

ADMINISTRATION OF JUSTICE - LEVEL II CORRECTIONS, CERTIFICATE OF ACHIEVEMENT

The Administration of Justice: Level II Corrections Certificate of Achievement program prepares students to enter the workforce as corrections officers in the field of institutional and community based corrections of adult and juvenile offenders. Students will learn basic supervision, control, and incident report writing skills to prepare them for common duties and challenges of correctional officers at detention centers and in community service.

Learning Outcomes

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

- Explain how organizations maintain security of a detention facility, staff, and inmates.
- Identify the functional differences between jails and prisons.
- Identify common disruptive incidents and write a basic incident report.
- Explain and analyze the primary functions, procedures, and financial value of community corrections as related to probation and parole.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
ADMJ 57	Introduction to Corrections	3
ADMJ 70	Juvenile Procedures	3
Select one course from the following:		3
ADMJ 3	Community and the Justice System	
ADMJ 6	Legal Aspects of Evidence	
ADMJ 51	Criminal Court Process	
Total Units		9

Graduation Requirements

Please refer to the program requirements section of the Catalog for information about associate degree requirements and certificate requirements including 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		
Fall		Units
ADMJ 57	Introduction to Corrections (Required Course)	3

Select one course from the following:		3
ADMJ 3 or ADMJ 6 or ADMJ 51	Community and the Justice System or Legal Aspects of Evidence or Criminal Court Process	
Units		6
Spring		
ADMJ 70	Juvenile Procedures (Required Course)	3
Units		3
Total Units		9

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.