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Academic Year
2022 - 2023

Administration of Justice

Social Sciences and Humanities Division
Bldg. L1, Room L13
408-864-8770

Find your counselor at
deanza.edu/our-counselors

Please visit the Counseling and Advising Center to apply for degrees and for academic planning assistance.

Certificate of Achievement-Advanced Requirements

- Completion of all major courses with a C grade or higher.
- Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A, EWRT 1AH, EWRT 1AS with EWRT 1AT, or ESL 5 and eligibility for MATH 114.

Note: A maximum of 18 quarter units may be transferred from other academic institutions.

A.A./A.S. Degree Requirements

1. Completion of all General Education (GE) requirements (32-43 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA (C average).
2. Completion of all major courses with a C grade or higher. Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).

Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.

3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA (C average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA (C average).

Note: A minimum of 24 quarter units must be earned at De Anza College.

Community Service Officer

Certificate of Achievement-Advanced

The Certificate of Achievement-Advanced in Community Service Officer sequence provides the foundational skills required to successfully gain non-sworn employment in this expanding field within local law enforcement. Community Service Officers (CSOs) assist police officers and perform public safety services to communities. The certificate curriculum provides students with a comprehensive overview of the federal and state criminal justice systems, criminal law, community-police relations, report writing, criminal investigation, victim/witness interviewing techniques, evidence collection and digital photography. CSO positions interact with all segments of society in a wide variety of public safety situations while performing, under general supervision, numerous field and office non-enforcement support assignments.

Program Learning Outcomes: Upon completion, students will be able to

- Identify the responsibilities of each component of the criminal justice system as they relate to laws, investigations, and rules of evidence
- Obtain the knowledge to investigate crimes, traffic accidents, and other public safety hazards
- Develop the skills to complete factual and concise investigations and investigative reports
- Obtain the knowledge and capabilities to establish positive interactions and develop partnerships between law enforcement and the community

1. Meet the requirements for this certificate level.
2. Complete the following.

ADMJ 1	Introduction to Administration of Justice <i>also listed as POLI 10</i>	4
ADMJ 3	Concepts of Criminal Law (CP 2) <i>also listed as PARA 3 and POLI 13</i>	4
ADMJ 5	Community Relations	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 61	Criminal Investigation	4
ADMJ 74A	Interviewing, Interrogation and Crisis Intervention <i>also listed as PARA 74A and PSYC 74A</i>	4

Complete one course: 3-4

ADMJ 90A	Legal Aspects of Evidence (CP 4) (4) <i>also listed as PARA 90A</i>	
PHTG 4	Introduction to Digital Photography (3)	
Total Units Required		27-28

Corrections/Probation

A.A. Degree

The A.A. degree in Corrections/Probation provides the foundational education required for an individual's career entry into the criminal justice field, specifically correctional operations and probation/parole case investigations. The courses range from concepts of criminal law, evidence, investigation and reporting to criminology, aspects of social change and corrections investigations.

Program Learning Outcomes: Upon completion, students will be able to

- Identify and discuss the legal and sociological approaches to correctional theories and practices
- Analyze the current correctional system and alternative sentencing solutions
- Analyze and evaluate the current theories and concepts that attribute social deviations to juvenile delinquency

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

ADMJ 1	Introduction to Administration of Justice <i>also listed as POLI 10</i>	4
ADMJ 6	Crime, Correction and Society	4
ADMJ 54	Youth and the Law <i>also listed as PARA 54 and SOC 54</i>	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 73	Crime and Criminology <i>also listed as SOC 73</i>	4
ADMJ 74A	Interviewing, Interrogation and Crisis Intervention <i>also listed as PARA 74A and PSYC 74A</i>	4

