



AJ 111: CRIMINAL JUSTICE COMMUNICATION

Proposer:

Name:	Email:
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Effective Term:

Fall 2026

Does this course use a CA Common Course Number

No

Credit Status:

Credit - Degree Applicable

Subject:

AJ - Administration of Justice

Course Number:

111

Discipline:

And/Or	(Discipline)
		Administration of Justice (Police science, corrections, law enforcement)	

Catalog Title

Criminal Justice Communication

COS Course 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**COS Methods of Evaluation:**

Essay quizzes or exams
 Multiple choice tests
 Oral presentations
 Skill demonstrations
 Written essays or extended papers

COS Course Topics:

COS 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

COS Course Objectives:

COS 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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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.

Homework Assignments and discussion boards have been adapted to allow for student self-expression and personal thoughts on understanding the importance in accuracy in creating written communication in the criminal justice system. In addition, instructors conduct classroom lectures and expected participation in such a way as to ensure students develop a level of comfort in expressing ideas and opinions in effective written communication.

Representative Texts, Manuals, and/or OER that is equivalent, Other Support Materials:

Texts used by individual institutions and even individual sections will vary. The list of representative texts must include at least one text with a publication date within five (5) years of the course outline approval date.

COS Textbooks or other support materials

Resource Type:	Details
Books	Report Writing for Law Enforcement and Corrections Professionals - Morris, K., 1st Edition 2018
Books	It Did Happen: A Police Officer's Guide to Successful Report Writing (2024): Jamie M. Calise. Austin Macauley Publishers.

Transferable to CSU

Yes - Approved

This course will also be proposed for UC transfer.

No

Other Degree Attributes

Degree Applicable
Not a Basic Skills Course

Distance Learning Addendum

DLA - Senate Approved - Updated 10-25.pdf

Banner Title:

Criminal Justice Communication

Curriculum Committee Approval Date:

02/04/2026

Academic Senate Approval Date:

02/11/2026

District Governing Board Approval Date:

03/09/2026

Course Control Number:

CCC000270346

Equity Review

Select elements of the COR that were reviewed for equity. Must select at least one:

- Advisory
- Assignments
- Pre/Corequisites

