

**PROGRAM APPROVAL APPLICATION**  
**NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED**  
**(This application may not exceed 3 pages)**

**Fill In Form**

Legal Office Interpreting Spanish  
 Proposed Program Title

Fall 2017  
 Projected Program Start Date

Santa Ana College  
 College

Rancho Santiago Community College District  
 District

**Contact Information**

Bart Hoffman  
 Voting Member

Dean, Career Education and Workforce Development  
 Title

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 Phone Number

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 Email

**Goal(s) of Program (Check all that apply):**

- Career Technical Education (CTE)                       Transfer                       Other

**Type of Program (Check all that apply):**

- Certificate of Achievement 12-17 (or 17-27 quarter) units                       Certificate of Achievement 18+ semester (or 27+ quarter) units  
 Associate of Science Degree                      Associate of Arts Degree

**Reason for Approval Request (Check One):**

- New Program                       Substantial Change                       Locally Approved

**Program Information**

2140.00                      Recommended [Taxonomy of Program \(TOP\) Code](#)

18 (est.)                      Units for Major-Degree

\_\_\_\_\_                      Total Units for Degree

13                      Required Units-Certificate

**Written Form**

**1. Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)**

The certificate of achievement curriculum for Legal Office Interpreting Spanish is designed to prepare the student for employment in a legal setting interpreting Spanish to English and English to Spanish. Students will be prepared for employment in law offices, court reporting services and the courts, both on the State and Federal level. Students will have a basic understanding of legal terminology, ethics and legal procedures.

Upon successful completion of the program, students will:

- A. Understand the Ethics and regulations of the legal profession in California by completing Law 100 or Para 100 and Para 121.
- B. Students will understand basic terminology used in the law office and courts by completing the Law 110.
- C. Students will demonstrate an entry level proficiency in legal interpretation (Spanish/English) by completion of Law 058 or BA 058.

**2. Provide a brief rationale for the program.**

The majority of the students in the Santa Ana Paralegal program are bilingual in Spanish. Many employment opportunities are looking for law office personnel who are bilingual in Spanish. The legal profession has unique ethical obligations as outlined by the California State Bar and in legislation. Since the supervising attorney is subject to discipline from the California State Bar for violations by his/her staff, those students who are bilingual and are familiar with the ethical standards and procedures of a law office will be a more desired candidate for positions. Paralegal graduates who also have a certificate on legal interpretation will be a more desirable candidate.

Many employment opportunities require some experience in the law office environment. The required work experience will allow the certificate holder to show law office experience.

**3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)**

According to the Labor Market Information of Estimated Employment and Projected Growth for the Interpreters and Translators occupation titles, the average number of yearly job openings for Los Angeles and Orange counties for Interpreters and Translators is estimated to be 137.

According to the Chancellor's Office Data Mart, over the past 3 years, there were 0 completions at the community colleges in Los Angeles and Orange counties for programs with a TOP code of 214000 Legal and Community Interpretation. Therefore the result in a Net Annual Labor Demand of 137 jobs.

<http://www.labormarketinfo.edd.ca.gov/>

**4. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (There is space for 10 listings, if you need more, please contact [laocrc@rscdd.edu](mailto:laocrc@rscdd.edu))**

College	Program	Who You Contacted	Outcome of Contact
Pasadena City College	Introduction to Legal Interpretation and Translation	Salomon Davila	Emailed--Supportive
Cypress College	_____	Steve Donley	Emailed--Supportive
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact [laocrc@rscdd.edu](mailto:laocrc@rscdd.edu)). (See PCAH pp. 143 and 171)

Courses	Course Number	Course Title	Units
Required	LAW 058	Legal Interpreting and Translation Spanish/English	3
	<b>OR</b>		
Required	BA 058	Legal Interpretation and Translation-Spanish/English	3
Required	LAW 100	Introduction to Legal Studies	3
	<b>OR</b>		
Required	PARA 100	The Paralegal Profession	3
Required	LAW 110	Legal Terminology	2
Required	LAW 299	Cooperative Work Experience Education--Occupational	3
Required	PARA 121	Ethics and Professional Responsibility	2
Total			13

6. Include any other information you would like to share.

The certificate program is cost effective to the college and the state. All of the courses are electives or required in other programs at Santa Ana College. The degree option was selected because we anticipate expanding this program in the near future.