

- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

## English Language Skills

Although proficiency in English is not a criterion for admission, students are encouraged to be able to speak, write and read English to complete classes successfully and to ensure safety for themselves and others.

The Alcohol and Drug Counseling program is accredited by the California Association for Alcohol/Drug Educators and the California Consortium of Addiction Programs and Professionals.

### Contact:

California Association for Alcohol/Drug Educators  
5230 Clark Avenue, Suite 3  
Lakewood, CA 90712  
(707) 722-2331  
[www.caade.org](http://www.caade.org/) (<http://www.caade.org/>)

California Consortium of Addiction Programs and Professionals  
5861 Cherry Avenue, Suite 301  
Long Beach, CA 90805  
<https://ccapp.us/>

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Be technically competent to safely practice as an entry-level alcohol & drug counselor.
- Demonstrate an understanding of ethical & legal requirements for alcohol & drug counselors.
- Demonstrate the ability to develop and achieve entry-level professional goals.
- Demonstrate the ability to develop and achieve entry-level professional goals.
- Demonstrate competency in basic counseling skills commensurate with an entry level practitioner in the addictions counseling field.
- Demonstrate the ability to assess, intervene, and refer clients with co-occurring mental health and substance abuse disorder to appropriate resources.
- Students completing the certificate/associates degree program will demonstrate the ability to prepare and develop professional treatment plans and other clinical documentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

# Administration of Justice (Certificate T0406)

## Technology and Health Division Certificate T0406

The Certificate in Administration of Justice program is intended to prepare students for entry-level employment following graduation.

The courses emphasize the modern role of law enforcement and corrections within the criminal justice systems. Written and oral communication skills are a consistent focus. **Entry-level employment opportunities available after completion of this program may include law enforcement as peace officers, corrections officers, custodial officers, non-sworn security and investigations, other non-sworn positions in law enforcement, and public service.**

## Required Courses

Course Prefix	Course Name	Units
ADJU 1	The Administration of Justice System	3
ADJU 2	Principles and Procedures of the Justice System	3
ADJU 3	Concepts of Criminal Law	3
ADJU 4	Legal Aspects of Evidence	3
ADJU 5	Community Relations	3
ADJU 68	Administration of Justice Report Writing	3
<b>Choose four from the following:</b>		<b>12</b>
ADJU 6	Police Patrol Tactics and Strategy	
ADJU 9	Introduction to Homeland Security	
ADJU 10	Introduction to Correctional Sciences	
ADJU 13	Concepts of Traffic Services	
ADJU 20	Principles of Investigation	
ADJU 38	Narcotics Investigation	
ADJU 50	Introduction to Forensics for Criminal Justice	
ADJU 59	Gangs and Corrections	
ADJU 74	Vice Control	
<b>Total Units</b>		<b>30</b>

Administration of Justice Website (<http://www.mtsac.edu/justice/>)

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Demonstrate the principals involved in documenting the investigation of criminal activity.
- Identify and apply legal precedents in field work.
- Demonstrate familiarity with the social factors related to police interaction with communities.
- Demonstrate understanding of how criminal codes are used and how statutory law is practically applied.
- Demonstrate the ability to use technology and other resources to research social and legal aspects of the criminal justice system.
- Demonstrate the ability to present information in diverse circumstances, with various cultures and communities, involving public and media issues.
- Understand professional skills related to court testimony, interview, interrogation, and law enforcement nomenclature.

Review Student Learning Outcomes (SLOs) for this program.

# Administrative Assistant - Level I (Certificate E0516)

## Business Division Certificate E0516

The Level I Certificate prepares students for entry-level clerical positions where keyboarding and basic office skills are the primary functions.