

# CERTIFICATE

## Paralegal Studies

Certificate of Achievement

Career/Technical (Major Code: A2518)

|              |                                                |     |
|--------------|------------------------------------------------|-----|
| LEGL 255     | Introduction to Law and Legal Terminology      | 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 268     | Computer Assisted Legal Research (CALR)        | 2   |
| LEGL 270     | Computer Skills for Legal Professionals        | 2.5 |
| LEGL 290–293 | Legal Cooperative Work Experience I–IV * (2–4) | 2–4 |

**Complete 11 units from the courses listed below:** **11**

|          |                                                     |
|----------|-----------------------------------------------------|
| LEGL 225 | Law Office Management (3)                           |
| LEGL 256 | International Law for Business (3)                  |
| LEGL 262 | Immigration Law and Procedure (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 269 | Civil Litigation Procedures (3)                     |
| LEGL 272 | Business Organizations (2)                          |

**Complete 3 units from the courses listed below:** **3**

|         |                                                    |
|---------|----------------------------------------------------|
| BUS 140 | Business Law/The Legal Environment of Business (3) |
| AJ 151  | Concepts of Criminal Law (3)                       |
| AJ 156  | Legal Aspects of Evidence (3)                      |
| AJ 181  | Juvenile Law and Procedures (3)                    |
| RE 106  | Legal Aspects of Real Estate (3)                   |

**Total units** **33.5–35.5**

*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.*

*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.*

# Paralegal Studies: Bilingual

## School of Social Sciences, Business and Humanities

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

**Faculty** Victoria López, J.D.; Elizabeth Shapiro, J.D.; Marisa Soler-McElwain LL.M.

**Department Chair** Gail Stockin, M.A.

### 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, patent agent, 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

#### 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.*



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.

# ASSOCIATE IN SCIENCE DEGREE



## Paralegal Studies: Bilingual (English/Spanish)

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.

|              |                                                |     |
|--------------|------------------------------------------------|-----|
| 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) | 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 272 | Business Organizations (2)                          |

**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 49.*

\* 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)

|                                                 |                                                     |     |
|-------------------------------------------------|-----------------------------------------------------|-----|
| 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)      | 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 272                                        | Business Organizations (2)                          |     |

**Total units** **39.5–41.5**

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# Pharmaceutical and Laboratory Science

## School of Mathematics, Science, and Engineering

**Dean** Janet Mazzearella, M.A., Office 215A, 619-482-6344

**Faculty** David R. Brown, Ph.D.; David Hecht, Ph.D.; Tinh-Alfredo V. Khuong, Ph.D.; Jacquelyn Thomas, M.S.

**Department Chair** Tinh-Alfredo V. Khuong, 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

#### Associate in Science Degree: Career Technical

Pharmaceutical and Laboratory Science **A1532**

#### Certificate of Achievement

Pharmaceutical and Laboratory Science **A1533**

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

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



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.