

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:

- Understand 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.
- Understand and analyze the primary functions, procedures and financial value of community corrections, to wit: probation and parole.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
ADMJ 55	Writing for Criminal Justice	3
ADMJ 57	Introduction to Corrections	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	
ADMJ 70	Juvenile Procedures	
Total Units		9

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.

Year 1		
Fall		Units
ADMJ 55	Writing for Criminal Justice	3
ADMJ 57	Introduction to Corrections	3

ADMJ 3 or ADMJ 6 or ADMJ 51 or ADMJ 70	Community and the Justice System or Legal Aspects of Evidence or Criminal Court Process or Juvenile Procedures	3
Units		9
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.