

Leadership and Supervision

Higher Education Center at Otay Mesa

Dean Silvia Cornejo, M.A., Office 4118D, 619-482-6755

Faculty Yvonne Lucas, M.B.A.; Elisabeth Shapiro, J.D.

Department Chair Marisa Soler-McElwain, LL.M.

General Description

The Leadership and Supervision program at Southwestern College focuses on two primary areas: (1) Management in the context of sustainability including micro enterprise innovation, strategic planning, and finance. (2) Management in the context of human resources including the study of basic management theories, labor relations, and management of people of diverse cultures and backgrounds.

Career Options

Most of the following career options require at least an associate degree and some require a bachelor's or graduate level degree. A sample of the career options available in the area of leadership emphasizing sustainable micro enterprise innovation, strategic planning, and finance include micro enterprise developer/manager, entrepreneur, accountant, non-profit manager, financial officer, banker, real estate broker, and community and economic developer.

In the area of leadership emphasizing supervision, career options include human resources professional, business manager, entrepreneur, supervisor, office manager, insurance and benefits professional, union organizer, and labor relations manager.

Degree/Certificate Options

Associate in Science Degree: Career/Technical
Leadership and Supervision 02114

Certificate of Achievement
Leadership and Supervision—Intermediate 01154

Certificate of Proficiency
Leadership and Supervision—Basic A2117

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

Leadership and Supervision

Career Technical (Major Code: 02114)

Builds on the basic skills acquired in the basic certificate program. Emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

ACCT 12	Computerized Accounting (3)	
	OR	3–4
ACCT 102	Principles of Accounting II—Managerial (4)	
BUS 150	Principles of Management	3
BUS 183	Business Mathematics	3
CIS 133	Advanced Microcomputer Spreadsheets Software	
	OR	1
CIS 134	Microcomputer Database Software—Access	
Plus the required courses for the Leadership and Supervision—Intermediate certificate		32–37
Total units		42–48

*To earn an associate degree, additional general education and graduation requirements must be completed.
See page 51.*

CERTIFICATE

Leadership and Supervision—Basic

Certificate of Proficiency

Career/Technical (Major Code: A2117)

Prepares students to be effective supervisors and leaders. Provides a choice of emphasis in the areas of human resources and/or sustainable micro enterprise development. Improves students' ability to work effectively and collaboratively in either of these important areas.

Choose from Group A or Group B 13-14 Units

Group A—Business Planning and Sustainability		
LDR 150	Leadership and Supervision	3
LDR 152	Business Innovation and Creativity	1
LDR 154	Community and Collaborative Leadership	3
LDR 155	Strategic Planning and Sustainability	3
LDR 156	Microfinance and Sustainable Development	3
Total units		13

Group B—Human Resources		
LDR 150	Leadership and Supervision	3
LDR 151	Human Resources and Labor Relations	3
LDR 152	Business Innovation and Creativity	1
LDR 153	Work and Life Balance for Success	2
Complete five units from electives		5
Total units		14

Electives: BUS 136 or BUS 152, LDR 148 or LDR 149, LDR 154, LDR 155, LDR 156.



Some courses within this program may require additional coursework that must be completed prior to enrollment in those courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Leadership and Supervision—Intermediate

Certificate of Achievement

Career/Technical (Major Code: 01154)

Designed to build on the basic skills acquired in the basic certificate program. Emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

ACCT 7	Basic Business Bookkeeping (3)	3–4
	OR	
ACCT 101	Principles of Accounting I (4)	
BUS 120	Introduction to Business	3
	OR	
BUS 134	eBusiness I: Principles of Electronic Commerce	
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 174	Modern Promotion and Marketing Practices	3
	OR	
BUS 121	Financial Planning and Money Management	
BUS 211	Communication in Business and Industry	3
	OR	
BUS 212	Business Communication	
CL 120	Computer Literacy (1)	1–4
	OR	
CIS 101	Introduction to Computers and Information Processing (4)	
BUS 290–293	Work Experience in Business I–IV (2–4)	2
Plus the required courses for the Leadership and Supervision—Basic certificate		13–14
Total units		32–37

Note: It is recommended that students complete the Leadership and Supervision—Basic Certificate plus half of the courses required for the Leadership and Supervision—Intermediate certificate prior to enrolling in BUS 290–293.

Legal Interpretation and Translation

Departments of Business, Accounting, and Office Information Systems

Dean Mark Meadows, Ph.D., Office 215, 619-482-6460

Faculty Marisa Soler-McElwain, LL.M.; Luis Osuna, M.D.

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

Certificate of Achievement

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