## Leadership and **Supervision**

## **Higher Education Center at Otay Mesa**

Dean Silvia Cornejo, M.A., Office 4118D, 619-216-6755 Faculty Elisabeth Shapiro, J.D.

#### **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**

**Degree/Certificate 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.

| Associate in Science Degree: Career/Technical<br>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.

|   |               | Total units                                                                 | 42-48 |
|---|---------------|-----------------------------------------------------------------------------|-------|
|   | Plus the requ | ired courses for the Leadership and<br>Supervision—Intermediate certificate | 32-37 |
| Į | _CIS 134      | Microcomputer Database Software—Access                                      |       |
| ı |               | OR                                                                          | 1     |
|   | CIS 133       | $Advanced\ Microcomputer\ Spreadsheets\ Software$                           |       |
|   | BUS 183       | Business Mathematics                                                        | 3     |
|   | BUS 150       | Principles of Management                                                    | 3     |
|   | ACCT 102      | Principles of Accounting II—Managerial (4)                                  |       |
| ı |               | OR                                                                          | 3-4   |
| ſ | ACCT 12       | Computerized Accounting (3)                                                 |       |

To earn an associate degree, additional general education and graduation requirements must be completed. See page 49.

## CERTIFICATE

### Leadership and Supervision—Basic

Certificate of Proficiency

LDR 156

**Major Code** 

Career/Technical (Major Code: A2117)

Choose from Group A or Group B

**Total units** 

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

| 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 |

Microfinance and Sustainable Development

**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 |

Electives: BUS 136 or BUS 152, LDR 148 or LDR 149, LDR

154, LDR 155, LDR 156.

13-14 Units

3

#### Leadership and Supervision— Intermediate

Certificate of Achievement

**Total units** 

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)<br>OR                     | 3-4   |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|-------|
| ACCT 101                                                                          | Principles of Accounting I (4)                           |       |
| BUS 120                                                                           | Introduction to Business                                 |       |
|                                                                                   | OR                                                       | 3     |
| 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                                                                          | Introduction to Marketing and Social Media               |       |
|                                                                                   | OR                                                       | 3     |
| BUS 121                                                                           | Financial Planning and Money Management                  |       |
| BUS 211                                                                           | Communication in Business and Industry                   |       |
|                                                                                   | OR                                                       | 3     |
| _BUS 212                                                                          | Business Communication                                   |       |
| CL 120                                                                            | Computer Literacy (1)                                    |       |
|                                                                                   | OR                                                       | 1-4   |
| _CIS 101                                                                          | Introduction to Computers and Information Processing (4) |       |
| BUS 290-29                                                                        | 3                                                        |       |
|                                                                                   | Work Experience in Business I–IV (2–4)                   | 2     |
| Plus the required courses for the Leadership and<br>Supervision—Basic certificate |                                                          | 13–14 |
| supervision-                                                                      | —Dasic certificate                                       | 15-14 |

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

## **Higher Education Center at San Ysidro**

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#### **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 | Major Code |
|----------------------------|------------|
| G                          |            |

#### **Certificate of Achievement**

| Legal Interpretation—Basic (English/Spanish)      | 02449 |
|---------------------------------------------------|-------|
| Legal Interpretation and Translation—Intermediate |       |
| (English/Spanish)                                 | A2451 |