

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:

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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.



DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Associate in Science: Career/Technical

Legal Office Professional B2155

Certificates of Achievement

Business Law Specialty	A2252
Civil Litigation Specialty	A2253
Criminal Law Specialty	A2254
Family Law Specialty	A2256
Immigration Law Specialty	A2257
International Business Law Specialty	A2258
Wills, Trusts, and Estates Specialty	A2259

Certificate of Proficiency

Legal Office Professional—Basic C2355

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 PROFESSIONAL

ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: B2155)

Prepares students to work in a legal office. Emphasizes a comprehensive program of study regarding the court system, legal terminology, and the preparation of legal documents.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, contacting legal professionals, etc., to determine the best solution/s.

LEGL 225	Law Office Management	3
LEGL 258	Legal Communications	3

Plus completion of one of the following

Specialty certificates: **32.5–34.5**

Total units **38.5–40.5**

SPECIALTY CERTIFICATES

Business Law Specialty	A2252
Civil Litigation Specialty	A2253
Criminal Law Specialty	A2254
Family Law Specialty	A2256
Immigration Law Specialty	A2257
International Business Law Specialty	A2258
Wills, Trusts, and Estates Specialty	A2259

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

Note: Certificate of achievement or A.S. degree stating a legal specialty will be granted upon the completion of all requirements plus completion of one of the legal specialties listed above.

CERTIFICATES

LEGAL OFFICE PROFESSIONAL: BASIC

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: C2355)

Prepares students to work in a legal office. Emphasizes structure of the court system, legal terminology, and the preparation of legal documents in the areas of civil litigation, family law, wills and probate, and criminal law. Develops word processing and English language skills.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents utilizing word processing applications.



BUS 96	Customer Service and Communication Techniques	1
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 92	Microsoft Office Suite (3) OR	3-4
CIS 101	Introduction to Computers and Information Processing (4)	
LEGL 223	Legal Office Procedures	2.5
Total units		16.5-17.5

BUSINESS LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2252)

Prepares students to work in a legal office in the area of business law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents and legal databases including reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents utilizing word processing applications.

GAINFUL EMPLOYMENT:

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BUS 74	Keyboarding Speed and Accuracy II	1
BUS 140	Business Law/The Legal Environment of Business	3
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 272	Business Organizations	2
LEGL 290-293	Legal Cooperative Work Experience I-IV	2

Plus courses required for the Legal Office

Professional— Basic certificate **16.5-17.5**

Total units **32.5-33.5**

CIVIL LITIGATION SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2253)

Prepares students to work in a legal office. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, legal/court professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including civil litigation software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

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 74	Keyboarding Speed and Accuracy II	1
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
LEGL 261	Civil Litigation I	3
LEGL 269	Civil Litigation Procedures	3
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV	2
Plus courses required for the Legal Office Professional—Basic certificate		16.5–17.5
Total units		33.5–34.5

CRIMINAL LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2254)

Prepares students to work in a legal office. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including Criminal Law software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

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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AJ 151	Concepts of Criminal Law	3
AJ 161	Principles and Procedures of the Justice System	3
BUS 74	Keyboarding Speed and Accuracy II	1
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV	2
Plus courses required for the Legal Office Professional—Basic certificate		16.5–17.5
Total units		33.5–34.5

FAMILY LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2256)

Prepares students to work in a legal office in the area of family law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, family law/legal professionals and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.

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 74	Keyboarding Speed and Accuracy II	1
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
LEGL 263	Family Law	3
LEGL 266	Mediation, Negotiation, and Conflict Management	2
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV	2

Plus courses required for the Legal Office Professional—Basic certificate		16.5–17.5
Total units		32.5–33.5

IMMIGRATION LAW SPECIALTY**CERTIFICATE OF ACHIEVEMENT****CAREER/TECHNICAL (MAJOR CODE: A2257)**

Prepares students to work in a legal office in the area of immigration law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, immigration/legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including Immigration law software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

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 74	Keyboarding Speed and Accuracy II	1
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 233	Interpretation and Translation: Immigration (3) OR	2–3
LEGL 267	Interviewing and Investigation for Paralegals (2)	
LEGL 262	Immigration Law and Procedure	3
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV	2

Plus courses required for the Legal Office Professional—Basic certificate		16.5–17.5
Total units		32.5–34.5



INTERNATIONAL BUSINESS LAW SPECIALTY



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2258)

Prepares students to work in a legal office in the area of international business law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in an international business legal office setting interacting with supervisors, co-workers, international business and legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/internet documents, including immigration law software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

GAINFUL EMPLOYMENT:

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BUS 74	Keyboarding Speed and Accuracy II	1
BUS 177	Principles of International Business	3
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3)	
	OR	3
BUS 212	Business Communication (3)	
LEGL 256	International Law for Business	3
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV	2

Plus courses required for the Legal Office

Professional—Basic certificate	16.5–17.5
Total units	33.5–34.5

WILLS, TRUSTS, AND ESTATES SPECIALTY



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODES: A2259)

Prepares students to work in a legal office in the area of wills, trusts, and estates. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, wills, trusts and estates legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including wills, trusts and estates software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.



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BUS 74	Keyboarding Speed and Accuracy II	1
BUS 121	Financial Planning and Money Management (3) OR	3
RE 101	Real Estate Principles (3)	
BUS 200B	Microsoft Word: Advanced	2.5
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
LEGL 264	Wills, Trusts, and Estates	3
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV	2
Plus courses required for the Legal Office Professional— Basic certificate		16.5–17.5
Total units		33.5–34.5

LEGAL OFFICE PROFESSIONAL— BILINGUAL (ENGLISH/SPANISH)

SCHOOL OF BUSINESS AND TECHNOLOGY

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

FACULTY: Marisa Soler-McElwain, L.L.M.

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

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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, court interpreter, legal documents translator, and entry-level paralegal.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Associate in Science: Career/Technical

Legal Office Professional (English/Spanish) B2165

CERTIFICATES OF ACHIEVEMENT

Legal Office Professional—Bilingual (English/Spanish)— Basic	C2365
Civil Litigation Specialty	A2263
Criminal Law Specialty	A2264
Family Law Specialty	A2266
Immigration Law Specialty	A2267
International Business Law Specialty	A2268
Wills, Trusts, and Estates Specialty	A2269

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ASSOCIATE IN SCIENCE DEGREE

LEGAL OFFICE PROFESSIONAL: BILINGUAL (ENGLISH/SPANISH)

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: B2165)

Prepares students to work in legal offices such as the state and federal court systems, the Immigration and Naturalization Service, and private law firms. Provides a more comprehensive program of study regarding the legal system, English/Spanish legal terminology, and legal office procedures.

