

University of Hawai'i • Kapi'olani Community College • **Business, Legal and Technology (BLT) Education Department**

Paralegal (Legal) AS Degree Program Curriculum (60 credits)—Fall 2015/Spring 2016

Advisors: Students with last names "A-L" contact Lori Sakaguchi at LLsakagu@hawaii.edu or 734-9017

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

First Semester Courses	Prerequisite and other information	Applies to HPU bachelor degree	**Applies to UHWO bachelor degree
LAW 101 Hawai'i Legal System	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	Yes	Yes
LAW 105 Law Office Management	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	Yes	Yes
LAW 111 Litigation [fall-cable TV]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	Elective	Yes
First Legal Specialty LAW Course	See next page for Legal Specialty LAW course options	*Unrestricted elective	Yes
ENG 100 Composition I or ESL 100 Composition I	Prerequisite(s): ENG 22 with a grade of "C" or better, or qualification for ENG 100 Prerequisite(s): Qualification for ESL 100, or a grade of "C" or better in ENG 22, or successful completion of ESOL 94, or instructor recommendation	Yes	Yes
Second Semester Courses	Prerequisite and other information		
LAW 102 Legal Research	Prerequisite(s): Credit in or qualification for ENG 100 or ESL 100	Yes	Yes
LAW 145 Computer Applications in the Law Office	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100; Keyboarding skills	*Unrestricted elective	Yes
LAW 148 Legal Document Preparation	Prerequisite(s): Paralegal or Legal Secretary program major or consent of instructor; a grade of "C" 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 approx \$25	Yes	Yes
LAW 202 Legal Interviewing, Negotiating, & Advocacy [offered spring only]	Prerequisite(s): LAW 111 or LAW 136	Yes	Yes
Second Legal Specialty LAW Course	See next page for Legal Specialty LAW course options	*Unrestricted elective	Yes
Third Semester Courses	Prerequisite and other information		
Third Legal Specialty Course	See next page for Legal Specialty LAW course options		Yes
Fourth Legal Specialty Course	See next page for Legal Specialty LAW course options	*Unrestricted elective	Yes
LAW 203 Legal Writing	Prerequisite(s): Paralegal major or consent of instructor; a grade of "C" or better in LAW 102	Yes	Yes
AS/NS Natural Science requirement (one course)	See next page for AS/NS Natural Science course options or catalog (<i>recommend: ICS 100</i>)	ICS 100	Yes, except ICS 100
Advanced Communications Writing or Speech requirement: ENG 200 Composition II or ENG 209 Business & Managerial Writing, or SP 151 Personal & Public Speech, or SP 181 Interpersonal Communication, or SP 251 Principles of Effective Public Speaking	Prerequisite(s): ENG 100 or ESL 100 with a grade of "C" or higher Prerequisite(s): A grade of "C" or better in ENG 100 or ESL 100 Recommended Preparation: Qualification for ENG 100 or ESL 100 Recommended Preparation: Qualification for ENG 100 or ESL 100 Recommended Preparation: SP 151, SP 200, ENG 100 or ESL 100	Yes	Yes
Fourth Semester Courses	Prerequisite and other information		
LAW 293P Cooperative Paralegal Education	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 148 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. Recommended Preparation: Students should be in the last semester of the paralegal program	*Unrestricted elective	Yes
Advanced Legal Specialty LAW Course (one course)	Prerequisite(s): Completion of corresponding 100 level course See next page for Advanced Legal Specialty LAW course options	*Unrestricted elective	Yes
PHIL 110 Introduction to Deductive Logic, or MATH 100 Survey of Mathematics, or higher level mathematics	Prerequisite(s): Qualification for ENG 100 (recommend: PHIL 110 Introduction to Deductive Logic) Prerequisite(s): A grade of "A" in MATH 24 or a grade of "C" or better in MATH 25 or MATH 81 or tested placement at MATH 100; qualification for ENG 22 or ESOL 94	Yes	Yes, MATH 100 or higher level
AS/AH Arts & Humanities requirement (one course) (100 level or higher)	See next page for AS/AH Arts & Humanities course options or catalog (MUS 108 and 230 <u>are not</u> recommended, not ABA approved) See advisor if you plan to transfer to a university (* <i>recommend: HWST 107 or other HAP focus DH, DL course</i>)	Yes	**Yes, recommend HWST 107 (HAP)
AS/SS Social Science requirement (one course) (100 level or higher) [other than LAW]	See next page for AS/SS Social Science course options or catalog See advisor if you plan to transfer to a university (* <i>recommend: ANTH 151 or other DS</i>)	Yes	**Yes

*Unrestricted elective, unless noted **Articulation agreement effective fall 2014 Advising sheets are subject to human error. To view Paralegal Program Learning Outcomes see course syllabus. 08.11.15cnk

Legal Specialty Course Options (four required)
(semester normally offered)

