal Procedure\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Criminal Procedure is an exploration of the structure of the judicial process, the sources and constitutional development of criminal procedure, criminal investigation, remedies for violations of constitutional rights, the pretrial and trial process, sentencing and appeals, and counter-terrorism. Students will learn through discussion of important U.S. Supreme Court cases that have shaped the way the Constitution is interpreted followed by analysis of hypothetical fact patterns that require the student to apply the knowledge they have gained. 3 hrs. lecture/wk.

**ADMJ 154 Fundamentals of Criminal Investigation\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course is designed to give fundamental information that serves as an overview of the entire field as well as a solid foundation for specialized course work. The course focuses on investigation of property crimes, homicide investigation, crimes against children and sex-related offenses. 3 hrs. lecture/wk.

**ADMJ 170 Drugs and Crime\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course explores the relationship between drugs and crime. Students will analyze how drugs impact criminal activity at the local, state, federal, and international level. Local, state and federal laws regulating substance use will also be examined. Students will become familiar with the effects of drugs on the body. Interventions for individuals harmfully involved with drug use will be explored. 3 hrs. lecture/wk.

**ADMJ 180 Correctional Casework\* (3 Hours)****Prerequisites:** ADMJ 124

This course helps prepare students for positions in correctional agencies. Students will learn how corrections officials, parole officers, probation officers, facility based caseworkers and treatment providers perform their roles. Students will examine various types of offenders housed in correctional facilities. 3 hrs. lecture/wk.

**ADMJ 201 Police Interrogation\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This class will assist students in developing the specific verbal and written communication skills used in the criminal justice field. Emphasis will be placed on the development of interviewing, interrogation, and report writing skills. Course content will focus on interviewing victims, witnesses and suspects and utilizing the information to write accurate and complete narrative reports. 3 hrs. lecture/wk.

**ADMJ 221 Forensic Science and Crime Scene Investigation\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course provides an overview of forensic science by focusing on the current technologies police rely on to apprehend criminal perpetrators and to link them through trace evidence to crime scenes. Emphasis is on crime scene investigation, physical evidence, organic and inorganic analysis, forensic toxicology and use of DNA in investigations. 3 hrs. lecture/wk.

**ADMJ 223 The World of Crime\* (3 Hours)****Prerequisites:** ADMJ 121

This course provides the study of crime and the criminal justice systems of countries other than the United States, and with issues related to crime throughout the world. Emphasis will be placed on a comparison of the three main aspects of the criminal justice system (police, courts, corrections) between specific countries. 3 hrs. lecture/wk.

**ADMJ 226 Criminal Justice Interview and Report Writing\* (3 Hours)****Prerequisites:** ENGL 122

This class will assist students in developing the specific verbal and written communication skills used in the criminal justice field. Emphasis will be placed on the development of interviewing, interrogation, and report writing skills. Focus will be on gathering pertinent information and then, recording that information by writing a variety of report narratives. 3 hrs. lecture/wk.

**ADMJ 230 Criminal Behavior\* (3 Hours)****Prerequisites:** PSYC 130

This course explores the relationship between psychology, criminal behavior, and the criminal justice system. The foundation of the course will be a detailed examination of the various theories used to explain the causation of criminal behavior. Special emphasis will be placed on exploring how this understanding is applied in various settings within the criminal justice system; including police departments, the courts, and corrections. 3 hrs. lecture/wk.

**ADMJ 235 Community Based Corrections\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course is a comprehensive examination of community based corrections. The history of probation and parole is discussed as a foundation for the expanded coverage of correctional services offered in the community. Emphasis is given to modern correctional paradigms including diversion, intermediate sanctions, reentry and restorative justice. Practical field experience will broaden the students' understanding of this population and successful best practices of existing federal, state and county agencies will be examined. 3 hrs. lecture/wk.

**ADMJ 255 Ethics and Criminal Justice\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course explores the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on providing a basic framework for understanding morality and ethics, then applying those concepts to the development of critical thinking and decision-making skills as they relate to the field of criminal justice. 3 hrs. lecture/wk.

**ADMJ 265 Advanced Police Training\* (12 Hours)**

**Prerequisites:** Selective Admissions - open only to currently employed full-time police officers attending the Police Academy under sponsorship of a law enforcement agency

This course consists of 60 clock hours of law enforcement training provided in addition to the 540 hours required by the Kansas Minimum Standards Training Act for recruits attending the Police Academy. While the required 600-hour curriculum is provided without fee, enrollment in advanced training is required of all those attending the academy. The curriculum covers law, criminal investigations, patrol procedures, defensive tactics, report writing and specialized training required by local law enforcement agencies.

**ADMJ 275 Police Management\* (3 Hours)**

**Prerequisites:** ADMJ 121

This class will assist students in developing an understanding through practical analysis of modern criminal justice administration theory as well as supervisory and management principles. Students will apply these principles to the unique operating problems of contemporary criminal justice organizations. 3 hrs. lecture/wk.

**ADMJ 285 Administration of Justice Internship\* (3 Hours)**

**Prerequisites:** Fifteen credit hours in ADMJ courses or department approval and a grade point average of 2.0 or higher

Students augment their academic course work with an internship in an appropriate setting under instructional supervision. Internship projects are cooperative efforts between appropriate federal, state or local criminal justice agencies or not-for-profit organizations, and college staff and students. Internships give students the opportunity to participate in the real-world application of their academic studies. In addition, this synthesis of classroom study with practical experience provides students with skills and insights useful in selecting a career in the field of criminal justice. The student spends the equivalent of 12 hours per week for 14 weeks performing internship duties over the course of the semester or a total of 168 hours.

**ADMJ 291 Independent Study\* (1-7 Hour)**

**Prerequisites:** 2.0 GPA minimum and department approval

Independent study is a directed, structured learning experience offered as an extension of the regular curriculum. It is intended to allow individual students to broaden their comprehension of the principles of and competencies associated with the discipline or program. Its purpose is to supplement existing courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff. Total contact hours vary based on the learning experience.