ADMJ 75	Principles and Procedures of the Justice System <i>also listed as PARA 75 and POLI 75</i>	4
ADMJ 78	Correctional Investigation	4
Complete five courses:		14-20
ADMJ 3	Concepts of Criminal Law (CP 2) (4) <i>also listed as PARA 3 and POLI 13</i>	
ADMJ 11	Federal Courts and Constitutional Law (4) <i>also listed as PARA 11 and POLI 11</i>	
ADMJ 25	Law and Social Change (4) <i>also listed as PARA 25</i>	
ADMJ 29	Ethnic Studies, Cultural Pluralism and American Law and Justice (4) <i>also listed as CETH 29</i>	
ADMJ 51	Women in Crime (4) <i>also listed as SOC 51</i>	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 62	Sexual Assault, Police and Community Response (4) <i>also listed as PSYC 63</i>	
ADMJ 64 series	ADMJ 64, 64X, 64Y, 64Z Administration of Justice Internship (1-4)	
ADMJ 69	Administration of Justice Field Trips (1)	
ADMJ 84	Forensic Science (4)	
ADMJ 90A	Legal Aspects of Evidence (CP 4) (4) <i>also listed as PARA 90A</i>	
PARA 95	Overview of American Law (4) <i>also listed as ADMJ 95 and POLI 95</i>	
<i>Major GE</i>	<i>Corrections/Probation General Education (32-43 units)</i>	46-52
<i>Electives</i>	<i>Elective courses required when the major units plus GE units total is less than 90 units</i>	
	Total Units Required	90

Recommended

- ADMJ 5, 53
- HIST 17A, 17AH, 17B, 17BH
- PSYC 1, 4
- SOC 1
- Spanish (any level)

Cyber Forensics and Investigations
Certificate of Achievement-Advanced

Cyber crime detection, investigations and network security skills are increasingly in demand by firms and government agencies that are engaged in the collection and evaluation of evidence. By completing the Cyber Forensics and Investigations Certificate of Achievement-Advanced program, students will acquire skills to protect data and intellectual property, develop protective solutions, conduct network intrusion investigations and detect violations by criminal, destructive and terrorist perpetrators. This certificate program will meet the needs of students who are seeking employment within the criminal justice system outside of the traditional law enforcement careers. In addition, this specialized knowledge will provide professional law enforcement and private investigative personnel with specialized skills to facilitate career advancement.

Program Learning Outcomes: Upon completion, students will be able to

- Identify the responsibilities of each component of the criminal justice system in relation to laws, investigations and rules of evidence

- Describe cyber network components and application of technologies
- Obtain skills to detect, retrieve digital data from and protect cyber systems from intrusion, data theft and corruption
- Prepare to investigate illicit activities and deter intrusions within computer network systems
- Prepare students for cyber security, hacking forensic investigator or examiner credentials

1. Meet the requirements for this certificate level.
2. Complete the following.

ADMJ 1	Introduction to Administration of Justice <i>also listed as POLI 10</i>	4
ADMJ 3	Concepts of Criminal Law (CP 2) <i>also listed as PARA 3 and POLI 13</i>	4
ADMJ 90A	Legal Aspects of Evidence (CP 4) <i>also listed as PARA 90A</i>	4
CIS 46	Fundamentals of Digital Security	4.5
CIS 104	Digital Forensics and Hacking Investigation	4.5
CIS 108	Personal Computer Security Basics	4.5

Complete one course: 4-4.5

ADMJ 61	Criminal Investigation (4)	
CIS 102	Ethical Hacking (4.5)	
	Total Units Required	29.5-30

Forensic Criminal Investigation Technician
Certificate of Achievement-Advanced

The Certificate of Achievement-Advanced for Forensic Criminal Investigation Technician provides the foundational skills required to successfully gain advanced, specialized knowledge and skills for currently employed law enforcement officers and nonsworn personnel for positions within criminal justice agency crime scene investigation (CSI) units. CSI knowledge and skills are required at all levels of criminal justice enforcement and investigation and this is a viable pathway for career employment, providing a competitive salary and benefits.

Individuals desiring employment in this career path must have above-average communication and report-writing skills as they will be interacting with a wide variety of people in technical crime investigations, compiling detailed investigative reports, and testifying in court regarding their crime scene investigations.