Fall semester options	
Course	Prerequisite and other information
LAW 104 Civil Investigation [sometimes <i>summer</i>]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 131 Real Property Law	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 136 Tort & Insurance Law	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 151 Estate Planning & Probate	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 166 Employment Law [rarely offered]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 176 Criminal Law (recommend for HPU transfer)	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 181 Rights of the Disadvantaged [cable TV]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 212 Advanced Litigation (offered 2016, 2018, 2020)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 111; or consent of instructor
LAW 240 Advanced Family Law (offered 2017, 2019)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 140; a grade of "C" or better in LAW 203

Spring semester options	
Course	Prerequisite and other information
LAW 121 Law of Business Organizations (recommend for HPU transfer)	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 140 Family Law (recommend for HPU transfer)	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 141 Intellectual Property [online]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 171 Consumer Law [rarely offered]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 236 Advanced Tort & Insurance Law (offered 2017, 2019, 2021)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 136; a grade of "C" or better in LAW 203
LAW 282 Advanced Computer-assisted Legal Research (offered 2016, 2018, 2020) (recommend for HPU transfer)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 102
LAW 283 Advanced Legal Writing (offered even years) [rarely offered]	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 102; a grade of "C" or better in LAW 203

Advanced Legal Specialty Course Options (one required; see note below)
(semester normally offered)

Fall semester options	
Course	Prerequisite and other information
LAW 212 Advanced Litigation (offered 2016, 2018, 2020)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 111; or consent of instructor
LAW 240 Advanced Family Law (offered 2017, 2019)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 140, a grade of "C" or better in LAW 203

Spring semester options	
Course	Prerequisite and other information
LAW 236 Advanced Tort & Insurance Law (offered 2017, 2019)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 136; a grade of "C" or better in LAW 203
LAW 282 Advanced Computer-assisted Legal Research (offered 2016, 2018, 2020)	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 102
LAW 283 Advanced Legal Writing (offered even years) [rarely offered]	Prerequisite(s): Paralegal major; a grade of "C" or better in LAW 102; a grade of "C" or better in LAW 203

Note: Additional advanced legal specialty courses may be used toward the legal specialty course requirement. Advising sheets are subject to human error.
To view Paralegal Program Learning Outcomes see course syllabus.

AS/AH ARTS & HUMANITIES course options: (*can be used as AH or SS but not both)

AMST 201, 202; **ART** 101, 189; **ASAN** *100; 201, 202; **DNCE** 150; **EALL** 261, 262, 271, 272; **ENG** 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 (recommended if transferring to UHWO); **IS** 109, 161; **LING** 102; **MUS** 106, 107, 108, 170, 229, 230; **PACS** *108, 257; **PHIL** 100, 101, 102, 103, 211, 213, 250; **REL** 150, 151, 202; **SP** 251; **THEA** 101

AS/NS NATURAL SCIENCE course options: (ICS 100/111 does not meet the UH West Oahu natural science requirement)**

ASTR 110, 280; **BIOC** 244; **BIOL** 101, 124, 130, 171, 172; **BOT** 101, 130, 201; **CHEM** 100, 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)

ANTH 151, 152, 200, 210; **ASAN** *100; **BOT** 105; **COM** 201; **ECON** 120, 130, 131; **FAMR** 230; **GEOG** 102, 151, 210; **IS** 105B, 105C; **JOUR** 150; **PACS** *108; **POLS** 110, 120, 130, 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 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. To view Paralegal Program Learning Outcomes see course syllabus.

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Legal Secretary Certificate—Fall 2015/Spring 2016

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 Competence—Legal Secretary(18 credits)		
Course	Prerequisite and other information	Credits
LAW 105 Law Office Management	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	3
LAW 111 Litigation [<i>fall</i> -cable TV]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	3
LAW 145 Computer Applications in the Law Office	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100; keyboarding skills	3
LAW 148 Legal Document Preparation	Prerequisite(s): Paralegal or Legal Secretary program major or consent of instructor; a grade of "C" 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	3
LAW 293S Cooperative Legal Secretary Education	Prerequisite(s): Legal Secretary certificate of competence program major; grade of "C" or better in LAW 105; grade of "C" or better in LAW 145; grade of "C" or better in LAW 148 Recommended Preparation: Students should be in the last semester of the Legal Secretary program	3
LAW Elective (select one course): LAW 101 Hawai'i Legal System LAW 102 Legal Research LAW 104 Civil Investigation [<i>fall</i> only] LAW 121 Law of Business Organizations [<i>spring</i> only] LAW 131 Real Property Law [<i>fall</i> only] LAW 136 Tort & Insurance Law [<i>fall</i> only] LAW 140 Family Law [<i>spring</i> only] LAW 141 Intellectual Property [<i>spring</i> only, online] LAW 151 Estate Planning & Probate [<i>fall</i> only] LAW 166 Employment Law [rarely offered] LAW 171 Consumer Law [rarely offered] LAW 176 Criminal Law [<i>fall</i> only] LAW 181 Rights of the Disadvantaged [<i>fall</i> only, cable TV]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Prerequisite(s): Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100 Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	3
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 Competence 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.