This is a suggested, not required, sequence of courses. Register for as many classes as qualified for, desired, and interested in. Use the STAR Planner.

<table>
<thead>
<tr>
<th>First Semester Courses</th>
<th>Prerequisite and other information</th>
<th>Applies to HPU bachelor degree</th>
<th>**Applies to UHWO bachelor degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 101 Hawai’i Legal System</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LAW 105 Law Office Management (LAW 201)</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LAW 111 Litigation [full-cable TV]</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
<td>Elective</td>
<td>Yes</td>
</tr>
<tr>
<td>First Legal Specialty LAW Course</td>
<td>See next page for Legal Specialty LAW course options</td>
<td>*Unrestricted elective</td>
<td>Yes</td>
</tr>
<tr>
<td>ENG 100 Composition I or ESL 100 Composition I</td>
<td>Prerequisite(s): ENG 22 with a grade of “C” or better, or qualification for ENG 100</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LAW 203 Legal Writing</td>
<td>Prerequisite(s): Paralegal major or consent of instructor; a grade of “C” or better in LAW 102</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
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<tr>
<th>Second Semester Courses</th>
<th>Prerequisite and other information</th>
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<th>**Applies to UHWO bachelor degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 102 Legal Research</td>
<td>Prerequisite(s): Credit in or qualification for ENG 100 or ESL 100</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LAW 145 Computer Applications in the Law Office</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100; Keyboarding skills</td>
<td>*Unrestricted elective</td>
<td>Yes</td>
</tr>
<tr>
<td>LAW 148 Legal Document Preparation (Note: substitute for LAW 146)</td>
<td>Prerequisite(s): Paralegal or Legal Secretary program major or consent of instructor; a grade of &quot;C&quot; or better in LAW 111; credit in or qualification for ENG 100 or ESL 100</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LAW 202 Legal Interviewing, Negotiating, &amp; Advocacy [spring only]</td>
<td>Prerequisite(s): LAW 111 or LAW 136</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Third Legal Specialty LAW Course</td>
<td>See next page for Legal Specialty LAW course options</td>
<td>*Unrestricted elective</td>
<td>Yes</td>
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<tr>
<td>Third Legal Specialty Course</td>
<td>See next page for Legal Specialty LAW course options</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fourth Legal Specialty Course</td>
<td>See next page for Legal Specialty LAW course options</td>
<td>*Unrestricted elective</td>
<td>Yes</td>
</tr>
<tr>
<td>LAW 203 Legal Writing</td>
<td>Prerequisite(s): Paralegal major or consent of instructor; a grade of “C” or better in LAW 102</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AS/NS Natural Science requirement (one course)</td>
<td>See next page for AS/NS Natural Science course options or catalog (recommend: ICS 100 Computing Literacy and Applications)</td>
<td>ICS 100</td>
<td>Yes, except ICS 100</td>
</tr>
<tr>
<td>Advanced Communications Writing or Speech requirement:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 200 Composition II or ENG 209 Business &amp; Managerial Writing, or ENG 215 Research &amp; Argumentative Writing, or SP 151 Personal &amp; Public Speech, or SP 181 Interpersonal Communication, or SP 251 Principles of Effective Public Speaking</td>
<td>Prerequisite(s): ENG 100, ENG 160, or ESL 100 with a grade of &quot;C&quot; or higher</td>
<td>Yes</td>
<td>Yes</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Fourth Semester Courses</th>
<th>Prerequisite and other information</th>
<th>Applies to HPU bachelor degree</th>
<th>**Applies to UHWO bachelor degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 293P Cooperative Paralegal Education (LAW 193P)</td>
<td>Prerequisite(s): Paralegal program major; LAW 101 with a grade of “C” or better; LAW 105 with a grade of “C” or better; LAW 145 with a grade of “C” or better; LAW 146 with a grade of “C” or better; LAW 202 with a grade of “C” or better; LAW 203 with a grade of “C” or better</td>
<td>*Unrestricted elective</td>
<td>Yes</td>
</tr>
<tr>
<td>Advanced Legal Specialty LAW Course (one course)</td>
<td>See next page for Advanced Legal Specialty LAW course options</td>
<td>*Unrestricted elective</td>
<td>Yes</td>
</tr>
<tr>
<td>PHIL 110 Introduction to Deductive Logic, or MATH 100 Survey of Mathematics, or higher level mathematics</td>
<td>Prerequisite(s): Qualification for ENG 100 (recommend: PHIL 110 Introduction to Deductive Logic)</td>
<td>Yes</td>
<td>Yes, MATH 100 or higher level</td>
</tr>
<tr>
<td>AS/AH Arts &amp; Humanities requirement (one course) (100 level or higher)</td>
<td>See next page for AS/AH Arts &amp; Humanities course options or catalog (recommend: HIST 151 or any HIST course; ENG 270-272 or any literature course; ART 101; PHIL 105; or any humanities course)</td>
<td>Yes</td>
<td>Yes, recommend HWST 107 (HAP)</td>
</tr>
<tr>
<td>AS/SS Social Science requirement (one course) (100 level or higher)</td>
<td>See next page for AS/SS Social Science course options or catalog (recommend: PSY 100, SOC 100, or ECON 130)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Unrestricted elective, unless noted **Articulation agreement effective fall 2012
### Legal Specialty Course Options (four required)
(sector normally offered)

