

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

Paralegal (Legal) AS Degree Program Curriculum (60 credits)—Fall 2011/Spring 2012

Advisors: Students with last names "A-K" contact Melvin Jadulang at melvinj@hawaii.edu or 734-9017

Students with last names "L-Z" contact Cynthia Kimura at ckimura@hawaii.edu or 734-9107

First Semester Courses	Prerequisite and other information	HPU Applies toward Bachelors (BA)
LAW 101 Hawai'i Legal System [spring-online]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	Yes
LAW 105 Law Office Management (LAW 201) [online only]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	Yes
LAW 111 Litigation [fall-cable TV]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	Elective
First Legal Specialty LAW Course	See next page for Legal Specialty LAW course options	Unrestricted elective unless noted
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
Second Semester Courses		
LAW 102 Legal Research	Prerequisite(s): Credit in or qualification for ENG 100 or ESL 100	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
LAW 148 Legal Document Preparation (Note: substitute for LAW 146)	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	Yes
LAW 202 Legal Interviewing, Negotiating, & Advocacy [spring only]	Prerequisite(s): LAW 111 or LAW 136	Yes
Second Legal Specialty LAW Course	See next page for Legal Specialty LAW course options	Unrestricted elective unless noted
Third Semester Courses		
Third Legal Specialty Course	See next page for Legal Specialty LAW course options	Unrestricted elective unless noted
Fourth Legal Specialty Course	See next page for Legal Specialty LAW course options	Unrestricted elective unless noted
LAW 203 Legal Writing [spring-online]	Prerequisite(s): Paralegal program major or consent of instructor; a grade of "C" or better in LAW 102	Yes
AS/NS Natural Science requirement	See next page for AS/NS Natural Science course options or catalog (recommend: ICS 100 Computing Literacy and Applications)	ICS 100
Advanced Communications Writing or Speech requirement: ENG 209 Business & Managerial Writing, ENG 215 Research & Argumentative Writing, SP 151 Personal & Public Speech, SP 181 Interpersonal Communication, or SP 251 Principles of Effective Public Speaking	Prerequisite(s): A grade of "C" or better in ENG 100, ENG 160, or ESL 100 Prerequisite(s): ENG 100, ENG 160, or ESL 100 with a grade of "C" or better, or consent of instructor Recommended Preparation: Qualification for ENG 100, ENG 160, or ESL 100 Recommended Preparation: Qualification for ENG 100, ENG 160, or ESL 100 Recommended Preparation: SP 151, SP 200, ENG 100, ENG 160, or ESL 100	Yes
Fourth Semester Courses		
LAW 293P Cooperative Paralegal Education (LAW 193P)	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 Recommended Preparation: Students should be in the last semester of the paralegal program	Unrestricted elective
Advanced Legal Specialty LAW Course	See next page for Advanced Legal Specialty LAW course options Prerequisite(s): Completion of corresponding 100 level course and LAW 203	Unrestricted elective unless noted
PHIL 110 Introduction to Deductive Logic, MATH 100, or higher level math	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
AS/AH Arts & Humanities requirement (100 level or higher)	See next page for AS/AH Arts & Humanities course options or catalog (*recommend: HIST 151 or any HIST course; ENG 270-272 or any literature course; ART 101; PHIL 100; or any humanities course)	*Yes
AS/SS Social Science requirement (100 level or higher)	See next page for AS/SS Social Science course options or catalog (*recommend: PSY 100, SOC 100, or ECON 130)	*Yes

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

Fall semester options	
Course	Prerequisite and other information
LAW 104 Civil Investigation [sometimes summer]	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 (offered occasionally)	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 [online]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 212 Advanced Litigation (offered 2010, 2012, 2014, 2016)	Paralegal major; a grade of "C" or better in LAW 111; a grade of "C" or better in LAW 203
LAW 240 Advanced Family Law (offered 2011, 2013, 2015, 2017)	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 131 Real Property Law	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 (offered occasionally)	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100
LAW 236 Advanced Tort & Insurance Law (offered 2011, 2013, 2015, 2017)	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 2012, 2014, 2016, 2018) (recommend for HPU transfer)	Paralegal major; a grade of "C" or better in LAW 102; a grade of "C" or better in LAW 203
LAW 283 Advanced Legal Writing (offered 2012, 2014, 2016, 2018)	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)
(semester normally offered)

Fall semester options	
Course	Prerequisite and other information
LAW 212 Advanced Litigation (offered 2010, 2012, 2014, 2016)	Paralegal major; a grade of "C" or better in LAW 111; a grade of "C" or better in LAW 203
LAW 240 Advanced Family Law (offered 2011, 2013, 2015, 2017)	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 2011, 2013, 2015, 2017)	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 2012, 2014, 2016, 2018)	Paralegal major; a grade of "C" or better in LAW 102; a grade of "C" or better in LAW 203
LAW 283 Advanced Legal Writing (offered 2012, 2014, 2016, 2018)	Paralegal major; a grade of "C" or better in LAW 102; a grade of "C" or better in LAW 203

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, 211, 213, 250; **REL** 150, 151, 202; **SP** 251; **THEA** 101

AS/NS NATURAL SCIENCE course options:

ASTR 110, 280; **BIOC** 244; **BIOL** 101, 130, 171, 172; **BOT** 101, 130; **CHEM** 100, 151, 161, 162; **FSHE** 185; **GEOG** 101; **GG** 103; **ICS** 100, 111; **MICR** 130, 135, 140; **OCN** 201; **PHYL** 160; **PHYS** 100, 122, 151; **SCI** 124; **ZOOL** 141, 142, 200

AS/SS SOCIAL SCIENCE course options (*can be used as AH or SS but not both):

AMST 211, 212; **ANTH** 150, 151, 200, 210; ***ASAN** 100; **BOT** 105; **COM** 201; **ECON** 120, 130, 131; **FAMR** 230; **GEOG** 102, 151; **IS** 105B, 105C; **JOUR** 150; **PACS** *108; **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 LAW courses applicable to the degree to receive the 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 KCC courses to their bachelor degree program. To receive the maximum number of transfer credits to Hawai'i Pacific University, 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. Not all courses offered in the paralegal program at KCC are transferable to the University of Hawai'i at Manoa.

Advising sheets are subject to human error.

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This information is available in alternate formats upon request; advance notice of 10 working days is requested.
Contact Cynthia Kimura at ckimura@hawaii.edu or (808) 734-9107

Legal Secretary Certificate—Fall 2011/Spring 2012

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Certificate of Completion—Legal Secretary(18 credits)		
Course	Prerequisite and other information	Credits
LAW 105 Law Office Management [online only]	Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100	3
LAW 111 Litigation [fall-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 (Note: substitute for LAW 146)	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 completion 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 [spring-online] LAW 102 Legal Research LAW 104 Civil Investigation [fall only] LAW 121 Law of Business Organizations [spring only] LAW 131 Real Property Law [spring only] LAW 136 Tort & Insurance Law [fall only] LAW 140 Family Law [spring only] LAW 141 Intellectual Property [spring only, online] LAW 151 Estate Planning & Probate [fall only] LAW 166 Employment Law [fall only, occasionally] LAW 171 Consumer Law [spring only, occasionally] LAW 176 Criminal Law [fall only] LAW 181 Rights of the Disadvantaged [fall only, online]	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 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 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 towards the AS paralegal degree.

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