

# PARALEGAL STUDIES: BILINGUAL

## SCHOOL OF BUSINESS AND TECHNOLOGY

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

**FACULTY:** Elisabeth Shapiro, J.D.; Marisa Soler-McElwain LL.M.

**DEPARTMENT CHAIR:** Elisabeth Shapiro, J.D.

### GENERAL DESCRIPTION

The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

Southwestern College offers two programs, paralegal studies and paralegal studies—bilingual, which provide students with a litigation background and focus on developing an awareness and sensibility to the language, culture, and common legal issues of clients from various ethnic groups within the community. An understanding of international legal issues which impact San Diego due to its geographical location, and other legal and business related activities are also developed.

Employment in the field tends to vary. Larger, well-established law firms commonly require a bachelor's degree, and smaller law firms and legal agencies often require a two-year associate degree or its equivalent. Potential employees who have an advanced education level, knowledge of a frequently used foreign language, and/or an emphasis in a legal specialty will have the greatest opportunities in the job market.

### CAREER OPTIONS

Below is a sample of the career options available for the paralegal studies major. A few require a certificate of achievement, some require an associate in science degree, and some require a bachelor's degree: claims examiner, compensation and benefits manager, corporate legal assistant, court clerk, customs agent, forms and procedures specialist, freelance paralegal, legal assistant, investigator (for local, state, and federal departments and agencies), legal aide, legal research assistant, legal technician, and title examiner. This training can also provide entrance to some careers in administration of justice such as youth authority, probation, and parole officer when a candidate passes appropriate tests and gains related experience.

### DEGREE/CERTIFICATE OPTIONS

### MAJOR CODE

#### Associate in Science Degree: Career/Technical

Paralegal Studies: Bilingual (English/Spanish) A2517

#### Certificate of Achievement

Paralegal Studies: Bilingual (English/Spanish) A2519

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

## ASSOCIATE IN SCIENCE DEGREE

### PARALEGAL STUDIES BILINGUAL (ENGLISH/SPANISH)



#### ASSOCIATE IN SCIENCE DEGREE

#### CAREER/TECHNICAL (MAJOR CODE: A2517)

Prepares the Spanish bilingual students for a career as a paralegal or related career with a multicultural/international perspective. Reviews NAFTA regulations and legal issues that impact San Diego, due to our proximity to the Mexican border. Includes a combination of legal theory, principles, procedures, and practical applications, including a hands-on paralegal internship. Emphasizes case research, litigation and trial preparation skills including familiarity with court forms, interviewing clients, and drafting legal documents. Trains students in interpreting for Spanish-speaking clients and in translating common documents such as correspondence, contracts, and wills.

#### Program Student Learning Outcome Statement:

- Students read case law and prepare a written analysis in English and Spanish analyzing the law to the facts of the case.

BUS 226	Interpretation/Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 256	International Law for Business	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
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 *	2–4
SPAN 216	Spanish for Bilinguals II	5



**Complete 5 units from the courses listed below:****5**

LEGL 225	Law Office Management (3)
LEGL 263	Family Law (3)
LEGL 264	Wills, Trusts, and Estates (3)
LEGL 266	Mediation, Negotiation, and Conflict Management (2)
LEGL 267	Interviewing and Investigation for Paralegals (2)
LEGL 268	Computer Assisted Legal Research (2)
LEGL 269	Civil Litigation Procedures (3)
LEGL 271	Introduction to Intellectual Property (2)
LEGL 272	Business Organizations (2)

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**Total units** **39.5–41.5**

**Recommended Electives:** BUS 36, 181, 225 227, 233, 234; LEGL 257; SPAN 216, 201

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

- \* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in the LEGL 290–293 series. Program faculty and Student Employment assist students with placements, which can consist of as few as four hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill their requirement. These hours must be spread over a minimum of two semesters and can include summer work. The instructor must approve the work experience for application to the program.
- \*\* Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

**Note:** The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by accepting cases, giving legal advice, appearing in court or setting fees for clients. To do so would be a crime in the state of California.

**CERTIFICATE****PARALEGAL STUDIES: BILINGUAL  
(ENGLISH/SPANISH)****CERTIFICATE OF ACHIEVEMENT****CAREER/TECHNICAL (MAJOR CODE: A2519)****Program Student Learning Outcome Statement:**

- Students read case law and prepare a written analysis in English and Spanish analyzing the law to the facts of the case.

**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](http://www.swccd.edu/gainfulemployment).

BUS 226	Interpretation/Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 256	International Law for Business	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
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 *	2–4
SPAN 216	Spanish for Bilinguals II	5

**Complete 5 units from the courses listed below:****5**

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LEGL 266	Mediation, Negotiation, and Conflict Management (2)
LEGL 267	Interviewing and Investigation for Paralegals (2)
LEGL 268	Computer Assisted Legal Research (2)
LEGL 269	Civil Litigation Procedures (3)
LEGL 271	Introduction to Intellectual Property (2)
LEGL 272	Business Organizations (2)

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**Total units** **39.5–41.5**


**Note:** The certificate of achievement is awarded only to students who possess an associate or higher degree in any major prior to completing the paralegal program.

- \* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in the LEGL 290–293 series. Program faculty and Student Employment assist students with placements, which can consist of as few as four hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill their requirement. These hours must be spread over a minimum of two semesters and can include summer work. The instructor must approve the work experience for application to the program.
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# PHARMACEUTICAL AND LABORATORY SCIENCE

## SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

**DEAN:** Michael Odu, Ph.D., Office 215A, 619-482-6344

**FACULTY:** David R. Brown, Ph.D.; David Hecht, Ph.D.;

Tinh-Alfredo V. Khuong, Ph. D.; Joann Um, Ph.D

**DEPARTMENT CHAIR:** Jeff Veal, Ph.D.

### GENERAL DESCRIPTION

The chemical industry is diverse, vast, and touches nearly every aspect of our lives on a daily basis. Pharmaceutical and laboratory science is a discipline in which chemical principles are applied to solve problems or produce materials in a wide range of fields in the areas of high-technology, consumer products, and healthcare. An education in pharmaceutical and laboratory science provides the skills and knowledge essential to carry out the tasks necessary to push forward the progress of the multi-billion dollar chemical industry, including hands-on experience with state-of-the-art analytical instrumentation, small molecule synthesis, computational methods, and protein electrophoresis and purification.

### CAREER OPTIONS

The San Diego region is home to one of the highest concentrations of pharmaceutical, biotechnology, and other chemistry-based industries in the United States. An ever-increasing demand for skilled chemical technicians exists in the local job market. Graduates of the program will have gained the knowledge and skills necessary to perform many of the key laboratory tasks undertaken in a variety of industrial settings where research and development and/or manufacturing take place. Chemical technicians provide valuable support in companies involved in drug discovery, environmental and forensics analyses, development of new materials, petroleum refining, and the manufacturing of plastics, electronic materials, textiles, paints, foods and beverages, and cosmetics, among many others.

### DEGREE/CERTIFICATE OPTIONS

### MAJOR CODE

#### Associate in Science Degree: Career Technical

Pharmaceutical and Laboratory Science	A1532
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#### Certificate of Achievement

Pharmaceutical and Laboratory Science	A1533
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Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Website for Pharmaceutical and Laboratory Science major:  
<http://www.swccd.edu/~chemtech>

