AJ 111: CRIMINAL JUSTICE COMMUNICATION

Proposer:

Name:	**Email:**
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Effective Term:
Fall 2021

Credit Status:
Credit - Degree Applicable

Subject:
AJ - Administration of Justice

Course Number:
111

Catalog Title
Criminal Justice Communication

Catalog Description
This course covers techniques of communicating facts, information in corrections and probation law enforcement reports, letters, memoranda, and directives. Practical experience is offered in note taking, report writing and presentation of courtroom testimony. Introduction to technology used in criminal justice and corrections.

Prerequisites
AJ 011 or equivalent college course with a minimum grade of C

Validation

Validation Type
Sequential - Same Discipline

Course
AJ 011

Complete the Prerequisite/Corequisite Objectives and provide sound quantitative research to document the need for the requisite.

Method of Instruction:
Distance Education
Lecture and/or Discussion

Course Units/Hours:

Course Units Minimum:
3

Lecture Hours Minimum (week)
3

Lab Hours Minimum (week)
0

Activity Hours Minimum (week)
0

Total Contact Hours Minimum (semester)
52.5

Total Outside Hours Minimum (semester)
105

Total Student Learning Minimum Hours (semester)
157.5

Repeatability:
No

Open Entry/Exit:
No

Field Trips:
Not Required

Grade Mode:
Standard Letter

TOP Code:
210500 - * Administration of Justice

SAM Code:
C - Clearly Occupational

Course Content

Methods of Assessment:
Essay quizzes or exams
Mulitple choice tests
Oral presentations
Skill demonstrations
Written essays or extended papers

Course Topics:

	Course Topics
1	Reports, the English Language, and Police Jargon
2	The Art of Note-Taking
3	The Parts of the Narrative Case Report
4	The Basics of English Grammar
5	First Officer on Scene
6	Types of Reports
7	Traffic Summons/Tickets and Crash Reports
8	Types of Statements
9	Misdemeanor Crimes Involving People and Property
10	Felony Crimes Involving Property
11	Felony Crimes Against People
12	Documentation of the Use of Force
13	Probable Cause Affidavits, Arrest Warrants, and Search Warrants
14	Miscellaneous Forms
15	Correctional Forms and Reports
16	Computer Aided Report Writing Technology

Course Objectives:

	Course Objectives
1	collect and analyze information, and record the information in the appropriate written format for corrections, probation or law enforcement.
2	demonstrate a basic understanding of computer aided report writing.
3	demonstrate an understanding of proper courtroom testimony.
4	identify and describe the operation and application of computer report-writing technologies.
5	select and complete the proper organizational forms associated with the day-to-day operations of a corrections, probation and law enforcement organization.

Course Outcomes:

	Course Outcomes
1	Within the legal and constitutional parameters of the law, students will be able to write a report that accurately reflects their observations.
2	Students will complete contemporary law enforcement and corrections forms inclusive of, but not limited to crime reports, incident reports, accident investigation reports, probation reports, and others as necessary.
3	Students will be introduced to computer report-writing technology, and will be able to explain their benefits, and limitations.
4	Students will be able to identify those testimonial strategies commonly associated with the courtroom adversarial environment.
5	Students will be able to utilize proper inter-and intra-communication techniques and strategies, to achieve a desired resolution.

Assignments:

Assignment Type:	Details
Reading	Reading assignments typically associated with this particular course of instruction may include, but are not limited to: - Students are required to read the assigned chapter, and answer at least two of the chapter review questions. - Students are required to read the assigned chapter, and complete a short chapter quiz each week. - Students are expected to read the assigned chapter(s) each week in preparation for classroom discussion.
Writing	Writing assignments typically associated with this particular course of instruction may include, but are not limited to: - Students are required to identify at least one current course specific criminal justice issue that is in the news (print or electronic) and write a one to two page observation paper, relating course content to their response. - Students are required to prepare written documents (outline, test questions, resources and expert interview information) in support of their chosen presentation assignment. - Students are required to write applicable reports relating to law enforcement, corrections and probation
Homework	Homework assignments typically associated with this particular course of instruction may include, but are not limited to: - Students are expected to read the assigned chapter(s) each week in preparation for classroom participation. - Students are required to read the assigned chapter(s) and define key terms associated with the content of each chapter. - Students are expected to do research work and otherwise prepare for their respective presentations as required for this course.

Textbooks or other support materials

Resource Type:	Details
Books	Report Writing for Law Enforcement and Corrections Professionals - Morris, K., 1st Edition 2018

Transferable to CSU
Yes - Approved

CSU General Education
Transferable to CSU

This course will also be proposed for UC transfer.
No

Other Degree Attributes
Degree Applicable
Not a Basic Skills Course

Distance Learning Addendum
DLA DE AJ 2020-1.pdf

Banner Title:
Criminal Justice Communication

Curriculum Committee Approval Date:
05/06/2021

Academic Senate Approval Date:
05/12/2021

District Governing Board Approval Date:
06/07/2021

Course Control Number:
CCC000270346