Program Learning Outcomes: Upon completion, students will be able to

- Conduct a detailed crime scene investigation of a wide variety of felony crimes
- Identify the responsibilities of a crime scene investigator, including the identification, collection and processing of crime scene evidence
- Demonstrate knowledge and experience of the advanced skill set of investigative steps and the use of state-of-the-art investigative procedures and equipment
- Show knowledge and skill in completing a detailed, scientific criminal investigative report of the crime scene investigation
- Demonstrate ability to testify in a criminal court adjudication related to a broad spectrum of felony crimes

1. Meet the requirements for this certificate level.
2. Complete the following.

ADMJ 3	Concepts of Criminal Law (CP 2) <i>also listed as PARA 3 and POLI 13</i>	4
ADMJ 61	Criminal Investigation	4
ADMJ 75	Principles and Procedures of the Justice System <i>also listed as PARA 75 and POLI 75</i>	4
ADMJ 84	Forensic Science	4
ADMJ 90A	Legal Aspects of Evidence (CP 4) <i>also listed as PARA 90A</i>	4
ANTH 7	Introduction to Forensic Anthropology	4
PHTG 4	Introduction to Digital Photography	3
Complete one course:		5
BIOL 10	Introductory Biology (5)	
or BIOL 10H	Introductory Biology - HONORS (5)	
CHEM 10	Introductory Chemistry (5)	
Total Units Required		32

Law Enforcement

A.A. Degree

The A.A. degree in Law Enforcement provides the foundational education required for an individual's career pathway into the criminal justice field with an emphasis on the administration of justice. The courses range from the concepts of criminal law, evidence, investigation and reporting to community relations and criminology.

Program Learning Outcomes: Upon completion, students will be able to

- Identify the responsibilities of each component of the criminal justice system
- Analyze the issues and theories of ethical standards and unethical conduct that are unique to the criminal justice field
- Construct a professional report of a crime utilizing report criteria

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

ADMJ 1	Introduction to Administration of Justice <i>also listed as POLI 10</i>	4
ADMJ 3	Concepts of Criminal Law (CP 2) <i>also listed as PARA 3 and POLI 13</i>	4
ADMJ 5	Community Relations	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 61	Criminal Investigation	4
ADMJ 75	Principles and Procedures of the Justice System <i>also listed as PARA 75 and POLI 75</i>	4
ADMJ 90A	Legal Aspects of Evidence (CP 4) <i>also listed as PARA 90A</i>	4

Complete five courses: 14-20

ADMJ 6	Crime, Correction and Society (4)	
ADMJ 11	Federal Courts and Constitutional Law (4) <i>also listed as PARA 11 and POLI 11</i>	
ADMJ 25	Law and Social Change (4) <i>also listed as PARA 25</i>	
ADMJ 29	Ethnic Studies, Cultural Pluralism and American Law and Justice (4) <i>also listed as CETH 29</i>	

ADMJ 51	Women in Crime (4) <i>also listed as SOC 51</i>	
ADMJ 53	California-Specific Criminal Law (4)	
ADMJ 54	Youth and the Law (4) <i>also listed as PARA 54 and SOC 54</i>	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 62	Sexual Assault, Police and Community Response (4) <i>also listed as PSYC 63</i>	
ADMJ 64 series	ADMJ 64, 64X, 64Y, 64Z Administration of Justice Internship (1-4)	
ADMJ 69	Administration of Justice Field Trips (1)	
ADMJ 73	Crime and Criminology (4) <i>also listed as SOC 73</i>	
ADMJ 74A	Interviewing, Interrogation and Crisis Intervention (4) <i>also listed as PARA 74A and PSYC 74A</i>	
ADMJ 84	Forensic Science (4)	
PARA 95	Overview of American Law (4) <i>also listed as ADMJ 95 and POLI 95</i>	

Major	Law Enforcement	42-48
GE	General Education (32-43 units)	
Electives	Elective courses required when the major units plus GE units total is less than 90 units	
Total Units Required		90

Private Security

Certificate of Achievement-Advanced

The Certificate of Achievement-Advanced in Private Security provides a compressed, minimum foundational education required for an individual's career pathway into the private security field. The emphasis is on courses needed to apply for entry-level positions. The courses offer exposure to patrol and justice procedures.

