

ADMINISTRATION OF JUSTICE - LAW ENFORCEMENT, CERTIFICATE OF ACHIEVEMENT

The Administration of Justice - Law Enforcement Certificate of Achievement provides all academic and physical skill training and assessment required by the State of California Commission on Peace Officer Standards and Training. It is required training for anyone serving as a peace officer in the state of California. The program provides the opportunity to observe, develop and employ the behavior traits of a professional peace officer in a controlled setting.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate required broad knowledge and skills, including critical thinking and problem solving skills, applicable to the field.
- Articulate the system's objectives, the crime problem, and role expectations of criminal justice personnel, and describe the various agencies and each subsystem within the system.
- Describe the system's responsibilities to the community, factors in crime causation, the social implications of crime and communication barriers between the system and the community.
- Apply definitions and concepts to the relevant legal codes; identify related statutes and cases; analyze specific legal problems.
- Analyze legal concepts and make rational decisions about case processing. Demonstrate knowledge of the rules of evidence, legal definitions and concepts of evidentiary law. Apply basic investigative proficiencies.
- Produce field notes, write accurate reports, compile and analyze data and prepare formal reports suitable for prosecutions and court presentations.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
Select one of the following Options:		23-25.5
<i>Option 1: General</i>		
ADMJ 2	Introduction to Administration of Justice	
ADMJ 3	Community and the Justice System	
ADMJ 4	Concepts of Criminal Law	
ADMJ 6	Legal Aspects of Evidence	
ADMJ 51	Criminal Court Process	
ADMJ 55	Writing for Criminal Justice	
ADMJ 66	Criminal Investigation	
Select 2-3 units of the following:		
ADMJ 53	Police Field Operations	
ADMJ 57	Introduction to Corrections	
ADMJ 70	Juvenile Procedures	
LETP 180	Citizens' Academy	
COOP 91.1	Administration of Justice Work Experience	

Option 2: Extended Basic Academy

LETP 145A	P.O.S.T. Basic Academy III	
LETP 145B	P.O.S.T. Basic Academy Modular II	
LETP 145C	P.O.S.T. Basic Academy I	
<i>Option 3: Intensive Basic Academy</i>		
LETP 144A	P.O.S.T. Intensive Basic Academy I	
LETP 144B	P.O.S.T. Intensive Basic Academy II	
Total Units		23-25.5

Graduation Requirements

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

Suggested Course Sequence

Year 1		Units
Fall		
ADMJ 2	Introduction to Administration of Justice	3
ADMJ 3	Community and the Justice System	3
ADMJ 6	Legal Aspects of Evidence	3
ADMJ 55	Writing for Criminal Justice	3
ADMJ 66	Criminal Investigation	3
Units		15
Spring		
ADMJ 4	Concepts of Criminal Law	3
ADMJ 51	Criminal Court Process	3
Select 2-3 units from the following:		2-3
ADMJ 53	Police Field Operations	
ADMJ 57	Introduction to Corrections	
ADMJ 70	Juvenile Procedures	
LETP 180	Citizens' Academy	
COOP 91.1	Administration of Justice Work Experience	
Units		8-9
Total Units		23-24

MPC "Ready to Work" Career Education programs offer students the opportunity to gain knowledge and skills needed for employment and job advancement.

All students should consult with a Counselor to discuss career pathways, for support with career exploration and planning, and to create a personalized education plan to help them meet their academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling services provided by MPC and to connect with a Counselor.

Additional resources are available through MPC's Career & Transfer Resource Center (CTRC). The CTRC offers career resources, workshops, guidance and referrals. Visit the CTRC for support finding online career

information and other resources to explore majors, occupations, and employment information.