



What is the Administration of Justice program?

The Administration of Justice Program is the study of the system used by local, state, and federal government to maintain social control, enforce laws, and fairly and impartially manage decisions rendered by the courts. Students will learn about the interaction and relationship of the system's three major components: law enforcement, corrections, and the judiciary system.

Individuals hired to work within the criminal justice field may assume positions in a number of areas. In the area of law enforcement, graduates can pursue employment as a police officer, deputy sheriff, state trooper, natural resources officer, or special agent. In the field of corrections, graduates will find opportunities as correctional officers, probation and parole officers, and juvenile services representatives. Opportunities also exist in private security management and other protective services.

What is the employment outlook for this career field?

The U.S. Department of Labor projects continued growth in service occupations with an approximate five percent growth in the

protective service subgroup. Continued desire for public safety will result in a need for more officers, but employment will vary depending on location and is largely driven by local and state budgets.

Applicants with at least an associate degree and/or law enforcement or military experience, as well as those who speak more than one language, will have the best job prospects.

Where do criminal justice professionals work?

Employment can be found at the local, state, and federal levels of law enforcement, corrections, and the judiciary system, as well as in both public and private security (*source: www.bls.gov/ooh*).

What do criminal justice professionals earn?

The starting salary depends upon employment with a local, county, or state agency. According to the U.S. Bureau of Labor and Statistics, the median annual wage for police and detective occupations in May 2012 was as follows:

- \$56,980 Law Enforcement Officers
- \$53,990 Fire Investigators
- \$38,970 Correctional Officers
- \$48,190 Probation and Parole Officers

Is a degree in criminal justice helpful for future employment?

Higher education has been shown to improve opportunities for obtaining a position or advancing in the criminal justice field. Many law enforcement agencies require a minimum number of credits or an associate degree for eligibility. Other agencies and private industry may require a bachelor's degree or an advanced degree for a particular position.

Why should I come to HCC?

HCC's Administration of Justice Program provides students with the education and training necessary to qualify for employment in the criminal justice field as well as a foundation to pursue further studies for career advancement.

HCC offers an associate of applied science (A.A.S.) degree, an associate of arts (A.A.)

degree in administration of justice for ease in later transferring to complete baccalaureate work, and two Police Academy options (a certificate and an A.A.S. degree). Learn more about the HCC Police Academy at www.hagerstowncc.edu/police-academy.

Middle States Accreditation allows students to transfer their earned credits to another educational institution if they desire to continue academically.

A significant benefit to the HCC program is the experience and expertise of the faculty who, as current and previous practitioners within the criminal justice field, provide course instruction in the core criminal justice courses and help students to complete the program requirements.

For more information about HCC graduation rates, the median debt of students who completed the program, and other important information, visit www.hagerstowncc.edu/adj.

A.A.S. Degree

Administration of Justice

This curriculum is for students seeking an associate of applied science degree in law enforcement, corrections, or the judiciary system. With careful planning, it can be used as the basis for transfer to four-year degree programs.

General Education Requirements 21-23 credits

Arts/Humanities		
	Select from approved General Education course list.....	3
Behavioral/Social Sciences		
SOC 101	Introduction to Sociology.....	3
Biological/Physical Science		
	Select from approved General Education course list.....	3-4
Diversity		
	Select a course from approved General Education course list.....	3
English		
ENG 101	English Composition.....	3
ENG 102	Composition and Literature.....	3
OR		
ENG 112	Technical Writing I.....(3)	
Mathematics		
	Select from approved General Education course list.....	3-4

Program Requirements		21 credits
ADJ 101	Introduction to Criminal Justice.....	3
ADJ 102	American Law Enforcement.....	3
ADJ 104	Corrections in America.....	3
ADJ 201	Law Enforcement and the Community..	3

ADJ 203	Criminal Law.....	3
ADJ 204	Criminal Investigation	3
ADJ 208	Police Management	3
Restricted Electives 16-18 credits		
Select from the following list:		
ADJ 108	Introduction to Homeland Security ..(3)	
ADJ 110	Policing Theory, Practice and Skills ... (9)	
ADJ 205	Forensic Science for Criminal Justice. (3)	
ADJ 269	Criminal Justice Internship	(3)
MAT 109	Introduction to Statistics	(3)
PED - Physical	Education Elective.....	(1-3)
POL 101	American Government	(3)
POL 202	Constitutional Law.....	(3)
PSY 101	General Psychology.....	(3)
PSY 206	Abnormal Psychology	(3)
SOC 103	Criminology	(3)
SOC 105	Juvenile Delinquency	(3)
SPD 103	Public Speaking	(3)

Degree Requirement.....60

*A.A. Degree
Arts and Sciences*

*Option in
Administration of Justice*

The transfer program in administration of justice is designed for students who plan to transfer to a four-year institution and major in criminal justice or related fields. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

