

LEGAL INTERPRETATION AND TRANSLATION

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K 619-482-6569

FACULTY: Marisa Soler-McElwain, LL.M.

DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION

The legal interpreter/translator works primarily within the California Court system as a court interpreter or as a full-time or freelance interpreter/translator whose services are utilized by legal and government agencies such as the Social Security Administration, the Immigration and Naturalization Service, the Agriculture Labor Relations Board, and private legal offices, as well as clinics and hospitals.

Emphasis on English/Spanish legal terminology, interpretation of oral communications between attorney and client, as well as written translation of legal pleadings, forms, simple reports, and certificates. The program also emphasizes terminology required by interpreters in the medical, immigration, and business areas.

CAREER OPTIONS

Below is a sample of the career options available for the interpretation and translation major. Some require a certificate of achievement and most require an associate in science degree: court interpreter, freelance interpreter/translator, assistant in legal intake and services in juvenile mediation, immigration, and family counseling. Employment opportunities exist in local courts, legal clinics, related public and private agencies, and international business entities.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Certificate of Achievement

Legal Interpretation—Basic (English/Spanish)	02449
Legal Interpretation and Translation—Intermediate (English/Spanish)	A2451

CERTIFICATE

LEGAL INTERPRETATION: BASIC (ENGLISH/SPANISH)



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02449)

Designed for students desiring careers as interpreters in the legal field. Provides skills required for employment in government and the courts, as well as in public and private offices.

Program Student Learning Outcome Statement:

- Student will interpret orally for a client and an attorney from the base language (English or Spanish) to the target language (Spanish or English) maintaining accuracy in the content of the messages being interpreted.
- Student will work with diverse clients in a legal setting in an ethical, respectful, and businesslike manner being sensitive to the traditions and culture of the clients.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 181	Spanish Computer Skills for Interpretation/Translation	3
BUS 210	Business English	3
BUS 226	Interpretation and Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
SPAN 215	Spanish for Bilinguals I *	5
Complete 3 units from electives		3
Total units		20

Electives: BUS 225, 233, 227, MEDOP 220

- * Students who have completed high school or a higher-level degree in a Spanish-speaking country may waive the Spanish language requirement by submitting a transcript of studies from their foreign institution.



LEGAL INTERPRETATION AND TRANSLATION: INTERMEDIATE (ENGLISH/SPANISH)



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2451)

Designed for students desiring careers as interpreters and translators in the legal field. Prepares students at the intermediate level with skills required for employment in government, the court system, and in private legal offices.

Program Student Learning Outcome Statement:

- Interpret orally and translate in writing for a client and an attorney from the base language (English or Spanish) to the target language (Spanish or English) maintaining accuracy in the content of the messages being interpreted and translated.
- Work with diverse clients in a legal setting in an ethical, respectful, and businesslike manner being sensitive to the traditions and culture of the clients.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 234	Advanced Interpretation and Translation: Legal	3
*SPAN 216	Spanish for Bilinguals II	5

Complete 3 units from the following courses: 3

BUS 225	Interpretation/Translation: General Business (3)	
BUS 233	Interpretation and Translation: Immigration (3)	
BUS 227	Interpretation and Translation: Medical (3)	
MEDOP 229	Medical Terminology—Bilingual (English/Spanish) (3)	

Plus the required courses for the Interpretation and Translation—Basic certificate 20

Total units 34

- * Students who have completed high school or a higher-level degree in a Spanish-speaking country may waive the Spanish language requirement by submitting a transcript of studies from their foreign institution.

LEGAL OFFICE MANAGEMENT

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569

FACULTY: M. E. Martinez-Sanabria, M.B.A.;
Marisa Soler-McElwain, LL.M.

DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION

The law office manager plans, directs, and coordinates operations in a legal office, including managing daily operations, overseeing personnel, and organizing procedures within the office to facilitate the efficient flow of work. The law office managers should possess a strong understanding of the legal system and its procedures especially as they relate to legal specialty areas in which the legal office or agency is involved.

CAREER OPTIONS

The following list is a sample of the career options available for individuals with legal managerial and supervisory skills. Most require a certificate or an associate degree, some require a bachelor's degree, and a few require a graduate-level degree: law office manager/administrator, office supervisor, human resources officer, personnel officer, small business owner/entrepreneur, and chief executive officer.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Associate in Science: Career/Technical

Legal Office Management 02461

Certificates of Achievement

Legal Office Management—Intermediate 02463

Certificates of Proficiency

Legal Office Management—Basic 02462

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

LEGAL OFFICE MANAGEMENT



ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02461)

Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, management, and technical skills required in a legal office setting as well as an option to focus on legal English/Spanish language skills for bilingual managers.

