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.

	Total units	20
Complete 3 units from electives		3
SPAN 215	Spanish for Bilinguals I *	5
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
BUS 226	Interpretation and Translation: Legal	3
BUS 210	Business English	3
BUS 181	Spanish Computer Skills for Interpretation/Translation	3

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

Students who have completed high school or a higherlevel 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.

		Total units	34
	Translation-	-Basic certificate	20
	Plus the requ	ired courses for the Interpretation and	
	MEDOP 229	Medical Terminology—Bilingual (English/Spanish) (3)	
	BUS 227	Interpretation and Translation: Medical (3)	
	BUS 233	Interpretation and Translation: Immigration (3)	
	BUS 225	Interpretation/Translation: General Business (3)	
	Complete 3	units from the following courses:	3
	*SPAN 216	Spanish for Bilinguals II	5
	BUS 234	Advanced Interpretation and Translation: Legal	3
L	BUS 212	Business Communication	
		OR	3
Γ	BUS 211	Communication in Business and Industry	

Students who have completed high school or a higherlevel 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.

ASSOCIATE IN SCIENCE DEGREE

1 Legal Office Management

Career/Technical (Major Code: 02461)

Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, management, and technical skills required in a legal office setting as well as an option to focus on legal English/Spanish language skills for bilingual managers.

Complete 5 to 6 units from the following:		5-6
BUS 181	Spanish Computer Skills for Interpretation and Translation (3)	
BUS 229	Legal Terminology—Bilingual (English/Spanish) (3))
BUS/CIS 23	9 Project Management (3)	
LDR 148	Business Presentation skills—Bilingual	
	(English/Spanish) (2)	
LDR 149	Business Presentation Skills (2)	
LEGL 266	Mediation, Negotiation, and Conflict Management (2)	
Plus the courses required for the Legal Office		
Management—Intermediate certificate 42-		

Total units

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

CERTIFICATES

⚠ Legal Office Management—Basic

Certificate of Proficiency

Career/Technical (Major Code: 02462)

Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, and management techniques as well as technical skills required in a legal office setting.

	Total units	16.5
LEGL 223	Legal Office Procedures	2.5
CIS/LIB 151	Research Using the Internet	1
BUS 210	Business English	3
BUS 206	Filing and Records Management	2.5
BUS 200A	Microsoft Word: Beginning	2.5
BUS 182	Keyboarding for Office Professionals	2
BUS 140	Business Law/The Legal Environment of Business	3

■ Legal Office Management— Intermediate

Certificate of Achievement

Career/Technical (Major Code: 02463)

Provides training for individuals who desire to work in managerial positions in a legal office environment or who desire to advance in their careers. Emphasizes leadership, communication, supervisory, managerial, and technical skills required in the legal office setting.

	Total units	42-43
Basic certifi	cate	19
Plus the cou	urses required for the Legal Office Management—	
	Legal Cooperative Work Experience I–IV (2–4)	2
LEGL 290-	293	
LEGL 270	Computer Skills for Legal Office Professionals	2.5
LEGL 225	Law Office Management	3
	Processing	4
CIS 101	Introduction to Computers and Information	
BUS 183	Business Mathematics	3
BUS 212	Business Communication	
	OR	3
BUS 211	Communication in Business and Industry	
BUS 200B	Microsoft Word: Advanced	2.5
ACCT 101	Principles of Accounting I (4)	
	OR	3-4
CACCT 7	Basic Business Bookkeeping (3)	