#### Fall semester options

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite and other information</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 104 Civil Investigation [sometimes summer]</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 131 Real Property Law</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 136 Tort &amp; Insurance Law</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 151 Estate Planning &amp; Probate</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 166 Employment Law (offered occasionally)</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 176 Criminal Law (recommend for HPU transfer)</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 181 Rights of the Disadvantages [cable TV]</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 212 Advanced Litigation (offered 2013, 2014, 2016)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 111; or consent of instructor</td>
</tr>
<tr>
<td>LAW 240 Advanced Family Law (offered 2015, 2017)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 140; a grade of &quot;C&quot; or better in LAW 203</td>
</tr>
</tbody>
</table>

#### Spring semester options

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite and other information</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 121 Law of Business Organizations (recommend for HPU transfer)</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 140 Family Law (recommend for HPU transfer)</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 141 Intellectual Property [online]</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 171 Consumer Law (offered occasionally)</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
</tr>
<tr>
<td>LAW 236 Advanced Tort &amp; Insurance Law (offered 2015, 2017)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 136; a grade of &quot;C&quot; or better in LAW 203</td>
</tr>
<tr>
<td>LAW 282 Advanced Computer-assisted Legal Research (offered 2014, 2016, 2018) (recommend for HPU transfer)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 102</td>
</tr>
<tr>
<td>LAW 283 Advanced Legal Writing (offered 2014, 2016, 2018)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 102; a grade of &quot;C&quot; or better in LAW 203</td>
</tr>
</tbody>
</table>

### Advanced Legal Specialty Course Options (*one required)
(sector normally offered)

#### Fall semester options

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<tr>
<th>Course</th>
<th>Prerequisite and other information</th>
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<tbody>
<tr>
<td>LAW 212 Advanced Litigation (offered 2013, 2014, 2016)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 111; or consent of instructor</td>
</tr>
<tr>
<td>LAW 240 Advanced Family Law (offered 2015, 2017)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 140, a grade of &quot;C&quot; or better in LAW 203</td>
</tr>
</tbody>
</table>

#### Spring semester options

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<tr>
<th>Course</th>
<th>Prerequisite and other information</th>
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</thead>
<tbody>
<tr>
<td>LAW 236 Advanced Tort &amp; Insurance Law (offered 2015, 2017)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 136; a grade of &quot;C&quot; or better in LAW 203</td>
</tr>
<tr>
<td>LAW 282 Advanced Computer-assisted Legal Research (offered 2014, 2016, 2018)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 102</td>
</tr>
<tr>
<td>LAW 283 Advanced Legal Writing (offered 2014, 2016, 2018)</td>
<td>Prerequisite(s): Paralegal major; a grade of &quot;C&quot; or better in LAW 102; a grade of &quot;C&quot; or better in LAW 203</td>
</tr>
</tbody>
</table>

*Note: Additional advanced legal specialty courses may be used toward the legal specialty course requirement.*
AS/AH ARTS & HUMANITIES course options (*can be used as AH or SS but not both):
AMST 201, 202; ART 101, 189; ASAN *100; DNCE 150; EALL 261, 262, 271, 272; ENG 214, 250, 251, 252, 253, 254, 255, 256, 257 (any alpha), 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha); HAW 261, 262; HIST 151, 152, 231, 232, 241, 242, 252, 281, 282, 284, 288; HUM 269; HWST 100, 107; IS 109; LING 102; MUS 106, 107, 108, 170, 229, 230; PACS *108, 257, 273; PHIL 100, 101, 102, 103, 211, 213, 250; REL 150, 151, 202; SP 251; THEA 101

