

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.

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 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.



Program Student Learning Outcome Statement:

- Student will evaluate documents required in the administration of a legal office and apply this information to provide an efficient and productive legal office environment.
- Student will train legal office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds and determine how to manage the various individuals in a sensitive and respectful manner.
- Student will research office efficiency by identifying, analyzing, and assessing the topic of office efficiency from a variety of sources and apply to specific office situations.

Complete 5 to 6 units from the following:

5-6

BUS 181	Spanish Computer Skills for Interpretation and Translation (3)	
BUS 229	Legal Terminology—Bilingual (English/Spanish) (3)	
BUS/CIS 239	Project Management (3)	
LDR 148	Business Presentation skills—Bilingual (English/Spanish) (2)	
LDR 149	Business Presentation Skills (2)	
LEGL 266	Mediation, Negotiation, and Conflict Management (2)	

Plus the courses required for the Legal Office Management—

Intermediate certificate	42-43
Total units	47-49

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES

LEGAL OFFICE MANAGEMENT: BASIC



CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02462)

Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, and management techniques as well as technical skills required in a legal office setting.

Program Student Learning Outcome Statement:

- Student will evaluate documents required in the administration of a legal office and apply this information to provide an efficient and productive legal office environment.
- Student will train office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will identify the cultural values and traditions of diverse ethnic groups working within local legal offices and develop a list of ways to positively work as a manager of this diverse group.
- Student will research office efficiency by identifying, analyzing, and assessing the topic of office efficiency from a variety of sources and apply to specific office situations.

GAINFUL EMPLOYMENT:

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BUS 140	Business Law/The Legal Environment of Business	3
BUS 182	Keyboarding for Office Professionals	2
BUS 200A	Microsoft Word: Beginning	2.5
BUS 206	Filing and Records Management	2.5
BUS 210	Business English	3
CIS/LIB 151	Research Using the Internet	1
LEGL 223	Legal Office Procedures	2.5
Total units		16.5

LEGAL OFFICE MANAGEMENT: INTERMEDIATE



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02463)

Provides training for individuals who desire to work in managerial positions in a legal office environment or who desire to advance in their careers. Emphasizes leadership, communication, supervisory, managerial, and technical skills required in the legal office setting.



Program Student Learning Outcome Statement:

- Student will evaluate documents required in the administration of a legal office and apply this information to provide an efficient and productive legal office environment.
- Student will train office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds and determine how to manage the various individuals in a sensitive and respectful manner.
- Student will research office efficiency by identifying, analyzing, and assessing the topic of office efficiency from a variety of sources and apply results to specific office situations.

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.”

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ACCT 7	Basic Business Bookkeeping (3)	
	OR	3–4
ACCT 101	Principles of Accounting I (4)	
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3)	
	OR	3
BUS 212	Business Communication (3)	
BUS 183	Business Mathematics	3
CIS 101	Introduction to Computers and Information Processing	4
LEGL 225	Law Office Management	3
LEGL 270	Computer Skills for Legal Office Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV	2
Plus the courses required for the Legal Office Management—		
	Basic certificate	19
	Total units	42–43

LEGAL OFFICE PROFESSIONAL

SCHOOL OF BUSINESS AND TECHNOLOGY

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

FACULTY: Marisa Soler-McElwain, LL.M.;

M. E. Martinez-Sanabria, M.B.A.; Elisabeth Shapiro, J.D.

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

GENERAL DESCRIPTION

The legal secretary assists attorneys with a wide variety of responsibilities including performing clerical duties; maintaining office files; working closely with attorneys to meet deadlines for court calendars; preparing summonses, complaints, motions, and subpoenas; and filing documents with the courts. In some law offices, legal secretaries review legal reference books, other legal publications or electronic media to identify court decisions pertinent to pending cases.

Southwestern College offers two excellent programs: Legal Office Professional and Legal Office Professional—Bilingual (English/Spanish). These programs provide students with strong legal secretarial skills and focus on developing excellent human relations skills with an awareness of the growing multicultural community in San Diego County. An added feature is that students have an option of working toward a certificate or degree emphasizing one or more legal specialties, including family law; civil litigation; criminal law; business law; international business law; immigration law; and wills, trusts, and probate. Students that possess a legal specialty and/or knowledge of a frequently used foreign language will have the greatest opportunities for employment.

CAREER OPTIONS

Below is a sample of the career options available for the legal secretary or the legal secretary major. A few of these require a certificate of achievement and most require an associate in science degree: claims examiner, compensation and benefits manager, corporate legal secretary, court clerk, customs agent, forms and procedures specialist, freelance legal secretary, legal aide, legal technician, title examiner, and entry-level paralegal.