Program Learning Outcomes: Upon completion, students will be able to

- Identify the responsibilities of each component of the criminal justice system
- Identify and analyze ethical standards and unethical conduct that are unique to the criminal justice profession
- Construct a professional report of a crime utilizing report criteria

1. Meet the requirements for this certificate level.
2. Complete the following.

ADMJ 1	Introduction to Administration of Justice <i>also listed as POLI 10</i>	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 75	Principles and Procedures of the Justice System <i>also listed as PARA 75 and POLI 75</i>	4

Complete a minimum of 25 units: 25

ADMJ 3	Concepts of Criminal Law (CP 2) (4) <i>also listed as PARA 3 and POLI 13</i>	
ADMJ 6	Crime, Correction and Society (4)	
ADMJ 11	Federal Courts and Constitutional Law (4) <i>also listed as PARA 11 and POLI 11</i>	
ADMJ 29	Ethnic Studies, Cultural Pluralism and American Law and Justice (4) <i>also listed as CETH 29</i>	

ADMJ 53	California-Specific Criminal Law (4)	ADMJ 90A	Legal Aspects of Evidence (CP 4) (4) <i>also listed as PARA 90A</i>	
ADMJ 54	Youth and the Law (4) <i>also listed as PARA 54 and SOC 54</i>	PARA 95	Overview of American Law (4) <i>also listed as ADMJ 95 and POLI 95</i>	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)			
ADMJ 61	Criminal Investigation (4)			
ADMJ 64 series	ADMJ 64, 64X, 64Y, 64Z Administration of Justice Internship (1-4)	Major	Private Security	38
ADMJ 84	Forensic Science (4)	GE	General Education (32-43 units)	
ADMJ 90A	Legal Aspects of Evidence (CP 4) (4) <i>also listed as PARA 90A</i>	Electives	Elective courses required when the major units plus GE units total is less than 90 units	
PARA 95	Overview of American Law (4) <i>also listed as ADMJ 95 and POLI 95</i>			
	Total Units Required		90	

Private Security

A.A. Degree

The A.A. degree in Private Security provides the foundational education required for an individual's career pathway into the private security field. The courses range from the concepts of criminal law, evidence, investigations and reporting to patrol procedures and criminology.

Program Learning Outcomes: Upon completion, students will be able to

- Identify the components of the criminal justice system and describe how each is fundamental to criminology procedures
- Identify the elements of a crime based on a factual situation
- Construct a professional report of a crime utilizing report criteria

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

ADMJ 1	Introduction to Administration of Justice <i>also listed as POLI 10</i>	4
ADMJ 3	Concepts of Criminal Law (CP 2) <i>also listed as PARA 3 and POLI 13</i>	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 75	Principles and Procedures of the Justice System <i>also listed as PARA 75 and POLI 75</i>	4

Complete a minimum of 22 units: 22

ADMJ 6	Crime, Correction and Society (4)	
ADMJ 11	Federal Courts and Constitutional Law (4) <i>also listed as PARA 11 and POLI 11</i>	
ADMJ 29	Ethnic Studies, Cultural Pluralism and American Law and Justice (4) <i>also listed as CETH 29</i>	
ADMJ 53	California-Specific Criminal Law (4)	
ADMJ 54	Youth and the Law (4) <i>also listed as PARA 54 and SOC 54</i>	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 61	Criminal Investigation (4)	
ADMJ 64 series	ADMJ 64X, 64Y, 64Z Administration of Justice Internship (2-4)	
ADMJ 69	Administration of Justice Field Trips (1)	
ADMJ 73	Crime and Criminology (4) <i>also listed as SOC 73</i>	
ADMJ 74A	Interviewing, Interrogation and Crisis Intervention (4) <i>also listed as PARA 74A and PSYC 74A</i>	
ADMJ 84	Forensic Science (4)	