AS/NS NATURAL SCIENCE course options:
ASTR 110, 280; BIOC 244; BIOL 101, 124, 130, 171, 172; BOT 101, 130, 201; CHEM 100, 151, 161, 162; FSHE 185; GEOG 101; GG 103; ICS 100, 111; ME 213; MICR 130, 140; OCN 201; PHYL 160; PHYS 100, 122, 151; ZOOL 141, 142, 200

AS/SS SOCIAL SCIENCE course options (*can be used as AH or SS but not both):
AMST 211, 212; ANTH 151, 200, 210; ASAN *100 (AH or SS but not both); BOT 105; COM 201; ECON 120, 130, 131; FAMR 230; GEOG 102, 151, 210; IS 105B, 105C; JOUR 150; PACS *108 (AH or SS but not both); POLS 110, 120, 130, 171, 270; PSY 100, 170; SOC 100, 214, 218, 231, 251, 257; SSCI 260

Please note: A grade of “C” or better is required in all Paralegal (LAW) courses in order to fulfill the requirements for AS degree in Paralegal. The issuance of an AS degree requires that the student must earn a cumulative grade point average (GPA) of 2.0 or higher for all courses applicable toward the degree.

Students who are considering transferring to a university should consult with their advisor about the specific applicability of Kapi`olani CC courses to their bachelor degree program.

Hawai`i Pacific University: To receive the maximum number of transfer credits to Hawai`i Pacific University (HPU), it would be to the student’s advantage to seek the Bachelor of Arts in Justice Administration degree program; however, this does not preclude students from changing their field of study at HPU.

University of Hawai`i-West Oahu: The AS Paralegal degree articulates to University of Hawai`i-West Oahu toward a Bachelor of Arts (BA) in Public Administration, concentration in General Public Administration or Justice Administration degree.

Advising sheets are subject to human error.
## Legal Secretary Certificate—Fall 2013/Spring 2014

Advisors: Students with last names “A-L” contact Lori Sakaguchi at LLsakagu@hawaii.edu or 734-9017
Students with last names “M-Z” contact Cynthia N. Kimura at ckimura@hawaii.edu or 734-9107

### Certificate of Completion—Legal Secretary (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite and other information</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 105 Law Office Management</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
<td>3</td>
</tr>
<tr>
<td>LAW 111 Litigation [fall-cable TV]</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
<td>3</td>
</tr>
<tr>
<td>LAW 145 Computer Applications in the Law Office</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100; keyboarding skills</td>
<td>3</td>
</tr>
<tr>
<td>LAW 148 Legal Document Preparation</td>
<td>Prerequisite(s): Paralegal or Legal Secretary program major or consent of instructor; a grade of &quot;C&quot; or better in LAW 111; credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Keyboarding skills; basic knowledge of Windows and word processing; typing speed of 50+ words per minute. Comment: LAW 148 may not be audited. Supplies may cost approximately $25</td>
<td>3</td>
</tr>
<tr>
<td>LAW 293S Cooperative Legal Secretary Education [LAW 193S]</td>
<td>Prerequisite(s): Legal Secretary certificate of completion program major; grade of &quot;C&quot; or better in LAW 105; grade of &quot;C&quot; or better in LAW 145; grade of &quot;C&quot; or better in LAW 148 Recommended Preparation: Students should be in the last semester of the Legal Secretary program</td>
<td>3</td>
</tr>
<tr>
<td>LAW Elective (select one course):</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LAW 101 Hawai’i Legal System</td>
<td>Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100</td>
<td></td>
</tr>
<tr>
<td>LAW 102 Legal Research</td>
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<td></td>
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</table>

**Total Credits**: 18

Please note: A grade of “C” or better is required in all LAW courses applicable to the certificate. The issuance of a Certificate of Completion requires that the student must earn a cumulative grade point average (GPA) of 2.0 or higher for all courses required for the certificate. All certificate courses except LAW 293S apply toward the AS paralegal degree.