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

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

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, 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 96</td>
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<tr>
<td>BUS 182</td>
<td>Keyboarding for Office Professionals</td>
<td>2</td>
</tr>
<tr>
<td>BUS 200A</td>
<td>Microsoft Word: Beginning</td>
<td>2.5</td>
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<tr>
<td>BUS 206</td>
<td>Filing and Records Management</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>CIS 92</td>
<td>Microsoft Office Suite (3)</td>
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<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information</td>
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</tr>
<tr>
<td>LEGL 223</td>
<td>Legal Office Procedures</td>
<td>2.5</td>
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</tbody>
</table>

**Total units**: 16.5–17.5

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### 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:

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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### 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.
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 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

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

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.”

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.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
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:
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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<td>BUS 177</td>
<td>Principles of International Business</td>
<td>3</td>
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<td>BUS 211</td>
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<tr>
<td></td>
<td>OR</td>
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<td>BUS 212</td>
<td>Business Communication (3)</td>
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<td>LEGL 256</td>
<td>International Law for Business</td>
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<td>LEGL 270</td>
<td>Computer Skills for Legal Professionals</td>
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</tr>
<tr>
<td>LEGL 290–293</td>
<td>Legal Cooperative Work Experience I–IV</td>
<td>2</td>
</tr>
</tbody>
</table>

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.
GAINFUL EMPLOYMENT:
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BUS 74 Keyboarding Speed and Accuracy II 1
BUS 121 Financial Planning and Money Management (3) OR
RE 101 Real Estate Principles (3)
BUS 200B Microsoft Word: Advanced 2.5
BUS 211 Communication in Business and Industry (3) OR
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— 16.5–17.5
Basic certificate

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.

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.

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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

ASSOCIATE IN SCIENCE DEGREE
LEGAL OFFICE PROFESSIONAL: BILINGUAL (ENGLISH/SPANISH)

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