

GROSSMONT COLLEGE

Official Course OutlineADMINISTRATION OF JUSTICE 142 – LEGAL SYSTEMS AND COURT MANAGEMENT

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
AOJ 142	Legal Systems and Court Management	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

This course is designed to provide the student with an understanding of the development and purposes of the California court system. It will examine the relationship between the elements of the criminal justice system. It will include principles and practices in civil and criminal courts, the various career paths of non-judicial court support personnel, a basic legal vocabulary, comprehensive aspects of the jury system, issues in court administration and management, as well as the future of the court system.

4. Course Objectives

The student will:

- a. Describe the general organization, structure, and development of the California court system.
- b. Evaluate issues of jurisdiction, venue, and procedure as they relate to the California courts.
- c. Describe how civil and criminal cases proceed through the California Superior and Appellate court systems.
- d. Assess the relationship of the California courts to various law enforcement, correctional and administrative agencies.
- e. Differentiate and describe, in detail, the organization of the California court system, including trial court and appellate court levels.
- f. Demonstrate knowledge of issues of court administration such as budgeting, personnel, jury management, and calendar management.
- g. Analyze court-related criminal justice issues such as those relating to plea bargaining, prosecution, defense representation, and the grand jury.
- h. Evaluate the roles and relationships of the judges, court administrator, and presiding judge.
- i. Identify and explore career opportunities within the court system.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

Course content includes an orientation to the field of court management as well as preparation for entry-level employment with California courts and agencies that conduct business with the courts. Specific topic areas include:

- a. History and nature of the adversary system.
- b. Roles and responsibilities of judicial officers and court attaches.
- c. History and development of the California court system.
- d. Principles and practice of criminal procedures in the California court system.
- e. Principles and practice of civil procedures in the California court system.
- f. Principles of handling evidence and exhibits in court.
- g. Duties of court support personnel, including the Court Clerk.
- h. Financing, structure and jurisdiction of the state court.
- i. The role of the courtroom trial group.
- j. Procedural aspects of trial court sentencing.
- k. Aspects of post conviction remedies and alternatives to incarceration.
- l. Case flow management in the trial courts.
- m. Functions of the grand jury in government investigations and criminal indictments.
- n. The role and responsibilities of the court administrators.
- o. Management operations and requirements of the jury system.
- p. Selection and roles of trial court judges and the presiding judge.
- q. Consolidation and unification of trial courts.
- r. Other issues of court reform.

8. Method of Instruction

Lecture, discussion, audio visual materials.

9. Methods of Evaluating Student Performance

- a. Quizzes, midterm and objective final exam.
- b. Term paper.

10. Outside Class Assignments

- a. Field trip to municipal court.
- b. Reading assignments from text.
- c. Course project.

11. Texts

a. Required Text(s):

(1) Neubauer, David W. America's Courts and the Criminal Justice System. 6th edition. Belmont, CA: West/Wadsworth, 1999.

b. Supplementary texts and workbooks:

None.

Date approved by the Governing Board: 5/00

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