General Education Requirements 31-32 credits

Arts/Humanities			
Select two courses in different disciplines from approved General Education course list (Foreign language recommended)			6
Behavioral/Social Sciences			
SOC 101	Introduction to Sociology.....	3	
Take one course from HIS discipline.			
HIS 101	World History I.....	3	
HIS 102	World History II	(3)	
HIS 201	United States History I.....	(3)	
HIS 202	United States History II.....	(3)	
Biological/Physical Science			
Select two courses from approved General Education course list—one must include a laboratory course.....			7-8
Diversity			
Select a course from approved General Education course list			3
English			
ENG 101	English Composition	3	
ENG 102	Composition and Literature.....	3	
OR			
ENG 112	Technical Writing I.....	(3)	
Mathematics			
MAT 109	Introduction to Statistics	3	
Program Requirements 21 credits			
ADJ 101	Introduction to Criminal Justice.....	3	
ADJ 203	Criminal Law.....	3	
ADJ Elective	Criminal Justice Elective.....	3	
POL 101	American Government	3	
PSY 101	General Psychology.....	3	
SOC 103	Criminology	3	
SPD 103	Public Speaking	3	

OR

SPD 108	Introduction to Human Communication	(3)
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Free Electives 7-8 credits

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below.

Select from the following list:

ADJ 102	American Law Enforcement	(3)
ADJ 104	Corrections in America.....	(3)
ADJ 108	Introduction to Homeland Security ..(3)	
ADJ 204	Criminal Investigation	(3)
MAT 101	College Algebra.....	(3)
MAT 110	Statistics in Practice.....	(1)
PED Elective	Physical Education Elective	(1-3)
PSY 206	Abnormal Psychology	(3)

Degree Requirement.....60

Certificate

Administration of Justice: Police Academy

The Police Academy Certificate Program consists of core-professional courses designed to provide an academically enhanced delivery of the objectives required by HCC's intensive 24-week Police Academy. Successful completion of the program allows students to meet the Maryland Police and Corrections Training Commission (MPCTC) requirements for entry-level police certification. All courses within the program can also be applied toward partial completion of the Administration of Justice A.A.S. degree.

Program Requirements 27 credits

ADJ 102	American Law Enforcement	3
ADJ 110	Policing Theory, Practice and Skills	9
ADJ 200	Criminal Procedure.....	3
ADJ 201	Law Enforcement and the Community ...3	
ADJ 203	Criminal Law.....	3
ADJ 204	Criminal Investigation	3
ADJ 205	Forensic Science for Criminal Justice.. 3	

Certificate Requirement 27

Note: These courses are wholly integrated into entry-level police training and instruction offered only through the HCC Police Academy and are required for recruits who are members of a Police Academy cohort.

A.A.S. Degree

Administration of Justice: Police Academy Option

This program designates a specific option within the current administration of justice A.A.S. curriculum for students who intend to complete the Police Academy in conjunction with their degrees. It provides a logical order for coursework to be completed for both students who want to complete coursework prior to the Academy and those for whom completion of the Academy is the first priority.

General Education Requirements 21 credits

Arts/Humanities			
Select two courses in different disciplines from approved General Education course list			3
Behavioral/Social Sciences			
SOC 101	Introduction to Sociology.....	3	
Biological/Physical Science			
Select one course from approved General Education course list			3-4
Diversity			
Select one course from approved General Education course list			3
English			
ENG 101	English Composition	3	
ENG 102	Composition and Literature.....	3	
OR			
ENG 112	Technical Writing I.....	(3)	
Mathematics			
Select one course from approved General Education course list			3-4

Program Requirements 36 credits

Complete the following courses before or after the Academy:		
ADJ 101	Introduction to Criminal Justice.....	3
ADJ 104	Corrections in America.....	3
ADJ 208	Police Management.....	3
Police Academy Core Courses		
The following courses are completed while attending and successfully completing the Police Academy:		
ADJ 102	American Law Enforcement	3
ADJ 110	Policing Theory, Practice and Skills	9
ADJ 200	Criminal Procedure.....	3
ADJ 201	Law Enforcement and the Community..3	
ADJ 203	Criminal Law.....	3
ADJ 204	Criminal Investigation	3
ADJ 205	Forensic Science for Criminal Justice.. 3	

Restricted Electives 1-3 credits

Select credit(s) from the following list:		
ADJ 108	Introduction to Homeland Security ..(3)	
ADJ 269	Internship I	(3)
MAT 109	Introduction to Statistics	(3)
MAT 110	Statistics in Practice (1)**	
**Must be taken with MAT-109.		
PED	Any Physical Education Activity based elective. (1)	
POL 101	American Government	(3)
POL 202	Constitutional Law	(3)
PSY 101	General Psychology.....	(3)
PSY 206	Abnormal Psychology	(3)
SOC 103	Criminology	(3)
SOC 105	Juvenile Delinquency.....	(3)
SPD 103	Public Speaking	(3)
STU 106	Professionalism in the Workplace	(1)

Degree Requirement.....60

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