

## 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) 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 290–293	Work Experience in Business I–IV (2–4)	2
	Plus the required courses for the Leadership and Supervision—Basic certificate	13–14
<b>Total units</b>		<b>32–37</b>

*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

**Dean** Silvia Cornejo, M.A., Office 4118D, 619-216-6755

**Faculty** 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

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

## CERTIFICATE

### Legal Interpretation—Basic (English/Spanish)

Certificate of Achievement

Career/Technical (Major Code: 02449)

Designed for students desiring careers as interpreters in the legal field. Provides skills required for employment in government and the courts, as well as in public and private offices.

BUS 181	Spanish Computer Skills for Interpretation/Translation	3
BUS 210	Business English	3
BUS 226	Interpretation and Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
SPAN 215	Spanish for Bilinguals I *	5
Complete 3 units from electives		3

**Total units** **20**

Electives: BUS 225, 233, 227, MEDOP 220.

- \* Students who have completed high school or a higher-level degree in a Spanish-speaking country may waive the Spanish language requirement by submitting a transcript of studies from their foreign institution.

### Legal Interpretation and Translation— Intermediate (English/Spanish)

Certificate of Achievement

Career/Technical (Major Code: A2451)

Designed for students desiring careers as interpreters and translators in the legal field. Prepares students at the intermediate level with skills required for employment in government, the court system, and in private legal offices.

BUS 211	Communication in Business and Industry OR	3
BUS 212	Business Communication	
BUS 234	Advanced Interpretation and Translation: Legal	3
*SPAN 216	Spanish for Bilinguals II	5

**Complete 3 units from the following courses:** **3**

BUS 225	Interpretation/Translation: General Business (3)	
BUS 233	Interpretation and Translation: Immigration (3)	
BUS 227	Interpretation and Translation: Medical (3)	
MEDOP 229	Medical Terminology—Bilingual (English/Spanish) (3)	
Plus the required courses for the Interpretation and Translation—Basic certificate		20

**Total units** **34**

- \* Students who have completed high school or a higher-level degree in a Spanish-speaking country may waive the Spanish language requirement by submitting a transcript of studies from their foreign institution.

# Legal Office Management

## School of Social Sciences, Business and Humanities

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

**Faculty** Maria E. Martinez, M.B.A.; Marisa Soler-McElwain, LL.M.

### General Description

The law office manager plans, directs, and coordinates operations in a legal office, including managing daily operations, overseeing personnel, and organizing procedures within the office to facilitate the efficient flow of work. The law office managers should possess a strong understanding of the legal system and its procedures especially as they relate to legal specialty areas in which the legal office or agency is involved.

### Career Options

The following list is a sample of the career options available for individuals with legal managerial and supervisory skills. Most require a certificate or an associate degree, some require a bachelor's degree, and a few require a graduate-level degree: law office manager/administrator, office supervisor, human resources officer, personnel officer, small business owner/entrepreneur, and chief executive officer.

### Degree/Certificate Options

### Major Code

#### Associate in Science: Career/Technical

Legal Office Management 02461

#### Certificates of Achievement

Legal Office Management—Intermediate 02463

#### Certificates of Proficiency

Legal Office Management—Basic 02462

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



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.